

BOTTLED WATER AT NEW YORK STATE FAIRGROUNDS

IFB #0201

Addendum 3 Issued January 18, 2019 Amendment

The Cover Page of the IFB shall be amended as follows:

~~Proposals Due: January 23, 2019~~ Proposals Due: January 31, 2019

Page 4, Section 1.4 of the IFB, shall be amended as follows:

1.4 IFB TIMELINE:

Publication in Contract Reporter	December 21, 2018
Deadline for Submission of Written Questions	January 8, 2019 by 3:00 p.m. (EST)
Last update of answers or issuance of IFB Addendum	January 10, 2019 <u>January 18, 2019</u>
Submission Deadline	January 23, 2019 by 3:00 pm (EST) <u>January 31, 2019 by 3:00 pm (EST)</u>
Bid Opening	January 24, 2019 <u>February 1, 2019</u>

The Department intends to make an award within thirty (30) days of the Bid Response due date. The contract will require approval from the Office of the Attorney General of the State of New York (AG) and the Office of the State Comptroller of the State of New York (OSC) before it becomes effective.

Page 6, Section 2.2.2 of the IFB, shall be amended as follows:

2.2.2 DELIVERY/PERFORMANCE SCHEDULE

Upon receipt of orders from State Fair concessionaires and non-Fair event promoters and concessionaires, the selected Vendor shall coordinate product delivery pursuant to the following:

	State Fair (13-Day Event ending on Labor Day each year)	non-Fair Events
Orders	<p>(1) Advance Orders: The selected Vendor shall commence accepting orders from State Fair concessionaires by May 1 each year during the Term of the Agreement. Delivery shall be made three (3) days prior to the first day of each State Fair held during the Term of the Agreement. AGM will provide a list of State Fair concessionaires to the selected Vendor by April 1 each year and an updated list on or before the 1st day of each month throughout the Term of the Agreement.</p> <p>(2) On-site Orders: The selected Vendor <i>shall</i> maintain a distribution center on-site with adequate inventory to accept orders from State Fair Concessionaires. At a minimum, the distribution center shall be staffed from 8:00 a.m. to 6:00 p.m. commencing three (3) days prior to the first day of the State Fair and each day of each State Fair held during the Term of the Agreement. Orders placed on-site shall be available for pick-up or delivered to the State Fair concessionaire's site prior to 9:30 a.m. the following morning. Deliveries made after 9:30 a.m. during the State Fair shall be transported by hand cart or golf cart pursuant to AGM rules. The selected Vendor must maintain at least one (1) refrigerated storage trailer or unit on-site at a location approved by AGM to stock and store inventory three (3) days prior to the first day of each State Fair held during the Term of the Agreement and for the duration of each State Fair held during the Term of the Agreement.</p>	<p>(1) Advance Orders: The selected Vendor shall commence accepting orders from non-Fair event promoters and concessionaires on April 1, 2019 throughout the Term of the Agreement. Delivery shall be made within fifteen (15) days from receipt of the Order or as mutually agreed upon. AGM will provide a list of scheduled non-Fair shows to the selected Vendor by January 1 each year and an updated list on or before the 1st day of each month throughout the Term of the Agreement.</p> <p>(2) On-site Orders: The selected Vendor <i>may</i> maintain a distribution center on-site with adequate inventory to fulfill orders for larger non-Fair events, including but not limited to, the Syracuse Nationals each year. The location of the distribution center and hours of operation shall be as mutually agreed upon between the non-Fair event promoters and concessionaires and the selected Vendor and AGM. The selected Vendor may maintain a storage trailer or unit on-site at a location approved by AGM to stock and store inventory.</p>
Delivery Location (Price includes all customs, duties and charges and are net, F.O.B. destination and include all costs necessary to produce the product as specified, including delivery to):	New York State Fair 581 State Fair Blvd. Syracuse, NY 13209	New York State Fair 581 State Fair Blvd. Syracuse, NY 13209

Credentials	The selected Vendor will receive credentials to park two (2) trailers on-site for purposes of storing bottled water during the State Fair (one of the two trailers on-site must be refrigerated). Any other parking credentials and any admission credentials will be the responsibility of the selected Vendor.	The selected Vendor will receive credentials to park two (2) trailers on-site for purposes of storing bottled water for any non-Fair shows where on-site storage is needed. Any other parking credentials and any admission credentials will be the responsibility of the selected Vendor.
Payment and Reporting Requirements	Sales reports shall be submitted to AGM on or before the fifteenth (15 th) day of every month for the prior month's sales. The reports should include, but not be limited to, all sales of bottled water sold to State Fair concessionaires (provide copies of all orders). The Fee on the Bid Form shall be made payable to AGM no later than the thirtieth (30 th) day of each month for the prior month's sales.	Sales reports shall be submitted to AGM on or before the fifteenth (15 th) day of every month for the prior month's sales. The reports should include, but not be limited to, all sales of bottled water sold to non-Fair event promoters and concessionaires (provide copies of all orders). The Fee on the Bid Form shall be made payable to AGM no later than the thirtieth (30 th) day of each month for the prior month's sales.
Vending Machines	Place and service up to four (4) vending machines on-site year-round stocked with at least five (5) different types of bottled water that meet the product specifications set forth in Section 2.2.1 of this IFB. Placement on-site shall be at location(s) mutually agreed upon by AGM and the selected Vendor.	

Page 8, Section 3.1 of the IFB, shall be amended as follows:

3.1 SUBMISSION TIMELINE

All bid submission documents required to be responsive for bid evaluation must be received by the Department no later than 3:00 PM (EST) on ~~January 23, 2019~~ January 31, 2019 in order to be considered. The Department reserves the right to request any missing information from those items marked with an asterisk (*) on the Submission Documents Checklist. Bidder will have three (3) business days to provide any missing information requested by the Department for those items marked with an asterisk (*) on the Submission Documents Checklist. All remaining forms and documents required to be completed after notification of selection is made shall be submitted to the Department by the selected contractor prior to execution of the contract.

Any questions concerning this IFB must be received by 3:00 PM (EST) on January 8, 2019. Questions must be submitted in writing via email to Joyce Willi at procurement.info@agriculture.ny.gov. Please list "BOTTLED WATER IFB#0201" in the subject line.

A Question and Answer document will be posted to the Department website: www.agriculture.ny.gov under "Funding Opportunities" no later than ~~January 10, 2019~~ January 18, 2019. No individual written responses will be provided.

Any revisions to this invitation will be posted on the Department's website, www.agriculture.ny.gov under "Funding Opportunities". All bidders are responsible for keeping informed of any revisions to this invitation. All questions and answers shall be incorporated into the IFB which will be part of the awarded contract. If you are unable to access the Department's website, please contact Joyce Willi at procurement.info@agriculture.ny.gov to arrange for alternate delivery, or at the following mailing address: New York State Department of Agriculture and Markets, Fiscal Department, Attn: Joyce Willi, 10B Airline Drive, Albany, New York, 12235.