



ONEIDA COUNTY
DEPARTMENT OF PUBLIC WORKS
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County Executive

JEFFREY D. QUACKENBUSH
Commissioner

REQUEST FOR PROPOSALS

COUNTY OF ONEIDA

Concessions and New York State Lottery Sales

RFP No. 2026-460

Oneida County Office Building
800 Park Avenue | Utica, NY 13501

Request for Proposal

RFP No. 2026-460

Oneida County is soliciting proposals from qualified vendors to provide concessions and New York State Lottery sales at the Oneida County Office Building, 800 Park Avenue, Utica, NY 13501. Approximately 1,000 County employees work in the Oneida County Office Building, and hundreds of clients visit on a daily basis. Concessions and lottery sales are currently provided with an established customer base. Oneida County will negotiate a Lease Agreement upon acceptance of a proposal submitted in response to this Request for Proposal (RFP).

Concessions are a service provided to County employees; therefore, quality, variety, healthy options, and reasonable pricing are priorities.

Space available for concessions at the County Office Building consists of 386 square feet with storefront on the 1st floor.

Operating Requirements and General Conditions

- Concessions and New York Lottery services must be provided on all Oneida County workdays between the hours of 9:00 A.M. and 4:00 P.M.
- Concessions operator will be responsible for security and janitorial cleaning services within concessions space at the County Office Building on the 1st floor.
- Initial Concessions Lease term will be five (5) years.
- On-site preparation of food or snacks, excluding beverages, will be prohibited.
- The County will not permit other concessions to locate and operate at 800 Park Avenue, Utica, NY 13501.
- Concessions operator will not be allowed use of the 1st floor lobby, other than as a waiting area for patrons and installation of one (1) New York Lottery vending machine.
- The County will not permit a subcontract for operation of concessions.
- The County intends to provide facilities in good operating condition, as will be more fully defined in the Concessions Lease. It will be the responsibility of the concessions operator to make any improvements at its cost, subject to prior approval by the County, and to operate and maintain concessions in compliance with all relevant federal, state and local codes, rules and regulations. If improvements disturb materials classified as regulated waste or hazardous waste, such as asbestos and lead based paint, concessions operator shall be responsible for abatement and disposal of such materials at their cost.
- Concessions equipment and vending machines will be new or used in excellent condition, energy efficient, and properly maintained. Vending machines shall be equipped with VendingMiser, or similar energy conservation devices. Equipment deemed unacceptable by Oneida County will be replaced immediately by concessions operator at their expense.
- Smoking and the sale of tobacco products on County property is strictly prohibited.
- The sale of alcoholic products and beverages is strictly prohibited.

Proposal Response Elements

The response to this RFP should include the following information.

- Name, addresses and telephone number of the prospective concessions operator.
- Description of the concept planned for concessions operations.
- Provide a sample inventory and menu showing the type of snacks, beverages, and food to be served with pricing structure for all items.

- Provide a sample inventory of all hot and/or cold lunch items, including “grab and go” options, with pricing structure for all items.
- Describe any planned improvements including equipment, furnishings, etc.
- Include a general business plan for concession facility operations and describe any plans for advertising or promoting concession operations to the public and employees. This should include an operating budget that states the proposed lease fee, if any.
- Complete resume of all principal personnel to be involved in the management and concessions operations.
- Evidence of relevant experience of concessions operator and principal personnel specifically associated with management and operation of concessions operations.
- Financial statement of the concessions operator indicating sufficient resources available for successful promotion, management and operation of concessions.
- Names, addresses and telephone numbers of at least three (3) references of individuals with direct knowledge of the experience of the lessee and principals involved in concession management and operation.

Evaluation Criteria

Criteria for evaluation will include:

- Experience in successful concession facility management and operations.
- Ability to provide reasonably priced snack, food, and beverage options.
- Ability to provide hot and/or cold “grab and go” lunch options.
- Strength of business plan.
- Innovative ideas or plans to improve and expand concessions services.
- Investment in the concessions facilities.
- Proposed lease fee.
- Other factors deemed relevant by the County.

In selecting a concessions operator, Oneida County will consider all of the information provided by the respondents to the RFP as well as reference checks and other information derived from any investigation that Oneida County may perform.

Concessions Lease

Terms and conditions of the Concessions Lease will be negotiated with the prospective concessions operator identified through this RFP process. Execution of the Concessions Lease does not satisfy the Oneida County Health Department permitting requirements. All necessary operating permits, including Oneida County Health Department permits, must be obtained prior to commencement of concessions operations.

Insurance Requirement

The selected concessions operator (the lessee) shall purchase and maintain insurance of the following types of coverage and limits of liability with an insurance carrier qualified and admitted to do business in the State of New York. The insurance carrier must have at least an A- (excellent) rating by A. M. Best.

- Commercial General Liability (CGL) coverage with limits of not less than One Million Dollars (\$1,000,000) each occurrence, and Two Million Dollars (\$2,000,000) Annual Aggregate. \$300,000 damage to rented premises each occurrence. CGL coverage shall be written on ISO Occurrence form CG 00 01 1001 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contracts, products, completed operations, personal and advertising injury. The County shall be included as an additional insured, on a primary and non-contributing basis before any other insurance or self- insurance, including any deductible or self-insured retention, maintained by, or provided to, the County. The lessee shall maintain said CGL coverage for itself and the additional insured for the duration of the lease period and maintain completed operations coverage for itself and the County for at least three (3) years after completion.
- Excess Insurance coverage with limits of not less than \$2,000,000 each occurrence and aggregate on a “follow-form” basis.
- Property Insurance coverage for concessions operator’s business personal property, improvements and betterments and extra expense. The deductible shall not exceed \$1,000. The policy shall contain a waiver of subrogation in favor of the County.
- Workers’ Compensation and Employer’s Liability, pursuant to statutory requirements and limits.
- Business Automobile Liability with limits of at least One Million Dollars (\$1,000,000) each accident. Coverage must include liability arising out of all owned, leased, hired and non-owned automobiles. The County shall be included as an additional insured on a primary and non-contributing basis.
- Waiver of Subrogation: The lessee waives all rights against the County, its agents, officers, and employees for recovery of damages to the extent these damages are covered by insurance maintained per requirements stated above.
- The County shall not execute a lease until certificates evidencing the insurance required by this Section have been provided to the County. The certificates shall be on forms approved by the County and shall contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to the County. Acceptance of the certificates shall not relieve the lessee of any of the insurance requirements, nor decrease the liability of the lessee. The County reserves the right to require the lessee to provide insurance policies for review by the County. The lessee grants the County a limited power of attorney to communicate with the lessee’s insurance provider and/or agent for the express purpose of confirming the coverages required hereunder.

Response Submissions and Timetable

A response must be submitted by 3:00pm on October 9, 2026, via email, to Jeff Quackenbush, Commissioner, Oneida County Department of Public Works, at jquackenbush@oneidacountyny.gov.

Questions concerning the RFP or requests to schedule a site visit should be addressed to Jeff Quackenbush at (315) 793-6200 or jquackenbush@oneidacountyny.gov.