



**Office for People With
Developmental Disabilities**

KATHY HOCHUL
Governor

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Commissioner

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Executive Deputy Commissioner

**OPWDD Contract Management Unit
on behalf of:**

**Western NY Developmental Disabilities State
Operations Office**

**2024 - 2029 Seasonal Community Snow and
Slush Removal and Ice Control Services in
Cattaraugus, Chautauqua, Erie, Genesee,
Niagara, and Orleans Counties**

WN 041124

Invitation for Bid

Invitation for Bid

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ADDITIONAL REQUIRED FORMS (MUST BE SUBMITTED WITH BID OR WITHIN 3 BUSINESS DAYS OF REQUEST BY OPWDD. FAILURE TO SUBMIT THESE FORMS WILL RESULT IN BID DISQUALIFICATION):

ATTACHMENT 1: References

ATTACHMENT 2: Vendor Responsibility Questionnaire

REFERENCE MATERIAL

Contract Template with Appendix A & Supplement

1. Introduction

The New York State Office for People with Developmental Disabilities (hereinafter “OPWDD”) has the authority to provide care, treatment, rehabilitation, education, training and support services to developmentally disabled persons. OPWDD is also empowered to take all actions necessary, desirable, and proper to carry out its purposes and objectives within budgetary amounts made available by appropriations. Western NY Developmental Disabilities State Operations Office (hereinafter “OPWDD”) is an agency of OPWDD serving Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans Counties.

OPWDD contracts with numerous organizations to provide these required services and other physical benefits. Such contracts may be with not-for-profit or for-profit organizations as well as with other governmental organizations.

2. Designated Contact Person(s) For Inquiries & Submission

Michael J. Keller , CMS 1 for
Zachary Guida, CMS 2
Deborah Grieco, CMS 3
OPWDD Contract Management Unit
26 Center Circle
Wassaic, New York 12592-2637
Phone: 845-877-6821 x(3025) Fax: 845-877-3004
eny.nyc.li.contracthub@opwdd.ny.gov

3. Timetable of Proposal Due Dates

IFB Release Date	28 February 2024
Conference Call*	10:00AM, 6 March 2024
Final Date for Receipt of Questions	20 March 2024
Official Responses to Questions By	28 March 2024
Proposal Due Date – Bid Opening**	3:00PM, 11 April 2024
Evaluation & Selection	3 May 2024
Notification of Awards	3 May 2024
Contract start date (subject to change)	1 September 2024

*Please See Page 4, Section 6 for more details on the Conference Call.

**Bid Opening to be via Web Ex. Please see page 6, Section 13.A. (4) for details.

OPWDD has sole discretion to change the above dates

4. Objective of this IFB

The purpose of this IFB is to contract with responsive and responsible vendors interested in performing the tasks and services described within the section of this IFB identified as "Qualifications & Scope of Work."

5. General Description of Services

This IFB is for interested bidders to submit a bid for Seasonal Community Snow and Slush Removal and Ice Control Services for OPWDD sites, according to the specifications, terms and conditions as enumerated in "Scope of Work" of this IFB.

6. Site Inspections and Conference Call

OPWDD facilities are occupied by a developmentally disabled population, including some individuals who are medically and physically disabled, as well as some who are confined to wheelchairs. OPWDD residents often require an additional level of care regarding Snow Removal and Ice Control Services due to functional mobility issues. **There will be a Conference Call at 10:00 AM on Wednesday, March 6, 2024, to discuss service requirements and expectations of Seasonal Community Snow and Slush Removal and Ice Control Services with Bidders that are interested in providing services at OPWDD sites. Attendance at the Conference Call is not a requirement for bidding, but it is highly encouraged.**

The Conference Call will be done via Web Ex and can be joined by either clicking the link below:

<https://meetny.webex.com/meetny/j.php?MTID=m3c88270d183f9c34f903b1dd5e7d44d6>

or by calling 1-518-549-0500 and entering the following **Meeting Number/Access Code, 161 222 9738 followed by the # sign**. It is strongly recommended that you join the Conference Call **five to ten minutes before** the actual start time to ensure you are present.

It is the Bidders obligation to visit any and all sites they wish to bid on. OPWDD will make **no allowance or concession** to the Bidder for any alleged misunderstanding or deception because of quality, character, location, or other conditions. It is the responsibility of the bidder to know the site(s) requirements based upon the service being requested. The telephone number for each site has been provided. It is the Bidders responsibility to set up an appointment with each House Manager to determine the specific requirements of all aspects of the sites in relation to the service to be provided.

7. Notice to Potential Bidders

Receipt of these bid documents does not indicate OPWDD has pre-determined any vendor qualifications to receive a contract award. Such determination will be made after the bid opening and will be based upon an evaluation of all bid submissions and compared to the specific requirements and qualifications contained in these bid documents.

8. Term of the Contract

The term of this contract will be defined in the Contract Agreement, but is anticipated to be a five year contract, unless an amendment is mutually agreed upon by both parties and approved by the Office of the State Comptroller (OSC).

9. Payment

Prices are to remain constant for the initial year of the contract. Approaching every contract anniversary date, the Contractor may request, or OPWDD give notice of, an annual price adjustment for the subsequent year. The request or notice must be submitted in writing between 30 days and 60 days prior to the contract anniversary date. OPWDD has the sole discretion in determining the rate to be approved. The adjustment shall be based upon the most recently available, "CPI-U", not seasonally adjusted, Northeast Region, all items, with the adjustment calculated on a 12-month percent change based on the month 60 days prior to the contract anniversary. Any price adjustment shall not exceed 3.0% per annum.

10. Wage and Hours Provisions

If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department.

Pursuant to § 9 (A), Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

Pursuant to § 9 (A), Contractor and its subcontractors must provide OPWDD with a certified payroll when submitting an invoice for payment.

11. Subcontracting

No Subcontracting of services is allowed with this IFB without written permission of OPWDD. For further information, please see section 14 J.

12. Insurance

The Contractor agrees that without expense to the State, insurance will be maintained during the period of the proposal and contract, insurance of the kinds and in the amounts indicated, with insurance companies authorized to do such business in the State of New York, covering all operations under this proposal and contract.

- A. The Contractor shall furnish to OPWDD a Certificate or Certificates in a form satisfactory to the Agency, showing compliance with the requirements of this section. The State of New York Office for People with Developmental Disability will be expressly named as additional insured on each policy in accordance with above. Certificates of insurance should be forwarded to the OPWDD with the signed agreement and thereafter annually on the contract anniversary date. Certificates shall state the policies shall not be changed or cancelled until 30 days written notice has been given to OPWDD. Required insurances are:
- (1) A policy covering the obligations of the successful bidder in accordance with the Workers' Compensation Law. The contract shall be void and of no effect unless the successful bidder procures such policy and maintains it during the period of the contract. The Workers Compensation Board website can be found here: www.wcb.ny.gov/
 - (2) Policies covering bodily injury, liability and property damage of the types hereinafter specified, each with limits of liability not less than \$1,000,000.00 for all damages arising out of bodily injury, including death at any time resulting there from, sustained by one person in any one accident, and subject to that limit for that person, and not less than \$2,000,000.00 for all damages arising out of bodily injury, including death at any time resulting there from, sustained by two or more persons in any accident and not less than \$2,000,000.00 for all damages arising out of injury or destruction of property.
 - a. Contractor's liability insurance issued to and covering the liability of the successful bidder with respect to all work performed by them under the proposal and the contract.
 - b. Protective liability insurance issued to and covering the liability of the people of the State of New York with respect to all operations under this proposal and the contract, by the successful bidder, including omissions and supervisory acts of the State.

13. Submission of Proposals

A. Submission Requirements

One (1) original Bidder Cost Proposal Form is required to submit a bid. All proposals in response to this IFB must be received by OPWDD no later than the proposal due date and time.

One (1) original of each additional required form, as listed on page 2 (References and Vendor Responsibility Questionnaire), must be received either by the proposal due date or within 3 business days of request by OPWDD. It is strongly recommended that these additional forms are submitted by the proposal due date. Failure to submit the forms as specified above will result in the bid being disqualified.

- (1) **Overnight delivery can take a minimum of two (2) business days to be received by OPWDD. Bidders mailing their responses must allow sufficient mail delivery time to ensure receipt of their proposals by the Bid Opening Date listed on the cover page. Do not depend upon an expedited, "early AM," or similar delivery service to timely deliver to OPWDD.**

- (2) All proposals should be submitted in a sealed envelope with *the following information clearly displayed on the exterior of the packaging: **Bidder's name and address; "Sealed Bid" with the IFB title; Proposal Due Date***
- (3) Proposals should be **mailed** or **hand delivered** to the following address:

OPWDD
Contract Management Unit – **IFB: WN 041124**
C/O Michael J. Keller, CMS 1
26 Center Circle, Building 58, Service Building
Wassaic, New York, 12592-2637

- (4) Bid Opening will be done via Web Ex following standard formal bid opening procedures. If bidders wish to “attend”, they may do so by calling: **1-518-549-0500 at 3:00PM 11 April 2024**. Bidders will be asked for an ATTENDEE CODE. Enter 161 639 1015 followed by the # sign.

All proposals and accompanying documentation become the property of OPWDD and ordinarily will not be returned.

B. References

All bidders must submit at least three (3) work references that will verify that the bidder or its principals have at least two (2) years of relevant experience to complete the work as listed in Qualifications and Scope of Work.

C. Late Bids

Any Bid received at the specified location after the time specified will be considered a late Bid. A late Bid shall not be considered for award unless: (i) no timely Bids meeting the requirements of the Bid Documents are received or, (ii) in the case of a multiple award, an insufficient number of timely Bids were received to satisfy the multiple award; and acceptance of the late Bid is in the best interests of the Authorized Users. Delays in United States mail deliveries or any other means of transmittal, including couriers or agents of the Authorized User shall not excuse late Bid submissions. Similar types of delays, including but not limited to, bad weather or security procedures for parking and building admittance shall not excuse late Bid submissions. Determinations relative to Bid timeliness shall be at the sole discretion of OPWDD. **No late proposals will be considered if the delay in submission results from the fault of the bidder or from any factor within the direct or indirect control of the bidder.**

14. Procurement Information, Mandatory Requirements

- A. Procurement Lobbying Law Requirements pursuant to State Finance Law §§ 139-j and 139-k**

Effective January 1, 2006: Pursuant to State Finance Law §§ 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OPWDD and Bidder during the procurement process. A Bidder is restricted from making contact from the earliest Notice of Intent to Solicit Offers through final award and approval of the Procurement Contract by OPWDD and, if applicable, the Office of the State Comptroller (OSC), to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 129-j (3)(a). Designated staff, as of the date hereof, is (are) identified in this solicitation.

The designated contact person is listed in Section 2, 'Designated Contact Person(s) For Inquiries & Submission' of this solicitation. The Restricted Period for this procurement begins with the date of the advertisement in the NYS Contract Reporter and will end when the NYS Office of the State Comptroller has approved the contract. All contact during the Restricted Period regarding this procurement must be made with the OPWDD designated contact person.

OPWDD employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award. In the event of two findings within a four-year period, the Bidder is debarred from obtaining governmental Procurement Contracts. Bidders will be informed in writing of any preliminary OPWDD finding of non-responsibility and will be afforded administrative due process prior to a final determination being made.

B. Questions Regarding this Procurement

All questions regarding this procurement must be submitted in writing, by fax, mail, or e-mail to the contact person listed in **Section 2, 'Designated Contact Person(s) For Inquiries & Submission'** of this solicitation. Questions that are emailed must be submitted via email address to eny.nyc.li.contracthub@opwdd.ny.gov, and should reference the IFB title name and number in the subject line of the email.

OPWDD will post official answers to the questions to the Contract Reporter and the OPWDD website by the date indicated in **Section 3, 'Timetable of Proposal Due Date'**.

If a bidder discovers a possible error in this IFB, immediately notify the contact person indicated in **Section 2 'Designated Contact Person(s) for Inquiries & Submission'**, of such error and request clarification, correction or modification to this document via email address eny.nyc.li.contracthub@opwdd.ny.gov. All inquiries concerning corrections must reference the IFB title and number in the subject line of the email, and cite the particular bid section and paragraph number in the body of the email. Prospective Bidders should note that any such notice must be given, and all clarification and exceptions including those relating to the term and conditions are to be resolved prior to the proposal submission deadline. If there is a substantial error, the entire bidders list will be notified and the IFB change will be posted on the Contract Reporter, as well as e-mail replies to all bidders. OPWDD shall make IFB modifications, provided that such modification would not materially benefit or disadvantage any particular bidder.

C. OPWDD Rights

- (1) OPWDD reserves the right to use any and all ideas presented in any response to the IFB. Selection or rejection of any proposal does not affect this right. OPWDD shall also have unlimited rights to disclose or duplicate, for any purpose whatsoever, all information or other work product developed, derived, documented or furnished by the Bidder under any agreement resulting from this IFB.
- (2) In the event of contract award, all documentation produced as part of the contract will become the exclusive property of OPWDD. OPWDD reserves a royalty free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use such documentation and to authorize others to do so.
- (3) OPWDD reserves the right to:
 - a. Reject any or all proposals received in response to this IFB (Invitation for Bid);
 - b. Withdraw the IFB at any time, at the agency's sole discretion;
 - c. Make an award under the IFB in whole or in part;
 - d. Disqualify any Bidder whose conduct or proposal fails to conform to the requirements of this IFB. Selection may also include such issues as past performance;
 - e. Seek clarifications and revisions of proposals;
 - f. Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the IFB;
 - g. Bidders are cautioned to verify their Bids before submission, as amendments to Bids or requests for withdrawal of Bids received by the Commissioner after the time specified for the Bid opening, may not be considered;
 - h. *Prior to the bid opening*, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
 - i. *Prior to the bid opening*, direct bidders to submit proposal modifications addressing subsequent IFB amendments;
 - j. Change any of the scheduled dates, including start dates, stated herein upon notice to the Bidders;
 - k. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
 - l. Waive any requirements that are not material;
 - m. Negotiate with the successful bidder within the scope of the IFB in the best interests of the state;
 - n. Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
 - o. Utilize any and all ideas submitted in the proposals received;
 - p. Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 60 days from the bid opening; and,
 - q. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full

and complete understanding of a bidders proposal and/or to determine a bidders compliance with the requirements of the solicitation.

D. Incurred Costs

The State of New York shall not be liable for any costs incurred by a Bidder in the preparation and production of a proposal. Any work performed prior to the issuance of a fully executed contract or delivery of an order by OPWDD to the Contractor will be done only to the degree the Contractor voluntarily assumes the risk of nonpayment.

E. Content of Proposals

To be considered responsive, a Bidder should submit complete proposals that satisfy all the requirements stated in this IFB. Proposals that do not include the listed required forms may be rejected as nonconforming.

F. Period of Validity

Each Bidder's Proposal must include a statement as to the period during which the provisions of the proposal will remain valid. All elements of the bid and proposal shall remain in effect for a minimum of 180 days.

G. Notice of Award, Debriefing and Bid Protests

- (1) The successful Bidder or its agent shall not make any news releases or any other disclosure relating to this contract award without the explicit approval of OPWDD.
- (2) OPWDD will notify all unsuccessful Bidders, at or about the time of bid award, of the fact that their proposals were not selected. Each unsuccessful Bidder may at that time request a debriefing by OPWDD as to why its proposal was not selected. The scope of such debriefings will ordinarily be limited to the strengths and weaknesses of the individual Bidder's proposal unless the contracts resulting from this procurement have been approved by OSC.
- (3) Bidders wishing to file protest of the awarding of a bid(s) must notify OPWDD, in writing, of their intent to protest the award within ten (10) working days of their receipt of notice of non-award. The protest should identify the name and number of the IFB and the award date; indicate the bidder's interpretation as to why they feel they were denied the award (i.e., summarize the deficiencies identified during the debriefing) and state their justification for the bid protest. Bid protests must be mailed to NYS OPWDD, Contract Management Unit, 44 Holland Avenue, 3rd Floor, Albany, New York 12229-0001.

H. Public Information Requirements / Confidentiality / Publication Rights

- (1) All the proposals upon submission will become the property of OPWDD. Materials / documents produced by the Contractor in the fulfillment of its obligations under contract with OPWDD become the property of OPWDD unless prior arrangements have been made with respect to specific documents.

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- (2) OPWDD will have the right to disclose all or any part of a proposal to public inspection based on its determination of what disclosure will serve the public interest. Upon approval of the contract by OSC, all terms of the contract become available to the public.
- (3) Prospective Bidders are further advised that, except for trade secrets and certain personnel information (both of which OPWDD has reserved the right to disclose), all parts of proposals must ultimately be disclosed to those members of the general public making inquiry under the New York State Freedom of Information Law (NYS Public Officers Law article 6) although proposal contents cannot ordinarily be disclosed by OPWDD prior to bid award.
 - a. Should a Bidder wish to request exception from public access to information contained in its proposal, the Bidder must specifically identify the information and explain in detail why public access to the information would be harmful to the Bidder. Use of generic trade secret legends encompassing substantial portions of the proposal or simple assertions of trade secret interest without substantive explanation of the basis therefore will be regarded as non-responsive requests for exception from public access will not be considered by OPWDD in the event of a Freedom of Information request for proposal information is received
- (4) The bidder and OPWDD agree that all communications, until the effective date of the contract, shall be made in confidence, shall be used only for purposes of the contract, and that no information shall be disclosed by the recipient party except as required by Federal or State law.
- (5) The bidder shall treat all information, in particular information relating to OPWDD service recipients and providers, obtained by it through its performance under contract, as confidential information, to the extent that confidential treatment is provided under New York State and Federal law, and shall not use any information so obtained in any manner except as necessary to the proper discharge of its obligations and securement of its rights hereunder. Bidder is responsible for informing its employees of the confidentiality requirements of this agreement.
- (6) The Contractor may not utilize any information obtained via interaction with OPWDD in any public medium (media-radio, television), (electronic-internet), (print-newspaper, policy paper, journal/ periodical, book, etc.) or public speaking engagement without the official prior approval of OPWDD Senior Management. Contractors bear the responsibility to uphold these standards rigidly and to require compliance by their employees and subcontractors. Requests for exemption to this policy shall be made in writing, at least 14 days in advance, to OPWDD Contract Management Unit, 44 Holland Avenue (3rd Floor), Albany, New York 12229.
- (7) The Contractor agrees that no brochure, news/media/press release, public announcement, memorandum, or other information of any kind regarding the Contract shall be disseminated in any way to the public, nor shall any presentation be given regarding the Contract without the prior written approval of the OPWDD, which written approval shall not be unreasonably withheld or delayed provided, however, that Contractor shall be authorized to provide copies of the Contract and answer any

questions relating thereto to any State or federal regulators or, in connection with its financial activities, to financial institutions for any private or public offering.

I. Affirmative Action

- (1) OPWDD is in full accord with the aims and effort of the State of New York to promote equal opportunity for all persons and to promote equality of economic opportunity for minority group members and women who own business enterprises, and to ensure there are no barriers, through active programs, that unreasonably impair access by Minority and Women-Owned Business Enterprises (M/WBE) to State contracting opportunities. OPWDD encourages business that are minority or woman owned, to become certified with Empire State Development.
- (2) Prospective Bidders to this IFB are subject to the provisions of Executive Law article 15-A and regulations issued there under.
- (3) Any contract in the amount of \$25,000 or more which is awarded as a result of this IFB will be subject to all applicable State and Federal regulations, laws, executive orders and policies regarding affirmative action and equal employment opportunities.
- (4) All awardees are required to comply with OPWDD's Minority and Woman-Owned Business Enterprises (M/WBE) policy. For details on requirements and procedures, including documentation required for this solicitation, please refer to the Appendix A-Supplement.

J. Prime Contractor's Responsibility

In the event the selected Bidder's proposal includes services provided by another firm, it shall be mandatory for the selected Bidder to assume full responsibility for the delivery for such items offered in the proposal. In any event, OPWDD will contract only with a Bidder, not the Bidder's financing institution or subcontractors. OPWDD reserves the right to review and approve all potential subcontractors. For subcontracts valued at \$100,000 and over, the subcontractors must demonstrate financial integrity and stability. In these instances, the subcontractor must complete and execute a Vendor Responsibility Questionnaire. OPWDD shall consider the selected Bidder to be the sole responsible contact with regard to all provisions of the contract resulting from this IFB.

K. Public Officer's Law Requirements

All Bidders and their employees must be aware of and comply with the requirements of the New York State Public Officers Law, and all other appropriate provisions of New York State Law and all resultant codes, rules and regulations from State laws establishing the standards for business and professional activities of State employees and governing the conduct of employees of firms, associations and corporations in business with the State, and for applicable Federal laws and regulations of similar intent. In signing the proposal, each Bidder guarantees knowledge and full compliance with those provisions for any dealings, transactions, sales, contracts, services, offers, relationships, etc. involving the State and/or State employees. Failure to comply with those provisions may result in disqualification from the bidding process and in other civil or criminal proceedings as may be required or

permitted by law. Public Officers' Law § 73 bars former State officers and employees from appearing, practicing, or rendering any services for compensation in relation to any matter before their former State agency for a period of two years from their date of termination. Additionally, there is a permanent bar against any such activity before any state agency in relation to any case, application, proceeding or transaction with which such officer or employee was directly concerned and personally participated or which was under his/her active consideration.

L. Omnibus Procurement Act

It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors, and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from the Department of Economic Development, Division for Small Business, Albany, New York 12245, Tel. 518.292.5100, Fax: 518.292.5884, email: opa@esd.ny.gov.

A directory of certified minority and women-owned business enterprises is available from the NYS Department of Economic Development, Minority and Women's Business Development Division, 633 Third Avenue, New York, New York 10017, Tel. 212.803.2414, email: mwbecertification@esd.ny.gov
website: <http://esd.ny.gov/MWBE/directorySearch.html>

M. Contract Execution

Awards are not final and the resultant contract is not considered executed and binding until approved by the New York State's Attorney General and Office of State Comptroller (OSC).

N. Vendor Responsibility Questionnaire

State agencies are required under State Finance Law § 163 (3) (a) (ii), to ensure that contracts are awarded to responsible vendors. Such requirements include, but are not limited to, the Bidder's qualifications, financial stability, and integrity. The Vendor Responsibility Questionnaire is required for contracts \$100,000 and over. OPWDD will require a complete Vendor Responsibility Questionnaire with your bid proposal if the contract resulting from this procurement is valued at \$100,000 and over. Vendors/not-for-profit provider agencies are able to file the Vendor Responsibility Questionnaire (VRQ) online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the www.osc.state.ny.us/vendrep.

O. Health Information Portability and Accountability Act (HIPAA)

The Federal Department of Health and Human Services (HHS) established HIPAA Standards for Privacy of Individually Identifiable Health Information (The Privacy Rule). The Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164) provides the first comprehensive federal protection for the privacy of health information. The Privacy Rule is carefully balanced to provide strong privacy protections that do not interfere with patient

access to, or the quality of, health care delivery. HIPAA has an impact upon how OPWDD and contractors will deal with protected health information of our consumers. Likewise, State Mental Hygiene Law § 33.13 requires disclosure of clinical records to be limited to that information necessary for health care providers to administer treatment.

P. General Duties and Additional Responsibilities

Maintain a level of cooperation with OPWDD necessary for the proper performance of all contractual responsibilities. Agree that no aspect of bidder performance under the Agreement will be contingent upon State personnel, or the availability of State resources, with the exception of all proposed actions of the bidder specifically identified in the Agreement as requiring OPWDD's approval, policy decisions, policy approvals, exceptions stated in the Agreement or the normal cooperation which can be expected in such a contractual relationship or the equipment agreed to by OPWDD as available for the project completion. Cooperate fully with any other contractor that may be engaged by OPWDD. Agree to meet periodically with OPWDD representatives to resolve issues and problems. Recognize and agree that any and all work performed outside the scope of the Agreement or without consent of OPWDD shall be deemed by OPWDD to be gratuitous and not subject to charge by the bidder.

Q. NYS Information Security Breach and Notification Act (NYS Technology Law, § 208)

"Contractor shall comply with the provisions of New York State Information Security Breach and Notification Act (General Business Law § 889-aa; State Technology Law § 208). Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Contractor's agents, officers, employees, or subcontractors."

The "New York State Information Security Breach and Notification Act" requires entities that conduct business with New York State and own or license "private" data to notify state residents affected by any security breach that results in unauthorized acquisition of the data. "Private" data is defined as unencrypted computerized information that can identify the individual, combined with one of the following data elements: (a) social security number, (b) driver's license or non-driver identification number" or (c) financial account information such as credit card or debit cards numbers in combination with access codes or PIN numbers. (Private data is considered unencrypted when either identifying information or the data element is not encrypted or is encrypted with a key that has been acquired).

The Act authorizes the State Attorney General to sue a business violating the statute in order to recover damages for actual costs or losses, including consequential financial losses incurred by persons entitled to notification. If a business engages in knowing or reckless violations, the court can impose a civil penalty of the greater of \$5,000 or \$10 per instance of failed notification up to \$150,000. The remedies provided by this section shall be addition to any lawful remedy available, possibly permitting private actions.

R. Nondiscrimination in Employment in Northern Ireland: MacBride Fair Employment Principles

In accordance with State Finance Law § 165, the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership in the bidder interest has no business operations in Northern Ireland. If the bidder or any of its aforementioned affiliations has business operations in Northern Ireland, then they shall take lawful steps in good faith to conduct any business operations that it has in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such Principles.

S. Bidder's Certification of Compliance with State Finance Law § 139-k (5)

In accordance with New York State Finance Law § 139-k (5), the bidder, by submission of this bid, certifies that they are subject to the provisions of State Finance Law §§ 139-k and 139-j and all information provided to OPWDD with respect to State Finance Law § 139-k is complete, true, and accurate.

T. Bidder's Affirmation of Understanding and Agreement pursuant to State Finance Law § 139-j (3) and § 139-j (6)(b)

The bidder, by submission of this bid, certifies that it understands and agrees to comply with the procedures of OPWDD as it relates to permissible contracts as required by State Finance Law 139-j (3) and 139-j (6)(b).

U. Bidder Disclosure of Prior Non-Responsibility Determinations

New York State Finance Law § 139-k (2) obligates the Office for People With Developmental Disabilities (OPWDD) to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law § 139-k, bidders must disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law § 139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. State Finance Law § 139-j sets forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the restricted period (e.g., contacting a person or entity other than the designated contact person(s), when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law § 139-k (3) mandates consideration of whether a bidder fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any bidder that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the bidder is necessary to protect public property or public health safety, and that the bidder is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

The bidder, by submission of its bid certifies that no government entity has made a finding of non-responsibility regarding the individual or entity seeking to enter into this procurement contract. If the individual or entity has had a finding of non-responsibility due to a violation of State Finance Law 139-j or due to the intentional provision of false or incomplete information submitted to a government entity, then the said individual or entity must provide a detailed statement regarding the finding.

Additionally, the bidder by submission of its bid certifies that no government entity has ever terminated or withheld a procurement contract from the individual or entity seeking to enter into this procurement contract due to the intentional provision of false or incomplete information. If the individual or entity has been terminated or withheld from a procurement contract, then said individual or entity must provide a detailed statement regarding the finding.

V. Non-Collusive Bidding Certification

In accordance with State Finance Law § 139-d, the bidder by submission of this bid certifies that they and each person signing on behalf of the bidder certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor, and
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

W. Public Officers Law Certification

In accordance with Public Officers Law § 73(4)(a)(i) no State employees shall sell any goods or services having a value in excess of twenty-five dollars to any State agency, unless such goods and services are provided pursuant to an award or contract letter after public notice and competitive bidding.

By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or if they were ever or currently a New York State officer or employee, their organization pursued and awarded this contract through a competitive bidding process in compliance with the Public Officers Law 73(4)(a)(i).

Public Officers Law § 73(8)(a)(i) provides that no person who has served as a State officer or employee shall, within a period of two years after termination of such service or employment, appear or practice before such State agency or receive compensation for any services rendered by such former officer or employee on behalf of any person, firm, corporation, or association in relation to any case, proceeding, or application or other matter before such agency.

By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or they are formerly a New York State officer or employee and any past employment with the State occurred prior to the two-year prohibition period and as a result their organization is in compliance with the Public Officers Law (8)(a)(i).

X. Bidder's Affirmation of Understanding Pursuant to State Labor Law § 201-g

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of Labor Law § 201-g.

15. Consumer Safety Information

OPWDD provides services to individuals exhibiting Pica, which is a medical disorder characterized by an appetite for largely non-nutritive substances, e.g., cigarette butts, paper, gum, etc. Attention to the sanitation and cleanliness of the areas surrounding OPWDD's state operated program sites and residential buildings is very important to the health and safety of those we serve. Please ensure care is taken to properly dispose of cigarette butts and rubbish while on OPWDD property.

OPWDD property has special receptacles for cigarette butt disposal. Contractor and subcontractor employees shall use these receptacles and throw trash in garbage cans or dumpsters. Compliance with this policy is appreciated.

16. Consultant Disclosure

Effective June 19, 2006, contractors doing business with the State of New York in a "consulting" capacity will be required to file forms disclosing, by employment category, the number of persons employed by them and their subcontractors (if any) as a consulting firm or an individual consultant; the number of hours worked; and the monetary compensation received from the State of New York for work performed by these employees. Reporting will be required via the utilization of two separate forms – "Form A" and "Form B".

In general, however, Form A is to be completed once upon initial contract award and is used to report "planned employment". Form B is required annually and reports on "actual employment

figures” for the preceding state fiscal year. The New York State fiscal year commences on April 1st and concludes on March 31st.

17. Evaluation Criteria: Method of Award

A. Contract Award

OPWDD will select the responsible and responsive Bidder that will provide the lowest Total Combined Cost Per Season for each Cluster. There are 34 Clusters; each Cluster will be evaluated separately. Bidders may bid on one or multiple Clusters and multiple contracts may be awarded. All sites included in a Cluster are to be serviced by the Bidder who is awarded the contract for that Cluster. All bids must be submitted on an original Cost Proposal Form (pages 34-43). In the event of a tie bid, the award will be made by random selection.

B. Right to Reject

Only proposals judged to be responsive to the submission requirements set forth in this IFB will be evaluated. An incomplete Cost Proposal Form or any alteration to the Cost Proposal Form and may result in your bid not being considered. OPWDD reserves the right to reject any and all offers.

C. Mathematical Errors

If the vendor submits a cost proposal which contains mathematical errors, the Total Combined Cost Per Season will be calculated using the Seasonal Price Per Site.

D. Confirmation of Ability to Provide Service

OPWDD reserves the right to confirm any Bidder has the qualifications, experience, ability, and financial standing to perform services as outlined in the scope of work. This may include requesting information regarding equipment, workforce, suppliers, etc.

Qualifications & Scope of Work

SNOW AND SLUSH REMOVAL AND ICE CONTROL SERVICES

The Office for People With Developmental Disabilities (OPWDD) on behalf of the Western NY Developmental Disabilities State Operations Office (DDSOO) requires a qualified Contractor to provide **Snow and Slush Removal and Ice Control Services** at community residences in **Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans** Counties. A site listing with addresses and telephone numbers is included in Exhibit A – Site Listing.

The Contractor shall, during the term of this Agreement, perform all **Snow and Slush Removal and Ice Control Services** described and specified in this Scope of Work.

I. General Requirements:

1. Snow and slush removal and ice control services are required at OPWDD residences which are occupied by a developmentally disabled population including individuals who have medical and physical disabilities, including some who are confined to wheelchairs. OPWDD residents often require an additional level of care regarding snow, slush, and ice removal due to functional mobility limitations.
2. **Snow and slush removal and ice control services detailed in this Scope of Work will be paid by one seasonal price, spread out over six (6) equal installments as further detailed in section V. Accounting.**
3. **The Contractor selected to do the work set forth herein shall not assign or sub-contract any or all parts of said work without written permission from OPWDD's Contract Management Unit.**
4. Contractor must use sufficient size plows and have commercial quality salt/sand/calcium chloride spreading equipment to remove snow, slush, and ice from the driveways and parking lots at the locations. Manually broadcast spreading with a shovel from the bed of a pick-up truck does not provide enough coverage to driveways and parking lots. Contractor shall have adequate staff and equipment to accomplish the snow and slush removal and ice control services without delay. OPWDD reserves the right to request detailed listings of equipment, staffing, service routes, etc.
5. The Contractor's equipment shall not be left at the respective sites after snow removal for a specific storm has been completed.
6. The Contractor may, for the duration of each snow season, place visible markers in work areas.
7. Contractor is to adhere to local/state noise control ordinances/laws and is responsible to follow all State, local and municipal codes regarding the plowing of snow and slush from OPWDD property and roadways. Contractor must possess and provide, at no cost to the State,

appropriate licenses and permits associated with the provision of snow and slush removal and ice control services.

8. Under no circumstance shall the Contractor move any vehicles, personal or State owned. If vehicles block the driveway or parking areas, every effort must be made to have staff at the sites move vehicles to allow a complete clearing of parking areas and walkways. There may be occasions where staff are unable to move vehicles. Contractor is to inform House Manager or designee and perform services as best they can. See section **III. Detailed Specifications**, for further information.
9. The Contractor's employees will adhere to all OPWDD policies and regulations, including but not limited to smoking, parking, etc. The Contractor shall cooperate with House Managers and staff and will comply with the safety and security requirements imposed by the site.
10. Pursuant to the conditions within this scope of work, the method of snow and slush removal and ice control, equipment used, and plan of action shall be up to the Contractor's discretion.

II. Service and Accumulation Requirements:

1. It is extremely important during inclement weather that all efforts are made to have the sites accessible and safe for individuals and staff. **To have accessibility, snow and slush removal shall automatically commence at the accumulation of 3 inches at the contracted site. It is the Contractor's sole responsibility to ensure they are aware of when each site on this contract has accumulated 3 inches of snow or slush.** In the event of drifting snow and/or formation of slush or ice, maintained surfaces shall be serviced to obtain a safe environment.
2. Snow and slush removal will be ongoing, allowing no more than 3 inches of accumulation. At the conclusion of a weather event, all maintained surfaces shall be cleared to bare pavement and followed immediately by application of anti-icing materials. Snow and slush removal may be preceded by the spread of anti-icing materials. Anti-icing materials may also be used for ice control when needed before the end of a weather event, but it must be used immediately at the conclusion of a weather event following surfaces cleared to bare pavement.
3. **Contractor must be able to provide snow and slush removal and ice control services on a seven days per week, 24 hours a day basis. Please note:** Staff change shifts at approximately 7:00 a.m., 3:00 p.m. and 11:00 p.m. **The driveways and sidewalks MUST be clear of snow, slush, and ice during these departures and arrivals.** Pre-treatment of surfaces (anti-icing), plowing, sanding, and ice control (de-icing) services must be conducted in accordance with the timeframes mentioned above.
4. **The House Manager or designee has the right to call for additional service as deemed necessary for safety concerns as part of this contract.** Such calls for service are in addition to the automatically triggered 3 inches snow and/or slush removal requirement and may include the need for: snow or slush removal of less than 3 inches; snow removal from accumulation due to drifting snow or windblown snow; ice control; egress clearing with ice control; or any other service described in this scope of work deemed necessary for safety concerns. Response

time shall be within two (2) hours of call. Response time is defined as the time in which the Contractor must arrive at the location that has requested the service and begins the requested service. Contractor must provide a phone number for accepting calls 24 hours per day and 7 days per week. OPWDD must be notified immediately of any phone number changes.

5. The Contractor will perform all services associated with this Scope of Work to the satisfaction of OPWDD. The quality of service will be subject to inspection by OPWDD. If the quality of service is not satisfactory, and it be deemed that the Contractor is not meeting the requirements of this Scope of Work, the Contractor will be notified of those deficiencies, and it will be the Contractor's responsibility to make the necessary corrections. Such corrections shall begin within two (2) hours of such notice, and all deficiencies must be corrected within three (3) hours of such notice. In the event the Contractor does not correct the deficiencies within three (3) hours of notice, OPWDD may terminate the contract.
6. In the event the Contractor fails to provide services as stated in the Scope of Work, within the time frames specified above and OPWDD is required to procure services from another vendor, the Contractor will be held liable for any costs to provide such services for the site(s) involved. In such a situation, the additional cost for these services will be deducted from any payments owed. If no payments are owed, the Contractor will be invoiced for the additional costs incurred by OPWDD.

III. Detailed Specifications:

1. Snow and Slush Removal Services

- a. Snow and slush shall be removed by plowing, shoveling, or blowing as necessary. All snow and slush must be removed in a manner that allows safe passage and does not promote the buildup of snow, slush, and/or ice. Plows cannot be used to clear sidewalks or walkways.
- b. Contractor will employ the use of "Snowplow Shoes" on gravel or unpaved areas.
- c. Snow and slush removal from walkways, driveways, patios, etc. must clear the entire surface, and overlap the edge onto the grass whenever possible. All walkways/paths must be cleared to **no less than 36 inches wide**; enough to accommodate wheelchairs. Any decks that are designated as an egress path shall be cleared a **minimum of 6 feet wide from egress point to the evacuation point** as identified by the House Manager. Cleared snow and slush are to be removed from the deck.
- d. Walkways/paths may be across non-paved areas to allow for emergency egress from the site. It is the Contractor's responsibility to know where these walkways/paths are needed.
- e. Driveways, parking areas, and parking exits are to remain open and at full width and visibility throughout the contract period.

- f. The Contractor must meet with each House Manager or designee to discuss specific site requirements. Areas that require snow and slush removal services include but are not limited to:

Entire driveways	Entire parking areas
Fire exits	Egress walkways
Generator access	Dumpsters
Fire hydrants	Fuel delivery paths
Walkways to storage sheds	Evacuation areas
Mailboxes	All exits
Egress paths on decks	Steps/ramps

It is the responsibility of OPWDD staff to shovel the unpaved paths to smoking areas.

- g. Snow and slush shall be removed to a storage area designated by the House Manager or their designee. Banking of snow and slush shall be limited in height so as not to restrict visibility at the entrance to the roadway. Snow and slush shall not be pushed against houses, vehicles, buildings, entranceways, sidewalks, exit doors, fire hydrants, trash receptacles, garage doors, shrubbery, trees, or emergency generators. Care must be taken to not push, shovel, or throw snow or slush on or otherwise damage adjoining properties. Snow and slush must not be piled up or blown in front of neighbor's property or public streets. Snow and slush shall not be placed where it blocks public walks.
- h. Municipal Sidewalk: At locations that share a boundary with a municipal sidewalk, all snow and slush must be cleared from the length of the municipal sidewalk for which that site is responsible. No sidewalks shall be blocked by snowbanks. Any fines, penalties, or assessments resulting from failure to clear municipal sidewalks as required by local law shall be charged to the Contractor.
- i. Blocked Driveway: If vehicles block the driveway or parking areas, every effort must be made to have staff at the residence move vehicles to allow a complete clearing of parking areas and walkways. The Contractor must call house 30 minutes prior to expected arrival to allow staff adequate time to clear and move vehicles parked in snow and slush removal areas. The Contractor is not responsible for shoveling out vehicles.
- j. Snowbank pushback and snow and slush removal with heavy equipment is not covered under this contract. If these services are required, they will be handled by the DDSOO Business Officer or designee. Any damages caused during services will be the responsibility of the Contractor providing said services.

2. Ice Control Services

- a. Contractor must be able to provide ice control services 24 hours per day, seven days per week for community residences. Ice Control may be performed as a stand-alone process, e.g., ice storm, sleet, freezing rain, melting snow and slush that refreezes, or whenever frozen water occurs, as well as during snowfall events. Ice Control may be initiated at the request of the House Manager or designee as deemed necessary to maintain proper safety for individuals, staff, and visitors.
- b. The Contractor must meet with each House Manager or designee to discuss specific site requirements. Areas that require ice control services include but are not limited to:

Entire driveways	Entire parking areas
Fire exits	Egress walkways
Generator access	Dumpsters
Fire hydrants	Fuel delivery paths
Walkways to storage sheds	Evacuation areas
Mailboxes	All exits
Egress paths on decks	Steps/ramps
Walkways	Paths/Deck Paths
Sidewalks	Emergency Exits

- c. **Ice control materials are to be provided by the Contractor** and applied at rates and densities in line with industry standards so as to maintain all affected areas reasonably free of ice and snow to minimize potentially slippery conditions.
- d. De-icing application of Sodium chloride and/or Enviro-Melt must immediately follow every plowing to bare surface at the conclusion of a weather event.
- e. The Contractor shall submit the specifications of the ice melt to be used to the DDSOO Plant Superintendent's Office for approval prior to the usage of equivalent material. **Sodium chloride (rock salt) is not to be used on decks or concrete areas. Calcium Chloride is to be used on stoops and porches.**
- f. Should ice accumulate to a thickness that becomes unmanageable by chemical applications alone, Contractor may be required to break up and remove ice by other means.
- g. It is the responsibility of OPWDD staff to de-ice unpaved paths to smoking areas. The cost for the de-icing agent for these areas is the responsibility of OPWDD.
- h. At temperatures below 15 degrees Fahrenheit, abrasives such as sand, provided by the Contractor, may be added to enhance traction. Sand may be used combined with an

approved ice control product; however, the ratio of sand to ice melt material should be no more than 50/50. This ratio can only be changed by the DDSOO Plant Superintendent or designee based on the effectiveness of the last application.

- i. At the end of the season, all excess sand/salt must be removed from the premises at the Contractor's expense. The House Manager will determine the presence of excess salt/sand.
- j. Contractor shall supply all appropriate Material Safety Data Sheets (MSDS) to each contracted site's House Manager or designee.

IV. Contractor Damages:

1. Only qualified operators and proper equipment are to be used along with special efforts to prevent abuse and damage to surfaces of paved roads, walks, curbs, barriers, landscape effects, grass areas, etc. The Contractor shall be responsible for the repair of all damage to property, landscape, walkways, or any structures of the State or neighboring properties caused by the Contractor's employees or equipment. The Contractor must notify the House Manager or designee immediately of an event causing damage to the property.
2. The Contractor shall be responsible for, and will be notified by OPWDD of, all damage to buildings, curbing, walkways, fences, signs, trees, shrubbery, grass areas, etc. as it is discovered and until the end of the snow season. At the end of the snow season, the Contractor shall be solely and wholly financially liable for any reported damage and shall comply with the instruction of the DDSOO Plant Superintendent, House Manager, or designee in returning the property to its pre-season condition.
3. The Contractor shall not be responsible for damage from snow piled in the designated snow storage areas.
4. The Contractor must complete all damage repairs by **April 30th** of the calendar year. If the repairs are not completed by that time, OPWDD may find an alternative Contractor to complete the repairs. The cost for these repairs will be deducted from any payments owed to the Contractor. If no payments are owed, the Contractor will be invoiced for the costs incurred by OPWDD.
5. If Contractor causes damage to a staff or State-owned vehicle, the Contractor must notify the House Manager or designee immediately. Contractor will be responsible to report the damage to their private insurance company and exchange insurance information with the staff person if it was a personal vehicle.

V. Accounting:

1. **Pricing & Payment Structure:** Snow and slush removal and ice control service is based on seasonal pricing. The seasonal price for each cluster will be paid in six (6) equal installments.

The first invoice of the season is to be dated December 1st and subsequent invoices (January through May) are to be dated on the first of each month. Invoices are to be submitted for payment no later than 30 days from the invoice date. If no service is required prior to December 1st, Contractor must still submit an invoice to receive initial seasonal payment. Payment will be made after receipt of invoices as detailed in 4. Invoices. The sixth and final seasonal payment each year will be processed once the final invoice is received (no later than May 31) and damages that may have been caused by the Contractor have been satisfactorily repaired, as detailed in section IV. Contractor Damages.

2. Job Tickets: Job Tickets are not required; however, OPWDD reserves the right, at the discretion of the DDSOO Business Office, to implement their use. If implemented, the Contractor would be required to complete a Job Ticket to be presented to the House Manager or staff upon completion of each service; House Manager or staff will sign Job Tickets if service is satisfactory. Job Tickets will then be provided as directed to the DDSOO Business Office for payment to be made.
3. Prevailing Wages: Prevailing Wages apply to this contract. The PRC number for this contract is 2023901239. A copy of Contractor's certified payroll is required to be submitted with invoices prior to payment for services rendered.
4. Invoices: Invoices are to be submitted no later than 30 days from the date on the invoice. Invoice must indicate: Seasonal payment invoice # __ of 6, PO# OPD01- , Contract number, the name of the site(s), the date(s) of service, and the type of service rendered. All contracted sites should be submitted in one monthly invoice as detailed above in 1. Pricing & Payment Structure. If no service has yet been required at the time of submitting the initial seasonal payment invoice (#1 of 6), Contractor should indicate such on invoice. Invoices are to be submitted for payment to:

**OPWDD Western NY DDSOO
Unit ID: 3660242
C/O NYS OGS BSC Accounts Payable
Bldg. 5, 5th Floor
1220 Washington Ave.
Albany, New York 12226-0900**

The state of New York may require the Contractor to submit billing invoices electronically.
Invoicing information may be found at: <https://bsc.ogs.ny.gov/nys-vendors>

5. Payment: Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the head of the State Agency, in the sole discretion of the head of such State Agency, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Payment will be based on actual services rendered.

Exhibit A – Site Listing

Cluster 1					
Facility Name	Address	Town	Zip	County	Phone Number
Spring St (East Randolph) IRA	195 Spring Street	East Randolph	14772	Cattaraugus	716-358-4129
Jamestown Street IRA	129 Jamestown Street	Randolph	14772	Cattaraugus	716-358-5104
Coldspring Street IRA	3 Coldspring Street	Randolph	14772	Cattaraugus	716-358-9031

Cluster 2					
Facility Name	Address	Town	Zip	County	Phone Number
Mt. Pleasant Avenue IRA	17 Mt. Pleasant Avenue	Franklinville	14737	Cattaraugus	716-676-3119

Cluster 3					
Facility Name	Address	Town	Zip	County	Phone Number
Kidney Road IRA	7067 Kidney Road	Little Valley	14755	Cattaraugus	716-938-9491
Route 353 IRA	5877 Route 353	Little Valley	14755	Cattaraugus	716-938-9330
Woodridge Lane IRA	9296 Pidgeon Valley Road	Little Valley	14755	Cattaraugus	716-938-6967
Gail Drive IRA	47 Gail Drive	Cattaraugus	14719	Cattaraugus	716-257-5367

Cluster 4					
Facility Name	Address	Town	Zip	County	Phone Number
Fuss Road IRA	9523 Fuss Hill Road	Little Valley	14755	Cattaraugus	716-938-6945
Lower Edgar Road IRA	4817 Lower Edgar Road	Little Valley	14755	Cattaraugus	716-938-6715
Little Valley Day Hab	501 Fair Oak Street	Little Valley	14755	Cattaraugus	716-938-6499
The Heights IRA	315 The Heights	Little Valley	14755	Cattaraugus	716-938-6374

Cluster 5					
Facility Name	Address	Town	Zip	County	Phone Number
Jefferson St (Ellicottville) IRA	6187 Jefferson Street	Ellicottville	14731	Cattaraugus	716-699-2025
Donlen Drive IRA	6520 Donlen Drive	Ellicottville	14731	Cattaraugus	716-699-8212

Invitation for Bid

Cluster 6					
Facility Name	Address	Town	Zip	County	Phone Number
Villanova IRA	8370 Route 83, Box 152A	South Dayton	14138	Cattaraugus	716-988-5092
East Leon Road IRA	11920 East Leon Road	South Dayton	14138	Cattaraugus	716-988-3411
Cherry Creek IRA	835 Southside Avenue	Cherry Creek	14723	Chautauqua	716-296-5998

Cluster 7					
Facility Name	Address	Town	Zip	County	Phone Number
North Road Day Hab	10714 North Road	Perrysburg	14129	Cattaraugus	716-532-1049
Pinecrest IRA	11897 Main Street	Perrysburg	14129	Cattaraugus	716-532-2077
North Road IRA	10804 North Road	Perrysburg	14129	Cattaraugus	716-532-4632
East Main Street IRA	12095 Main Street	Perrysburg	14129	Cattaraugus	716-532-2621
Central Main Street IRA	12111 Main Street Route 39	Perrysburg	14129	Cattaraugus	716-532-2905
West Main Street IRA	12129 Main Street	Perrysburg	14129	Cattaraugus	716-532-4202

Cluster 8					
Facility Name	Address	Town	Zip	County	Phone Number
Lower Peck Hill IRA	10420 Peck Hill	Perrysburg	14129	Cattaraugus	716-532-3048
Upper Peck Hill IRA	10380 Peck Hill	Perrysburg	14129	Cattaraugus	716-532-3103
Cottage Road IRA	12645 Cottage Road	South Dayton	14138	Cattaraugus	716-532-5488
Route 62 IRA	9262 Route 62	Dayton	14041	Cattaraugus	716-532-0148
Coon Road IRA	9606 Coon Road	Gowanda	14070	Cattaraugus	716-532-0327
Perrysburg IRA	12387 Route 39	Perrysburg	14129	Cattaraugus	716-532-2590

Cluster 9					
Facility Name	Address	Town	Zip	County	Phone Number
Enez Drive IRA	324 Enez Drive	Depew	14043	Erie	716-681-4765
Borden Road IRA	1475 Borden Road	Depew	14043	Erie	716-681-4405
Como Park Boulevard IRA	1587 Como Park Boulevard	Depew	14043	Erie	716-681-2839
Lemans Drive IRA	90 Lemans Drive	Depew	14043	Erie	716-668-1854
Conway IRA	65 Conway Avenue	Depew	14043	Erie	716-683-8938
Transit Road Day Hab	6221 Transit Road	Depew	14043	Erie	716-681-4311

Invitation for Bid

Cluster 10					
Facility Name	Address	Town	Zip	County	Phone Number
Madison Street IRA	393 Madison Street	Buffalo	14212	Erie	716-842-1472
Erskine Drive IRA	77 Erskine Drive	Buffalo	14215	Erie	716-833-7367
Floss Avenue IRA	217 Floss Avenue	Buffalo	14215	Erie	716-896-0561
Peace Street IRA	62 Peace Street	Buffalo	14211	Erie	716-891-5619

Cluster 11					
Facility Name	Address	Town	Zip	County	Phone Number
Victoria Boulevard IRA	3 Victoria Boulevard	Cheektowaga	14225	Erie	716-892-1237
Heritage Court IRA	23 Heritage Court	Cheektowaga	14225	Erie	716-894-5607
Floral Place IRA	1 Floral Place	Cheektowaga	14225	Erie	716-632-4358
Vern Lane IRA	139 Vern Lane	Cheektowaga	14225	Erie	716-891-5195
Treehaven Road IRA	200 Treehaven Road	Cheektowaga	14225	Erie	716-838-9739

Cluster 12					
Facility Name	Address	Town	Zip	County	Phone Number
Dale Road IRA	6228 Dale Road	Newfane	14108	Niagara	716-778-6015
Lockport-Olcott Road IRA	3392 Lockport Olcott Road	Lockport	14094	Niagara	716-778-0372
Sunset Drive IRA	4551 Sunset Drive	Lockport	14094	Niagara	716-434-2750

Cluster 13					
Facility Name	Address	Town	Zip	County	Phone Number
East High Street IRA	699 East High Street	Lockport	14094	Niagara	716-439-8699
High Street IRA	211 High Street	Lockport	14094	Niagara	716-433-8133
Beattie Avenue IRA	5937 Beattie Avenue	Lockport	14094	Niagara	716-433-2491
Corwin Drive IRA	6253 Corwin Road	Lockport	14094	Niagara	716-439-0724
Dysinger Road IRA	6574 Dysinger Road	Lockport	14094	Niagara	716-434-4499
Lincoln Avenue IRA	7486 Lincoln Avenue	Lockport	14094	Niagara	716-433-7760

Invitation for Bid

Cluster 14					
Facility Name	Address	Town	Zip	County	Phone Number
New Road IRA	371 New Road	East Amherst	14051	Erie	716-688-5217
Haussauer Road IRA	25 Haussauer Road	Getzville	14068	Erie	716-639-8769
Maple Road IRA	117 Maple Road	Amherst	14226	Erie	716-632-9986
Cheshire Lane IRA	125 Cheshire Lane	East Amherst	14051	Erie	716-688-7822
Hopkins Road IRA	86 Hopkins Road	Williamsville	14221	Erie	716-633-0970

Cluster 15					
Facility Name	Address	Town	Zip	County	Phone Number
Delaware Road IRA	186 Delaware Road	Kenmore	14217	Erie	716-875-9460
Parker Boulevard IRA	1153 Parker Boulevard	Buffalo	14223	Erie	716-836-3527
Hendricks Boulevard IRA	163 Hendricks Boulevard	Amherst	14226	Erie	716-834-2521
Carmel Road IRA	123 Carmel Road	Buffalo	14214	Erie	716-834-2349
Minnesota Drive IRA	185 Minnesota Avenue	Buffalo	14214	Erie	716-836-5410
Highgate Avenue IRA	358 Highgate Avenue	Buffalo	14215	Erie	716-833-9840

Cluster 16					
Facility Name	Address	Town	Zip	County	Phone Number
West Center Street IRA	303 West Center Street	Medina	14103	Orleans	585-798-2471
King Street IRA	115 King Street	Albion	14411	Orleans	585-589-2121
North Main Street IRA	257 North Main Street	Albion	14411	Orleans	585-589-7712

Cluster 17					
Facility Name	Address	Town	Zip	County	Phone Number
Mapleton Road IRA	3965 Mapleton Road	Wheatfield	14120	Niagara	716-731-4576
Witmer Road IRA	159 Witmer Road	North Tonawanda	14120	Niagara	716-692-4801
Remington Avenue IRA	979 Remington Drive	North Tonawanda	14120	Niagara	716-693-6132
D'Angelo Drive IRA	1322 D'Angelo Drive	Tonawanda	14150	Erie	716-692-7455
Fletcher Street IRA	173 Fletcher Street	Tonawanda	14150	Erie	716-694-5862

Invitation for Bid

Cluster 18					
Facility Name	Address	Town	Zip	County	Phone Number
McKinley Avenue IRA	710 McKinley Avenue	Dunkirk	14048	Chautauqua	716-366-6281
Seel Street IRA	86 Seel Street	Dunkirk	14048	Chautauqua	716-366-4337
Pomfret IRA	5263 West Lake Road	Dunkirk	14048	Chautauqua	716-679-9898
Highland Avenue IRA	8746 Highland Avenue	Brocton	14716	Chautauqua	716-792-4132

Cluster 19					
Facility Name	Address	Town	Zip	County	Phone Number
Fredonia Day Hab	258 East Main Street	Fredonia	14063	Chautauqua	716-672-3400
Temple Street IRA	116 Temple Street	Fredonia	14063	Chautauqua	716-673-1814
Berry Road IRA	215 Berry Road	Fredonia	14063	Chautauqua	716-679-9890
Matteson Street IRA	54 Matteson Street	Fredonia	14063	Chautauqua	716-673-1827

Cluster 20					
Facility Name	Address	Town	Zip	County	Phone Number
Allegany Road IRA	12561 County Rte 95	Silver Creek	14136	Chautauqua	716-934-7792
Hanover Road IRA	11768 Hanover Road	Silver Creek	14136	Chautauqua	716-934-7100
Quarry Road IRA	10761 Quarry Road	Forestville	14062	Chautauqua	716-965-4112
Pearl Street IRA	19 Pearl Street	Forestville	14062	Chautauqua	716-965-2232
South Roberts IRA	2805 South Roberts Road	Forestville	14062	Chautauqua	716-679-3410

Cluster 21					
Facility Name	Address	Town	Zip	County	Phone Number
Unger Road IRA	15396 Unger Road	Gowanda	14070	Cattaraugus	716-532-0071
Buffalo Street IRA	328 Buffalo Street	Gowanda	14070	Cattaraugus	716-532-4922
South Quaker IRA	15329 South Quaker Road	Gowanda	14070	Cattaraugus	716-532-0350
Chapel Street IRA	69 South Chapel Street	Gowanda	14070	Cattaraugus	716-532-0319
Erie Avenue IRA	41 Erie Avenue	Gowanda	14070	Cattaraugus	716-532-5795

Invitation for Bid

Cluster 22					
Facility Name	Address	Town	Zip	County	Phone Number
Danna Drive IRA	2044 Danna Drive	Collins	14034	Erie	716-532-5001
School Street IRA	14300 School Street	Collins	14034	Erie	716-532-0511
East Avenue IRA	200 East Avenue	Springville	14141	Erie	716-592-5198
West Main Street 510 IRA	510 West Main Street	Springville	14141	Erie	716-592-2447

Cluster 23					
Facility Name	Address	Town	Zip	County	Phone Number
Crump Road IRA	10158 Crump Road	Glenwood	14069	Erie	716-592-9397
Legion Drive IRA	60 Legion Drive	Holland	14080	Erie	716-537-2960
Olean Road Rt 16 IRA	12389 Olean Road	Chaffee	14030	Erie	716-496-8890

Cluster 24					
Facility Name	Address	Town	Zip	County	Phone Number
Schreiner Road IRA	8197 Schreiner Road	Eden	14057	Erie	716-992-2485
Florence Avenue IRA	2816 Florence Avenue	Eden	14057	Erie	716-992-3866
George Street IRA	2918 George Street	Eden	14057	Erie	716-992-9702
Sisson Highway IRA	10693 Sisson Highway	Eden	14057	Erie	716-337-3474

Cluster 25					
Facility Name	Address	Town	Zip	County	Phone Number
Sturgeon Point IRA	1055 Sturgeon Point Road	Derby	14047	Erie	716-947-5274
Stellane Drive IRA	9 Stellane Drive	Angola	14006	Erie	716-549-6239
Evans IES	1669 Eden Evans Center Rd	Angola	14006	Erie	716-549-3530
Lake Street IRA	772 Lake Street	Angola	14006	Erie	716-549-6073

Cluster 26					
Facility Name	Address	Town	Zip	County	Phone Number
Dover Road IRA	5891 Dover Road	Lake View	14085	Erie	716-627-0008
Lakeview Road 2065 IRA	2065 Lakeview Road	Lake View	14085	Erie	716-627-1202
Lakeview Road 2240 IRA	2240 Lakeview Road	Lake View	14085	Erie	716-627-6616
Lakeview Road 3727 IRA	3727 Lakeview Road	Hamburg	14075	Erie	716-649-6073
Taylor Road IRA	6717 Taylor Road	Hamburg	14075	Erie	716-646-9221

Invitation for Bid

Cluster 27

Facility Name	Address	Town	Zip	County	Phone Number
Big Tree Road IRA	4888 Big Tree Road	Hamburg	14075	Erie	716-649-6012
Bayview Road IRA	5281 Bayview Road	Hamburg	14075	Erie	716-648-0517
Loran Avenue IRA	4250 Loran Avenue	Hamburg	14075	Erie	716-649-5687
Sowles Road IRA	4118 Sowles Road	Hamburg	14075	Erie	716-648-4616
Dartmouth IRA	3702 Dartmouth Street	Hamburg	14075	Erie	716-646-6115
Ontario Avenue IRA	5388 Ontario Avenue	Hamburg	14075	Erie	716-646-1236

Cluster 28

Facility Name	Address	Town	Zip	County	Phone Number
Baker Road IRA	3212 Baker Road	Orchard Park	14127	Erie	716-667-7119
Velore Avenue IRA	200 Velore Avenue	Orchard Park	14127	Erie	716-825-2617
Southwestern Blvd IRA	3699 Southwestern Blvd	Orchard Park	14127	Erie	716-662-0230
Milestrip Road 6566 IRA	6566 Milestrip Road	Orchard Park	14127	Erie	716-667-7582
Milestrip Road 7847 IRA	7847 Milestrip Road	Orchard Park	14127	Erie	716-667-1889

Cluster 29

Facility Name	Address	Town	Zip	County	Phone Number
Quaker Road IRA	785 Quaker Road	East Aurora	14052	Erie	716-655-5913
Philson Drive IRA	104 Philson Drive	Orchard Park	14127	Erie	716-662-2190
California Road IRA	4504 California Road	Orchard Park	14127	Erie	716-667-1909

Cluster 30

Facility Name	Address	Town	Zip	County	Phone Number
Girdle Road IRA	2520 Girdle Road	Elma	14059	Erie	716-655-1301
Alden IRA	13140 West Main Street	Alden	14004	Erie	716-937-3133
Wescott Avenue IRA	1515 Westcott Avenue	Alden	14004	Erie	716-937-4827
Steinfeldt Road IRA	81 Steinfeldt Road	Lancaster	14086	Erie	716-681-2463
Bowen Road IRA	3736 Bowen Road	Lancaster	14086	Erie	716-685-8909

Invitation for Bid

Cluster 31					
Facility Name	Address	Town	Zip	County	Phone Number
Barnett Street IRA	34 Barnett Street	West Seneca	14224	Erie	716-674-6626
Heather Hill Drive IRA	24 Heather Hill Drive	West Seneca	14224	Erie	716-675-5063
Center Road IRA	331 Center Road	West Seneca	14224	Erie	716-674-6528
Bernadette Terrace IRA	97 Bernadette Terrace	West Seneca	14224	Erie	716-822-3097
Dover Drive IRA	83 Dover Drive	West Seneca	14224	Erie	716-674-3097

Cluster 32					
Facility Name	Address	Town	Zip	County	Phone Number
East West Road 1278	1278 East & West Road	West Seneca	14224	Erie	716-674-4360
Leydecker Road 540 ICF	540 Leydecker Road	West Seneca	14224	Erie	716-675-4522
Leydecker Road 648 ICF	648 Leydecker Road	West Seneca	14224	Erie	716-675-0367
Leydecker Road 510 ICF	510 Leydecker Road	West Seneca	14224	Erie	716-674-1172
Leydecker Road 650 ICF	650 Leydecker Road	West Seneca	14224	Erie	716-675-1631

Cluster 33					
Facility Name	Address	Town	Zip	County	Phone Number
Leydecker Road 880 ICF	880 Leydecker Road	West Seneca	14224	Erie	716-674-3262
Bullis Road IRA	199 Bullis Road	West Seneca	14224	Erie	716-674-2836
Leydecker Road 854 ICF	854 Leydecker Road	West Seneca	14224	Erie	716-674-3386
Leydecker Road 710 ICF	710 Leydecker Road	West Seneca	14224	Erie	716-674-0259

Cluster 34					
Facility Name	Address	Town	Zip	County	Phone Number
Maple Avenue 39 IRA	39 Maple Avenue	Oakfield	14125	Genesee	585-948-5720
Bank Street IRA	118 Bank Street	Batavia	14020	Genesee	585-344-1500
New York Place IRA	2 New York Place	Batavia	14020	Genesee	585-343-3628
Ross Street IRA	22 Ross Street	Batavia	14020	Genesee	585-343-4170
Clinton Park IRA	4 Clinton Park	Batavia	14020	Genesee	585-344-4129

Cost Proposal Form

The **Total Combined Cost Per Season** is calculated by adding each Seasonal Price Per Site within a Cluster. Transfer all **Total Combined Cost Per Season** for each Cluster you wish to bid on to the Cost Proposal Summary & Signature page (page 43), sign the Cost Proposal Summary & Signature Page and submit all pages of the Cost Proposal Form and Cost Proposal Summary & Signature Page (pages 34-43), along with the completed mandatory bid documents.

Entries must be legible. The Total Combined Cost Per Season is to include the cost of furnishing all said services, travel time, mileage, materials, equipment, supplies, labor, fees, and all other ancillary costs to the satisfaction of the agency and the performance of all work set forth in the Qualifications & Scope of Work.

Any alterations to the cost proposal form could result in your bid being disqualified.

Cluster 1

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Spring St (East Randolph) IRA	195 Spring Street	East Randolph	Cattaraugus	
2	Jamestown Street IRA	129 Jamestown Street	Randolph	Cattaraugus	
3	Coldspring Street IRA	3 Coldspring Street	Randolph	Cattaraugus	
Total Combined Cost Per Season					

Cluster 2

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Mt. Pleasant Avenue IRA	17 Mt. Pleasant Avenue	Franklinville	Cattaraugus	
Total Combined Cost Per Season					

Cluster 3

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Kidney Road IRA	7067 Kidney Road	Little Valley	Cattaraugus	
2	Route 353 IRA	5877 Route 353	Little Valley	Cattaraugus	
3	Woodridge Lane IRA	9296 Pidgeon Valley Rd	Little Valley	Cattaraugus	
4	Gail Drive IRA	47 Gail Drive	Cattaraugus	Cattaraugus	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 4

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Fuss Road IRA	9523 Fuss Hill Road	Little Valley	Cattaraugus	
2	Lower Edgar Road IRA	4817 Lower Edgar Road	Little Valley	Cattaraugus	
3	Little Valley Day Hab	501 Fair Oak Street	Little Valley	Cattaraugus	
4	The Heights IRA	315 The Heights	Little Valley	Cattaraugus	
Total Combined Cost Per Season					

Cluster 5

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Jefferson St (Ellicottville) IRA	6187 Jefferson Street	Ellicottville	Cattaraugus	
2	Donlen Drive IRA	6520 Donlen Drive	Ellicottville	Cattaraugus	
Total Combined Cost Per Season					

Cluster 6

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Villanova IRA	8370 Route 83, Box 152A	South Dayton	Cattaraugus	
2	East Leon Road IRA	11920 East Leon Road	South Dayton	Cattaraugus	
3	Cherry Creek IRA	835 Southside Avenue	Cherry Creek	Chautauqua	
Total Combined Cost Per Season					

Cluster 7

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	North Road Day Hab	10714 North Road	Perrysburg	Cattaraugus	
2	Pinecrest IRA	11897 Main Street	Perrysburg	Cattaraugus	
3	North Road IRA	10804 North Road	Perrysburg	Cattaraugus	
4	East Main Street IRA	12095 Main Street	Perrysburg	Cattaraugus	
5	Central Main Street IRA	12111 Main Street Rt. 39	Perrysburg	Cattaraugus	
6	West Main Street IRA	12129 Main Street	Perrysburg	Cattaraugus	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 8

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Lower Peck Hill IRA	10420 Peck Hill	Perrysburg	Cattaraugus	
2	Upper Peck Hill IRA	10380 Peck Hill	Perrysburg	Cattaraugus	
3	Cottage Road IRA	12645 Cottage Road	South Dayton	Cattaraugus	
4	Route 62 IRA	9262 Route 62	Dayton	Cattaraugus	
5	Coon Road IRA	9606 Coon Road	Gowanda	Cattaraugus	
6	Perrysburg IRA	12387 Route 39	Perrysburg	Cattaraugus	
Total Combined Cost Per Season					

Cluster 9

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Enez Drive IRA	324 Enez Drive	Depew	Erie	
2	Borden Road IRA	1475 Borden Road	Depew	Erie	
3	Como Park Boulevard IRA	1587 Como Park Blvd	Depew	Erie	
4	Lemans Drive IRA	90 Lemans Drive	Depew	Erie	
5	Conway IRA	65 Conway Avenue	Depew	Erie	
6	Transit Road Day Hab	6221 Transit Road	Depew	Erie	
Total Combined Cost Per Season					

Cluster 10

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Madison Street IRA	393 Madison Street	Buffalo	Erie	
2	Erskine Drive IRA	77 Erskine Drive	Buffalo	Erie	
3	Floss Avenue IRA	217 Floss Avenue	Buffalo	Erie	
4	Peace Street IRA	62 Peace Street	Buffalo	Erie	
Total Combined Cost Per Season					

Cluster 11

Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Victoria Boulevard IRA	3 Victoria Blvd	Cheektowaga	Erie	
2	Heritage Court IRA	23 Heritage Court	Cheektowaga	Erie	
3	Floral Place IRA	1 Floral Place	Cheektowaga	Erie	
4	Vern Lane IRA	139 Vern Lane	Cheektowaga	Erie	
5	Treehaven Road IRA	200 Treehaven Road	Cheektowaga	Erie	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 12					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Dale Road IRA	6228 Dale Road	Newfane	Niagara	
2	Lockport-Olcott Road IRA	3392 Lockport Olcott Rd	Lockport	Niagara	
3	Sunset Drive IRA	4551 Sunset Drive	Lockport	Niagara	
Total Combined Cost Per Season					

Cluster 13					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	East High Street IRA	699 East High Street	Lockport	Niagara	
2	High Street IRA	211 High Street	Lockport	Niagara	
3	Beattie Avenue IRA	5937 Beattie Avenue	Lockport	Niagara	
4	Corwin Drive IRA	6253 Corwin Road	Lockport	Niagara	
5	Dysinger Road IRA	6574 Dysinger Road	Lockport	Niagara	
6	Lincoln Avenue IRA	7486 Lincoln Avenue	Lockport	Niagara	
Total Combined Cost Per Season					

Cluster 14					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	New Road IRA	371 New Road	East Amherst	Erie	
2	Haussauer Road IRA	25 Haussauer Road	Getzville	Erie	
3	Maple Road IRA	117 Maple Road	Amherst	Erie	
4	Cheshire Lane IRA	125 Cheshire Lane	East Amherst	Erie	
5	Hopkins Road IRA	86 Hopkins Road	Williamsville	Erie	
Total Combined Cost Per Season					

Cluster 15					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Delaware Road IRA	186 Delaware Road	Kenmore	Erie	
2	Parker Boulevard IRA	1153 Parker Blvd	Buffalo	Erie	
3	Hendricks Boulevard IRA	163 Hendricks Blvd	Amherst	Erie	
4	Carmel Road IRA	123 Carmel Road	Buffalo	Erie	
5	Minnesota Drive IRA	185 Minnesota Avenue	Buffalo	Erie	
6	Highgate Avenue IRA	358 Highgate Avenue	Buffalo	Erie	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 16					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	West Center Street IRA	303 West Center Street	Medina	Orleans	
2	King Street IRA	115 King Street	Albion	Orleans	
3	North Main Street IRA	257 North Main Street	Albion	Orleans	
Total Combined Cost Per Season					

Cluster 17					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Mapleton Road IRA	3965 Mapleton Road	Wheatfield	Niagara	
2	Witmer Road IRA	159 Witmer Road	North Tonawanda	Niagara	
3	Remington Avenue IRA	979 Remington Drive	North Tonawanda	Niagara	
4	D'Angelo Drive IRA	1322 D'Angelo Drive	Tonawanda	Erie	
5	Fletcher Street IRA	173 Fletcher Street	Tonawanda	Erie	
Total Combined Cost Per Season					

Cluster 18					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	McKinley Avenue IRA	710 McKinley Avenue	Dunkirk	Chautauqua	
2	Seel Street IRA	86 Seel Street	Dunkirk	Chautauqua	
3	Pomfret IRA	5263 West Lake Road	Dunkirk	Chautauqua	
4	Highland Avenue IRA	8746 Highland Avenue	Brocton	Chautauqua	
Total Combined Cost Per Season					

Cluster 19					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Fredonia Day Hab	258 East Main Street	Fredonia	Chautauqua	
2	Temple Street IRA	116 Temple Street	Fredonia	Chautauqua	
3	Berry Road IRA	215 Berry Road	Fredonia	Chautauqua	
4	Matteson Street IRA	54 Matteson Street	Fredonia	Chautauqua	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 20					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Allegany Road IRA	12561 County Rt 95	Silver Creek	Chautauqua	
2	Hanover Road IRA	11768 Hanover Road	Silver Creek	Chautauqua	
3	Quarry Road IRA	10761 Quarry Road	Forestville	Chautauqua	
4	Pearl Street IRA	19 Pearl Street	Forestville	Chautauqua	
5	South Roberts IRA	2805 South Roberts Road	Forestville	Chautauqua	
Total Combined Cost Per Season					

Cluster 21					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Unger Road IRA	15396 Unger Road	Gowanda	Cattaraugus	
2	Buffalo Street IRA	328 Buffalo Street	Gowanda	Cattaraugus	
3	South Quaker IRA	15329 South Quaker Rd	Gowanda	Cattaraugus	
4	Chapel Street IRA	69 South Chapel Street	Gowanda	Cattaraugus	
5	Erie Avenue IRA	41 Erie Avenue	Gowanda	Cattaraugus	
Total Combined Cost Per Season					

Cluster 22					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Danna Drive IRA	2044 Danna Drive	Collins	Erie	
2	School Street IRA	14300 School Street	Collins	Erie	
3	East Avenue IRA	200 East Avenue	Springville	Erie	
4	West Main Street 510 IRA	510 West Main Street	Springville	Erie	
Total Combined Cost Per Season					

Cluster 23					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Crump Road IRA	10158 Crump Road	Glenwood	Erie	
2	Legion Drive IRA	60 Legion Drive	Holland	Erie	
3	Olean Road Rt 16 IRA	12389 Olean Road	Chaffee	Erie	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 24					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Schreiner Road IRA	8197 Schreiner Road	Eden	Erie	
2	Florence Avenue IRA	2816 Florence Avenue	Eden	Erie	
3	George Street IRA	2918 George Street	Eden	Erie	
4	Sisson Highway IRA	10693 Sisson Highway	Eden	Erie	
Total Combined Cost Per Season					

Cluster 25					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Sturgeon Point IRA	1055 Sturgeon Point Road	Derby	Erie	
2	Stellane Drive IRA	9 Stellane Drive	Angola	Erie	
3	Evans IES	1669 Eden Evans Center Rd	Angola	Erie	
4	Lake Street IRA	772 Lake Street	Angola	Erie	
Total Combined Cost Per Season					

Cluster 26					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Dover Road IRA	5891 Dover Road	Lake View	Erie	
2	Lakeview Road 2065 IRA	2065 Lakeview Road	Lake View	Erie	
3	Lakeview Road 2240 IRA	2240 Lakeview Road	Lake View	Erie	
4	Lakeview Road 3727 IRA	3727 Lakeview Road	Hamburg	Erie	
5	Taylor Road IRA	6717 Taylor Road	Hamburg	Erie	
Total Combined Cost Per Season					

Cluster 27					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Big Tree Road IRA	4888 Big Tree Road	Hamburg	Erie	
2	Bayview Road IRA	5281 Bayview Road	Hamburg	Erie	
3	Loran Avenue IRA	4250 Loran Avenue	Hamburg	Erie	
4	Sowles Road IRA	4118 Sowles Road	Hamburg	Erie	
5	Dartmouth IRA	3702 Dartmouth Street	Hamburg	Erie	
6	Ontario Avenue IRA	5388 Ontario Avenue	Hamburg	Erie	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 28					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Baker Road IRA	3212 Baker Road	Orchard Park	Erie	
2	Velore Avenue IRA	200 Velore Avenue	Orchard Park	Erie	
3	Southwestern Blvd IRA	3699 Southwestern Blvd	Orchard Park	Erie	
4	Milestrip Road 6566 IRA	6566 Milestrip Road	Orchard Park	Erie	
5	Milestrip Road 7847 IRA	7847 Milestrip Road	Orchard Park	Erie	
Total Combined Cost Per Season					

Cluster 29					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Quaker Road IRA	785 Quaker Road	East Aurora	Erie	
2	Philson Drive IRA	104 Philson Drive	Orchard Park	Erie	
3	California Road IRA	4504 California Road	Orchard Park	Erie	
Total Combined Cost Per Season					

Cluster 30					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Girdle Road IRA	2520 Girdle Road	Elma	Erie	
2	Alden IRA	13140 West Main Street	Alden	Erie	
3	Wescott Avenue IRA	1515 Westcott Avenue	Alden	Erie	
4	Steinfeldt Road IRA	81 Steinfeldt Road	Lancaster	Erie	
5	Bowen Road IRA	3736 Bowen Road	Lancaster	Erie	
Total Combined Cost Per Season					

Cluster 31					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Barnett Street IRA	34 Barnett Street	West Seneca	Erie	
2	Heather Hill Drive IRA	24 Heather Hill Drive	West Seneca	Erie	
3	Center Road IRA	331 Center Road	West Seneca	Erie	
4	Bernadette Terrace IRA	97 Bernadette Terrace	West Seneca	Erie	
5	Dover Drive IRA	83 Dover Drive	West Seneca	Erie	
Total Combined Cost Per Season					

Vendor Name: _____

Invitation for Bid

Cluster 32					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	East West Road 1278	1278 East & West Road	West Seneca	Erie	
2	Leydecker Road 540 ICF	540 Leydecker Road	West Seneca	Erie	
3	Leydecker Road 648 ICF	648 Leydecker Road	West Seneca	Erie	
4	Leydecker Road 510 ICF	510 Leydecker Road	West Seneca	Erie	
5	Leydecker Road 650 ICF	650 Leydecker Road	West Seneca	Erie	
Total Combined Cost Per Season					

Cluster 33					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Leydecker Road 880 ICF	880 Leydecker Road	West Seneca	Erie	
2	Bullis Road IRA	199 Bullis Road	West Seneca	Erie	
3	Leydecker Road 854 ICF	854 Leydecker Road	West Seneca	Erie	
4	Leydecker Road 710 ICF	710 Leydecker Road	West Seneca	Erie	
Total Combined Cost Per Season					

Cluster 34					
Site	Facility Name	Address	Town	County	Seasonal Price Per Site
1	Maple Avenue 39 IRA	39 Maple Avenue	Oakfield	Genesee	
2	Bank Street IRA	118 Bank Street	Batavia	Genesee	
3	New York Place IRA	2 New York Place	Batavia	Genesee	
4	Ross Street IRA	22 Ross Street	Batavia	Genesee	
5	Clinton Park IRA	4 Clinton Park	Batavia	Genesee	
Total Combined Cost Per Season					

Vendor Name: _____

Cost Proposal Summary & Signature Page

Cluster	Total Combined Cost Per Season
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

Cluster	Total Combined Cost Per Season
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	

_____ Bidder Signature

_____ Print Name & Title

This bid is valid for _____ days (Bids shall be valid for not less than 180 days)

Name of Company: _____

Address: _____

Federal ID Number: _____

Telephone: _____

Date: _____

Email: _____

No-Bid Form

Bidders choosing not to bid are requested to complete and return only this form.

- We do not provide the requested services. Please remove our firm from your mailing list.
- We are unable to bid at this time because:

- Please retain our firm on your mailing list.

(Firm Name)

(Signature)

(Date)

(Print Name)

(Title)

(E-mail)

(Telephone)

Failure to respond to bid invitations may result in your firm being removed from our mailing lists.