



# Office for People With Developmental Disabilities

ANDREW M. CUOMO  
Governor

Theodore Kastner, MD, MS  
Acting Commissioner

## OPWDD Contract Management Unit on behalf of:

## Western NY Developmental Disabilities State Operations Office

## 2019-2024 Snow & Ice Removal in Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans Counties

**WN 072319**

## Invitation for Bid

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## BID CONTENTS

1.	INTRODUCTION	3
2.	DESIGNATED CONTACT PERSON(S) FOR INQUIRIES & SUBMISSION	3
3.	TIMETABLE OF PROPOSAL DUE DATES	3
4.	OBJECTIVE OF THIS IFB	3
5.	GENERAL DESCRIPTION OF SERVICES	4
6.	SITE INSPECTIONS	4
7.	NOTICE TO POTENTIAL BIDDERS	4
8.	TERM OF THE CONTRACT	4
9.	PAYMENT	4
10.	WAGE AND HOURS PROVISIONS	5
11.	SUBCONTRACTING	5
12.	INSURANCE	5
13.	SUBMISSION OF PROPOSALS	6
A.	SUBMISSION REQUIREMENTS	6
B.	REFERENCES	6
C.	LATE BIDS	7
14.	PROCUREMENT INFORMATION, MANDATORY REQUIREMENTS	7
A.	PROCUREMENT LOBBYING LAW REQUIREMENTS PURSUANT TO STATE FINANCE LAW §§ 139-J AND 139-K	7
B.	QUESTIONS REGARDING THIS PROCUREMENT	8
C.	OPWDD RIGHTS	8
D.	INCURRED COSTS	9
E.	CONTENT OF PROPOSALS	9
F.	PERIOD OF VALIDITY	9
G.	NOTICE OF AWARD, DEBRIEFING AND BID PROTESTS	9
H.	PUBLIC INFORMATION REQUIREMENTS / CONFIDENTIALITY / PUBLICATION RIGHTS	10
I.	AFFIRMATIVE ACTION	11
J.	PRIME CONTRACTOR'S RESPONSIBILITY	11
K.	PUBLIC OFFICER'S LAW REQUIREMENTS	12
L.	OMNIBUS PROCUREMENT ACT	12
M.	CONTRACT EXECUTION	12
N.	VENDOR RESPONSIBILITY QUESTIONNAIRE	13
O.	HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	13
P.	GENERAL DUTIES AND ADDITIONAL RESPONSIBILITIES	13
Q.	NYS INFORMATION SECURITY BREACH AND NOTIFICATION ACT (NYS TECHNOLOGY LAW, § 208)	13
R.	NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND: MACBRIDE FAIR EMPLOYMENT PRINCIPLES	14
S.	BIDDER'S CERTIFICATION OF COMPLIANCE WITH STATE FINANCE LAW § 139-K (5)	14
T.	BIDDER'S AFFIRMATION OF UNDERSTANDING AND AGREEMENT PURSUANT TO STATE FINANCE LAW § 139-J (3) AND § 139-J (6)(B)	14
U.	BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS	15
V.	NON-COLLUSIVE BIDDING CERTIFICATION	15
W.	PUBLIC OFFICERS LAW CERTIFICATION	16
X.	BIDDER'S AFFIRMATION OF UNDERSTANDING PURSUANT TO STATE LABOR LAW § 201-G	16
15.	CONSUMER SAFETY INFORMATION	17
16.	CONSULTANT DISCLOSURE	17
17.	EVALUATION CRITERIA: METHOD OF AWARD	17
	QUALIFICATIONS & SCOPE OF WORK	18
	COST PROPOSAL FORM	34
	NO-BID FORM	51

**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

**Ursula Bland, CMS I for**  
**Laura Pushkarsh, CMS 2**  
**OPWDD Contract Management Unit**  
**26 Center Circle**  
**Wassaic, New York 12592-2637**  
**Phone: 845-877-6821 x3221 Fax: 845-877-3004**  
[eny.nyc.li.contracthub@opwdd.ny.gov](mailto:eny.nyc.li.contracthub@opwdd.ny.gov)

## 3. Timetable of Proposal Due Dates

IFB Release Date	07 June 2019
Final Date for Receipt of Questions	21 June 2019
Official Responses to Questions By	09 July 2019
<b>Proposal Due Date – Bid Opening</b>	<b>2:00pm 23 July 2019</b>
Evaluation & Selection	30 July 2019
Notification of Awards	06 August 2019
Contract start date (subject to change)	01 November 2019

**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 Snow Removal Services for OPWDD sites, according to the specifications, terms and conditions as enumerated in "Scope of Work" of this IFB.

## 6. Site Inspections

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. At the completion of the initial year, OPWDD or the Contractor may give notice or request an annual price adjustment for the subsequent year. The notice or request must be submitted in writing 30 days prior to the contract anniversary date or renewal date. OPWDD has the sole discretion in determining the rate to be approved. The adjustment shall be based upon the "CPI-U" (Consumer Price Index – Urban Wage Earners), not seasonally adjusted, Northeast urban - Size Class B/C, 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/](http://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 072319**  
C/O Ursula Bland, CMS1  
26 Center Circle, Building 58, Service Building  
Wassaic, New York, 12592-2637

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 has at least three (3) 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 Laura Pushkarsh, CMS 2**  
[Laura.x.Pushkarsh@opwdd.ny.gov](mailto:Laura.x.Pushkarsh@opwdd.ny.gov). **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 & Submissions'** of this solicitation. Questions that are emailed must be submitted via email address to [eny.nyc.li.contracthub@opwdd.ny.gov](mailto: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 & Submissions'**, of such error and request clarification, correction or modification to this document via email address [eny.nyc.li.contracthub@opwdd.ny.gov](mailto: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



## Invitation for Bid

- 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 bidder's proposal and/or to determine a bidder's 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.

## Invitation for Bid

- (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, 3<sup>rd</sup> 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.
- (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.

#### **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](http://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

## Invitation for Bid

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

OPWDD will select the responsible and responsive bidder that will provide the lowest Total Estimated Cost Per Season for each lot. Total Estimated Cost Per Season will be calculated on the total of 50 snow removal events including shoveling plus 50 ice removal (deicer application) events. Contractors may bid on any or all lots.

A bidder may win one or multiple lots. All sites included in a lot are to be serviced by the winning bidder. Multiple contracts may be awarded. Only proposals judged to be responsive to the submission requirements set forth in this IFB will be evaluated. OPWDD reserves the right to reject any or all offers.

In the event of a tie bid, the award will be made by random selection.

## Qualifications & Scope of Work

### General

OPWDD is requesting service of snow and ice removal for various community residences and day program locations located in the Western NY DDSOO catchment area. A site listing detailing Lots (groups of sites that are to bid together) with addresses and telephone numbers are included in Exhibit A- Lots with Site Information.

It is extremely important during inclement weather that all efforts are made to have the sites accessible and safe for the individuals and staff. To have accessibility, snow clearing will commence when three inches of snow has accumulated at the contracted site, however, the site manager or other OPWDD staff has the right to call for additional service as deemed necessary for safety concerns. Vendors must respond to additional service calls within 2 hours of request.

### Snow Removal & Ice Control Services

Vendor must be able to provide snow removal services on a seven day 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. Our individuals leave their homes by 7:00 a.m. and return at 3:00 p.m. **The driveways and sidewalks MUST be clear of snow and ice during their departures and arrivals.** Plowing, sanding, and ice control services should be coordinated with these times in mind.

### **Snow Removal**

**Automatic 3 Inch Service with On-Call Privileges:** Snow removal services are to begin automatically at the accumulation of three (3) inches at the contracted site, however the site manager or other OPWDD staff has the right to call for additional service as deemed necessary for safety concerns. Snow removal may be followed by the spread of deicer for ice control when appropriate or needed. Work shall be continuous until all plowing and clearing has been completed, in accordance with the needs of a site. After snowfall events that exceed 3" in depth, all maintained surfaces shall be cleared to bare pavement. In the event of blowing and/or drifting snow and/or formation of ice; maintained surfaces shall be serviced to obtain a safe environment.

The basic movement and/or plowing of snow shall be planned by the Contractor, however, the following guidelines must be adhered to at all times:

- **All exits, fire escapes, and fire hydrants must be cleared of snow.**
- Snow accumulation is to be cleared from driveways, parking areas, sidewalks and/or ramps leading from the front door to the driveway; paths to and from all egress doors; walkways to storage sheds, oil fill pipe, generators, and/or evacuation areas; and the evacuation point, located on the property, but apart from the residence. All walkways/paths must be cleared wide enough to accommodate wheelchairs.
- Plows cannot be used to clear sidewalks or walkways.
- Any **decks** that are designated as an egress path shall be cleared a minimum of 6' wide from egress point to the evacuation point as identified by the site manager. Snow is to be removed from all decks.

## Invitation for Bid

- Snow shall not be pushed against houses, vehicles, buildings, building entranceways, sidewalks, exit doors, fire hydrants, trash receptacles, garage doors, shrubbery, trees, lamp posts, or emergency generators and fences
- Banking of snow shall be limited in height to not restrict visibility at the entrance to the roadway.
- Care must be taken not to damage or push snow on adjoining properties.
- Mailboxes **MUST** be shoveled out to allow for mail delivery.

**Ice Control**

Driveways, identified roads, parking areas, walkways and fire escapes, sidewalks, paths, decks, stairs for egress, paths to generators, paths for oil delivery, and path to trash receptacles must be clear of ice at the hours indicated above, seven days a week, and whenever conditions of packed snow, freezing rain or frozen water occur; or when summoned by an OPWDD staff.

Ice control will be accomplished by the application of magnesium chloride brine mixed with road salt, **provided by the contractor** at rates and densities sufficient to maintain roadways and parking lots reasonably free of ice and snow. **Sidewalk ice control** will be accomplished by the application of calcium chloride or potassium chloride, also **provided by the Contractor**.

Contractors may be requested to perform additional applications of calcium chloride, potassium chloride or magnesium chloride brine mixed with rock salt (as appropriate) by the site manager or OPWDD staff.

**Equipment & Staff Requirements**

Contractors must use sufficient size plows, and have commercial quality salt/sand/calcium chloride spreading equipment to remove snow 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 sufficient coverage to driveways and parking lots. Only qualified operators and proper equipment will be used along with special efforts to prevent abuse and damage to surfaces of paved roads, walks, curbs, barriers, landscape effects, and grass areas. Contractor shall have adequate staff and equipment to accomplish the snow removal and ice control services without delay.

**Fines**

Sidewalks and access roads that are not maintained by Village, Town, County or State agencies must be cleared. **Any fines received as a result of failing to clear these walkways are the responsibility of the contractor.**

**Vehicle Removal**

If vehicles block the driveway or parking areas, every effort must be made to have staff at the sites move vehicles in order to allow a complete clearing of parking areas and walkways. The Contractor is not responsible to shovel out vehicles.

Under no circumstances shall the Contractor move any staff owned or State- owned vehicles. It is highly recommended that the Contractor call each site 15 minutes prior to arrival to give staff time to move the vehicles.

It is to be noted that there may be occasions when staff are unable to move vehicles due to staffing levels. The Contractor is to do the best they can to clear around the vehicles in those circumstances.

### **Snow Plow Damage**

The Contractor shall be responsible for the repair of all damage to property, landscape, walkways, or any structures or neighboring properties caused by the contractor's employees or equipment. The Contractor must notify the site manager or designee immediately in the event of causing damage to the property, i.e., buildings, sheds, paved areas, or the property of neighbors adjoining OPWDD property. The Contractor will be required to repair/replace damaged property within 30 days after weather permits. If the damage is not satisfactorily repaired within 30 days after weather permits, OPWDD shall have the repairs made and will bill the Contractor or reduce payment for the total cost incurred as a part of the OPWDD's repair effort.

If damage to lawn occurs, the Contractor must repair by replacing sod, top soil, and seed around the perimeter of sod; or use screened top soil, seed, and Penn mulch, re-rake and roll, to return area to pre-damage condition.

The snow plow Contractor must complete all snow plow damage repairs by **April 30<sup>th</sup> of the calendar year**. If the repairs are not completed by April 30<sup>th</sup>, OPWDD may find an alternative Contractor to complete the repairs. The cost for these repairs will be billed to the snow plow Contractor that caused the damage. Failure to complete the snow plow damage repairs by April 30<sup>th</sup> may affect final payment, cause possible charge backs to the Contractor, and may affect the continuation of the snow plow contract. **Final payment of the season will not be made until the Business Office is notified that all damage has been repaired.**

If the Contractor causes damage to a staff or state vehicle, the Contractor must notify the site manager and the Western DDSOO Business Office immediately, or in the event it happened after hours, as soon as possible the next business day.

The 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.

### **Snow Removal/ Pushback**

Only OPWDD, Western NY DDSOO Business Office Administration, on a case by case basis, may authorize snow removal with heavy equipment and the push back of snow banks, etc. These services will be considered outside the contract and must be billed separately. The site's current Contractor will be asked if interested in providing a quote for this additional service.

- A. If the site Contractor decides to provide a quote, and is awarded the work, (s)he will be responsible for all plow damage repairs at the end of the season, including any that may occur due to the snow movement process.
- B. If the snow plow Contractor decides not to provide these services and another Contractor is procured, safeguards will be put into place to clearly outline each Contractor's responsibilities in case there is substantial damage caused by another Contractor. It will be the responsibility of the other Contractor to repair any damage caused by his/her services.

**Additional Requirements**

At the end of the season, all **excess sand/salt** must be removed from the premises at the contractor's expense. The site manager will determine the presence of excess sand/salt.

Contractor shall cooperate with site managers and staff. Contractor will comply with safety and security requirements imposed by the site. The Contractor will adhere to all policies and regulations of OPWDD, including but not limited to smoking, parking, etc. Contractor is to adhere to local/state noise control ordinances/laws.

Contractor must provide a phone number for accepting calls 24 hours a day, seven days a week. This must be submitted with the bid and be available throughout the winter season. The Western DDSSOO Business Office (716) 608-2496 must be notified immediately of any phone number changes.

Contractor must possess and provide, at no cost to the State, appropriate licenses and permits associated with the provision of commercial snow and ice control services.

**EXHIBIT A****Lots with Site Information****LOT#1**

<b>County</b>	<b>Site Name</b>	<b>Address</b>	<b>Telephone</b>
<b>Erie</b>	Alden IRA	13140 West Main St. Alden NY 14004	716-937-3133
<b>Erie</b>	Westcott Ave IRA	1515 Westcott Ave. Alden NY 14004	716-937-4827
<b>Erie</b>	Treehaven IRA	200 Treehaven Rd. Cheektowaga NY 14225	716-838-9739
<b>Erie</b>	Vern Lane IRA	139 Vern Lane Cheektowaga, NY 14225	716-891-5195
<b>Erie</b>	Girdle Rd IRA	2520 Girdle Rd. Elma NY 14059	716-655-1301
<b>Erie</b>	Bowen Rd IRA	3736 Bowen Rd. Lancaster NY 14086	716-685-8909
<b>Erie</b>	Steinfeldt IRA	81 Steinfeldt Lancaster NY 14086	716-681-2463
<b>Erie</b>	Walden Ave IRA	3650 Walden Ave. Lancaster NY 14086	716-651-0455

## Invitation for Bid

## LOT #2

County	Site Name	Address	Telephone
Cattaraugus	Route 62 IRA	9262 Route 62 Dayton NY 14041	716-532-0148
Chautauqua	Pearl St IRA	19 Pearl St. Forestville NY14062	716-965-2232
Chautauqua	Quarry Rd IRA	10761 Quarry Rd. Forestville NY14062	716-965-4112
Chautauqua	South Roberts Rd IRA	2805 South Roberts Rd Forestville NY14062	716-679-3410
Cattaraugus	Central Main St IRA	12111 Main St. RT39 Perrysburg NY 14129	716-532-2905
Cattaraugus	East Main St IRA	12095 Main St. Perrysburg NY 14129	716-532-2621
Cattaraugus	J. N. Adam Day Program	12234 Route 39 Perrysburg NY 14129	716-532-1268
Cattaraugus	Lower Peck Hill IRA	10420 Peck Hill Perrysburg NY 14129	716-532-3048
Cattaraugus	North Rd Day Hab	10714 North Rd. Perrysburg NY 14129	716-532-1049
Cattaraugus	North Rd IRA	10804 North Rd. Perrysburg NY 14129	716-532-4632
Cattaraugus	Perrysburg IRA	12387 Route 39 Perrysburg NY 14129	716-532-2590
Cattaraugus	Pinecrest IRA	11897 Main St. Perrysburg NY 14129	716-532-2077
Cattaraugus	Upper Peck Hill IRA	10380 Peck Hill Perrysburg NY 14129	716-532-3103
Cattaraugus	West Main St IRA	12129 Main St. Perrysburg NY 14129	716-532-4202
Chautauqua	Allegany Rd IRA	12561 County Rte. 95 Silver Creek NY 14136	716-934-7792
Chautauqua	Hanover Rd IRA	11768 Hanover Rd. Silver Creek NY 14136	716-934-7100

## Invitation for Bid

## LOT #3

County	Site Name	Address	Telephone
Chautauqua	Cherry Creek IRA	835 Southside Cherry Creek NY 14723	716-296-5998
Chautauqua	Fuss Rd IRA	9523 Fuss Hill Rd. Little Valley NY 14755	716-938-6945
Cattaraugus	Kidney Rd IRA	7067 Kidney Rd. Little Valley NY 14755	716-938-9491
Cattaraugus	Little Valley Day Hab	501 Fair Oak St. Little Valley NY 14755	716-938-6499
Cattaraugus	Lower Edgar IRA	4817 Lower Edgar Rd. Little Valley NY 14755	716-938-6715
Cattaraugus	Route 353 IRA	5877 Route 353 Little Valley NY 14755	716-938-9330
Cattaraugus	The Heights IRA	315 The Heights Little Valley NY 14755	716-938-6374
Cattaraugus	Woodridge IRA	9296 Pidgeon Valley Rd. Little Valley NY 14755	716-938-6967
Cattaraugus	East Leon Rd IRA	11920 East Leon Rd. South Dayton NY 14138	716-988-3411
Cattaraugus	Villanova IRA	8370 Route 83, Box 152A South Dayton NY 14138	716-988-5092
Cattaraugus	Cottage Rd IRA	12645 Cottage Rd. South Dayton NY 14138	716-532-5488
Cattaraugus	Route 39 IRA	12826 Route 39 South Dayton NY 14138	716-532-0274



## Invitation for Bid

## LOT #4

County	Site Name	Address	Telephone
Erie	Quaker Rd 785 IRA	785 Quaker Rd. East Aurora NY 14052	716-655-5913
Erie	Bayview Rd IRA	5281 Bayview Rd. Hamburg NY 14075	716-648-0517
Erie	Big Tree Rd IRA	4888 Big Tree Rd. Hamburg NY 14075	716-649-6012
Erie	Dartmouth IRA	3702 Dartmouth Hamburg NY 14075	716-646-6115
Erie	Ontario St IRA	5388 Ontario St. Hamburg NY 14075	716-646-1236
Erie	Sowles Rd IRA	4118 Sowles Rd. Hamburg NY 14075	716-648-4616
Erie	Taylor Rd IRA	6717 Taylor Rd. Hamburg NY 14075	716-646-9221
Erie	Loran Ave IRA	4250 Loran Ave. Hamburg NY 14075	716-649-5687
Erie	Baker Rd IRA	3212 Baker Rd. Orchard Park NY 14127	716-667-7119
Erie	California Rd IRA	4504 California Rd. Orchard Park NY 14127	716-667-1909
Erie	Milestrip Rd 6566 IRA	6566 Milestrip Rd. Orchard Park NY 14127	716-667-7582
Erie	Milestrip Rd 7847 IRA	7847 Milestrip Rd. Orchard Park NY 14127	716-667-1889
Erie	Philson Dr IRA	104 Philson Dr. Orchard Park NY 14127	716-662-2190
Erie	Southwestern Blvd IRA	3699 Southwestern Blvd. Orchard Park NY 14127	716-662-0230
Erie	Velore Ave IRA	200 Velore Ave. Orchard Park NY 14127	716-825-2617

## Invitation for Bid

## LOT #5

County	Site Name	Address	Telephone
Erie	New Road IRA	371 New Rd. East Amherst NY 14051	716-688-5217
Erie	Cheshire Lane IRA	125 Cheshire Lane East Amherst NY 14051	716-688-7822
Niagara	High St IRA	211 High St. Lockport NY 14094	716-433-8133
Niagara	Lockport Olcott Rd IRA	3392 Lockport Olcott Lockport NY 14094	716-778-0372
Niagara	Sunset Drive IRA	4551 Sunset Dr. Lockport NY 14094	716-434-2750
Niagara	Beattie Ave	5937 Beattie Ave. Lockport NY 14094	716-433-2491
Niagara	Corwin IRA	6253 Corwin Lockport NY 14094	716-439-0724
Niagara	Dysinger Rd IRA	6574 Dysinger Rd. Lockport NY 14094	716-434-4499
Niagara	East High St IRA	699 East High St. Lockport NY 14094	716-439-8699
Niagara	Lincoln Ave IRA	7486 Lincoln Ave. Lockport NY 14094	716-433-7760
Niagara	Dale Rd IRA	6228 Dale Rd. Newfane NY 14108	716-778-6015

## Lot #6

County	Site Name	Address	Telephone
Orleans	King St IRA	115 King St. Albion NY 14411	585-589-2121
Orleans	North Main St IRA	257 North Main St. Albion NY 14411	585-589-7712
Genesee	Bank St IRA	118 Bank St. Batavia NY 14020	585-344-1500
Genesee	Clinton Park IRA	4 Clinton Park Batavia NY 14020	585-344-4129
Genesee	New York Place IRA	2 New York Place Batavia NY 14020	585-343-3628
Genesee	Ross St SOCR	22 Ross St. Batavia NY 14020	585-343-4170
Orleans	West Center St IRA	303 West Center St. Medina NY14103	585-798-2471
Genesee	Maple Ave 39 IRA	39 Maple Ave. Oakfield NY 14125	585-948-5720

## Invitation for Bid

## LOT #7

County	Site Name	Address	Telephone
Erie	Erskine Dr IRA	77 Erskine Dr. Buffalo NY 14215	716-833-7367
Erie	Floss Ave IRA	217 Floss Ave. Buffalo NY 14215	716-896-0561
Erie	Peace St IRA	62 Peace St. Buffalo NY 14211	716-891-5619
Erie	Madison St IRA (Was GBS)	393 Madison St. Buffalo NY 14212	716-842-1472
Erie	Floral Place IRA	1 Floral Place Cheektowaga NY 14225	716-632-4358
Erie	Heritage Court IRA	23 Heritage Court Cheektowaga NY 14225	716-894-5607
Erie	Victoria Blvd IRA	3 Victoria Blvd. Cheektowaga NY 14225	716-892-1237
Erie	Borden Rd IRA	1475 Borden Rd. Depew NY 14043	716-681-4405
Erie	Como Park Blvd IRA	1587 Como Park Blvd. Depew NY 14043	716-681-2839
Erie	Conway IRA	65 Conway Ave. Depew NY 14043	716-683-8938
Erie	Enez Dr IRA	324 Enez Dr. Depew NY 14043	716-681-4765
Erie	Lemans Dr IRA	90 Lemans Dr. Depew NY 14043	716-668-1854
Erie	Transit Rd DH	6221 Transit Rd. Depew NY 14043	716-681-4311

## Invitation for Bid

## LOT #8

County	Site Name	Address	Telephone
Erie	Coolidge Rd IRA	140 Coolidge Rd. Buffalo NY 14220	716-825-7870
Erie	South Park IRA	1769 South Park Ave. Buffalo NY 14220	716-823-3022
Erie	Barnett St IRA	34 Barnett St. West Seneca NY 14224	716-674-6626
Erie	Bernadette Terrace IRA	97 Bernadette Terrace West Seneca NY 14224	716-822-3097
Erie	Bullis Rd IRA	199 Bullis Rd. West Seneca NY 14224	716-674-2836
Erie	Center Rd IRA	331 Center Rd. West Seneca NY 14224	716-674-6528
Erie	Dover Dr IRA	83 Dover Dr. West Seneca NY 14224	716-674-3097
Erie	East and West Rd 1278	1278 East & West Rd. West Seneca NY 14224	716-674-4360
Erie	East and West Rd 1478	1478 East & West Rd. West Seneca NY 14224	716-674-1129
Erie	Heather Hill Dr IRA	24 Heather Hill Dr. West Seneca NY 14224	716-675-5063
Erie	Leydecker Rd 510 ICF	510 Leydecker Rd. West Seneca NY 14224	716-674-1172
Erie	Leydecker Rd 540 ICF	540 Leydecker Rd. West Seneca NY 14224	716-675-4522
Erie	Leydecker Rd 648 ICF	648 Leydecker Rd. West Seneca NY 14224	716-675-0367
Erie	Leydecker Rd 650 ICF	650 Leydecker Rd. West Seneca NY 14224	716-675-1631
Erie	Leydecker Rd 710	710 Leydecker Rd. West Seneca NY 14224	716-674-0259
Erie	Leydecker Rd 854 ICF	854 Leydecker Rd. West Seneca NY 14224	716-674-3386
Erie	Leydecker Rd 880 ICF	880 Leydecker Rd. West Seneca NY 14224	716-674-3262
Erie	Seneca St IRA	5240 Seneca St. West Seneca NY 14224	716-674-0746

## Invitation for Bid

## LOT #9

County	Site Name	Address	Telephone
Erie	Danna Dr IRA	2044 Danna Dr. Collins NY 14034	716-532-5001
Erie	School St IRA	14300 School St. Collins NY 14034	716-532-0511
Cattaraugus	Buffalo St IRA	328 Buffalo St. Gowanda NY 14070	716-532-4922
Cattaraugus	Coon Rd IRA	9606 Coon Rd. Gowanda NY 14070	716-532-0327
Cattaraugus	Erie Ave IRA	41 Erie Ave. Gowanda NY 14070	716-532-5795
Cattaraugus	South Chapel IRA	69 Chapel St. Gowanda NY 14070	716-532-0319
Cattaraugus	South Quaker Rd IRA	15329 South Quaker Rd. Gowanda NY 14070	716-532-0350
Cattaraugus	Unger Rd IRA	15396 Unger Rd. Gowanda NY 14070	716-532-0071
Erie	Orchard Place IRA	2003 Orchard Place North Collins NY 14111	716-337-2905
Erie	Sherman Ave IRA	2075 Sherman Ave. North Collins NY 14111	716-337-2364

## LOT #10

County	Site Name	Address	Telephone
Chautauqua	Highland Ave IRA	8746 Highland Ave. Brocton NY 14716	716-792-4132
Chautauqua	McKinley Ave IRA	710 McKinley Ave. Dunkirk NY 14048	716-366-6281
Chautauqua	Pomfret IRA	5263 West Lake Rd. Dunkirk NY 14048	716-679-9898
Chautauqua	Seel Street IRA	86 Seel St. Dunkirk NY 14048	716-366-4337
Chautauqua	Berry Road IRA	215 Berry Road Fredonia NY 14063	716-679-9890
Chautauqua	Fredonia Day Hab	258 East Main St Fredonia NY 14063	716-672-3400
Chautauqua	Matteson St IRA	54 Matteson Ave Fredonia NY 14063	716-673-1827
Chautauqua	Temple St IRA	116 Temple St Fredonia NY 14063	716-673-1814

## Invitation for Bid

## LOT #11

County	Site Name	Address	Telephone
Erie	Lake St IRA	772 Lake St. Angola NY 14006	716-549-6073
Erie	Stellane Dr IRA	9 Stellane Dr. Angola NY 14006	716-549-6239
Erie	Evans IES	1669 Eden/Evans Center Rd. Angola NY 14006	716-549-3530
Erie	Sturgeon Point IRA	1055 Sturgeon Point Rd. Derby NY 14047	716-947-5274
Erie	Florence Ave IRA	2816 Florence Ave. Eden NY 14057	716-992-3866
Erie	George Place	2918 George Place Eden NY 14057	716-992-9702
Erie	Schreiner Rd IRA	8197 Schreiner Rd. Eden NY 14057	716-992-2485
Erie	Sisson Highway IRA	10693 Sisson Highway Eden NY 14057	716-337-3474
Erie	Lakeview Rd 3727 IRA	3727 Lakeview Rd. Hamburg NY 14075	716-649-6073
Erie	Dover Rd IRA	5891 Dover Rd. Lakeview NY 14085	716-627-0008
Erie	Lakeview Rd 2065 IRA	2065 Lakeview Rd. Lakeview NY 14085	716-627-1202
Erie	Lakeview Rd 2240 IRA	2240 Lakeview Rd. Lakeview NY 14085	716-627-6616

## Invitation for Bid

## LOT #12

County	Site Name	Address	Telephone
Erie	Hendricks Blvd IRA	163 Hendricks Blvd. Amherst NY 14226	716-834-2521
Erie	Maple Rd 117 IRA	117 Maple Rd. Amherst NY 14226	716-632-9986
Erie	Carmel Rd	123 Carmel Rd. Buffalo NY 14214	716-834-2349
Erie	Highgate Ave IRA	358 Highgate Ave. Buffalo NY 14215	716-833-9840
Erie	Minnesota Ave IRA	185 Minnesota Ave. Buffalo NY 14214	716-836-5410
Erie	Parker Blvd IRA	1153 Parker Buffalo NY 14223	716-836-3527
Erie	Haussauer Rd IRA	25 Haussauer Rd. Getzville NY 14068	716-639-8769
Erie	Delaware Rd IRA	186 Delaware Rd. Kenmore NY 14217	716-875-9460
Erie	Hopkins Rd IRA	86 Hopkins Rd. Williamsville NY 14221	716-633-0970

## LOT #13

County	Site Name	Address	Telephone
Erie	Olean Rd RT 16	12389 Olean Rd. Chafee NY 14030	716-496-8890
Erie	Crump Rd IRA	10158 Crump Rd. Glenwood NY 14069	716-592-9397
Erie	Concord IRA	5866 Route 39 Springville NY 14141	716-592-4003
Erie	East Ave IRA	200 East Ave. Springville NY 14141	716-592-5198
Erie	West Main St IRA 510	510 West Main St. Springville NY 14141	716-592-2447
Erie	Legion Dr	60 Legion Dr. Holland NY 14080	716-537-2960

## Invitation for Bid

**LOT #14**

County	Site Name	Address	Telephone
Cattaraugus	Gail Dr IRA	47 Gail Dr. Cattaraugus NY 14719	716-257-5367
Cattaraugus	Spring St IRA	195 Spring St. E. Randolph NY 14772	716-358-4129
Cattaraugus	Donlen Dr IRA	6520 Donlen Dr. Ellicottville NY 14731	716-699-8212
Cattaraugus	Jefferson St IRA (Ellicottville IRA)	6187 Jefferson St. Ellicottville NY 14731	716-699-2025
Cattaraugus	Coldspring IRA	3 Coldspring St. Randolph NY 14772	716-358-9031
Cattaraugus	Jamestown St IRA	129 Jamestown St. Randolph NY 14772	716-358-5104

**LOT #15**

County	Site Name	Address	Telephone
Niagara	Remington IRA	979 Remington North Tonawanda NY 14120	716-693-6132
Niagara	Witmer Rd	159 Witmer Rd. North Tonawanda NY 14120	716-692-4801
Erie	Dangelo Dr IRA	1322 Dangelo Dr. Tonawanda NY 14150	716-692-7455
Niagara	Mapleton Rd IRA	3965 Mapleton Rd. Wheatfield NY 14120	716-731-4576
Erie	Fletcher St IRA	173 Fletcher St. Tonawanda NY 14150	716-694-5862

**LOT #16**

County	Site Name	Address	Telephone
Cattaraugus	Mt Pleasant Ave IRA	17 Mt Pleasant Ave. Franklinville NY 14737	716-676-3119



## ACCOUNTING

### A. JOB TICKETS

Job Tickets are to be presented to the House Manager (HM) upon completion of service. It is advised that the Job Ticket be a three part form. HM or designee will sign Job Tickets if service is satisfactory. The following information is to be recorded on each Job Ticket:

1. The Name of the Site
2. The type of service completed
3. The date of service
4. The Signature of HM.

One copy of the Job ticket is to remain at the Site serviced. One copy of the signed Job Ticket is to accompany the invoice for services. The signed ticket acts as verification of services, a requirement for payment. One copy is for your files.

- B. **PREVAILING WAGES**: Prevailing Wage does apply to this contract. The PRC number for this contract is 2019900681. A copy of Contractors certified payroll is required to be submitted with invoices prior to payment for services rendered.

### C. INVOICES

Invoices must indicate Invoice number, PO# OPD01- , Contract number, the name of the site, the date of service and the type of service rendered. An invoice may be submitted for a single site or multiple sites; as long as each site is itemized on the invoice. All invoices must have a signed Job Ticket attached. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Western NY DDSOO  
Unit ID: 3660242  
C/O NYS OGS BSC Accounts Payable  
Building 5, Fifth Floor  
1220 Washington Ave.,  
Albany, NY 12226-1900

The State of New York may require the Contractor to submit billing invoices electronically.

## Invitation for Bid

**Cost Proposal Form**

**Instructions:** Bids are to be placed per lot. Award shall be made per lot. **All sites within a lot must be serviced.** Place your price per event for each Snow Removal (column A) and De-Icer Application (column B) for each location within a lot that you wish to bid. Total each column and place the total in Row C. Multiply each total in Row C by 50 (estimated number of events per season). Add the totals in Row E (A1+B1). This is your Bid Amount for the labeled lot. You may bid one or multiple lots. Bidders may be awarded more than one lot.

	<b>LOT #1</b>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b> <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer</u></b> <b><u>Application</u></b> <i>Price Per Event</i>
	<b>Bidders must complete this Form in full including the calculations</b>		
1	Alden IRA		
2	Westcott Ave IRA		
3	Treehaven IRA		
4	Vern Lane IRA		
5	Girdle Rd IRA		
6	Bowen Rd IRA		
7	Steinfeldt IRA		
8	Walden Ave IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b><u>Price for Season (Row C x D =)</u></b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b> \$	<b><u>B1</u></b> \$
	<b>BID AMOUNT</b> <b>LOT #1</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row "E")</b> <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #2</b> <b>Bidders must complete this Form <i>in full including the calculations</i></b>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b> <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b> <i>Price Per Event</i>
1	Route 62 IRA		
2	Pearl St IRA		
3	Quarry Rd IRA		
4	South Roberts Rd IRA		
5	Central Main St IRA		
6	East Main St IRA		
7	J.N. Adam Day Program		
8	Lower Peck Hill IRA		
9	North Rd Day Hab		
10	North Rd IRA		
11	Perrysburg IRA		
12	Pinecrest IRA		
13	Upper Peck Hill IRA		
14	West Main St IRA		
15	Allegany Rd IRA		
16	Hanover Rd IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b><u>Price for Season (Row C x D =)</u></b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b>	<b><u>B1</u></b>
	<b>BID AMOUNT</b> <b>LOT #2</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT#3</b>	<b>(A)</b> <b>Snow Removal</b> <b>(Includes Shoveling)</b> <i>Price Per Event</i>	<b>(B)</b> <b>De-Icer Application</b> <i>Price Per Event</i>
	<b>Bidders must complete this Form <i>in full</i> including the calculations</b>		
1	Cherry Creek IRA		
2	Fuss Rd IRA		
3	Kidney Rd IRA		
4	Little Valley Day Hab		
5	Lower Edgar IRA		
6	Route 353 IRA		
7	The Heights IRA		
8	Woodridge IRA		
9	East Leon Rd IRA		
10	Villanova IRA		
11	Cottage Rd IRA		
12	Route 39 IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<u><b>A1</b></u> \$	<u><b>B1</b></u> \$
	<b>BID AMOUNT</b> <b>LOT #3</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #4</b>  Bidders must complete this Form <i>in full</i> including the calculations	<b>(A)</b> <b>Snow Removal</b> (Includes Shoveling)  <i>Price Per Event</i>	<b>(B)</b> <b>De-Icer Application</b>  <i>Price Per Event</i>
1	Quaker Rd 785 IRA		
2	Bayview Rd IRA		
3	Big Tree Rd IRA		
4	Dartmouth IRA		
5	Ontario St IRA		
6	Sowles Rd IRA		
7	Taylor Rd IRA		
8	Loran Ave IRA		
9	Baker Rd IRA		
10	California Rd IRA		
11	Milestrip Rd 6566 IRA		
12	Milestrip Rd 7847 IRA		
13	Philson Dr IRA		
14	Southwestern Blvd IRA		
15	Velore Ave IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b>A1</b>	<b>B1</b>
	<b>BID AMOUNT</b> <b>LOT #4</b>	<b>Total Estimated Cost Per Season:</b> (Add "A1+B1" as given in Row E") <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #5</b> <b>Bidders must complete this Form <i>in full</i></b> <b><i>including the calculations</i></b>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	New Rd IRA		
2	Cheshire Lane IRA		
3	High St IRA		
4	Lockport Olcott Rd IRA		
5	Sunset Dr IRA		
6	Beattie Ave IRA		
7	Corwin IRA		
8	Dysinger Rd IRA		
9	East High St IRA		
10	Lincoln Ave IRA		
11	Dale Rd IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	<b>\$</b>	<b>\$</b>
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b>	<b><u>B1</u></b>
	<b>BID AMOUNT</b> <b>LOT #5</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1) =</b>	<b>\$</b>

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #6</b>  Bidders must complete this Form <i>in full</i> <i>including the calculations</i>	<b>(A)</b> <b>Snow Removal</b> (Includes Shoveling)  <i>Price Per Event</i>	<b>(B)</b> <b>De-Icer Application</b>  <i>Price Per Event</i>
1	King St IRA		
2	North Main St IRA		
3	Bank St IRA		
4	Clinton Park IRA		
5	New York Place IRA		
6	Ross St SOCR		
7	West Center St IRA		
8	Maple Ave 39 IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b> \$	<b><u>B1</u></b> \$
	<b>BID AMOUNT</b> <b>LOT #6</b>	<b>Total Estimated Cost Per Season:</b> (Add "A1+B1" as given in Row E") <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #7</b>  <b>Bidders must complete this Form <i>in full</i></b> <b><i>including the calculations</i></b>	(A) Snow Removal <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	(B) <u>De-Icer Application</u>  <i>Price Per Event</i>
1	Erskine Dr IRA		
2	Floss Ave IRA		
3	Peace St IRA		
4	Madson St IRA (Was GBS)		
5	Flora Place IRA		
6	Heritage Court IRA		
7	Victoria Blvd IRA		
8	Borden Rd IRA		
9	Como Park Blvd IRA		
10	Conway IRA		
11	Enez Dr IRA		
12	Lemans Dr IRA		
13	Transit Rd DH		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<u>A1</u>	<u>B1</u>
	<b>BID AMOUNT</b> <b>LOT #7</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_



## Invitation for Bid

	<b>LOT #8</b> <b>Bidders must complete this Form <i>in full</i></b> <b><i>including the calculations</i></b>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b> <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b> <i>Price Per Event</i>
1	Coolidge Rd IRA		
2	South Park IRA		
3	Barnett St IRA		
4	Bernadette Terrace IRA		
5	Bullis Rd IRA		
6	Center Rd IRA		
7	Dover Dr IRA		
8	East and West Rd 1278		
9	East and West Rd 1478		
10	Heather Hill Dr IRA		
11	Leydecker Rd 510 ICF		
12	Leydecker Rd 540 ICF		
13	Leydecker Rd 648 ICF		
14	Leydecker Rd 650 ICF		
15	Leydecker Rd 710		
16	Leydeckder Rd 854 ICF		
17	Leydecker Rd 880 ICF		
18	Seneca St IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	<b>\$</b>	<b>\$</b>
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b>\$</b>	<b>\$</b>
	<b>BID AMOUNT</b> <b>LOT #8</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1) =</b>	<b>\$</b>

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #9</b>  <b>Bidders must complete this Form <i>in full</i></b> <b><i>including the calculations</i></b>	<b>(A)</b> <b>Snow Removal</b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	Danna Dr IRA		
2	School St IRA		
3	Buffalo St IRA		
4	Coon Rd IRA		
5	Erie Ave IRA		
6	South Chapel IRA		
7	South Quaker Rd IRA		
8	Unger Rd IRA		
9	Orchard Place IRA		
10	Sherman Ave IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b>	<b><u>B1</u></b>
	<b>BID AMOUNT</b> <b>LOT #9</b>	<b>Total Estimated Cost Per Season:</b> (Add "A1+B1" as given in Row E") <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #10</b> <i>Bidders must complete this Form in full including the calculations</i>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b> <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b> <i>Price Per Event</i>
1	Highland Ave IRA		
2	McKinley Ave IRA		
3	Pomfret IRA		
4	Seel St IRA		
5	Berry Rd IRA		
6	Fredonia Day Hab		
7	Matteson St IRA		
8	Temple St IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b> \$	<b><u>B1</u></b> \$
	<b>BID AMOUNT</b> <b>LOT #10</b>	<b>Total Estimated Cost Per Season:</b> (Add "A1+B1" as given in Row E") <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #11</b> <i>Bidders must complete this Form in full including the calculations</i>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	Lake St IRA		
2	Stellane Dr IRA		
3	Evans IES		
4	Sturgeon Point IRA		
5	Florence Ave IRA		
6	George Place		
7	Schreiner Rd IRA		
8	Sisson Highway IRA		
9	Lakeview Rd 3727 IRA		
10	Dover Rd IRA		
11	Lakeview Rd 2065 IRA		
12	Lakeview Rd 2240 IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	<b>\$</b>	<b>\$</b>
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b>\$</b>	<b>\$</b>
	<b>BID AMOUNT</b> <b>LOT #11</b>	<b>Total Estimated Cost Per Season:</b> (Add "A1+B1" as given in Row E") <b>Total of (A1+B1) =</b>	<b>\$</b>

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #12</b>  <i>Bidders must complete this Form in full including the calculations</i>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	Hendricks Blvd IRA		
2	Maple Rd 117 IRA		
3	Carmel Rd		
4	Highgate Ave IRA		
5	Minnesota Ave IRA		
6	Parker IRA		
7	Haussauer Rd IRA		
8	Delaware Rd IRA		
9	Hopkins Rd IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	<b>\$</b>	<b>\$</b>
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b>  <b>\$</b>	<b><u>B1</u></b>  <b>\$</b>
	<b>BID AMOUNT</b> <b>LOT #12</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1) =</b>	<b>\$</b>

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #13</b>  <b>Bidders must complete this Form <i>in full</i> including the calculations</b>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	Olean Rd RT 16		
2	Crump Rd IRA		
3	Concord IRA		
4	East Ave IRA		
5	West Main St IRS 510		
6	Legion Dr		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b>	<b><u>B1</u></b>
	<b>BID AMOUNT</b> <b>LOT #13</b>	<b>Total Estimated Cost Per Season:</b> (Add "A1+B1" as given in Row E") Total of (A1+B1) =	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #14</b> <i>Bidders must complete this Form in full including the calculations</i>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	Gail Dr IRA		
2	Spring St IRA		
3	Donlen Dr IRA		
4	Jefferson St IRA (Ellicottville IRA)		
5	Coldspring IRA		
6	Jamestown IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b> \$	<b><u>B1</u></b> \$
	<b>BID AMOUNT</b> <b>LOT #14</b>	<b>Total Estimated Cost Per Season:</b> (Add "A1+B1" as given in Row E") <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_

## Invitation for Bid

	<b>LOT #15</b> <b>Bidders must complete this Form <i>in full</i></b> <b><i>including the calculations</i></b>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	Remington IRA		
2	Witmer Rd		
3	Dangelo Dr IRA		
4	Mapleton Rd IRA		
5	Fletcher St IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b> \$	<b><u>B1</u></b> \$
	<b>BID AMOUNT</b> <b>LOT #15</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1) =</b>	\$

Company Name: \_\_\_\_\_



## Invitation for Bid

	<b>LOT #16</b> <i>Bidders must complete this Form in full including the calculations</i>	<b>(A)</b> <b><u>Snow Removal</u></b> <b>(Includes Shoveling)</b>  <i>Price Per Event</i>	<b>(B)</b> <b><u>De-Icer Application</u></b>  <i>Price Per Event</i>
1	Mt Pleasant Ave IRA		
<b>C</b>	<b>TOTAL OF EACH COLUMN</b>	\$	\$
<b>D</b>	<b>Estimated Number of Events for Season</b>	<b>50</b>	<b>50</b>
<b>E</b>	<b>Price for Season (Row C x D =)</b> (Multiply the Total of each Column in Row "C" by the respective number of Events given in Row "D" and enter the amount here in the respective Column)	<b><u>A1</u></b> \$	<b><u>B1</u></b> \$
	<b>BID AMOUNT</b> <b>LOT #16</b>	<b>Total Estimated Cost Per Season:</b> <b>(Add "A1+B1" as given in Row E")</b> <b>Total of (A1+B1)=</b>	\$

Company Name: \_\_\_\_\_

Invitation for Bid

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**Price per event will be determining factor should any discrepancies occur.**

\_\_\_\_\_ 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: \_\_\_\_\_ Fax: \_\_\_\_\_

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Invitation for Bid

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:

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- 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.