



## Office for People With Developmental Disabilities

ANDREW M. CUOMO  
Governor

THEODORE KASTNER, MD, MS  
Commissioner

Date January 13, 2021

Lawn Care and Maintenance Service in Cattaraugus County – Western NY DDSOO – IFB WN 012721

### **Questions and Answers:**

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

- 1. Question: I already mow and plow a bunch of your sites, do you still need all the information in the bid packet (insurance certificates, reference list, etc)?**

**Answer:** If you already have a contract with OPWDD, we have your insurance certificates on file. As long as they have not expired, there is no need to send them again. If they have expired or will expire shortly, you will need to send updated insurance certificates.

References are service-specific. For example, we can't use snow removal references for a lawn care contract. If the bid you're submitting is for the same type of service that you already have a contract for, we will re-verify the references using the list you previously provided. Feel free to submit a new list of references though if you would like. If the bid is for a different service than your existing contract, you will need to send references.

The Office of the State Comptroller (OSC) will accept Vendor Responsibility Questionnaires (VRQs) that are up to six (6) months old from the date it was notarized. The VRQ typically gets to OSC one to two months after the Bid Opening, so that time needs to be accounted for. As a guideline, if your previously submitted VRQ is more than four (4) months old at the time of the Bid Opening, you should resubmit the VRQ with your bid. The VRQ can also be filled out and certified online at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep). Once completed, the online VRQ can be used for all future New York State bids.

Respectfully,

*Rebecca Whitaker*

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