



**Office for People With
Developmental Disabilities**

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Governor

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Acting Commissioner

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Executive Deputy Commissioner

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

**Hudson Valley Developmental Disabilities
State Operations Office**

**2022-2027 Christian and Jewish Funeral/Burial
Services in Orange, Rockland, and Westchester
Counties**

HV 033022

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. Hudson Valley Developmental Disabilities State Operations Office (hereinafter "OPWDD") is an agency of OPWDD serving Orange, Rockland, Sullivan, and Westchester 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

Zachary Guida, CMS 1 for
 Laura Pushkarsh, CMS 2
 OPWDD Contract Management Unit
 26 Center Circle
 Wassaic, New York 12592-2637
 Phone: 845-877-6821 (ext 3182) Fax: 845-877-3004
eny.nyc.li.contracthub@opwdd.ny.gov

3. Timetable of Proposal Due Dates

IFB Release Date	23 February 2022
Final Date for Receipt of Questions	9 March 2022
Official Responses to Questions By	16 March 2022
Proposal Due Date – Bid Opening*	3:00 PM, 30 March 2022
Evaluation & Selection	15 April 2022
Notification of Awards	18 April 2022
Contract start date (subject to change)	1 June 2022

*Bid Opening to be via Web Ex, not in person. 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 Christian and Jewish Funeral/Burial Services for OPWDD, 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.

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,

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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: HV 033022**
Zachary Guida, 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 3:00 PM, 30 March 2022**. Bidders will be asked for an ATTENDEE CODE. Enter 161 712 6086 **followed by the # sign.**

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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 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. 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, 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. 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;

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- 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.
- (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

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- (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

OPWDD will select the responsible and responsive Bidder that will provide the lowest Total Combined Estimated Annual Cost per lot. Bidders may bid on one lot or multiple lots, and 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 and all offers. In the event of the Bidder making mathematical errors when calculating the Total Combined Estimated Annual Cost Per Lot, the individual prices given in each row will be the determining factor.

Complete the Cost Proposal Form for the lot or lots on which you wish to bid on. Any alterations to the Cost Proposal Form may result in the bid's disqualification. All sections of the form must be completed, and any sections left blank may result in the bid's disqualification.

For Christian Funeral/Burial Services, the Total Combined Estimated Annual Cost will be calculated by multiplying row 1 by 300 estimated miles, adding the sum of rows 2-16, and then adding rows A and B together, multiplying by the estimated annual number of funerals listed, followed by multiplying the Bidder's Cremation and Urn price by the listed number of estimated

annual number of urns/cremations. The Bidder will then add together the estimated reimbursable costs in row G along with rows D/E/F together for their bid price in the final row H.

For Jewish Funeral/Burial Services, the Total Combined Estimated Annual Cost will be calculated by multiplying row 1 by 300 estimated miles, adding the sum of rows 2-19, and then adding rows A and B together, multiplying by the estimated annual number of funerals listed. The Bidder will then add together the estimated reimbursable costs in row E along with row D for their bid price in row F.

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

Qualifications & Scope of Work

Hudson Valley DDSOO (hereinafter "OPWDD") is an agency of the Office for People with Developmental Disabilities. The following specifications cover Christian and Jewish Funeral/Burial Services for OPWDD community sites throughout Orange, Rockland, and Westchester counties. The Contractor must be capable of providing Funeral/Burial services as detailed in this scope of work for the lots they are awarded. There are 2 lots listed, and services shall be evaluated by faith.

I. Services Provided:

OPWDD recognizes that the provision of funeral and related services entails a variety of issues. The immediate issue is the final disposition of the deceased in a manner conforming to their religious beliefs. For individuals of the Christian and Jewish religions, funeral services shall be provided to meet the requirements of their respective faith. In some instances, the scope of work may include: the removal, transportation, professional services, and preparation of the remains of the deceased; procurement of merchandise including but not limited to the receptacle, burial plot/grave site and grave marker/gravestone; and arrangements of chaplain or clergy services, cremation, and/or burial.

The Contractor may also be requested to provide transportation of the deceased for the performance of an autopsy at a local hospital.

The Contractor shall at all times comply with all local, state and federal health, and related laws and regulations in reference to burials and the rules and regulations of appropriate cemetery associations. The Contractor must have all licenses and registrations required for funeral services.

A. Removal and Transportation costs:

The Contractor will be notified when OPWDD has a deceased individual and must respond within two (2) hours. The Contractor must then arrange for pick-up of the deceased as soon as practical, but no longer than within 6 hours upon this communication with OPWDD. If pick up cannot occur within 6 hours, OPWDD must be notified in writing (via e-mail) during business hours, or via a phone call to the administrator on duty outside of business hours detailing what circumstances prevented timely pick up. OPWDD will provide administrator on duty contact information to the Contractor upon award of contract. In the event the Contractor fails to provide service within the time frames listed above, and OPWDD is required to procure services from

another vendor, the Contractor may be held liable for any costs over and above the contractual price for the services involved. In such a situation, the additional cost for these services will be billed to the Contractor or payment will be reduced for the additional cost incurred. OPWDD will assume responsibility for assuring that the release of the deceased is in conformity with applicable laws and regulations, while providing the following information to the Contractor if available or soon thereafter:

- The complete name and address of the individual
- The date of birth and age of the individual
- The social security number of the individual
- Place of birth (town, state)
- Father's name and mother's maiden name
- Years of completed education of individual
- The faith of the individual
- The name, address, and telephone number of family member or advocate
- The date of admission to the hospital
- The place of death (location name, address & telephone number)
- The date of death
- Address of residence for individual (including phone number, site manager name, and site name)
- Place of funeral service
- Type of service: conventional funeral with earth burial; or cremation with or without burial
- Ownership and location of burial plot/grave site and grave marker/gravestone

The Contractor will then remove and transport remains to funeral chapel for preparation, dispatching an approved vehicle for transporting the deceased in compliance with applicable rules and regulations. All burials/cremations must be made promptly upon notification by OPWDD. The deceased shall at all times be handled and treated with respect and decorum and in accordance with humanitarian principles and conformity with the beliefs of the deceased. This will be assured by the integrity of a licensed funeral home. The Contractor will be responsible for all transportation of the deceased. Transportation is to include transport from: place of death to funeral home; funeral home to and from crematorium (in cases of cremation); funeral home to a chapel or church/synagogue; and chapel or church/synagogue to cemetery, including a hearse for the funeral.

For the purpose of this contract, transportation costs include, but is not limited to: all labor, all material and supplies, all emergency work and special requests; all administrative, reporting or other requirements, all overhead costs and profit. It shall

also include all travel costs, parking fees, and any other ancillary fees and costs including, but not limited to, permits, licenses, and insurances. Details of service not explicitly stated in these specifications, but necessarily attendant, are deemed to be understood by the Contractor and herein.

Removals and transportation from or to another state must be handled in accordance with the laws and regulations of that state.

Additional mileages charges may be allowed for transport outside the locations previously detailed in this section, i.e., Hebrew Burial Societies, personal plots, etc. Additional transportation of the body may be required for the performance of an autopsy at a local hospital. Prior Business Office approval is required for any additional transport charges.

B. Professional Services:

After initial Removal and Transportation services, pre-authorization from OPWDD is required before any other services or materials listed in the Scope of Work are to be provided. The Contractor must provide OPWDD with a quote detailing all planned services and materials, which OPWDD will sign off on before the Contractor may proceed with performing any additional contractual services.

Professional Services are to include, but not be limited to: obtaining of burial permits in conformity with applicable laws and regulations; obtaining a certified copy of the death certificate (a certified copy shall be provided to OPWDD Business Office); placing a public notification of death in the local newspaper and in the newspaper of the individual's county for two days for possible claiming of the body.

C. Preparation of Remains:

In cases where cremation is requested, the Contractor shall provide the forms required to authorize cremation and the disposition of the cremains to the Business Officer (or designee) for signature. The crematory services shall be carried out in a careful and respectful manner under the direction and immediate supervision of a licensed funeral director.

When not a direct cremation, the Contractor shall prepare the body by embalming or preparation in the usual manner when and how the beliefs of the deceased dictate. The embalming, cosmetology, dressing, and casketing shall be carried out in a careful and respectful manner under the direction and immediate supervision of a licensed funeral

director. Any autopsy markings will be completely and discreetly covered. Clothing/burial garments are to be provided if requested and per the requirements of the deceased's faith. When applicable, arrangement with Chevra Kadisha will be made for the ritual washing of the remains.

D. Merchandise:

The Contractor is to provide a traditional pine casket or 20-gauge steel perfection, half couch, non-sealer variety with eggshell interior and overlay, meeting any requirements of the deceased's faith. Colors of casket shall be steel gray, steel blue, copper, bronze, or an alternative color. If the family of the individual has a preference for the color, their selection should take priority. If required by the cemetery, an outer burial container (a rough concrete box) shall be provided and reimbursed by OPWDD. In the case of a cremation, the Contractor is to provide an urn. The Contractor shall provide notification of the name/address of the cemetery where the deceased is to be interred.

Earth Burial: The receptacle is to be a traditional pine casket or casket of 20-gauge steel construction with eggshell interior, or equivalent.

Cremation: A casket of cloth-covered pressboard with an eggshell-lined interior or equivalent is to be used. The cremains are to be placed in a suitable metal urn.

Grave Marker/Gravestone: Unless otherwise specified, the Contractor shall furnish and place temporary markers at the burial plot/gravesite at the time of burial. The information on the temporary marker will include the name of the deceased and date of death. The Contractor may remove the temporary marker at the time the grave marker/gravestone is placed.

In the event where a grave marker/gravestone has not been pre-purchased, the Contractor shall purchase and install a grave marker/gravestone. The grave marker/gravestone shall be granite stone 24" x 12" x 4" and be flat mounting type, installed at ground level. The marker/stone will include at a minimum: individual's name, date of birth, date of death, and the appropriate religious symbol. The Contractor will invoice cost of marker/stone when installed.

E. Arrangements:

Funeral services shall be conducted for the deceased at the appropriate community church/synagogue/chapel, gravesite, or funeral parlor if requested and as mutually agreed upon by OPWDD and the Contractor. This establishment must be operated and

maintained in a dignified manner, and able to provide all services as requested. The cost of this establishment shall be reimbursed to the Contractor by OPWDD. Chaplain, clergy, or rabbi services shall be provided if requested and will be reimbursed for the actual cost by OPWDD. The Contractor shall arrange for interment of the deceased and shall provide a (2) two-hour viewing of the remains, if requested. Pall bearers shall be provided if requested. During the service the Contractor shall provide Yarmulkes and ladies head coverings, Shiva benches, candles, Kriah Ribbons, and Yahrzeit Calendars if needed for the immediate family. Crucifix/crosses, rosary beads, and prayer cards are to be provided when applicable/requested.

G. Cemeteries:

As needed, the Contractor will purchase a burial plot/grave site and will be reimbursed for the actual cost of the burial plot/grave site. A receipt must be accompanied with the invoice to support the cost of the burial plot/grave site.

The Contractor will arrange opening and closing of the grave and will be reimbursed for the actual cost of opening and closing of the grave. If a grave liner or outer burial container is required by the cemetery, the Contractor will purchase and will be reimbursed for the actual cost. A receipt must be accompanied with the invoice to support cost.

Burials will be performed directly after the church, chapel, synagogue, or funeral parlor services.

Exceptions: When the ground is frozen, the casket must be placed in the receiving vault at the cemetery from which it must be removed and buried in the cemetery as soon as the ground is in proper condition. All such deferred burials shall require prior notification to the OPWDD Business Officer (or designee) on Contractor's stationery specifying time and place of such burial.

When the ground is frozen, necessary footings cannot be installed; therefore, gravestones cannot be placed at the grave until the ground is in proper condition. In these cases, the Contractor will provide these services when the ground is appropriate and will then submit an itemized invoice to be reimbursed.

The purchase of an alternative burial plot/grave site may be made by the family, advocate, or pre-purchased by the deceased. In these instances, the Contractor will be informed at the time of death so arrangements may be made for the transportation and the opening and closing of the grave. If the cemetery requires a grave liner for the

alternative burial plot/grave site, the acquisition is the responsibility of the Contractor. Any additional costs resulting from an alternative burial plot/grave site shall be the responsibility of the family to pay and shall be reimbursed from the individual's available funds. OPWDD reserves the right to proceed with another funeral home to provide services at the request of the individual's family/advocate.

II. Quality of Work and Liabilities:

The Contractor shall perform all services associated with this specification to the satisfaction of OPWDD. The quality of service shall 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 specification, the Contractor shall be notified in writing of those deficiencies, and it will be the Contractor's responsibility and at the Contractor's cost to make the necessary corrections within ten days after receipt of such notice. In the event the contractor does not correct the deficiencies within that period, OPWDD may terminate the contract, and employ another Contractor to complete the work. The existing Contractor shall be liable to OPWDD for any costs over and above the agreed price.

III. Accounting:

Financial transactions will be handled between the Contractor and the OPWDD Business Office. Payment for services provided according to the specifications will be processed upon completion of each service at the rates set forth herein. Receipts for all cash advance items must be provided to the Business Office. Any variation from contract specifications requires prior approval from the Business Office.

Costs for grave site/burial plot, Chaplain/Clergy services, use of establishment, grave liner/outer burial container, and the opening/closing of grave services are to be reimbursed by OPWDD upon submitting of receipts. Costs for any special adjustments, e.g., additional mileage, etc., if pre-approved by the Business Office, will be reimbursed by OPWDD.

Invoices submitted for payment are to itemize all services rendered.

Prevailing Wage: Prevailing Wage will not be applicable to this contract.

Invoices: Invoices must indicate invoice number, Purchase Order # OPD01- , contract number, the date of service, and the type of service rendered. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Hudson Valley DDSOO
Unit ID: 3660236
C/O NYS OGS BSC Accounts Payable
Building 5, 5th Floor
1220 Washington Ave.
Albany, New York 12226-1900

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

eInvoicing information may be found at: <https://bsc.ogs.ny.gov/nys-vendors>

Payment: Payments will be made based on actual services rendered. 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.

Cost Proposal Form

Instructions: Bids are to be placed per lot. Awards will be made by lot: there are 2 lots. Christian and Jewish Funeral/Burial Services lots shall be evaluated separately. For each lot that you wish to bid on, you must place your price for each service listed in each row. Multiply row 1 by 300 and place the resulting answer on row A. Place the total of all other services in row B. Add together rows A and B for row C, and then multiply by the listed estimated number of annual funerals in row D. For Christian Funeral/Burial Services, the Bidder must place their price for a cremation, and an urn, and then multiply it by the listed estimated annual numbers. For the final row, the Bidder will need to add the reimbursable costs listed along with the other row information detailed. This will be your bid total. You may bid on one or both lots. Bidders may be awarded one or both lots. Be sure to include the bid total and your completed signature page (Page 29) with your bid submission.

Invitation for Bid

Lot 1 - Christian Funeral/Burial Services			
Removal and Transportation Costs			
1	Transportation (per mile cost)		\$
2	Local removal		\$
Professional Services			
3	Obtaining burial permits		\$
4	Obtain and send death certificate to OPWDD		\$
5	Public notification		\$
Preparation			
6	Embalming		\$
7	Clothing/burial garments		\$
8	Cosmetology		\$
Merchandise			
9	Casket		\$
10	Temporary marker		\$
11	Grave Marker/Grave Stone		\$
Arrangements			
12	Interment		\$
13	Viewing (2 hours)		\$
Miscellaneous Service and Items			
14	Pall bearer (1)		\$
15	Crucifix/cross/rosary beads		\$
16	Prayer cards (50)		\$
Cost Proposal Calculations			
A.	Row 1, multiplied by 300 estimated miles:		\$
B.	Rows 2-16 (add together):		\$
C.	Row A + B total:		\$
D.	Row C total, multiplied by 25 (estimated annual number of funerals):		\$
E.	Cremation price:	\$	multiplied by 5 (estimated annual number of cremations)
F.	Urn price:	\$	multiplied by 5 (estimated annual number of urns)
G.	Annual reimbursable costs (estimated at \$10,000 and require receipts):		\$10,000
H.	Total Combined Estimated Annual Cost of Christian Funeral/Burial Services (rows D+E+F+G):		\$

Invitation for Bid

Lot 2 - Jewish Funeral/Burial Services		
Removal and Transportation Costs		
1	Transportation (per mile)	\$
2	Local removal	\$
Professional Services		
3	Obtaining burial permits	\$
4	Obtain and send death certificate to OPWDD	\$
5	Public notification	\$
Preparation		
6	Ritual washing	\$
7	Clothing/burial garments	\$
8	Cosmetology	\$
Merchandise		
9	Casket	\$
10	Temporary marker	\$
11	Grave Marker/Grave Stone	\$
Arrangements		
12	Interment	\$
13	Viewing (2 hours)	\$
Miscellaneous Service and Items		
14	Kriah ribbon	\$
15	Pall bearer (1)	\$
16	Yamulkes/Women's head coverings	\$
17	Shiva benches	\$
18	Candles	\$
19	Yahrzeit calendar	\$
Cost Proposal Calculations		
A.	Row 1, multiplied by 300 estimated miles:	\$
B.	Rows 2-19 (add together):	\$
C.	Row A+B totals:	\$
D.	Row C, multiplied by 13 (estimated number annual of funerals):	\$
E.	Annual reimbursable costs (estimated at \$10,000 and require receipts):	\$10,000
F.	Total Combined Estimated Annual Cost of Jewish Funeral/Burial Services (rows D+E):	\$

Invitation for Bid

Bid Totals

	Total Combined Estimated Annual Cost Per Lot
Lot 1 - Christian Funeral/Burial Services	\$
Lot 2 - Jewish Funeral/Burial Services	\$

 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:

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.