



## Office for People With Developmental Disabilities

ANDREW M. CUOMO  
Governor

KERRY A. DELANEY  
Acting Commissioner

March 7, 2016

### INVITATION FOR BIDS (IFB)

#### Central Air Conditioning Start-Up & Inspection Service

The Capital District Developmental Disabilities State Operations Office (DDSOO) is soliciting bids for Central Air Conditioning Start-Up & Inspection Service at various sites in Albany, Rensselaer, Saratoga, Schenectady, Warren and Washington counties effective April 15, 2016 for a period of (5) five years.

The Bid Package is available at either of the following websites:

**The New York State Contract Reporter:** <https://www.nyscr.ny.gov/agency/index.cfm>

**OPWDD website:** [http://www.opwdd.ny.gov/opwdd\\_resources/procurement\\_opportunities](http://www.opwdd.ny.gov/opwdd_resources/procurement_opportunities)

Each proposing vendor must inform him/herself by personal examination of the specifications, location, and extent of the proposed service and, by such other means as he may select, of the character, nature, quality and extent of work to be performed and the condition under which the contract is to be executed.

The OPWDD contact below must receive **the following documents, available within the Bid Package posted, by Friday, April 1, 2016, 3:00 PM** for a Bidder's submission to potentially constitute a "Bid" subject to further consideration:

**Exhibit A – Bid Form**

**Exhibit B – References**

#### Contact

Capital District DDSOO  
Business Office, Building 1, 4<sup>th</sup> Floor  
Attn: Contract Unit  
500 Balltown Road  
Schenectady, NY 12304  
Phone: (518) 388-0360

The Bid, comprised of the items listed above, may be mailed or hand-delivered to the contact indicated above. Faxed or emailed bids will not be accepted. Refer to Section IV, Instructions for Bid Submission, of the IFB for specific guidance on how to submit a Bid.

#### **The public bid opening will be held:**

**Friday, April 1, 2016, 3:01 PM**  
**Capital District DDSOO**  
**Building 1, Room 401**  
**500 Balltown Road**  
**Schenectady, NY 12304**

If you choose to not bid at this time, please complete the enclosed Non-Bid Response Form and return it to this office.

All questions should be submitted in writing (mailed or emailed) by Monday, March 21, 2016 citing the particular bid section and paragraph number to the address indicated above. Answers to all questions of a substantive nature will be given to all Prospective Bidders in the form of a formal addendum which will become part of the ensuing contract.

Questions relative to the Bid Package should be directed to me at (518) 474-5513 or [amanda.s.mitchell@opwdd.ny.gov](mailto:amanda.s.mitchell@opwdd.ny.gov).

Sincerely,

Amanda Mitchell, Contract Manager

Enclosure:

Non-Bid Response Form