

March 25, 2016

Developmental Disabilities State Operations Office (DDSOO) 3 - Capital District

INVITATION FOR BIDS (IFB)

Central Air Conditioning Start-Up & Inspection Service

OPWDD Responses to Written Questions

Question 1: I am confused on the full service contract. Is there a space to put in our hourly rate for above and beyond the startup price?

Question 2: We would like some clarification regarding if this bid is a PM (preventative maintenance) agreement with T&M (time and materials) repairs or a full service PM agreement? Could you please clarify exactly what type of service agreement you are looking for?

OPWDD Response: OPWDD will provide one response to Questions 1 and 2 as they are related.

This is a full service agreement to include preventative maintenance and repairs, and to clarify such, the following modifications have been incorporated into the revised IFB dated March 25, 2016:

- Page 10, III. Statement of Work, first paragraph – Schoharie County was removed from the list of counties of service locations;
- Page 11, B. Repair Services:
 - First paragraph – Modified to include only the following, “The Contractor must be able to demonstrate the ability to perform repairs as needed on various Central Air Conditioning Systems”;
 - Defined Normal Working Hours, Off Hours and Holidays;
 - Last paragraph - Added guidance to identify repair service cost categories;
- Attachment A of the IFB, Bid Form – Added the following cost categories and related guidance to the Form:
 - Hourly rates for off-hour repairs, normal business hour repairs and Holiday repairs;
 - Trip rates for each hourly rate above; and
 - Rate for parts mark-up over cost.

Bidders providing a Bid must submit the revised Bid Form. Each county bid must include a rate (denoting 0% or \$0, if applicable) for each cost category in the revised Form for OPWDD to consider the Bid.