



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

KERRY A. DELANEY
Acting Commissioner

June 8, 2015

INVITATION FOR BIDS (IFB)

Capital District DDSOO Plumbing Repair Services – Community

The Capital District Developmental Disabilities State Operations Office (DDSOO) is soliciting bids for Plumbing Repair Service at various community sites and facilities in Albany, Rensselaer, Saratoga, Schenectady, Warren and Washington counties effective October 1, 2015 for a period of (5) five years.

Please refer to either of the following websites for a copy of the Bid Package:

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

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 Procurement Contact below must receive **the following documents by Thursday, July 2, 2015, 3:00 PM** for a Bidder's submission to potentially constitute a "Bid" subject to further consideration:

Exhibit A – Bid Form

Exhibit B – References

Procurement Contact

Amanda Mitchell
NYS Office for People With Developmental Disabilities
Contract Management Unit, 3rd Fl.
44 Holland Avenue
Albany, New York 12229
Phone: (518) 474-0677
Email Address: amanda.s.mitchell@opwdd.ny.gov

The Bid, comprised of the items listed above, may be mailed or hand-delivered to the Procurement Contact indicated above. Faxed 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, July 3, 2015, 9:00 A.M.

**Capital District DDSOO
Building 2 Conference Room
500 Balltown Road
Schenectady, NY 12304**

Executive Office

44 Holland Avenue, Albany, New York 12229-0001 | TEL: 866-946-9733 | www.opwdd.ny.gov

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 by Friday, June 19, 2015, 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.

Sincerely,

Amanda Mitchell, Contract Manager

Enclosure:

Non-Bid Response Form

NON-BID RESPONSE FORM

The OPWDD would appreciate feedback from vendors receiving this solicitation to determine why bids were not submitted. Feedback may assist the OPWDD with future solicitations for this service.

If you are not interested in submitting a bid for this solicitation, please provide a brief explanation:

() PLEASE KEEP MY FIRM ON YOUR BIDDERS LIST.

() PLEASE REMOVE MY FIRM FROM YOUR BIDDERS LIST.

Name of Company: _____

Address: _____

Phone: _____

Email address: _____

Signature: _____

PLEASE EMAIL OR MAIL THIS FORM TO:

Office for People With Developmental Disabilities
Attn: Amanda Mitchell
Contract Management Unit, 3rd Fl.
44 Holland Ave.
Albany, NY 12229

Please be advised that **no response** may result in removal of your company from our Bidders List.