

**SUN: 122016 : Lawn Maintenance**

**Andrew M. Cuomo**  
Governor



**Office for People With  
Developmental Disabilities**

**Kerry A. Delaney**  
Acting Commissioner

**Sunmount Developmental Disabilities  
State Operations Office**

**Laura LaValley**  
Director

**AGENCY INFORMATION:**

**State of New York  
Office for People With Developmental Disabilities  
Sunmount Developmental Disabilities Services Office  
2445 State Route 30  
Tupper Lake, NY 12986**

**DESIGNATED CONTACT PERSON(S) FOR INQUIRIES & SUBMISSIONS**

**Michael Detz, CMS 1 for  
Phil Ingram, CMS 2  
Taconic Developmental Disabilities Services Office  
26 Center Circle  
Wassaic, New York 12592-2637  
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michael.x.detz@opwdd.ny.gov**

**Timetable of Proposal Due Dates**

IFB Release Date	14 October 2016
Site Visits End Date	29 November 2016
Final Date for Receipt of Questions	3:00 PM, 5 December 2016
Official Responses to Questions	13 December 2016
<b>Proposal Due Date &amp; Time – Bid Opening</b>	<b>3:00 PM, 20 December 2016</b>
Evaluation & Selection	29 December 2016
Notification of Awards	29 December 2016
Contract start date (subject to change)	1 April 2017

## Invitation for Bid

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## REQUIRED FORMS:

- ATTACHMENT 1: References
- ATTACHMENT 2: Vendor Responsibility Questionnaire
- ATTACHMENT 3: MacBride Fair Employment Principles
- ATTACHMENT 4: ST-220CA
- ATTACHMENT 5: Certification of Compliance with State Finance Law § 139-k
- ATTACHMENT 6: Affirmation of Understanding & Agreement State Finance Law § 139-j
- ATTACHMENT 7: Disclosure of Prior Non-Responsibility Determination
- ATTACHMENT 8: Non-Collusive Bidding Form
- ATTACHMENT 9: Public Officers Law

## 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. Sunmount Developmental Disabilities Services Office (hereinafter "SDDSO") is an agency of OPWDD serving Jefferson, St. Lawrence, Franklin, Clinton, Essex, and Hamilton 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. 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 "Scope of Work."

## 3. General Description of Services

This IFB is for interested bidders to submit a bid for Lawn Maintenance, according to the specifications, terms and conditions as enumerated in "Scope of Work" of this IFB.

## 4. 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 Bidders responsibility to set up an appointment with each House Leader to determine each site's specific requirements. You must bring the completed Exhibit A1, specific to each location (included with the solicitation), to the site visit for each location. The Exhibit A1 must be signed by the House Leader, or designee, and submitted with your bid. Failure to attend such site visit and submit a signed Exhibit A1 will result in disqualification of bid.

## 5. Notice to Potential Bidders

Receipt of these bid documents does not indicate that OPWDD has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the bid opening and will be based upon our evaluation of your bid submission compared to the specific requirements and qualifications contained in these bid documents.

## 6. Term of the Contract

The contract period will not exceed 60 months.

## 7. Inquiries

All inquiries concerning this IFB must be in writing and addressed to the contact on the cover sheet.

All questions should cite the particular bid section and paragraph number (surface mail, facsimile, and e-mail will be accepted). Prospective Bidders should note that all clarifications and exceptions including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a bid.

## 8. Payment

- A. Prices are to remain constant for the initial year of the contract. At the completion of the initial year, OPWDD or the Contractor may give notice or request an annual price adjustment for the subsequent year. The notice or request must be submitted in writing between 30 days and 90 days prior to the contract anniversary date or renewal date. OPWDD has the sole discretion in determining the rate to be approved. The adjustment shall be based upon the "CPI-W" (Consumer Price Index – Urban Wage Earners), not seasonally adjusted, Northeast urban B/C, 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.

## 9. Wage and Hours Provisions

- A. 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.
  - (1) 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.
  - (2) Pursuant to § 9 (A), Contractor and its subcontractors must provide OPWDD with a certified payroll when submitting an invoice for payment.

## 10. Subcontracting

No Subcontracting of services is allowed with this IFB without written permission of OPWDD.

## 11. Insurance

The Contractor agrees that without expense to the State, they will procure and will maintain during the period of the proposal and contract, insurance of the kinds and in the amounts hereinafter provided, in 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 that they have complied with the requirements of this section. New York State Office for People With Developmental Disabilities will be expressly named as additional insured on each policy

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in accordance with above. Certificates of insurance should be forwarded to OPWDD with the signed agreement and thereafter annually on the contract anniversary date. Certificates shall state that 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.
- (2) Policies covering bodily injury, liability and property damage of the types hereinafter specified, each with limits of liability not less than \$500,000.00 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 \$1,000,000.00 for all damages arising out of bodily injury, including death at any time resulting there from, sustained by two or more persons in any accident and not less than \$1,000,000.00 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.

## 12. Submission of Proposals

- A. **Submission Requirements: Two (2) original copies** of a Bidder Cost Proposal are required to be submitted, **including two (2) original copies of all the Required Form Attachments** listed on page two, bid contents. All proposals and any related documentation (that is, documentation not specifically requested by this IFB but which a Bidder has submitted in support of its proposal) in response to this IFB must be received by OPWDD no later than the proposal due date and time.
  - (1) **OPWDD/Taconic is located in a rural area. The mailroom is open from 10:00 AM – 3:00 PM; therefore, overnight delivery can take a minimum of two (2) business days to be received. Bidders mailing their responses must allow sufficient mail delivery time to ensure receipt of their proposals by the Bid Opening Date & Time 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:

Taconic DDSO, Contract Unit  
C/O Michael Detz, CMS 1  
26 Center Circle, Services Building  
Wassaic, New York 12592-2637

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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 in that will verify that they have at least three years of relevant experience to complete the work as listed in 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. Bids submitted for continuous or periodic recruitment contract awards must meet the submission requirements associated with their specifications. 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.**

### 13. Procurement Information, Mandatory Requirements

- A. Timetable of Proposal Due Dates and Times:** As listed on the Cover Page of this procurement.
- B. 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 Phil Ingram. 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.

### C. 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 on the cover sheet of this IFB.

OPWDD will distribute its official answers to the questions to all potential Bidders according to the date indicated on the cover sheet of this IFB.

### D. 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.
  - b. Reissue a modified version of this IFB.

**NOTE:** With regard to all modifications, clarifications, etc. regarding this IFB, OPWDD reserves the right to issue any such modification on or before the due date for proposals, which shall go to all entities that have requested a copy of this IFB.

- c. Amend any part of this IFB, at any time, upon written notification to Bidders.
- d. Utilize any and all ideas submitted in the proposals received, unless legal patent or proprietary rights cover those ideas.
- e. Disqualify any Bidder whose conduct or proposal fails to conform to the requirements of this IFB.
- f. Accept all or part of a selected Bidder's proposal.
- g. Eliminate any requirement(s) unmet by all Bidders upon notice to all parties submitting proposals or Letters of Intent.
- h. Make typographical corrections to proposals, with the concurrence of the Bidder.
- i. Adjust or correct cost or cost figures with the concurrence of Bidder if errors exist and can be documented to the satisfaction of OPWDD.
- j. Correct computational errors with the written concurrence of the Bidder.
- k. Waive procedural technicalities in proposals received, upon notification to the Bidder involved.
- l. Change any of the scheduled dates, including start dates, stated herein upon notice to the Bidders.
- m. Request Bidders to clarify their proposal and/or submit additional information pertaining to their proposal.

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- n. Request best and final offers from the Bidder that submits a technically acceptable offer proposal.
- o. Negotiate with any Bidder who submits a proposal.
- p. Select and award contracts to more than one Bidder.

**E. 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.

**F. 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.

**G. 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. A minimum of 180 calendar days from the Closing Date for Receipt of Proposals is required.

**H. Public Information Requirements**

All the proposals upon submission will become the property of OPWDD. 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. 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. 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.

**I. Notice of Award, Debriefing and Bid Protests**

- (1) Subsequent to the evaluation of all bids received pursuant to this IFB, all Bidders will be notified of the acceptance or rejection of their proposals. 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.

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- (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, 3<sup>rd</sup> Floor, Albany, New York 12229-0001.

**J. 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.
- (2) Prospective Bidders to this IFB are subject to the provisions of Executive Law article 15-A and regulations issued there under.
- (3) Contractors and subcontractors shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, or marital status. For these purposes, affirmative action shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
- (4) For purposes of this IFB, OPWDD has goals for subcontracting with and purchasing from Minority and Women-Owned Business Enterprises (M/WBE's) and for the employment of protected class individuals. OPWDD's goal for subcontracting and purchasing is 0-5% of the total dollars expended from any contract for subcontracts or for the purchase of supplies, equipment, or printing. OPWDD's goal for employment of protected class individuals is 0-5% of the total dollars expended from any contract for personnel or consultants.
- (5) 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.

**K. 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. Should the selected Bidder seek external financing, the State reserves the right to approve the assignment of the contract for financing purposes. In any event, OPWDD will contract only with a Bidder, not the Bidder's financing institution or subcontractors. OPWDD shall consider the selected Bidder to be the sole responsible contact with regard to all provisions of the contract resulting from this IFB.

**L. 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.

**M. 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](mailto: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](mailto:mwbecertification@esd.ny.gov) website: <http://esd.ny.gov/MWBE/directorySearch.html>

**N. Contract Execution**

Awards are not final and the resultant contract is not considered executed and binding until approved by the Attorney General and OSC as may be required by New York State Law.

**O. 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. Vendors/not-for-profit provider agencies are invited 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](http://www.osc.state.ny.us/vendrep).

**P. 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.

**Q. Confidentiality of Contract Terms/Information/Publication Rights**

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.

Upon approval of the contract by OSC, all terms of the contract become available to the public. 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. The Contractor shall treat all information, including but not limited to, information relating to OPWDD service recipients and providers, obtained by it through its performance under contract, as strictly confidential. Contractors shall not disseminate any information obtained in any manner except as necessary to the proper discharge of its obligations under contract with 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. 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 (3<sup>rd</sup> Floor), Albany, New York 12229.

#### **R. General Duties and Additional Responsibilities**

Maintain a level of liaison and 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.

#### **S. 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.

#### **14. Consumer Safety Information**

OPWDD provides services for many people with special needs. In many of our locations, we have individuals who exhibit Pica behavior. Pica is a medical disorder characterized by an appetite for

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largely non-nutritive substances, e.g., cigarette butts, paper, gum, etc. Attention to the sanitation and cleanliness of the areas surrounding their homes, program sites, and residential buildings is very important to the health and safety of those in our care.

It is never proper to litter or discard rubbish or cigarettes on the grounds or along the roads. It is more important in OPWDD settings, where someone might be harmed by improper disposal of rubbish and cigarettes.

There are receptacles for cigarette butt disposal. Contractor employees and subcontractors shall both use these receptacles and throw trash in garbage cans or dumpsters. Violating this policy is contrary to the health and safety of the people in our care and will not be tolerated.

**15. Consultant Disclosure**

The contractor shall abide by the Consultant Disclosure requirements of State Finance Law §§ 8 and 163 and all other laws that may similarly apply.

**16. Evaluation Criteria: Method of Award**

SDDSO will select the responsible and responsive Bidder that will provide the lowest total annual cost for each site. Annual Cost will be calculated by multiplying the per mow/trim cost by 25 events and adding the spring and fall cleanup cost. Bidders may bid on any or all sites. SDDSO intends to award multiple contracts. Only proposals judged to be responsive to the submission requirements set forth in this IFB will be evaluated. SDDSO reserves the right to reject any and all offers.

In the event of a tie bid, the contract shall be awarded in order by the following means:

- (1) If the tie bid involves a certified Minority or Woman owned business enterprise (MWBE), preference shall be given to the certified MWBE.

If tie bids cannot be determined by the above method, the award will be made by random selection.

**Qualifications & Scope of Work**  
**LAWN MAINTENANCE**  
**DETAILED SPECIFICATIONS**

The following specifications cover Lawn Maintenance for the SDDSO community sites throughout St. Lawrence, Franklin, Clinton, Essex, and Hamilton counties. Site listing with addresses and telephone numbers are included in Exhibit A1.

SDDSO reserves the right to award all, any, or none of the parcels.

### **Service Description**

Contractor shall provide lawn maintenance and related services. All labor, materials (including wood chips/mulch), and equipment necessary to complete the service are to be supplied by the contractor.

### **Inspection and Walk Through**

Prospective bidders are required to conduct an inspection and walk through scheduled with the House Leader in order to inspect premises and familiarize themselves with conditions of the grounds prior to submitting a bid. You must bring the completed Exhibit A1, specific to each location (included with the solicitation), to the site visit for each location. The Exhibit A1 must be signed by the House Leader, or designee, and submitted with your bid. Failure to perform such a site visit and submit a signed Exhibit A1 will result in disqualification of bid.

### **Scope of Work**

Contractor shall provide all labor, equipment, material and service necessary for the restoration and repair of all disturbed areas. Contractor is required to establish a smooth, acceptable lawn, free of eroded or bare areas. Contractor will bid on all three phases of specifications. The contractor must have sufficient workers and machinery to perform services required for sites for which they are under contract. Each site has particular specifications as to the work to be performed. The vendor is required to meet with the House Leader or representative prior to each Lawn Maintenance season. The Lawn Maintenance season consists of 3 phases: 1) Spring clean-up, 2) Regular lawn maintenance (25 cuts), 3) Fall clean-up. In addition, vendor should be responsive to House Leader call backs.

*Please refer to the Exhibit A1 enclosed for instructions specific to each location.*

## I. SCHEDULING OF SERVICES

The bidder awarded a contract to provide lawn care and maintenance services must negotiate a timetable/schedule, when the services are to be performed, with the House Leader (HL).

## II. SERVICES REQUIRED

- A. Phase I – Spring clean-up to include:
1. Initial raking of established lawn area, total clean-up of accumulated winter debris.
  2. Top soil repair of lawn area from winter activity (snow plowing, parking, etc.).
  3. Reseeding of damaged areas.
  4. Fertilizing of complete lawn area.
  5. Replace wood chips in bed areas as needed.
  6. Trimming of hedges and shrubs to uniform and neat appearance as required for type and style.
  7. Clear driveway and sidewalks of sand, salt, and winter debris.
  8. Remove and dispose of all yard debris off site.
- B. Phase II – Summer mowing and clipping to include:
1. Complete mowing of established lawn area. Grass height not to exceed four (4) inches. Mowed height not to be less than one and a half (1.5) inches.
  2. Clip all borders (sidewalks and related lawn and building appurtenances).
  3. Broom clean all walks and entrances after each mowing, remove and dispose of waste to maintain a neat appearance.
- C. Phase III – Fall clean-up. winterizing to include:
1. Final mowing of lawn area.
  2. Clean-up, removal and disposal of accumulated debris (leaves, branches, paper, etc.).
  3. Install protective covers over shrubs, hedges or trees if required (material to be supplied by owner).
  4. Trimming of hedges and shrubs to uniform and neat appearances as required for type and style.

Contractor will be required to sign the guest log at each location for each occurrence of lawn mowing, clean-up, etc. or leave a service slip (sample attached).

Contractor will provide to Sunmount DDSO Fiscal Service Office and the residences all business telephone numbers including cell numbers.

No subcontracting will be allowed without the prior written consent of OPWDD.

### III. Extra Services

"Extra Services" such as tree trimming or major wind or storm damage clean-up may be requested by the DDSO (i.e. House Leader, Maintenance Supervisor, etc.). Contractor may provide a price quotation for these "Extra Services" upon request. A purchase order authorizing services will be issued prior to commencement of services.

### IV. Damages

Damages to lawns, gardens, lawn fixtures, vehicles, or damages to any real or personal property resulting from Contractor's service, equipment or employees is the sole responsibility of the Contractor to be repaired or replaced to their original state.

### V. Billing

The contractor shall submit monthly invoices of itemized services to:

**Sunmount DDSO**  
2445 State Route 30  
Tupper Lake, NY 12986-2502  
Phone: (518) 359-4122 or (518) 359-4098  
Fax: (518) 359-4236

### VI. Quality of Work and Liabilities

- A. 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 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 and his surety shall be liable to OPWDD for such costs and any costs over and above his agreed upon bid.
- B. OPWDD reserves the right to add or delete areas from this contract in consultation with the contractor working out the appropriate credits or additional charges.
- C. The Contractor is responsible to have corrective action done in a timely fashion on any and all damage caused during the course of this contract to any and all NYS property

within the areas specified by the contract, if it was caused by him or employees of his company. This includes, but is not limited to, damage to trees, shrubs, or roadways within and leading to and from the property included in this specification, as well as lawns, fences, headstones, vehicles, other equipment, and any and all other items not specifically identified. This also includes damage done to New York State or personally owned vehicles of employees working at OPWDD. **Additionally, it will be considered that the Contractor caused the damage if it happens within the areas identified by this contract unless the Contractor makes immediate notification of the finding to the HL.**

- D. The Contractor will be able to perform the work daylight until dusk Monday through Saturday. Arrangements for access will be made via the HL.
- E. OPWDD will not be responsible for damage caused to the Contractor's equipment during the course of this contract unless it can be shown that OPWDD was notified of a condition not covered under this contract and did not make arrangements to correct it in a timely fashion.

## VII. ACCOUNTING

### A. JOB TICKETS

Job Tickets are to be presented to the HL upon completion of service. It is advised that the Job Ticket be a three part form. HL or designee will sign Job Tickets if service is satisfactory. The following information is to be recorded on each Job Ticket:

1. The Name of the Site
2. Square Footage of Site, if applicable
3. The type of service completed
4. The date of service
4. The Signature of HL

One copy of the Job ticket is to remain at the Site serviced. One copy of the signed Job Ticket is to accompany the invoice for services. The signed ticket acts as verification of services, a requirement for payment. One copy is for your files.

- B. **PREVAILING WAGES:** Prevailing Wages apply to this contract. A copy of Contractors certified payroll is required to be submitted with invoices prior to payment for services rendered.

### C. INVOICES

Invoices must indicate Invoice number, PO# OPD01- , Contract number, the name of the site, square footage of site, if applicable, the date of service and the type of service rendered. An invoice may be submitted for a single site or multiple sites; as long as

Invitation for Bid

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each site is itemized on the invoice. All invoices must have a signed Job Ticket attached. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Sunmount DDSO  
Unit ID: 3660240  
C/O NYS OGS Business Services Center  
P. O. Box 2117  
Albany, New York 12220-0117

## Invitation for Bid

# Cost Proposal Form

County	Site Name	Site Address	Telephone	Lawn Mow/Trim (25 Events)	Spring Cleaning (1 event)	Fall Cleaning (1 event)	Annual Cost
Hamilton	Algonquin SOIRA	272 Algonquin Rd. Wells, NY 12190	518-924-2009	\$	\$	\$	\$
Hamilton	Mix Rd. SOIRA	25 Mix Rd. Long Lake, NY 12847	518-624-4216	\$	\$	N/A	\$
Hamilton	Pelon SOIRA	118 Pelon Rd. Indian Lake, NY 12842	518-648-5930	\$	\$	\$	\$
Hamilton	Walker Rd. SOIRA	271 Kickerville Rd. Long Lake, NY 12847	518-624-5335/3869	\$	\$	N/A	\$
Hamilton	Sabael SOIRA	6204 NYS Rt. 30 Sabael Rd. Indian Lake, NY 12842	518-648-5945	\$	\$	\$	\$
Hamilton	Long Lake Day Hab	16 Stone Rd. Long Lake, NY 12847	518-624-4140	\$	\$	\$	\$
Hamilton	Wilber SOIRA	114 Wilber Lane Speculator, NY 12164	518-548-3788	\$	\$	\$	\$
St. Lawrence	Cranberry Lake SOIRA	7266 Rt. 3 Cranberry Lake, NY 12927	315-848-3421/3427	\$	\$	\$	\$
St. Lawrence	Star Lake SOIRA	6 School St. Star Lake, NY 13690	315-848-3402	\$	\$	\$	\$

## Invitation for Bid

County	Site Name	Site Address	Telephone	Lawn Mow/Trim (25 Events)	Spring Cleaning (1 event)	Fall Cleaning (1 event)	Annual Cost
St. Lawrence	Elm SOIRA	62 County Rt. 31 Madrid, NY 13660	315-322-4107/5686	\$	\$	\$	\$
St. Lawrence	Depot SOIRA	9 Depot St. Madrid, NY 13660	315-322-4108/4272	\$	\$	\$	\$
St. Lawrence	Sealy SOIRA	4 Sealy Dr. Potsdam, NY 13676	315-265-1349	\$	\$	\$	\$
St. Lawrence	Leroy SOIRA	134 Leroy St. Potsdam, NY 13676	315-265-7807	\$	\$	\$	\$
St. Lawrence	225 & 227 Bayley SOIRA	225 & 227 Bayley Rd. Massena, NY 13662	225 315-769-6399/6499 227 315-769-6172/6282	\$	\$	\$	\$
St. Lawrence	Maple SOIRA	15 Maple St. Norwood, NY 13668	315-353-2023/2403	\$	\$	\$	\$
St. Lawrence	Colgate SOIRA	30 Colgate Dr. Massena, NY 13662	315-764-7801	\$	\$	\$	\$
St. Lawrence	Grant SOIRA	4 Grant St. Potsdam, NY 13676	315-265-2665	\$	\$	\$	\$
St. Lawrence	Sports SOIRA	3 Sports Ave. Norwood, NY 13668	315-353-2095/2181	\$	\$	\$	\$
St. Lawrence	Spruce SOIRA	2 Spruce St. Norwood, NY 13668	315-353-2691/2539	\$	\$	\$	\$
Clinton	Rose SOIRA	55 Rose Ave. Rouses Point, NY 12979	518-297-2357/2358	\$	\$	N/A	\$
Clinton	25 & 31 School St. SOIRA	25 & 31 School St. Keeseville, NY 12944	25 518-834-4630 31 518-834-4686	\$	\$	\$	\$

## Invitation for Bid

County	Site Name	Site Address	Telephone	Lawn Mow/Trim (25 Events)	Spring Cleaning (1 event)	Fall Cleaning (1 event)	Annual Cost
Essex	Adams Lane SOIRA	22 Adams Lane Newcomb, NY 12852	518-582-4243/4244	\$	\$	\$	\$
Franklin	Underwood SOIRA	48 Underwood Rd. Tupper Lake, NY 12986	518-359-3766/8247	\$	\$	N/A	\$
Franklin	Wawbeek SOIRA	26 Wawbeek Ave. Tupper Lake, NY 12986	518-359-8534/9473	\$	\$	\$	\$
Franklin	Moody SOIRA	1996 State Rt. 30 Tupper Lake, NY 12986	518-359-7489	\$	\$	\$	\$
Franklin	Little Wolf SOIRA	19 Little Wolf Rd. Tupper Lake, NY 12986	518-359-2557/2101	\$	\$	\$	\$
Franklin	Bellevue SOIRA	56 Bellevue Terrace Tupper Lake, NY 12986	518-359-8677	\$	\$	\$	\$
Franklin	St. Bernard SOIRA	12 St. Bernard Street Saranac Lake, NY 12983	518-891-5397	N/A	\$	\$	\$
Franklin	78 & 80 Edgewood SOIRA	78 & 80 Edgewood Dr. Saranac Lake, NY 12983	78 518-891-5391 80 518-891-5476	\$	\$	\$	\$

Invitation for Bid

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\_\_\_\_\_  
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:

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**OTHER INFORMATION**

Prevailing Wage will be applicable to all work provided under this contract. A Certified Payroll Form will be provided and must be submitted with each invoice.

### 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:

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- 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.

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Algonquin SOIRA, 272 Algonquin Rd., Wells, NY 12190

House Leader Joe Dumond (or Designee): \_\_\_\_\_

**1. Mowing**

Mow all grass within property lines.

**2. Spring Cleanup**

Rake up any debris and tree limbs, fix and seed any damaged areas from plowing, bare spots, etc.

**3. Fall Cleanup**

Rake and set up for winter.

**4. Miscellaneous/Special Instructions**

Vendor will be responsive to HL special requests as needed.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Mix Road, 25 Mix Road, Long Lake, NY 12847 SOIRA

House Leader: Amy Jenkins (or Designee): \_\_\_\_\_

**1. Mowing**

Areas to be mowed are the front/back yard, both sides of house along sides of drive way all the way to the road.

**2. Spring Cleanup**

Yard along both sides of the drive way need to be fixed from winter plowing and new grass seed in those areas.

Flower beds in front and both sides of house weeded.

Trimming - Hedge and shrubs between garage and side of house need to be trimmed.

**3. Fall Cleanup – Not Applicable**

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: 118 Pelon Rd, Indian Lake, NY 12842 IRA

House Leader: Sandy Graham (or Designee): \_\_\_\_\_

**1. Mowing**

Areas to be mowed are the front down the sides of driveway, sides of house by sidewalks and wooded area, the back yard up to woods and the front yard.

**2. Spring Cleanup**

Mulch -Flower beds, tree bases, etc. as needed.

Trimming – Assorted hedges, shrubs, bushes, etc. require trimming.

**3. Fall Cleanup**

Trimming-Hedges, shrubs, bushes, etc. as needed.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

## Exhibit A1 -Areas to be serviced

Must be included with bid submission

Property - Location: Walker Rd., 271 Kickerville Rd., Long Lake, NY 12747 SOIRA

House Leader: Amy Jenkins (or Designee): \_\_\_\_\_

### **1. Mowing**

Areas to be mowed are the front, the back, the hill, 2 ditches and island of grass next to door.

### **2. Spring Cleanup**

Mulch - Flower beds, tree bases, etc. Flower beds in front and side of house may need mulch added.

Weeding- Flower beds, etc. as needed.

Trimming-Hedges, shrubs, bushes, etc. 2 bushes require trimming.

### **3. Fall Cleanup – Not Applicable**

### **4. Miscellaneous/Special Instructions**

Contractor will clean up all plow damage and will level and re-seed damaged or bare spots.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Exhibit A1 -Areas to be serviced**  
Must be included with bid submission

Property Location: 6204 NYS Rt. 30 – Sabael Rd., Indian Lake, NY 12842

House Leader: Sandy Graham (or Designee): \_\_\_\_\_

**1. Mowing**

Areas to be mowed are in the front of the house, from the house to the road and wood line to wood line. Also, needs to be mowed all around paved areas in the front of the house. On the side of house, it needs to be mowed from the house to the wood lines and around the shed. In the back of the house, it needs to be mowed from the house to the wood line and around the back shed and patio slab and trees.

**2. Spring Cleanup**

Mulch two flower beds both in the front of the house. One is next to the garage door and the other is directly in front of the house just off the sidewalk. There are also six trees. One is in front of the house directly in front of the living room window. The other five are in the front of the house. All five are around the patio cement slab. All require mulching.

Weeding - There are two flower beds both in the front of the house. One is next to the garage door and the other is directly in front of the house just off the sidewalk.

Trimming - There are 4 bushes around the house. One is in the front of the house right next to the living room window. The others are in the back of the house right behind the back enclosed porch.

**3. Fall Cleanup**

Install protective covers over shrubs (material provided by DDSO).

Weeding - There are two flower beds both in the front of the house. One is next to the garage door and the other is directly in front of the house just off the sidewalk.

Trimming - There are 4 bushes around the house. One is in the front of the house right next to the living room window. The others are in the back of the house right behind the back enclosed porch.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Long Lake Day Hab, 16 Stone Rd., Long Lake, NY 12847

House Leader: Natalie Luxford (or Designee): \_\_\_\_\_

**1. Mowing**

Areas to be mowed are the perimeter of the building site/parking lot, front area around large rocks and ditch, continual weed whacking during the warmer months.

**2. Spring Cleanup**

Mulch & seed bare spots around building. If possible, apply top soil to these areas as well as the mounded areas around the large rocks out front.

Trimming - dead limbs from shrubs surrounding the building.

**3. Fall Cleanup**

Rake perimeter.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Wilber SOIRA, 114 Wilber Lane, Speculator, NY 12164

House Leader Joe Dumond (or Designee): \_\_\_\_\_

**1. Mowing**

Mow all grass within property lines to include islands in front and behind sheds in back. String trim edges.

**2. Spring Cleanup**

Rake and clean up yard of all debris. Re-seed bare and damaged areas.  
Sweep driveway clear of debris.

**3. Fall Cleanup**

Rake and clean up yard or all debris.

**4. Miscellaneous/Special Instructions**

Vendor will be responsive to HL special requests as needed.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Cranberry Lake IRA, 7266 Rt. 3, Cranberry Lake, NY 12927

House Leader (or Designee): Andrew DeVirgeles, DAI

**1. Mowing**

Areas to be mowed are back & sides of site from house to wooded perimeter. Front of house from house to road. Move all lawn furniture when mowing and return to original placement when finished.

**2. Spring Cleanup**

Mulch flower beds, tree bases, etc.  
Rake same area to be mowed.

Weed two flower areas in back yard and two in front. Also, areas between house and wooden walkway in back yard, and one under flagpole. Rock beds alongside of house.

Trim hedges, shrubs, bushes, etc. Shrubs in front yard along house need to be trimmed and leveled.

**3. Fall Cleanup**

Install protective covers over shrubs (material provided by DDSO).  
Rake same area as mowed.

Trimming - Hedges, shrubs, bushes, etc.

**4. Miscellaneous/Special Instructions**

Sign in using contractor's sign in book at each visit, leave business card or equivalent if no one is home.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Star Lake IRA, 6 School St., Star Lake, NY 13690

House Leader Andy Devirgeles (or Designee): \_\_\_\_\_

**1. Mowing**

Mow all areas around house and garage, also area outside fence within property lines.

**2. Spring Cleanup**

Remove all debris from grass and rake the yard. Cedar mulch needs to be refreshed.

All hedges and shrubs within fence need to be trimmed.

**3. Fall Cleanup**

Mow and rake all grass areas.

**4. Miscellaneous/Special Instructions**

Rake lawn and remove debris off of property..

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

# Exhibit A1 -Areas to be serviced

Must be included with bid submission

Property Location: ELM SOIRA, 62 County Rd. Rt. 31, Madrid, NY 13660

House Leader: Dustin Churco (or Designee): \_\_\_\_\_

## **1. Mowing**

Areas to be mowed are the front, back and both sides.

## **2. Spring Cleanup**

Mulch around all tree bases and shrubs and the flower bed located on the front lawn.

Weeding along sidewalks by carport. Also, around shrubs along the front of the house.

Trim shrubs and hedges around the house, trim any that interfere with the walkways.

## **3. Fall Cleanup**

Weed flower bed in the front of the house every couple of weeks.

Trim all shrubs and hedges. They are located along the front of the house.

## **4. Miscellaneous /Special Instructions**

Trim any overgrowth of shrubs/hedges that may interfere with the pathways off emergency exits, especially the walkways off the two bedroom exit doors.

---

To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: 9 Depot SOIRA, 9 Depot St., Madrid, NY 13660

House Leader: Dustin Churco (or Designee): \_\_\_\_\_

**1. Mowing**

Areas to be mowed are the front, back and side lawns. Trimming along sidewalks and along the buildings with a string trimmer.

**2. Spring Cleanup**

Mulch two flower beds in back yard. One is behind carport and the other is to the far side of the back yard.

Weeding - The two flower beds described above require weeding.

Trim several bushes and shrubs near the house.

**3. Fall Cleanup**

Weed flower bed in front yard.

Trim shrubs and hedges near house to keep off of building and to keep walkways and egresses free from obstructions.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Sealy SOIRA, 4 Sealy Drive, Potsdam, NY 13676

House Leader Andy Devirgeles (or Designee): \_\_\_\_\_

**1. Mowing**

Mow the front, back, and side of the yard.

**2. Spring Cleanup**

Place mulch where needed.

Weed flower beds and other areas that need it.

Trim all hedges.

**3. Fall Cleanup**

Weed and rake flower beds.

Trim all hedges.

---

To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Exhibit A1 -Areas to be serviced**  
Must be included with bid submission

Property Location: Leroy SOIRA, 134 Leroy St., Potsdam, NY 13767

House Leader Andy Devirgeles (or Designee): \_\_\_\_\_

**1. Mowing**

Mow front, back, and both sides of house.

**2. Spring Cleanup**

Trim all hedges.

**3. Fall Cleanup**

Weed flower beds.

Trim all hedges, if needed.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: 225 & 227 Bayley SOIRA, Bayley Road., Massena, NY 13662

House Leader: Chester Jenkins (or Designee): \_\_\_\_\_

**1. Mowing**

Areas to be mowed are the front, back, sides, ditches, inside and outside of the fenced in area, around buildings, and the flower beds.

**2. Spring Cleanup**

Clean out debris from flower beds at spring clean-up (and periodically) to include the flower bed in the middle of the courtyard. Clear any debris on lawn.

Weeding - Flower beds, etc.

Front flower bed in the middle of courtyard needs to be cleaned out/weeded periodically.

Trimming - Hedges, shrubs, bushes, etc.

Trim bushes around the house, inside fenced in area and along the property line.

**3. Fall Cleanup**

Clean up all areas in/around houses.

Weeding - Clean out any debris from flower beds and any that may be laying around the lawn area.

Trim bushes around the house, inside fenced in area and along the property line.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Maple SOIRA, 15 Maple Street, Norwood, NY 13668

House Leader Bob Burns (or Designee): \_\_\_\_\_

**1. Mowing**

Mow areas in the front, back and along sides of house, including ditch.

**2. Spring Cleanup**

Add mulch to all flower beds as needed.

Weed all flower beds.

Trim all hedges.

**3. Fall Cleanup**

Weed all flower beds.

Trim all hedges.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Colgate SOIRA, 30 Colgate Drive. Massena, NY 13662

House Leader (or Designee): Christie Simpson, DA II

**1. Mowing**

Areas to be mowed are the front, back, and both sides of the house. String trim borders as needed.

**2. Spring Cleanup**

Mulch two flower beds in front yard and two gardens in back yard. Re-seed thin areas of lawn as needed. Apply top soil to gardens as needed by request of DA II.

No weeding required, performed by staff and individuals.

Trim four bushes in front yard.

**3. Fall Cleanup**

Trim four bushes in front yard.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Grant SOIRA, 4 Grant St., Potsdam, NY 13676

House Leader Andy Devirgeles (or Designee): \_\_\_\_\_

**1. Mowing**

Mow front, back, and small area on side of building along large hemlock trees.

**2. Spring Cleanup**

Add mulch to strawberry patch next to the back door and shrubs along front of the house.

Weed strawberry patch next to the back door, shrubs along front of the building and from the cement slab surrounding the storage shed.

Trim shrubs (to shape) along front of the house.

**3. Fall Cleanup**

Remove all weeds from cement slab surrounding the storage shed.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Sports SOIRA, 3 Sports Ave., Norwood, NY 13668

House Leader Bob Burns (or Designee): \_\_\_\_\_

**1. Mowing**

Mow all areas surrounding IRA, including inside the fence and to the tree line.  
Trim near all walkways and structures with each mowing.

**2. Spring Cleanup**

Add more mulch to the existing mulch in all flower beds and at all tree bases as needed.

Weed flower beds - around the carport, at the rear and front of the house and around trees.

Trim shrubs at the front of the office.

**3. Fall Cleanup**

Remove all debris from the yard and flower beds.

Trim shrubs in front.

**4. Miscellaneous / Special Instructions:**

Ensure that all structures and walkways are clear/clean of debris after each service.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Spruce SOIRA, 2 Spruce Street, Norwood, NY 13668

House Leader Bob Burns (or Designee): \_\_\_\_\_

**1. Mowing**

Mow all areas surrounding house, including inside the fence and to the tree line.  
Trim near all walkways and structures with each mowing.

**2. Spring Cleanup**

Add to existing mulch in all flower beds and at all tree bases as needed.

Weed all flower beds.

Trim all shrubs in front of the house.

**3. Fall Cleanup**

Install protective covers over shrubs (material provided by DDSO).

Remove all debris from the yard and flower beds.

Trim all shrubs in front of the house.

**4. Miscellaneous/Special Instructions:**

Ensure that all structures and walkways are clear/clean of debris after each service.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: 55 Rose Ave., Rouses Point, NY 12979

House Leader (or Designee): Kimberley McDonough DA III

**1. Mowing**

Mow the front of the house and both sides up to the road and to neighbor's line. The back of the house past the parking lot to the neighbor's line. Trim around the house, sidewalk, shrubs, trees, and gazebo.

**2. Spring Cleanup**

Staff and individuals take care of the weeding in the flower beds.

Trim hedges, shrubs, and bushes as needed.

**3. Fall Cleanup – Not Applicable**

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Exhibit A1 -Areas to be serviced**  
Must be included with bid submission

Property Location: 25 & 31 School Street, Keeseville, NY 12944 SOIRA

House Leader: Kim McDonough (or Designee): \_\_\_\_\_

**1. Mowing**

Areas to be mowed are front, back, and side yards and space between two houses. This includes moving and mowing under picnic table and lawn furniture and replacing same. Grass clippings are to be swept or blown from sidewalks.

**2. Spring Cleanup**

Rake all of areas noted in #1 above. Clean and level any winter plowing damage. Repair and re-seed any damaged or bare spots.

Weeding - Flower beds, etc. as needed.

Trimming - Hedges, shrubs, bushes, etc. as needed.

**3. Fall Cleanup**

Weeding – Flower beds, etc. as needed.

Trimming -Hedges, shrubs, bushes etc. as needed.

**4. Miscellaneous/Special Instructions**

Contractor must complete work prior to 3:30PM.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Adams Lane, 22 Adams Lane, Newcomb, NY 12852

House Leader (or Designee): Norma Taylor DAI

**1. Mowing**

The areas to be mowed are front, back, and both sides of the house/yard.

**2. Spring Cleanup**

The front and left side flower beds need mulch added.

Trim the Lilac shrub over left side of shed. Trim the Cedar shrub in the front of the house on both sides.

**3. Fall Cleanup**

Trim hedges, shrubs and bushes, as needed.

Trim the Cedar shrub in the front of the house on both sides.

**4. Miscellaneous / Special Instructions:**

Dirt from driveway needs to be swept up. Please make sure that after every visit, the walkway and driveway are free of grass.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Underwood SOIRA, 48 Underwood Rd., Tupper Lake, NY 12986

House Leader Jason Rolley (or Designee): \_\_\_\_\_

**1. Mowing**

Mow the front, back and side yards all the way from Underwood Street to Mohawk Street.

**2. Spring Cleanup**

Rake, clean up, and remove fallen debris from the winter. Re-seed the front yard and any patches that may need it.

**3. Fall Cleanup – Not Applicable**

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Wawbeek SOIRA, 26 Wawbeek Ave., Tupper Lake, NY 12986

House Leader Jason Rolley (or Designee): \_\_\_\_\_

**1. Mowing**

Mow front yard, both side yards and back yard, all contained within the fence.

**2. Spring Cleanup**

String trimming required around perimeter of house and out buildings, around flower boxes, driveway, and base of trees and entire length of fence.

**3. Fall Cleanup**

Trim shrubs in front of house.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: 1996 State Route 30 (Moody Road), Tupper Lake, NY 12986

House Leader Scott Clement (or Designee): \_\_\_\_\_

**1. Mowing**

Front yard, side of driveway and back yard. Trim/ weed whack areas around borders as necessary.

**2. Spring Cleanup**

Pick up remainder of fall leaves.

Clean up debris in the driveway and sidewalks.

Repair divots from plowing and pick up any broken branches.

**3. Fall Cleanup**

Pick up leaves and mow front, back and the side of the yard (final mowing) to ensure clean lawn.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: 19 Little Wolf Road, Tupper Lake, NY 12986

House Leader (or Designee): Jenny Matthews DSA II

**1. Mowing**

Mow the front and back of the house.

**2. Spring Cleanup**

Mulch around the front of the house and tree beds in back.

Trim one shrub in backyard and three shrubs at the end of the ramp in front of the house.

**3. Fall Cleanup**

Trim one shrub in the backyard and three at the end of the ramp in front of the house.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: Bellevue SOIRA 56 Bellevue Terrace, Tupper Lake, NY 12986

House Leader Scott Clement (or Designee): \_\_\_\_\_

**1. Mowing**

Mow large back yard, front and side lawns including ditches in front and to the side of the residence.

**2. Spring Cleanup**

Add mulch as needed to shrub and tree bed that runs almost full length of the front of house. Mulch in butterfly garden as needed and specified by HL or DAII's request.

Weed and trim around bush under triple window in front of the house.

Weed shrub, bush and tree bed that runs almost full length of the front of the house. Replace weed barrier sheet as needed before putting mulch down.

Trim shrubs, and bushes as needed and specified by HL or DAII's request in the front of house bed and under triple windows in front of the house.

**3. Fall Cleanup**

Weed tree, shrub and bush beds that run in front of the house.

Trim dead heads from snowball bush that is in the front of house. Trim bushes and shrubs as needed under triple window in front of the house.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Exhibit A1 -Areas to be serviced  
Must be included with bid submission

Property Location: St. Bernard SOIRA, 12 St. Bernard St., Saranac Lake, NY 12986

House Leader (or Designee): Joanne Salamy

**1. Mowing – Not Applicable**

**2. Spring Cleanup**

Rake and clean up debris from yard.

**3. Fall Cleanup**

Rake and clean up debris from yard.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Exhibit A1 -Areas to be serviced**  
Must be included with bid submission

Property Location: 78 & 80 Edgewood SOIRA, Edgewood Dr., Saranac Lake, NY 12986

House Leader Eileen Minnie (or Designee): \_\_\_\_\_

**1. Mowing**

Mow grass in front of houses to asphalt, from asphalt to trash shed to wood line. Mow entire island within asphalt. Mow from asphalt to split rail fence to ditch behind residences to and around pump house and up to and around residences back to asphalt.

**2. Spring Cleanup**

Prepare all grass areas for mowing. Clean all sand/debris from asphalt surfaces.

Remove debris from stone ditch and mowed areas as needed.

**3. Fall Cleanup**

Trim hedges, shrubs and bushes as needed.

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To Be Completed by House Leader (or designee) at Site Visit:

House Leader (or Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_