



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

KERRY A. DELANEY
Acting Commissioner

March 21, 2016

Swimming Pool Maintenance Service

The Capital District Developmental Disabilities State Operations Office (DDSOO) is soliciting bids for seasonal opening and closing and/or weekly maintenance of swimming pools at residential sites operated by the Capital District DDSOO. Contracts resulting from this solicitation will be effective May 1, 2016 for a period of (5) five years, but may be reduced at OPWDD's discretion.

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

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 Monday, April 11, 2016** for a Bidder's submission to potentially constitute a "Bid" subject to further consideration:

Exhibit A – Bid Form

Exhibit B – References

Contact

NYS Office For People With Developmental Disabilities
Attn: Amanda Mitchell
Contract Management Unit, 3rd Floor
Albany, NY 12229
Phone: (518) 474-5513
Email: amanda.s.mitchell@opwdd.ny.gov

The Bid, comprised of the items listed above, may be emailed or mailed to the contact indicated above.

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

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

Sincerely,

Amanda Mitchell, Contract Manager