



Division of Enterprise Solutions

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March 21, 2013

INVITATION FOR BID (IFB)

Bid 796Q

SNOW REMOVAL SERVICE

The Capital District Developmental Disabilities Services Office (DDSO) is soliciting bids for Snow Removal Service at O.D. Heck Developmental Center effective October 1, 2013 through September 30, 2018. Bidders must be able to demonstrate not less than five (5) years experience in providing snow removal services.

Each bidder must inform himself by personal examination of the specifications, locations, 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. A **MANDATORY** on-site inspection will be held:

Tuesday, April 16, 2013

10:00 a.m

OD Heck Developmental Center
500 Balltown Road
Schenectady, NY 12304

THE BID PACKAGE WILL BE AVAILABLE ONLY AT THE ON-SITE INSPECTION. Any questions regarding the inspection may be directed to Mike McLear at (518) 370-7412.

The public bid opening will be held

3:00 p.m.

Thursday, May 16, 2013

Capital District DDSO
Business Office, Contract Unit
Building 1, 4th Floor
500 Balltown Road
Schenectady, NY 12304

All questions should be submitted in writing by April, 30 2013, 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 or Joyce Willi at (518) 370-7541. Faxed bids will not be accepted.

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

Sincerely,

Stacey Relation
Contract Management Specialist 1

PROCUREMENT LOBBYING PACKET

You MUST complete and submit with your bid, all forms included in this Procurement Lobbying Packet

Table of Contents:

1. Procurement Lobbying Act
2. Termination Provision
3. Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)
4. Offerer Certification of Compliance with State Finance Law §139-k (5)
5. Offerer Disclosure of Prior Non-Responsibility Determinations

**Procurement Lobbying Act:
(Chapter 1 of the Laws of 2005)**

State Finance Law, Section 139-j and 139-k provides that certain communications between OPWDD and its vendors are limited, and in some instances are prohibited, during the procurement process. An individual or entity (or someone acting on their behalf) is restricted in communicating with OPWDD staff where the purpose of the communication is reasonably considered to be an attempt to influence the procurement. This restriction commences at the earliest moment that OPWDD issues its intent to solicit offers and continues through the final award and approval of the procurement by OPWDD and, if applicable, the Office of the State Comptroller. OPWDD is obligated to identify in its solicitation certain staff who may be contacted during the procurement process. Any contacts to OPWDD other than to those individuals so identified by OPWDD, subject to certain specific exclusions, are prohibited. OPWDD employees are also required to obtain and record certain information when they are contacted during this restricted period and any impermissible contacts must be taken into account prior to the award of the procurement contract. Instances of such impermissible contacts must be referred and an investigation will be undertaken to determine whether there was a knowing and willful violation of these requirements. If there is reason to believe that a violation did in fact occur, then the offending vendor must be so notified and afforded an opportunity to be heard prior to a final determination. If such a violation is found to have occurred there can be a finding of non-responsibility for that vendor and two such findings within a four year period may result in a debarment from further governmental procurement contracts.

Further information about these requirements can be found at:

<http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

Termination Provision

The Office for People With Developmental Disabilities (OPWDD) reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Office for People With Developmental Disabilities (OPWDD) may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of this contract.

**Offerer's Affirmation of Understanding of and
Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)**

Offerer affirms that it understands and agrees to comply with the procedures of the Office for People With Developmental Disabilities (OPWDD) relative to permissible contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

Offerer Certification of Compliance with State Finance Law §139-k (5)

Offerer Certification:

I certify that all information provided to the Office for People With Developmental Disabilities (OPWDD) with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to the Office for People With Developmental Disabilities (OPWDD) with respect to State Finance Law §139-k is complete, true and accurate.

By: _____ Date: _____

Signature

**NEW YORK STATE
OFFICE FOR PEOPLE WITH
DEVELOPMENTAL DISABILITIES**

INVITATION FOR BID

NON-BID RESPONSE FORM

NAME OF SERVICE/PROJECT: Snow Removal Service
BID/PROJECT NUMBER: 796Q
SITE NAME AND ADDRESS: Capital District DDSO

A required activity of the *Invitation For Bid (IFB)* process is the compiling of a Bidders List. Ideally, this list should incorporate not only those proposals submitted, but also feedback from vendors receiving the *IFB* to determine why proposals were not submitted.

If you are not interested in submitting a bid on the enclosed proposal, please provide a brief explanation: _____

PLEASE KEEP MY FIRM ON YOUR BIDDERS LIST.

PLEASE REMOVE MY FIRM FROM YOUR BIDDERS LIST.

Name of Firm: _____

Address: _____

Phone/Fax: _____

Email address: _____

Signature: _____

THIS FORM MAY BE FAXED TO (518) 370-8068 or mailed to:

OPWDD
Contract Management Unit
Bldg. 1, 4th Floor
500 Balltown Road
Schenectady, NY 12304

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

OD. HECK CENTER



500 Balltown Road, Schenectady, NY 12304