ANDREW M. CUOMO
Governor

Theodore Kastner, MD, MS
Commissioner

OPWDD Contract Management Unit on behalf of:

Western NY Developmental Disabilities State Operations Office

2020 – 2025 Lawn Care and Maintenance in Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans Counties

WN 102419

Invitation for Bid

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ADDITIONAL REQUIRED FORMS (MUST BE SUBMITTED WITH BID OR WITHIN 3 BUSINESS DAYS OF REQUEST BY OPWDD. FAILURE TO SUBMIT THESE FORMS WILL RESULT IN BID DISQUALIFICATION):

ATTACHMENT 1: References
ATTACHMENT 2: Vendor Responsibility Questionnaire

REFERENCE MATERIAL

Contract Template with Appendix A & Supplement

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. Western NY Developmental Disabilities State Operations Office (hereinafter "OPWDD") is an agency of OPWDD serving Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans 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. Designated Contact Person(s) For Inquiries & Submission

Rebecca Whitaker, CMS 1 for
Laura Pushkarsh, CMS 2
OPWDD Contract Management Unit
26 Center Circle
Wassaic, New York 12592-2637
Phone: 845-877-6821 x 3704 Fax: 845-877-3004
eny.nyc.li.contracthub@opwdd.ny.gov

3. Timetable of Proposal Due Dates

IFB Release Date	4 September 2019
Final Date for Receipt of Questions	24 September 2019
Official Responses to Questions By	4 October 2019
Proposal Due Date – Bid Opening	2pm 24 October 2019
Evaluation & Selection	4 November 2019
Notification of Awards	6 November 2019
Contract start date (subject to change)	25 March 2020

OPWDD has sole discretion to change the above dates

4. 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 "Qualifications & Scope of Work."

5. General Description of Services

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

6. 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 responsibility of the bidder to know the site(s) requirements based upon the service being requested. The telephone number for each site has been provided. It is the Bidders responsibility to set up an appointment with each House Manager to determine the specific requirements of all aspects of the sites in relation to the service to be provided.

7. Notice to Potential Bidders

Receipt of these bid documents does not indicate OPWDD has pre-determined any vendor qualifications to receive a contract award. Such determination will be made after the bid opening and will be based upon an evaluation of all bid submissions and compared to the specific requirements and qualifications contained in these bid documents.

8. Term of the Contract

The term of this contract will be defined in the Contract Agreement, but is anticipated to be a five year contract, unless an amendment is mutually agreed upon by both parties and approved by the Office of the State Comptroller (OSC).

9. Payment

Prices are to remain constant for the initial year of the contract. Approaching every contract anniversary date, the Contractor may request, or OPWDD give notice of, an annual price adjustment for the subsequent year. The request or notice must be submitted in writing between 30 days and 60 days prior to the contract anniversary date. OPWDD has the sole discretion in determining the rate to be approved. The adjustment shall be based upon the most recently available, "CPI-U" (Consumer Price Index – Urban Wage Earners), not seasonally adjusted, Northeast urban - Size Class B/C, all items, 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.

10. Wage and Hours Provisions

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.

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.

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

11. Subcontracting

No Subcontracting of services is allowed with this IFB without written permission of OPWDD. For further information, please see section 14 J.

12. Insurance

The Contractor agrees that without expense to the State, insurance will be maintained during the period of the proposal and contract, insurance of the kinds and in the amounts indicated, with 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 compliance with the requirements of this section. The State of New York Office for People with Developmental Disability will be expressly named as additional insured on each policy in accordance with above. Certificates of insurance should be forwarded to the OPWDD with the signed agreement and thereafter annually on the contract anniversary date. Certificates shall state 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. The Workers Compensation Board website can be found here: www.wcb.ny.gov/

(2) Policies covering bodily injury, liability and property damage of the types hereinafter specified, each with limits of liability 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 one person in any one accident, and subject to that limit for that person, and not less than $2,000,000.00

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 $2,000,000.00 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.

13. Submission of Proposals

A. Submission Requirements

One (1) original Bidder **Cost Proposal Form** is required to submit a bid. All proposals in response to this IFB must be received by OPWDD no later than the proposal due date and time.

One (1) original of each additional required form, as listed on page 2 (References and Vendor Responsibility Questionnaire), must be received either by the proposal due date or within 3 business days of request by OPWDD. It is strongly recommended that these additional forms are submitted by the proposal due date. Failure to submit the forms as specified above will result in the bid being disqualified.

(1) **Overnight delivery can take a minimum of two (2) business days to be received by OPWDD. Bidders mailing their responses must allow sufficient mail delivery time to ensure receipt of their proposals by the Bid Opening Date 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:

OPWDD
Contract Management Unit – **IFB: WN 102419**
C/O Rebecca Whitaker CMS1
26 Center Circle, Building 58, Service Building
Wassaic, New York, 12592-2637

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 that will verify that the bidder has at least three (3) years of relevant experience to complete the work as listed in Qualifications and 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. 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.**

14. Procurement Information, Mandatory Requirements

A. 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 Laura Pushkarsh, CMS 2 Laura.x.Pushkarsh@opwdd.ny.gov**. 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.

B. 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 in **Section 2, 'Designated Contact Person(s) For Inquiries & Submissions'** of this solicitation. Questions that are emailed must be submitted via email address to eny.nyc.li.contracthub@opwdd.ny.gov, and should reference the IFB title name and number in the subject line of the email.

OPWDD will post official answers to the questions to the Contract Reporter and the OPWDD website by the date indicated in **Section 3, 'Timetable of Proposal Due Date'.**

If a bidder discovers a possible error in this IFB, immediately notify the contact person indicated in **Section 2 'Designated Contact Person(s) for Inquiries & Submissions'**, of such error and request clarification, correction or modification to this document via email address eny.nyc.li.contracthub@opwdd.ny.gov. All inquiries concerning corrections must reference the IFB title and number in the subject line of the email, and cite the particular bid section and paragraph number in the body of the email. Prospective Bidders should note that any such notice must be given, and all clarification and exceptions including those relating to the term and conditions are to be resolved prior to the proposal submission deadline. If there is a substantial error, the entire bidders list will be notified and the IFB change will be posted on the Contract Reporter, as well as e-mail replies to all bidders. OPWDD shall make IFB modifications, provided that such modification would not materially benefit or disadvantage any particular bidder.

C. 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 (Invitation for Bid);
   b. Withdraw the IFB at any time, at the agency's sole discretion;
   c. Make an award under the IFB in whole or in part;
   d. Disqualify any Bidder whose conduct or proposal fails to conform to the requirements of this IFB. Selection may also include such issues as past performance;
   e. Seek clarifications and revisions of proposals;
   f. Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to

the agency's request for clarifying information in the course of evaluation and/or selection under the IFB;

g. Bidders are cautioned to verify their Bids before submission, as amendments to Bids or requests for withdrawal of Bids received by the Commissioner after the time specified for the Bid opening, may not be considered;
h. ***Prior to the bid opening***, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
i. ***Prior to the bid opening***, direct bidders to submit proposal modifications addressing subsequent IFB amendments;
j. Change any of the scheduled dates, including start dates, stated herein upon notice to the Bidders;
k. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
l. Waive any requirements that are not material;
m. Negotiate with the successful bidder within the scope of the IFB in the best interests of the state;
n. Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;
o. Utilize any and all ideas submitted in the proposals received;
p. Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 60 days from the bid opening; and,
q. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidders proposal and/or to determine a bidders compliance with the requirements of the solicitation.

D. 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.

E. 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.

F. 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. All elements of the bid and proposal shall remain in effect for a minimum of 180 days.

G. Notice of Award, Debriefing and Bid Protests

(1) 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.

(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, 3rd Floor, Albany, New York 12229-0001.

H. Public Information Requirements / Confidentiality / Publication Rights

(1) All the proposals upon submission will become the property of 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.

(2) 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. Upon approval of the contract by OSC, all terms of the contract become available to the public.

(3) 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.

a. 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

(4) 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.

(5) 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.

(6) 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 (3rd Floor), Albany, New York 12229.

I. 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. OPWDD encourages business that are minority or woman owned, to become certified with Empire State Development.

(2) Prospective Bidders to this IFB are subject to the provisions of Executive Law article 15-A and regulations issued there under.

(3) 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.

(4) All awardees are required to comply with OPWDD's Minority and Woman-Owned Business Enterprises (M/WBE) policy. For details on requirements and procedures, including documentation required for this solicitation, please refer to the Appendix A-Supplement.

J. 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. In any event, OPWDD will contract only with a Bidder, not the Bidder's financing institution or subcontractors. OPWDD reserves the right to review and approve all potential subcontractors. For subcontracts valued at $100,000 and over, the subcontractors must demonstrate financial integrity and stability. In these instances, the subcontractor must complete and execute a Vendor Responsibility

Questionnaire. OPWDD shall consider the selected Bidder to be the sole responsible contact with regard to all provisions of the contract resulting from this IFB.

K. 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.

L. 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.

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
website: http://esd.ny.gov/MWBE/directorySearch.html

M. Contract Execution

Awards are not final and the resultant contract is not considered executed and binding until approved by the New York State's Attorney General and Office of State Comptroller (OSC).

N. 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. The Vendor Responsibility

Questionnaire is required for contracts $100,000 and over. OPWDD will require a complete Vendor Responsibility Questionnaire with your bid proposal if the contract resulting from this procurement is valued at $100,000 and over. Vendors/not-for-profit provider agencies are able 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.

O. 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.

P. General Duties and Additional Responsibilities

Maintain a level of 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.

Q. 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.

R. Nondiscrimination in Employment in Northern Ireland: MacBride Fair Employment Principles

In accordance with State Finance Law § 165, the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership in the bidder interest has no business operations in Northern Ireland. If the bidder or any of its aforementioned affiliations has business operations in Northern Ireland, then they shall take lawful steps in good faith to conduct any business operations that it has in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of their compliance with such Principles.

S. Bidder's Certification of Compliance with State Finance Law § 139-k (5)

In accordance with New York State Finance Law § 139-k (5), the bidder, by submission of this bid, certifies that they are subject to the provisions of State Finance Law §§ 139-k and 139-j and all information provided to OPWDD with respect to State Finance Law § 139-k is complete, true, and accurate.

T. Bidder's Affirmation of Understanding and Agreement pursuant to State Finance Law § 139-j (3) and § 139-j (6)(b)

The bidder, by submission of this bid, certifies that it understands and agrees to comply with the procedures of OPWDD as it relates to permissible contracts as required by State Finance Law 139-j (3) and 139-j (6)(b).

U. Bidder Disclosure of Prior Non-Responsibility Determinations

New York State Finance Law § 139-k (2) obligates the Office for People With Developmental Disabilities (OPWDD) to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law §163(9). In accordance with State Finance Law § 139-k, bidders must disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law § 139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. State Finance Law §

139-j sets forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the restricted period (e.g., contacting a person or entity other than the designated contact person(s), when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law § 139-k (3) mandates consideration of whether a bidder fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any bidder that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the bidder is necessary to protect public property or public health safety, and that the bidder is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

The bidder, by submission of its bid certifies that no government entity has made a finding of non-responsibility regarding the individual or entity seeking to enter into this procurement contract. If the individual or entity has had a finding of non-responsibility due to a violation of State Finance Law 139-j or due to the intentional provision of false or incomplete information submitted to a government entity, then the said individual or entity must provide a detailed statement regarding the finding.

Additionally, the bidder by submission of its bid certifies that no government entity has ever terminated or withheld a procurement contract from the individual or entity seeking to enter into this procurement contract due to the intentional provision of false or incomplete information. If the individual or entity has been terminated or withheld from a procurement contract, then said individual or entity must provide a detailed statement regarding the finding.

V. Non-Collusive Bidding Certification

In accordance with State Finance Law § 139-d, the bidder by submission of this bid certifies that they and each person signing on behalf of the bidder certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor, and

2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

W. Public Officers Law Certification

In accordance with Public Officers Law § 73(4)(a)(i) no State employees shall sell any goods or services having a value in excess of twenty-five dollars to any State agency, unless such goods and services are provided pursuant to an award or contract letter after public notice and competitive bidding.

By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or if they were ever or currently a New York State officer or employee, their organization pursued and awarded this contract through a competitive bidding process in compliance with the Public Officers Law 73(4)(a)(i).

Public Officers Law § 73(8)(a)(i) provides that no person who has served as a State officer or employee shall, within a period of two years after termination of such service or employment, appear or practice before such State agency or receive compensation for any services rendered by such former officer or employee on behalf of any person, firm, corporation, or association in relation to any case, proceeding, or application or other matter before such agency.

By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or they are formerly a New York State officer or employee and any past employment with the State occurred prior to the two-year prohibition period and as a result their organization is in compliance with the Public Officers Law (8)(a)(i).

X. Bidder's Affirmation of Understanding Pursuant to State Labor Law § 201-g

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of Labor Law § 201-g.

15. Consumer Safety Information

OPWDD provides services to individuals exhibiting Pica, which is a medical disorder characterized by an appetite for largely non-nutritive substances, e.g., cigarette butts, paper, gum, etc. Attention to the sanitation and cleanliness of the areas surrounding OPWDD's state operated program sites and residential buildings is very important to the health and safety of those we serve. Please ensure care is taken to properly dispose of cigarette butts and rubbish while on OPWDD property.

OPWDD property has special receptacles for cigarette butt disposal. Contractor and subcontractor employees shall use these receptacles and throw trash in garbage cans or dumpsters. Compliance with this policy is appreciated.

16. Consultant Disclosure

Effective June 19, 2006, contractors doing business with the State of New York in a "consulting" capacity will be required to file forms disclosing, by employment category, the number of persons employed by them and their subcontractors (if any) as a consulting firm or an individual consultant; the number of hours worked; and the monetary compensation received from the State of New York for work performed by these employees. Reporting will be required via the utilization of two separate forms – "Form A" and "Form B".

In general, however, Form A is to be completed once upon initial contract award and is used to report "planned employment". Form B is required annually and reports on "actual employment figures" for the preceding state fiscal year. The New York State fiscal year commences on April 1st and concludes on March 31st.

17. Evaluation Criteria: Method of Award

OPWDD will select the responsible and responsive Bidder that will provide the lowest Annual Grand Total Bid per Lot. A bidder may bid on one or multiple lots. A bidder may win one or more lots. All sites included in a lot are to be serviced by the winning bidder. The award will be based on three (3) clean-up visits (spring, mid-season, and fall) per year and the anticipation of 30 lawn maintenance visits (approximately once a week from April 1st to November 1st annually). It is understood that there may be more or fewer lawn maintenance visits. There is no guarantee and payment will be based on actual services rendered. Only proposals judged to be responsive to the submission requirements set forth in this IFB will be evaluated. OPWDD reserves the right to reject any and all offers. Should mathematical errors be made by the bidder when calculating the Annual Grand Total Bid per Lot, the prices given in the Lawn Maintenance per Visit column, as well as Columns B, C, and D for each location, will be used to determine the bidder who has provided the lowest Annual Grand Total Bid per Lot.

In the event of a tie bid, the award will be made by random selection.

Qualifications & Scope of Work

LAWN CARE AND MAINTENANCE SERVICE

Western New York DDSOO (hereinafter "OPWDD") is an agency of the Office for People with Developmental Disabilities. The homes are residences of a developmentally disabled population including some individuals who are medically or physically disabled, as well as some who are confined to wheelchairs. The following specifications cover Lawn Care and Maintenance for OPWDD community sites throughout Erie, Niagara, Orleans, Cattaraugus, Chautauqua and Genesee counties. Please see Exhibit 1: Western New York DDSOO Group Home and Day Hab Lots 1 to 25 for site listings and addresses.

Detailed Specifications:

Contractor shall provide lawn maintenance and related services. All labor, materials, and equipment necessary to professionally complete the service are to be supplied by the contractor. All equipment used in this service must meet manufacturer's safety requirements and be properly installed and functional. All equipment must be operated in a safe manner. The Contractor must be able to show that they have adequate staff and equipment to perform services for sites which they are under contract.

The Contractor's employees will adhere to all OPWDD policies and regulations, including but not limited to smoking, parking, etc.

I. SERVICE REQUIRED

A. Spring Clean-Up (one per year)

The first clean-up service of the season, which is to be completed no later than one week prior to Memorial Day, shall include the following:

1. A thorough spring clean-up of the entire lawn including raking of leaves, sticks, and debris.
2. Weeding of flower beds, raised beds, and other intentionally-planted areas. Weeds shall be pulled from the roots.
3. Trimming of hedges, shrubs, and bushes. This is also to include trimming of vines from around trees.
4. Removal of all clippings, leaves, branches, and debris.
5. Leveling out and raking area around roadways or parking area as needed.

B. Lawn Maintenance

Services are to be provided approximately April 1st through November 1st. Service dates may change due to weather conditions. Services to be included with each mow include:

1. **Mowing**: All lawn areas on property. Grass should be maintained at 2 ½ - 3 inches. All stationary non-fixed obstacles on lawn area must be moved prior to mowing, i.e. lawn furniture. Central Air conditioning units shall be kept free of grass clippings.

2. **Edging**: All areas including bedding areas, walks, driveways, building foundations, hedges, signs, fences, parking bumpers, fire hydrants, curbs, streetlight poles, pole-mount transformers, base of trees, and anything else not identified in this section within the areas identified to be mowed will be the Contractor's responsibility.

3. **Grass and Debris Removal**: Grass clippings are to be collected and removed from lawn, driveways, walkways, patios, etc. Debris including pinecones and needles, leaves, sticks, and branches are also to be removed.

C. Mid-Season Service (one per year)

1. One (1) mid-season trimming of all hedges, shrubs, and bushes. This is also to include the trimming of vines from around trees.
2. One (1) mid-season weeding of all garden beds, raised beds, and other intentionally-planted areas. Weeds shall be pulled from the roots.
3. Removal of all clippings, branches, and other vegetative debris.

D. Fall Clean-Up (one per year)

This will be the last clean-up service of the season and is to be completed after the majority of leaves have fallen. It shall include all services described in "Spring Clean-Up". Weeds may be trimmed from garden beds rather than pulled by the roots, utilizing caution around plants and flowers.

II. EXTRA SERVICES

"Extra Services" are **not** to be provided without prior authorization. "Extra Services" such as tree trimming, lawn seeding, or major wind or storm damage clean-up may be requested by OPWDD. Contractor may provide a price quotation for these "Extra Services" upon request. "Extra Services" are not included in this contract. A purchase order authorizing services will be issued prior to commencement of services.

III. 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. The Contractor must notify the House Manager or designee immediately if damages occur.

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 New York State property within the areas specified by the contract, if it was caused by the Contractor or employees of the Contractor's 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. The Contractor will be responsible to

report the damage to their private insurance company and exchange insurance information with the staff person, if it was a personal vehicle.

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 House Manager (HM) or designee.

IV. ADDITIONAL REQUIREMENTS

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 (10) 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 shall be liable to OPWDD for such costs and any costs over and above the contracted price.

OPWDD reserves the right to delete areas from this contract in consultation with the contractor working out the appropriate credits.

The Contractor will be able to perform the work daylight until dusk Monday through Saturday. Arrangements for access will be made via the House Manager or designee.

The Contractor must possess and provide, at no cost to the State, appropriate licenses and permits associated with the provision of lawn care and maintenance services.

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.

V. ACCOUNTING

A. JOB TICKETS:

Job Tickets are to be presented to the House Manager (HM) or designee upon completion of service. It is advised that the Job Ticket be a three-part form. HM 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. The type of service completed
3. The date of service
4. The Signature of House Manager or designee.

One copy of the Job ticket is to remain at the Site serviced. One copy of the signed Job Ticket is to be submitted with the corresponding invoice. 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 for all sites. The prevailing wage number is **2019900855**. 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, Purchase Order # OPD01- , Contract number, the name of the site, the date of service and the type of service rendered. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Western New York DDSOO
Unit ID: 3660242
C/O NYS OGS Business Services Center
Bldg. 5, 5th Floor
1220 Washington Av.
Albany, New York 12226-1900

The state of New York may require the Contractor to submit billing invoices electronically.

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Exhibit 1: Western DDSOO Group Home and Day Hab Lots 1 to 25

Lot 1					
Facility Name	Address	Town	Zip	County	Phone Number
Dale Road IRA	6228 Dale Road	Newfane	14108	Niagara	716-778-6015
Lockport-Olcott Road IRA	3392 Lockport Olcott Road	Lockport	14094	Niagara	716-778-0372
Sunset Drive IRA	4551 Sunset Drive	Lockport	14094	Niagara	716-434-2750

Lot 2					
Facility Name	Address	Town	Zip	County	Phone Number
West Center Street IRA	303 West Center Street	Medina	14103	Orleans	585-798-2471
King Street IRA	115 King Street	Albion	14411	Orleans	585-589-2121
North Main Street IRA	257 North Main Street	Albion	14411	Orleans	585-589-7712

Lot 3					
Facility Name	Address	Town	Zip	County	Phone Number
East High Street IRA	699 East High Street	Lockport	14094	Niagara	716-439-8699
High Street IRA	211 High Street	Lockport	14094	Niagara	716-433-8133
Beattie Avenue IRA	5937 Beattie Avenue	Lockport	14094	Niagara	716-433-2491
Corwin Drive IRA	6253 Corwin Road	Lockport	14094	Niagara	716-439-0724
Dysinger Road IRA	6574 Dysinger Road	Lockport	14094	Niagara	716-434-4499
Lincoln Avenue IRA	7486 Lincoln Avenue	Lockport	14094	Niagara	716-433-7760

Lot 4					
Facility Name	Address	Town	Zip	County	Phone Number
Mapleton Road IRA	3965 Mapleton Road	Wheatfield	14120	Niagara	716-731-4576
Witmer Road IRA	159 Witmer Road	North Tonawanda	14120	Niagara	716-692-4801
Remington Avenue IRA	979 Remington Drive	North Tonawanda	14120	Niagara	716-693-6132
D'Angelo Drive IRA	1322 D'Angelo Drive	Tonawanda	14150	Erie	716-692-7455
Fletcher Street IRA	173 Fletcher Street	Tonawanda	14150	Erie	716-694-5862

Lot 5					
Facility Name	Address	Town	Zip	County	Phone Number
Maple Avenue 39 IRA	39 Maple Avenue	Oakfield	14125	Genesee	585-948-5720
Bank Street IRA	118 Bank Street	Batavia	14020	Genesee	585-344-1500
New York Place IRA	2 New York Place	Batavia	14020	Genesee	585-343-3628
Ross Street IRA	22 Ross Street	Batavia	14020	Genesee	585-343-4170
Clinton Park IRA	4 Clinton Park	Batavia	14020	Genesee	585-344-4129

Lot 6					
Facility Name	Address	Town	Zip	County	Phone Number
New Road IRA	371 New Road	East Amherst	14051	Erie	716-688-5217
Haussauer Road IRA	25 Haussauer Road	Getzville	14068	Erie	716-639-8769
Maple Road IRA	117 Maple Road	Amherst	14226	Erie	716-632-9986
Cheshire Lane IRA	125 Cheshire Lane	East Amherst	14051	Erie	716-688-7822
Hopkins Road IRA	86 Hopkins Road	Williamsville	14221	Erie	716-633-0970

Lot 7					
Facility Name	Address	Town	Zip	County	Phone Number
Delaware Road IRA	186 Delaware Road	Kenmore	14217	Erie	716-875-9460
Parker Boulevard IRA	1153 Parker Boulevard	Buffalo	14223	Erie	716-836-3527
Hendricks Boulevard IRA	163 Hendricks Boulevard	Amherst	14226	Erie	716-834-2521
Carmel Road IRA	123 Carmel Road	Buffalo	14214	Erie	716-834-2349
Minnesota Drive IRA	185 Minnesota Avenue	Buffalo	14214	Erie	716-836-5410
Highgate Avenue IRA	358 Highgate Avenue	Buffalo	14215	Erie	716-833-9840
Treehaven Road IRA	200 Treehaven Road	Cheektowaga	14225	Erie	716-838-9739

Lot 8					
Facility Name	Address	Town	Zip	County	Phone Number
Madison Street IRA	393 Madison Street	Buffalo	14212	Erie	716-842-1472
Erskine Drive IRA	77 Erskine Drive	Buffalo	14215	Erie	716-833-7367
Floss Avenue IRA	217 Floss Avenue	Buffalo	14215	Erie	716-896-0561
Peace Street IRA	62 Peace Street	Buffalo	14211	Erie	716-891-5619
Victoria Boulevard IRA	3 Victoria Boulevard	Cheektowaga	14225	Erie	716-892-1237
Heritage Court IRA	23 Heritage Court	Cheektowaga	14225	Erie	716-894-5607
Floral Place IRA	1 Floral Place	Cheektowaga	14225	Erie	716-632-4358
Vern Lane IRA	139 Vern Lane	Cheektowaga	14225	Erie	716-891-5195

Lot 9					
Facility Name	Address	Town	Zip	County	Phone Number
Enez Drive IRA	324 Enez Drive	Depew	14043	Erie	716-681-4765
Borden Road IRA	1475 Borden Road	Depew	14043	Erie	716-681-4405
Como Park Boulevard IRA	1587 Como Park Boulevard	Depew	14043	Erie	716-681-2839
Lemans Drive IRA	90 Lemans Drive	Depew	14043	Erie	716-668-1854
Conway IRA	65 Conway Avenue	Depew	14043	Erie	716-683-8938
Walden Avenue IRA	3650 Walden Avenue	Lancaster	14086	Erie	716-651-0455
Steinfeldt Road IRA	81 Steinfeldt Road	Lancaster	14086	Erie	716-681-2463
Bowen Road IRA	3736 Bowen Road	Lancaster	14086	Erie	716-685-8909
Transit Road Day Hab	6221 Transit Road	Depew	14043	Erie	716-681-4311

Lot 10					
Facility Name	Address	Town	Zip	County	Phone Number
South Park Avenue IRA	1769 South Park Avenue	Buffalo	14220	Erie	716-823-3022
Coolidge Road IRA	140 Coolidge Road	Buffalo	14220	Erie	716-825-7870
Center Road IRA	331 Center Road	West Seneca	14224	Erie	716-674-6528
Bernadette Terrace IRA	97 Bernadette Terrace	West Seneca	14224	Erie	716-822-3097
Dover Drive IRA	83 Dover Drive	West Seneca	14224	Erie	716-674-3097
Velore Avenue IRA	200 Velore Avenue	Orchard Park	14127	Erie	716-825-2617
Southwestern Blvd IRA	3699 Southwestern Blvd	Orchard Park	14127	Erie	716-662-0230

Lot 11					
Facility Name	Address	Town	Zip	County	Phone Number
East West Road 1278	1278 East & West Road	West Seneca	14224	Erie	716-674-4360
Leydecker Road 854 ICF	854 Leydecker Road	West Seneca	14224	Erie	716-674-3386
Leydecker Road 540 ICF	540 Leydecker Road	West Seneca	14224	Erie	716-675-4522
Leydecker Road 648 ICF	648 Leydecker Road	West Seneca	14224	Erie	716-675-0367
Leydecker Road 650 ICF	650 Leydecker Road	West Seneca	14224	Erie	716-675-1631
Leydecker Road 880 ICF	880 Leydecker Road	West Seneca	14224	Erie	716-674-3262
Bullis Road IRA	199 Bullis Road	West Seneca	14224	Erie	716-674-2836
Seneca Street IRA	5240 Seneca Street	West Seneca	14224	Erie	716-674-0746
Leydecker Road 510 ICF	510 Leydecker Road	West Seneca	14224	Erie	716-674-1172
Leydecker Road 710 ICF	710 Leydecker Road	West Seneca	14224	Erie	716-674-0259
East West Road 1478	1478 East & West Road	West Seneca	14224	Erie	716-674-1129

Lot 12					
Facility Name	Address	Town	Zip	County	Phone Number
Girdle Road IRA	2520 Girdle Road	Elma	14059	Erie	716-655-1301
Alden IRA	13140 West Main Street	Alden	14004	Erie	716-937-3133
Wescott Avenue IRA	1515 Westcott Avenue	Alden	14004	Erie	716-937-4827

Lot 13					
Facility Name	Address	Town	Zip	County	Phone Number
Barnett Street IRA	34 Barnett Street	West Seneca	14224	Erie	716-674-6626
Heather Hill Drive IRA	24 Heather Hill Drive	West Seneca	14224	Erie	716-675-5063
Baker Road IRA	3212 Baker Road	Orchard Park	14127	Erie	716-667-7119
Milestrip Road 6566 IRA	6566 Milestrip Road	Orchard Park	14127	Erie	716-667-7582
Milestrip Road 7847 IRA	7847 Milestrip Road	Orchard Park	14127	Erie	716-667-1889
Quaker Road IRA	785 Quaker Road	East Aurora	14052	Erie	716-655-5913

Lot 14					
Facility Name	Address	Town	Zip	County	Phone Number
Big Tree Road IRA	4888 Big Tree Road	Hamburg	14075	Erie	716-649-6012
California Road IRA	4504 California Road	Orchard Park	14127	Erie	716-667-1909
Philson Drive IRA	104 Philson Drive	Orchard Park	14127	Erie	716-662-2190
Bayview Road IRA	5281 Bayview Road	Hamburg	14075	Erie	716-648-0517
Loran Avenue IRA	4250 Loran Avenue	Hamburg	14075	Erie	716-649-5687
Sowles Road IRA	4118 Sowles Road	Hamburg	14075	Erie	716-648-4616
Dartmouth IRA	3702 Dartmouth Street	Hamburg	14075	Erie	716-646-6115
Ontario Avenue IRA	5388 Ontario Avenue	Hamburg	14075	Erie	716-646-1236

Lot 15					
Facility Name	Address	Town	Zip	County	Phone Number
Dover Road IRA	5891 Dover Road	Lake View	14085	Erie	716-627-0008
Lakeview Road 2065 IRA	2065 Lakeview Road	Lake View	14085	Erie	716-627-1202
Lakeview Road 2240 IRA	2240 Lakeview Road	Lake View	14085	Erie	716-627-6616
Sturgeon Point IRA	1055 Sturgeon Point Road	Derby	14047	Erie	716-947-5274
Stellane Drive IRA	9 Stellane Drive	Angola	14006	Erie	716-549-6239
Evans IES	1669 Eden Evans Center Rd	Angola	14006	Erie	716-549-3530
Lake Street IRA	772 Lake Street	Angola	14006	Erie	716-549-6073

Lot 16					
Facility Name	Address	Town	Zip	County	Phone Number
Taylor Road IRA	6717 Taylor Road	Hamburg	14075	Erie	716-646-9221
Schreiner Road IRA	8197 Schreiner Road	Eden	14057	Erie	716-992-2485
Florence Avenue IRA	2816 Florence Avenue	Eden	14057	Erie	716-992-3866
George Street IRA	2918 George Street	Eden	14057	Erie	716-992-9702
Orchard Place IRA	2003 Orchard Place	North Collins	14111	Erie	716-337-2905
Sherman Avenue IRA	2075 Sherman Avenue	North Collins	14111	Erie	716-337-2364
Lakeview Road 3727 IRA	3727 Lakeview Road	Hamburg	14075	Erie	716-649-6073
Sisson Highway IRA	10693 Sisson Highway	Eden	14057	Erie	716-337-3474

Lot 17					
Facility Name	Address	Town	Zip	County	Phone Number
Crump Road IRA	10158 Crump Road	Glenwood	14069	Erie	716-592-9397
Legion Drive IRA	60 Legion Drive	Holland	14080	Erie	716-537-2960
Olean Road Rt 16 IRA	12389 Olean Road	Chaffee	14030	Erie	716-496-8890

Lot 18					
Facility Name	Address	Town	Zip	County	Phone Number
East Avenue IRA	200 East Avenue	Springville	14141	Erie	716-592-5198
West Main Street 510 IRA	510 West Main Street	Springville	14141	Erie	716-592-2447
Concord IRA	5866 Route 39	Springville	14141	Erie	716-592-4003
School Street IRA	14300 School Street	Collins	14034	Erie	716-532-0511
Unger Road IRA	15396 Unger Road	Gowanda	14070	Cattaraugus	716-532-0071
Buffalo Street IRA	328 Buffalo Street	Gowanda	14070	Cattaraugus	716-532-4922
South Quaker IRA	15329 South Quaker Road	Gowanda	14070	Cattaraugus	716-532-0350
Chapel Street IRA	69 South Chapel Street	Gowanda	14070	Cattaraugus	716-532-0319
Erie Avenue IRA	41 Erie Avenue	Gowanda	14070	Cattaraugus	716-532-5795
Danna Drive IRA	2044 Danna Drive	Collins	14034	Erie	716-532-5001

Lot 19					
Facility Name	Address	Town	Zip	County	Phone Number
Allegany Road IRA	12561 County Rte 95	Silver Creek	14136	Chautauqua	716-934-7792
Hanover Road IRA	11768 Hanover Road	Silver Creek	14136	Chautauqua	716-934-7100
Quarry Road IRA	10761 Quarry Road	Forestville	14062	Chautauqua	716-965-4112
Pearl Street IRA	19 Pearl Street	Forestville	14062	Chautauqua	716-965-2232
South Roberts IRA	2805 South Roberts Road	Forestville	14062	Chautauqua	716-679-3410

Lot 20					
Facility Name	Address	Town	Zip	County	Phone Number
McKinley Avenue IRA	710 McKinley Avenue	Dunkirk	14048	Chautauqua	716-366-6281
Seel Street IRA	86 Seel Street	Dunkirk	14048	Chautauqua	716-366-4337
Freedonia Day Hab	258 East Main Street	Fredonia	14063	Chautauqua	716-672-3400
Temple Street IRA	116 Temple Street	Fredonia	14063	Chautauqua	716-673-1814
Berry Road IRA	215 Berry Road	Fredonia	14063	Chautauqua	716-679-9890
Matteson Street IRA	54 Matteson Street	Fredonia	14063	Chautauqua	716-673-1827
Pomfret IRA	5263 West Lake Road	Dunkirk	14048	Chautauqua	716-679-9898
Highland Avenue IRA	8746 Highland Avenue	Brocton	14716	Chautauqua	716-792-4132

Lot 21					
Facility Name	Address	Town	Zip	County	Phone Number
North Road Day Hab	10714 North Road	Perrysburg	14129	Cattaraugus	716-532-1049
Perrysburg IRA	12387 Route 39	Perrysburg	14129	Cattaraugus	716-532-2590
Pinecrest IRA	11897 Main Street	Perrysburg	14129	Cattaraugus	716-532-2077
JN Adam Day Hab	12234 Route 39	Perrysburg	14129	Cattaraugus	716-532-1268
North Road IRA	10804 North Road	Perrysburg	14129	Cattaraugus	716-532-4632
Lower Peck Hill IRA	10420 Peck Hill	Perrysburg	14129	Cattaraugus	716-532-3048
Upper Peck Hill IRA	10380 Peck Hill	Perrysburg	14129	Cattaraugus	716-532-3103
East Main Street IRA	12095 Main Street	Perrysburg	14129	Cattaraugus	716-532-2621
Central Main Street IRA	12111 Main Street Route 39	Perrysburg	14129	Cattaraugus	716-532-2905
West Main Street IRA	12129 Main Street	Perrysburg	14129	Cattaraugus	716-532-4202

Lot 22					
Facility Name	Address	Town	Zip	County	Phone Number
Cottage Road IRA	12645 Cottage Road	South Dayton	14138	Cattaraugus	716-532-5488
Route 62 IRA	9262 Route 62	Dayton	14041	Cattaraugus	716-532-0148
Coon Road IRA	9606 Coon Road	Gowanda	14070	Cattaraugus	716-532-0327
Villenova IRA	8370 Route 83, Box 152A	South Dayton	14138	Cattaraugus	716-988-5092
East Leon Road IRA	11920 East Leon Road	South Dayton	14138	Cattaraugus	716-988-3411
Cherry Creek IRA	835 Southside Avenue	Cherry Creek	14723	Chautauqua	716-296-5998

Lot 23					
Facility Name	Address	Town	Zip	County	Phone Number
Gail Drive IRA	47 Gail Drive	Cattaraugus	14719	Cattaraugus	716-257-5367
Kidney Road IRA	7067 Kidney Road	Little Valley	14755	Cattaraugus	716-938-9491
Route 353 IRA	5877 Route 353	Little Valley	14755	Cattaraugus	716-938-9330
The Heights IRA	315 The Heights	Little Valley	14755	Cattaraugus	716-938-6374
Little Valley Day Hab	510 Fair Oak Street	Little Valley	14755	Cattaraugus	716-938-6499
Jefferson St (Ellicottville) IRA	6187 Jefferson Street	Ellicottville	14731	Cattaraugus	716-699-2025
Donlen Drive IRA	6520 Donlen Drive	Ellicottville	14731	Cattaraugus	716-699-8212

Lot 24					
Facility Name	Address	Town	Zip	County	Phone Number
Woodridge Lane IRA	9296 Pidgeon Valley Road	Little Valley	14755	Cattaraugus	716-938-6967
Fuss Road IRA	9523 Fuss Hill Road	Little Valley	14755	Cattaraugus	716-938-6945
Lower Edgar Road IRA	4817 Lower Edgar Road	Little Valley	14755	Cattaraugus	716-938-6715
Spring St (East Randolph) IRA	195 Spring Street	East Randolph	14772	Cattaraugus	716-358-4129
Jamestown Street IRA	129 Jamestown Street	Randolph	14772	Cattaraugus	716-358-5104
Coldspring Street IRA	3 Coldspring Street	Randolph	14772	Cattaraugus	716-358-9031

Lot 25					
Facility Name	Address	Town	Zip	County	Phone Number
Mt. Pleasant Avenue IRA	17 Mt. Pleasant Avenue	Franklinville	14737	Cattaraugus	716-676-3119

Cost Proposal Form

Lot 1

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Dale Road IRA	$	$	$	$	$	$
Lockport-Olcott Road IRA	$	$	$	$	$	$
Sunset Drive IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 1 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 1. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 2

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
West Center Street IRA	$	$	$	$	$	$
King Street IRA	$	$	$	$	$	$
North Main Street IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 2 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 2. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 3

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
East High Street IRA	$	$	$	$	$	$
High Street IRA	$	$	$	$	$	$
Beattie Avenue IRA	$	$	$	$	$	$
Corwin Drive IRA	$	$	$	$	$	$
Dysinger Road IRA	$	$	$	$	$	$
Lincoln Avenue IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 3 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 3. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 4

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Mapleton Road IRA	$	$	$	$	$	$
Witmer Road IRA	$	$	$	$	$	$
Remington Avenue IRA	$	$	$	$	$	$
D'Angelo Drive IRA	$	$	$	$	$	$
Fletcher Street IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 4 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 4. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 5

		A	B	C	D	E
Group Home/Day Hab	Lawn Maintenance **per Visit**	Lawn Maintenance per Visit x 30 Annual Visits *	Spring Clean-up	Mid-Season Service	Fall Clean-up	**Annual Lawn Services Total**
Maple Avenue 39 IRA	$	$	$	$	$	$
Bank Street IRA	$	$	$	$	$	$
New York Place IRA	$	$	$	$	$	$
Ross Street IRA	$	$	$	$	$	$
Clinton Park IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 5 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 5. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 6

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
New Road IRA	$	$	$	$	$	$
Haussauer Road IRA	$	$	$	$	$	$
Maple Road IRA	$	$	$	$	$	$
Cheshire Lane IRA	$	$	$	$	$	$
Hopkins Road IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 6 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 6. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 7

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Delaware Road IRA	$	$	$	$	$	$
Parker Boulevard IRA	$	$	$	$	$	$
Hendricks Boulevard IRA	$	$	$	$	$	$
Carmel Road IRA	$	$	$	$	$	$
Minnesota Drive IRA	$	$	$	$	$	$
Highgate Avenue IRA	$	$	$	$	$	$
Treehaven Road IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 7 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 7. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 8

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Madison Street IRA	$	$	$	$	$	$
Erskine Drive IRA	$	$	$	$	$	$
Floss Avenue IRA	$	$	$	$	$	$
Peace Street IRA	$	$	$	$	$	$
Victoria Boulevard IRA	$	$	$	$	$	$
Heritage Court IRA	$	$	$	$	$	$
Floral Place IRA	$	$	$	$	$	$
Vern Lane IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 8 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 8. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 9

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Enez Drive IRA	$	$	$	$	$	$
Borden Road IRA	$	$	$	$	$	$
Como Park Boulevard IRA	$	$	$	$	$	$
Lemans Drive IRA	$	$	$	$	$	$
Conway IRA	$	$	$	$	$	$
Walden Avenue IRA	$	$	$	$	$	$
Steinfeldt Road IRA	$	$	$	$	$	$
Bowen Road IRA	$	$	$	$	$	$
Transit Road Day Hab	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 9 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 9. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 10

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
South Park Avenue IRA	$	$	$	$	$	$
Coolidge Road IRA	$	$	$	$	$	$
Center Road IRA	$	$	$	$	$	$
Bernadette Terrace IRA	$	$	$	$	$	$
Dover Drive IRA	$	$	$	$	$	$
Velore Avenue IRA	$	$	$	$	$	$
Southwestern Boulevard IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 10 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 10. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 11

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
East West Road 1278	$	$	$	$	$	$
Leydecker Road 854 ICF	$	$	$	$	$	$
Leydecker Road 540 ICF	$	$	$	$	$	$
Leydecker Road 648 ICF	$	$	$	$	$	$
Leydecker Road 650 ICF	$	$	$	$	$	$
Leydecker Road 880 ICF	$	$	$	$	$	$
Bullis Road IRA	$	$	$	$	$	$
Seneca Street IRA	$	$	$	$	$	$
Leydecker Road 510 ICF	$	$	$	$	$	$
Leydecker Road 710 ICF	$	$	$	$	$	$
East West Road 1478	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 11 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 11. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 12

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Girdle Road IRA	$	$	$	$	$	$
Alden IRA	$	$	$	$	$	$
Wescott Avenue IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 12 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 12. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 13

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Barnett Street IRA	$	$	$	$	$	$
Heather Hill Drive IRA	$	$	$	$	$	$
Baker Road IRA	$	$	$	$	$	$
Milestrip Road 6566 IRA	$	$	$	$	$	$
Milestrip Road 7847 IRA	$	$	$	$	$	$
Quaker Road IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 13 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 13. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 14

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Big Tree Road IRA	$	$	$	$	$	$
California Road IRA	$	$	$	$	$	$
Philson Drive IRA	$	$	$	$	$	$
Bayview Road IRA	$	$	$	$	$	$
Loran Avenue IRA	$	$	$	$	$	$
Sowles Road IRA	$	$	$	$	$	$
Dartmouth IRA	$	$	$	$	$	$
Ontario Avenue IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 14 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 14. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 15

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Dover Road IRA	$	$	$	$	$	$
Lakeview Road 2065 IRA	$	$	$	$	$	$
Lakeview Road 2240 IRA	$	$	$	$	$	$
Sturgeon Point IRA	$	$	$	$	$	$
Stellane Drive IRA	$	$	$	$	$	$
Evans IES	$	$	$	$	$	$
Lake Street IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 15 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 15. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 16

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Taylor Road IRA	$	$	$	$	$	$
Schreiner Road IRA	$	$	$	$	$	$
Florence Avenue IRA	$	$	$	$	$	$
George Street IRA	$	$	$	$	$	$
Orchard Place IRA	$	$	$	$	$	$
Sherman Avenue IRA	$	$	$	$	$	$
Lakeview Road 3727 IRA	$	$	$	$	$	$
Sisson Highway IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 16 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 16. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 17

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Crump Road IRA	$	$	$	$	$	$
Legion Drive IRA	$	$	$	$	$	$
Olean Road Rt 16 IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 17 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 17. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 18

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
East Avenue IRA	$	$	$	$	$	$
West Main Street 510 IRA	$	$	$	$	$	$
Concord IRA	$	$	$	$	$	$
School Street IRA	$	$	$	$	$	$
Unger Road IRA	$	$	$	$	$	$
Buffalo Street IRA	$	$	$	$	$	$
South Quaker IRA	$	$	$	$	$	$
Chapel Street IRA	$	$	$	$	$	$
Erie Avenue IRA	$	$	$	$	$	$
Danna Drive IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 18 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 18. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 19

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Allegany Road IRA	$	$	$	$	$	$
Hanover Road IRA	$	$	$	$	$	$
Quarry Road IRA	$	$	$	$	$	$
Pearl Street IRA	$	$	$	$	$	$
South Roberts IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 19 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 19. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 20

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
McKinley Avenue IRA	$	$	$	$	$	$
Seel Street IRA	$	$	$	$	$	$
Freedonia Day Hab	$	$	$	$	$	$
Temple Street IRA	$	$	$	$	$	$
Berry Road IRA	$	$	$	$	$	$
Matteson Street IRA	$	$	$	$	$	$
Pomfret IRA	$	$	$	$	$	$
Highland Avenue IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 20 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 20. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 21

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
North Road Day Hab	$	$	$	$	$	$
Perrysburg IRA	$	$	$	$	$	$
Pinecrest IRA	$	$	$	$	$	$
JN Adam Day Hab	$	$	$	$	$	$
North Road IRA	$	$	$	$	$	$
Lower Peck Hill IRA	$	$	$	$	$	$
Upper Peck Hill IRA	$	$	$	$	$	$
East Main Street IRA	$	$	$	$	$	$
Central Main Street IRA	$	$	$	$	$	$
West Main Street IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 21 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 21. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 22

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Cottage Road IRA	$	$	$	$	$	$
Route 62 IRA	$	$	$	$	$	$
Coon Road IRA	$	$	$	$	$	$
Villenova IRA	$	$	$	$	$	$
East Leon Road IRA	$	$	$	$	$	$
Cherry Creek IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 22 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 22. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 23

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Gail Drive IRA	$	$	$	$	$	$
Kidney Road IRA	$	$	$	$	$	$
Route 353 IRA	$	$	$	$	$	$
The Heights IRA	$	$	$	$	$	$
Little Valley Day Hab	$	$	$	$	$	$
Jefferson St (Ellicottville) IRA	$	$	$	$	$	$
Donlen Drive IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 23 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 23. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 24

Group Home/Day Hab	Lawn Maintenance **per Visit**	A Lawn Maintenance per Visit x 30 Annual Visits *	B Spring Clean-up	C Mid-Season Service	D Fall Clean-up	E **Annual Lawn Services Total**
Woodridge Lane IRA	$	$	$	$	$	$
Fuss Road IRA	$	$	$	$	$	$
Lower Edgar Road IRA	$	$	$	$	$	$
Spring St/East Randolph IRA	$	$	$	$	$	$
Jamestown Street IRA	$	$	$	$	$	$
Coldspring Street IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 24 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 24. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

Lot 25

		A	B	C	D	E
Group Home/Day Hab	Lawn Maintenance **per Visit**	Lawn Maintenance per Visit x 30 Annual Visits *	Spring Clean-up	Mid-Season Service	Fall Clean-up	**Annual Lawn Services Total**
Mt. Pleasant Avenue IRA	$	$	$	$	$	$

*** Column A amount is estimate only. Payments will be based on actual services rendered.**

Annual Grand Total Bid for Lot 25 $

Directions:

For Column A, multiply Lawn Maintenance cost per Visit by 30 (it is anticipated that the grass will need to be serviced about once a week between April 1st and November 1st each year to maintain the specified height, resulting in approximately 30 visits). The cost for Lawn Maintenance per Visit should include mowing, edging, and grass/debris removal. For each Group Home/Day Hab, add columns A, B, C, and D and put the total in Column E (**Annual Lawn Services Total**). Add all locations in Column E to come up with the **Annual Grand Total Bid** for Lot 25. BE SURE TO INCLUDE THE COMPLETED SIGNATURE PAGE (**PAGE 54**) WITH YOUR BID SUBMISSION.

Name of Company_____

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:			
Email Address:			
Federal ID Number:		Telephone:	
Date:		Fax:	

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:

_____

_____

_____

_____

_____

_____

_____

☐ 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.