



**Office for People With
Developmental Disabilities**

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 Central Air Conditioning System
Inspections with Preventative Maintenance,
Start Up, and/or Repair Service in Cattaraugus,
Chautauqua, Erie, Genesee, Niagara, and
Orleans Counties**

WN 032020

Invitation for Bid

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

Keith Ryer, CMS 1 for
Christopher Davis, CMS 2
OPWDD Contract Management Unit
26 Center Circle
Wassaic, New York 12592-2637
Phone: 845-877-6821 x 3321 Fax: 845-877-3004
eny.nyc.li.contracthub@opwdd.ny.gov

3. Timetable of Proposal Due Dates

IFB Release Date	21 February 2020
Final Date for Receipt of Questions	6 March 2020
Official Responses to Questions By	11 March 2020
Proposal Due Date – Bid Opening	2:00pm 20 March 2020
Evaluation & Selection	3 April 2020
Notification of Awards	3 April 2020
Contract start date (subject to change)	1 May 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 Central Air Conditioning System Inspections with Preventative Maintenance, Start Up, and/or Repair Services for various Clusters in Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans Counties, 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 in **Exhibit A Site Listing**. 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", 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 032020**
C/O Keith Ryer
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 Christopher.M.Davis@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;

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- 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

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- (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

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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 Total Estimated Combined Cost for each Cluster. A bidder may bid on one or multiple clusters. A bidder may win one or multiple Clusters. OPWDD may award multiple contracts from this IFB. All sites included in the Cluster are to be serviced by the winning bidder. 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.

The award will be based on one annual inspection with a preventative maintenance and start up visit for each location and the estimated labor hours and parts costs as given for each Cluster listed. It is understood that there may be more or fewer repair hours and parts needed. There is no guarantee and payment will be made based on actual repair hours and parts used.

Should mathematical errors be made by the bidder when calculating the Total Annual Estimated Cost per Cluster, the prices given for each site in Part A: Inspection Cost will be used to calculate the Total Annual Cost for Inspection and Start Up; the hourly rate for Part B: Regular Hours, Off Labor Hours, and Holidays will be used to calculate Total Estimated Annual Cost for Repair Labor; and Part C: Parts Markup will be used to calculate the Total Estimated Annual Repair Parts Cost. Part A, Part B, and Part C will be used to calculate the Total Estimated Combined Cost Per Cluster. In the event that a Parts Markup percentage exceeds the cap of 20 %, the percentage will be reduced to 20% and the Total Estimated Combined Cost per Cluster will be recalculated.

If the Cost Proposal Form for a Cluster is not completely filled out, or the Cost Proposal Form is altered, it may disqualify your bid. Be sure to include the Cost Proposal Signature Page (page 48) with any Cost Proposal Forms you are submitting.

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

Qualifications & Scope of Work

Central Air Conditioning System Inspections with Preventative Maintenance, Start Up, and/or Repair Service

Statement of Work

The Contractor shall provide Central Air Conditioning System Inspections with Preventative Maintenance, Start Up and/or Repair Services to each of the community sites operated by the Western NY DDSOO as listed on Exhibit A.

Upon award of contract, Contractor will have 60 days to schedule and complete annual service inspections.

ALL ANNUAL INSPECTIONS WITH PREVENTATIVE MAINTENANCE AND SYSTEM START UPS MUST BE COMPLETED BETWEEN MAY 1ST AND JUNE 30TH of EACH CONTRACT YEAR, AFTER INITIAL CONTRACT AWARD.

The Contractor must contact each House Manager to arrange access to the residence and schedule the annual inspection with preventative maintenance and system start up. Phone numbers for each site are listed in Exhibit A. A schedule of annual services must be submitted in writing to the Plant Superintendent or designee once House Manager arrangements have been finalized. No work should begin Plant Superintendent or designee has been notified at (716) 517-2251.

Detailed Specifications

I. Inspections with Preventative Maintenance (PM)

A. Equipment Included

The general description of the major pieces of equipment shall be:
Air Handling Systems, fans, motors, air grills, plenums, registers, air filters, dampers, induction units, mixing boxes, fan coils units, condensers, temperature control system thermostats, pressure controls, relays, limits, valve operators, damper motors, humidity controls, step switches, time clocks, contractors, controllers, capacity controls, safety controls, recorders, control panels, gauges, electrical wiring motors, check valves, and piping insulation.

B. Procedures

1. The Contractor shall utilize the manufacturer's preventive maintenance directions, which indicate task functions to be performed on each scheduled service.
2. As work is due, the Contractor shall issue, to his mechanic on the job, the necessary and appropriate recommended maintenance procedures and a listing of any special lubricants, tools, etc., that are required for proper maintenance of the apparatus concerned.

C. Services Included

The general services listed below shall apply to the systems and equipment listed above in Section I.A. Equipment Included.

1. Refrigerant replacement in DX Systems as needed.
2. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
3. Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
4. Inspect all ductwork for loose or missing insulation, where necessary, repair and/or replace. When this is discovered, contact the Plant Superintendent or designee for approval of work outside contract amount.
5. Inspect all ductwork for loose duct tape or access panels (that would allow air leakage); repair or replace as needed.
6. Lubricate all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
7. Adjust all linkage, motors, drives, etc. that have drifted from the initial design settings and positions.
8. Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings and optimum efficiencies.
9. Vacuum out all supply and return diffusers.
10. Check operation of supply fan making any adjustments and performing any lubrication and/or fan belt adjustment or replacement, if applicable.
11. Check proper operation of outside/return air mixing dampers and associated controls and wiring.
12. Check and clean condensate drain and pump for proper operation.
13. Check operation of thermostat fan switch and all interfaced control systems for proper fan operation.
14. Clean condenser and check operation of condenser fan.
15. Clean coil with EPA approved, non-corrosive coil cleaner. Check integrity of drain pan.
16. Check condition of expansion valve, if applicable.
17. Check operation of crankcase heaters, if applicable.
18. Change any and all types of air filters. Provide filters for twelve (12) complete filter replacements per air handler. Filters are to be supplied by the Contractor. Filters should have a MERV 8 rating or better.
19. Start system and check overall performance. Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.
20. Check refrigerant levels and notify the Plant Superintendent or designee of any necessary repairs if refrigerant leaks are detected in the system.
21. During operation, check operational performance of all electric control systems making any necessary adjustments.
22. **All miscellaneous materials and supplies (lubricants, belts, tools, test instruments, meters, filters, etc.) necessary to provide preventative maintenance (PM) shall be supplied by the Contractor and shall be included in the Central Air Conditioning System Inspection with PM and Start Up service cost.**

II. Parts Repair/Replacement

1. All parts, components, or devices for the mechanical systems that are worn or are not in proper operational condition shall be repaired, and/or replaced with new parts, or devices. (Prior approval required by the Plant Superintendent or designee, with the Contractor providing a written estimate).
2. Authorization to repair or replace systems or components over \$1,000 must be authorized by the Plant Superintendent or designee.
3. If an emergency repair is needed during business hours the technician will contact the Plant Superintendent or designee. For emergency repairs after business hours, the technician will notify House staff. House staff will contact the On-Call Maintenance Supervisor for authorization.
4. Notification & cost estimate of needed non-emergency repairs beyond the inspection and/or maintenance must be **faxed** to the Plant Superintendent or designee at **(716) 517-3702** within 24 hours for approval, prior to making additional repairs.

III. Reports

1. The Contractor shall provide an individual inspection report for each house serviced after each PM visit, noting that the inspection and maintenance were completed for each unit.
2. The Inspection with Preventative Maintenance and Start Up Service Report must indicate the system's manufacturer and the model and/or serial number of the unit(s) serviced.
3. Any defects found must be indicated along with a quotation for repairs.
4. A copy of this report must be left at the residence and a copy provided to the Plant Superintendent or designee WITHIN 48 HOURS to the following fax: **(716) 517-3702**

IV. Working Hours

1. The maintenance work to be performed under these specifications shall be performed during the normal working hours of 7:30 am to 4:00 pm, Monday to Friday.
2. All repair work is to be performed during working hours unless specifically authorized by the Plant Superintendent or designee.
3. Off Labor hours are Monday through Friday, 4:01 pm – 7:29 am and all-day Saturday and Sunday.
4. Holiday Labor hours are on the calendar Holiday, not necessarily the observed day.
 - a) Recognized Holidays are:
 1. New Year's Day
 2. Birthday of Martin Luther King, Jr.
 3. Washington's Birthday
 4. Memorial Day
 5. Independence Day
 6. Labor Day
 7. Columbus Day
 8. Veterans Day
 9. Thanksgiving Day
 10. Christmas Day

V. Call Back Service

The Contractor shall provide call back service within four (4) hours after receipt of a request for such service by telephone or otherwise from the DDSOO. Call back service shall be performed as part of this contract without additional charge. The Contractor shall provide the Plant Superintendent or designee with names and telephone numbers of persons to be contacted.

VI. Emergency Service

The Contractor shall provide emergency service within four (4) hours after receipt of a request for such service by telephone or otherwise from the DDSOO. The DDSOO agrees to pay the Contractor for emergency service repairs at the rate set forth in the Cost Proposal. Travel charges will not be paid. Payment for services shall apply only to the hours of service while at the site and not from the time of departure from the contractor's office to the time of return to the contractor's office. One billable hour of labor may be charged for any emergency repair/service that takes less than one hour to complete.

Accounting**I. JOB TICKETS**

Job Tickets are to be presented to the House Manager upon completion of service. It is advised that the Job Ticket be a three part form. House Manager 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.

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

II. PREVAILING WAGES:

Prevailing Wages applies to this contract. The PRC number for this contract is 2020500021. A copy of Contractors certified payroll is required to be submitted with invoices prior to payment for services rendered.

Prevailing Wage will be applicable to all maintenance repairs, replacements and modifications provided under this contract. A Certified Payroll Form will be provided and must be submitted with each invoice. Inspections and start-up service are not covered by Article 8 of the New York State Labor Law.

III. INVOICES

Invoices must indicate Invoice number, PO# OPD01- , Contract number, the name of the site, the date of service and the type of service rendered. An invoice may be submitted for a single site or multiple sites; as long as each site is itemized on the invoice. All invoices must have a signed Job Ticket attached. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Western NY DDSOO
Unit ID: 3660242
C/O NYS OGS BSC Accounts Payable
Building 5, Fifth Floor
1220 Washington Ave.,
Albany, NY 12226-1900

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

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Exhibit A Site Listing

Cluster 1					
Site	Address	County	Make - Model	Phone Number	Units
Dale Rd IRA	6228 Dale Rd, Newfane 14108	Niagara	Luxaire - TCJF3054153A	716-778-6015	1
Lockport-Olcott Road IRA	3392 Lockport/Olcott Rd, Lockport 14094	Niagara	Heil - CA5030KB1867.830230	716-778-0372	1
Sunset Drive IRA	4551 Sunset Dr, Lockport 14094	Niagara	Rheem - RAKA-024JAZ	716-434-2750	1
East High Street IRA	699 East High St, Lockport 14094	Niagara	Rheem - RAKA-024JAZ	716-439-8699	1
High Street IRA	211 High St., Lockport 14094	Niagara	Coleman - 2130-911 Comfortmaker - Unavailable	716-433-8133	2
Beattie Avenue IRA	5937 Beattie Avenue, Lockport 14094	Niagara	Comfortmaker - N4A342AKA300	716-433-2491	1
Corwin Drive IRA	6253 Corwin Road, Lockport 14094	Niagara	Comfortmaker - N4A330AKN	716-439-0724	1
Dysinger Road IRA	6574 Dysinger Road, Lockport 14094	Niagara	York - ZE048H1ZA1A1ABA1A1	716-434-4499	1
Lincoln Avenue IRA	7486 Lincoln Avenue, Lockport 14094	Niagara	Lennox - Unavailable	716-433-7760	1

Cluster 2					
Site	Address	County	Make - Model	Phone Number	Units
West Center Street IRA	303 West Center Street, Medina 14103	Orleans	Luxaire - TCJF4854153A Luxaire - TCJF4854153A	585-798-2471	2
King Street IRA	115 King Street, Albion 14411	Orleans	Rheem - RAHE-048JAS Rheem - RAHE-048JAS	585-589-2121	2
North Main Street IRA	257 North Main Street, Albion 14411	Orleans	Carrier - 38TKB036300 Carrier - 38TKB036300 Ameristar - M951P080BU42ABB	585-589-7712	3
Maple Avenue 39 IRA	39 Maple Avenue, Oakfield 14125	Genesee	Carrier - 38TR048310 Carrier - 38TR048310	585-948-5720	2
New York Place IRA	2 New York Place, Batavia 14020	Genesee	Carrier - 24ACA360A310 Carrier - 24ACA360A310	585-343-3628	2
Clinton Park IRA	4 Clinton Park, Batavia 14020	Genesee	Max Performance - HAC024AKA5	585-344-4129	1

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Cluster 3					
Site	Address	County	Make - Model	Phone Number	Units
Mapleton Road IRA	3965 Mapleton Road, Wheatfield 14120	Niagara	Heil - NBH3036SKC2	716-731-4576	1
Witmer Road IRA	159 Witmer Road, N. Tonawanda 14120	Niagara	Carrier – M-24ANB748A310	716-692-4801	1
Remington Avenue IRA	979 Remington Drive, N. Tonawanda 14120	Niagara	Heat Controller – QEH-24-1	716-693-6132	1
D'Angelo Drive IRA	1322 D'Angelo Drive, Tonawanda 14150	Erie	Rheem - RAKA-024-JA2 Rheem - RAKA-024-JA2	716-692-7455	2
Fletcher Street IRA	173 Fletcher Street, Tonawanda 14150	Erie	Air Quest - HAGO36AKC4	716-694-5862	1
New Road IRA	371 New Road, East Amherst 14051	Erie	Carrier - 24ACB736A300 Carrier - 24ACB736A300	716-688-5217	2
Haussauer Road IRA	25 Haussauer Road, Getzville 14068	Erie	Ameristar - M4AC3030B1000NA	716-639-8769	1
Maple Road IRA	117 Maple Road, Amherst 14226	Erie	Goodman - GSX13036IEO	716-632-9986	1
Cheshire Lane IRA	125 Cheshire Lane, East Amherst 14051	Erie	Comfortmaker - N4A336AKB300	716-688-7822	1
Hopkins Road IRA	86 Hopkins Road, Williamsville 14221	Erie	Goodman - GSX13042IBC	716-633-0970	1

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Cluster 4					
Site	Address	County	Make - Model	Phone Number	Units
Delaware Road IRA	186 Delaware Road, Kenmore 14217	Erie	Rheem - RKA 024 JAZ	716-875-9460	1
Parker Boulevard IRA	1153 Parker Boulevard, Buffalo 14223	Erie	ICP Products - N4A324AKG101	716-836-3527	1
Hendricks Boulevard IRA	163 Hendricks Boulevard, Amherst 14226	Erie	Rheem - RA1330AJ1NA	716-834-2521	1
Carmel Road IRA	123 Carmel Road, Buffalo 14214	Erie	American Standard - 4A7A4036A1000AA American Standard - 4A7A4036A1000AA	716-834-2349	2
Minnesota Drive IRA	185 Minnesota Avenue, Buffalo 14214	Erie	Comfortmaker - N4A336AKB300	716-836-5410	1
Highgate Avenue IRA	358 Highgate Avenue, Buffalo 14215	Erie	Rheem - RAHE-036JAS	716-833-9840	1
Treehaven Road IRA	200 Treehaven Road, Cheektowaga 14225	Erie	Comfortmaker - 56IAJ030-A	716-838-9739	1
Madison Street IRA	393 Madison Street, Buffalo 14212	Erie	Goodman - 1503188206 Goodman - CK49-1B	716-842-1472	2
Erskine Drive IRA	77 Erskine Drive, Buffalo 14215	Erie	Payne - 710AJ024-B	716-833-7367	1
Floss Avenue IRA	217 Floss Avenue, Buffalo 14215	Erie	Q Plus -AA1BJ000-B	716-896-0561	1
Peace Street IRA	62 Peace Street, Buffalo 14211	Erie	Comfortmaker - ACA5024QKB1	716-891-5619	1
Victoria Boulevard IRA	3 Victoria Boulevard, Cheektowaga 14225	Erie	Comfortmaker - CC8736GKA200	716-892-1237	1
Heritage Court IRA	23 Heritage Court, Cheektowaga 14225	Erie	Comfortmaker - NAO42AKA4	716-894-5607	1
Floral Place IRA	1 Floral Place, Cheektowaga 14225	Erie	Rheem - RA1348AJ1NA	716-632-4358	1
Vern Lane IRA	139 Vern Lane, Cheektowaga 14225	Erie	Goodman - GSX130361EG	716-891-5195	1

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Cluster 5					
Site	Address	County	Make - Model	Phone Number	Units
Enez Drive IRA	324 Enez Drive, Depew 14043	Erie	Heil - HAC036AKC4	716-681-4765	1
Borden Road	1475 Borden Road, Depew 14043	Erie	LuxAire - HAMC-F0245A	716-681-4405	1
Como Park Boulevard IRA	1587 Como Park Boulevard, Depew 14043	Erie	Airquest - H8MPN72512GA1	716-681-2839	1
Lemans Drive IRA	90 Lemans Drive, Depew 14043	Erie	Goodman - CK2418	716-668-1854	1
Conway IRA	65 Conway Avenue, Depew 14043	Erie	Carrier - Infinity 96	716-683-8938	1
Walden Avenue IRA	3650 Walden Avenue, Lancaster 14086	Erie	Goodman - CK36-1A	716-651-0455	1
Steinfeldt Road IRA	81 Steinfeldt Road, Lancaster 14086	Erie	LuxAire - AC030M1021A	716-681-2463	1
Bowen Road	3736 Bowen Road, Lancaster 14086	Erie	Payne - 710AJ030-13	716-685-8909	1
Girdle Road IRA	2520 Girdle Road, Elma 14059	Erie	York - YCJF3654151A York - YCJF3654151A	716-655-1301	2
Alden IRA	13140 West Main Street, Alden 14004	Erie	Comfortmaker - ADO36GOB Rheem - 13AJN42A01	716-937-3133	2
Westcott Avenue IRA	1515 Westcott Avenue, Alden 14004	Erie	Payne - PA10JA024-C Payne - 710AJ024-A	716-937-4827	2

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Cluster 6					
Site	Address	County	Make - Model	Phone Number	Units
South Park Avenue IRA	1769 South Park Avenue, Buffalo 14220	Erie	Maratherm - X113168611	716-823-3022	1
Coolidge Road IRA	140 Coolidge Road, Buffalo 14220	Erie	Comfortmaker - N4A348AKN300	716-825-7870	1
Center Road	331 Center Road, West Seneca 14224	Erie	Payne - 710AJ030-B	716-674-6528	1
Bernadette Terrace IRA	97 Bernadette Terrace, West Seneca 14224	Erie	Goodman - GSC130241EA	716-822-3097	1
Dover Drive IRA	83 Dover Drive, West Seneca 14224	Erie	Comfortmaker - N4A324AKC100	716-674-3097	1
Velore Avenue IRA	200 Velore Avenue, Orchard Park 14127	Erie	American Standard - M-2TTB3036A1000ND	716-825-2617	1
Southwestern Blvd IRA	3699 Southwestern Blvd., Orchard Park 14127	Erie	Lennox - XC16-036-230-03 Bryant - 561CJ036-E	716-662-0230	2
Big Tree Road IRA	4888 Big Tree Road, Hamburg 14075	Erie	Payne - 710AJ036-A Split Unit - 2194E10432	716-649-6012	2
California Road IRA	4504 California Road, Orchard Park 14127	Erie	Payne - 561AJ030-A	716-667-1909	1
Philson Drive IRA	104 Philson Drive, Orchard Park 14127	Erie	Trane - TTR024C100A1 Trane - TTR024010041	716-662-2190	2
Bayview Road IRA	5281 Bayview Road, Hamburg 14075	Erie	Bryant - 113ANA042000BCAA Bryant - 113ANA0240	716-648-0517	2
Loran Avenue IRA	4250 Loran Avenue, Hamburg 14075	Erie	Lennox - HS23-411- 1P/5193F19550	716-649-5687	1
Sowles Road IRA	4118 Sowles Road, Hamburg 14075	Erie	American Standard - 7A2048A100A2	716-648-4616	1
Dartmouth IRA	3702 Dartmouth Street, Hamburg 14075	Erie	Heil - CA5024UKB1	716-646-6115	1
Ontario Avenue IRA	5388 Ontario Avenue, Hamburg 14075	Erie	Goodman - CKL30-1	716-646-1236	1

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Cluster 7					
Site	Address	County	Make - Model	Phone Number	Units
East West Road 1278	1278 East & West Road, West Seneca 14224	Erie	Trane - TTR02484OUA1	716-674-4360	1
East West Road 1478	1478 East & West, West Seneca 14224	Erie	Rheem - RAHE0303AS	716-674-1129	1
East West Road 1140	1140 East & West, West Seneca 14224	Erie	ICP Products - CA5524VKD3	716-517-2251	1
East West Road 1146	1146 East & West, West Seneca 14224	Erie	Rheem - RAKA036JAS	716-517-2251	1
East West Road 1190	1190 East & West, West Seneca 14224	Erie	Rheem - FADC030JAF	716-517-2251	1
East West Road 1300	1300 East & West, West Seneca 14224	Erie	Bryant - 0902E18789	716-517-2251	1
Leydecker Road 510 ICF	510 Leydecker Road, West Seneca 14224	Erie	Comfortmaker - Unavailable	716-674-1172	1
Leydecker Road 526 ICF	526 Leydecker, West Seneca 14224	Erie	ICP Products - FBA018GC1	716-517-2251	1
Leydecker Road 540 ICF	540 Leydecker Road, West Seneca 14224	Erie	Trane - TTRO60L100A1	716-675-4522	1
Leydecker Road 648 ICF	648 Leydecker, West Seneca 14224	Erie	York - YCJF3654151A York - YCJF3654151A	716-675-0367	2
Leydecker Road 650 ICF	650 Leydecker Road, West Seneca 14224	Erie	York - YCJF3654151A York - YCJF3654151A	716-675-1631	2
Leydecker Road 854 ICF	854 Leydecker Road, West Seneca 14224	Erie	Trane - TTR043C	716-674-3386	1
Leydecker Road 880 ICF	880 Leydecker Road, West Seneca 14224	Erie	Guardian - GCGD36S2152B Rheem - 13AJ30A01	716-674-3262	2
Bullis Road IRA	199 Bullis Road, West Seneca 14224	Erie	Carrier - 24AC8736A300 Carrier - 24AC8736A300	716-674-2836	2
Seneca Street IRA	5240 Seneca Street, West Seneca 14224	Erie	Carrier - 24ACB736A300 Carrier - 24ACB736A300	716-674-0746	2
Barnett Street IRA	34 Barnett Street, West Seneca 14224	Erie	Comfortmaker - AD028GD	716-674-6626	1
Heather Hill Drive IRA	24 Heather Hill Drive, West Seneca 14224	Erie	Comfortmaker - ACS024A2B1 Comfortmaker - ACS024A2B1	716-675-5063	2
Baker Road IRA	3212 Baker Road, Orchard Park 14127	Erie	ICP - AC5018A231 Payne - 710AJ042-A	716-667-7119	2
Milestrip Road 6566 IRA	6566 Milestrip Road, Orchard Park 14127	Erie	Goodman - CKL30-1	716-667-7582	1
Milestrip Road 7847 IRA	7847 Milestrip Road, Orchard Park 14127	Erie	Janitrol - CK30-1B	716-667-1889	1
Quaker Road IRA	785 Quaker Road, East Aurora 14052	Erie	ICP Products - CA5536VKVD1	716-655-5913	1

Invitation for Bid

Cluster 8					
Site	Address	County	Make - Model	Phone Number	Units
Dover Road IRA	5891 Dover Road, Lake View 14085	Erie	Goodman - CK36-1B	716-627-0008	1
Lakeview Road 2065 IRA	2065 Lakeview Road, Lake View 14085	Erie	Lennox - Unavailable Comfortmaker - AC5024A2C1	716-627-1202	2
Lakeview Road 2240 IRA	2240 Lakeview Road, Lake View 14085	Erie	Tempstar - NAC018AK1A1	716-627-6616	1
Sturgeon Point IRA	1055 Sturgeon Point Road, Derby 14047	Erie	Comfortmaker - AOD36GD	716-947-5274	1
Stellane Drive IRA	9 Stellane Drive, Angola 14006	Erie	York - YCJD24541SA1	716-549-6239	1
Lake Street IRA	772 Lake Street, Angola 14006	Erie	Comfortmaker - NAOC24AKB2	716-549-6073	1
Taylor Road IRA	6717 Taylor Road, Hamburg 14075	Erie	Rheem - 13AJA36A01757	716-646-9221	1
Schreiner Road IRA	8197 Schreiner Road, Eden 14057	Erie	Lennox - 13ACD-030-230-02	716-992-2485	1
Florence Avenue IRA	2816 Florence Avenue, Eden 14057	Erie	Lennox - 10AC30-3P	716-992-3866	1
George Street IRA	2918 George Street, Eden 14057	Erie	York - YCJF365415A	716-992-9702	1
Orchard Place IRA	2003 Orchard Place, North Collins 14057	Erie	York - M2UF052AA	716-337-2905	1
Lakeview Road 3727 IRA	3727 Lakeview Road, Hamburg 14075	Erie	York - YCJF4854151A York - YCJF3654151A	716-649-6073	2
Sisson Highway IRA	10693 Sisson Highway, Eden 14057	Erie	Comfortmaker - N2A360AKB400	716-337-3474	1

Invitation for Bid

Cluster 9					
Site	Address	County	Make - Model	Phone Number	Units
Olean Road RT 16 IRA	12389 Olean Road, Chaffee 14030	Erie	Airquest - HAC030AKA5 Airquest - HAC030AKA5	716-496-8890	2
Legion Drive IRA	60 Legion Drive, Holland 14080	Erie	American Standard - 7A4036B100AO American Standard - 7A4024B100AO	716-537-2960	2
East Avenue IRA	200 East Avenue, Springville 14141	Erie	Goodman - F48K93401	716-592-5198	1
West Main Street 510 IRA	510 West Main Street, Springville 14141	Erie	Allegiance - 2A7A1048A1000AA Allegiance - 2A7A1048A1000AA	716-592-2447	2
Concord IRA	5866 Route 39, Springville 14141	Erie	ICP Products - NAC030AKA1	716-592-4003	1
School Street IRA	14300 School Street, Collins 14034	Erie	ICP Products - HAC030AKA5	716-532-0511	1
Buffalo Street IRA	328 Buffalo Street, Gowanda 14070	Cattaraugus	York - HABA-F0245A York - HABA-F0245D Goodman - CK18-18	716-532-4922	3
South Quaker IRA	15329 South Quaker Road, Gowanda 14070	Cattaraugus	ICP - NAC024AKC3	716-532-0350	1
Chapel Street IRA	69 South Chapel Street, Gowanda 14070	Cattaraugus	Sanyo - C2472 00965 Gree - R1012HP230V1AO	716-532-0319	2
Erie Avenue IRA	41 Erie Avenue, Gowanda 14070	Cattaraugus	Gree - R1018HP230V1AO	716-532-5795	1
Danna Drive IRA	2044 Danna Circle, Collins 14034	Erie	Lennox - 13ACD-030-230-02	716-532-5001	1

Invitation for Bid

Cluster 10					
Site	Address	County	Make - Model	Phone Number	Units
Allegany Road IRA	12561 County Rte 95, Silver Creek 14136	Chautauqua	Trane - TUH1D120A9601AA York - Unavailable	716-934-7792	2
Hanover Road IRA	11768 Hanover Road, Silver Creek 14136	Chautauqua	York - H1DA036AO6A York - H1DA036AO6A	716-934-7100	2
Quarry Road IRA	10761 Quarry Road, Forestville 14062	Chautauqua	ComfortMaker - NAC036AKA1	716-965-4112	1
Pearl Street IRA	19 Pearl Street, Forestville 14062	Chautauqua	Lennox - 2ACI3836P-28 Lennox - Unavailable	716-965-2232	2
South Roberts IRA	2805 South Roberts Road, Forestville 14062	Chautauqua	York - H1RA030S06A	716-679-3410	1
McKinley Avenue IRA	710 McKinley Avenue, Dunkirk 14048	Chautauqua	Mitsubishi - MX2-3A30NA	716-366-6281	1
Seel Street IRA	86 Seel Street, Dunkirk 14048	Chautauqua	Ducane - AC13L48P-9A	716-366-4337	1
Temple Street IRA	116 Temple Street, Fredonia 14063	Chautauqua	Rheem - RAKB-048JA2	716-673-1814	1
Berry Road IRA	215 Berry Road, Fredonia 14063	Chautauqua	Ducane - 4AC13L36P Bryant - 2102E26138	716-679-9890	2
Matteson Street IRA	54 Matteson Street, Fredonia 14063	Chautauqua	Lennox - 2AC13B42P-18 Lennox - 2AC13B60-18 Lennox - 2AC13B42-18	716-673-1827	3
Pomfret IRA	5263 West Lake Road, Dunkirk 14048	Chautauqua	Fujitsu - F04813CSJNAA	716-679-9898	1
Highland Avenue IRA	8746 Highland Avenue, Brocton 14716	Chautauqua	LuxAire - HBBA-F036SF Lennox - AFA1R10B36B	716-792-4132	2

Invitation for Bid

Cluster 11					
Site	Address	County	Make - Model	Phone Number	Units
Perrysburg IRA	12387 Route 39, Perrysburg 14129	Cattaraugus	Tempstar – K48NXFCM-3726	716-532-2590	1
Pinecrest IRA	11897 Main Street, Perrysburg 14129	Cattaraugus	Tempstar - NXAG48GKA100 Lenox - 13ACD-030-230-02	716-532-2077	2
North Road IRA	10804 North Road, Perrysburg 14129	Cattaraugus	Comfortmaker - NAC030AKC3	716-532-4632	1
Lower Peck Hill IRA	10420 Peck Hill, Perrysburg 14129	Cattaraugus	Tempstar - NXA648GKA100 Lennox - AFAIR10B30-A	716-532-3048	2
Upper Peck Hill IRA	10380 Peck Hill, Perrysburg 14129	Cattaraugus	Tempstar - NXA648GKA100 Lennox – 13ACXN030-230-19	716-532-3103	2
East Main Street IRA	12095 Main Street, Perrysburg 14129	Cattaraugus	Tempstar - NXAG48GKA100 Lennox - LCS13DC-030-230-01	716-532-2621	2
Central Main Street IRA	12111 Main Street Route 39, Perrysburg 14129	Cattaraugus	Tempstar - NXAG48GKA100 Lennox – 13ACXN030-230-19	716-532-2905	2
West Main Street IRA	12129 Main Street, Perrysburg 14129	Cattaraugus	Tempstar - NXAG48GKAKO Miller - Unavailable	716-532-4202	2
Cottage Road IRA	12645 Cottage Road, South Dayton 14138	Cattaraugus	Comfortmaker - NAC030AKA1	716-532-5488	1
Coon Road IRA	9606 Coon Road, Gowanda 14070	Cattaraugus	Rheem - RAKB-048JAZ	716-532-0327	1
Villanova IRA	8370 Rte. 83, Box 152A, South Dayton 14138	Cattaraugus	Comfort-Aire - 336AKA200 Comfort-Aire - 336AKA200	716-988-5092	2
Route 62 IRA	9262 Route 62, Dayton 14041	Cattaraugus	York - H1DE036S06C Comfortmaker - N2A336AKA200	716-532-0148	2
East Leon Road IRA	11920 East Leon Road, South Dayton 14138	Cattaraugus	LuxAire - HBBA-CO36SE	716-988-3411	1
Cherry Creek IRA	835 Southside Avenue, Cherry Creek 14723	Chautauqua	Ameristar - M2AC5048B1000NA	716-296-5998	1

Invitation for Bid

Cluster 12					
Site	Address	County	Make - Model	Phone Number	Units
Kidney Road IRA	7067 Kidney Road, Little Valley 14755	Cattaraugus	Heil - H2A330GKA100	716-938-9491	1
Route 353 IRA	5877 Route 353, Little Valley 14755	Cattaraugus	York - H4DB060S06A	716-938-9330	1
The Heights IRA	315 The Heights, Little Valley 14755	Cattaraugus	York - H4DB060S06A	716-938-6374	1
Donlen Drive IRA	6520 Donlen Drive, Ellicottville 14731	Cattaraugus	Unavailable	716-699-8212	1
Woodridge Lane IRA	9296 Pidgeon Valley Road, Little Valley 14755	Cattaraugus	Fujitsu - F03613CSJNAA Ducane - 4AC13L36P-10A	716-938-6967	2
Lower Edgar Road IRA	4817 Lower Edgar Road, Little Valley 14755	Cattaraugus	Ducane - 4AC13L36P-10A York - H1BA036S06A	716-938-6715	2
Jamestown Street IRA	129 Jamestown Street, Randolph 14772	Cattaraugus	Ducane - AC12B36 York - H1DA036S06A	716-358-5104	2
Coldspring Street IRA	3 Coldspring Street, Randolph 14772	Cattaraugus	AirTemp - VS4BO-042KB	716-358-9031	1
Spring St. (East Randolph) IRA	195 Spring Street, East Randolph 14772	Cattaraugus	Armstrong - 2SCU13LE136P-1 Fujitsu - FO313CSJNAA	716-358-4129	2

Cost Proposal Form

All vendors must complete **Part A. Annual Inspection and Start Up**, **Part B. Annual Repair Labor**, and **Part C. Annual Repair Parts**, and the **Total Annual Estimated Cost** section for each Cluster they are bidding on.

Part A. Annual Inspection and Start Up: Enter in the **Inspection Cost** column, for each site, the total cost for the **Inspection and Start Up** of all units at that site, as outlined in the Qualifications and Scope of Work. The **Inspection Cost** for each site is added together to provide the **Total Annual Cost for Inspection and Start Up** for **Part A**.

Part B. Annual Repair Labor: Enter the base **Hourly Rate** for all labor for **Regular Hours**, **Off Labor Hours**, and **Holidays**. Multiply the **Hourly Rate** for **Regular Hours**, **Off Labor Hours**, and **Holidays** by the **Estimated Hours** directly below each **Hourly Rate** for the **Cost for Repair Labor** for **Regular Hours**, **Off Labor Hours**, and **Holidays**. Add the **Cost for Repair Labor** for **Regular Hours**, **Off Labor Hours**, and **Holidays** and enter the total into the **Total Estimated Annual Cost for Repair Labor**.

Part C. Annual Repair Parts, enter the percent **Parts Markup**, then multiply the **Estimated Annual Parts Cost** by the **Parts Markup** to determine the **Total Annual Repair Parts Cost Markup** for **Part C**. **Parts Markup** cannot exceed 20%.

The **Total Annual Estimated Combined Cost** for a cluster will be calculated by adding the **Part A. Total Annual Cost for Inspection and Start Up**, **Part B. Total Estimated Annual Cost for Repair Labor** and **Part C. Total Estimated Annual Repair Parts Cost** and placing the result in the **Total Estimated Combined Cost** for that cluster.

If the **Cost Proposal Form** for a Cluster is not completely filled out, or the **Cost Proposal Form** is altered, it may disqualify your bid. Be sure to include the **Cost Proposal Signature Page (page 48)** with any **Cost Proposal Forms** you are submitting.

Invitation for Bid

Cluster 1						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost		Regular Hours**	Off Labor Hours**	Holidays**
Dale Rd IRA	1	\$	Hourly Rate	\$	\$	\$
Lockport-Olcott Road IRA	1	\$	Estimated Hours	x 28.0	x 8.0	x 4.0
Sunset Drive IRA	1	\$	*Cost for Repair Labor	\$	\$	\$
East High Street IRA	1	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
High Street IRA	2	\$	Total Estimated Annual Cost for Repair Labor		\$	
Beattie Avenue IRA	1	\$	Add the Cost for Repair Labor for all Work Hours			
Corwin Drive IRA	1	\$	C. Annual Repair Parts			
Dysinger Road IRA	1	\$	Estimated Annual Parts Cost	\$2000	Box 1	
Lincoln Avenue IRA	1	\$	Parts Markup*	%	Box 2	
*Total Annual Cost for Inspection and Start Up		\$	*Markup not to exceed 20%			
*Total of all above Inspection Costs			Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)			
			Total Estimated Annual Repair Parts Cost		\$	
Total Annual Estimated Cost for Cluster 1						
			Part A. Total	\$		
			+			
			Part B. Total	\$		
			+			
			Part C. Total	\$		
			=			
			Total Estimated Combined Cost for Cluster 1	\$		

Invitation for Bid

Cluster 2						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost	Hourly Rate	Regular Hours**	Off Labor Hours**	Holidays**
West Center Street IRA	2	\$	\$	\$	\$	\$
King Street IRA	2	\$	Estimated Hours	x 33.6	x 9.6	x 4.8
North Main Street IRA	3	\$	*Cost for Repair Labor	\$	\$	\$
Maple Avenue 39 IRA	2	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
New York Place IRA	2	\$	Total Estimated Annual Cost for Repair Labor	\$		
Clinton Park IRA	1	\$	Add the Cost for Repair Labor for all Work Hours			
*Total Annual Cost for Inspection and Start Up	\$		C. Annual Repair Parts			
*Total of all above Inspection Costs						
			Estimated Annual Parts Cost	\$2400	Box 1	
			Parts Markup*	%	Box 2	
			*Markup not to exceed 20%			
Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)						
			Total Estimated Annual Repair Parts Cost	\$		
Total Annual Estimated Cost for Cluster 2						
			Part A. Total	\$		
			+			
			Part B. Total	\$		
			+			
			Part C. Total	\$		
			=			
			Total Estimated Combined Cost for Cluster 2	\$		

Invitation for Bid

Cluster 3					
A. Annual Inspection and Start Up			B. Annual Repair Labor		
Site	Units	Inspection Cost	Regular Hours**	Off Labor Hours**	Holidays**
Mapleton Road IRA	1	\$	Hourly Rate	\$	\$
Witmer Road IRA	1	\$	Estimated Hours	x 33.6	x 9.6
Remington Avenue IRA	1	\$	*Cost for Repair Labor	\$	\$
D'Angelo Drive IRA	2	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours		
Fletcher Street IRA	1	\$	Total Estimated Annual Cost for Repair Labor		
New Road IRA	2	\$	Add the Cost for Repair Labor for all Work Hours		
Haussauer Road IRA	1	\$	C. Annual Repair Parts		
Maple Road IRA	1	\$	Estimated Annual Parts Cost	\$2400	Box 1
Cheshire Lane IRA	1	\$	Parts Markup*		
Hopkins Road IRA	1	\$	*Markup not to exceed 20%		
*Total Annual Cost for Inspection and Start Up			Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)		
\$			Total Estimated Annual Repair Parts Cost		
* <td colspan="3" style="text-align: center;">\$</td>			\$		
Total Annual Estimated Cost for Cluster 3					
Part A. Total			\$		
+					
Part B. Total			\$		
+					
Part C. Total			\$		
=					
Total Estimated Combined Cost for Cluster 3			\$		

Invitation for Bid

Cluster 4

A. Annual Inspection and Start Up		
Site	Units	Inspection Cost
Delaware Road IRA	1	\$
Parker Boulevard IRA	1	\$
Hendricks Boulevard IRA	1	\$
Carmel Road IRA	2	\$
Minnesota Drive IRA	1	\$
Highgate Avenue IRA	1	\$
Treehaven Road IRA	1	\$
Madison Street IRA	2	\$
Erskine Drive IRA	1	\$
Floss Avenue IRA	1	\$
Peace Street IRA	1	\$
Victoria Boulevard IRA	1	\$
Heritage Court IRA	1	\$
Floral Place IRA	1	\$
Vern Lane IRA	1	\$
*Total Annual Cost for Inspection and Start Up	\$	
*Total of all above Inspection Costs		

B. Annual Repair Labor			
	Regular Hours**	Off Labor Hours**	Holidays**
Hourly Rate	\$	\$	\$
Estimated Hours	x 47.6	x 13.6	x 6.8
*Cost for Repair Labor	\$	\$	\$

*Multiply Hourly Rate by Estimated Hours
 **Regular Hours: 7:30am to 4pm, Monday to Friday.
 **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday.
 **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours

Total Estimated Annual Cost for Repair Labor Add the Cost for Repair Labor for all Work Hours	\$
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C. Annual Repair Parts		
Estimated Annual Parts Cost	\$3400	Box 1
Parts Markup* *Markup not to exceed 20%	%	Box 2
Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)		

Total Estimated Annual Repair Parts Cost	\$
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Total Annual Estimated Cost for Cluster 4

Part A. Total	\$	
		+
Part B. Total	\$	
		+
Part C. Total	\$	
		=
Total Estimated Combined Cost for Cluster 4	\$	

Invitation for Bid

Cluster 5						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost	Regular Hours**	Off Labor Hours**	Holidays**	
Enez Drive IRA	1	\$	Hourly Rate	\$	\$	\$
Borden Road	1	\$	Estimated Hours	x 39.2	x 11.2	x 5.6
Como Park Boulevard IRA	1	\$	*Cost for Repair Labor	\$	\$	\$
Lemans Drive IRA	1	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
Conway IRA	1	\$	Total Estimated Annual Cost for Repair Labor		\$	
Walden Avenue IRA	1	\$	Add the Cost for Repair Labor for all Work Hours			
Steinfeldt Road IRA	1	\$	C. Annual Repair Parts			
Bowen Road	1	\$	Estimated Annual Parts Cost		\$2800	Box 1
Girdle Road IRA	2	\$	Parts Markup*		%	Box 2
Alden IRA	2	\$	*Markup not to exceed 20%			
Westcott Avenue IRA	2	\$	Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)			
*Total Annual Cost for Inspection and Start Up	\$		Total Estimated Annual Repair Parts Cost		\$	
*Total of all above Inspection Costs						
Total Annual Estimated Cost for Cluster 5						
			Part A. Total	\$		
			+			
			Part B. Total	\$		
			+			
			Part C. Total	\$		
			=			
			Total Estimated Combined Cost for Cluster 5	\$		

Invitation for Bid

Cluster 6					
A. Annual Inspection and Start Up			B. Annual Repair Labor		
Site	Units	Inspection Cost	Regular Hours**	Off Labor Hours**	Holidays**
South Park Avenue IRA	1	\$	Hourly Rate	\$	\$
Coolidge Road IRA	1	\$	Estimated Hours	x 53.2	x 15.2
Center Road	1	\$	*Cost for Repair Labor	\$	\$
Bernadette Terrace IRA	1	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours		
Dover Drive IRA	1	\$	Total Estimated Annual Cost for Repair Labor	\$	
Velore Avenue IRA	1	\$	Add the Cost for Repair Labor for all Work Hours		
Southwestern Blvd IRA	2	\$	C. Annual Repair Parts		
Big Tree Road IRA	2	\$	Estimated Annual Parts Cost	\$3800	Box 1
California Road IRA	1	\$	Parts Markup*		%
Philson Drive IRA	2	\$	*Markup not to exceed 20%		Box 2
Bayview Road IRA	2	\$	Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)		
Loran Avenue IRA	1	\$	Total Estimated Annual Repair Parts Cost	\$	
Sowles Road IRA	1	\$	Total Annual Estimated Cost for Cluster 6		
Dartmouth IRA	1	\$	Part A. Total	\$	
Ontario Avenue IRA	1	\$	+		
*Total Annual Cost for Inspection and Start Up	\$		Part B. Total	\$	
*Total of all above Inspection Costs			+		
			Part C. Total	\$	
			=		
			Total Estimated Combined Cost for Cluster 6	\$	

Invitation for Bid

Cluster 7						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost		Regular Hours**	Off Labor Hours**	Holidays**
East West Road 1278	1	\$	Hourly Rate	\$	\$	\$
East West Road 1478	1	\$	Estimated Hours	x 78.4	x 22.4	x 11.2
East West Road 1140	1	\$	*Cost for Repair Labor	\$	\$	\$
East West Road 1146	1	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
East West Road 1190	1	\$	Total Estimated Annual Cost for Repair Labor		\$	
East West Road 1300	1	\$	Add the Cost for Repair Labor for all Work Hours			
Leydecker Road 510 ICF	1	\$	C. Annual Repair Parts			
Leydecker Road 526 ICF	1	\$	Estimated Annual Parts Cost		\$5600	Box 1
Leydecker Road 540 ICF	1	\$	Parts Markup*		%	Box 2
Leydecker Road 648 ICF	2	\$	*Markup not to exceed 20%			
Leydecker Road 650 ICF	2	\$	Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)			
Leydecker Road 854 ICF	1	\$	Total Estimated Annual Repair Parts Cost		\$	
Leydecker Road 880 ICF	2	\$	Total Annual Estimated Cost for Cluster 7			
Bullis Road IRA	2	\$	Part A. Total	\$		
Seneca Street IRA	2	\$	+			
Barnett Street IRA	1	\$	Part B. Total	\$		
Heather Hill Drive IRA	2	\$	+			
Baker Road IRA	2	\$	Part C. Total	\$		
Milestrip Road 6566 IRA	1	\$	=			
Milestrip Road 7847 IRA	1	\$	Total Estimated Combined Cost for Cluster 7		\$	
Quaker Road IRA	1	\$				
*Total Annual Cost for Inspection and Start Up		\$				
*Total of all above Inspection Costs						

Invitation for Bid

Cluster 8						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost	Regular Hours**	Off Labor Hours**	Holidays**	
Dover Road IRA	1	\$	Hourly Rate	\$	\$	\$
Lakeview Road 2065 IRA	2	\$	Estimated Hours	x 42.0	x 12.0	x 6.0
Lakeview Road 2240 IRA	1	\$	*Cost for Repair Labor	\$	\$	\$
Sturgeon Point IRA	1	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
Stellane Drive IRA	1	\$	Total Estimated Annual Cost for Repair Labor		\$	
Lake Street IRA	1	\$	Add the Cost for Repair Labor for all Work Hours			
Taylor Road IRA	1	\$	C. Annual Repair Parts			
Schreiner Road IRA	1	\$	Estimated Annual Parts Cost		\$3000	Box 1
Florence Avenue IRA	1	\$	Parts Markup*		%	Box 2
George Street IRA	1	\$	*Markup not to exceed 20%			
Orchard Place IRA	1	\$	Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)			
Lakeview Road 3727 IRA	2	\$	Total Estimated Annual Repair Parts Cost		\$	
Sisson Highway IRA	1	\$	Total Annual Estimated Cost for Cluster 8			
*Total Annual Cost for Inspection and Start Up	\$		Part A. Total	\$		
*Total of all above Inspection Costs			+			
			Part B. Total	\$		
			+			
			Part C. Total	\$		
			=			
			Total Estimated Combined Cost for Cluster 8	\$		

Invitation for Bid

Cluster 9						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost		Regular Hours**	Off Labor Hours**	Holidays**
Olean Road RT 16 IRA	2	\$	Hourly Rate	\$	\$	\$
Legion Drive IRA	2	\$	Estimated Hours	x 47.6	x 13.6	x 6.8
East Avenue IRA	1	\$	*Cost for Repair Labor	\$	\$	\$
West Main Street 510 IRA	2	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
Concord IRA	1	\$	Total Estimated Annual Cost for Repair Labor	\$		
School Street IRA	1	\$	Add the Cost for Repair Labor for all Work Hours			
Buffalo Street IRA	3	\$	C. Annual Repair Parts			
South Quaker IRA	1	\$	Estimated Annual Parts Cost	\$3400	Box 1	
Chapel Street IRA	2	\$	Parts Markup*		%	Box 2
Erie Avenue IRA	1	\$	*Markup not to exceed 20%			
Danna Drive IRA	1	\$	Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)			
*Total Annual Cost for Inspection and Start Up	\$		Total Estimated Annual Repair Parts Cost	\$		
*Total of all above Inspection Costs						
Total Annual Estimated Cost for Cluster 9						
			Part A. Total	\$		
			+			
			Part B. Total	\$		
			+			
			Part C. Total	\$		
			=			
			Total Estimated Combined Cost for Cluster 9	\$		

Invitation for Bid

Cluster 10						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost		Regular Hours**	Off Labor Hours**	Holidays**
Allegany Road IRA	2	\$	Hourly Rate	\$	\$	\$
Hanover Road IRA	2	\$	Estimated Hours	x 53.2	x 15.2	x 7.6
Quarry Road IRA	1	\$	*Cost for Repair Labor	\$	\$	\$
Pearl Street IRA	2	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
South Roberts IRA	1	\$	Total Estimated Annual Cost for Repair Labor	\$		
McKinley Avenue IRA	1	\$	Add the Cost for Repair Labor for all Work Hours			
Seel Street IRA	1	\$	C. Annual Repair Parts			
Temple Street IRA	1	\$	Estimated Annual Parts Cost	\$3800	Box 1	
Berry Road IRA	2	\$	Parts Markup*		%	Box 2
Matteson Street IRA	3	\$	*Markup not to exceed 20%			
Pomfret IRA	1	\$	Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)			
Highland Avenue IRA	2	\$	Total Estimated Annual Repair Parts Cost	\$		
*Total Annual Cost for Inspection and Start Up	\$		Total Annual Estimated Cost for Cluster 10			
*Total of all above Inspection Costs						
Part A. Total	\$					
+						
Part B. Total	\$					
+						
Part C. Total	\$					
=						
Total Estimated Combined Cost for Cluster 10	\$					

Invitation for Bid

Cluster 11						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost		Regular Hours**	Off Labor Hours**	Holidays**
Perrysburg IRA	1	\$	Hourly Rate	\$	\$	\$
Pinecrest IRA	2	\$	Estimated Hours	x 61.6	x 17.6	x 8.8
North Road IRA	1	\$	*Cost for Repair Labor	\$	\$	\$
Lower Peck Hill IRA	2	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
Upper Peck Hill IRA	2	\$	Total Estimated Annual Cost for Repair Labor		\$	
East Main Street IRA	2	\$	Add the Cost for Repair Labor for all Work Hours			
Central Main Street IRA	2	\$	C. Annual Repair Parts			
West Main Street IRA	2	\$	Estimated Annual Parts Cost		\$4400	Box 1
Cottage Road IRA	1	\$	Parts Markup*		%	Box 2
Coon Road IRA	1	\$	*Markup not to exceed 20%			
Villanova IRA	2	\$	Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)			
Route 62 IRA	2	\$	Total Estimated Annual Repair Parts Cost		\$	
East Leon Road IRA	1	\$	Total Annual Estimated Cost for Cluster 11			
Cherry Creek IRA	1	\$	Part A. Total		\$	
*Total Annual Cost for Inspection and Start Up	\$				+	
*Total of all above Inspection Costs			Part B. Total		\$	
					+	
			Part C. Total		\$	
					=	
			Total Estimated Combined Cost for Cluster 11		\$	

Invitation for Bid

Cluster 12						
A. Annual Inspection and Start Up			B. Annual Repair Labor			
Site	Units	Inspection Cost		Regular Hours**	Off Labor Hours**	Holidays**
Kidney Road IRA	1	\$	Hourly Rate	\$	\$	\$
Route 353 IRA	1	\$	Estimated Hours	x 36.4	x 10.4	x 5.2
The Heights IRA	1	\$	*Cost for Repair Labor	\$	\$	\$
Donlen Drive IRA	1	\$	*Multiply Hourly Rate by Estimated Hours **Regular Hours: 7:30am to 4pm, Monday to Friday. **Off Labor Hours: 4:01pm to 7:29am Monday to Friday, all-day Saturday Sunday. **Holiday: As listed in the Qualifications and Scope of Work – Section IV Working Hours			
Woodridge Lane IRA	2	\$	Total Estimated Annual Cost for Repair Labor		\$	
Lower Edgar Road IRA	2	\$	Add the Cost for Repair Labor for all Work Hours			
Jamestown Street IRA	2	\$	C. Annual Repair Parts			
Coldspring Street IRA	1	\$	Estimated Annual Parts Cost		\$2600	Box 1
Spring St. (East Randolph) IRA	2	\$	Parts Markup*		%	Box 2
*Total Annual Cost for Inspection and Start Up		\$	*Markup not to exceed 20%			
Multiply Box 1 by Box 2 (Ex. \$100 x 10% = \$110)						
*Total of all above Inspection Costs			Total Estimated Annual Repair Parts Cost		\$	
Total Annual Estimated Cost for Cluster 12						
			Part A. Total	\$		
			+			
			Part B. Total	\$		
			+			
			Part C. Total	\$		
			=			
			Total Estimated Combined Cost for Cluster 12	\$		

Cost Proposal Signature Page

Bidder Signature

Print Name & Title

This bid is valid for _____ days (Bids shall be valid for not less than 180 days)

Name of
Company:

Address:

Federal ID Number:

Telephone:

Date:

Fax:

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.