



**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**

**2021 – 2026 Community Well Water Testing
and Treatment in Cattaraugus, Chautauqua
and Erie Counties**

WN 010621

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

Rebecca Whitaker, CMS I for
Christopher Davis, 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	23 November 2020
Final Date for Receipt of Questions	7 December 2020
Official Responses to Questions By	18 December 2020
Proposal Due Date – Bid Opening*	2pm 6 January 2021
Evaluation & Selection	15 January 2021
Notification of Awards	15 January 2021
Contract start date (subject to change)	1 March 2021

*Bid Opening to be via Web Ex, not in person. Please see page 7, Section 13.A. (4) for details

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 Well Water Testing and Treatment 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", not seasonally adjusted, Northeast Region, 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 010621**
C/O Rebecca Whitaker, CMS1
26 Center Circle, Building 58, Service Building
Wassaic, New York, 12592-2637

- (4) Bid Opening will be done via Web Ex following standard formal bid opening procedures. If bidders wish to “attend”, they may do so by calling: **1-518-549-0500 at 2pm January 6, 2021**. Bidders will be asked for an ATTENDEE CODE. Enter **178 457 4058 followed by the # sign**.

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 or its principals have 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 Christopher Davis, 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.

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- (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

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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

Western NY DDSOO operates sites in Erie, Cattaraugus, and Chautauqua counties. A bidder may bid on one or more counties. A bidder may win one or more counties. All sites included

in the county are to be serviced by the winning bidder(s). Multiple contracts may be awarded from this IFB. OPWDD will select the responsible and responsive bidder(s) that will provide the lowest Total Estimated Annual Combined Cost per County. In the event of a tie bid, the award will be made by random selection.

Only proposals judged to be responsive to the submission requirements set forth in this IFB will be evaluated. Alterations to the Cost Proposal Form may result in disqualification. All sites in a county must be completely filled out for that county to be considered. OPWDD reserves the right to reject any and all offers.

The award will be based on 52 weekly water treatment services, annual water testing, and annual estimated repair labor hours and parts costs. Numbers for annual repair labor hours and annual parts cost are estimated only. There is no guarantee and payment will be based on actual services rendered.

Total Estimated Annual Combined Cost for each county will be calculated by adding the sum of Part A (Annual Water Treatment and Testing Services), Part B (Estimated Annual Non-Emergency and Emergency Labor Cost), and Part C (Estimated Annual Parts with Mark-Up). In the event of mathematical errors, calculations will be done using given Cost per Water Treatment (A), Annual Cost for Water Testing (C), Hourly Rates (E), and Parts Mark-Up percentages (I) to determine the bidder who has provided the lowest Total Estimated Annual Combined Cost for each County.

Repair labor hours and parts cost are estimated as detailed on each county's Cost Proposal Form. Payments will be made based on actual hours worked and actual parts used. Mark-up on parts is not to exceed 20%. In the event that a mark-up percentage exceeds 20% on a Cost Proposal Form, the percentage will be reduced to 20% and the Total Estimated Annual Combined Cost per County will be recalculated.

Normal working hours are Monday – Friday 8:00 am to 5:00 pm. Off hours are Monday – Friday 5:01 pm to 7:59 am and all day Saturday and Sunday. Recognized holidays are detailed in the Scope of Work for this procurement.

Qualifications & Scope of Work

Community Well Water Treatment and Testing

STATEMENT OF WORK:

The Western New York DDSOO has eighteen properties that have private well water supplies. They are located in Cattaraugus, Chautauqua, and southern Erie counties. The Western NY DDSOO is seeking a contractor to perform annual water testing and to provide services necessary to maintain the water treatment systems in these locations.

The Contractor shall provide weekly maintenance and monitoring for the water systems, including but not limited to, the furnishing and loading of all required chemicals, monitoring and adjusting of chlorination and peroxide systems, supplies, equipment, materials, tools, and labor necessary or advisable for the operation of said systems. OPWDD reserves the right to reassess the water treatment frequency during the term of the contract and reduced the frequency of treatment if it is determined that a less frequent treatment schedule is sufficient for maintaining water quality regulations and health requirements.

Western NY DDSOO must provide yearly water testing results to its certifying agencies. The Contractor will provide yearly water test reports for each site to ensure suitable treatment of the systems.

GENERAL REQUIREMENTS:

1. The Contractor will be responsible for the maintenance and service of all equipment. Non-emergency service or repairs will be done during normal working hours, unless approved by Plant Superintendent or designee. Contractor must be available to respond to emergency calls 24 hours per day, 7 days per week.
2. On each service occasion, the Contractor must make arrangements with the site via telephone 24 hours prior to making a visit.
3. Written confirmation of each visit must be supplied to the Western NY DDSOO Plant Superintendent or designated representative
4. Travel time to and from the sites is to be included in the service and/or repair cost.
5. The Contractor's employees will adhere to all policies and regulations of OPWDD, including but not limited to smoking, parking, etc.

WELL WATER TREATMENT:

Contractor will be responsible for water delivery/treatment from source well to the after treatment piping serving all areas of the home and must supply all materials (chlorine, salt tablets, etc.) necessary for normal maintenance of systems. Maintenance services are to be provided during normal working hours, Monday through Friday 8:00 am to 5:00 pm. Emergencies must be addressed as they occur, regardless of time. **All systems must be reviewed weekly to ensure proper operation of all equipment.** Services are to include, but are not limited to:

1. Checking water softening and carbon systems at each home during every visit.

Invitation for Bid

2. Running a chlorine residual test or hardness test if needed.
3. Filling water softening brine tank with solar salt as needed
4. Adding chlorine and water to each chlorinating system as needed
5. Checking each chlorinator at every visit to make sure its primed and functioning properly
6. Changing all sediment filters and reverse osmosis filters as needed
7. Changing all carbon media as needed yearly, depending on water analysis results
8. Replacing and installing any equipment that is old or not working after getting approval from Plant Superintendent or designee

WELL WATER TESTING:

On a **yearly** basis, the Contractor will collect water samples, evaluate them, and report the findings for the community sites as required by the New York State Department of Health. Tests are to be completed in August of each year. The Contractor obtaining the water sample shall use a laboratory that has and maintains New York State Department of Health Environmental Laboratory Approval Program (ELAP) certification for potable water. The Contractor will follow each county's Local Laws regarding private well water testing and follow local Health Department Rules and Regulations.

I. Services**A. Collection**

1. Services are to include the collection of water samples and analysis by New York State Certified Laboratory.
2. Contractor must follow all proper sampling procedures and must not exceed maximum allowable holding times for samples as set forth by the laboratory.
3. The collection point is the kitchen tap.
4. One sample collection per site is to be made.

B. Testing

1. The potable water is to be tested once a year for each site listed in Exhibit A.
2. The analysis of the water sample may be invoiced per test required.
3. All analytical methods are to comply with those specified in the American Public Health Administration's (APHA) "Standard Methods" and/or the United States Environmental Protection Agency's (EPA) approved methods.
4. The OPWDD Plant Superintendent or designee shall determine the scheduling of testing. The Contractor is to notify each site of its scheduled visit via telephone 24 hours prior to the visit.
5. The Contractor is required to perform the following tests on an annual basis and as requested by the Plant Superintendent and/or the Plant Utilities Engineer, Work Control Center, Western NY DDSOO for each site listed:
 - i. Coliform
 - ii. E-Coli
 - iii. Standard Plate Count
 - iv. Chlorides
 - v. Nitrates
 - vi. Sodium

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6. Any additional testing requested by OPWDD which is outside of the scope of this contract, will be performed at an additional charge.
7. Any parameter which exceeds the maximum contaminant level for that substance is to be reported immediately to the Plant Superintendent and/or designee. The contact information for the Western NY DDSOO Plant Superintendent is:

Thomas Held
1200 East & West Road, Building #63,
West Seneca, NY 14224
(716) 608-2578

II. Records

The Contractor will prepare and provide Reports of Analyses for all sites tested. All written communication must come from the Contractor directly to the Plant Superintendent or designated representative. Written confirmation of each home visit must be supplied to the Plant Superintendent or designated representative. All laboratory data and records will be filed and maintained for a period of three (3) years. This information will be released only to those individuals authorized by the Agency.

A. The Report of Analyses is to include the following information:

1. The Name, Address, and Laboratory Identification Number
2. The Name and Address of the site tested
3. The collection point
4. The Date the tests are performed
5. A listing of the tests performed, the method of testing, the acceptable levels, and the results
6. Signature of Laboratory Technician performing the analyses

SERVICE CALL:

Normal working hours are defined as Monday through Friday, 8:00 am to 5:00 pm. Off hours are defined as Monday through Friday, 5:01 pm to 7:59am and all day Saturday and Sunday. Holiday labor hours are on the calendar Holiday, not necessarily the observed day. Recognized Holidays are:

New Year's Day	Labor Day
Birthday of Martin Luther King, Jr.	Columbus Day
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Any non-emergency service or repair is to be done during normal working hours unless approved by Plant Superintendent or designee.

Contractors must be able to respond to emergency calls 24 hours a day, 7 days per week. Contractors shall provide emergency service within three (3) hours of receipt of a request for such services by telephone or otherwise from OPWDD. OPWDD reserves the right to deem a situation an emergency based on the potential impact to the health and safety of the individuals in our care.

After the assessment of a needed repair is made, further authorization from the Plant Superintendent or designee is required when the repair costs are estimated to be over \$500.

Invitation for Bid

Contractor shall remove and properly dispose of all debris generated by repair work.

All work must conform to all applicable codes and industry best practices.

Billable hours are only for actual time at the job site.

PROPERTY DAMAGE:

Any property damage caused by work performed is to be corrected to the condition existing prior to the start of the job.

Contractor will not be responsible for repair or replacement of water line, unless damage was a direct result of services the Contractor provided.

ACCOUNTING:**A. Job Tickets**

Job Tickets are to be presented to the House Manager (HM) 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 HM or designee.

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

B. Prevailing Wages:

Prevailing Wages apply to this contract. The PRC number for this contract is 2020009819. A copy of Contractors certified payroll is required to be submitted with invoices prior to payment for services rendered.

C. Invoices

Invoices must indicate Invoice number, PO# OPD01- , Contract number, the name of the site, the date of service and the type of service rendered. In addition, invoices for water testing must include the following:

- The name, address, and laboratory identification number
- The name and address of the site tested
- The collection point
- The date the tests were performed
- The name of the test, the number of tests performed, and the costs of the tests

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:

Invitation for Bid

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. eInvoicing information may be found at: <https://bsc.ogs.ny.gov/nys-vendors>

D. Payments

Payments will be made based on actual services rendered. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the head of the State Agency, in the sole discretion of the head of such State Agency, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments.

Invitation for Bid

Exhibit A - Western NY DDSOO List of Sites

Site	County	Street Address	City	Zip Code	Phone Number
Chaffee	Erie	12389 Olean Road	Chaffee	14030	716-496-8890
Concord	Erie	5866 Route 39	Springville	14141	716-592-4003
Crump	Erie	10158 Crump Road	Glenwood	14069	716-592-9397
Sisson	Erie	10693 Sisson Highway	Eden	14057	716-337-3474
Coon	Cattaraugus	9606 Coon Road	Gowanda	14070	716-532-0327
Route 62	Cattaraugus	9262 Route 62	Gowanda	14070	716-532-0148
South Quaker	Cattaraugus	15329 South Quaker Road	Gowanda	14070	716-532-0350
Unger	Cattaraugus	15396 Unger Road	Gowanda	14070	716-532-0071
Lower Edgar	Cattaraugus	4817 Lower Edgar Road	Little Valley	14755	716-938-6715
Fuss	Cattaraugus	9523 Fuss Hill Road	Little Valley	14755	716-938-6945
Kidney	Cattaraugus	7067 Kidney Road	Little Valley	14755	716-938-9491
Woodridge	Cattaraugus	9296 Woodridge Lane	Little Valley	14755	716-938-6967
Cottage	Cattaraugus	12645 Cottage Road	South Dayton	14138	716-532-5488
East Leon	Cattaraugus	11920 East Leon Road	South Dayton	14138	716-988-3411
Villanova	Cattaraugus	8370 Route 83	South Dayton	14138	716-988-5092
Ellington Day Hab	Chautauqua	4960 South Hill Road Rt. 62	Ellington	14732	716-287-3734
Quarry	Chautauqua	10761 Quarry Road	Forestville	14062	716-965-4112
South Roberts	Chautauqua	2805 South Roberts Road	Forestville	14062	716-679-3410

Invitation for Bid

Exhibit B - Western NY DDSOO Equipment List

Erie County

Chaffee	
Well Casing	(2) Wells 6 inch & 12 inch
Pump	Submersible
Pressure Tank	Well XTrol 22x40
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon
Chlorine Retention Tank(s)	120 gal. Epoxy and 120 gal. Galv.
Filter(s)	9" Carbon Culligan Mark89
Softener	MacClean
Salt Usage - Biweekly	25 lbs
Other	2 - 120 gal. fiberglass prevention tanks

Concord	
Well Casing	6 inch
Pump	Submersible
Pressure Tank	V140
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon
Chlorine Retention Tank(s)	(2) 120 gal. Galv. tanks
Filter(s)	10" water soft Carb
Softener	None
Salt Usage - Biweekly	n/a
Other	Degasifier J55 Pump

Crump	
Well Casing	6 inch
Pump	Submersible
Pressure Tank	Fair Morse
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon
Chlorine Retention Tank(s)	80 gal. Fiberglass and 120 gal. Fiberglass
Filter(s)	9" Carbon Culligan
Softener	None
Salt Usage - Biweekly	n/a
Other	

Sisson	
Well Casing	6 inch
Pump	Submersible 10GS05422
Pressure Tank	V60
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly
Chlorine Retention Tank(s)	75 gallon Galv and (2) 120 equivalent Fiberglass
Filter(s)	9" Carbon Culligan
Softener	9" Culligan
Salt Usage - Biweekly	25 lbs
Other	

Cattaraugus County

Coon	
Well Casing	8 inch
Pump	Submersible 07GS07422
Pressure Tank	V140
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	120 gallon Galv.
Filter(s)	9" Carbon Culligan
Softener	10" Watersoft
Salt Usage - Biweekly	25 lbs
Other	

Route 62	
Well Casing	6 inch
Pump	Submersible 10GS05422
Pressure Tank	V60
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	220 gallon Galv.
Filter(s)	9" Carbon Culligan
Softener	10" Hellen Bran E-3
Salt Usage - Biweekly	25 lbs
Other	Inline cartridge filter

Invitation for Bid

Cattaraugus County (cont.)

South Quaker	
Well Casing	6 inch
Pump	Submersible 10GS07422
Pressure Tank	V140
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	(2) 120 gallon Fiberglass tanks
Filter(s)	12" Carbon Watersoft
Softener	10" Watersoft
Salt Usage - Biweekly	25 lbs
Other	Poly aeration tank, 2 - 175 gallon poly storage tanks, 3/4 Goulds booster pump

Unger	
Well Casing	6 inch
Pump	Submersible 10GS05422
Pressure Tank	V100 WR60R
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	1 quart
Chlorine Solution Tank	30 gallon Poly
Chlorine Retention Tank(s)	(2) 80 gallon Fiberglass tanks
Filter(s)	None
Softener	9" Hellen Bran H-100
Salt Usage - Biweekly	25 lbs
Other	

Lower Edgar	
Well Casing	6 inch
Pump	Submersible 25GS15422
Pressure Tank	V250
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	120 gallon Galv and 120 gallon Fiberglass
Filter(s)	9" Carbon Culligan
Softener	12" Culligan
Salt Usage - Biweekly	25 lbs
Other	

Fuss	
Well Casing	(2) Wells both 6 inch
Pump	Submersible 10GS05422
Pressure Tank	V100
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	(2) 120 gallon Fiberglass tanks
Filter(s)	12" carbon Hellen Bran H-100
Softener	10" Hellen Bran E-3
Salt Usage - Biweekly	25 lbs
Other	1 well not in use

Kidney	
Well Casing	6 inch
Pump	Submersible 10GS05422
Pressure Tank	V140
Chlorine Feeder	EZBD1
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	120 gallon Fiberglass
Filter(s)	12" Carbon Culligan
Softener	9" Culligan
Salt Usage - Biweekly	25 lbs
Other	

Woodridge	
Well Casing	6 inch
Pump	Submersible 25GS15412
Pressure Tank	(2) tanks V350
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	(2) 80 gallon Fiberglass tanks
Filter(s)	12" Hellen Brand-Promate 6.0
Softener	None
Salt Usage - Biweekly	n/a
Other	Inline cartridge filter

Invitation for Bid

Cattaraugus County (cont.)

Cottage	
Well Casing	8 inch
Pump	Submersible
Pressure Tank	V140
Chlorine Feeder	Series 100 30 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	(2) 120 gallon Galv. tanks
Filter(s)	Promate 6.0
Softener	None
Salt Usage - Biweekly	n/a
Other	Inline cartridge filter needs changing often

East Leon	
Well Casing	8 inch
Pump	Submersible 10GS05422
Pressure Tank	VM9
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	(2) 80 gallon Galv. tanks
Filter(s)	Promate 6.0
Softener	None
Salt Usage - Biweekly	n/a
Other	

Villanova	
Well Casing	8 inch
Pump	Submersible 7GS05422
Pressure Tank	V200
Chlorine Feeder	None
Quarts per fill	n/a
Chlorine Solution Tank	None
Chlorine Retention Tank(s)	None
Filter(s)	None
Softener	9" Culligan
Salt Usage - Biweekly	25 lbs
Other	AC-30 Reverse Osmosis

Chautauqua County

Ellington Day Hab	
Well Casing	12 inch
Pump	Submersible
Pressure Tank	V-250 WF360
Chlorine Feeder	None
Quarts per fill	n/a
Chlorine Solution Tank	None
Chlorine Retention Tank(s)	None
Filter(s)	None
Softener	None
Salt Usage - Biweekly	n/a
Other	Lancaster water treatment 7-LWT-UV009

Quarry	
Well Casing	(2) Wells both 12 inch
Pump	Submersible
Pressure Tank	V260
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	120 gallon Galv.
Filter(s)	9" Carbon
Softener	None
Salt Usage - Biweekly	n/a
Other	

South Roberts	
Well Casing	(2) Wells 6 inch and 12 inch
Pump	Submersible
Pressure Tank	(2) tanks V100
Chlorine Feeder	Series 100 24 GPD
Quarts per fill	2 quarts
Chlorine Solution Tank	30 gallon Poly.
Chlorine Retention Tank(s)	(2) 140 gallon Galv. tanks
Filter(s)	12" Watersoft Carbon
Softener	Culligan Softener
Salt Usage - Biweekly	25 lbs
Other	

Invitation for Bid

Erie County

Part A: Annual Water Treatment and Testing Services				
	A	B	C	D
Site	Cost per Water Treatment	Annual Cost for Water Treatment (Column A x 52)	Annual Cost for Water Testing	Total Annual Cost for Water Treatment and Testing
Chaffee	\$	\$	\$	\$
Concord	\$	\$	\$	\$
Crump	\$	\$	\$	\$
Sisson	\$	\$	\$	\$

Part B: Estimated Annual Non-Emergency and Emergency Labor Cost				
	E	F	G	H
Hours*	Hourly Rate	Estimated Annual Repair Hours	Estimated Annual Labor Cost	Total Estimated Annual Labor Cost
Normal Working Hours	\$	5	\$	
Off Hours	\$	1	\$	
Holiday	\$	1	\$	

* Normal Working Hours are M-F 8am to 5pm, Off Hours are M-F 5:01pm to 7:59am and all day Sat/Sun, Holiday - see Scope

Part C: Estimated Annual Parts with Mark-Up		
I	J	K
Parts Mark-Up (not to exceed 20%)	Estimated Annual Parts Cost	Total Estimated Annual Parts Price with Mark-Up
	\$ 672.10	\$

Total Estimated Annual Combined Cost for Erie County \$

Company Name _____

Invitation for Bid

Cattaraugus County

Part A: Annual Water Treatment and Testing Services				
	A	B	C	D
Site	Cost per Water Treatment	Annual Cost for Water Treatment (Column A x 52)	Annual Cost for Water Testing	Total Annual Cost for Water Treatment and Testing
Coon	\$	\$	\$	\$
Route 62	\$	\$	\$	\$
South Quaker	\$	\$	\$	\$
Unger	\$	\$	\$	\$
Lower Edgar	\$	\$	\$	\$
Fuss	\$	\$	\$	\$
Kidney	\$	\$	\$	\$
Woodridge	\$	\$	\$	\$
Cottage	\$	\$	\$	\$
East Leon	\$	\$	\$	\$
Villanova	\$	\$	\$	\$

Part B: Estimated Annual Non-Emergency and Emergency Labor Cost				
	E	F	G	H
Hours*	Hourly Rate	Estimated Annual Repair Hours	Estimated Annual Labor Cost	Total Estimated Annual Labor Cost
Normal Working Hours	\$	17	\$	
Off Hours	\$	2	\$	
Holiday	\$	1	\$	

* Normal Working Hours are M-F 8am to 5pm, Off Hours are M-F 5:01pm to 7:59am and all day Sat/Sun, Holiday - see Scope

Part C: Estimated Annual Parts with Mark-Up		
I	J	K
Parts Mark-Up (not to exceed 20%)	Estimated Annual Parts Cost	Total Estimated Annual Parts Price with Mark-Up
	\$ 1,863.55	\$

Total Estimated Annual Combined Cost for Cattaraugus County \$

Company Name _____

Invitation for Bid

Chautauqua County

Part A: Annual Water Treatment and Testing Services				
	A	B	C	D
Site	Cost per Water Treatment	Annual Cost for Water Treatment (Column A x 52)	Annual Cost for Water Testing	Total Annual Cost for Water Treatment and Testing
Ellington Day Hab	\$	\$	\$	\$
Quarry	\$	\$	\$	\$
South Roberts	\$	\$	\$	\$

Part B: Estimated Annual Non-Emergency and Emergency Labor Cost				
	E	F	G	H
Hours*	Hourly Rate	Estimated Annual Repair Hours	Estimated Annual Labor Cost	Total Estimated Annual Labor Cost
Normal Working Hours	\$	4	\$	
Off Hours	\$	1	\$	
Holiday	\$	1	\$	
				\$

* Normal Working Hours are M-F 8am to 5pm, Off Hours are M-F 5:01pm to 7:59am and all day Sat/Sun, Holiday - see Scope

Part C: Estimated Annual Parts with Mark-Up		
I	J	K
Parts Mark-Up (not to exceed 20%)	Estimated Annual Parts Cost	Total Estimated Annual Parts Price with Mark-Up
	\$ 519.35	\$

Total Estimated Annual Combined Cost for Chautauqua County \$

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.