



ANDREW M. CUOMO  
Governor

THEODORE KASTNER, MD, MS  
Commissioner

Date: February 10, 2021

## HVAC Services for Day Hab Facilities in Cattaraugus County –Western NY DDSOO IFB WN 022421

### Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

- 1. Question: My company has a currently certified VRQ on file with the Office of the State Comptroller. Is proof of an up-to-date VRQ as part of the bid package acceptable?**

**Answer:** Yes, an up-to-date online Vendor Responsibility Questionnaire is acceptable. Please make a note somewhere in the bid package that your VRQ was certified online. The VRQ can be filled out and certified online at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep). Once completed, the online VRQ can be used for all future New York State bids.

- 2. Question: The sample contract provided sets forth a goal of 0% for MWBE utilization, but encourages contractors to seek participation from MWBE firms whenever practical. Can you confirm if these are indeed the goals that will be associated with the award?**

**Answer:** The MWBE goals for this HVAC procurement are 0%.

- 3. Question: During walk through of facilities, it was noticed not all equipment was included in original bid documentation. We were told the equipment list would be updated and emailed to all participants. When should we expect to receive the updated equipment list?**

**Answer:** The updated equipment for North Road Day Hab and Little Valley Day Hab will be addressed in the Addendum for this procurement. You will receive the Addendum in addition to this Q&A Memo. The Addendum must be signed and submitted as part of the bid package. It will be emailed to all vendors who attended the Mandatory Site Visit and can also be found on Contract Reporter at [nyscr.ny.gov](http://nyscr.ny.gov).

- 4. Question: Will each of the facilities provided login information for the DDC systems?**

**Answer:** Yes, user only login information will be provided for the DDC systems in each facility.



## Office for People With Developmental Disabilities

ANDREW M. CUOMO  
Governor

THEODORE KASTNER, MD, MS  
Commissioner

**5. Question: What is the expected frequency for the control systems inspection, every quarterly visit or semi-annually?**

**Answer:** Inspections of the control systems are to be done annually. In the Scope of Work in the IFB, please see Section II, Part 2. Annual HVAC Maintenance Services for a list of all annual services.

**6. Question: For the operator workstation inspection is this just to check for alarms?**

**Answer:** Yes, the operator workstation inspection is just to check for alarms.

**7. Question: What is the expectation for the system controller inspection, is this checking for faults?**

**Answer:** The system controller inspection should consist of checking for faults, checking if the system is operating properly, and calibrating when needed.

**8. Question: What is the expectation for verifying system programming, is the intent to go through all programming or perform functional tests?**

**Answer:** The expectation for verifying system programming is just to add any new programming that is needed for any updated equipment installed.

**9. Question: What is the expected frequency for the VAV inspections?**

**Answer:** The VAV comprehensive inspections are to be done once a year. Please see Section II, Part 2. Annual HVAC Maintenance Services for a list of all annual services.

**10. Question: If parts costs exceeds \$3,457.00, does the bidder have the ability to charge or is it the contractor's risk?**

**Answer:** The estimated annual parts cost of \$3,457.00 is based on an average of historical parts costs for these three facilities. If parts necessary for the year should exceed that number, the Contractor would be able to charge for them. Likewise, Contractors are not guaranteed that parts will be that much every year. Payments will be made on actual parts used.

**11. Question: Does the \$3,457.00 parts cost include belts and filters or should this cost be included in the cost of the maintenance service costs?**

**Answer:** The estimated parts cost of \$3,457.00 is for repairs only and does not include belts and filters, etc. Miscellaneous materials and supplies such as this for the HVAC maintenance service should be figured in with the maintenance service cost for each Day Hab.



## Office for People With Developmental Disabilities

ANDREW M. CUOMO  
Governor

THEODORE KASTNER, MD, MS  
Commissioner

**12. Question: What is the difference between job tickets and maintenance reports?**

**Answer:** Job tickets simply serve as proof that a service took place. Job tickets need to include the following information: name of the site, type of service done, date of service, and signature of the Day Hab Supervisor or designee. The signed job ticket acts as verification of services and is a requirement for payment. Maintenance reports are much more detailed and are specific to the equipment serviced at the Day Habs. Please see the Scope of Work, Section VII. Reports for the information that needs to be included in the Maintenance Report.

**13. Question: Does OPWDD provide the job tickets?**

**Answer:** No, OPWDD does not provide the job tickets. We do recommend they be a three-part form though, something similar to a receipt. One part will stay at the Day Hab, one part accompanies the invoice for services, and the other is for your records.

**14. Question: What information is needed for/from references?**

**Answer:** There is a reference list sheet in the Mandatory Supporting Documents file. For each reference we need the name, address, business type, contact person, title, and telephone number. When we contact the references you provide, they will be asked about the nature of the services that you provided, how long you have been providing service for them, and whether the service was satisfactory.

Respectfully,

Rebecca Whitaker, CMS 1,  
Contract Management Unit  
(845) 877-6821 Ext 3704  
(845) 877-3044 (fax)  
[rebecca.j.whitaker@opwdd.ny.gov](mailto:rebecca.j.whitaker@opwdd.ny.gov)