



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

THEODORE KASTNER, MD, MS
Commissioner

May 26, 2021

IFB CAP 060921- 2021-2026 Campus Snow Removal and Ice Control Services – Capital NY DDSOO

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:** Will OPWDD please provide records pertaining to 2015-2020 Snow Removal and Ice Control Services in Schenectady County and amounts paid for the 2020-2021 winter season for snow removal and/or plowing services?

Answer: There are no records or pricing available to be provided as requested, as these services have not been contracted before. This is the first time OPWDD has issued an IFB for Campus Snow Removal and Ice Control Services at the OD Heck Campus located at 500 Balltown Rd, Schenectady, NY.

2. **Question:** We were told buildings 5,6,7 & 8 are unoccupied with no activity there, so no snow removal services are required. Are there any buildings that do not need services?

Answer: No. All buildings B1-B13 require services. Buildings B5, B6, B7 and B8 DO REQUIRE Snow Removal and Ice Control Services. Clarification was received after the Mandatory Site Visit, stating buildings B5, B6, B7 and B8 do require snow removal and ice control services. Please refer to Exhibit A Campus Designated Areas in the Scope of Work of IFB CAP 060921 for details.

3. **Question:** If the day staff that does the snow removal during the day needs help during their hours do you call in the hired contractor to help out, or do they just do what they can and leave the rest for the contractor at 4pm? It says in the specifications that the administrative staff has the right to call for additional services.

Answer: As stated in the IFB CAP 060921, Scope of Work, Section I. A. Snow Removal, and Section I. B. Ice Control, *3. Service during the normal hours of operation of 7:30am to 4:00pm Monday thru Friday will be the responsibility of the of the Facility.* Facility staff will not leave excess accumulation for the Contractor taking over at 4:00pm Monday thru Friday. Should accumulation persist and Facility staff require additional service to maintain safe conditions prior to 4:00pm Monday thru Friday, they may call for additional service as detailed in Scope of Work, Section I. A. Snow Removal, and I. B. Ice Control, *2. OPWDD Administrative staff has the right to call for additional service as deemed necessary for safety concerns. The vendor will be on call and respond within 2 hours of receiving a call.* As stated in Section II. Equipment and Staff Requirements, *Contractor must provide a phone number for accepting calls 24 hours a day, seven days a week. This must be submitted with the bid and be available throughout the winter season.* As stated in Section I. Snow Removal and Ice Control, *Each time the contractor deploys and provides a service, it is considered an “event”.* Contractor will specify on the Job ticket, as stated in Section V. A. Job Tickets, *4. Whether the service was automatically triggered per specifications or OPWDD requested.*



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4. **Question:** If we are awarded the contract, we would like to put one/two 40' storage trailers on the site for some of our snow equipment. Also, would like a spot to plug in our tractor/snow blower.

Answer: Upon award of contract, the storage of equipment on property, i.e.: what and where to store shall be discussed with the Plant Superintendent or representative. Some Contractor equipment may be stored on premises at a mutually agreed to location on Campus, but OPWDD will not be responsible for damage caused to the Contractor's equipment during this contract. Electricity for the above mentioned equipment will be available to contractor upon such request.

5. **Question:** Does the Campus have a salt shed?

Answer: No, there is no salt shed on Campus.

6. **Question:** There are several concerns of the existing condition of the curbing, grass, electric boxes, and potholes in the concrete and blacktop paths. I am only stating this because if we are awarded the contract, I don't want my company to be held responsible for damage that is pre-existing.

Answer: As stated in IFB CAP 060921, Scope of Work, Detailed Specifications, *The Contractor is required to meet with the Plant Superintendent, or representative prior to each snow removal and ice control season. Any pre-existing conditions that may be a concern to the contractor may be addressed at the annual pre-season meeting with the Plant Superintendent or representative. As stated in Section III. D. Snowplow Damage, The Contractor shall be responsible for the repair of all damage to property, landscape, walkways, or any structures caused by the contractor's employees or equipment.*

7. **Question:** When is the Contractor to show up on property?

Answer: As stated in IFB CAP 060921, Scope of Work, Section I. Snow Removal & Ice Control Services, *Contractor must be able to provide snow removal and ice control services on a seven days per week basis, during the hours of 4:00pm to 7:30am Monday thru Friday and 24 hours a day on Saturday, Sunday and Holidays. Exhibit A Campus Designated Areas, MUST be serviced throughout the hours specified whenever conditions of snow, freezing rain or frozen water occur; to ensure there is no more than a maximum allowable accumulation of 2.5 inches and all efforts are made to maintain a safe environment. Pre-treatment of surfaces (anti-icing), plowing, sanding, and ice control (de-icing) services should be coordinated with this in mind.*

8. **Question:** How many inches of accumulation trigger service?

Answer: As stated in IFB CAP 060921, Scope of Work, Section I. Snow Removal & Ice Control Services, *Clearing services shall commence automatically at the accumulation of 2.5 inches at the contracted site.*

9. **Question:** How is payment made to the vendor?



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Answer: As stated in IFB CAP 060921, Scope of Work, Section I. V. D. Payment, *Payments will be made for 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.

10. Question: Where are Contractors to put the Snow?

Answer: As stated in IFB CAP 060921, Scope of Work, Section I. A. Snow Removal, 7. *The basic movement and/or plowing of snow shall be planned by the Contractor, however, snow shall not be pushed against vehicles, buildings, building entranceways, sidewalks, exit doors, fire hydrants, trash receptacles, garage doors, shrubbery, trees, lamp posts, or emergency generators and fences.*

Respectfully,

Shannon Collings

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