



**Office for People With
Developmental Disabilities**

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

**OPWDD Contract Management Unit
on behalf of:**

**Sunmount Developmental Disabilities State
Operations Office**

**2024-2029 Residential Generator Maintenance
& Repair in Clinton, Essex, Franklin,
Hamilton, and St. Lawrence Counties**

SUN 121923

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. Sunmount Developmental Disabilities State Operations Office (hereinafter "OPWDD") is an agency of OPWDD serving Clinton, Essex, Franklin, Hamilton, Jefferson and St. Lawrence 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

Kyle Newton, CMS 1 for
Christopher Davis, CMS 2
Deborah Grieco, CMS 3
OPWDD Contract Management Unit
26 Center Circle
Wassaic, New York 12592-2637
Phone: 845-877-6821 x 3219 Fax: 845-877-3004
eny.nyc.li.contracthub@opwdd.ny.gov

3. Timetable of Proposal Due Dates

IFB Release Date	8 November 2023
Final Date for Receipt of Questions	22 November 2023
Official Responses to Questions By	29 November 2023
Proposal Due Date – Bid Opening*	2:00pm, 19 December 2023
Evaluation & Selection	21 December 2023
Notification of Awards	21 December 2023
Contract start date (subject to change)	1 May 2024

*Bid Opening to be via Web Ex, not in person. Please see page 6, 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 Residential Generator Maintenance & Repair Services 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 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. At the completion of the initial year, OPWDD or the Contractor may give notice or request an annual price adjustment for the subsequent year. The notice or request must be submitted in writing 30 days prior to the contract anniversary date or renewal date. OPWDD has the sole discretion in determining the rate to be approved. The adjustment shall be based upon the "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: SUN 121923**
C/O Kyle Newton, CMS 1
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 2:00pm, December 19, 2023**. Bidders will be asked for an ATTENDEE CODE. Enter **161 704 0576 followed by the # sign**. You may also join by following the link below:

<https://meetny.webex.com/meetny/j.php?MTID=md6f9252ad6e0fe34df01b3dfebe3bf2f>

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

C. OPWDD Rights

- (1) OPWDD reserves the right to use any and all ideas presented in any response to the IFB. Selection or rejection of any proposal does not affect this right. OPWDD shall also have unlimited rights to disclose or duplicate, for any purpose whatsoever, all information or other work product developed, derived, documented or furnished by the Bidder under any agreement resulting from this IFB.
- (2) In the event of contract award, all documentation produced as part of the contract will become the exclusive property of OPWDD. OPWDD reserves a royalty free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use such documentation and to authorize others to do so.
- (3) OPWDD reserves the right to:
 - a. Reject any or all proposals received in response to this IFB (Invitation for Bid);
 - b. Withdraw the IFB at any time, at the agency's sole discretion;
 - c. Make an award under the IFB in whole or in part;
 - d. Disqualify any Bidder whose conduct or proposal fails to conform to the requirements of this IFB. Selection may also include such issues as past performance;
 - e. Seek clarifications and revisions of proposals;
 - f. Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the IFB;
 - g. Bidders are cautioned to verify their Bids before submission, as amendments to Bids or requests for withdrawal of Bids received by the Commissioner after the time specified for the Bid opening, may not be considered;

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- 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

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individual Bidder's proposal unless the contracts resulting from this procurement have been approved by OSC.

- (3) Bidders wishing to file protest of the awarding of a bid(s) must notify OPWDD, in writing, of their intent to protest the award within ten (10) working days of their receipt of notice of non-award. The protest should identify the name and number of the IFB and the award date; indicate the bidder's interpretation as to why they feel they were denied the award (i.e., summarize the deficiencies identified during the debriefing) and state their justification for the bid protest. Bid protests must be mailed to NYS OPWDD, Contract Management Unit, 44 Holland Avenue, 3rd Floor, Albany, New York 12229-0001.

H. Public Information Requirements / Confidentiality / Publication Rights

- (1) All the proposals upon submission will become the property of OPWDD. Materials / documents produced by the Contractor in the fulfillment of its obligations under contract with OPWDD become the property of OPWDD unless prior arrangements have been made with respect to specific documents.
- (2) OPWDD will have the right to disclose all or any part of a proposal to public inspection based on its determination of what disclosure will serve the public interest. Upon approval of the contract by OSC, all terms of the contract become available to the public.
- (3) Prospective Bidders are further advised that, except for trade secrets and certain personnel information (both of which OPWDD has reserved the right to disclose), all parts of proposals must ultimately be disclosed to those members of the general public making inquiry under the New York State Freedom of Information Law (NYS Public Officers Law article 6) although proposal contents cannot ordinarily be disclosed by OPWDD prior to bid award.
 - a. Should a Bidder wish to request exception from public access to information contained in its proposal, the Bidder must specifically identify the information and explain in detail why public access to the information would be harmful to the Bidder. Use of generic trade secret legends encompassing substantial portions of the proposal or simple assertions of trade secret interest without substantive explanation of the basis therefore will be regarded as non-responsive requests for exception from public access will not be considered by OPWDD in the event of a Freedom of Information request for proposal information is received
- (4) The bidder and OPWDD agree that all communications, until the effective date of the contract, shall be made in confidence, shall be used only for purposes of the contract, and that no information shall be disclosed by the recipient party except as required by Federal or State law.
- (5) The bidder shall treat all information, in particular information relating to OPWDD service recipients and providers, obtained by it through its performance under contract, as confidential information, to the extent that confidential treatment is provided under New York State and Federal law, and shall not use any information so obtained in any manner except as necessary to the proper discharge of its obligations and securement of

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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.
- (7) The Contractor agrees that no brochure, news/media/press release, public announcement, memorandum, or other information of any kind regarding the Contract shall be disseminated in any way to the public, nor shall any presentation be given regarding the Contract without the prior written approval of the OPWDD, which written approval shall not be unreasonably withheld or delayed provided, however, that Contractor shall be authorized to provide copies of the Contract and answer any questions relating thereto to any State or federal regulators or, in connection with its financial activities, to financial institutions for any private or public offering.

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

A. Contract Award

OPWDD will select the responsible and responsive Bidder that will provide the lowest Total Annual Estimated Combined Cost for each Cluster. There are four Clusters. Each Cluster will be evaluated separately. Vendors may bid on one or multiple Clusters and multiple contracts may be awarded. All sites included in a Cluster are to be serviced by the Bidder who is awarded the contract for that Cluster. All bids must be submitted on an original Cost Proposal Form (pages 30-34). In the event of a tie bid, the award will be made by random selection.

B. Right to Reject

Only proposals judged to be responsive to the submission requirements set forth in this IFB will be evaluated. An incomplete Cost Proposal Form or any alteration to the Cost Proposal Form may result in your bid not being considered. OPWDD reserves the right to reject any and all offers.

C. Mathematical Errors

If the Bidder submits a cost proposal which contains mathematical errors, the Total Annual Estimated Combined Cost per Cluster will be calculated using the pricing submitted for Price per Event for each site, Hourly Rates, and Bidder's Mark-Up %. In the event that a Parts Mark-up percentage exceeds the cap of 20%, the percentage will be reduced to 20% and the Total Annual Estimated Combined Cost will be recalculated.

D. Confirmation of Ability to Provide Service

OPWDD reserves the right to confirm any Bidder has the qualifications, experience, ability, and financial standing to perform services as outlined in the scope of work. This may include requesting information regarding equipment, workforce, suppliers, etc.

Qualifications & Scope of Work

Residential Generator Maintenance and Repair Service

The following specifications cover Residential Generator Maintenance and Repair Service for OPWDD community sites throughout Clinton, Essex, Franklin, Hamilton, and St. Lawrence Counties. Please see Exhibit A for site listings, addresses, phone numbers, and equipment list.

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

Contractor shall provide generator maintenance and related services. **This is a full maintenance contract to include parts and labor. Emergency response and repair is included.**

I. Service Specifications:

Residential Stationary Generator Semi-Annual Preventative Maintenance shall be performed in accordance with Residential Stationary Generator Semi-Annual Preventative Maintenance Scope of Work Checklist. Preventive Maintenance services must be performed twice per year within the below timeframes:

Spring Service: 4/1-5/31

Fall Service: 9/1-10/31

II. Parts Replacement:

All parts required as a result of the periodic maintenance activity identified above shall be included in the Annual Charge. The Contractor must use products and brands according to Manufacturer's specifications. The aforementioned parts that are worn or not in proper operating condition shall be repaired and/or replaced with new parts and/or devices and be noted on the Residential Stationary Generator Semi-Annual Preventative Maintenance – Scope of Work Checklist and Generator Preventative Maintenance Attestation Form (see Section IV below).

Notification and cost estimate of needed non-emergency repairs beyond preventative maintenance must be emailed to Work Control Center Plant Superintendent or designee within one (1) business day for approval prior to making additional repairs. Additional repairs not covered under the preventative maintenance agreement shall be provided at the service contract's markup and labor rate.

The Contractor shall ensure a clean work area upon completion and remove any and all debris from site. Hazardous or regulated waste shall be contained and removed from site in accordance with all applicable laws and regulations.

III. Emergency Repair Service:

1. Contractor shall provide emergency repair service twenty-four (24) hours per day, seven (7) days per week including all Federal Holidays. Contractor will respond to emergencies within four (4) hours of receiving notice. All emergency repairs not covered under the preventative maintenance agreement shall be provided at the service contract's markup and labor rate. All emergency repairs must be authorized by Work Control Center.
2. For emergency repair service, neither a minimum hour nor travel charges will 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. Mobilization charges are not permitted. If Contractor cannot correct the deficiency or replace the part at the time of the emergency service, any return visit shall be paid at the standard hourly rate of service during normal working hours, unless otherwise approved. One billable hour of labor may be charged for any emergency repair/service that takes less than one hour to complete.

IV. Reports:

Complete the following documents and email to the Plant Superintendent within forty-eight (48) hours of preventative maintenance (PM) visit **at each site**:

1. Generator Preventative Maintenance Attestation Form (Exhibit B)
2. Residential Stationary Generator Semi-Annual Preventative Maintenance – Scope of Work Checklist. (Exhibit C)

V. Working Hours:

The maintenance work to be performed under these specifications shall be performed during regular business hours of 7:30am to 4:00pm, Monday through Friday. All repair work is to be performed during working hours unless specifically authorized in writing by OPWDD. Off hour labor hours are Monday through Friday, 4:01pm to 7:29am 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, Birthday of Martin Luther King Jr., Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

VI. Accounting:

A. JOB TICKETS

Job Tickets are to be completed at the completion of each service. It is advised that the Job Ticket be a three-part form. House Manager or designee will sign Job Tickets to verify Contractor's time spent on site. The following information is to be recorded on each Job Ticket:

Invitation for Bid

1. The address of the site
2. The type of service completed
3. The date of service
4. The hours on site
5. The signature of House Manager or designee

One copy of the Job Ticket is to remain with the site serviced. In addition, a digital copy of the signed Job Ticket should be emailed to the Plant Superintendent's Office within one (1) business day. One copy of the signed Job Ticket is to accompany the invoice for services. The signed ticket acts as verification of time on site, a requirement for payment. One copy is for Contractor's files.

B. PREVAILING WAGE

Prevailing Wages apply to this contract. The PRC number for this contract is **2023009899**. A copy of Contractor's certified payroll is required to be submitted with invoices prior to payment for services rendered.

C. INVOICES

Invoices must be accompanied by an itemized parts receipt from the Contractor so the mark-up can be verified. Invoices must indicate invoice number, PO# OPD01-, contract number, the address 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 Sunmount DDSOO
Unit ID: 3660240
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. PAYMENT

Payments will be made based on actual services rendered. OPWDD reserves the right to delete sites from this contract, in consultation with the Contractor, working out the appropriate credits. 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.

VII. Contractor Liability:

In the event the Contractor fails to provide services as stated in the Scope of Work, within the time frames specified, and OPWDD is required to procure services from another vendor, the Contractor may be held liable for any costs over and above the contractual price for the site(s) involved. In such a situation, the additional cost for these services will be billed to the Contractor or payment will be reduced for the additional costs incurred.

Invitation for Bid

Exhibit A

Cluster 1						
#	Facility	Telephone	County	Make Model Serial #	Wattage	Fuel
1	2880 State Rte 30, Speculator, NY 12164	518-548-8392	Hamilton	Spectorm 50dsej 660293	50,000	Diesel
2	114 Wilber Ln, Speculator, NY 12164	518-548-3788	Hamilton	Generac QT0516ANSN 5697514	25,000	Propane
3	272 Algonquin Rd, Wells, NY 12190	518-359-4171	Hamilton	Generac Guardian 0052821 4954105	13,000	Propane
4	118 Pelon Rd, Indian Lake, NY 12842	518-648-5930	Hamilton	Guardian Elite 0053243 5214265	25,000	Propane
5	6204 State Rte 30, Indian Lake, NY 12842	518-648-5945	Hamilton	Guardian Elite 0053243 4933451	25,000	Propane

Cluster 2						
#	Facility	Telephone	County	Make Model Serial #	Wattage	Fuel
1	12 St. Bernard St, Saranac Lake, NY 12983	518-359-4171	Franklin	Kohler 50REZGB SGM324FTL	50,000	Diesel
2	78 Edgewood Rd, Saranac Lake, NY 12983	518-891-5391	Franklin	Generac OT10068AVAC 8505971	100,000	Propane
3	80 Edgewood Rd, Saranac Lake, NY 12983	518-891-5476	Franklin	Generac OT10068AVAC 8507180	100,000	Propane
4	48 Underwood Rd, Tupper Lake, NY 12986	518-359-4171	Franklin	Guardian Plus 0043903 4341664	15,000	Propane
5	57 Haymeadow Rd, Tupper Lake, NY 12986	518-359-2010/2248	Franklin	Generac Power System 0052610 4393786	45,000	Propane
6	61 Haymeadow Rd, Tupper Lake, NY 12986	518-359-2937/2938	Franklin	Guardian SG0043733 3707987	40,000	Propane
7	380 Hosley Ave, Tupper Lake, NY 12986	518-359-9703/9704	Franklin	Guardian Plus 0043903 4214488	15,000	Propane

Invitation for Bid

Cluster 2-Continued						
8	390 Hosley Ave, Tupper Lake, NY 12986	518-359-9701/9702	Franklin	Guardian Plus 0043903 4219970	15,000	Propane
9	1996 State Rte 30, Tupper Lake, NY 12986	518-359-7489	Franklin	Guardian 0043734 3717652	40,000	Propane
10	19 Little Wolf Rd, Tupper Lake, NY 12986	518-359-2557/2101	Franklin	Dayton Generator 4LM38B 3160533	20,000	Propane
11	26 Wawbeek Ave, Tupper Lake, NY 12986	518-359-8534/9473	Franklin	Generac Guardian Series 0058850 6109431	17,000	Propane
12	56 Bellevue Ter, Tupper Lake, NY 12986	518-359-4171	Franklin	Kohler 50REZGB SGM 324 FTL	50,000	Propane
13	22 Adams Ln, Newcomb, NY 12852	518-359-4171	Essex	Guardian air cooled twin 0052430 4685749	16,000	Propane
14	16 Stone Rd, Long Lake, NY 12847	518-624-4140	Hamilton	Baldor - P0505180001	50,000	Diesel
15	25 Mix Rd, Long Lake, NY 12847	518-624-4171	Hamilton	Guardian Elite 0053243 4908690	25,000	Propane
16	271 Kickerville Rd, Long Lake, NY 12847	518-359-4171	Hamilton	Guardian Elite 0053243 4908689	25,000	Propane

Cluster 3						
#	Facility	Telephone	County	Make Model Serial #	Wattage	Fuel
1	55 Rose Ave, Rouses Point, NY 12979	518-297-2357/2358	Clinton	Cummins C100NG K160120448	100,000	Propane
2	25 School St, Keeseville, NY 12944	518-834-4630/4632	Clinton	Generac Guardian Elite 0053243 4999732	25,000	Propane
3	31 School St, Keeseville, NY 12944	518-359-4171	Clinton	Generac Guardian Elite 0053243 4999736	25,000	Propane

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Cluster 4						
#	Facility	Telephone	County	Make Model Serial #	Wattage	Fuel
1	7266 Rte 3, Cranberry Lake, NY 12927	315-848-3421/3427	St. Lawrence	Generac Guardian 0043900 3580971	15,000	Propane
2	6 School St, Star Lake, NY 13690	315-848-3402	St. Lawrence	Kohler 12RES 2020394	12,000	Propane
3	62 County Rte 31, Madrid, NY 13660	315-322-4107/5686	St. Lawrence	Kohler 50rezgb -	50,000	Nat. Gas
4	9 Depot St, Madrid, NY 13660	315-322-4108/4272	St. Lawrence	Kohler 11RMY 608247	11,000	Nat. Gas
5	225 Bayley Rd, Massena, NY 13662	315-769-6399/6499	St. Lawrence	Kohler 11RMY 606084	11,000	Nat. Gas
6	227 Bayley Rd, Massena, NY 13662	315-769-6172/6282	St. Lawrence	Kohler 11RMY 608244	11,000	Nat. Gas
7	30 Colgate St, Massena, NY 13662	315-764-7801	St. Lawrence	Kohler 24RCLA -	21,000	Nat. Gas
8	15 Maple St, Norwood, NY 13668	315-353-2023/2403	St. Lawrence	Kohler 11RMY 608223	11,000	Nat. Gas
9	2 Spruce St, Norwood, NY 13668	315-353-2691/2539	St. Lawrence	Generac 0052531 4965126	13,000	Nat. Gas
10	3 Sports Ave, Norwood, NY 13668	315-353-2095/2181	St. Lawrence	Generac 0052531 456125	13,000	Nat. Gas
11	134 Leroy St, Potsdam, NY 13676	315-265-7807	St. Lawrence	Kohler 24RCLA -	21,000	Nat. Gas
12	4 Grant St, Potsdam, NY 13676	315-265-2665	St. Lawrence	Kohler 50REZGB -	50,000	Nat. Gas
13	4 Sealy Dr, Potsdam, NY 13676	315-265-1349	St. Lawrence	Kohler 24RCLA -	21,000	Nat. Gas

Exhibit B-Generator Preventative Maintenance Attestation Form

Instructions: This form must be completed by the Vendor on the day Preventative Maintenance is completed at each site as an attestation, in addition to any paperwork/form that is completed by your firm, to verify the work has been completed under the Terms and Conditions of the Contract.

Job Site: _____ Generator Model: _____ Generator Serial #: _____ Generator Size: _____	Hour Meter Reading Service Date: _____ Beginning of PM: _____ End of PM: _____
---	--

Was the generator operational when you arrived to do the PM?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, please explain: _____ _____ _____		

One Hour Load Test		
Start Time:	Actual _____	Meter _____
End Time:	Actual _____	Meter _____

Actual time is required; record meter time as well if applicable.

Are there any immediate code issues or violations that need to be addressed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please briefly explain: _____ _____ _____		

Have you identified any specific concerns outside the scope of the Contract?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please explain: _____ _____ _____		

Technician's Name: _____ (print)
 Signature: _____ Date: _____

A copy of this form must be left on-site when completed and emailed to DDSO Work Control Center Plant Superintendent

Exhibit C-NYS OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Sunmount DDSOO Work Control Center

Residential Stationary Generator Semi-Annual Preventative Maintenance - Scope of Work Checklist

This form includes the items which are to be performed by the contracted vendor when listed as required during each Residential Stationary Generator PM over the life of the contract.

Job Site and Address: _____ (print)

Generator Model/size _____ **Generator Serial #** _____

Service Date _____

Perform operational inspection of the generator set to insure it is ready to operate and carry the load when required.

Manually start generator and run three to five minutes/ stop and check all fluid levels – check engine oil level; note level/coolant, etc.

Test engine protective and automatic shutdown devices, list findings:

Clean oil cooler, if applicable.

At initial preventive maintenance service (Spring, first year of contract) flush the radiator and cooling system, change coolant, and document the type of coolant used.

At the beginning of the 4th year of the preventive maintenance agreement (Spring) flush the radiator and cooling system, change coolant and document the type of coolant used.

Check engine coolant thermal protection level/adjust as necessary operating in a cold weather environment at each subsequent Spring and Fall preventive maintenance visit.

Check the fuel delivery system and tighten connections as necessary.

Replace fuel filter in Spring. Bleed fuel system where applicable.

Check gas pressure and pressure regulators for proper operation. If the generator system runs off Liquid Propane Gas (LPG), check and document the percentage of LPG in the storage vessel.

Check and clean air inlets and outlets and vacuum clean the interior of the generator cabinet.

Check and clean the battery posts, cables and charger for loose connections, corrosion and proper operation. Correct as necessary.

Check the battery electrolyte level and adjust. Each unit (unless OPWDD notifies Contractor that it is a new unit) will have the battery replaced in the first year of the contract. OPWDD will notify the Contractor of any newly installed generators and those generators will not have the battery automatically replaced in the first year of the contract. Document the type of battery.

Invitation for Bid

-
- Check the unit's wiring for loose connections, corrosion and damage. Correct as necessary.
-
- Adjust frequency (Hertz) to correct no-load setting. Check no-load voltage and adjust voltage regulator if necessary.
-
- Check the engine accessory drive belts for wear, weather cracking and damage. Replace as necessary.
-
- Visually inspect the unit looking for any leaks, wear or damage, loose connections or components and corrosion. Correct minor issues as necessary and immediately advise the appropriate DDSO Work Control Center Representative via phone call and email of any issues discovered.
-
- Change oil and oil filter and service engine during Spring PM. Run the generator manually for 5 minutes stop and check engine oil level. Document and take corrective action if needed.
-
- Replace air filter every Spring.
-
- Check engine spark plugs on gas engine driven units. Replace once annually in Spring PM. Clean and re-gap in Fall PM.
-
- On generators with spark arrestors, spark arrestors shall be removed, cleaned and reinstalled.
-
- Check the engine and automatic transfer system safety devices. Correct and adjust as needed.
-
- Control panels, transfer switches shall be inspected for vermin/insect nesting or damage. Vendor shall remove any infestation and perform minor repairs associated with these conditions.
-
- Initiate an automatic start and transfer of the unit to full rated load (make sure major electric equipment, Air Conditioning, one stove oven element with two burners, electric dryer, if applicable, interior/exterior lights on). Exercise the generator for at least one (1) hour looking for leaks, loose connections, or components and abnormal operating conditions. Document via electronic meter the AMPs and Voltage output readings of the generator.
-
- Test Battery and log charging voltage, where applicable.
-
- Check and document engine oil level again.
-
- Check units winterization kit to ensure that it is operational (block heater running on the operational thermostat set at 45 degrees F. Test and ensure that the battery trickle charger is operational and able to maintain the battery.
-
- Return the unit to standby set-up for operation when finished.
-

Cost Proposal Form

Instructions:

There are four Clusters. Each Cluster will be evaluated separately. Complete a **Cost Proposal** form for each Cluster you would like to bid on.

Vendors may bid on one or multiple Clusters and multiple contracts may be awarded. All locations included in a Cluster are to be serviced by the Bidder who is awarded the contract for that Cluster.

(A) Total Annual Preventative Maintenance Cost

Preventative Maintenance Cost (A) is calculated by entering your Cost Per Event for each location, multiplying it by 2 annual events and entering each location total in the far-right column labelled, Annual Preventative Maintenance Total. The Annual Preventative Maintenance Total column should then be added up with this total for the cluster entered in the bottom right corner as the Total Annual Preventative Maintenance Cost. All locations within each Cluster must have a Cost Per Event amount filled in for Preventative Maintenance Cost in order for your bid to be considered for that Cluster

(B) Total Annual Estimated Labor Cost for Repair

Annual Estimated Labor Cost for Repair (B) is calculated by multiplying your labor rates by estimated hours for each hourly wage category, then totaling the estimated labor costs as Total Annual Estimated Labor Cost for Repair for that Cluster.

(C) Total Annual Estimated Parts with Mark-up Cost

Total Annual Estimated Parts with Mark-up Cost (C) is calculated by multiplying your parts mark-up percentage by each cluster's estimated parts cost, then totaling parts mark-up cost and estimated parts cost.

Contractor's Total Annual Estimated Combined Cost for each Cluster will be calculated by adding the sum of:

- (A) Total Annual Preventative Maintenance cost,**
- (B) Total Annual Estimated Labor Cost for Repair, and**
- (C) Total Annual Estimated Parts with Mark-up Cost.**

Check your math-refer to (page 17) #17 **Evaluation Criteria: Method of Award** for more information.

Estimated Labor Hours and Estimated Parts Costs are estimates only. Payment will be made on actual services rendered. Submit a completed **Summary and Signature Page** (page 34) with all cost proposal documents.

Any alteration of the Cost Proposal Form may result in disqualification of the bid. OPWDD reserves the right to reject any and all offers.

Invitation for Bid

CLUSTER 1 – ANNUAL PREVENTATIVE MAINTENANCE COST						
		Cost Per Event		Annual Events	=	Annual Preventative Maintenance Total
1	2880 State Rte 30, Speculator, NY 12164	\$	X	2	=	\$
2	114 Wilber Ln, Speculator, NY 12164	\$	X	2	=	+\$
3	272 Algonquin Rd, Wells, NY 12190	\$	X	2	=	+\$
4	118 Pelon Rd, Indian Lake, NY 12842	\$	X	2	=	+\$
5	6204 State Rte 30, Indian Lake, NY 12842	\$	X	2	=	+\$
Total Annual Preventative Maintenance for Cluster 1 (A)=						\$

CLUSTER 1-- ANNUAL ESTIMATED LABOR COST FOR REPAIR				
			Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=		\$	X 15	= \$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=		\$	X 3	= +\$
Holiday Labor Hours (see page 20 for Observed Holidays) Hourly Rate=		\$	X 2	= +\$
Total Annual Estimated Labor Cost for Repair Cluster 1 (B) =				\$

CLUSTER 1-- ANNUAL ESTIMATED PARTS WITH MARK-UP COST				
			Estimated Parts	
<i>*Parts Mark Up not to exceed 20%</i>				
Parts Mark Up =		%	X \$240.	= \$
Estimated Annual Parts Cost =				+\$ 240.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 1 (C) =				\$

Total Annual Estimated Combined Cost for Cluster 1 (A+B+C) =	\$
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Contractor Name:

Invitation for Bid

CLUSTER 2 – ANNUAL PREVENTATIVE MAINTENANCE COST						
		Cost Per Event		Annual Events		Annual Preventative Maintenance Total
1	12 St. Bernard St, Saranac Lake, NY 12983	\$	X	2	=	\$
2	78 Edgewood Rd, Saranac Lake, NY 12983	\$	X	2	=	+\$
3	80 Edgewood Rd, Saranac Lake, NY 12983	\$	X	2	=	+\$
4	48 Underwood Rd, Tupper Lake, NY 12986	\$	X	2	=	+\$
5	57 Haymeadow Rd, Tupper Lake, NY 12986	\$	X	2	=	+\$
6	61 Haymeadow Rd, Tupper Lake, NY 12986	\$	X	2	=	+\$
7	380 Hosley Ave, Tupper Lake, NY 12986	\$	X	2	=	+\$
8	390 Hosley Ave, Tupper Lake, NY 12986	\$	X	2	=	+\$
9	1996 State Rte 30, Tupper Lake, NY 12986	\$	X	2	=	+\$
10	19 Little Wolf Rd, Tupper Lake, NY 12986	\$	X	2	=	+\$
11	26 Wawbeek Ave, Tupper Lake, NY 12986	\$	X	2	=	+\$
12	56 Bellevue Ter, Tupper Lake, NY 12986	\$	X	2	=	+\$
13	22 Adams Ln, Newcomb, NY 12852	\$	X	2	=	+\$
14	16 Stone Rd, Long Lake, NY 12847	\$	X	2	=	+\$
15	25 Mix Rd, Long Lake, NY 12847	\$	X	2	=	+\$
16	271 Kickerville Rd, Long Lake, NY 12847	\$	X	2	=	+\$
Total Annual Preventative Maintenance for Cluster 2 (A)=						\$

CLUSTER 2-- ANNUAL ESTIMATED LABOR COST FOR REPAIR			
		Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=	\$	X 50	= \$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=	\$	X 10	= +\$
Holiday Labor Hours (see page 20 for Observed Holidays) Hourly Rate=	\$	X 4	= +\$
Total Annual Estimated Labor Cost for Repair Cluster 2 (B) =			\$

CLUSTER 2-- ANNUAL ESTIMATED PARTS WITH MARK-UP COST			
<i>*Parts Mark Up not to exceed 20%</i>		Estimated Parts	
Parts Mark Up =	%	X \$768.	= \$
Estimated Annual Parts Cost =			+\$ 768.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 2 (C) =			\$

Total Annual Estimated Combined Cost for Cluster 2 (A+B+C) =	\$
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Contractor Name:

Invitation for Bid

CLUSTER 3 – ANNUAL PREVENTATIVE MAINTENANCE COST						
		Cost Per Event		Annual Events		Annual Preventative Maintenance Total
1	55 Rose Ave, Rouses Point, NY 12979	\$	X	2	=	\$
2	25 School St, Keeseville, NY 12944	\$	X	2	=	+\$
3	31 School St, Keeseville, NY 12944	\$	X	2	=	+\$
Total Annual Preventative Maintenance for Cluster 3 (A)=						\$

CLUSTER 3-- ANNUAL ESTIMATED LABOR COST FOR REPAIR				
			Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=		\$	X 9	= \$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=		\$	X 2	= +\$
Holiday Labor Hours (see page 20 for Observed Holidays) Hourly Rate=		\$	X 1	= +\$
Total Annual Estimated Labor Cost for Repair Cluster 3 (B) =				\$

CLUSTER 3-- ANNUAL ESTIMATED PARTS WITH MARK-UP COST				
<i>*Parts Mark Up not to exceed 20%</i>			Estimated Parts	
Parts Mark Up =		%	X \$144.	= \$
Estimated Annual Parts Cost =				+\$ 144.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 3 (C) =				\$

Total Annual Estimated Combined Cost for Cluster 3 (A+B+C) =	\$
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Contractor Name:

CLUSTER 4 – ANNUAL PREVENTATIVE MAINTENANCE COST						
		Cost Per Event		Annual Events		Annual Preventative Maintenance Total
1	7266 Rte 3, Cranberry Lake, NY 12927	\$	X	2	=	\$
2	6 School St, Star Lake, NY 13690	\$	X	2	=	+\$
3	62 County Rte 31, Madrid, NY 13660	\$	X	2	=	+\$
4	9 Depot St, Madrid, NY 13660	\$	X	2	=	+\$
5	225 Bayley Rd, Massena, NY 13662	\$	X	2	=	+\$
6	227 Bayley Rd, Massena, NY 13662	\$	X	2	=	+\$
7	30 Colgate St, Massena, NY 13662	\$	X	2	=	+\$
8	15 Maple St, Norwood, NY 13668	\$	X	2	=	+\$
9	2 Spruce St, Norwood, NY 13668	\$	X	2	=	+\$
10	3 Sports Ave, Norwood, NY 13668	\$	X	2	=	+\$
11	134 Leroy St, Potsdam, NY 13676	\$	X	2	=	+\$
12	4 Grant St, Potsdam, NY 13676	\$	X	2	=	+\$
13	4 Sealy Dr, Potsdam, NY 13676	\$	X	2	=	+\$
Total Annual Preventative Maintenance for Cluster 4 (A)=						\$

CLUSTER 4-- ANNUAL ESTIMATED LABOR COST FOR REPAIR			
		Estimated Hours	
Normal Working Hours (M-F, 7:30AM-4:00PM) Hourly Rate=	\$	X 40	= \$
Off Labor Hours (M-F, 4:01PM-7:29AM & all-day Sat & Sun) Hourly Rate=	\$	X 8	= +\$
Holiday Labor Hours (see page 20 for Observed Holidays) Hourly Rate=	\$	X 4	= +\$
Total Annual Estimated Labor Cost for Repair Cluster 4 (B) =			\$

CLUSTER 4-- ANNUAL ESTIMATED PARTS WITH MARK-UP COST			
		Estimated Parts	
<i>*Parts Mark Up not to exceed 20%</i>			
Parts Mark Up =	%	X \$624.	= \$
Estimated Annual Parts Cost =			+ \$ 624.00
Total Annual Estimated Parts with Mark Up Cost for Cluster 4 (C) =			\$

Total Annual Estimated Combined Cost for Cluster 4 (A+B+C) =	\$
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Contractor Name:

Cost Proposal Summary and Signature Page

Cluster	Total Annual Estimated Combined Cost
1	
2	
3	
4	

 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:

 Email:

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.