



Office for People With Developmental Disabilities

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Governor

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Commissioner

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Executive Deputy Commissioner

Memo

To: Responsible and qualified Contractors who provide Snow and Slush Removal and Ice Control Services in Chenango, Delaware, Otsego, Tompkins Counties

From: Heather L Clausen, CMS1

Date: May 28, 2024

Re: Clarifications/revisions in Broome DDSOO Snow and Slush Removal and Ice Control Services IFB BR 070224

No contracts were awarded during the award phase of the Broome DDSOO Snow and Slush Removal and Ice Control Services procurement (IFB BR 050724). A new IFB (IFB BR 070224) was released today to procure Snow and Slush Removal and Ice Control Services. This memo serves to detail the changes that were made to the original Snow and Slush Removal and Ice Control Services IFB.

OVERVIEW OF CHANGES

- **17. Evaluation Criteria: Method of Award**
 - A. Contract Award - OPWDD will select the responsible and responsive Bidder that will provide the lowest Total Estimated Annual Cost for All Services per cluster.
 - C. Mathematical Errors - If the Bidder submits a cost proposal which contains mathematical errors, the Total Estimated Annual Cost for All Services per cluster will be recalculated using the pricing submitted for Snow/Slush Removal Service (A) and Ice Control Service (B) for each site.
- **I. General Requirements in the Scope of Work**
 - Part 2. Snow and slush removal and ice control services detailed in this Scope of Work will be paid per event, as further detailed in section V. Accounting.
- **V. Accounting in the Scope of Work**
 - 1. Pricing & Payment Structure: Snow removal and ice control service is based on per event pricing. Payment will be made after receipt of invoices as detailed in 4. Invoices. The final payment each season will be processed once the final invoice is received (no later than May 31) and damages that may have been caused by the Contractor have been satisfactorily repaired, as detailed in section IV. **Contractor Damages**.
 - 2. Job Tickets: Job Tickets are to be presented to the House Manager upon completion of service. It is advised that the Job Ticket be a three-part form. House Manager or designee will sign Job Tickets if service is satisfactory. The following information is to be recorded on each Job Ticket:
 - a. The Name of the Site,
 - b. The type of service completed,

- c. The date of service,
- d. Whether service was automatically triggered per specifications or requested by OPWDD, and
- e. The Signature of House Manager 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.

- 4. Invoices: Invoice must indicate: Invoice number, PO# OPD01- , Contract number, the name of the site(s), the date(s) 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 signed Job Tickets attached. Invoices are to be submitted for payment within thirty (30) days of service.

Note: If you submitted a bid for the previous Snow and Slush Removal and Ice Control Services procurement, you must submit a new signed bid on the updated Cost Proposal Form (pages 28-31) in bid packet IFB BR 070224 to be considered.

Please do not use any previously sent Cost Proposal Forms or your bid may not be considered.