



**Office for People With  
Developmental Disabilities**

**KATHY HOCHUL**  
Governor

**WILLOW BAER**  
Acting Commissioner

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

**Hudson Valley Developmental Disabilities  
State Operations Office**

**2025 - 2030 Community Lawn Care and  
Maintenance in Orange, Rockland, and  
Westchester Counties**

**IFB HV 011425**

**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. Hudson Valley Developmental Disabilities State Operations Office (hereinafter “OPWDD”) is an agency of OPWDD serving Orange, Rockland, Sullivan, and Westchester 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

**Keith Ryer, CMS 1 for**  
**Christopher Davis, CMS 2**  
**Laura Pushkarsh, CMS 3**  
**Deborah Klase, CMS 3**  
**OPWDD Contract Management Unit**  
**26 Center Circle**  
**Wassaic, New York 12592-2637**  
**Phone: 845-877-6821 x3321      Fax: 845-877-3004**  
[eny.nyc.li.contracthub@opwdd.ny.gov](mailto:eny.nyc.li.contracthub@opwdd.ny.gov)

## 3. Timetable of Proposal Due Dates

IFB Release Date	10 December 2024
<b>Mandatory Pre-bid Meeting</b>	<b>10:00am 19 December 2024</b>
Final Date for Receipt of Questions	24 December 2024
Official Responses to Questions By	31 December 2024
<b>Proposal Due Date – Bid Opening*</b>	<b>2:00pm 14 January 2025</b>
Evaluation & Selection	29 January 2025
Notification of Awards	29 January 2025
Contract start date (subject to change)	25 March 2025

\*Bid Opening to be via Microsoft Teams. 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 Community Lawn Care and Maintenance for OPWDD sites, according to the specifications, terms, and conditions as enumerated in "Scope of Work" of this IFB.

#### 6. Pre-bid Meeting and Site Inspections

**All potential Bidders MUST attend the scheduled Mandatory Pre-bid Meeting if they wish to submit a bid. See below for specific instructions for the Mandatory Pre-bid Meeting.**

The Mandatory Pre-bid Meeting will **be held at 10:00am on December 19<sup>th</sup>, 2024, at the Work Control Bldg. 1 Utility Road, Thiells, NY 10984.** Bidders are to sign in upon arrival. For questions about the location of the Mandatory Pre-bid Meeting only, potential Bidders may contact John Knopf, MS2 by calling 845-947-6267. It is strongly recommended that Bidders interested in attending the Mandatory Pre-bid Meeting confirm their intention to attend by emailing [opwdd.sm.hvd.cmmproject@opwdd.ny.gov](mailto:opwdd.sm.hvd.cmmproject@opwdd.ny.gov).

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

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.

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- 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/](http://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.**

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- (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 HV 011425  
C/O Keith Ryer, CMS 1  
26 Center Circle, Building 58, Service Building  
Wassaic, New York, 12592-2637

- (4) Bid Opening will be done via Microsoft Teams following standard formal bid opening procedures. If bidders wish to “attend”, they may do so by calling: **1-518-801-9699 at 2:00pm 14 January 2025**. Bidders will be asked for a Phone Conference ID. Enter 818 815 556 followed by the # sign.

All proposals and accompanying documentation become the property of OPWDD and ordinarily will not be returned.

#### B. References

OPWDD may request bidders to submit work references that will verify that the bidder or its principals have at least two (2) years of relevant experience to complete the work as listed in Qualifications and Scope of Work. Upon request, bidders will have 3 business days to submit such references.

#### 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](mailto: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](mailto: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;
  - 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, 3<sup>rd</sup> 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.

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- (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 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](http://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.

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**Invitation for Bid**

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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 Combined Cost per Season for each cluster. There are 26 clusters; each cluster will be evaluated separately. Bidders 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 31-39). 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 Combined Cost per Season will be calculated using the Price per Spring Clean-Up, Price per Fall Clean-up, and Lawn Maintenance Cost per Season.

### **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

### COMMUNITY LAWN CARE AND MAINTENANCE

Hudson Valley New York DDSOO (hereinafter "OPWDD") is an agency of the Office for People with Developmental Disabilities. The homes are residences of people with developmental disabilities including some who are confined to wheelchairs. The following specifications cover Lawn Care and Maintenance for OPWDD community sites throughout Orange, Rockland, and Westchester Counties. Please refer to the Site Listing (Exhibit A) for service location addresses.

Lawn Care and Maintenance services detailed in this Scope of Work will be paid by one seasonal price spread out over six (6) equal installments as further detailed in section IX. ACCOUNTING.

#### Detailed Specifications:

Contractor shall provide lawn maintenance and related services. All labor, materials, and equipment necessary to professionally complete the service are to be supplied by the Contractor. All equipment used in this service must meet manufacturer's safety requirements and be properly installed and functional. All equipment must be operated in a safe manner. The Contractor must be able to show that they have adequate staff and equipment to perform services for sites for which they are under contract. The Contractor is required to meet with the House Manager (HM), Plant Superintendent (PS), or representative prior to each Lawn Care season.

#### I. SCHEDULE OF SERVICES:

Prior to April 1st of each season, the Contractor providing Lawn Care and Maintenance services must meet and negotiate a timetable/schedule, when the services are to be performed, with the House Manager, Plant Superintendent, or designee. Staff understands that scheduled service may change due to weather conditions.

#### II. SERVICES REQUIRED

##### A. Spring Clean-Up (one per season)

The first clean-up service of the season, which is to be completed between April 1 and April 30, shall include the following:

1. A thorough clean-up of the entire lawn including raking of leaves, sticks, and debris.
2. Mowing of lawn to a height of 2" if necessary. Fertilize entire lawn with lime, repair any damaged areas/spot thatch and seed where needed.
3. Edging and weeding of all flower beds, raised beds, and other intentionally planted and mulched areas. Weeds shall be pulled from the roots. A fresh 2" of cedar mulch shall be spread around hedges and shrubs where mulch has previously been placed.
4. Trimming of hedges, shrubs, and bushes.
5. Removal of all clippings, leaves, limbs, twigs, and debris from site.

**B. Routine Lawn Maintenance**

Services are to be provided approximately April 1st through November 1st. Service dates may change due to weather conditions. All stationary non-fixed obstacles, i.e., lawn furniture, shall be moved prior to performing lawn services and returned to original placement afterwards. Services to be included with each mow include:

1. Mowing of all lawn areas on property or as identified by the House Manager or designee. If a site borders a road, the roadside ditch is considered part of the lawn and is to be maintained. Survey/boundary markers are not to be removed by the Contractor.
2. Routine Lawn Maintenance is to be performed at least once in any two-week period. Additionally, grass will be maintained at 2-3 inches as conditions dictate. Please note: more frequent mowing will be needed at times to maintain the required lawn height of 2-3 inches, for example: during the heavy growing season from late spring through mid-summer.
3. Additional Routine Lawn Maintenance will be performed as needed within the two-week period to maintain grass to the required 2-3 inches. All Routine Lawn Maintenance is to be included within the single seasonal price. There will be no additional payment made for Routine Lawn Maintenance required to maintain grass to the required 2-3 inches.
4. Central Air conditioning units will be kept free of grass clippings. Clippings must be removed from all paved, marked, or specifically identified surfaces after each mowing. Trimming around trees, hedges, generators, mailboxes, fuel/propane tanks, signs, fences, parking bumpers, fire hydrants, curbs, streetlight poles, transformers-light poles, foundations, etc., and anything else not identified in this section within the areas identified to be mowed will be the Contractor's responsibility. Trimming must be done in a manner that does not damage the fence and fence posts. Litter is to be removed prior to mowing and any moveable piece of furniture equipment, i.e., picnic tables, grills, etc. must be moved, the lawn cut, and the furniture or equipment replaced each time the lawn is cut.
5. Grass clippings are to be collected and removed from lawn, driveways, walkways, patios, steps, etc. Debris including pinecones and needles, leaves, sticks, and branches are also to be removed. Contractor will be responsible for pickup of limbs up to 3" in diameter. Anything over 3" in diameter the Contractor must notify the Business Office for assistance. The Contractor will pick up all limbs and debris prior to mowing of the parcels. Mowing up or over of limbs in an effort to "mulch" them into the lawn will not be allowed.
6. Trimming of hilly terrain, around trees, bushes, flower beds and other stationary objects not identified in this section within the areas identified to be mowed will be the Contractor's responsibility.
7. Trimming is to be provided as needed to maintain a neat appearance. Trimming must be done so that windows, exits, fire department connections, security lighting, electric meters, gas meters, generators, and walkways are not blocked. Trimming must be done in a manner that does not damage the siding and gutters. Shrubbery, hedges, etc. are to be maintained so that they are not rubbing against the house, garage, or any other structures on the premises. Hedges, bushes, or shrubs must be trimmed so that they do not encroach on any walkways, steps, or egresses. Contractor is responsible for removing trimmings and debris from site on the same day of service.

8. Rake, when necessary. Any failure on the Contractor's part to maintain the lawns as specified above which causes the lawns to not appear in a presentable condition at all times, e.g., wait too long between mowing which causes the lawns to appear ragged with clumps of grass, will require the Contractor to rake those sites each time and make them presentable at no additional cost to this contract.

### C. Fall Clean-Up (one per season)

Fall Clean-up shall be provided at the end of each season and shall be performed between November 1 and December 15, **after the majority of leaves have fallen**. If clean-up is performed prior to when a majority of leaves have fallen and a sizable amount of leaves accumulate after, then another leaf clean-up must be completed with no additional cost to this Contract. HM or designee will be required to inspect and approve the Fall Clean-up.

Fall Clean-up shall include the following:

1. A thorough clean-up of the entire lawn including raking of leaves, sticks, and debris.
2. Mowing of lawn to a height of 2" if necessary. Fertilize entire lawn with lime, repair any damaged areas/spot thatch and seed where needed.
3. Edging and weeding of all flower beds, raised beds, and other intentionally planted and mulched areas. Weeds shall be pulled from the roots.
4. Trimming of hedges, shrubs, and bushes.
5. Removal of all clippings, leaves, limbs, twigs, and debris from site.

### III. SITE AND SERVICE CHANGES

OPWDD reserves the right to eliminate sites from the contract at any time with notice. The price of the contract will be decreased by the amount of the price for the site eliminated, pro-rated for the number of months remaining in the season. OPWDD will not add any additional sites to this contract.

OPWDD will not add any additional services to the contract other than the lawn care maintenance services mentioned in these specifications.

### IV. SERVICES NOT TO BE PERFORMED

"Services not to be performed" are not to be provided without prior authorization. Usage of chemicals is not included in this Scope of Work and is not to be provided without prior authorization. "Extra Services" such as: usage of chemicals; cutting down and removal of trees, bushes, shrubs, hedges, ornamental trees; brush hogging and/or trimming of brush; maintenance of flower and vegetable gardens apart from weeding and edging; tree trimming; or major wind or storm damage clean-up may be requested by OPWDD. Contractor may provide a price quotation for these "Extra Services" upon request. "Extra Services" are not included in this contract. A purchase order authorizing services will be issued prior to commencement of services. OPWDD reserves the right to obtain additional proposals from vendors.

## V. PROPERTY DAMAGE

- A. Damages to lawns, gardens, lawn fixtures, vehicles, or damages to any real or personal property resulting from Contractor's service, equipment or employees is the sole responsibility of the Contractor to be repaired or replaced to their original state. The Contractor must notify the House Manager or designee immediately if damages occur.
- B. The Contractor is responsible to have corrective action done in a timely fashion on any and all damage caused during the course of this contract to any and all New York State property within the areas specified by the contract, if it was caused by the Contractor or employees of the Contractor's company. This includes, but is not limited to:
  - 1. Trees
  - 2. Shrubs
  - 3. Roadways within and leading to and from the property included in this specification
  - 4. Lawns
  - 5. Fences
  - 6. Headstones
  - 7. Vehicles
    - a. Damage to vehicles also includes damage done to New York State or personally owned vehicles of employees working at OPWDD. The Contractor will be responsible to report the damage to their private insurance company and exchange insurance information with the staff person if it was a personal vehicle.
  - 8. Other equipment
  - 9. Any and all other items not specifically identified
- C. It will be considered that the Contractor caused the damage if it happens within the areas identified by this contract unless the Contractor makes immediate notification of the finding to the House Manager (HM) or designee.

## VI. ADDITIONAL REQUIREMENTS

**The Contractor is required to clear all egresses of any debris resulting from the Lawn Care and Maintenance services set forth in this Scope of Work.**

The Contractor will perform all services associated with this specification to the satisfaction of OPWDD. The quality of service will be subject to inspection by OPWDD. If the quality of service is not satisfactory, and it be deemed that the Contractor is not meeting the requirements of this specification, the Contractor will be notified in writing of those deficiencies, and it will be the Contractor's responsibility to make the necessary corrections within ten (10) days after receipt of such notice. In the event the Contractor does not correct the deficiencies within that period, OPWDD may terminate the contract, and employ another Contractor to complete the work. The existing Contractor will be liable to OPWDD for such costs and any costs over and above the contracted price.

The Contractor must cooperate with site managers and staff. The Contractor will comply with safety and security requirements imposed by the site. The Contractor will adhere to all policies and regulations of OPWDD, including but not limited to smoking, parking, etc. The Contractor is to adhere to local/state noise control ordinances/laws. The Contractor must be able to show that they have adequate staff and equipment to perform services for sites under contract.

## Invitation for Bid

All operations will be performed weekdays between the hours of 8:00 a.m. and 7:00 p.m. unless otherwise requested by the House Manager or designee. The Contractor may work on weekends only with prior approval by the House Manager or designee. Arrangements for access will be made via the House Manager or designee.

Any conditions found that prevent the Contractor from completing the work identified in this specification need to be discussed with the House Manager or designee.

The Contractor must provide a phone number for accepting calls 24 hours per day, seven days per week. The Hudson Valley DDSOO Business Officer or their designee must be notified immediately of any phone number changes.

The Contractor must possess and provide, at no cost to the State, appropriate licenses and permits associated with the provision of lawn care and maintenance services.

OPWDD will not be responsible for damage caused to the Contractor's equipment during the course of this contract unless it can be shown that OPWDD was notified of a condition not covered under this contract and did not make arrangements to correct it in a timely fashion.

## VII. ASSIGNMENTS/SUBCONTRACTING

The Contractor will not assign or subcontract all or any part of said work without the express written permission of OPWDD's Contract Management Unit.

## VIII. CONTRACTOR LIABILITY

- A. The Contractor will perform all services associated with this specification to the satisfaction of OPWDD. The quality of service will be subject to inspection by OPWDD. If the quality of service is not satisfactory, and it be deemed that the Contractor is not meeting the requirements of this specification, the Contractor will be notified in writing of those deficiencies, and it will be the Contractor's responsibility to make the necessary corrections within ten (10) days after receipt of such notice.
- B. Where OPWDD determines that the Contractor is not in compliance with the requirements of this specification and the Contractor refuses to comply with such requirements, or if the Contractor is found to have willfully and intentionally failed to comply with the requirements, OPWDD will deduct payment in the amount specified for the service not provided. For the purposes of this specification, the amounts agreed upon for Price per Spring Clean-Up and Price per Fall Clean-up will be used for those services. For any instance of Routine Lawn Maintenance that is not in compliance, an amount equal to 1/25 of the value of Lawn Maintenance Cost per Season will be used.
- C. In the event that payment has already been rendered, OPWDD reserves the right to recoup a total equal to the amount specified for the service not provided.
- D. In the event the Contractor fails to provide services as stated in the Scope of Work, within the timeframes 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.

## IX. ACCOUNTING

Community Lawn Care and Maintenance is based on seasonal pricing. The seasonal price for each cluster will be paid in six (6) equal installments. The first invoice each year is to be dated June 1st and subsequent invoices (July through November) are to be dated on the first of each month. Payment will be made after receipt of invoices as detailed in section IX. ACCOUNTING Part C. INVOICES. The sixth and final payment each year will be processed once the final invoice is received, fall clean-up is completed, and any damages that may have been caused by the Contractor are satisfactorily repaired as detailed in Section V. PROPERTY DAMAGE.

### A. Job Tickets:

Job Tickets are to be presented to the House Manager or designee 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 Wage:

Prevailing Wages apply to this contract for all sites. The prevailing wage number is PRC# 2024900897. A copy of Contractor's certified payroll is required to be submitted with invoices prior to payment for services rendered.

### C. Invoices:

Invoices must indicate seasonal payment invoice # \_ of 6, PO# OPD01- , contract number, the name of the site, the dates 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 Hudson Valley DDSOO  
Unit ID: 3660236  
C/O NYS OGS BSC Accounts Payable  
Building 5, Fifth Floor  
1220 Washington Ave.,  
Albany, NY 12226-1900

When submitting invoices electronically, please send to: [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov). eInvoicing information may be found at: <https://bsc.ogs.ny.gov/nys-vendors>.



**D. Payment:**

Payment for invoices submitted by the Contractor will 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 will be made in accordance with OSC's procedures and practices to authorize electronic payment. Payments will be made based on actual services rendered.

## Exhibit A – Site Listing

Cluster 1					
Site	Street	City	Zip	Phone	County
Bullville	1307 Rte. 302, Box 228	Bullville	12566	845-361-3038	Orange
Locust Drive IRA	9 Locust Dr	Crawford	12549	845-361-1114	Orange
Bailey Road IRA	405 Bailey Rd	Montgomery	12549	845-457-5773	Orange
Robert Street IRA	233 Robert St	Montgomery	12549	845-457-9069	Orange
Blackhawk No. & So. IRA	170 Blackhawk Rd, RR 1, Box 269B	Pine Bush	12566	845-744-5733	Orange
Alfred Place	29 Alfred Pl	Walden	12586	845-778-7798	Orange

Cluster 2					
Site	Street	City	Zip	Phone	County
Chester CR	30 Murray Dr	Chester	10918	845-469-4046	Orange
Greycourt Road IRA	55 Greycourt Rd	Chester	10918	845-774-7968	Orange
Meadow Ave. IRA	22 Meadow Ave	Chester	10918	845-469-8674	Orange
Goshen IRA	255 Craigville Rd	Goshen	10924	845-294-6449	Orange
Maplewood Lane IRA	4 Redwood Ln	Goshen	10924	845-469-9713	Orange

Cluster 3					
Site	Street	City	Zip	Phone	County
Maybrook ICF	85 Maybrook Rd	Campbell Hall	10916	845-427-2883	Orange
Indian Trail CR	107 Indian Trail	Maybrook	12543	845-427-5082	Orange
Fortune Road I ICF	45 Fortune Rd W	Middletown	10941	845-692-3526/27	Orange
Fortune Road II ICF	75 Fortune Rd W	Middletown	10941	845-695-1265/66	Orange
Midland Lakes IRA	580 Midland Lakes Rd	Middletown	10940	845-361-2815	Orange
Silver Lakes IRA	533-35 Silver Lake-Scotchtown Rd	Middletown	10940	845-692-8226	Orange
Wallkill ICF	118 Rykowski Ln	Middletown	10940	845-782-4774	Orange

Cluster 4					
Site	Street	City	Zip	Phone	County
Mid-Hudson I IRA	50A Leonard St	Middletown	10940	845-343-3414	Orange
Mid-Hudson II IRA	50B Leonard St	Middletown	10940	845-343-3444	Orange
Tall Oaks I IRA	240 Tall Oaks Dr	Middletown	10940	845-342-6573	Orange
Tall Oaks II IRA	238 Tall Oaks Dr	Middletown	10940	845-344-0808	Orange
Watkins Ave. Day Hab	233 Watkins Ave	Middletown	10940	845-344-0040	Orange
Waverly Place IRA	45 Waverly Pl	Middletown	10940	845-344-4090	Orange

## Invitation for Bid

Cluster 5					
Site	Street	City	Zip	Phone	County
Wedgewood Lane IRA	19 Wedgewood Ln	Middletown	10940	845-386-3346	Orange
Grange Road IRA	26 Grange Rd	Otisville	10963	845-386-2215	Orange
Robbins Road IRA	241 Robbins Rd	Otisville	10963	845-386-4332	Orange

Cluster 6					
Site	Street	City	Zip	Phone	County
Burnt Corners IRA	29 Burnt Corners Rd	Greenville	10940	845-355-2709	Orange
Mulford Road IRA	94 Mulford Rd	Middletown	10940	845-355-8310	Orange
County Rte 1	2570 County Rte. 1	Port Jervis	12771	845-856-9656	Orange
DuBois St. IRA	19-21 DuBois St	Port Jervis	12771	845-856-4131/4762	Orange
Greenville IRA	857 Mountain Rd	Port Jervis	12771	845-856-2288	Orange

Cluster 7					
Site	Street	City	Zip	Phone	County
Ridgebury Road IRA	281 Ridgebury Rd	Slate Hill	10973	845-355-8260	Orange
Valley View IRA	12 Valley View Dr	Unionville	10988	845-726-3720	Orange
Fox Lane CR	8 Fox Ln	Warwick	10990	845-258-1392/95	Orange
Minisink County Rt. 1 IRA	1511 County Rte. 1	Westtown	10998	845-726-3911	Orange

Cluster 8					
Site	Street	City	Zip	Phone	County
Belcher Road IRA	15 Belcher Rd	Warwick	10990	845-987-1359	Orange
Forester Day Hab.	26 Forester Ave	Warwick	10990	845-987-1432/1435	Orange
Four Corners Road IRA	91 Four Corners Rd	Warwick	10990	845-987-9525	Orange
Pine Island Pk. IRA	116 Pine Island Tpk	Warwick	10990	845-987-2373	Orange
Warwick IRA	148 Old Ridge Rd	Warwick	10990	845-986-8480	Orange

Cluster 9					
Site	Street	City	Zip	Phone	County
Clark Lane IRA	39 Clark Ln	Harriman	10926	845-774-7970	Orange
East Mombasha IRA	1455 E. Mombasha Rd	Monroe	10950	845-782 4801/8450	Orange
Reynolds Road IRA	6 Reynolds Rd	Monroe	10950	845-774-7184	Orange
Tuxedo IRA	49 Valerie Ct	Tuxedo	10987	845-351-5465	Orange

Cluster 10					
Site	Street	City	Zip	Phone	County
Smith Clove IRA	3 Bailey Ln	Central Valley	10917	845-928-7216	Orange
Burrows Drive CR	4 Burrows Dr	Highland Mills	10930	845-928-9776	Orange
Cornwall IRA	9 Long Hill Rd	Highland Mills	10930	845-534-3086	Orange

## Invitation for Bid

Cluster 11					
Site	Street	City	Zip	Phone	County
Hillcrest IRA	20 Hillcrest Dr	Salisbury Mills	12577	845-496-7329/9886	Orange
Orrs Mill Road IRA	127 Orrs Mills Rd	Salisbury Mills	12577	845-496-8332	Orange
Round Hill Road	11 Round Hill Rd	Washingtonville	10992	845-497-3593/3594	Orange

Cluster 12					
Site	Street	City	Zip	Phone	County
Laurel North IRA	107 Laurel Ave	Cornwall	12518	845-534-3732	Orange
Chestnut Drive IRA	100 Chestnut Dr	New Windsor	12553	845-569-8850/3026	Orange
New Winds Day Hab	307 Windsor Hwy	New Windsor	12553	845-561-8695	Orange
Riley Road IRA	187 Riley Rd	New Windsor	12553	845-567-0710/0834	Orange
Vails Gate IRA	162-64 Vails Gate Heights Rd	New Windsor	12553	845-565-7424/0331	Orange

Cluster 13					
Site	Street	City	Zip	Phone	County
Chadsford Lane IRA	2 Chadsford Ln	Newburgh	12550	845-565-7266	Orange
South & Wilson CR	4 Bennett St	Newburgh	12550	845-565-1908/1961	Orange
South Street IRA	655 South St	Newburgh	12550	845-569-1034/0722	Orange
Union Ave. IRA	1484 Rte 300	Newburgh	12550	845-566-1845/1766	Orange

Cluster 14					
Site	Street	City	Zip	Phone	County
Birch CR	105 Hammond Rd	Thiells	10984	845-947-1360	Rockland
Grove	97 Thiells Mt. Ivy Rd	Thiells	10970	845-354-2276/4261	Rockland
Laurel/Cherry CR	103 Hammond Rd	Thiells	10984	845-947-3158	Rockland
Maple ICF	95 Hammond Rd	Thiells	10984	845-429-2742	Rockland
Orchard	208 Thiells-Mt. Ivy Rd	Thiells	10984	845-942-2989	Rockland
Elm IRA	100 Suffern Ln	Thiells	10984	845-786-3993	Rockland

Cluster 15					
Site	Street	City	Zip	Phone	County
Donaldson IRA	10 Donaldson Ln	Garnerville	10923	845-947-3479	Rockland
Skerry IRA	1 Skerry Ct	Stony Point	10980	845-947-2750	Rockland
Stony Point CR	12 Franklin Dr	Stony Point	10980	845-942-2476	Rockland

Cluster 16					
Site	Street	City	Zip	Phone	County
Camp Hill Road	15 Camp Hill Rd	Pomona	10970	845-354-3242	Rockland
Brook IRA	422 Willow Grove Rd	Stony Point	10980	845-429-7850	Rockland
Mountain/Pine IRA	420 Willow Grove Rd	Stony Point	10980	845-947-4014	Rockland

## Invitation for Bid

Cluster 17					
Site	Street	City	Zip	Phone	County
Mount Ivy IRA	1048 Route 45	Pomona	10970	845-354-8184	Rockland
Pomona IRA	638 Rte. 306	Suffern	10970	845-354-6517	Rockland
River Road IRA	1 River Rd	Suffern	10901	845-368-3430	Rockland
Wilder Road IRA	82 Wilder Rd	Suffern	10901	845-354-8103	Rockland
Wesley Hills IRA	100 Willow Tree Rd	Wesley Hills	10952	845-362-0338	Rockland

Cluster 18					
Site	Street	City	Zip	Phone	County
Rheinlander IRA	10 Rheinlander Ln	New City	10956	845-639-1687	Rockland
Stoneham Lane IRA	15 Stoneham Ln	New City	10956	845-362-4490	Rockland
West Clarkstown IRA	329 West Clarkstown Rd	New City	10956	845-356-7207	Rockland
Hempstead Road IRA	268 Hempstead Rd	New Hempstead	10977	845-362-4246	Rockland
Northbrook Road IRA	25 Northbrook Rd	Spring Valley	10977	845-426-6130	Rockland
Spring Valley	11 S. Madison Ave	Spring Valley	10977	845-352-2030	Rockland
Williams Ave. CR	95 Williams Ave	Spring Valley	10977	845-356-6719	Rockland

Cluster 19					
Site	Street	City	Zip	Phone	County
Eldorado Drive IRA	20 Eldorado Dr	Chestnut Ridge	10977	845-356-6803	Rockland
Freund IRA	34 Freund Dr	Nanuet	10954	845-624-5107	Rockland
Pearl River CR	219 S. Main St	Pearl River	10965	845-732-8254	Rockland
Smith Hill IRA	10 Smith Hill Rd	Tallman	10952	845-368-4280	Rockland

Cluster 20					
Site	Street	City	Zip	Phone	County
South Blvd. IRA	223 South Blvd	South Nyack	10960	845-353-3550	Rockland
South Nyack CR	77 Smith Ave	South Nyack	10960	845-353-2691	Rockland
Svahn Drive IRA	339 Svahn Dr	Valley Cottage	10989	845-268-4190	Rockland
Jeremy Lane IRA	5 Jeremy Ln	West Nyack	10994	845-624-4924	Rockland

Cluster 21					
Site	Street	City	Zip	Phone	County
Somers	265 Tomahawk Rd	Baldwin Place	10505	914-628-8438	Westchester
Croton	455 Croton Ave	Cortland Manor	10567	914-739-3290	Westchester
Lower Stoney	2745 Stoney St	Mohegan Lake	10547	914-962-0275	Westchester
Upper Stoney	2749 Stoney St	Mohegan Lake	10547	914-962-2661	Westchester
Gomer	3492 Gomer St	Yorktown Heights	10598	914-245-3627	Westchester
Moseman	52 Moseman Rd	Yorktown Heights	10598	914-962-4494	Westchester

## Invitation for Bid

Cluster 22					
Site	Street	City	Zip	Phone	County
Lewisboro ICF	8 Waccabuc Rd	Goldens Bridge	10526	914-232-0944	Westchester
North Salem	39 Sullivan Rd	North Salem	10560	914-669-5804	Westchester

Cluster 23					
Site	Street	City	Zip	Phone	County
Briarcliff	510 Route 9	Briarcliff Manor	10510	914-762-3233	Westchester
Echo Lake	90 Saw Mill River Rd	Briarcliff Manor	10510	914-941-8488	Westchester
Hawthorne E. ICF	60 Chateau Ln	Hawthorne	10532	914-747-2712	Westchester
Hawthorne W. ICF	60 Chateau Ln	Hawthorne	10532	914-747-2712	Westchester
Hudson	47 Narragansett Ave	Ossining	10562	914-923-0601/0602	Westchester
Farrington	258 Farrington Ave	Tarrytown	10591	914-332-0874	Westchester
McKeel CR	25 McKeel Ave	Tarrytown	10591	914-332-1081	Westchester

Cluster 24					
Site	Street	City	Zip	Phone	County
Dobbs Ferry ICF	150 Beacon Hill Dr	Dobbs Ferry	10522	914-693-3003	Westchester
Campanella	4 Fair St	Greenburgh	10607	914-428-9258	Westchester
Colorado	12 Colorado Ave	Greenburgh	10607	914-761-1060	Westchester
Burns	7 Burns St	Hartsdale	10530	914-328-2287	Westchester
Ridge Road	374 Ridge Rd	Hartsdale	10530	914-949-4554	Westchester

Cluster 25					
Site	Street	City	Zip	Phone	County
King Street	562 King St	Port Chester	10573	914-937-5310	Westchester
Adams ICF	264E Bryant Ave	White Plains	10605	914-948-2404	Westchester
Davis IRA	53 Davis Ave	White Plains	10605	914-288-0369	Westchester
Jefferson ICF	266C Bryant Ave	White Plains	10605	914-948-4444/4511	Westchester
Padwe	264A Bryant Ave	White Plains	10605	914-948-7210	Westchester
Truman ICF	266E Bryant Ave	White Plains	10605	914-948-6608/6799	Westchester

Cluster 26					
Site	Street	City	Zip	Phone	County
Tuckahoe C.R.	1A Ridge Rd	Bronxville	10708	914-779-5799	Westchester
Moran ICF	56 Moran Pl	Larchmont	10538	914-633-5437	Westchester
Sarah Daley	137 Centre Ave	New Rochelle	10805	914-235-5794	Westchester
Park Ave. ICF	199 Park Ave	Yonkers	10703	914-968-0310	Westchester

## Cost Proposal Form

Directions: Entries must be legible. Bidders may choose one or as many clusters as they wish to bid on, however, they must include a Seasonal Price Per Site for each site in each cluster they are interested in. All sites included in a cluster are to be serviced by the Bidder who is awarded the contract for that cluster

The Seasonal Price per Site is calculated by adding the Price per Spring Clean-up, Price per Fall Clean-up, and Lawn Maintenance Cost per Season for each site. **Total Combined Cost Per Season** is calculated by adding each Seasonal Price Per Site within a Cluster. Transfer the **Total Combined Cost Per Season** for each Cluster you wish to bid on to the Cost Proposal Summary & Signature page (page 39). Sign the Cost Proposal Summary & Signature Page, along with the completed mandatory bid documents.

The Seasonal Price Per Site is to include the cost of furnishing all said services, travel time, mileage, materials, equipment, supplies, labor, fees, and all other ancillary costs to the satisfaction of the agency and the performance of all work.

**Any alterations to the cost proposal form could result in your bid being disqualified.**

Cluster 1						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Bullville	\$	+	\$	+	\$	= \$
Locust Drive IRA	\$	+	\$	+	\$	= \$
Bailey Road IRA	\$	+	\$	+	\$	= \$
Robert Street IRA	\$	+	\$	+	\$	= \$
Blackhawk No. & So. IRA	\$	+	\$	+	\$	= \$
Alfred Place	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 2						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Chester CR	\$	+	\$	+	\$	= \$
Greycourt Road IRA	\$	+	\$	+	\$	= \$
Meadow Ave. IRA	\$	+	\$	+	\$	= \$
Goshen IRA	\$	+	\$	+	\$	= \$
Maplewood Lane IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

## Invitation for Bid

Cluster 3						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Maybrook ICF	\$	+	\$	+	\$	= \$
Indian Trail CR	\$	+	\$	+	\$	= \$
Fortune Road 1 ICF	\$	+	\$	+	\$	= \$
Fortune Road II ICF	\$	+	\$	+	\$	= \$
Midland Lakes IRA	\$	+	\$	+	\$	= \$
Silver Lakes IRA	\$	+	\$	+	\$	= \$
Wallkill ICF	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 4						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Mid-Hudson I IRA	\$	+	\$	+	\$	= \$
Mid-Hudson II IRA	\$	+	\$	+	\$	= \$
Tall Oaks I IRA	\$	+	\$	+	\$	= \$
Tall Oaks II IRA	\$	+	\$	+	\$	= \$
Watkins Ave. Day Hab	\$	+	\$	+	\$	= \$
Waverly Place IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 5						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Wedgewood Lane IRA	\$	+	\$	+	\$	= \$
Grange Road IRA	\$	+	\$	+	\$	= \$
Robbins Road IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 6						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Burnt Corners IRA	\$	+	\$	+	\$	= \$
Mulford Road IRA	\$	+	\$	+	\$	= \$
County Rte 1	\$	+	\$	+	\$	= \$
DuBois St. IRA	\$	+	\$	+	\$	= \$
Greenville IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>



## Invitation for Bid

Cluster 7						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Ridgebury Road IRA	\$	+	\$	+	\$	= \$
Valley View IRA	\$	+	\$	+	\$	= \$
Fox Lane CR	\$	+	\$	+	\$	= \$
Minisink County Rt. 1 IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 8						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Belcher Road IRA	\$	+	\$	+	\$	= \$
Forester Day Hab.	\$	+	\$	+	\$	= \$
Four Corners Road IRA	\$	+	\$	+	\$	= \$
Pine Island Pk. IRA	\$	+	\$	+	\$	= \$
Warwick IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 9						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Clark Lane IRA	\$	+	\$	+	\$	= \$
East Mombasha IRA	\$	+	\$	+	\$	= \$
Reynolds Road IRA	\$	+	\$	+	\$	= \$
Tuxedo IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 10						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Smith Clove IRA	\$	+	\$	+	\$	= \$
Burrows Drive CR	\$	+	\$	+	\$	= \$
Cornwall IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

## Invitation for Bid

Cluster 11						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Hillcrest IRA	\$	+	\$	+	\$	= \$
Orrs Mill Road IRA	\$	+	\$	+	\$	= \$
Round Hill Road	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 12						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Laurel North IRA	\$	+	\$	+	\$	= \$
Chestnut Drive IRA	\$	+	\$	+	\$	= \$
New Winds Day Hab	\$	+	\$	+	\$	= \$
Riley Road IRA	\$	+	\$	+	\$	= \$
Vails Gate IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 13						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Chadsford Lane IRA	\$	+	\$	+	\$	= \$
South & Wilson CR	\$	+	\$	+	\$	= \$
South Street IRA	\$	+	\$	+	\$	= \$
Union Ave. IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 14						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Birch CR	\$	+	\$	+	\$	= \$
Grove	\$	+	\$	+	\$	= \$
Laurel/Cherry CR	\$	+	\$	+	\$	= \$
Maple ICF	\$	+	\$	+	\$	= \$
Orchard	\$	+	\$	+	\$	= \$
Elm IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

## Invitation for Bid

Cluster 15						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Donaldson IRA	\$	+	\$	+	\$	= \$
Skerry IRA	\$	+	\$	+	\$	= \$
Stony Point CR	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 16						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Camp Hill Road	\$	+	\$	+	\$	= \$
Brook IRA	\$	+	\$	+	\$	= \$
Mountain/Pine IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 17						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Mount Ivy IRA	\$	+	\$	+	\$	= \$
Pomona IRA	\$	+	\$	+	\$	= \$
River Road IRA	\$	+	\$	+	\$	= \$
Wilder Road IRA	\$	+	\$	+	\$	= \$
Wesley Hills IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 18						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Rheinlander IRA	\$	+	\$	+	\$	= \$
Stoneham Lane IRA	\$	+	\$	+	\$	= \$
West Clarkstown IRA	\$	+	\$	+	\$	= \$
Hempstead Road IRA	\$	+	\$	+	\$	= \$
Northbrook Road IRA	\$	+	\$	+	\$	= \$
Spring Valley	\$	+	\$	+	\$	= \$
Williams Ave. CR	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

## Invitation for Bid

Cluster 19						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Eldorado Drive IRA	\$	+	\$	+	\$	= \$
Freund IRA	\$	+	\$	+	\$	= \$
Pearl River CR	\$	+	\$	+	\$	= \$
Smith Hill IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 20						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
South Blvd. IRA	\$	+	\$	+	\$	= \$
South Nyack CR	\$	+	\$	+	\$	= \$
Svahn Drive IRA	\$	+	\$	+	\$	= \$
Jeremy Lane IRA	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 21						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Somers	\$	+	\$	+	\$	= \$
Croton	\$	+	\$	+	\$	= \$
Lower Stoney	\$	+	\$	+	\$	= \$
Upper Stoney	\$	+	\$	+	\$	= \$
Gomer	\$	+	\$	+	\$	= \$
Moseman	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 22						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Lewisboro ICF	\$	+	\$	+	\$	= \$
North Salem	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

## Invitation for Bid

Cluster 23						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Briarcliff	\$	+	\$	+	\$	= \$
Echo Lake	\$	+	\$	+	\$	= \$
Hawthorne E. ICF	\$	+	\$	+	\$	= \$
Hawthorne W. ICF	\$	+	\$	+	\$	= \$
Hudson	\$	+	\$	+	\$	= \$
Farrington	\$	+	\$	+	\$	= \$
McKeel CR	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 24						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Dobbs Ferry ICF	\$	+	\$	+	\$	= \$
Campanella	\$	+	\$	+	\$	= \$
Colorado	\$	+	\$	+	\$	= \$
Burns	\$	+	\$	+	\$	= \$
Ridge Road	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

Cluster 25						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
King Street	\$	+	\$	+	\$	= \$
Adams ICF	\$	+	\$	+	\$	= \$
Davis IRA	\$	+	\$	+	\$	= \$
Jefferson ICF	\$	+	\$	+	\$	= \$
Padwe	\$	+	\$	+	\$	= \$
Truman ICF	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

## Invitation for Bid

Cluster 26						
Site	Price per Spring Clean-up		Price per Fall Clean-up		Lawn Maintenance Cost per Season	Seasonal Price per Site
Tuckahoe C.R.	\$	+	\$	+	\$	= \$
Moran ICF	\$	+	\$	+	\$	= \$
Sarah Daley	\$	+	\$	+	\$	= \$
Park Ave. ICF	\$	+	\$	+	\$	= \$
<b>Total Combined Cost per Season</b>						<b>\$</b>

### Cost Proposal Summary and Signature Page

Cluster	Total Combined Cost per Season
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
10	\$
11	\$
12	\$
13	\$

Cluster	Total Combined Cost per Season
14	\$
15	\$
16	\$
17	\$
18	\$
19	\$
20	\$
21	\$
22	\$
23	\$
24	\$
25	\$
26	\$

\_\_\_\_\_ 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:

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- 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.