



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

March 28, 2024

Re: 2024-2029 Seasonal Community Snow and Slush and Ice Control Services in Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans Counties IFB WN 041124

Questions and Answers:

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

- 1. The scope of work states that the contractor must submit a certified payroll for prevailing wage. What happens if no service is provided to that site for the month?**

Answer – A certified payroll still needs to be submitted for payment. From page 25, Qualifications & Scope of Work, Section V – Accounting, 3. Prevailing Wages: “... A copy of Contractor’s certified payroll is required to be submitted with invoices prior to payment for services rendered.” The regional office will work with the contractor with what needs to be submitted if this scenario occurs.

- 2. I am currently paying my employees more than the prevailing wage for these services in this region. How do I fill out the certified payroll?**

Answer – Payrolls must show the following information for each person employed on a public work project: name, address, last 4 digits of social security number, classification(s) in which the worker was employed, hourly wage rate(s) paid, supplements paid or provided, and daily and weekly number of hours worked in each classification.

NOTE: For more detailed information regarding Article 9 prevailing wage contracts, please refer to "General Provisions of Laws Covering Workers on Article 9 Public Work Building Service Contracts."

- 3. Can the contractors use the electronic payment system / SFS Vendor Portal?**

Answer – Yes. From page 25, Section V. Accounting, 4. Invoices: “The state of New York may require the Contractor to submit billing invoices electronically. eInvoicing information may be found at [NYS Vendors | Business Services Center](#).” For OSC to approve a contract, the contractor must have a NYS State Financial System (SFS) number associated with their company. OPWDD will follow up with any potential awardees that do not have this prior to being sent a contract.



KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

4. Why were the homes on Leydecker Road broken up into two Clusters, 32 and 33?

Answer – OPWDD feels that sites requiring snow and slush and ice control services should be clustered into sites of approximately no more than 6 sites to generate competition. These Clusters are 5 site and 4 sites respectively.

5. Can different bidders win these Clusters?

Answer – Bidders may bid on and may be awarded multiple clusters. On page 18, Section 17. Evaluation Criteria: Method of Award, Part 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 34 Clusters; each Cluster will be evaluated separately.”

6. Does this contract cover extremely heavy snow events where snow removal requires the use of heavy equipment? If not, does the contractor do that work?

Answer – No, it is not covered under the Qualifications & Scope of Work, page 22, Section III, Details Specifications, 1. Snow and Slush Removal Services, j. “Snowbank pushback and snow and slush removal with heavy equipment is not covered under the contract. If these services are required, they will be handled by the DDSOO Business Officer or designee.” OPWDD reserves the right to solicit quotes from additional bidders for out of contract services.

7. Can we (the contractors) use mini plows, such as Orec or Mag, to plow sidewalks? (Bidder provided specifically models - Orec Snow Rhino 10.5hp - 585 lbs. and Boss Snowplow SR MAG – Product number SNR24400)

Answer – Yes. Equipment made for sidewalks, can be used. Plows designed for roads cannot be used on a sidewalk.

8. On pg. 24, Section IV, Contractor Damages, 3: “The Contractor shall not be responsible for damage from snow piled in the designated snow storage area.” Is the snow contractor liable for any damage on this site?

Answer – The contractor is not liable for damage to the designated snow areas. But they are liable for any other damage that they may do. Lawn care repairs of the designated snow area will be covered off contract.

9. In the past, this service was bid out as price per event. Is this contract going to be paid out with a fixed price per month? How often do these areas have to be serviced?

Answer – Yes, this contract will be based on Seasonal Pricing. From the page 19, Qualifications & Scope of Work, Section I. General Requirements, 2. “Snow and slush removal and ice control 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 V. Accounting.” And as documented on pg. 20, Section II, Service and Accumulation



KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

Requirements, 4. **“The House Manager or designee has the right to call for additional service as deemed necessary for safety concerns as part of this contract.** Such calls for service are in addition to the automatically triggered 3 inches snow and/or slush removal requirement and may include the need for: snow or slush removal of less than 3 inches; snow removal from accumulation due to drifting snow or windblown snow; ice control; egress clearing with ice control; or any other service described in this scope of work deemed necessary for safety concerns. Response time shall be within two (2) hours of call.” Regardless of how much it snows, how many the times the Contractor is called out, or if it doesn’t snow, the contractor will receive their same monthly price. Please base your bid with this in mind.

10. Is it necessary to provide references and to fill out the Vendor Responsibility Questionnaire (VRQ) if they have been working/worked for OPWDD previously?

Answer – Yes, all bidders must provide adequate references and complete the VRQ, either the form or online via the VendRep system.

11. Can you provide the results from the last time this was bid? Can you provide the current contract pricing?

Answer - This procurement is in a restrictive period, such records will not be provided, and are exempt from FOIL until the contract(s) resulting from this IFB are fully executed.

12. Should we send our bid using Certified mail with a signature?

Answer – You can send it Certified mail, but it is not necessary. From page 6, Section 13. Submission of Proposals, A. Submission Requirements, “(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”.

13. We feel that our bid paperwork is proper and completed, but if for any reason, extra paperwork is needed, will you reach out?

Answer – From page 6, Section 13. Submission of Proposals, A. Submission Requirements, “One (1) original of each of the additional required forms, 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.” OPWDD may reach out if paperwork other than the cost proposal is missing from the bid package. Also of note, from page 7, Section 13. Submission of Proposals, A. Submission Requirements, “(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; and Proposal Due Date.**”



**Office for People With
Developmental Disabilities**

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

14. Will bids be discussed if numbers are competitive with other bidders?

Answer – If awards are made, the bid results will be made public following OSC’s approval of the contracts.

Respectfully,

Michael J. Keller, CMS 1
Contract Management Unit
(845) 877-6821 ext. 3025
(845) 877-3044 (fax)
Michael.j.keller@opwdd.ny.gov