December 31, 2024

Hudson Valley DDSOO – IFB HV 011425: 2025-2030 Community Lawn Care and Maintenance Services in Orange, Rockland, and Westchester Counties

Questions and Answers:

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

1. **Question: Is there a limit on how many vendors you will award to? How is it awarded?**

   Answer: 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.

2. **Question: How do we invoice because of the prevailing wage?**

   Answer: 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. A copy of Contractor's certified payroll is required to be submitted with invoices prior to payment for services rendered.

3. **Question: If awarded, how do you get past the "get to know you stage": (what needs to be done at each house, how each house likes the bushes trimmed, etc.)?**

   Answer: 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.

4. **Question: Can we walk the property before bid so that we see what we are bidding on?**

   Answer: Site visits are not mandatory, but they are allowed. 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.

   If interested in visiting a site, Contractors should contact the house to let them know you will be visiting. If you are unable to reach someone at the house, please call either Tori (845-947-6117), Mary (845-947-6137), Chris (845-947-6105), or for Rockland County, John K. (845-499-5244).

5. **Question: What happens if the individuals are around? What should you do?**

   Answer: Individuals are unlikely to be in the yard when the Contractor is performing Lawn Maintenance Services. However, should Individuals be outside in the yard when Contractor is performing services, we ask that Contractor does not mow or weed whack for safety reasons. Please consult with the House Manager or designee regarding when it is safe to perform Services.

6. **Question: Are the houses where they need to be now, or will we have to get them to the correct place for the contract specifications?**

   Answer: Potential issues to properties are being addressed by OPWDD Maintenance. Upon Contract start, Contractor will be required to complete Services as described in the Scope of Work. Should any sites require services not listed in the Scope of Work, those services will be handled off contract.

7. **Question: When do we remove the vines, overgrowth, trim bushes, and such? Do we have to do that throughout the whole season?**

   Answer: Trimming and removal of vines and overgrowth are to be performed during the Spring and Fall Clean-ups as well as throughout the season in order to maintain a neat appearance and as needed for health and safety. 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.

8. **Question: Does the lawn need to be vacuum cut?**

   Answer: Grass clippings and debris are to be collected and removed from lawn, driveways, walkways, patios, steps, etc. The method chosen to remove gras clipping and debris is at the Contractor's discretion.

9. **Question: What happens when there is no one home and you have just performed the landscaping?**

   Answer: If no one is available to sign the Job Ticket, please note that on the Job Ticket as well as the date and time service was completed. Leave the unsigned Job Ticket in the mailbox. OPWDD will then reach out to the house to confirm the service has been completed.

10. **Question: Is the bid opening public?**

    Answer: 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.**

11. **Question: 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.

Respectfully,

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