



**Office for People With
Developmental Disabilities**

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

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Executive Deputy Commissioner

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

**Capital District Developmental Disabilities
State Operations Office**

**2024-2029 Heating, Ventilation, and Air
Conditioning Systems and Water Heater
Inspections, Start Up, and Maintenance in
Albany, Rensselaer, Saratoga, Schenectady,
Schoharie, Warren, and Washington Counties**

CAP 091923

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. Capital District Developmental Disabilities State Operations Office (hereinafter "OPWDD") is an agency of OPWDD serving Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington 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

Heather L Clausen, CMS 1 for
Zachary Guida, CMS 2
Deborah Grieco, CMS 3
OPWDD Contract Management Unit
26 Center Circle
Wassaic, New York 12592-2637
Phone: 845-877-6821 x(3625) Fax: 845-877-3004
eny.nyc.li.contracthub@opwdd.ny.gov

3. Timetable of Proposal Due Dates

IFB Release Date	10 August 2023
Final Date for Receipt of Questions	23 August 2023
Official Responses to Questions By	06 September 2023
Proposal Due Date – Bid Opening*	3:00 PM, 19 September 2023
Evaluation & Selection	03 October 2023
Notification of Awards	03 October 2023
Contract start date (subject to change)	01 February 2024

*Bid Opening to be via Web Ex, not in person. Please see page 6, Section 13.A. (4) for details

OPWDD has sole discretion to change the above dates

4. Objective of this IFB

The purpose of this IFB is to contract with responsive and responsible vendors interested in performing the tasks and services described within the section of this IFB identified as "Qualifications & Scope of Work."

5. General Description of Services

This IFB is for interested bidders to submit a bid for Heating, Ventilation, and Air Conditioning Systems and Water Heater Inspections, Start Up, and Maintenance for OPWDD sites, according to the specifications, terms and conditions as enumerated in "Scope of Work" of this IFB.

6. Site Inspections

It is the Bidders obligation to visit any and all sites they wish to bid on. OPWDD will make **no allowance or concession** to the Bidder for any alleged misunderstanding or deception because of quality, character, location, or other conditions. It is the responsibility of the bidder to know the site(s) requirements based upon the service being requested. The telephone number for each site has been provided. It is the Bidders responsibility to set up an appointment 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.

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/

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- (2) Policies covering bodily injury, liability and property damage of the types hereinafter specified, each with limits of liability not less than \$1,000,000.00 for all damages arising out of bodily injury, including death at any time resulting there from, sustained by one person in any one accident, and subject to that limit for that person, and not less than \$2,000,000.00 for all damages arising out of bodily injury, including death at any time resulting there from, sustained by two or more persons in any accident and not less than \$2,000,000.00 for all damages arising out of injury or destruction of property.
- a. Contractor's liability insurance issued to and covering the liability of the successful bidder with respect to all work performed by them under the proposal and the contract.
 - b. Protective liability insurance issued to and covering the liability of the people of the State of New York with respect to all operations under this proposal and the contract, by the successful bidder, including omissions and supervisory acts of the State.

13. Submission of Proposals

A. Submission Requirements

One (1) original Bidder Cost Proposal Form is required to submit a bid. All proposals in response to this IFB must be received by OPWDD no later than the proposal due date and time.

One (1) original of each additional required form, as listed on page 2 (References and Vendor Responsibility Questionnaire), must be received either by the proposal due date or within 3 business days of request by OPWDD. It is strongly recommended that these additional forms are submitted by the proposal due date. Failure to submit the forms as specified above will result in the bid being disqualified.

- (1) **Overnight delivery can take a minimum of two (2) business days to be received by OPWDD. Bidders mailing their responses must allow sufficient mail delivery time to ensure receipt of their proposals by the Bid Opening Date listed on the cover page. Do not depend upon an expedited, "early AM," or similar delivery service to timely deliver to OPWDD.**
- (2) All proposals should be submitted in a sealed envelope with *the following information clearly displayed on the exterior of the packaging: **Bidder's name and address; "Sealed Bid" with the IFB title; Proposal Due Date***
- (3) Proposals should be **mailed** or **hand delivered** to the following address:

OPWDD
Contract Management Unit – **IFB: CAP 091923**
C/O Heather L. Clausen, CMS 1
26 Center Circle, Building 58, Service Building
Wassaic, New York, 12592-2637

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- (4) Bid Opening will be done via Web Ex following standard formal bid opening procedures. If bidders wish to “attend”, they may do so by calling: **1-518-549-0500 at 3:00 PM, 19 September 2023**. Bidders will be asked for an ATTENDEE CODE. Enter **161 051 6886 followed by the # sign**.

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

B. References

All bidders must submit at least three (3) work references that will verify that the bidder or its principals have at least three (3) years of relevant experience to complete the work as listed in Qualifications and Scope of Work.

C. Late Bids

Any Bid received at the specified location after the time specified will be considered a late Bid. A late Bid shall not be considered for award unless: (i) no timely Bids meeting the requirements of the Bid Documents are received or, (ii) in the case of a multiple award, an insufficient number of timely Bids were received to satisfy the multiple award; and acceptance of the late Bid is in the best interests of the Authorized Users. Delays in United States mail deliveries or any other means of transmittal, including couriers or agents of the Authorized User shall not excuse late Bid submissions. Similar types of delays, including but not limited to, bad weather or security procedures for parking and building admittance shall not excuse late Bid submissions. Determinations relative to Bid timeliness shall be at the sole discretion of OPWDD. **No late proposals will be considered if the delay in submission results from the fault of the bidder or from any factor within the direct or indirect control of the bidder.**

14. Procurement Information, Mandatory Requirements**A. Procurement Lobbying Law Requirements pursuant to State Finance Law §§ 139-j and 139-k**

Effective January 1, 2006: Pursuant to State Finance Law §§ 139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OPWDD and Bidder during the procurement process. A Bidder is restricted from making contact from the earliest Notice of Intent to Solicit Offers through final award and approval of the Procurement Contract by OPWDD and, if applicable, the Office of the State Comptroller (OSC), to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law § 129-j (3)(a). Designated staff, as of the date hereof, is (are) identified in this solicitation.

The designated contact person is listed in Section 2. ‘Designated Contact Person(s) For Inquiries & Submission’ of this solicitation. The Restricted Period for this procurement begins with the date of the advertisement in the NYS Contract Reporter and will end when the NYS Office of the State Comptroller has approved the contract. All contact

during the Restricted Period regarding this procurement must be made with the OPWDD designated contact person.

OPWDD employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award. In the event of two findings within a four-year period, the Bidder is debarred from obtaining governmental Procurement Contracts. Bidders will be informed in writing of any preliminary OPWDD finding of non-responsibility and will be afforded administrative due process prior to a final determination being made.

B. Questions Regarding this Procurement

All questions regarding this procurement must be submitted in writing, by fax, mail, or e-mail to the contact person listed in **Section 2. 'Designated Contact Person(s) For Inquiries & Submission'** of this solicitation. Questions that are emailed must be submitted via email address to eny.nyc.li.contracthub@opwdd.ny.gov, and should reference the IFB title name and number in the subject line of the email.

OPWDD will post official answers to the questions to the Contract Reporter and the OPWDD website by the date indicated in **Section 3. 'Timetable of Proposal Due Date'**.

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

C. OPWDD Rights

- (1) OPWDD reserves the right to use any and all ideas presented in any response to the IFB. Selection or rejection of any proposal does not affect this right. OPWDD shall also have unlimited rights to disclose or duplicate, for any purpose whatsoever, all information or other work product developed, derived, documented or furnished by the Bidder under any agreement resulting from this IFB.
- (2) In the event of contract award, all documentation produced as part of the contract will become the exclusive property of OPWDD. OPWDD reserves a royalty free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use such documentation and to authorize others to do so.

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- (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, to be conducted by the designated contact person listed in **Section 2. 'Designated Contact Person(s) For Inquiries & Submission'** of this solicitation, 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, 3rd Floor, Albany, New York 12229-0001.

H. Public Information Requirements / Confidentiality / Publication Rights

- (1) All the proposals upon submission will become the property of OPWDD. Materials / documents produced by the Contractor in the fulfillment of its obligations under contract with OPWDD become the property of OPWDD unless prior arrangements have been made with respect to specific documents.
- (2) OPWDD will have the right to disclose all or any part of a proposal to public inspection based on its determination of what disclosure will serve the public interest. Upon approval of the contract by OSC, all terms of the contract become available to the public.

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- (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: mwb certification@esd.ny.gov
website: <http://esd.ny.gov/MWBE/directorySearch.html>

M. Contract Execution

Awards are not final and the resultant contract is not considered executed and binding until approved by the New York State's Attorney General and Office of State Comptroller (OSC).

N. Vendor Responsibility Questionnaire

State agencies are required under State Finance Law § 163 (3) (a) (ii), to ensure that contracts are awarded to responsible vendors. Such requirements include, but are not limited to, the Bidder's qualifications, financial stability, and integrity. The Vendor Responsibility Questionnaire is required for contracts \$100,000 and over. OPWDD will require a complete Vendor Responsibility Questionnaire with your bid proposal if the contract resulting from this procurement is valued at \$100,000 and over. Vendors/not-for-profit provider agencies are able to file the Vendor Responsibility Questionnaire (VRQ) online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State VendRep System, see the www.osc.state.ny.us/vendrep.

O. Health Information Portability and Accountability Act (HIPAA)

The Federal Department of Health and Human Services (HHS) established HIPAA Standards for Privacy of Individually Identifiable Health Information (The Privacy Rule). The Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164) provides the first comprehensive federal protection for the privacy of health information. The Privacy Rule is carefully balanced to provide strong privacy protections that do not interfere with

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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 interest 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

Invitation for Bid

or complete information under this section, unless a finding is made that the award of the Procurement Contract to the bidder is necessary to protect public property or public health safety, and that the bidder is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

The bidder, by submission of its bid certifies that no government entity has made a finding of non-responsibility regarding the individual or entity seeking to enter into this procurement contract. If the individual or entity has had a finding of non-responsibility due to a violation of State Finance Law 139-j or due to the intentional provision of false or incomplete information submitted to a government entity, then the said individual or entity must provide a detailed statement regarding the finding.

Additionally, the bidder by submission of its bid certifies that no government entity has ever terminated or withheld a procurement contract from the individual or entity seeking to enter into this procurement contract due to the intentional provision of false or incomplete information. If the individual or entity has been terminated or withheld from a procurement contract, then said individual or entity must provide a detailed statement regarding the finding.

V. Non-Collusive Bidding Certification

In accordance with State Finance Law § 139-d, the bidder by submission of this bid certifies that they and each person signing on behalf of the bidder certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this proposal have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor, and
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

W. Public Officers Law Certification

In accordance with Public Officers Law § 73(4)(a)(i) no State employees shall sell any goods or services having a value in excess of twenty-five dollars to any State agency, unless such goods and services are provided pursuant to an award or contract letter after public notice and competitive bidding.

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By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or if they were ever or currently a New York State officer or employee, their organization pursued and awarded this contract through a competitive bidding process in compliance with the Public Officers Law 73(4)(a)(i).

Public Officers Law § 73(8)(a)(i) provides that no person who has served as a State officer or employee shall, within a period of two years after termination of such service or employment, appear or practice before such State agency or receive compensation for any services rendered by such former officer or employee on behalf of any person, firm, corporation, or association in relation to any case, proceeding, or application or other matter before such agency.

By submission of this bid, the bidder certifies that no employee, owner or individual otherwise associated with the bidder was ever a New York State officer or employee, or they are formerly a New York State officer or employee and any past employment with the State occurred prior to the two-year prohibition period and as a result their organization is in compliance with the Public Officers Law (8)(a)(i).

X. Bidder's Affirmation of Understanding Pursuant to State Labor Law § 201-g

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of Labor Law § 201-g.

15. Consumer Safety Information

OPWDD provides services to individuals exhibiting Pica, which is a medical disorder characterized by an appetite for largely non-nutritive substances, e.g., cigarette butts, paper, gum, etc. Attention to the sanitation and cleanliness of the areas surrounding OPWDD's state operated program sites and residential buildings is very important to the health and safety of those we serve. Please ensure care is taken to properly dispose of cigarette butts and rubbish while on OPWDD property.

OPWDD property has special receptacles for cigarette butt disposal. Contractor and subcontractor employees shall use these receptacles and throw trash in garbage cans or dumpsters. Compliance with this policy is appreciated.

16. Consultant Disclosure

Effective June 19, 2006, contractors doing business with the State of New York in a "consulting" capacity will be required to file forms disclosing, by employment category, the number of persons employed by them and their subcontractors (if any) as a consulting firm or an individual consultant; the number of hours worked; and the monetary compensation received from the State

of New York for work performed by these employees. Reporting will be required via the utilization of two separate forms – “Form A” and “Form B”.

In general, however, Form A is to be completed once upon initial contract award and is used to report “planned employment”. Form B is required annually and reports on “actual employment figures” for the preceding state fiscal year. The New York State fiscal year commences on April 1st and concludes on March 31st.

17. Evaluation Criteria: Method of Award

A. Contract Award

OPWDD will select the responsible and responsive Bidder that will provide the lowest Total Annual Estimated Combined Cost per Cluster. There are six (6) 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 (pgs. 40-52). In the event of a tie bid, the award will be made by random selection.

B. Right to Reject

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

C. Mathematical Errors

If the Bidder submits a cost proposal which contains mathematical errors, the Total Annual Estimated Combined Cost per Cluster will be calculated using the pricing submitted for A/C, Heat, and Hot Water for each site for the Total Annual Inspection, Start Up and Preventative Maintenance per Cluster (A), the Total Annual Estimated Labor Cost for Repair per Cluster (B) will be calculated using the pricing submitted for each Hourly Rate and, the Total Annual Estimated Parts with Mark Up Cost per Cluster (C) will be calculated using the pricing submitted for Parts Mark Up %.

In the event that a Parts Markup percentage exceeds the cap of 20%, the percentage will be reduced to 20% and the Total Annual Estimated Parts with Mark Up Cost per Cluster will be recalculated.

D. Confirmation of Ability to Provide Service

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

Qualifications & Scope of Work

Heating, Ventilation, and Air Conditioning Systems and Water Heater Inspections, Start Up, and Maintenance

Statement of Work

Capital District DDSOO is an agency of the Office for People With Developmental Disabilities (OPWDD). The Campuses serve a developmentally disabled population including some individuals who are medically or physically disabled, as well as some who are confined to wheelchairs. The Contractor will provide Heating, Ventilation, and Air Conditioning (HVAC) Systems and Water Heater Inspections, Start Up, and Maintenance to each of the community sites operated by Capital District DDSOO as listed in Exhibit A - Site Listing and Exhibit B - Equipment Listing of this document.

ALL ANNUAL SPRING AIR CONDITIONING SERVICE
INSPECTIONS MUST BE COMPLETED BY MAY 15th OF EACH
YEAR.

ALL ANNUAL FALL HEATING SERVICE INSPECTIONS
MUST BE COMPLETED BY SEPTEMBER 30th OF EACH YEAR.

Annual service inspections of air conditioning systems are to be performed between April 1st and May 15th and annual service inspections of heating systems are to be performed between August 1st and September 30th of each contract year. The Contractor must schedule a visit for annual service inspections and start up with each House Manager (HM), prior to service to ensure access to the residence.

A schedule of annual service inspections must be submitted in writing to the Plant Superintendent at the beginning of the contract. Prior to each season the contractor must meet with the Plant Superintendent to go over the upcoming schedule and contract. The day of the service visit must have appropriate temperatures to enable service provision.

Contractor will utilize preventive maintenance directions, which indicate task functions to be performed on each scheduled service call.

As work is due, the Contractor will issue to his mechanic on the job the necessary and appropriate recommended maintenance procedures and a listing of any special lubricants, tools, etc. which are required for proper maintenance of the apparatus concerned.

All miscellaneous materials and supplies (lubricants, belts, tools, test instruments, meters, filters, etc.) necessary to provide preventative maintenance (PM) will be supplied by the Contractor and will be included in the cost of the service program.

Broken parts are to be turned over to OPWDD.

During the course of the service program, the Contractor will advise and assist in the determination of improvements to the mechanical system that will conserve energy and minimize utility expenditures.

Qualifications of Service Technicians

Contractor's personnel performing contract work in OPWDD facilities will include at least one journeyman level supervisory technician and additional personnel as necessary to perform the required work.

Detailed Specifications**I. Servicing of Equipment – General**

- A. Examine each piece of equipment and device to see that it is functioning properly and is in good operational condition.
- B. Complete cleaning of units and removal of dirt, debris, droppings, etc. in and around units.
- C. Clean all components of dust, old lubricants, etc. to allow the equipment to function as designed.
- D. Securing of loose conduits.
- E. Reattachment of missing sheet metal covers on units.
- F. Replacement of electrical conduit box and motor box covers and lids.
- G. Reattaching all ground wiring.
- H. Lubricate all equipment where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.
- I. Start/run systems and equipment. Check overall performance.
- J. Adjust all linkage, motors, drives, etc. that have drifted from the initial design settings and positions.
- K. Calibrate all sensing, monitoring, output, safety, and read-out devices for proper ranges, settings, and optimum efficiencies.
- L. Check output temperatures making any adjustments necessary to maintain appropriately balanced systems. Check internal pressures if performance deficiencies are detected.
- M. Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.
- N. Cleaning of Coils: The standard for cleanliness for an acceptable coil is that the coil surface must be fully void of dirt and debris, and light must pass through the coil fins. Upon completion of the cleaning of the coils, the Contractor shall submit a signed worksheet denoting the coils that were cleaned, the pre-cleaned condition of the coils, and an estimate of when the coils might require cleaning again.

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- O. Exercise all heating, cooling, and domestic hot water system valves by fully opening and closing each valve on a regular schedule every six months.
- P. Clean and maintain all HVAC vents and fresh air intakes as necessary to keep them in good operating condition.

II. Ducted Air Handling System(s)

- A. Ensure duct systems are free of obstructions and can perform the required function. Work includes, but is not necessarily limited to the following:
 - 1. Inspect all ductwork for loose or missing insulation and where necessary repair and/or replace. When this is discovered, contact OPWDD Work Control office for approval of work outside contract amount.
 - 2. Inspect all ductwork for loose duct tape or access panels (that would allow air leakage); repair or replace as needed.
- B. Clean all blowers, air pumps, and accessories to provide for optimal airflow.
- C. Inspect and replace air filters. Ensure all air filters are clean and spares are available on site.
 - 1. Filter Type: As required by manufacturer.
 - 2. Filter Size(s): As required for each air handler.
 - 3. Filter Rating: MERV 13, minimum or maximum rating allowable by air handler manufacturer.
 - 4. Spare Filter Quantity: Provide twelve (12) as a set for each air handler.
- D. Vacuum out all supply and return diffusers. Where cold/heat air boxes exist, remove grills and vacuum out boxes.
- E. Remove grills and vacuum all supply air registers.
- F. Check operation of supply, return, and exhaust fans making any adjustments and performing any lubrication and/or fan belt adjustment or replacement, if applicable.
- G. Check proper operation of outside/return air mixing dampers and associated controls and wiring.
- H. Check and lubricate blower motors and cages for proper operation.
- I. Clean blower cages.
- J. Clean heating and cooling coils every six months with EPA approved, non-corrosive coil cleaner.
- K. Check integrity of drain pan. Provide and place biocide tablets in same.

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- L. Test run unit for proper operation.
- M. Check air supply output at each grill, ensuring adequate air flow to the space. Note any issues on service report and contact the Plant Superintendent.
- N. Check operation of volume dampers, balance system as necessary.
- O. Check condensate drain and pump for proper operation, clean if necessary. Provide biocide tablets and place in condensate pans.
- P. Check operation of thermostat fan switch and all interfaced control systems for proper fan operation.

III. Condensing Unit(s)

- A. Check and inspect all electrical circuits and controls for proper operations.
- B. Inspect and clean heat exchangers.
- C. Check and ensure proper refrigerant charge. Replace or recharge as needed.
- D. Clean condenser and check operation of condenser fan.
- E. Clean coil with EPA approved, non-corrosive coil cleaner.
- F. Check condition of expansion valve, if applicable.
- G. Check operation of crankcase heaters, if applicable.
- H. Connect gauges and check operating pressures.
- I. Record liquid line and suction line pressures.
- J. Check for signs of refrigerant leaks.
- K. Check all motor amperage draws.
- L. Record temperature differential across evaporator coil.
- M. Check evaporator suction line temperature.
- N. Lubricate moving parts as applicable.
- O. Check belts and adjust tension, if needed.
- P. Check pressure cut-out settings.

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Q. Check start capacitors and potential relays, if applicable.

R. Check compressor contactor.

IV. Ductless Split-System Air Handling Units and Air-Cooled Condensers (AC and AC/Heat Pump Types)

A. Complete manufacturers' maintenance checklists.

B. Inspect, repair, or replace all mechanical, electrical and electronic components, safety, and control devices, interlocks, belts, bearings, gauges, gaskets, dryers, valves, and strainers as applicable.

C. Recharge refrigerant as needed.

D. Clean all renewable filters or replace if damaged. Replace disposable air filters.

E. Clean condensate drip pan and drain line.

F. Check compressor, reversing valve, and crank case heater operation.

G. Check unit defrost and heat cycles for proper operation (winter only).

H. Check unit-cooling cycle for proper operation (summer cycle).

I. Check refrigerant levels, temperature, and pressures. Recharge or replace refrigerant as necessary.

J. Inspect and clean both indoor and outdoor coils.

K. Test run all units for proper operation.

V. Furnace Inspections and Start Up Service

A. Check and inspect all electrical circuits and thermostats for proper operations. If thermostat requires batteries, replace yearly at start up service.

B. Inspect and clean heat exchanger.

C. Check and inspect spark igniter system for proper operations.

D. Inspect and replace air filters. Ensure all air filters are clean and spares are available on site.

1. Filter Type: As required by manufacturer.

2. Filter Size(s): As required for each air handler.

3. Filter Rating: MERV 13, minimum or maximum rating allowable by air handler manufacturer.

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4. Spare Filter Quantity: Provide twelve (12) as a set for each air handler.
- E. Check gas valve for proper operation.
- F. Inspect and clean pilot burner.
- G. Check and lubricate blower motor and spiral cage for proper operation.
- H. Test run unit for proper operation.
- I. Test all safety circuits for proper operation.
- J. Clean spiral cage on blower.
- K. Clean and inspect barometric damper and flue piping.
- L. Combustion efficiency, smoke, and CO2 test unit.
- M. Check and inspect humidifier for proper operation, including but not limited to verifying associated controls and accessories, changing filter media, and switching bypass dampers.

VI. Boiler Inspections and Start Up Service

- A. Inspect combustion chamber and clean.
- B. Test all safety circuits for proper operations and functions.
- C. Check gas valve for proper operation and pressure.
- D. Inspect and clean pilot and burner and adjust as required.
- E. Inspect expansion tank and circulators for proper operations.
- F. Clean and inspect barometric damper and flue piping.
- G. Check and test all thermostats for proper calibration and operations.
- H. Ensure all boiler passages are brushed, cleaned, and vacuumed.
- I. Check and inspect circulating pumps, zone valves, and controls for proper operation.
- J. **Additional service required for oil-fired boiler and furnace**
 1. Clean and adjust electrodes.
 2. Clean and inspect burner assembly.

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3. Lubricate burner motor.
4. Install new oil nozzle.
5. Install new oil filter.
6. Inspect fire-matic valves for proper operation.
7. Inspect oil storage tank and vent for proper condition.
8. Test run unit and check all pressures for proper operations.
9. Combustion efficiency, smoke, and CO2 test unit.
10. Ensure all boiler passages are brushed, cleaned, and vacuumed.

VII. Hot Water Heater Inspections and Maintenance**A. Oil - Hot Water Heaters**

1. Replace oil nozzle, oil filter, and pump strainer.
2. Remove vent pipe, clean flue, and vent passages.
3. Remove burner and vacuum out combustion chamber.
4. Clean and dust electrodes and reset as needed.
5. Adjust burners to proper efficiency.
6. Test all safeties and limits.
7. Cycle burner to test unit.
8. Manually flush hot water tanks (through boiler drain).
9. Check hot water safety solenoid and aquastat.
10. Check and inspect recirculation pumps and mixing valves for proper operation.

B. Gas - Hot Water Heaters

1. Remove gas burner and vacuum out chamber and clean pilot.
2. Remove and clean vent pipe and inspect passage.
3. Change thermo-couple, if applicable.

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4. Check all safeties.
5. Test run unit.
6. Manually flush hot water tanks (through boiler drain).
7. Check hot water safety solenoid and aquastat.
8. Check and inspect recirculation pumps and mixing valves for proper operation.

C. Electric – Hot Water Heaters

1. Inspect and clean heating element if necessary.
2. Test the thermostats.
3. Check all safeties.
4. Test run unit.
5. Manually flush hot water tanks (through boiler drain).
6. Check hot water safety solenoid and aquastat.
7. Check and inspect recirculation pumps and mixing valves for proper operation.

VIII. Reports

- A. Generate and submit an Inspection, Start Up, and/or Maintenance Service Report noting that the inspection and maintenance were completed for each unit of all systems. The report must indicate the system's manufacturer and the model and/or serial number of the unit(s) serviced and record combustion efficiency test results. Any defects found must be indicated along with a quotation for repairs.
- B. Leave a copy of the report at the facility and provide a copy to the Work Control Center **WITHIN 48 HOURS** to the following to opwdd.odh.workcontrol@opwdd.ny.gov.

IX. Miscellaneous Repair Service

- A. Authorization to repair or replace systems or components over \$1,000 must be authorized by the Work Control Center Plant Superintendent or designee.
- B. If an emergency repair is needed, the technician is to contact 518-388-0344 or after hours 518-359-4503. Emergency repairs may be authorized by phone.
- C. Notification and cost estimate of needed non-emergency repairs beyond the inspection and maintenance must be sent via email to opwdd.odh.workcontrol@opwdd.ny.gov within 24 hours for approval before making additional repairs.

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D. All parts and materials needed for repair will be supplied by the Contractor.

X. Working Hours

A. The maintenance work to be performed under these specifications shall be performed during the normal working hours of 8:00 am to 5:00 pm, Monday to Friday.

B. All repair work is to be performed during normal working hours unless specifically authorized in writing by OPWDD.

C. Overtime labor hours are Monday through Friday, 5:01 pm – 7:59 am and all-day Saturday and Sunday.

D. Holiday labor hours are on the calendar holiday, not necessarily the observed day. Recognized holidays are:

- | | |
|---------------------------------------|--------------------|
| • New Year's Day | • Labor Day |
| • Birthday of Martin Luther King, Jr. | • Columbus Day |
| • Washington's Birthday | • Veterans Day |
| • Memorial Day | • Thanksgiving Day |
| • Juneteenth | • Christmas Day |
| • Independence Day | |

XI. Requests for and Approval of Work and Verification of Hours

Requests for work and approval of work performed shall only originate from OPWDD Work Control Office. House managers and staff are not authorized to request or approve the Contractor's services. The Contractor's work on-site in response to unauthorized requests are not payable unless subsequently approved by Work Control. The signing of Contractor's job ticket by other than Work Control personnel shall only constitute an acknowledgment that Contractor has performed the services listed on the ticket and shall not constitute approval of the same.

In addition to Contractor's obtaining of house manager/staff or Work Control signature on job ticket, Contractor shall sign in on house visitor's log on arrival at the site and sign out on the log upon departure from the site as evidence of time spent on the job. Failure to sign in and out on the house log shall limit payable job site time charges to two hours unless otherwise verifiable to the Work Control Supervisor's satisfaction.

XII. Call Back Service

The Contractor will provide call back service within four (4) hours after receipt of a request for such service by telephone or otherwise from OPWDD. Call back service shall be performed as part of this contract without additional charge. The Contractor shall provide the Work Control Center Supervisor with names and telephone numbers of persons to be contacted.

XIII. Emergency Service

The Contractor will provide emergency service within four (4) hours after receipt of a request for such service by telephone or otherwise from OPWDD. OPWDD agrees to pay the Contractor for emergency service repairs at the rate set forth in the Contract. Travel charges will not be paid. Payment for services shall apply only to the hours of service while at the site and not from the time of departure from the Contractor's office to the time of return to the Contractor's office. One billable hour of labor may be charged for any emergency repair/service that takes less than one hour to complete.

XIV. Other Information

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

XV. Accounting**A. Job Tickets**

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

- The Name of the Site
- The type of service completed
- The date of service
- Arrival time and departure time
- The Signature of House Manager or designee.

One copy of the Job Ticket is to remain at the site serviced. One copy of the signed Job Ticket is to accompany the invoice for services. The signed ticket acts as verification of time on site, a requirement for payment. One copy is for your files.

B. Prevailing Wage

Prevailing Wage will apply to all maintenance repairs, replacements, and modifications provided under this contract. The PRC number for this Contract is PRC# 2023005399. A copy of the Contractor's certified payroll is required to be submitted with invoices, where prevailing wages are applicable, before payment for services is rendered. Inspections, start-up, and winterization services are not covered by Article 8 of the New York State Labor Law.

C. Invoices

Invoices must indicate invoice number, PO# OPD01- , contract number, the name of the site, the date of service, and the type of service rendered. An invoice may be submitted for a single site or multiple

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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 Capital District DDSOO
Unit ID: 3660233
C/O NYS OGS BSC Accounts Payable
Building 5, Fifth Floor
1220 Washington Ave.
Albany, NY 12226-1900

The State of New York may require the Contractor to submit billing invoices electronically.

eInvoicing information may be found at: <https://bsc.ogs.ny.gov/nys-vendors>

D. Payment

Payments will be made based on actual services rendered.

Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the head of the State Agency, in the sole discretion of the head of such State Agency, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments.

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Exhibit A – Site Listing

CLUSTER 1 - ALBANY COUNTY				
Site	Street Address	City	Zip	Telephone
Marie Avenue	1 Marie Avenue	Albany	12203	518-456-3855
Buchanan	57 Buchanan Street	Albany	12206	518-482-4411
Holmes Dale Respite	163 Holmes Dale	Albany	12208	518-459-8525
Danielwood	21 Danielwood Drive	Albany	12211	518-435-0223
Maple Lane North	6 Maple Lane North	Albany	12211	518-438-2897
Delaware	397 Delaware Avenue	Delmar	12054	518-439-9960
Feura Bush	828 Feura Bush Road	Delmar	12054	518-439-9312
Kenwood	360 Kenwood Avenue	Delmar	12054	518-439-9970
Hillcrest	4 Hillcrest Drive	Ravena	12143	518-756-3807
Boght Road	206 Boght Road	Watervliet	12189	518-273-6926

CLUSTER 2 - RENSSELAER COUNTY				
Site	Street Address	City	Zip	Telephone
Brookview	1860 Brookview Road	Castleton on Hudson	12033	518-732-7222
Phillips	2659 Phillips Road	Castleton on Hudson	12033	518-477-7603
Best Road	1321 Best Road	East Greenbush	12061	518-283-7930
Best Road Cottage	1323 Best Road	East Greenbush	12061	518-283-7930
Greenwood	4 Greenwood Drive Ext	East Greenbush	12061	518-479-0605
McChesney	185 McChesney Avenue	Troy	12180	518-279-0675
Tibbits	1674 Tibbits Avenue	Troy	12180	518-274-9092
24th Street	28 24th Street	Troy	12180	518-273-9855
3rd Avenue	414 Third Avenue	Troy	12182	518-233-8551

CLUSTER 3 - SCHOHARIE & SCHENECTADY COUNTIES				
Schoharie County				
Site	Street Address	City	Zip	Telephone
Middleburgh	195 Grove Street	Middleburgh	12122	518-857-7755
Schenectady County				
Site	Street Address	City	Zip	Telephone
Albany Street	2415 Albany Street	Schenectady	12304	518-372-9316
Broadway	2317 Broadway	Schenectady	12306	518-393-7316
Union	1212 Union Street	Schenectady	12308	518-346-1185
Karenwald	804 Karenwald Lane	Schenectady	12309	518-370-0375
Keyes	1383 Keyes Avenue	Schenectady	12309	518-377-7883
Pine Ridge	2303 Pine Ridge Road	Schenectady	12309	518-377-2835
Route 7 Respite	2200 Troy Schenectady Road	Schenectady	12309	518-344-7506

Invitation for Bid

CLUSTER 4 - SARATOGA COUNTY				
Site	Street Address	City	Zip	Telephone
Western	66 Western Avenue	Amsterdam	12010	518-882-5598
Benedict	954 Benedict Road	Ballston Lake	12019	518-877-6598
Ballston Spa	1399 West High Street	Ballston Spa	12020	518-885-3413
Church Ave	55 Church Ave	Ballston Spa	12020	518-884-2880
VanAernum	210 Van Aernem Road	Ballston Spa	12020	518-885-4661
Firestone	23 Firestone Lane	Clifton Park	12065	518-877-0143
Jonesville	902 Main Street	Clifton Park	12065	518-877-4734
Lapp	258 Lapp Road	Clifton Park	12065	518-373-1830
Primer Court	10 Primer Court	Clifton Park	12065	518-383-3178
Twilight	8 Twilight Drive	Clifton Park	12065	518-383-1741
Corinth	525 Main Street	Corinth	12822	518-654-2196
Dunn Avenue	7 Dunn Avenue	Corinth	12822	518-654-9423
Butler	160 Butler Road	Fort Edward	12828	518-798-0867
Gansevoort	387 Gansevoort Road	Fort Edward	12828	518-798-5014
Route 50	4759 Route 50	Gansevoort	12831	518-587-1016
Wilton Work Control	75 Northern Pines Road	Gansevoort	12831	518-584-0072
Worth Road	65 Worth Road	Gansevoort	12831	518-587-5250
Spier Falls	596 Spier Falls Road	Greenfield Center	12833	518-893-0934
Wilton-Greenfield	136 Wilton Road	Greenfield Center	12833	518-893-3312
Hadley	6305 State Route 9N	Hadley	12835	518-696-5111
Stony Creek	669 Stony Creek Road	Hadley	12835	518-696-3452
Farm to Market Respite	377 Farm to Market Road	Halfmoon	12065	518-664-3331
Oxford	6 Oxford Street	Halfmoon	12065	518-371-0478
Jockey	6240 Jockey Street	Middle Grove	12850	518-882-9598
Alpine Meadows	77 Alpine Meadows Road	Porter Corners	12859	518-893-7633
Grooms	889 Grooms Road	Rexford	12148	518-383-5020
Davidson	20 Davidson Drive	Saratoga Springs	12866	518-584-6355
Ingersol	143 Ingersol Road	Saratoga Springs	12866	518-581-2981
Schuylerville	21 Spring Street	Schuylerville	12871	518-695-3307
Leland	11 Leland Street	South Glens Falls	12803	518-743-9614

Invitation for Bid

CLUSTER 5 - WARREN COUNTY				
Site	Street Address	City	Zip	Telephone
Glens Falls	126 Warren Street	Glens Falls	12801	518-798-3784
Platt	74 Platt Street	Glens Falls	12801	518-743-9550
Webster	24 Webster Avenue	Glens Falls	12801	518-743-0945
Hubbell	40 Hubbell Lane	Lake George	12845	518-668-9621
McCormack	25 McCormack Drive	Lake George	12845	518-743-9201
Old Post	3 Old Post Road	Lake George	12845	518-668-5426
Fenway	12 Fenway Circle	Lake Luzerne	12846	518-696-4692
Stewart Drive	7 Stewart Drive	Lake Luzerne	12846	518-696-5780
East Holcomb	33 East Holcomb Street	North Creek	12853	518-251-5195
Arberger	3 Arberger Drive	Queensbury	12804	518-743-1754
Meadow Lane	40 Meadow Lane	Queensbury	12804	518-792-6120
Queensbury Day Hab	613 Upper Sherman Avenue	Queensbury	12804	518-761-4052
Sweet Road	56 Sweet Road	Queensbury	12804	518-761-0052

CLUSTER 6 - WASHINGTON COUNTY				
Site	Street Address	City	Zip	Telephone
Arlington	11 Bowen Hill Road	Cambridge	12816	518-677-2175
Cambridge	24 Mountain View Drive	Cambridge	12816	518-677-2697
Bascom Drive	7 Bascom Drive	Fort Edward	12828	518-746-1363
Blackhouse Road	300 Blackhouse Road	Fort Edward	12828	518-747-7411
Easton	239 General Fellows Road	Greenwich	12834	518-695-3439
Gillis	125 Gillis Road	Greenwich	12834	518-692-2319
Skellie	269 Skellie Road	Greenwich	12834	518-854-3515
Hampton	2243 State Route 22A	Hampton	12837	518-282-9703
Green Barn	53 Green Barn Road	Hudson Falls	12839	518-746-1154
Perkins	62 Perkins Drive	Hudson Falls	12839	518-746-1719
Tripoli	17 Tripoli Road	Hudson Falls	12839	518-792-0621
Salem	4396 State Route 22	Salem	12865	518-854-3717
Perry Hill	117 Perry Hill Road	Shushan	12873	518-854-7324

Invitation for Bid

Exhibit B – Equipment Listing

CLUSTER 1 - ALBANY COUNTY								
#	Name	AC Unit(s) Make	Boiler - B Furnace - F	Heating Unit(s) Make	Nat. Gas - NG Oil - O Electric - E	Indirect - I	Hot Water Heater(s)	
							Make	Details
1	Marie Avenue	No Central Air	B	Weil McLain	NG	I	Amtrol	41 gal
							G.E.	50 gal
2	Buchanan	Carrier	B	Dunkirk	NG		Bradford White	75 gal
		Carrier					American	40 gal
							American	40 gal
3	Holmes Dale Respite	Rheem/Carrier	F	Rheem	O		American Electric	50 gal
4	Danielwood	Rheem	F	Rheem	NG		American	50 gal
							Bradford White	40 gal
5	Maple Lane North	Rheem/Carrier	F	Rheem	NG		G.E.	50 gal
							G.E.	40 gal
							Bradford White	50 gal
6	Delaware	Rheem	B	Dunkirk	NG		Lochinvar	75 gal
		Rheem					Lochinvar	40 gal
7	Feura Bush	Trane	F	Heil	NG		Bradford White	38 gal
							A.O. Smith	40 gal
							Powerflex	40 gal
8	Kenwood	Mitsubishi (Split)	B	Dunkirk	NG		Lochinvar	75 gal
		Mitsubishi (Split)					Bradford White	40 gal
9	Hillcrest	Dayton	B	Pennco	O		Crown Boiler	50 gal
		Dayton					I	Mate
							Bock	Elec.
10	Boght Road	Snyder/Carrier	F	Train	O		Lochinvar	70 gal
		Snyder/Carrier	F	Rheem	O		John Wood	40 gal

Invitation for Bid

CLUSTER 2 - RENSSELAER COUNTY								
#	Name	AC Unit(s) Make	Boiler - B Furnace - F	Heating Unit(s) Make	Nat. Gas - NG Oil - O Electric - E	Indirect - I	Hot Water Heater(s)	
							Make	Details
1	Brookview	Carrier	F	Weil McLain	O		A.O. Smith	Electric
							W.H.	Electric
2	Phillips	Bryant	B	Weil McLain	O		VanGuard	(3) Electric
							Jet Glass	
3	Best Road	Bryant	B	Weil McLain	O		John Wood	70 gal
			B	Haso	O			
4	Best Road Cottage	Payne	B	Weil McLain	O		American	Electric
			B	Haso	O			
5	Greenwood	Carrier	F	Carrier	O		John Wood	70 gal
							Lochinvar	32 gal
6	McChesney	Rheem	B	Utica	NG		Bradford White	50 gal
							Bradford White	50 gal
							Bradford White	50 gal
7	Tibbits	Bryant	B	Lennox	NG		American	75 gal
		Bryant					VanGuard	50 gal
8	24th Street	Trane	B	Weil McLain	NG		VanGuard	75 gal
							American	50 gal
9	3rd Avenue	Carrier	B	Dunkirk	NG		A.O. Smith	50 gal
							Bradford White	50 gal
							Lochinvar	75 gal

Invitation for Bid

CLUSTER 3 - SCHOHARIE & SCHENECTADY COUNTIES								
#	Name	AC Unit(s) Make	Boiler - B Furnace - F	Heating Unit(s) Make	Nat. Gas - NG Oil - O Electric - E	Indirect - I	Hot Water Heater(s)	
							Make	Details
Schoharie County								
1	Middleburgh	Rheen	F	Rheen	O		Bradford White	Oil
		Rheen	F	Rheen	O		A.O. Smith	Oil
		1 Split Unit						
Schenectady County								
2	Albany Street	Janitrol	F	Payne	NG		Rheem	75 gal
		Janitrol					A.O. Smith	75 gal
3	Broadway	No Central Air	B	Dunkirk	NG		Rheem	40 gal
							Lochinvar	40 gal
4	Union	Carrier	B	Dunkirk	NG		State	75 gal
		Carrier					Rheem	50 gal
5	Karenwald	No Central Air	B	Weil McLain	NG		Bradford White	40 gal
							John Wood	75 gal
6	Keyes	Trane	F	Carrier	NG		A.O. Smith	70 gal
			F	Carrier	NG		Lochinvar	40 gal
7	Pine Ridge	Lennox	F	Lennox	NG		Instantaneous	Gas
8	Route 7 Respite	Weather King	B	Weil McLain	NG	I	Boilermate	
							Bradford White	50 gal

Invitation for Bid

CLUSTER 4 - SARATOGA COUNTY								
#	Name	AC Unit(s) Make	Boiler - B Furnace - F	Heating Unit(s) Make	Nat. Gas - NG Oil - O Electric - E	Indirect - I	Hot Water Heater(s)	
							Make	Details
1	Western	Coleman	F	Rheem	O		A.O. Smith	50 gal
							VanGuard	80 gal
2	Benedict	Cobra Carrier	F	Carrier	O		American	50 gal - Elec.
							American	40 gal - Elec.
3	Ballston Spa	Goodman 16	B	Weil McLain	NG	I	Boilermate	50 gal
		Seer						
4	Church Ave	Carrier	F	Carrier	NG		A.O. Smith	40 gal
			F	Carrier	NG		Rheem	75 gal
5	VanAernum	No Central Air	B	Weil McLain	O	I	Boilermate	41 gal
6	Firestone	York	F	York	NG		Rheem	40 gal
							Rheem	40 gal
7	Jonesville	York	B	Weil McLean	NG		Boilermate	40 gal
							Lochinvar	50 gal
8	Lapp	Janitrol	B	Weil McLain	NG	I	Crown	50 gal
9	Primer Court	Carrier	F	Carrier Weather King	NG		A.O. Smith	50 gal
		Carrier					A.O. Smith	50 gal
							Powerflex	40 gal
10	Twilight	Rescol/Bryant	B	Utica	NG	I	Boilermate	41 gal
11	Corinth	Armstrong	F	Bryant	LP Gas		Bradford White	48 gal
		Armstrong	F	Bryant	LP Gas		Bradford White	80 gal
12	Dunn Avenue	Ducane	B	Penco	O	I	Amtrol	40 gal
13	Butler	Bard	F	Bard	NG		A.O. Smith	40 gal - Elec.
							A.O. Smith	40 gal - Elec.
14	Gansevoort	Bryant	F	Payne	NG		A.O. Smith	40 gal
							Navien	Tankless Select Propane
15	Route 50	Reem 16 Seer	B	Utica	NG		Boilermate	41 gal
16	Wilton Work Control	Bryant	B	Weil McLain	NG		A.O. Smith	50 gal
17	Worth Road	Carrier	B	Weil McLain	NG		Boilermate	48 gal
		Carrier					Bradford White	75 gal
18	Spier Falls	Bryant	F	Rheem	O		John Woods	70 gal
19	Wilton- Greenfield	Armstrong	F	Air Ease Ultra	LP Gas		A.O. Smith	74 gal
							A.O. Smith	74 gal

Invitation for Bid

CLUSTER 4 - SARATOGA COUNTY (Continued)								
#	Name	AC Unit(s) Make	Boiler - B Furnace - F	Heating Unit(s) Make	Nat. Gas - NG Oil - O Electric - E	Indirect - I	Hot Water Heater(s)	
							Make	Details
20	Hadley	York	F	Bryant	LP Gas		Rheem	82 gal
		Bryant	F	Bryant	LP Gas		Rheem	48 gal
21	Stony Creek	No Central Air	B	Burnham	O	I	Boilermate	41 gal
22	Farm to Market Respite	Trane XL - 1200	F	Rheem	E		VanGuard	50 gal
23	Oxford	No Central Air	B	Weil McLain	NG	I	Boilermate	41 gal
24	Jockey	Bryant	F	Rheem	NG		American	40 gal - Elec.
							American	80 gal - Elec.
25	Alpine Meadows	Cobra	F	Thermopride	O		John Woods	40 gal - Elec.
							Bradford White	65 gal - Elec.
26	Grooms	York	F	Rheem	NG		Bradford White	40 gal
							Bradford White	75 gal
27	Davidson	Lennox	F	Carrier	NG		A.O. Smith	40 gal
							Bradford White	40 gal
28	Ingersol	Carrier	B	Weil McLain	NG	I	Boilermate	40 gal
29	Schuylerville	York	F	Bryant	LP Gas		Bradford White	40 gal
		York	F	Bryant	LP Gas		Rheem	80 gal
30	Leland	No Central Air	B	Burnham	NG	I	Pure Pro Amtrol Boilermate	

Invitation for Bid

CLUSTER 5 - WARREN COUNTY								
#	Name	AC Unit(s) Make	Boiler - B Furnace - F	Heating Unit(s) Make	Nat. Gas - NG Oil - O Electric - E	Indirect - I	Hot Water Heater(s)	
							Make	Details
1	Glens Falls	Trane	F	Bryant	NG		Bradford White	80 gal
							A.O. Smith	40 gal - Elec.
2	Platt	Bryant	F	Goodman	NG		Bradford White	Gas
3	Webster	No Central Air	B	Weil McLain	NG		Amtrol Boilermate	Gas
							Bradford White	
4	Hubbell	Bryant	F	Payne	NG		Bradford White	40 gal
							A.O. Smith	50 gal - Elec.
5	McCormack	Goodman	F	Goodman	NG		Bradford White	Electric
							A.O. Smith	Electric
6	Old Post	Coleman/Evcon	F	York	NG		Navien	Gas
							Navien	Gas
7	Fenway	Bryant	F	Payne	O		A.O. Smith	86 gal - oil
8	Stewart Drive	No Central Air	B	Ultimate	O		Pure Pro Amtrol Boilermate	Oil
9	East Holcomb	Coleman Evans	F	Armstrong Air	O		Bradford White	40 gal
							Bradford White	80 gal - Elec.
10	Arberger	Coleman	F	Oneida Royal	O		A.O. Smith	80 gal
							A.O. Smith	Electric
11	Meadow Lane	Energy Knight	F	Bryant	NG		Bradford White	Electric
							Craftmaster	Electric
12	Queensbury Day Hab	No Central Air	B	Buderus	NG		Amtrol Boilermate	Propane
13	Sweet Road	Coleman	F	Rheen	O		American	Electric

Invitation for Bid

CLUSTER 6 - WASHINGTON COUNTY								
#	Name	AC Unit(s) Make	Boiler - B Furnace - F	Heating Unit(s) Make	Nat. Gas - NG Oil - O Electric - E	Indirect - I	Hot Water Heater(s)	
							Make	Details
1	Arlington	Mitsubishi (Split)	B	Navien	Propane		Navien	Propane Tankless
		Mitsubishi (Split)						
		Mitsubishi (Split)						
2	Cambridge	Mitsubishi (Split)	B	Ulimak	O		Whirlpool	40 gal - Elec.
		Mitsubishi (Split)						
3	Bascom Drive	Air Ease	F	Hart and Crouse	NG		Bradford White	Gas
4	Blackhouse Road	Carrier	F	Olsen	O		A.O. Smith	Electric
							Bradford White	Electric
5	Easton	York	F	Payne	Propane		Bradford White	80 gal
		York	F	Payne	Propane		A.O. Smith	40 gal
6	Gillis	Mitsubishi (Split)	B	Burnham	O		Amtrol Boilermate	Oil
		Mitsubishi (Split)						
7	Skellie	Mitsubishi (Split)		Baseboards	E		Bradford White	Electric
8	Hampton	No Central Air	B	Weil McLain	O		Amtrol Boilermate	40 gal
							A.O. Smith	Electric
9	Green Barn	Unitary	F	Rheem	O		VanGuard	Electric
							Bradford White	Electric
10	Perkins	Air Ease	F	Ultra V	NG		A.O. Smith	Gas
11	Tripoli	Bryant	F	Bryant	Propane		A.O. Smith	Electric
							Navien	Electric
12	Salem	No Central Air	B	Weil McLain	O		Amtrol Boilermate	Oil
13	Perry Hill	Energy Knight	F	Goodman	O		Rheem	Oil
							Bradford White	

Cost Proposal Form

Directions: Be aware that for some Clusters, the Cost Proposal Form spans multiple pages. If a Cluster is not completely filled in, the bid for that Cluster may not be considered. Be sure to sign and include the **Cost Proposal Summary and Signature Page**. Do not alter the Cost Proposal Form in any way or your bid may be disqualified. Ensure that all entries are neat and legible.

Complete the following for each Cluster for which you are submitting a bid:

For TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER - PER COUNTY

1. Enter a price in each A/C, Heat, and Hot Water box for each site listed. (If a box is black, that site will not require that service.)
2. Add up each row per site and enter the total in Annual Total Per Site.
3. Add up the Annual Total Per Site column and enter that total in the Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster - per County (A) box.

For TOTAL ANNUAL ESTIMATED LABOR COST FOR REPAIR FOR CLUSTER - PER COUNTY

1. Enter an Hourly Rate for Normal Working Hours, Off Labor Hours, and Holiday Labor Hours.
2. Multiply each Hourly Rate by its Estimated Hours and enter its total in Total Labor Cost by Estimated Hours.
3. Add the Total Labor Cost by Estimated Hours column and put the total in Total Annual Estimated Labor Cost for Repair for Cluster - per County (B).

For TOTAL ANNUAL ESTIMATED PARTS WITH MARK UP COST REPAIR FOR CLUSTER - PER COUNTY

1. Enter a Parts Mark Up % (not to exceed 20%).
2. Take the Parts Mark Up % and multiply it by the Estimated Annual Parts Cost and enter your total into the Estimated Annual Parts Mark Up box.
3. Add the Estimated Annual Parts Mark Up and Estimated Annual Parts Cost, putting that total in Total Annual Estimated Parts with Mark Up Cost for Cluster - per County (C).

For TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER - PER COUNTY (A+B+C)

Enter the combined totals from Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster - per County (A), Total Annual Estimated Labor Cost for Repair for Cluster - per County (B), and Total Annual Estimated Parts with Mark Up Cost for Cluster - per County (C) into **TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER - PER COUNTY (A+B+C)** box.

For Cost Proposal Summary and Signature Page

Transfer the **TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER - PER COUNTY (A+B+C)** for each Cluster in which you are submitting a bid. Please mark "NB" (no bid) on any Clusters for which you are not bidding.

Invitation for Bid

TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 1 - ALBANY COUNTY					
		A/C	Heat	Hot Water	Annual Total Per Site
1	Marie Avenue		\$	+\$ =	\$
2	Buchanan	\$	+\$	+\$ =	+\$
3	Holmes Dale Respite	\$	+\$	+\$ =	+\$
4	Danielwood	\$	+\$	+\$ =	+\$
5	Maple Lane North	\$	+\$	+\$ =	+\$
6	Delaware	\$	+\$	+\$ =	+\$
7	Feura Bush	\$	+\$	+\$ =	+\$
8	Kenwood	\$	+\$	+\$ =	+\$
9	Hillcrest	\$	+\$	+\$ =	+\$
10	Boght Road	\$	+\$	+\$ =	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 1 - Albany County (A)					= \$

TOTAL ANNUAL ESTIMATED LABOR COST FOR REPAIR FOR CLUSTER 1 - ALBANY COUNTY		Estimated Hours	Total Labor Cost by Estimated Hours
Normal Working Hours (M-F, 8:00AM-5:00PM) Hourly Rate	\$	x 160 =	\$
Off Labor Hours (M-F, 5:01PM-7:59AM & all-day Sat & Sun) Hourly Rate	\$	x 65 =	+\$
Holiday Labor Hours Hourly Rate	\$	x 8 =	+\$
Total Annual Estimated Labor Cost for Repair for Cluster 1 - Albany County (B)			= \$

Invitation for Bid

TOTAL ANNUAL ESTIMATED PARTS WITH MARK UP COST FOR CLUSTER 1 - ALBANY COUNTY		Estimated Annual Parts Cost	Estimated Annual Parts Mark Up
Parts Mark Up (not to exceed 20%)	%	x \$5,500 =	\$
Estimated Annual Parts Cost			+ \$5,500
Total Annual Estimated Parts with Mark Up Cost for Cluster 1 - Albany County (C)			= \$

TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER 1 - ALBANY COUNTY (A+B+C)	= \$
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TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 2 - RENSSELAER COUNTY					
		A/C	Heat	Hot Water	Annual Total Per Site
1	Best Road	\$	+\$	+\$ =	\$
2	Best Road Cottage	\$	+\$	+\$ =	+\$
3	Greenwood	\$	+\$	+\$ =	+\$
4	Brookview	\$	+\$	+\$ =	+\$
5	Phillips	\$	+\$	+\$ =	+\$
6	McChesney	\$	+\$	+\$ =	+\$
7	Tibbits	\$	+\$	+\$ =	+\$
8	24th Street	\$	+\$	+\$ =	+\$
9	3rd Avenue	\$	+\$	+\$ =	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 2 - Rensselaer County (A)					= \$

Invitation for Bid

TOTAL ANNUAL ESTIMATED LABOR COST FOR REPAIR FOR CLUSTER 2 - RENSSELAER COUNTY		Estimated Hours	Total Labor Cost by Estimated Hours
Normal Working Hours (M-F, 8:00AM-5:00PM) Hourly Rate	\$	x 160 =	\$
Off Labor Hours (M-F, 5:01PM-7:59AM & all-day Sat & Sun) Hourly Rate	\$	x 65 =	+\$
Holiday Labor Hours Hourly Rate	\$	x 8 =	+\$
Total Annual Estimated Labor Cost for Repair for Cluster 2 - Rensselaer County (B)			=\$

TOTAL ANNUAL ESTIMATED PARTS WITH MARK UP COST FOR CLUSTER 2 - RENSSELAER COUNTY		Estimated Annual Parts Cost	Estimated Annual Parts Mark Up
Parts Mark Up (not to exceed 20%)	%	x \$5,000 =	\$
Estimated Annual Parts Cost			+ \$5,000
Total Annual Estimated Parts with Mark Up Cost for Cluster 2 - Rensselaer County (C)			=\$

TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER 2 - RENSSELAER COUNTY (A+B+C)	=\$
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Invitation for Bid

TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 3 - SCHOHARIE & SCHENECTADY COUNTIES						
		A/C	Heat	Hot Water	=	Annual Total Per Site
1	Middleburgh	\$	+\$	+\$	=	\$
2	Albany Street	\$	+\$	+\$	=	+\$
3	Broadway		\$	+\$	=	+\$
4	Union	\$	+\$	+\$	=	+\$
5	Karenwald		\$	+\$	=	+\$
6	Keyes	\$	+\$	+\$	=	+\$
7	Pine Ridge	\$	+\$	+\$	=	+\$
8	Route 7 Respite	\$	+\$	+\$	=	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 3 - Schoharie & Schenectady Counties (A)						= \$

TOTAL ANNUAL ESTIMATED LABOR COST FOR REPAIR FOR CLUSTER 3 - SCHOHARIE & SCHENECTADY COUNTIES			Estimated Hours	Total Labor Cost by Estimated Hours
Normal Working Hours (M-F, 8:00AM-5:00PM) Hourly Rate	\$	x 125	=	\$
Off Labor Hours (M-F, 5:01PM-7:59AM & all-day Sat & Sun) Hourly Rate	\$	x 64	=	+\$
Holiday Labor Hours Hourly Rate	\$	x 7	=	+\$
Total Annual Estimated Labor Cost for Repair for Cluster 3 - Schoharie & Schenectady Counties (B)				= \$

Invitation for Bid

TOTAL ANNUAL ESTIMATED PARTS WITH MARK UP COST FOR CLUSTER 3 - SCHOHARIE & SCHENECTADY COUNTIES		Estimated Annual Parts Cost	Estimated Annual Parts Mark Up
Parts Mark Up (not to exceed 20%)	%	x \$4,500 =	\$
Estimated Annual Parts Cost			+ \$4,500
Total Annual Estimated Parts with Mark Up Cost for Cluster 3 - Schoharie & Schenectady Counties (C)			= \$

TOTAL ANNUAL ESTIMATED COMBINED COST CLUSTER 3 - SCHOHARIE & SCHENECTADY COUNTIES (A+B+C)	= \$
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TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 4 - SARATOGA COUNTY					
		A/C	Heat	Hot Water	Annual Total Per Site
1	Western	\$	+\$	+\$ =	\$
2	Benedict	\$	+\$	+\$ =	+\$
3	Ballston Spa	\$	+\$	+\$ =	+\$
4	Church Ave	\$	+\$	+\$ =	+\$
5	VanAernum		\$	+\$ =	+\$
6	Firestone	\$	+\$	+\$ =	+\$
7	Jonesville	\$	+\$	+\$ =	+\$
8	Lapp	\$	+\$	+\$ =	+\$
9	Primer Court	\$	+\$	+\$ =	+\$
10	Twilight	\$	+\$	+\$ =	+\$

Invitation for Bid

TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 4 - SARATOGA COUNTY					
		A/C	Heat	Hot Water	Annual Total Per Site
11	Corinth	\$	+\$	+\$ =	+\$
12	Dunn Avenue	\$	+\$	+\$ =	+\$
13	Butler	\$	+\$	+\$ =	+\$
14	Gansevoort	\$	+\$	+\$ =	+\$
15	Route 50	\$	+\$	+\$ =	+\$
16	Worth Road	\$	+\$	+\$ =	+\$
17	Wilton Work Control	\$	+\$	+\$ =	+\$
18	Spier Falls	\$	+\$	+\$ =	+\$
19	Wilton-Greenfield	\$	+\$	+\$ =	+\$
20	Hadley	\$	+\$	+\$ =	+\$
21	Stony Creek		\$	+\$ =	+\$
22	Farm to Market Respite	\$	+\$	+\$ =	+\$
23	Oxford		\$	+\$ =	+\$
24	Jockey	\$	+\$	+\$ =	+\$
25	Alpine Meadows	\$	+\$	+\$ =	+\$
26	Grooms	\$	+\$	+\$ =	+\$
27	Davidson	\$	+\$	+\$ =	+\$

Invitation for Bid

TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 4 - SARATOGA COUNTY					
		A/C	Heat	Hot Water	Annual Total Per Site
28	Ingersol	\$	+\$	+\$ =	+\$
29	Schuylerville	\$	+\$	+\$ =	+\$
30	Leland		\$	+\$ =	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 4 - Saratoga County (A)					=\$

TOTAL ANNUAL ESTIMATED LABOR COST FOR CLUSTER 4 - SARATOGA COUNTY			Estimated Hours	Total Labor Cost by Estimated Hours
Normal Working Hours (M-F, 8:00AM-5:00PM) Hourly Rate	\$	x 459	=	\$
Off Labor Hours (M-F, 5:01PM-7:59AM & all-day Sat & Sun) Hourly Rate	\$	x 164	=	+\$
Holiday Labor Hours Hourly Rate	\$	x 19	=	+\$
Total Annual Estimated Labor Cost for Repair for Cluster 4 - Saratoga County (B)				=\$

TOTAL ANNUAL ESTIMATED PARTS WITH MARK UP COST FOR CLUSTER 4 - SARATOGA COUNTY			Estimated Annual Parts Cost	Estimated Annual Parts Mark Up
Parts Mark Up (not to exceed 20%)	%	x \$16,500	=	\$
Estimated Annual Parts Cost				+ \$16,500
Total Annual Estimated Parts with Mark Up Cost for Cluster 4 - Saratoga County (C)				=\$

TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER 4 - SARATOGA COUNTY (A+B+C)	=\$
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Invitation for Bid

TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 5 - WARREN COUNTY					
		A/C	Heat	Hot Water	Annual Total Per Site
1	Glens Falls	\$	+\$	+\$ =	\$
2	Platt	\$	+\$	+\$ =	+\$
3	Webster		\$	+\$ =	+\$
4	Hubbell	\$	+\$	+\$ =	+\$
5	McCormack	\$	+\$	+\$ =	+\$
6	Old Post	\$	+\$	+\$ =	+\$
7	Fenway	\$	+\$	+\$ =	+\$
8	Stewart Drive		\$	+\$ =	+\$
9	East Holcomb	\$	+\$	+\$ =	+\$
10	Arberger	\$	+\$	+\$ =	+\$
11	Meadow Lane	\$	+\$	+\$ =	+\$
12	Queensbury Day Hab		\$	+\$ =	+\$
13	Sweet Road	\$	+\$	+\$ =	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 5 - Warren County (A)					= \$

Invitation for Bid

TOTAL ANNUAL ESTIMATED LABOR COST FOR REPAIR FOR CLUSTER 5 - WARREN COUNTY		Estimated Hours	Total Labor Cost by Estimated Hours
Normal Working Hours (M-F, 8:00AM-5:00PM) Hourly Rate	\$	x 165 =	\$
Off Labor Hours (M-F, 5:01PM-7:59AM & all-day Sat & Sun) Hourly Rate	\$	x 101 =	+\$
Holiday Labor Hours Hourly Rate	\$	x 14 =	+\$
Total Annual Estimated Labor Cost for Repair for Cluster 5 - Warren County (B)			= \$

TOTAL ANNUAL ESTIMATED PARTS WITH MARK UP COST FOR CLUSTER 5 - WARREN COUNTY		Estimated Annual Parts Cost	Estimated Annual Parts Mark Up
Parts Mark Up (not to exceed 20%)	%	x \$7,000 =	\$
Estimated Annual Parts Cost			+ \$7,000
Total Annual Estimated Parts with Mark Up Cost for Cluster 5 - Warren County (C)			= \$

TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER 5 - WARREN COUNTY (A+B+C)	= \$
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Invitation for Bid

TOTAL ANNUAL INSPECTION, START-UP, AND PREVENTATIVE MAINTENANCE COST FOR CLUSTER 6 - WASHINGTON COUNTY					
		A/C	Heat	Hot Water	Annual Total Per Site
1	Arlington	\$	+\$	+\$ =	\$
2	Cambridge	\$	+\$	+\$ =	+\$
3	Bascom Drive	\$	+\$	+\$ =	+\$
4	Blackhouse Road	\$	+\$	+\$ =	+\$
5	Easton	\$	+\$	+\$ =	+\$
6	Gillis	\$	+\$	+\$ =	+\$
7	Skellie	\$	+\$	+\$ =	+\$
8	Hampton		\$	+\$ =	+\$
9	Green Barn	\$	+\$	+\$ =	+\$
10	Perkins	\$	+\$	+\$ =	+\$
11	Tripoli	\$	+\$	+\$ =	+\$
12	Salem		\$	+\$ =	+\$
13	Perry Hill	\$	+\$	+\$ =	+\$
Total Annual Inspection, Start-up, and Preventative Maintenance Cost for Cluster 6 - Washington County (A)					=\$

Invitation for Bid

TOTAL ANNUAL ESTIMATED LABOR COST FOR REPAIR FOR CLUSTER 6 - WASHINGTON COUNTY		Estimated Hours	Total Labor Cost by Estimated Hours
Normal Working Hours (M-F, 8:00AM-5:00PM) Hourly Rate	\$	x 165 =	\$
Off Labor Hours (M-F, 5:01PM-7:59AM & all-day Sat & Sun) Hourly Rate	\$	x 101 =	+\$
Holiday Labor Hours Hourly Rate	\$	x 14 =	+\$
Total Annual Estimated Labor Cost for Repair for Cluster 6 - Washington County (B)			=\$

TOTAL ANNUAL ESTIMATED PARTS WITH MARK UP COST FOR CLUSTER 6 - WASHINGTON COUNTY		Estimated Annual Parts Cost	Estimated Annual Parts Mark Up
Parts Mark Up (not to exceed 20%)	%	x \$7,000 =	\$
Estimated Annual Parts Cost			+ \$7,000
Total Annual Estimated Parts with Mark Up Cost for Cluster 6 - Washington County (C)			=\$

TOTAL ANNUAL ESTIMATED COMBINED COST FOR CLUSTER 6 - WASHINGTON COUNTY (A+B+C)	=\$
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Cost Proposal Summary and Signature Page

TOTAL ANNUAL ESTIMATED COMBINED COST	
Cluster 1 - Albany County	\$
Cluster 2 - Rensselaer County	\$
Cluster 3 - Schoharie & Schenectady Counties	\$
Cluster 4 - Saratoga County	\$
Cluster 5 - Warren County	\$
Cluster 6 - Washington County	\$

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:

Invitation for Bid

No-Bid Form

Bidders choosing not to bid are requested to complete and return only this form.

- We do not provide the requested services. Please remove our firm from your mailing list.
- We are unable to bid at this time because:

- Please retain our firm on your mailing list.

(Firm Name)

(Signature)

(Date)

(Print Name)

(Title)

(E-mail)

(Telephone)

Failure to respond to bid invitations may result in your firm being removed from our mailing lists.