



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

October 18, 2023

Re: **2024-2029 Campus Lawn Care and Maintenance Services in Dutchess County – IFB TAC 110123**

Questions and Answers:

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

1. Question: Is sub-contracting allowed?

Answer: As stated in IFB TAC 110123, Scope of Work, page 23, section VI. Assignments/Sub-Contracting: The Contractor shall not assign or sub-contract all or any part of said work without the express written permission of OPWDD's Business Office Administration.

2. Question: Can you provide the results from the last time this was bid?

Answer: You may request to obtain any public information by mailing a FOIL request to the below address, faxing to the below number, or using the online form:

Records Access Officer

New York State Office for People With Developmental Disabilities

44 Holland Avenue

Albany, NY 12229

Fax: (518) 474-7382

Online Form: <https://opwdd.ny.gov/new-york-state-freedom-information-law-foil>

3. Question: Has there been any extra work in the past ten years?

Answer: Extra services are not included and should not be considered when submitting a bid. As stated in IFB TAC 110123, Scope of Work, page 21, section III. Services Not to Be Performed Unless Specifically Requested/Extra Services: "Extra Services" are **not** to be provided without prior authorization. . . Contractor may provide a price quotation for these "Extra Services" upon request. **"Extra Services" are not included in this contract.** A purchase order authorizing services will be issued prior to commencement of services.

4. Question: Can a company that did not attend the Mandatory Site Visit still submit a bid?

Answer: No. As stated in IFB TAC 110123, page 4, section 6. Site Inspections: **All potential Bidders MUST attend the scheduled Mandatory Site Visit if they wish to submit a bid.**



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5. **Question:** Please provide a list of companies that attended the Mandatory Site Visit.

Answer: We are in the restricted period of this procurement and are unable to provide this information currently. You may submit a FOIL request (see question 2 for information) and after contract execution, the information can be provided.

6. **Question:** Was NYSID contacted prior to the IFB release for these services?

Answer: Yes. NYSID declined to provide these services.

7. **Question:** Has this Scope of Work changed from the current contract?

Answer: Yes.

8. **Question:** It looks like additional square footage has been added to this Scope of Work since the last procurement. Should this be included in our bids?

Answer: Bids should be based on the Qualifications & Scope of Work provided in IFB TAC 110123.

9. **Question:** Should the information from the last procurement be used to calculate a bid?

Answer: Bids should be based on the Qualifications & Scope of Work provided in IFB TAC 110123.

10. **Question:** Do references need to be for properties equal to this campus?

Answer: As stated in IFB TAC 110123, page 7, section 13. Submission of Proposals, B. References: All bidders must submit at least three (3) work references that will verify that the bidder or its principals have at least two (2) years of relevant experience to complete the work as listed in the Qualifications and Scope of Work.

11. **Question:** Can a Contractor bid if they currently do not have the proper staff or equipment?

Answer: Any Contractor may bid, but OPWDD will require the low bidder to show that they have adequate staff and equipment by the contract start date. As stated in IFB TAC 110123, Scope of Work, page 19, Detailed Specifications: All labor, materials, and equipment necessary to professionally complete the service are to be supplied by the Contractor...The Contractor must be able to show that they have adequate staff and equipment to perform services for sites under contract. OPWDD will make a determination prior to the contract start date.



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12. Question: Can the Contractor change their bid pricing during the term of the contract?

Answer: No. However, the awarded Contractor may request CPI increases in accordance with the awarded contract.

13. Question: Is there a time requirement for when the lawn care needs to be completed? Could a smaller crew come every day?

Answer: As stated in IFB TAC 110123, Scope of Work, page 19, section I. Scheduling of Services: The Contractor awarded a contract to provide lawn care and maintenance services must negotiate a timetable/schedule for when the services are to be performed with the Plant Superintendent or designee prior to each lawn care season. The Contractor shall perform the work between 7:30AM and 3:00PM, Monday through Friday. As stated in the Scope of Work, page 19, Detailed Specifications: The Contractor must be able to show that they have adequate staff and equipment to perform services for sites under contract.

14. Question: Is the Contractor responsible for removing fallen trees, tree limbs, leaves, grass clippings, and/or debris?

Answer: As stated in IFB TAC 110123, Scope of Work, pages 20-21, sections A. Spring Clean-Up and C. Fall Clean-Up: Removal of all clippings, leaves, branches up to 3” in diameter, and debris from site. As stated in the Scope of Work, page 20, section B. Lawn Care Maintenance, 3. Grass and Debris Removal: It will be the Contractor’s responsibility to remove debris. The Contractor will be responsible for limbs up to 3” in diameter. For limbs over 3” in diameter, the Contractor shall notify the Plant Superintendent’s office for assistance. Any conditions found that prevent the Contractor from completing the work identified in the specifications need to be discussed with the Plant Superintendent or designee.

15. Question: Can the Contractor dispose debris on campus?

Answer: No. As stated in IFB TAC 110123, Scope of Work, page 20, section B. Lawn Care Maintenance, 3. Grass and Debris Removal: ...OPWDD does not provide a location for debris to be disposed and will be the responsibility of the Contractor.

16. Question: Is blowing or vacuuming the grass clippings/leaves optional?

Answer: As stated in IFB TAC 110123, Scope of Work, pages 20-21, sections A. Spring Clean-Up and C. Fall Clean-Up: Removal of all clippings, leaves, ...and debris from site. As stated in the Scope of Work, page 20, section B. Lawn Care and Maintenance, 3. Grass and Debris Removal: Grass clippings are to be collected and must be removed from all paved, marked, or specifically identified surfaces after each mowing.



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17. Question: Does this service include maintenance of the picnic areas/courtyards between buildings?

Answer: Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas.

18. Question: Is the Contractor required to remove the vines growing up the building structures?

Answer: No. Removal of vines growing up the building structures is not stated in the Scope of Work. As stated in IFB TAC 110123, Scope of Work, pages 20-21, sections A. Spring Clean-Up and C. Fall Clean-Up: Trimming...is also to include trimming of vines from around trees. As stated in the Scope of Work, page 20, section B. Lawn Care Maintenance, 2. Trimming: Trimming around...foundations, etc., and anything else not identified in this section within Parcels 1 and 2 will be the Contractor's responsibility.

19. Question: Will acorns or nuts that fall from the trees need to be cleaned up by the Contractor?

Answer: No.

20. Question: How far shall the Contractor mow on the east side of Hillside Drive?

Answer: The Contractor shall mow up to the "POSTED" signs indicating the edge of the Taconic DDSOO Wassaic Campus property.

21. Question: Will the Contractor be responsible for maintaining/trimming the bushes/brush along the road to the Waste/Chem parcel?

Answer: No.

22. Question: Will the Contractor be responsible for maintaining/trimming the bushes/brush along the road to the Pump House and Well Houses?

Answer: No.

23. Question: Is the fenced in area near the Pump House included?

Answer: As indicated on page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, this is part of Parcel 2.



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24. Question: What is the width of the gate for the Waste House?

Answer: The gate to the Waste House is eleven feet wide.

25. Question: Which parcel is the area across from the Pump House and can a brush hog be used?

Answer: Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas. Equipment used in the performance of the Lawn Care and Maintenance Services is up to the Contractor unless otherwise stated in the Scope of Work (i.e. page 20, section B. Lawn Care Maintenance, 6. Cemeteries).

26. Question: Where is the property line of the neighboring cornfield on Creek Road?

Answer: As indicated on page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, the property on the eastern side of Creek Road is not included in the Scope of Work. The Contractor will need to trim the edges of Creek Road as it is included as indicated in Exhibit A.

27. Question: Is all or part of the area around Tenmile River Station included?

Answer: Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas.

28. Question: Does the path near Wellhouse #7 go to anything?

Answer: Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas. The area past Wellhouse #7 is not included.

29. Question: Is the trail past Montgomery Rd on the west side of campus included?

Answer: No. Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas.

30. Question: Is the access road leading to the west side cemetery and adjacent field included?

Answer: Yes. Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas.

31. Question: Is the trail on the north end of campus, past Well House #2, included?

Answer: No. Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas.



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32. Question: Is the trail to the northeast of the Waste/Chem parcel included?

Answer: No. Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas.

33. Question: Can the Contractor use herbicides? What weed control sprays can be used?

Answer: As stated in IFB TAC 110123, Scope of Work, page 21, section B. Lawn Care Maintenance, 5. Sprays: Pesticides, herbicides, or other weed control sprays cannot be used. If needed, a vinegar and salt mixture is acceptable.

34. Question: Will the Contractor and employees be required to sign in and out at safety?

Answer: As stated in IFB TAC 110123, Scope of Work, page 19, Detailed Specifications: The Contractor's employees shall sign in and out with the Campus Safety Department or the Powerhouse. If OPWDD staff is absent at Campus Safety Department at arrival or departure, please continue to the Powerhouse.

35. Question: Will the Contractor be required to mow 2-3 passes?

Answer: As stated in IFB TAC 110123, Scope of Work, page 20, section B. Lawn Care Maintenance, 1. Mowing: In the Spring/Summer/Fall, mowing of lawn areas on property as identified in Exhibit A. It is required that Parcel 1 locations be mowed and maintained at a height to 2 to 3.5 inches. It is required that Parcel 2 locations be mowed and trimmed once every two weeks. The Contractor will have discretion to mow and trim Parcel 2 more than the minimum requirement dependent on weather/need.

36. Question: Is the Contractor responsible for weeds or weed whacking?

Answer: Please see IFB TAC 110123, Scope of Work, page 20, section B. Lawn Care and Maintenance, 2. Trimming for full details.

37. Question: Is the Contractor to maintain cracks, crevices, and curb lines?

Answer: Cracks and crevices are not included in the Scope of Work. Please see IFB TAC 110123, Scope of Work, page 20, section B. Lawn Care and Maintenance, 2. Trimming, for curb line details.

38. Question: Is there a place on campus where the Contractor can leave equipment?

Answer: Contractor equipment shall not be left at the Taconic DDSOO Wassaic Campus.

39. Question: Will the Contractor be provided keys to the cemetery gates and fenced in areas?

Answer: Access shall be coordinated with the Plant Superintendent at the beginning of each season.



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40. Question: Does the cemetery across the railroad tracks have headstones?

Answer: There are approximately four headstones along with crosses.

41. Question: Are the Memorial Cross Stakes permanent?

Answer: Yes.

42. Question: What materials are the crosses/plot markers in the cemetery made of?

Answer: The crosses are steel, and the plot markers are granite.

43. Question: Is the fenced in area along the railroad part of the Scope of Work?

Answer: Please refer to page 25 of IFB TAC 110123, Exhibit A: OPWDD Taconic DDSOO Map, for details of the coverage areas.

44. Question: Will the Contractor be required to obtain additional railroad insurance coverage?

Answer: No. OPWDD will not require the awarded Contractor to obtain additional insurances other those specified in IFB TAC 110123, page 5, Section 12. Insurance.

45. Question: Is the Contractor responsible for lawn damage?

Answer: Please see IFB TAC 110123, Scope of Work, page 22, section IV. Damages for full details.

46. Question: Is the Contractor responsible for damage caused by snow removal during the winter?

Answer: The snow removal Contractor is responsible for damages caused by snow removal activities.

47. Question: Will any coverage areas damaged by snow removal activities be restored prior to the start of the lawn care season?

Answer: Yes.

48. Question: Does OPWDD control or manage the wildlife on the property?

Answer: Contractors may encounter wildlife on the campus. As stated in IFB TAC 110123, Scope of Work, page 23, section V. Additional Requirements: Any conditions found that prevent the Contractor from completing the work identified in this specification need to be discussed with the Plant Superintendent or designee.



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49. Question: Is this job tax exempt?

Answer: OPWDD is exempt from paying sales tax with NYS funds. Contractors may contact the New York State Department of Taxation and Finance regarding tax related questions at 518-485-9863.

<https://www.tax.ny.gov/>

50. Question: What are the payment terms?

Answer: Please see IFB TAC 110123, Scope of Work, pages 23-24, section VII. Accounting for full details.

51. Question: How many days after the first invoice will the Contractor be paid?

Answer: Contractors will be paid in accordance with NYS finance law upon the BSC's receipt of a complete and accurate invoice.

52. Question: Do prevailing wages apply?

Answer: As stated in IFB TAC 110123, Scope of Work, page 24, section VII. Accounting, B. Prevailing Wages: Prevailing Wages apply to this contract. The PRC number for this contract is PRC# 2023900195.

53. Question: Please clarify Article 8 Prevailing Wages.

Answer: Contractors may contact the Department of Labor for clarification on Article 8.

<https://dol.ny.gov/public-work-and-prevailing-wage>

54. Question: Will the Contractor still be paid in the event of a government shutdown?

Answer: As stated in IFB TAC 110123, Scope of Work, page 24, section VII. Accounting, D. Payment: Payments will be made based on actual services rendered.

55. Question: Will the Contractor have to work around visiting agencies/groups on campus?

Answer: As stated in IFB TAC 110123, Scope of Work, page 23, section V. Additional Requirements: Any conditions found that prevent the Contractor from completing the work identified in this specification need to be discussed with the Plant Superintendent or designee.



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56. Question: Is this property for sale? Will the state compensate the Contractor for purchased equipment if sold? Can you guarantee this property will remain open?

Answer: OPWDD reserves the right to terminate a contract for convenience upon thirty (30) day written notice to a Contractor. As stated in IFB TAC 110123, Scope of Work, page 19, Detailed Specifications: All labor, materials, and equipment necessary to professionally complete the service are to be supplied by the Contractor...The Contractor must be able to show that they have adequate staff and equipment to perform services for sites under contract. As stated in IFB TAC 110123, Scope of Work, page 24, section VII. Accounting, D. Payment: Payments will be made based on actual services rendered.

Respectfully,

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