



# Office for People With Developmental Disabilities

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August 18, 2022

Snow Removal and Ice Control Service – Long Island DDSOO – LI 090122

## 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:** Can we get the bid results from past awards?

**Answer:** The Scope of Work and pricing structure has changed since the last bid; therefore, the past bid results will not be relevant to this procurement.

2. **Question:** Can we get a list of the vendors on the call so we know who can bid?

**Answer:** The following vendors attended the mandatory pre-bid conference call on August 11, 2022, at 10:00am:

McKnight Enterprise, LLC
Steve's Landscaping Plus
PTC Properties LLC
Laser Industries, Inc.
North Eastern Cleaning LLC
Boulder Creek Landscape
MSG Lawn Care & Property Maintenance
B&B Maintenance Services, Inc.
Russ Fragala Construction Corp.
Sandbar Builders, LLC
BJM Construction Enterprises, Inc.

3. **Question:** During emergencies which entrance at each location is used for egress?

**Answer:** All egress paths must be clear at all times.

4. **Question:** How would DDSOO determine that damage is caused by the snow contractor?  
**Answer:** The Contractor shall be responsible for the repair of all damage to property, landscape, walkways, or any structures of the State or neighboring properties caused by the contractor's employees or equipment. The Contractor must notify the House Manager or designee immediately of an event causing damage to the property. For unreported damages, OPWDD will inspect the property and report all damage found to the contractor. A contractor may contest damages assigned, but the final determination will be made by OPWDD.
5. **Question:** How would shovel snow be moved to a designated area?  
**Answer:** Plowed snow must be moved to the designated area. Shoveled snow shall not be pushed against houses, vehicles, buildings, entranceways, sidewalks, exit doors, fire hydrants, trash receptacles, garage doors, shrubbery, trees, or emergency generators. Care must be taken to not push, shovel, or throw snow on or otherwise damage adjoining properties. Snow must not be piled up or blown in front of neighbor's property or public streets. Snow shall not be placed where it blocks public walks.
6. **Question:** Regarding page 24, #4 of the IFB, if invoices are to be 1/6 of seasonal contract, what additional info other than site name and address should be included on invoice? Invoice is all inclusive of shoveling, plowing, snow blowing and ice mitigation. Would you provide a sample invoice of acceptable format?  
**Answer:** Invoices should include the following information.
- Seasonal payment invoice #\_\_ of 6
  - PO# OPD01- XXXXXX (Issued annually by the DDSOO)
  - Contract number
  - The name of the site(s), the date(s) of service and the type of service rendered.
  - All contracted sites should be submitted in one monthly invoice
- OPWDD does not have a sample invoice to provide vendors.
7. **Question:** If invoices are for seasonal service, how would payment be based on actual service?  
**Answer:** Seasonal costs will be paid in 6 parts regardless of the number of services required.
8. **Question:** Region 3 and 4, are these buildings occupied or unoccupied?  
**Answer:** Some are occupied, and some are vacant. ALL Long Island DDSOO properties are to receive the same level of service.
9. **Question:** For region 3 and 4, will security gates be left open for snow contractors to enter as needed?  
**Answer:** A key or a code will be provided to access the grounds.
10. **Question:** In terms of an ice event, it states the house manager can call at any time.  
**Answer:** Contractor must be able to provide ice control services 24 hours per day, seven days per week for community residences. Ice Control may be performed as a stand-alone process, e.g., ice storm, sleet, freezing rain, melting snow that refreezes, or whenever frozen water occurs, as well as during snowfall events. Ice Control may be initiated at the request of the House Manager or designee as deemed necessary to maintain proper safety for individuals, staff, and visitors.

It is the Contractor responsibility to be aware of weather conditions. The House Manager may assist by informing the Contractor that services are needed.

11. **Question:** If the trigger is 3 inches and there's only one inch of ice and they call me I don't have to go?

**Answer:** The trigger is 3 inches for snow and any amount for ice.

12. **Question:** So, they can call us numerous times for ice?

**Answer:** The IFB states: It is extremely important during inclement weather that all efforts are made to have the sites accessible and safe for individuals and staff. In the event of drifting snow and/or formation of ice; maintained surfaces shall be serviced to obtain a safe environment.

The Contractor must ensure a safe and accessible property at all times. Pre-treatment of surfaces (anti-icing) is allowed. De-icing application must immediately follow every plowing to bare surface. These services should help prevent ice accumulation.

13. **Question:** Will the managers be calling us to pre-salt also?

**Answer:** They may. The IFB states pre-treatment of surfaces (anti-icing) is allowed.

14. **Question:** There are some overzealous managers where managers have had us pretreat when it's 48 degrees out and it's going to be 42 tomorrow.

**Answer:** The IFB states, Pursuant to the conditions within this scope of work, the method of snow removal, equipment used, and plan of action shall be up to the Contractor's discretion.

The Contractor must try to work with the House Manager but if requests from house managers are excessive, Contractors may request assistance from the OPWDD in clarifying services between the Contractor and House Manager.

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OPWDD Contract Management Unit - [eny.nyc.li.contracthub@opwdd.ny.gov](mailto:eny.nyc.li.contracthub@opwdd.ny.gov)

15. **Question:** It says the contract is from April of 2015 until March of 2020. It's on page 3 in yellow.

**Answer:** The contract term is October 1, 2022, through September 30, 2027. A Sample Contract Template was included with the IFB documents for reference only.

16. **Question:** What if we get a crazy 5 years, we get a ton of snow, and I can bill any extra for it?

**Answer:** Payments to contractors are limited by the maximum total contract value. The total maximum contract value includes CPI increases of up to 3% annually as stated on page B-3, 13. of the sample contract template as follows:

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, New York-Newark-Jersey City, 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.

The CPI must be requested by the Contractor.

If a Contractor is struggling with excessively increased costs, they can contact OPWDD, and we can try to help resolve issues. Resolution may include termination of the contract for convenience.

17. **Question:** What would be the lead time on your invoice being paid and how is that going to be noted in the contract?  
**Answer:** Invoice's which have been approved for payment are typically processed within 30 days. A Contractor who has not received payment within the expected timeframe should contact the Long Island DDSOO Business Office for assistance.
18. **Question:** The prevailing wage schedule you have is for a janitor, porter, a cleaner or an elevator operator when in effect you're talking about a snow shoveler.  
**Answer:** Prevailing wage only applies to the employee who shovels snow. The NYS Dept. of Labor classifies these employees as a janitor, porter, a cleaner or an elevator operator.
19. **Question:** Do we have to submit a certified payroll monthly for this project?  
**Answer:** Yes, a certified payroll must be included with every invoice.
20. **Question:** How are we going to go about making sure the house managers are moving the vehicles? So, when I get there with a crew of 3 guys, we don't spend 45 minutes waiting for them to put their shoes on  
**Answer:** If vehicles block the driveway or parking areas, every effort must be made to have staff at the residence move vehicles to allow a complete clearing of parking areas and walkways. The Contractor must call house 30 minutes prior to expected arrival to allow staff adequate time to clear and move vehicles parked in snow removal areas. The Contractor is not responsible for shoveling out vehicles. There may be occasions where staff are unable to move vehicles. Contractor is to inform House Manager or designee and clear snow as best they can..
21. **Question:** If there is a snowstorm at 3:00 am and we call, and nobody answers and everyone's sleeping? What do we do there?  
**Answer:** If the location is occupied, Staff should be available to answer. If nobody answers, please notify staff at the next house. Also, email the Long Island DDSOO Business Office and Work Control Center with the time of call, time of arrival, and which services you were unable to provide.
22. **Question:** There is 1 location I believe it West Shore Road in Huntington. In previous years the house is up on a dead-end street on a cul-de-sac, and I think there were questions about the town plowing versus the vendor. Can you give any information of whose responsibility that is?  
**Answer:** 184 West Shore Rd, Huntington is its own region for this reason. You are plowing all the way from West Shore Road, all the way up the court to the house, we are the end house and the driveway.

23. **Question:** For the actual hauling of the snow, where do you guys want this to be stored? Can it just be pushed to the side? Does it have to be taken off site?  
**Answer:** Vendors should visit every location for which they are bidding. The House Manager can point out the designated snow storage area for that location. If snow exceeds storage capacity, OPWDD will arrange snow hauling services which will be paid off contract.
24. **Question:** Can we bid regions separately or does it have to be all inclusive?  
**Answer:** Vendors may bid on one or multiple regions and multiple contracts may be awarded. All locations included in a region are to be serviced by the Bidder who is awarded the contract for that region.
25. **Question:** If a vendor fails to perform the work or a truck broke down or can't complete the region, whatever it is, and another vendor must go and complete the work. How would we get compensated for that?  
**Answer:** Contractor shall have adequate staff and equipment to accomplish the snow removal and ice control services without delay. In the event a Contractor fails to perform services, the Long Island Business Office will use non-contract funding to process payment for the vendor completing services. Payment will be made by PO or credit card per the DDSOO.
26. **Question:** If payment isn't received after the net 30 can late fees be applied by the vendor?  
**Answer:** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.
27. **Question:** Is the plant manager and the staff there willing to work with the vendors on storing minor equipment, like sidewalk cleaner, ven tracks, spreaders, or salters anyplace for storage on a larger site?  
**Answer:** Equipment may be stored on site for use at times of impending storms with permission from the house manager. The Contractor's equipment shall not be left at the respective sites after snow removal for a specific storm has been completed. OPWDD will not be held liable for your equipment if it gets lost, stolen, or destroyed.
28. **Question:** Will photos need to be provided? What if my guys went out and cleaned up all the snow and the house still isn't satisfied?  
**Answer:** Photographs are not required but are recommended. Photographs typically resolve most performance complaints.

Respectfully,  
  
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