

Request for Quote

DESIGNATED CONTACT(S)

RFQ Title 2020 Western DDSOO Tree Removal Services **RFQ Number** RFQ WN 040120

Primary Designated Contact Information:

Kyle Newton, CMS 1
 26 Center Circle, Building 58, Service Building
 Wassaic, NY 12592
 845-877-6821 ext 3219
 Jennifer.k.newton@opwdd.ny.gov

Secondary Designated Contact Information:

Christopher Davis, CMS 2
 26 Center Circle, Building 58, Service Building
 Wassaic, NY 12592
 845-877-6821 ext 3393
 christopher.m.davis@opwdd.ny.gov

KEY EVENTS

OPWDD Release of Request for Quote (RFQ)	February 24, 2020
Mandatory Site Visit	10:00am on March 10, 2020
Deadline for Submission of Written Questions	March 20, 2020
Official Responses to Written Questions By	March 25, 2020
RFQ Due Date	2:00pm on April 1, 2020
Contract Start Date	June 1, 2020

OPWDD has sole discretion to change the above dates

Designated Contact shall indicate if Procurement Lobbying Law/Restricted Period is in effect: **Yes** **No**
 Where Procurement Lobbying Law is deemed applicable by the Designated Contact, by signing, Contractor affirms that it understands and agrees to comply with OPWDD's policies and procedures relative to permissible contacts. Information may be accessed at: Procurement Lobbying: <https://ogs.ny.gov/acpl>

OVERVIEW

The Office for People with Developmental Disabilities (OPWDD) Contract Management Unit on behalf of Western NY Developmental Disabilities State Operations Office (WN DDSOO) intends to procure tree removal services in Erie County on the West Seneca Campus location pursuant to its discretionary purchasing authority under State Finance Law § 163(6) and is soliciting quotes from responsible and qualified contractors. Please see Scope of Work and Requirements and the attachments for additional details. This is a one-time service to be completed within 120 of contract award. References and insurances are required. Prevailing wage will apply. **A mandatory site visit is scheduled for the following date and time:**

Tuesday, March 10, 2020 at 10am

Western NY DDSOO Campus
 1200 East and West Rd.
 West Seneca, NY 14224

Mandatory site visit contact: Craig Reese (716)608-2579

Bidders or their designee must attend the mandatory site visit to bid. Vendors attending the mandatory site visit should report to the Plant Supervisor or designee at the work control office at Building 63. A campus map is attached for your convenience. An overview of the services expected will be presented and OPWDD representatives will be available for questions. Any questions that are asked will become part of the procurement packet. It is the responsibility of the bidder to know the project requirements based upon the service being requested.

BASIS FOR AWARD - OPWDD will select the responsible and responsive bidder that will provide the lowest **Total Cost for Tree Removal Services** for this project. OPWDD reserves the right to reject any and all offers.

MINIMUM BIDDER REQUIREMENTS

The following minimum requirements **must** be met by each bidder:

- The successful bidder will be a NYS Small Business* **OR** MWBE-certified pursuant to Article 15-A of the New York State Executive Law **OR** SDVOB-certified pursuant to Article 17-B of the New York State Executive Law.
- The successful bidder shall submit at least three (3) work references that will verify that the bidder has at least three (3) years of relevant experience to complete the work as listed in Scope/Mandatory Requirements.

* State Finance Law §160 (8), defines the terms “small business concern” or “small business” as meaning a business which is resident in this state, independently owned and operated, not dominant in its field and employs one hundred or less persons.

ATTACHMENTS

- Campus Map
- Tree Locations Map
- NYS DEC Summary of Visitation
- Mandatory Supporting Documents
- Sample Contract Template
- e-Invoicing Brochure
- Prevailing Wage Schedule

1. SCOPE OF WORK AND REQUIREMENTS:

GENERAL DESCRIPTION:

This RFQ is being distributed to NYS Small Businesses as well as MWBE-certified Contractors and SDVOB - certified Contractors to procure the following services:

Western New York DDSOO (hereinafter “OPWDD”) is an agency of the Office for People with Developmental Disabilities. The following specifications cover the OPWDD’s West Seneca Campus Tree Removal Project in Erie County. Work is to be completed within 120 days of award of contract. The Contractor shall provide all labor and materials necessary to complete the work in a professional manner according to the scope of work.

SCOPE OF WORK

Evergreens and hardwoods of varied size and condition, totaling 107 trees as identified with plastic marking tape, are to be removed. See attached Tree Locations Map and NYS DEC Summary of Visitation for specific information and locations of the trees marked for removal. Work is to be done between the hours of 7am and 5pm, Monday through Friday. Contractor is advised that this is an active campus during these times.

Work shall include removal of all basal sprouts, brush, and weeds within three feet of the trunk. Exposed roots and trunk shall be ground to a depth of 8 inches. Grinding debris may be used to fill removed stump areas and one inch of topsoil is to be placed over removed tree locations.

The work site shall be left as clean as its pre-work condition. Tree limbs and other parts dropped or lowered from the tree shall be kept off private property. All lawn areas shall be raked, and all paved areas shall be swept. It is the responsibility of the contractor to remove and dispose of all wood, scraps, chips, brush, and debris resulting from this project in a safe and legal manner. No logs or debris shall remain on the public right of way past the end of the work day.

SAFETY AND DAMAGE CONTROL:

Prior to the commencement of the work, there shall be a meeting with OPWDD Operations and Maintenance staff to discuss specific safety requirements needed to be adhered to during the project.

Contractor must be knowledgeable of, and is responsible to ensure that all tree removal services conforms to any applicable federal, state or local codes, laws or ordinances. All equipment used in this service must have manufacturer’s safety equipment properly installed and functional on the equipment. All vehicles and equipment must be operated in a safe manner when on campus.

All limbs and trunks shall be removed and controlled as necessary to prevent any damage or injury to people, adjacent buildings, vehicles, driveways, streets, or other property public or private. No trees or trunks are to be felled onto pavement.

Damages to walks, lawns, lawn fixtures, gardens, driveways, shrubbery or other structures of State and neighboring properties, vehicles resulting from Contractor's service, equipment or employees is the sole responsibility of the Contractor to be repaired or replaced to their original state. The Contractor must notify the Plant Superintendent or designee immediately if damages occur.

The Contractor is responsible to have corrective action done in a timely fashion on any and all damage caused during the course of this contract to any and all New York State property within the areas specified by the contract, if it was caused by the Contractor or employees of the Contractor's company. This includes, but is not limited to, damage to trees, shrubs, or roadways within and leading to and from the property included in this specification, as well as lawns, fences, headstones, vehicles, other equipment, and any and all other items not specifically identified. This also includes damage done to New York State or personally owned vehicles of employees working at OPWDD. The Contractor will be responsible to report the damage to their private insurance company and exchange insurance information with the staff person, if it was a personal vehicle.

Additionally, it will be considered that the Contractor caused the damage if it happens within the areas identified by this contract unless the Contractor makes immediate notification of the finding to the Plant Superintendent or designee.

If the delivery of materials or any other work necessitates the contractor or their suppliers to drive on the lawn, the contractor shall be held responsible for the repair of the lawn. Personal vehicles are not to be parked on the grass.

Contractor is to ensure that no tools, parts or materials are left accessible that could cause harm to employees or program residents. The contractor shall ensure all tools, materials and other items are picked up, removed or stored and are safely secured at the end of each work day. Any ladders, scaffolding or lifts used in conjunction with this job are to be stored to the satisfaction of the Plant Superintendent or designee at the end of the day.

Traffic control shall be the sole responsibility of the contractor and shall be coordinated with OPWDD's safety department. The contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site, and shall provide all necessary warning devices, barricades, and ground personnel needed to give safety, protection, and warning to all persons and vehicles in the work area.

Safety Data Sheets as applicable will be provided to the Plant Superintendent or designee prior to the start of work and a copy maintained at the property. All applicable environmental testing associated with this work will be provided to the contractor prior to start of work.

ADDITIONAL INFORMATION:

All work done on this project is to be completed by winning bidder and does not allow for subcontracting of services. The contracting agency must have the staff, equipment, materials, and expertise to provide the complete service for this project.

The NYS Office of the Comptroller requires that each agency ensure that vendors doing business with the State of New York are qualified as responsible in matters of integrity, performance, legality and finance. Successful bidders will be required to complete vendor responsibility questionnaire and profile, and undergo OPWDD scrutiny, prior to being awarded contracts.

Smoking is prohibited by contractors at all campuses owned by OPWDD.

Once the job has begun, it is to be worked on continuously until completed. If there are any delays, even if due to inclement weather, Plant Superintendent or designee MUST be contacted.

Upon completion of tree removal, stump grinding, cleanup and restoration but before removal of equipment, contractor is to schedule a quality control and quality assurance inspection with Plant Superintendent or designee.

ACCOUNTING:

A. PRICING:

This project is to be completed within 120 days from the date of contract award. Contingency payments will be made in four (4) equal installments. Payments will be made after receipt of invoices with required supportive documentation, as detailed in section C. INVOICES.

B. PREVAILING WAGES:

This is a NYS Public Works project and prevailing wages apply to this contract. The PRC number for this contract is: 2020001537. A copy of Contractor's certified payroll is required to be submitted with invoices prior to payment for services rendered.

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. The first invoice is to be submitted for payment thirty (30) days after contract award, the second after 60 days, the third after 90 days and the fourth and final after project completion.

Performance targets of 25%, 50% and 75% of the project must be met and a progress report approved by Plant Superintendent or designee must accompany each of the first three (3) corresponding invoices. Payment is contingent on these performance targets being met.

The fourth and final payment will not be processed until a quality control and quality assurance inspection report has been approved by Plant Superintendent or designee. Invoices are to be submitted for payment to:

OPWDD Western NY DDSOO
Unit ID: 3660242
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.

2. OPWDD TERMS AND CONDITIONS:

- Contractors requiring additional information in order to provide quotes should submit their questions in writing to the Primary Designated Contact prior to the closing date for questions.
- OPWDD will not be held liable for any cost incurred by the Contractor for work performed in the preparation of a response to this RFQ or for any work performed prior to the formal execution of a Contract.
- Quotes submitted in response to this RFQ should be complete and timely. Responses to the RFQ must be received by the deadline specified above. A Contractor is strongly encouraged to arrange for delivery of RFQ responses prior to the date of the RFQ Due Date. Late RFQ responses may be rejected. The received time of a RFQ response will be determined by the Designated Contact.
- All Contractor responses to this RFQ must remain valid for at least 60 days from the RFQ Due Date, unless the time for selecting the candidate is extended by mutual consent of OPWDD and the Contractor.
- All quotes and accompanying documentation become the property of OPWDD and ordinarily will not be returned
- The Contractor and/or its Employees shall indemnify and hold harmless the State, its officers, its consultants and employees from claims, suits, actions, damages, lien, fine, judgments, decree and costs of every nature arising out of the provision of services pursuant to any agreement resulting from this Bid / Request for Quotes. OPWDD shall not be held responsible for any loss or damages to the Contractor's equipment.

Cost Proposal Form

COST PROPOSAL INSTRUCTIONS

Please read the following carefully before submitting a quote:

- You are not eligible to submit a quote unless you attend the **Mandatory Site Visit**.
- The price quote below **MUST** include labor, equipment, supplies, materials and disposal fees for the entire project.
- Please read the scope of work and requirements thoroughly and review the supportive documentation provided. Being unaware of this project's requirements will not be considered an acceptable explanation for not meeting contractual obligations.
- Work is to be completed within 120 days of award.

In the space below, provide your **Total Cost for Tree Removal Services** for this project as detailed in the Scope of Work and Requirements Section within this Request for Quote.

Total Cost for Tree Removal Services \$ _____

Contractor Information

This Page is to be Completed by the Contractor Responding to the RFQ

The RFQ Response must be fully and properly executed by an authorized person. By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this RFQ (including any Questions/Answers or addenda), and that all information provided is complete, true and accurate.

FEIN Number	Company Name	Company Address
Bidder's Signature:	Date:	Phone Number: E-Mail:
Printed or Typed Name:		Title:

If you are not providing a RFQ Response, place an "x" in the box, please explain why you are not responding, and return this page only.

WE ARE UNABLE TO RESPOND AT THIS TIME BECAUSE:

After fully completing the information above, please submit this page along with the completed Cost Proposal Form above via email, mail, or hand delivery to the Primary Designated Contact indicated below:

Email: (reference RFQ WN 040120 in subject line)

jennifer.k.newton@opwdd.ny.gov and
eny.nyc.li.contracthub@opwdd.ny.gov

Remember to attach the completed Cost Proposal Form and signed Contractor Information page to the email.

Mail or Hand Deliver to:

**OPWDD
 Contract Management Unit – RFQ: WN 040120
 C/O Kyle Newton, CMS1
 26 Center Circle, Building 58, Service Building
 Wassaic, NY 12592-2637**

Special Note for Delivery: OPWDD is located in a rural area. The OPWDD mailroom is open from 10:00 am – 3:00 pm; therefore, overnight delivery can take a minimum of two (2) business days to be received by OPWDD. Contractors mailing their responses must allow sufficient mail delivery time to ensure receipt of their quotes by the quote submission deadline. Do not depend upon an expedited, "early AM," or similar delivery service to timely deliver to OPWDD. The Designated Contact(s) reserves the right to request the original executed page of this RFQ.