

Request for Quote

DESIGNATED CONTACT(S)

RFQ Title 2024 – 2028 Fire Response Services for Broome DDSOO **RFQ Number** RFQ BR 090823

Primary Designated Contact Information:

Jennifer Valley, CMS 1
 26 Center Circle, Building 58, Service Building
 Wassaic, NY 12592
 845-877-6821 ext. 3333
 jennifer.valley@opwdd.ny.gov

Secondary Designated Contact Information:

Laura Pushkarsh, CMS 2
 26 Center Circle, Building 58, Service Building
 Wassaic, NY 12592
 845-877-6821 ext. 3274
 laura.x.pushkarsh@opwdd.ny.gov

KEY EVENTS

OPWDD Issues Request for Quote (RFQ)	July 24, 2023
Mandatory Pre-Bid Site Visit	10:00am, August 10, 2023
Deadline for Submission of Written Questions	August 18, 2023
Official Responses to Written Questions By	August 25, 2023
RFQ Due Date	4:00pm on September 8, 2023
Contract Start Date	January 1, 2024

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) on behalf of the Broome Developmental Disabilities State Operations Office (DDSOO) requires a qualified Contractor to provide Fire Response Services for Broome DDSOO located at 249 Glenwood Rd., Binghamton, NY 13905. Please see [Scope of Work and Qualifications](#) for additional details. The term of the agreement is anticipated to be 01/01/2024 - 12/31/2028. Subcontracting is not allowed. Prevailing wage will not apply.

A mandatory site visit is scheduled for the following date and time:

Thursday, August 10, 2023, at 10am

Broome DDSOO Campus
 249 Glenwood Rd.,
 Binghamton, NY 13905

Mandatory site visit contact: Kristie Robinson (518) 925-5940

Bidders or their designee must attend the mandatory site visit to bid. Vendors attending the mandatory site visit should report to the Fire Safety Representative or designee at the safety office in Building 3. 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 annual cost. OPWDD reserves the right to reject any and all offers.

Scope of Work and Qualifications

The Office for People With Developmental Disabilities (OPWDD) on behalf of the Broome Developmental Disabilities State Operations Office (BDDSOO) requires a qualified Contractor to provide Fire Response Services for the main campus located at 249 Glenwood Rd., Binghamton, NY 13905. Subcontracting is not allowed.

SPECIFICATIONS:

1. **All bidders MUST attend the scheduled pre-bid site visit of the facility and grounds. Failure to attend will disqualify any bid submitted by that bidder.**
2. Contractor must have the following equipment in their fleet and be able to respond as follows:
 - a. **Minimum Equipment Required:** A response engine, a ladder truck, and a four-wheel drive brush truck.
 - b. **Response Time:**

For Volunteer Companies: NFPA 1720, 2020 - *Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*

 - To comply with Section 4.3 for urban areas, Table 4.3.2 suggests assembling 15 members within 9-minutes for 90 percent of the incidents in urban areas.

For Paid/Career Companies: NFPA 1710, 2020 - *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*

 - Section 4.1.2.1 requires the fire department organizational statement to include minimum performance objectives that establishes response times, including but not limited to: 240 seconds or less for first company arrival and 360 seconds or less for second company arrival at fire suppression incidents.
 - **A copy of the organizational statement must be provided with the bid.**
3. Contractor must have training/dry run practices/drills at BDDSOO at least two (2) times per year. Dates and times are to be arranged with the BDDSOO Chief of Security (or designee) by the Fire Chief (or his alternate).
4. Contractor must provide hydrant adapters to adapt their hoses to BDDSOO hydrants as necessary.
5. Contractor must conduct annual inspection and testing of the hose connections per the adopted edition of NFPA 25 referenced in the New York State Uniform Fire Prevention and Building Code (the "Uniform Code," 19 NYCRR Parts 1219 to 1229), including flow. Documentation of inspection and testing must be provided to Chief Safety Officer. One-week advance notice of inspection and testing must be coordinated with Chief Safety Officer.
6. Contractor must provide a mutual aid plan to be used in case escalation of circumstances requires more assistance than can be provided by the Contractor alone. **A copy of the mutual aid plan must be provided with the bid.** In the event that the Fire Department is involved at the same time as a BDDSOO assist call is placed, then the Fire Department Chief will determine what equipment and officers are to be committed to the BDDSOO request and whether to implement the mutual aid plan.
7. Contractor must have the ability to fight brush fires. **A copy of the proposal must be provided with the bid.**

8. To ensure inclement weather availability, Contractor must have automatic chains installed on at least one fire engine and ladder truck.
9. Contractor must have the capability of supplying BDDSOO with a temporary non-potable water service for domestic and safety purposes during water emergencies. **A copy of the proposal for water service from an alternate water source must be provided with the bid.**
10. Contractor will conduct an annual review of BDDSOO's fire plan. The review will be done by the Chief or designee of the Fire Company and the Chief Safety Office or designee of BDDSOO
11. Contractor will provide BDDSOO with an updated list of all officers, Fire Chief and Assistant Chiefs whenever any changes are made either by election or appointment.
12. Contractor will covenant and agree that all officers, agents, servants, and employees of the Contractor to be engaged in the contract will be fully qualified and shall be in possession of any certificates or licenses or permits required by Federal, State, or Local Authorities.
13. Contractor agrees that the contract shall be deemed executory to the extent of the monies available to the Department, and no liability on account thereof shall be incurred by the Department or the State of New York beyond monies available for the purpose thereof.
14. Contractor must not assign the contract or any interest therein without the previous consent in writing by OPWDD.
15. Contractor does hereby represent that they are familiar with and have full knowledge of all requirements and does hereby represent that they have attended the mandatory pre-bid conference and are fully cognizant of all conditions under which the services are to be provided. OPWDD will make no allowances or concessions to the contractor for any alleged misunderstanding because of quantity, character, location, or other conditions.
16. OPWDD reserves the right to cancel the contract without cause upon serving thirty (30) days written notice to the Contractor. Cancellation by mutual agreement of all parties to the contract will be allowed subject to documentation in writing.
17. Invoices must indicate Invoice number, PO# OPD01- , Contract number, the name of the site, the date of service and the type of service rendered. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Broome DDSOO
Unit ID: 3660230
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. Information regarding eInvoicing may be found at: <https://bsc.ogs.ny.gov/nys-vendors>

18. **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.

ATTACHMENTS: Mandatory Supporting Documents

Cost Proposal Form

COST PROPOSAL INSTRUCTIONS

Please read the following carefully before submitting a quote:

- o Please read the Scope of Work and Qualifications thoroughly.
- o OPWDD will select the responsible and responsive Bidder(s) that will provide the lowest Annual Cost. In the event of mathematical errors, the Monthly Cost will be used to calculate the Annual Cost. Only proposals judged to be responsive to the submission requirements set forth in this RFQ will be evaluated. OPWDD reserves the right to reject any and all offers.
- o Enter a bid price in Monthly Cost. Multiple Monthly Cost by 12. Record result in Annual Cost.
- o Submit all required documents with bid as stated in the Scope of Work and Qualifications.
- o In the event of a tie, the award selection will be determined by OPWDD.

Cost Proposal RFQ BR 090823	Monthly Cost	Months per year	Annual Cost
Fire Response Services for Broome DDSOO		12	

Contractor Information

This 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 the Cost Proposal Form and required bid documents via email, mail, or hand delivery to the Primary Designated Contact indicated below:

Email: (reference RFQ BR 090823 in subject line)

jennifer.vallely@opwdd.ny.gov and
eny.nyc.li.contracthub@opwdd.ny.gov

Mail or Hand Deliver to:

OPWDD
Contract Management Unit – RFQ: BR 090823
C/O Jennifer Vallely, CMS1
26 Center Circle, Building 58, Service Building
Wassaic, NY 12592-2637

Special Note for Delivery: OPWDD is in a rural area; 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 reserves the right to request the original executed page of this RFQ.