

**New York State Department of Health
Wadsworth Center**

**IFB #20365: Snow Plowing and Snow/Ice Removal Services at The David Axelrod
Institute and Griffin Laboratory**

Amendment #1

October 5, 2023

The following are official additions/modifications which are hereby incorporated into IFB #20365: Snow Plowing and Snow/Ice Removal Services at The David Axelrod Institute and Griffin Laboratory.

Deleted language appears in strikethrough (“~~xxx~~”) and added language appears in red text. The information contained in this amendment prevails over the original IFB language. Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

Section 4.2 Reporting Requirements

Bi-weekly activity reports shall be sent to the Facility Manager (or designee) and the Plant Supervisors at both DAI and Griffin Lab. Bi-weekly reports must include all dates and times the contractor was on site, as well as a detailed accounting of all activities performed while on-site (salting and/or plowing). In the event no snow/ice removal or treatment is performed in a reporting period, a bi-weekly activities report must still be submitted indicating that no activities were performed. Wadsworth Center will be responsible for logging contractor activity, including start and finish times, to verify the accuracy of the contractor’s bi-weekly reports. Bi-weekly reports are mandatory from November 1st through April 30th of each contracted year as applicable. Reports must also be submitted any time contract services are performed outside of the designated winter weather months.

Any damage caused to facility buildings, grounds, or personal property (e.g., personal automobiles) by contracted staff while on-site for contract-related activities must be reported to the Wadsworth Center in an incident report. All accidents and contractor personnel misconduct must also be reported via an incident report. All incident reports must be submitted to Wadsworth Center Security for logging and response.

During the term of the contract resulting from this IFB, the Contractor shall designate an official contact or representative to whom the State will direct all communication. Upon award of the contract and prior to the start of any work, the Contractor shall be available for an initial job meeting with the Facility Manager or designee. This meeting shall include:

- a) The Contractor's submission of a schedule of work to be reviewed and approved by the Facility Manager.
- b) A review of all facility use rules.
- c) An introduction for each respective site, chain of command, etc.

Monthly meetings may be scheduled at the discretion of the Facility Manager or designee for the following purposes:

- a) Identify and resolve problems, which impede planned progress.

- b) Maintain a sound working relationship between the Contractor and the Facility Manager and facility staff, and a mutual understanding of the contract.
- c) Maintain sound working procedures and update security/safety protocol as needed.

Section 4.3 Damage Remediation Requirements

The Facility Manager or designee can direct the Contractor and the Contractor where practicable will immediately repair any damage resulting from the Contractor's operations. The restoration of seeded and landscaped areas may require further attention beyond June 1st.

Between May 1st and June 1st of each contract year, the Wadsworth Center will perform an assessment of the David Axelrod Institute and Griffin Laboratory to determine all damages incurred by the Contractor during the snow and/or ice removal and treatment services during the previous winter season for which corrections (remediations) were not made.

Contractor shall be liable for any repairs to the site caused by any snow or ice removal services, including but not limited to lawn and landscaped areas, parking facilities or pedestrian areas. Such repairs shall be completed and approved by the Facility Manager prior to submission of the season's final invoice.

Section 4.4 Prevailing Wage Rate Advisory Notice

Contractors are reminded that the payment of prevailing wages and supplements is a requirement of ALL contracts for public works. Information indicating that prevailing wages are not being paid on a public works project will be forwarded to the New York State Department of Labor for investigation. Willful violations of the prevailing wage provisions of the Labor Law may result in debarment from the bidding and award of public contracts.

Contractors should use the prevailing wage rate for janitor title for any manual snow removal/treatment work performed on sidewalks and within. New York State Department of Labor Prevailing Rate Case (PRC) # 2023900924 provides the prevailing wage schedule for an Article 9 public work project to be used for this contract. There is no prevailing wage rate requirement for any other tasks associated with this contract.

Attachment C: Annotated Maps of Wadsworth Center Facilities

~~Map 2: Griffin Laboratory~~ Map 2a: Griffin Laboratory