



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

**To:** All Using Departments

**From:** Jamie Kucewicz, Buyer

**Date:** April 9, 2019

**Subject:** MAINTENANCE FOR MEDICAL EXAMINER'S OFFICE & PUBLIC HEALTH LAB

**Bid No.:** 213099-002

**Effective Dates:** Extended for the Public Health Lab and Emergency/On-Call Service portions through May 31, 2022

**Vendor #:** 104090

**Vendor:** JW Danforth Service Company  
300 Colvin Woods Parkway  
Tonawanda, NY 14150

**Contact:** Jason Rudich

**Telephone:** 716-832-1940

**Pricing:** per attached document



# COUNTY OF ERIE

**MARK C. POLONCARZ**  
COUNTY EXECUTIVE

**DIVISION OF PURCHASE**  
VALLIE M. FERRARACCIO  
DIRECTOR

March 26, 2019

JW Danforth Service Company  
300 Colvin Woods Parkway  
Tonawanda, NY 14150  
Attn: Jason Rudich

**Re: Bid #213099-002 – "Maintenance for Medical Examiner's Office & Public Health Lab"**

Dear Mr. Rudich:

The County of Erie wishes to extend the Public Health Lab and Emergency/On-Call Service portions of this agreement for an additional contract period, through May 31, 2022, under the same prices, terms and conditions as the original agreement.

Extension is provided for per paragraph 26, Page 5 of 6 of the bid specifications. This offer is for your immediate consideration and acceptance. Please indicate below whether you agree to extend or do not wish to extend. Please respond **within seven days upon receipt of this request.**

After approval and execution by the County, a fully signed copy will be returned to you for your files.

Yes, I agree to extend \_\_\_\_\_ No, I do not wish to extend

Company Name: John W. Danforth

Representative (Please print): Jason P. Rudich Title: Vice President Estimating

Signature: [Signature] Date: 3/28/19

Sincerely,

[Signature]  
James D. Kucewicz  
Buyer

[Signature]  
Vallie M. Ferraraccio  
Director of Purchase  
4/9/2019  
DATE



# County of Erie

MARK C. POLONCARZ  
COUNTY EXECUTIVE

DIVISION OF PURCHASE

## STANDARD AGREEMENT

This AGREEMENT, made as of the 21st day of MAY, 2013

by and between JOHN W. DANFORTH COMPANY

of 300 COLVIN WOODS PARKWAY, TONAWANDA, NY 14150

herein after referred to as the Contractor, and the County of Erie, a municipal corporation of the State of New York, hereinafter referred to as the County:

WHEREAS, in accordance with public open competitive bidding, sealed proposals were received and publicly opened by the County of Erie, Division of Purchase

on MAY 6, 2013 at 2:00 PM

for: MAINTENANCE FOR MEDICAL EXAMINER'S OFFICE / PUBLIC HEALTH LAB

WHEREAS, the bid of the Contractor submitted in accordance therewith, the sum

of FIFTY-SIX THOUSAND SIX HUNDRED TEN AND 00/100 DOLLARS (\$56,610.00)

was the lowest responsible bid submitted; and

WHEREAS, a contract is hereby awarded to the Contractor by the County, in accordance with the provisions therein contained; and

WHEREAS, the Notice to Bidders and Specifications make provisions for entering into a proper and suitable contract in connection therewith;

NOW, therefore, the Contractor does hereby for its heirs, executors, administrators and successors agree with the County of Erie that, the Contractor shall for the consideration mentioned, and in the manner set forth in Accepted Invitation to Bid No. 213099-002, Specifications and Provisions of Law annexed hereto and forming a part of this contract, furnish the equipment and materials and perform the work and services described in the Accepted Bid for the above sum.

\_\_\_\_\_ Paid monthly upon presentation of invoices.

\_\_\_\_\_ XXX \_\_\_\_\_ Upon delivery, completion and approval of the work, as per specifications.

Please refer to the Invitation to Bid (Page 1) and the Instructions to Bidders which are part of this agreement.

IN WITNESS THEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

COUNTY OF ERIE

CONTRACTOR: JOHN W. DANFORTH  
COMPANY

by   
Director of Purchase

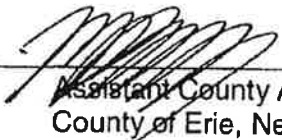
by  5/22/13

Date 6/5/2013

Title vice president

Date 5/22/13

APPROVED AS TO FORM

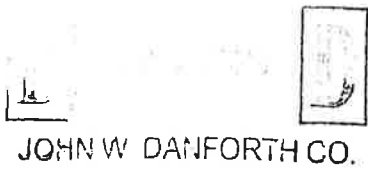
  
Assistant County Attorney  
County of Erie, New York

Date 6/4/13

Document No.: 13-502-Pu



**COUNTY OF ERIE**  
**MARK C. POLONCARZ**  
**COUNTY EXECUTIVE**  
**DIVISION OF PURCHASE**  
**INVITATION TO BID**



JOHN W. DANFORTH CO.

Bids, as stated below, will be received and publicly opened by the Division of Purchase in accordance with the attached specifications. FAX bids are unacceptable. Bids must be submitted in a sealed envelope to:

County of Erie  
 Division of Purchase  
 Attention: JAMES KUCEWICZ, BUYER (716) 858-6336  
 95 Franklin Street, Room 1254  
 Buffalo, New York 14202-3967

**NOTE:** Lower left hand corner of envelope **MUST** indicate the following:

BID NUMBER: 213099-002

OPENING DATE: MAY 6, 2013 TIME: 2:00PM

FOR: MAINTENANCE FOR MEDICAL EXAMINER'S OFFICE & PUBLIC HEALTH LAB

NAME OF BIDDER: John W. Danforth Company

If you are submitting other Invitations to Bid, each bid must be enclosed in a separate envelope.

Following EXHIBITS are attached to and made a part of the bid specifications, and part of any agreement entered into pursuant to this Invitation to Bid:

- EXHIBIT "A" - Assignment of Public Contracts
- EXHIBIT "B" - Purchases by Other Local Governments or Special Districts
- EXHIBIT "C" - Construction/Reconstruction Contracts
- EXHIBIT "D" - Bid Bond (Formal Bid)
- EXHIBIT "E" - Bid Bond (Informal Bid)
- EXHIBIT "F" - Standard Agreement
- EXHIBIT "G" - Non-Collusive Bidding Certification
- EXHIBIT "H" - MBE/ WBE Commitment
- EXHIBIT "IC" - Insurance CLASSIFICATION "A"
- EXHIBIT "P" & EXHIBIT "PBI" - Performance Bond
- EXHIBIT "Q" - Confined Space Program Certification

(Rev. 1/00)

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6336

**County of Erie**  
DIVISION OF PURCHASE  
**NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;
- (2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

**NOTICE**

(Penal Law, Section 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

**BID NOT ACCEPTABLE WITHOUT FOLLOWING CERTIFICATION:**

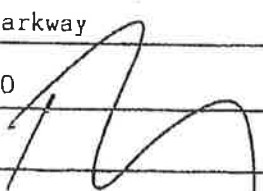
Affirmed under penalty of perjury this 6th day of May, 20 13

TERMS \_\_\_\_\_ DELIVERY DATE AT DESTINATION 5/6/13

FIRM NAME John W. Danforth Company

ADDRESS 300 Colvin Woods Parkway

ZIP Tonawanda, NY 14150

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE Patrick J. Reilly

TITLE President TELEPHONE NO. (716) 832-1940

**County of Erie**  
**DIVISION OF PURCHASE**  
**BID SPECIFICATIONS**

BID NO 213099-002

Ship to:  
 Attention:  
 Address:

Ship Via:  
 Date Required at Destination:

ITEM NO.	QUAN-TITY	UM	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Erie County Medical Examiner's Office and Public Health Lab are		
			seeking bids for maintenance services as per attached specifications.		
			<b>Medical Examiner's Office - Yearly Cost for Period:</b>		
			June 1, 2013 – May 31, 2014	<u>11,985</u>	
			June 1, 2014 – May 31, 2015	<u>11,985</u>	
			June 1, 2015 – May 31, 2016	<u>11,985</u>	
			<b>Total – Medical Examiner's Office</b>		<u>35,955</u>
			<b>Public Health Lab - Yearly Cost for Period:</b>		
			June 1, 2013 – May 31, 2014	<u>6,885</u>	
			June 1, 2014 – May 31, 2015	<u>6,885</u>	
			June 1, 2015 – May 31, 2016	<u>6,885</u>	
			<b>Total – Public Health Lab</b>		<u>20,655</u>
			<b>Emergency / On-Call Service Rate: Lab Equipment</b>		
			Regular off-hour rate (Mon-Fri) <u>98.00 / Hour</u>		
			Saturday Rate <u>132.00 / Hour</u>		
			Sunday Rate <u>132.00 / Hour</u>		
			Holiday Rate <u>147.00 / Hour</u>		
			% Discount on Parts <u>15%</u>		

**PLEASE NOTE:** Alternate products and services will be evaluated as per bid instruction #19.

**NOTE:** Bid results cannot be given over the phone. All requests for bid results should be submitted in writing or faxed to:

**ERIE COUNTY DIVISION OF PURCHASE**

Freedom of Information Officer  
 95 Franklin Street, Rm. 1254  
 Buffalo, NY 14202  
 FAX #: 716/858-6465

JW Danforth Service Co.  
 300 Colvin Woods Parkway  
 Tonawanda, NY 14150

NAME OF BIDDER \_\_\_\_\_

**Full Labor and Maintenance Contract Specification For  
Erie County Medical Examiner's Office and Public Health Lab  
This will be a 3yr contract effective June 1, 2013 through May 31, 2016**

**ARTICLE I – General Information**

**1001** - The Erie County Medical Examiner's Office located at 501 Kensington Ave. and Public Health Lab, 503 Kensington Ave., Buffalo N.Y. 14214 require a preventative and maintenance contract for H.V.A.C units, Refrigeration Units, Lab Refrigerators/Freezers, Exhaust Fan, Exhaust fans, and Laboratory Fume Hoods listed in **Attachment A and B**

**1002** – The services shall include all **labor** for preventative maintenance and repair and replacement labor for worn, failed components and related parts. This is also to include all labor on manufacturer's parts and components. All labor is to include travel and any related expenses to perform work required.

**1003** - A pre - bid walk through will be scheduled on Wednesday, May 1, 2013 at 9:00 AM.  
Site contact for Medical Examiner's Office - Janinne Blank 961-7525  
Site contact for Public Health Lab – Michael Simkins 898-6102  
Any questions on the content of this specification please contact Earl Zeeb 858-4991

**1004** – The County reserves the right to terminate (60 day written notice ) at any time, for any reason, or suspend any part of the services described herein when conditions change, operation of a county facility is reduced or discontinued or other similar circumstances take place. In the event of such termination or suspension, payments for services shall suspend without penalty.

**Article II – Qualification of Bidders**

**2001** – The contractor shall have had a qualified service organization for a minimum of fifteen years. The contractor or subcontractor shall provide trained and certified service specialists to perform service regarding the equipment listed in attachment A and B. The contractor shall provide current documentation of training for service specialists. The contractor must show he has at least 8 service specialists which are universally certified by EPA for refrigerant handling.

**All documentation shall be provided at time of bid.**

**2002** – **The contractor or subcontractor** shall be qualified to calibrate and certify laboratory fume hoods for ventilation requirements. Contractor must have certified water and air balancers on staff with knowledge of laboratory standards. **Documentation to be provided at time of bid.**

**2003** – The contractor shall have a flawless record with the Department of Labor any infractions within the past 10 years, specifically regarding prevailing rate, will disqualify the bidder.



### **Article III – Scope of Services**

**3001** – The service specialists shall perform detailed reporting and documentation functions that will allow the contractor to provide the Medical Examiner's Office and Public Health Lab with a report detailing the time, date, and cause of each critical service or equipment alarm as well as a listing of time, date and result of each time the equipment was serviced. All service shall be signed off by a representative of the Medical Examiner's Office and Public Health Lab.

**3002 - Fume Hood Certification:** The contractor shall provide verification that the chemical fume hood is maintaining acceptable containment performance at the average face velocity set point and at the working sash height as defined by the owner. Furthermore, the measured average face velocity will be recorded on a chemical fume hood performance label to be affixed to each fume hood face. Decreases in the average face velocity below 90% of the benchmark velocity will be corrected prior to continued hood use. Tests to be performed include face velocity measurements and visualization containment tests. Facility design issues will not be corrected through this service. Testing to follow ASHRAE and ANSI Z9.5 Standard.

**3003** – Preventive maintenance to include but not limited to equipment listed in attachment A and B with administration of a maintenance program with all required maintenance supplies to effectively perform required maintenance per equipment manufacturers recommendations. To include lubrication, chemicals, cleaning supplies, paint, filter inspection / replacement frame replacement.

**3004** – Preventative Maintenance to include the following:

CLEANING – RTU Coil Surfaces / Fan impellers and Blades / Electrical Contacts, Burner Orifices, Passages and Nozzles / pilot and Igniter / Belt Drives / Drive Couplings.

CALIBRATION – Safety Controls / Temperature Controls Refrigerant Charge/ Super Heat/ Fan RPM/ Burner Fuel Air Ratio/Gas Pressure/ Set Point of Controls and Limits/

LUBRICATION – Lubricate Motors Fans and Damper bearings / Damper Linkages per manufacturer recommendations.

PAINTING – To prevent corrosion on equipment paint on an as needed basis.

FILTERS – Replace filters as listed in Attachment A Filters from Autopsy Exhaust Fan will be double bagged /labeled as medical waste after removal and left with owner for disposal in mezzanine.

MSDS – Provide to owner any MSDS sheets for any chemicals used on site.

### **3005 – Schedule of Maintenance Medical Examiner**

Spring ----- PM all refrigeration units per manufacturer recommendations / Exhaust Fans / Filters /Annual Certification of Fume Hoods.

Summer----Clean Condenser Coils on all related equipment and perform operational inspection of all refrigeration and HVAC equipment.

Fall-----PM all refrigeration and HVAC units Exhaust Fans / Filters.

### **3005-1 Schedule of Maintenance Public Health Lab**

Spring ---- Full PM and coil cleaning of HVAC unit. Pre -filters, Belts changed.  
Certification of (6) BSCs, (4) Fume Hoods and (4) Room Pressure Monitors.

Summer---Operational PM and Condenser coil cleaning of HVAC unit. Filters changed  
If required.

Fall -----Full PM of HVAC unit. Pre-filters and Belts changed

Winter ----Operational PM of HVAC unit. Check filters change if required  
Certification of (2) BSCs in BSL - 3 Lab.

### **3006 - Additional work**

Any work not covered under this contract must be quoted and have the Director of the Medical Examiner's Office approval prior to start of any work and follow the rate schedule in article IV.

### **ARTICLE IV - Emergency and On Call Service / Rates / Percent discount on Parts**

4001 - Contractor to provide 24 hour on call service availability with a 2 hour response time from time of initial call.

### **ARTICLE V - Payment Schedule**

5000 - Payments to be made (3) three times / year in arrears upon signed work orders and invoices and sent to:  
**Janinne Blank**  
**Medical Examiner's Office**  
**501 Kensington Avenue**  
**Buffalo, NY 14214**

5001 - Payments to be made (3) three times / year in arrears upon signed work orders and invoices and sent to:  
**Michael Simkins**  
**Public Health Lab**  
**503 Kensington Avenue**  
**Buffalo, NY 14214**

**Attachment A**

**Medical Examiner Office**

**1 Refrigeration Unit CSI / Jewett Model 24SP8W-1B/2B-1 Morgue**

**1 Refrigeration Unit CSI / Jewett Model 9SP3WF-1B/2B-1 Morgue**

**1 Refrigeration Unit Kramer Toxicology**

**7 Lab Refrigerators / Freezers Various Locations**

**1 Exhaust Fan Hartzell Mod. #03018BUK3 Autopsy Roof**

**10 Laboratory Fume Hoods Hamilton Kewaunee**

**Filters (2) 24x24x2 MERV 11 pleat / (2) 12x24x2 MERV 11 pleat (semiannual)**

**(2) 24x24x12 Alpha Cell HEPA (2) 12x24x12 Alpha Cell HEPA (every other yr)**

**Note: All filters to be changed on first visit of first yr of contract then follow schedule listed above.**

**Attachment B**

**Public Health Lab**

1 Rooftop 15 Ton	Aaon	Model RK16 -3EO337	Roof
4 Lab Fume Hoods (annual testing)			Lab
4 BSCs (annual Certification)			Lab
2 BSCs (semi-annual Certification)			BSL-3
4 Room Pressure Monitors (annual Testing& calibration)			Lab
Filters 2 Pleated 16 X 25 X 4	RTU pre-filters	change (Semiannual)	
4 Pleated 20 X 25X 4	RTU pre-filters	change (semiannual)	

**Note: All filters to be changed on first visit of first yr. of contract then follow schedule listed above.**