



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: July 22, 2020

Subject: JANITORIAL SERVICES AT ERIE COUNTY AUTO BUREAU – CHEEKTOWAGA

Effective Dates: July 1, 2020 through June 30, 2021

Vendor #: 109435

Vendor: NEW YORK STATE INDUSTRIES FOR THE DISABLED
11 Columbia Circle Drive
Albany, NY 12203

Contact: Kat Vanfonda

Telephone: 518-463-9706

Pricing: per attached document



Preferred Source Service Application

OVERVIEW

Application Submission Process Summary:

1. The Purchasing Agency fills out Form 1 and sends it to the Preferred Source Facilitating Entity (NYSPSP/NYSID) with supporting documents (i.e. scope of work).
2. The Preferred Source Facilitating Entity (NYSPSP/NYSID) fills out Forms 2 and 3, and submits them to the Purchasing Agency with attachments as applicable. Form 3 must be submitted in Excel format in addition to the application PDF.
3. The Purchasing Agency will review all forms and attachments included in the Preferred Source Facilitating Entity's Service Application. If the Purchasing Agency has questions or concerns regarding Forms 2 and 3, they must be addressed with the Preferred Source Facilitating Entity (NYSPSP/NYSID) before signing Form 4.
4. The Purchasing Agency completes Form 4 and submits all forms and attachments back to the Preferred Source Facilitating Entity.
5. The Preferred Source Facilitating Entity will submit all required Service Application documents (listed below) to OGS at OGS.sm.PS_CM_PREFERREDSource@ogs.ny.gov for review.

Instructions for Submission of a Complete Application:

1. All required documents found in the list below must be completed prior to submission to OGS.
2. All required documents found in the list below must be included in the initial submission to OGS.
3. Authorized signatures from a Preferred Source Facilitating Entity, Preferred Member, Corporate Partner (if applicable), and Purchasing Agency must be included where indicated.
4. Page numbers are required on all documents in the application.
5. Form 3 must be submitted in Excel format.
6. All cost backup information must be attached to Form 3.
7. The Market Comparison must be based on the OGS Guide to Prevailing Markets. Please click the following link to access the document: <https://ogs.ny.gov/procurement/preferred-sources-resources#forms>
8. All forms and documents must be scanned into a single PDF formatted file.
9. The PDF must be legible, correctly oriented and submitted with the Excel file via e-mail to OGS.sm.PS_CM_PREFERREDSource@ogs.ny.gov
10. This Overview document will serve as the cover to your application packet. You must click on the hashtag symbols (#) below and enter the appropriate page numbers to complete this form prior to submission.
Note: Failure to provide a complete application may result in the return of the application to the Preferred Source Facilitating Entity (NYSPSP/NYSID) for resolution.

INDEX OF DOCUMENTS REQUIRED FOR SUBMISSION OF A COMPLETE APPLICATION

The Documents for THIS APPLICATION are presented in the order listed below:

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PREFERRED SOURCE FACILITATING ENTITY APPLICATION LETTER TO OGS	2
FORM 1- PURCHASING AGENCY STATEMENT OF WORK.....	#3
FORM 2- PREFERRED SOURCE FACILITATING ENTITY SERVICE APPLICATION	#9
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FORM 4- PURCHASING AGENCY APPROVAL.....	#39
ATTACHMENT 1- MARKET COMPARISON.....	#40
<u>IF APPLICABLE:</u>	
ATTACHMENT 2- DESIGNATING AGENCY CORPORATE PARTNER APPROVAL	#N/A
ATTACHMENT 3- PREVAILING WAGE SCHEDULE	#51
ATTACHMENT 4- PRIOR CONTRACT APPROVAL LETTER	#N/A

**CORPORATE OFFICES:**

11 Columbia Circle Drive, Albany, NY 12203
Phone (518) 463-9706 Fax (518) 463-9708

NEW YORK CITY SALES OFFICE:

352 Seventh Avenue Suite 201 New York, NY 10001
Phone (212) 889-6618 Fax (212) 545-1316

June 29, 2020

Mr. Sean Hume
Assistant Director- Intergovernmental Relations
New York State Office of General Services
Procurement Services
38th Floor - Corning Tower
Empire State Plaza
Albany, NY 12242

Dear Mr. Normile:

New York State Industries for the Disabled, Inc. (NYSID) is applying for price approval pursuant to Section 162 (6) of the New York State Finance Law for the proposed services listed below.

The NYSID member agency on whose behalf this application is being submitted is duly authorized by the New York State Education Department- Adult Career & Continuing Education Services- Vocational Rehabilitation (SED ACCES-VR) to perform as a preferred source. All of the forms stipulated on the Preferred Source Service Application Overview Form are enclosed.

NYSID hereby certifies compliance with all relevant provisions of the New York State Labor Law. NYSID further certifies that the actual composition of the work force meets the standard utilized in verifying the percentage of individuals comprising this project.

Member Agency: Erie County Chapter NYSARC, Inc, d/b/a The ARC Erie County New York or
Heritage Centers/Allentown Industries

Address: 30 Wilson Road
Williamsville, NY 14221

Procuring Agency: Erie County

Address: Rath Building 95 Franklin Street
Buffalo, NY 14202

Contact Person: James Kucewicz Title: Buyer

Phone #: 716-585-6336 Email: James.Kucewicz@erie.gov

Service Performed: Janitorial, Floor Maintenance

Location: Cheektowaga Park, 2122 George Urban Blv.

Term: 7/1/2020-6/30/2021 with 4, 1-Year Options to Renew with Annual Prevailing Wage
Adjustments

Proposed Price: \$56,961.34/year, \$4,746.78/month

OGS Notes:

Sincerely,


Meredith Hartman
Vice President, Contract Administration



Purchasing Agency
Statement of Work
For Preferred Source Services

Each of the sections below must be completed.
Additional documents may be attached.

FORM 1

To be completed by the Purchasing Agency.

Date: 6/10/2020

Project Information

Purchasing Agency Name	Erie County
Contact Name	James D. Kucewicz
Contact Email	James.kucewicz@erie.gov
Contact Phone Number	(716) 858-6336
Contact Street Address	95 Franklin Street, Room 1254
City, State Zip	Buffalo, NY 14202
Project Name	Janitorial Services at EC Auto Bureau - Cheektowaga
Proposed Start Date	07/01/20
Preferred Source Facilitating Entity	NYSID

Approved Preferred Source Service(s): [Click here](#) for a link to the detailed list of Preferred Source offerings. Please be sure to review the definitions of the service(s) you are selecting to ensure that the correct one(s) are chosen. Select appropriate service(s) from the drop down list of approved services. **Form fields will expand as text is entered.**

Only approved services are listed. If the service you are looking for is not listed, follow the purchasing order of precedence established under NYS Finance Law § 163 (3)(a)(i), <http://codes.findlaw.com/ny/state-finance-law/stf-sect-163.html>.

NYSPSP APPROVED SERVICES

• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.

NYSID APPROVED SERVICES

• Janitorial	• Choose an item.
• Floor Maintenance	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.
• Choose an item.	• Choose an item.

Form 1
Purchasing Agency
Statement of Work for Preferred Source Offerings

Has your Purchasing Agency held a competitively awarded contract for this service within the last five years?

No

If yes, please attach a copy of the contract scope and pricing to Form 1.

Proposed Contract Term

07/01/20 – 06/30/21 with 4, 1-year options to renew

Scope of Work

Describe the actual tasks that the Preferred Source will be expected to perform. As with all other portions of Form 1, every effort should be made to include as much detail as possible.

See attached

Work Location(s)

Cheektowaga Auto Bureau, 2122 George Urban Blvd., Depew, NY 14043

If the service is subject to Article 9 Prevailing Wage requirements, click on the link below to request the appropriate PRC number and enter it in the box below.

<https://labor.ny.gov/workerprotection/publicwork/PWReqforOWS.shtm>

PRC NUMBER 2020900616

Special Requirements

Describe any special requirements, (i.e. certifications, industry standards, mandatory staffing levels, emergency requests, security, uniform, or background checks) for the service(s) being performed.

Mandated Hours

Form 1
Purchasing Agency
Statement of Work for Preferred Source Offerings

By signing Form 1, I do so attest that:

- I have completed all required B-1184 documentation for this procurement, or, if a B-1184 is not required, I certify that my organization will have access to sufficient funds to meet this obligation.
- I have the authority to sign on behalf of the Purchasing Agency.
- I am responsible for reviewing the Preferred Source Facilitating Entity's complete Service Application and signing Form 4.

Purchasing Agency Authorized Signature

Print Name

James D. Kuczewicz

Title

Buyer

Date

6/17/20

1. Upon completion of Form 1, the Purchasing Agency must forward to the Preferred Source Facilitating Entity(ies) and retain a copy for the Agency's procurement record.
2. Upon acceptance of a complete Service Application from the Preferred Source Facilitating Entity, the Purchasing Agency must review and sign Form 4.

NOTE: *The Purchasing Agency must give the Preferred Source Facilitating Entity(ies) ten days to respond. It is the responsibility of the Purchasing Agency to follow all applicable finance laws and keep copies of these documents for their procurement record.*

VENDOR TO PROVIDE JANITORIAL SERVICES AT THE FOLLOWING ERIE COUNTY AUTO BUREAU BRANCH OFFICE:

Cheektowaga Auto Bureau
Urban Dale Plaza
2122 George Urban Boulevard
Depew NY 14043

Square Footage 7,000

1. The following specifications will attempt to describe all the work and conditions required, much of which is usual and customary to contracts of this nature. Vendor shall not infer that lack of mention in any instance constitutes omission or deviation from the intent of these specifications.
2. Work is to be performed as per specifications, together with the required frequency of service. Required mandatory hours: 1710 ANNUAL direct labor hours
3. The contractor shall comply with all laws, rules and regulations of the State of New York and the County of Erie governing this class of work.
4. No work may be undertaken until all contract requirements have been completely met.
5. All work to be done to the complete satisfaction of Erie County Department Representatives.
6. Payment shall be made monthly in arrears.
7. **Janitorial service to include all labor, cleaning supplies, paper products, equipment, and insurance on a daily basis.** No service is to be provided on Saturday, Sunday or County Holidays unless otherwise stated in the following specifications.
8. Janitorial services shall be performed as specifically detailed for each location, including daily tasks listed, as well as requested periodic tasks.
9. **Vendor Must Supply** all necessary sanitizing & cleaning products, paper products, and equipment. This includes all soaps, window cleaners, disinfectants, floor products, cleaning rags, brushes, dusters, etc., as well as vacuum cleaners, floor machines, etc. Vendor must also supply all wastebasket liners, garbage bags, toilet tissue, paper towels - (C fold type), and anti-bacterial hand soap. Erie County will provide vendor with a storage area for equipment and supplies at each facility.
10. Contractor is responsible for shut-off alarm upon entry and reset of alarm upon exit at each Auto Bureau location.
11. If alarm is tripped, vendor must reimburse County \$50 fee that is charged by the City for each Police response for sounding alarms

WORK TO BE PERFORMED **SIX DAYS PER WEEK** UNLESS OTHERWISE SPECIFIED, IN ALL AREAS INCLUDING OFFICES, CONFERENCE ROOMS, LOUNGES, HALLWAYS, ENTERANCEWAY, WAITING AREA AND RESTROOMS.

1. Empty and clean all waste containers and remove waste to area designated.
2. Dust all furniture, sills, desktops, workstations, files, etc.
3. Clean and sanitize all phones, keyboards and adding machines.
4. Spot clean doors, door frames, light switches and walls for dirt, spills, and fingerprints.
5. Clean and sanitize all counters and ledges.
6. Dust mop and then damp mop all of the floors including restroom and lunchroom.
7. Vacuum all carpeting and runners.
8. Damp mop any plastic or rubber treads and runners.
9. Clean lunch room sink, counter and wipe down cupboards.
10. Clean and sanitize restroom washbowls, urinals and commodes
11. Polish and sanitize sink fixtures.
12. Clean restroom mirrors, washbowl and counter.
13. Spot clean restroom walls and partitions.
14. Restock restrooms with toilet tissue, towels, and soap; products supplied by Vendor
15. Wipe under each window where floor is higher than tile floor.
16. Wipe off and sanitize in lunch room.
17. Clean and sanitize all countertops, removing all ink spots
18. Sanitize all customer facing devices located at each clerk window; including credit card machines and kiosk.
19. Clean and sanitize all customer seats/chairs.

WORK TO BE PERFORMED **ONE DAY PER WEEK** IN ALL AREAS: ITEMS 1, 2 & 3 SHOULD BE PERFORMED ON THE SAME DAY AND ITEMS 4 & 5 ON A SEPARATE DAY EACH WEEK:

1. Remove cobwebs from ceilings and lights
2. Clean and polish all windows, inside and outside.
3. Wash all floors and damp mop. Furniture must be moved and replaced by vendor.
4. Wipe walls of fingerprints and dirt.
5. Buff all tile floors. Vendor to move and replace furniture.

WORK TO BE PERFORMED **FOUR DAYS PER MONTH** IN ALL AREAS.

1. Thoroughly clean and sanitize all secured rooms including audit room during work hours and under supervision of auto bureau supervisor.
2. Wash and sanitize all desktops.
3. Wash restrooms walls.

WORK TO BE PERFORMED **ONE DAY PER EVERY OTHER MONTH** IN ALL AREAS:

1. Strip, scrub, and re-wax all floors. Furniture must be moved and replaced by vendor for floor services. **Must be done in January, March, May, July, September and November.**

WORK TO BE PERFORMED ONE DAY PER EVERY SIX MONTHS IN ALL AREAS:

1. Wash and polish all walls; * **Must be done in April & October.**
2. Shampoo all rugs/carpet throughout the office, this includes audit room and behind the customer service counter. Furniture must be moved and replaced by Vendor for floor services. ***Must be done in April & October.**
3. Steam clean all customer seating. Must be done **May & November.**



**Preferred Source Facilitating Entity
Service Application**

FORM 2

**Each of the sections below must be completed.
Additional documents may be attached.**

To be completed by the Preferred Source Facilitating Entity: NYSID
Date: 6/17/2020

Member Agency Information

Member Agency:	The ARC Erie County New York
Contact Person:	Mark Hogg
E-Mail:	mhogg@arceriecounty.org
Phone #:	716-207-9283
Street Address:	30 Wilson Rd
City, State Zip:	Williamsville, NY 14221

Corporate Partner Information (If applicable)

Corporate Partner Name:	Click here to enter text.
Contact Person:	Click here to enter text.
E-Mail:	Click here to enter text.
Phone #:	Click here to enter text.
Street Address:	Click here to enter text.
City, State Zip:	Click here to enter text.

Purchasing Agency Information

Purchasing Agency:	Erie County
Contact Person:	James Kucewicz
E-Mail:	James.Kucewicz@erie.gov
Phone #:	716-585-6336
Street Address:	Rath Building 95 Franklin Street
City, State Zip:	Buffalo, NY 14202

Form 2
Preferred Source Facilitating Entity Service Application

Prevailing Wage Information

Is this service subject to Article 9 of the NYS Labor Law?	Yes
If yes, please enter the PRC number from Form 1 in the box below and attach the correct Prevailing Wage Schedule to this form.	
2020900616	
Is this service subject to the <u>New York City</u> Prevailing Wage Schedule?	<div style="border: 1px solid black; padding: 2px;">Choose an item.</div> If Yes,
please attach the correct Prevailing Wage Schedule to this form.	

Each of the sections below must be filled out.
Additional documents may be attached if necessary.
Form fields will expand as text is entered.

Approved Preferred Source Service(s) [Click here](#) for a link to the detailed list and definitions of approved Preferred Source offerings. Please be sure to review the definitions of the service(s) you are selecting to ensure that the correct one(s) are chosen. Select appropriate service(s) from the drop down list of approved services. The service proposed must align with the customer scope of work.

NYSPSP APPROVED SERVICES

• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>	• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>
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NYSID APPROVED SERVICES

• Janitorial	• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>
• Floor Maintenance	• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>
• Choose an item.	• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>
• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>	• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>
• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>	• <div style="border: 1px solid black; padding: 2px;">Choose an item.</div>

Provide a detailed response to the Purchasing Agency Statement of Work (Form 1) in the fields below.

Please list the actual tasks to be performed and their frequency:

Janitorial cleaning 6x's a week. Please see form 1 for SOW

Form 2
Preferred Source Facilitating Entity Service Application

Please list all applicable deliverables that the Preferred Member or Corporate Partner will provide (i.e. document images, reports, etc.):

N/A

Please list the job titles and their descriptions that the proposed project will require:

Please see attached job descriptions

Please provide an estimated timeline for completion, and a work schedule for the proposed contract:

7/1/2020-6/30/2021

Work Location(s)

2122 George Urban Blvd, Depew, NY 14043

Proposed Contract Term

7/1/2020 to 6/30/2021 with 4, 1-year options to renew with annual Prevailing Wage Adjustments

Proposed Contract Price – Total value, annual value, unit price(s) as applicable

\$56,961.34/year, \$4,746.78/month

Special Requirements

Describe any special requirements, (i.e. certifications, industry standards, mandatory staffing levels, emergency requests, security, uniform, or background checks) for the service(s) being performed.

Mandated Hours

Form 2
Preferred Source Facilitating Entity Service Application

By signing below, the undersigned attests that they have completed the following:

1. Reviewed Form 1 from the Purchasing Agency and confirmed that the Preferred Source Facilitating Entity, Preferred Source Member and, if applicable Corporate Partner are able to satisfy the form, function, and utility of the service required;
2. Responded to any concerns, suggestions, or questions submitted in writing by the purchasing agency;
3. Completed Forms 2 & 3.

The undersigned recognizes that this Service Application (Forms 1, 2, 3, and any additional attachments) is submitted for the express purpose of assisting the New York State Office of General Services ("OGS") in making a determination regarding approval of the Service Application and that OGS will rely on the information disclosed in this Service Application in making its determination. The undersigned acknowledges that OGS may, in its discretion, verify the truth and accuracy of all statements made and information provided herein. The undersigned agrees and acknowledges that this Service Application may become part of the final contract if a contract is executed. The undersigned acknowledges that the final fully executed contract may be posted or otherwise made publicly available. The undersigned attests that they are authorized to sign on behalf of the Preferred Source Facilitating Entity, Preferred Source Member and, if applicable, Corporate Partner. The undersigned further attests that they have read each page of the attached Service Application and are in agreement with the scope of the work described therein, the prices contained therein, and all other material terms.

Preferred Source Member Authorized Signature: _____

Printed Name:

Douglas DiGesare

Date:

6/17/2020

Corporate Partner Authorized Signature (if applicable): _____

Printed Name:

Click here to enter text

Date:

Click here to enter text

Preferred Source Facilitating Entity Authorized Signature: Kat VanFonda

Printed Name:

Kat VanFonda

Date:

6/29/2020

1. Upon completing and signing Forms 2 and 3, submit the completed application to the Purchasing Agency via mail or e-mail along with the Market Comparison, Designating Agency Corporate Partner Approval (if applicable), Prevailing Wage Schedule (if applicable), and a Prior Contract Approval Letter (if applicable).
2. Preferred Source Facilitating Entity must obtain Purchasing Agency signature of approval (Form 4) before submitting an application to NYS OGS.

The Arc Erie County New York

Job Description

TITLE: Janitorial Contract Cleaner

JOB GRADE: Hourly (Pay differential available for specialty jobs).

SUMMARY OF DUTIES: The Janitorial Contract Cleaner fills in where and/or as needed. Performs janitorial work at sites within the community as assigned by the supervisor.

REPORTING RELATIONSHIP: The Janitorial Contract Worker receives direct supervision from Contract Cleaning Supervisor or Manager as assigned.

RESPONSIBILITIES AND ILLUSTRATIVE DUTIES:

1. Performs janitorial tasks which may include any of the following:
 - a.) General cleaning to include offices, restrooms, entrances, stairwells and general facility cleaning.
 - b.) Restock supplies in bathrooms, break rooms and common areas.
 - c.) Empty all trash cans and replace liners, clean receptacles as necessary.
 - d.) Use vacuum cleaners, carpet cleaners, buffers and other power tools as required.
 - e.) Dusting and cleaning office furniture, per contract.
 - f.) Specialized cleaning to include carpets, stripping and refinishing of floors, washing walls and windows.
 - g.) Clean windows and windowsills.
 - h.) Wearing safety equipment for personal protection.
 - i.) Maintain janitor closets in a clean, safe and operable condition.

Janitorial Contract Worker
Page 2

RESPONSIBILITIES AND ILLUSTRATIVE DUTIES: (continued)

2. Completes all work in a safe and prescribed manner. This includes safe operation of equipment, and wearing of safety equipment as needed.
3. Handles and uses chemicals in safe manor which includes proper storage and disposal.
4. All other duties as assigned.

QUALIFICATIONS:

High School or GED preferred, but not required. At least 1 year paid work experience in any of the following: industrial, building, maintenance and/or janitorial

A valid NYS Driver's license with an approved driving record is preferred, but not required; must have reliable transportation to assigned work site.

ESSENTIAL JOB FUNCTIONS OF THIS POSITION ARE:

Physical Requirements: The ability to bend, stoop, squat, kneel, sit, reach, stand, walk, push, pull, climb flights of stairs, and lift/transfer a minimum 50 lbs., as needed; Ability to carry a minimum of 30 lbs; Work stamina to do cleaning/janitorial work up to 10 hours per day; Ability to work with cleaning chemicals as defined by manufacture directions; ability to perform repetitive motions associated with cleaning, such as, vacuuming, mopping, etc.; Ability to clean normal dust/dirt consistent with office and/or factory setting; See, hear, listen, speak clear, have motor coordination; grip strength, eye-hand coordination.

Mental Requirements: Good knowledge of work expectations, to include, ability to move from task to task with minimal direction and/or support, demonstrate consistent work effort; Detail-oriented; Ability to spot clean consistent with customer needs/expectations; Aptitude with janitorial equipment; Ability to work with cleaning chemicals consistent with their intended purpose and in a safe manner; Must be extremely flexible in job assignments and work hours; Ability to prioritize multiple projects running simultaneously; Show good judgment; Work independently as well as cooperatively with others; Be approachable, enthusiastic, personable, work under

ESSENTIAL JOB FUNCTIONS OF THIS POSITION ARE: (continued)

pressure and meet job-related deadlines accordingly; Ability to build a rapport and keep open lines of communication with managerial staff and customers.

Human Relations Skills: The ability to communicate with individuals in a positive manner, demonstrate the ability to be a leader and serve as an appropriate role model to developmentally disabled individuals; Receive supervision instruction in a positive manner; Maintain a professional attitude and appearance at all times.

Equipment Operation: The ability to operate cleaning equipment, such as, commercial vacuums, floor scrubbing walk behind machines, buffers, extraction equipment, etc.; hand tools, such as, mops, wringers, brooms, scrappers, etc.; And the ability to come in contact with normal factory dust/dirt.

Good attendance is vital for the efficient and effective operation of quality programming and is an essential job function.

This position is **Non-Exempt** from the overtime requirements of the Fair Labor Standards Act.

The Arc Erie County NY retains the right to change this job description at any time.

I have received and reviewed the above job description and the essential job functions and I can perform the duties WITH/WITHOUT reasonable accommodations and agree to the job responsibilities therein.

Signature

Date

"The Arc Erie County NY is an Equal Opportunity Employer"

**The Arc Erie County New York
JANITORIAL
JOB DESCRIPTION**

TITLE: **Contract Cleaning Supervisor-**Supervises and provides direct training to individuals in general cleaning/floor work/OSHA requirements/PPE and provides QC inspections.

SUMMARY OF DUTIES: Cleaning Supervisor works with a group of disabled individuals as a role model, mentor, trainer and Supervisor to direct cleaning activities to insure compliance with Statement of Work; Facilitates the attainment of the Individual's vocational potential which includes the maintenance of performance standards required by customers; Acts as liaison between Individual(s), employer and The Arc Erie County as directed by Supervisor. Job locations can vary throughout Erie County; hours will vary and might include morning, afternoon and evenings, weekends and/or holiday hours.

REPORTING RELATIONSHIP: Depending on assignment to a specific work location reports to Manager of NYSID Supports or Supported Employment Team Leader.

RESPONSIBILITIES AND ILLUSTRATIVE DUTIES:

1. Instructs and assists individuals in developing social skills, work skills and work habits in the Janitorial site.
2. Works one-on-one with individuals as needed, to complete various cleaning tasks and provide a positive work model; performs and/or oversees the following:
 - a.) General cleaning to include offices, restrooms, entrances, stairwells and general facility cleaning.
 - b.) Use vacuum cleaners, carpet cleaners, buffers and other power tools as required.
 - c.) Specialized cleaning to include carpets, stripping and refinishing of floors, washing walls and windows.
 - d.) As needed, will safely load and unload equipment and supplies from vehicles daily as required.
 - e.) Wearing safety equipment for personal protection and instructing consumers on the proper use of and wearing protective equipment.
 - f.) Mixes and uses cleaning chemicals as instructed by supervisor and follow all labeling instruction to include storage and disposal.

RESPONSIBILITIES AND ILLUSTRATIVE DUTIES: (continued)

3. Orient Individuals to new work settings to include; work routines, production demands, quality standards, breaks, lunches, use of equipment and/or facilities, etc.
4. Throughout the cleaning process AND prior to leaving a site and/or the end of work shift inspects to insure that all cleaning has been completed consistent with Statement of Work at the acceptable quality standard otherwise redirects the individual and/or team to perform remedial work as necessary; does not leave a location or release the work crew until the work is fully completed.
5. Works with Individuals on defined vocational goals and objectives, and assess progress monthly, or more frequently as directed by Individual's Rehabilitation Staff and document as directed and/or trained.
6. Assists Individuals with Developmental Disabilities and/or other disabilities in the process of integrating into the work force through utilizing natural supports and assisting in active social participation with co-workers in both on and off site activities.
7. Participates in in-service training and case consultations with as needed.
8. Acts as liaison between Individual (s), employer and Allentown Industries, as directed by Supervisor.
9. Advocates and monitors work setting to insure safe and healthy work conditions, reports as needed to Supervisor.
10. Maintains service, statistical, and administrative records including enclave hours, rate of pay and necessary data to complete billing.
11. Other duties as assigned.

QUALIFICATIONS:

A.A. Degree or higher in Human Services, Business or closely related field

OR

High School or equivalency diploma **PLUS** one (1) year full-time experience in a work setting training others or one (1) year full-time experience in the janitorial field

Must have a valid NYS Driver's license, approved driving record and reliable transportation to all parts of greater Erie County area

ESSENTIAL JOB FUNCTIONS OF THIS POSITION ARE:

Physical Requirements: The ability to bend, stoop, squat, kneel, sit, reach, stand, walk, push, pull, climb flights of stairs, and lift and stack up to 50 lbs., as needed. Ability to carry a minimum of 50 lbs.; be able to stand for entire work shift; work environment with repetitive movements to include, hand, wrist and arm; see, hear, listen, speak clear, have motor coordination; grip strength, eye-hand coordination; physical agility/ability to react to life-threatening emergency to assure safety of our consumers.

Mental Requirements: The ability to read, write, be perceptive/comprehensive, show good judgment & decision making skills, be skillful in creative problem solving , basic math skills, independent action, planning & prioritizing and follow directions. Be able to follow janitorial statements of work specific to a site; discern quality standards and consistently insure they are being met; respond to customer complaints in a positive and effective manner; complete quality checklists. Work independently as well as cooperatively with others in an efficient manner. Be approachable, enthusiastic, personable, work under pressure and meet job-related deadlines accordingly; available to work flexible hours.

Human Relations Skills: The ability to communicate with individuals in a positive manner, demonstrate the ability to serve as an appropriate role model to program participants and co-workers. Receive supervision instruction in a positive manner. Adhere to and administer Agency's policies, procedures, rules and regulations. Maintain a professional attitude and appearance at all times.

Equipment Operation: The ability to operate vacuums, buffers, automatic floor machines extractors, carpet scrubbers and other miscellaneous power cleaning equipment; operates Agency vans and buses; may perform occasional snow shoveling or leaf raking; May fill in periodically in enclaves that involve packaging, assembly lines, lawn care, and snow removal; will regularly operate agency trucks, buses, vans and cars to transport consumers and or equipment used at work sites.

Good attendance is vital for the efficient and effective operation of quality programming and is an essential job function of this position.

This position is **Non-Exempt** from the overtime requirements of the Fair Labor Standards Act.

The Arc Erie County NY retains the right to change this job description at any time.

Job Description –Janitorial
Contract Cleaning Supervisor
Page 4

I have received and reviewed the above job description and the essential job functions and I can perform the duties WITH/WITHOUT reasonable accommodations and agree to the Job responsibilities therein.

Signature

Date

“The Arc Erie County NY is an Equal Opportunity Employer”

The Arc Erie County New York

JOB DESCRIPTION

TITLE: Manager of NYSID Supports & Janitorial Services

JOB GRADE: G10

SUMMARY OF DUTIES: Manager of NYSID Supports & Janitorial Services under direct supervision, oversees janitorial service contracts; provides on/off site supervision and training to assigned community based supervisors; as needed, performs duties of enclave site staff, assists with training the Individuals at various job sites throughout Erie County. With direction, develops new community based janitorial contracts for one to seven Individuals to perform. Assists in performing administrative support functions for Landscaping Department to insure smooth and timely reporting of NYSID requirements, payroll, coordinating/tracking training requirements and other tasks as assigned. Hours will vary and may include morning, afternoon and evening, weekend and/or holiday hours; off duty oversight and coverage is a requirement of the job.

REPORTING RELATIONSHIP: The Manager of NYSID Supports & Janitorial Services receives supervision from the Business Development Associate.

RESPONSIBILITIES AND ILLUSTRATIVE:

1. Responsible for the supervision of contract supervisors and community based supervisors assigned to Janitorial Operations
2. On-call for all janitorial accounts to address customer or personnel issues (including nights and weekends).
3. Orders janitorial supplies for all sites on a monthly basis.
4. Maintains monthly tracking of cost of supplies and equipment to ensure sites stay within budget.
5. Works with supply vendors to ensure we receive the lowest possible price, ie., changed cleaning chemicals that resulted in overall department savings.
6. Weekly tracking of man hours for janitorial contracts.
7. Maintain monthly contact with customers to ensure the provision of quality services.
8. Works with payroll to enter time into the system and handle any issues that may occur.
9. Verify payroll report, on a weekly basis to ensure accuracy of pay for all janitorial sites.

RESPONSIBILITIES AND ILLUSTRATIVE (continued):

10. Ensures change of status documentation is completed.
11. Handles personnel changes, counseling reports, etc. in collaboration with Coordinator of Supported Employment/Ability One and with input from HR.
12. Handles accident/injury reports and provides documentation to HR.
13. Liaison to job coaches for Janitorial contracts.
14. Maintains master equipment inventory list for all sites.
15. Walk through of potential new sites and compiles information necessary for NYSID SCA.
16. Maintains vehicle maintenance schedule for all janitorial vans.
17. Schedules project work contained in contracts.
18. Ensures all sites have up-to-date SDS manuals.
19. Schedules staff trainings for janitorial and Landscape personnel.
20. Addresses staff and the Individuals issues with site supervisors.
21. Monitors GPS in verifying staff time sheets and use of Agency vehicles
22. Completes all required NYSID QER reports.
23. Participates in Agency committees, such as, Compensation, Relias, DSP and Safety Committees.
24. Performs monthly billing of various enclave sites and sends to business office and Director of Adult Services.
25. Assists in any issues concerning mileage sheets.

RESPONSIBILITIES AND ILLUSTRATIVE (continued):

Landscaping Department

1. On a daily basis, morning visits to 2643 Main St. to verify timesheets and lawn routes.
2. GPS Tracking of man hours and hours paid on a weekly basis.
3. Responsible for handling any payroll issues that should come up.
4. Inputs all billable information for the department; communicates to the Landscape Manager any discrepancies.
5. Checks voice mailbox at 101 Oak St. for landscaping.
6. In conjunction with Landscape Manager, handles any necessary counseling for landscape crew.
7. Handle accident/injury reports and keeps HR informed.
8. All other duties as assigned.

OTHER: Must be Multi-Media First Aid Certified; must have a valid NYS driver's license, approved record and reliable vehicle.

QUALIFICATIONS:

Bachelor's Degree in Vocational Rehabilitation, Special Education, Industrial Engineering, Industrial Arts or other related field, PLUS 1 year full time paid direct experience working with developmentally disabled adults.

OR

Associates Degree in Human Services, Business Management, or related field, PLUS 3 years paid experience working with individuals with disabilities and minimally 1 year paid supervisory experience.

OR

High school diploma or GED PLUS 5 years paid experience working with individuals with disabilities and minimally 1 year paid supervisory experience.

ESSENTIAL JOB FUNCTIONS OF THIS POSITION ARE:

Physical Requirements: The ability to bend, stoop, squat, kneel, sit, reach, stand, walk, push, pull, climb flights of stairs, and lift/transfer a minimum 50 lbs., as needed. Ability to carry a minimum of 30 lbs; see, hear, listen, speak clear, have motor coordination; grip strength and eye-hand coordination; ability to work split shifts and extended hours in the course of the work day.

Mental Requirements: The ability to read, write, analyze, be perceptive/comprehensive, show good judgment & decision making skills, be skillful in creative problem solving, basic math skills, independent action, planning & prioritizing and follow directions. Work independently as well as cooperatively with others. Be approachable, enthusiastic, personable, work under pressure and meet job-related deadlines accordingly; available to work flexible hours; cover staffs' work shifts as needed.

Human Relations Skills: The ability to communicate with individuals in a positive manner, demonstrate the ability to serve as an appropriate role model to program participants and co-workers. Receive supervision instruction in a positive manner. Adhere to and administer Agency's policies, procedures, rules and regulations. Maintain a professional attitude and appearance at all times.

Equipment Operation: The ability to operate cleaning related equipment such as Carpet shampooers, Carpet steamers, Floor burnishers, Floor polishing/buffers machines, Powered floor washers, etc.; Office related equipment, such as, computers, printers, copy machines, etc.; snow removal equipment, such as snow blowers, snow plows, etc.

Good attendance is vital for the efficient and effective operation of quality programming and is an essential job function of this position.

This position is **Exempt** from the overtime requirements of the Fair Labor Standards Act.

The Arc Erie County NY retains the right to change this job description at any time.

I have received and reviewed the above job description and the essential job functions and I can perform the duties WITH/WITHOUT reasonable accommodations and agree to the job responsibilities therein.

Signature

Date

"The Arc Erie County NY is an Equal Opportunity Employer"

December 2016/bjk

Indirect Labor and titles not directly related to operations.	Indirect Disabled/Blind Labor Job Title	Estimated Number of Employees	Number of Hours	Hourly Wage	Total	
					\$ -	
					\$ -	
					\$ -	
	Indirect Disabled Labor Total	Total FTE	Total Hours		Total Wages	Indirect Disabled Wages
	0.0000	-		\$ -	\$ -	

Preferred Source Facilitating Entity		NYSID				
Project Information	Purchasing Agency Name	Erie County			Application Date	6/8/2020
	Contact Name	James Kucewicz				
	Contact Email	James.Kucewicz@erie.gov				
	Contact Phone Number	716-585-6336				
	Contact Street Address	Rath Building 95 Franklin Street				
	City, State, Zip Code	Buffalo, NY 14202				
	Project Name	janitorial				
	Proposed Start Date	7/1/2020				
Indirect Management, oversight at special	Indirect Non-Disabled Labor Job Title	Estimated Number of Employees	Number of Hours	Hourly Wage	Total	
	Contract Supervisor-Travel Time	1.00	43.50	\$ 18.00	\$ 783.00	
	Contract Supervisor-QC Inspection	1.00	26.00	\$ 18.00	\$ 468.00	
					\$ -	
	Indirect Non-Disabled Labor Total	Total FTE	Total Hours		Total Wages	Indirect Non-Disabled Wages
		0.0356	69.50		\$ 1,251.00	\$ 1,251.00

Total All Indirect Labor Wages
\$ 1,251.00

Total All Wages
\$ 34,653.24

Employee Benefits	Fringe Benefits (Excluding Article 9 Supplemental Benefits)					
	Benefit Type	Rate	Disabled/ Blind Labor Total	Non-Disabled/ Sighted Labor Total	Total	
	Workers Compensation	0.051	\$ 985.72	\$ 781.59	\$ 1,767.32	
	FICA	0.0765	\$ 1,478.58	\$ 1,172.39	\$ 2,650.97	
	Medical Insurance	0	\$ -	\$ -	\$ -	
	Liability Insurance	0.023	\$ 444.54	\$ 352.48	\$ 797.02	
	Disability	0.006	\$ 115.97	\$ 91.95	\$ 207.92	
	Unemployment Insurance	0.0101	\$ 195.21	\$ 154.79	\$ 350.00	
	403B-2% agency match	0.02	\$ 386.56	\$ 306.51	\$ 693.06	
	Total Fringe Benefits (Excluding Article 9 Supplemental Benefits)		\$ 3,606.58	\$ 2,859.72	\$ 6,466.29	
	Article 9 Supplemental Benefits					
	Employee/Job Title	# of Hours	Supplemental Benefit Rate	Disabled/ Blind Labor Total	Non-Disabled/ Sighted Labor Total	Total
	Disabled/ Blind Direct			\$ -		
	Disabled/ Blind Direct			\$ -		
	Non- Disabled/ Sighted Direct				\$ -	
Non- Disabled/ Sighted Direct				\$ -		
Total Supplemental Benefits			\$ -	\$ -	\$ -	
Summary						
Description	Fringe Benefits (Excluding Article 9 Supplemental Benefits)	Article 9 Supplemental Benefits	Total All Benefits			
Disabled/ Blind Labor	\$ 3,606.58	\$ -	\$ 3,606.58			
Non- Disabled/ Sighted Labor	\$ 2,859.72	\$ -	\$ 2,859.72			
Total All Benefits			\$ 6,466.29			

Total All Wages + Benefits
\$ 41,119.53

Preferred Source Facilitating Entity		NYSID	
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Project Information	Purchasing Agency Name	Erie County	Application Date	6/8/2020
	Contact Name	James Kucewicz		
	Contact Email	james.kucewicz@erie.gov		
	Contact Phone Number	716-585-6336		
	Contact Street Address	Rath Building 95 Franklin Street		
	City, State, Zip Code	Buffalo, NY 14202		
	Project Name	janitorial		
	Proposed Start Date	7/1/2020		

Insurance	Summary Total Other Insurance		
	Insurance Type	Cost	Total Insurance
	Health Insurance: .346x\$6277 720hrs/2080=.346	\$ 2,172.80	
			\$ 2,172.80

Equipment Amortization Costs	Description	Original Cost	Useful Life/Years	Prorated/ Annual Cost	Attachment
	Hoover Task 15" Upright Vacuum	\$ 233.99	5.0	\$ 46.80	A
	SSS Cheetah UHS Burnisher: \$798.99 : prorated at .25	\$ 199.75	5.0	\$ 39.95	B
	Huskee garbage can with wheels and barrel Caddy	\$ 65.95	7.0	\$ 9.42	C
	Combo Pack, Down press wringer & bucket-32 qt-\$74.97	\$ 74.97	7.0	\$ 10.71	D
	Dust Mop Handle and Frame 24"	\$ 14.20	7.0	\$ 2.03	
	Tornado Prowler Extractor: \$1924* prorated .25	\$ 470.89	5.0	\$ 94.18	E
	Triple S Cougar 20 floor machine: \$599* prorated: .25	\$ 149.75	5.0	\$ 29.95	F
	S-20 Disk Auto Scrub 130 A/H Bat OBC Pad: \$3,999.80 prorated .25	\$ 999.95	5.0	\$ 199.99	G
	Angel Broom with Butler	\$ 17.81	5.0	\$ 3.56	
	Subtotal			\$ 436.59	Total Equipment Amortization
					\$ 436.59

Equipment Operating Costs	Description	Quantity	Price	Total Cost	
	6.8 ml: 13.6 round trip for supervision and QC	979.20	\$ 0.575	\$ 563.04	
	Maintenance			\$ -	
	Other (Specify)			\$ -	
	Other (Specify)			\$ -	
	Subtotal			\$ 563.04	Total Equipment Operating Cost
				\$ 563.04	

Supplies and Non-Amortized Equipment	Description	Quantity	Price	Total Cost	
	SSS Navigator 5x non acid restroom cleaner 2ltr	2.00	\$ 79.10	\$ 158.20	
	SSS Navigator 9x multi purpose disinfectant 2ltr	8.00	\$ 69.12	\$ 552.96	
	SSS Navigator 24x compass M-P neutral cleaner 2ltr	3.00	\$ 46.98	\$ 140.94	
	Foam Away Germicidal Cleaner Aerosol	6.00	\$ 34.07	\$ 204.42	
	Triple S Navigator #26 Summit HD Cleaner *Concentrate	1.00	\$ 63.55	\$ 63.55	
	Triple S Pleasant	2.00	\$ 26.00	\$ 52.00	
	Super extension duster	2.00	\$ 5.94	\$ 11.88	
	SSS 1-1/4" natural value + blend looped end mop	1.00	\$ 32.76	\$ 32.76	
	Urinal Screens	1.00	\$ 13.00	\$ 13.00	
	Triple S Microfiber rags	5.00	\$ 36.00	\$ 180.00	
	Spray Bottles	4.00	\$ 2.30	\$ 9.20	
	Nitrile Gloves Powder Free 10/100	1.00	\$ 76.00	\$ 76.00	
	Pro Foam 1 Gal	1.00	\$ 57.00	\$ 57.00	
	40x48 40-45 gl .62 mil 250/cs himolene opaque liners	3.00	\$ 27.44	\$ 82.32	
	Y vac Bags: 3 pack	2.00	\$ 4.44	\$ 8.88	
	Niagara 96x504 2Ply Toilet Tissue	3.00	\$ 39.16	\$ 117.48	
	Window washer sleeve	1.00	\$ 7.90	\$ 7.90	
	Plastic squeeze	1.00	\$ 9.50	\$ 9.50	
	Telescopic pole	1.00	\$ 31.05	\$ 31.05	
	Window washing bucket 6 gl	1.00	\$ 28.57	\$ 28.57	
	Snapback: 4 gal per case	2.00	\$ 60.31	\$ 120.62	
	3m Niagara Hogs Hair 20in burnishing pad: 1 @ 5.03	40.00	\$ 5.03	\$ 201.20	
	Corr carpet & upholstery shampoo 1 gl-4/cs	1.50	\$ 73.13	\$ 109.70	
	Corr defoamer 1 gl-4/cs	0.75	\$ 73.48	\$ 55.11	
	Vectra floor finish 5 gl	3.00	\$ 65.40	\$ 196.20	
	Diversity pro strip 5 gl	2.00	\$ 62.63	\$ 125.26	
	Rayon wet mop	6.00	\$ 4.99	\$ 29.94	
	SSS 5X24 Value+Cotton Cut EN Wet Mop	6.00	\$ 2.88	\$ 17.28	
	3M 7200 20" Black Strip Pad	6.00	\$ 5.03	\$ 30.18	

Preferred Source Facilitating Entity	NYSID
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Project Information	Purchasing Agency Name	Erie County	Application Date	6/8/2020
	Contact Name	James Kucewicz		
	Contact Email	James.Kucewicz@eroc.gov		
	Contact Phone Number	716-585-6336		
	Contact Street Address	Rath Building 95 Franklin Street		
	City, State, Zip Code	Buffalo, NY 14202		
	Project Name	janitorial		
	Proposed Start Date	7/1/2020		

	Triple S Pre treatment spray 1gl-4cs	1.00	\$ 65.00	\$ 65.00	
	10" bleached roll towel emboss 6/cs	6.00	\$ 39.95	\$ 239.70	
	Purell LTX Adv Instant Hand Sanitizer Foam	2.00	\$ 75.11	\$ 150.22	
	30x37 20-30 gl 16 mic 500/cs himolene opaque liners	4.00	\$ 39.14	\$ 156.56	
	Subtotal		\$ 3,334.58		Total Supplies and Non-Amortized Equipment
					\$ 3,334.58

Other Costs	Description	Quantity	Price	Total Cost	
	Subtotal		\$ -	\$ -	Total Other Cost
					\$ -

Contract Subtotal
\$ 47,626.54

Overhead and Fees	Description	Rate %	Total Cost	
	Administrative Overhead	15.00%	\$7,143.98	
	Subtotal With Overhead		\$ 54,770.52	
	Preferred Source Fee	4.00%	\$ 2,190.82	
	Subtotal With Overhead and Fees		\$ 56,961.34	Overhead and Fees Total
				\$ 56,961.34

Contract Total
\$ 56,961.34

Options for Extension	Initial Contract Term (In Years)	Term	Frequency	Annual Total
		1		
	Options for Extensions	Term	Frequency	
		4,1-year option to renew	Annual	\$ 56,961.34
	Cost Escalator (If applicable)	Description	Amount	Frequency
		PW	TBD	Annual
				Monthly Total
				\$ 4,746.78

Purchase Order

Page 1/1
Purchase Order
Purchase Order No. 20190671
Date 2/19/2020

The Arc Erie County
30 Wilson Rd
Williamsville NY 14221

A

Vendor: CORR001
CORR DISTRIBUTORS
89 PEARCE AVENUE
TONAWANDA NEW YORK 14150

Ship To: The Arc Erie County
2643 MAIN STREET
BUFFALO NY 14214

^ Changed Since the Previous Revision

Contract Number:	Payment Terms	Confirm With	Shipping Method
	Net 30		

L/N	Item Number	Description	Req. Date	U/M	Ordered	Unit Price	Ext. Price
Shipping Method	Reference Number	FOB	GL Account Number	Requisition Number			
	HOOVER TASK VAC 15"		2/19/2020	Each	1.000	\$233.99	\$233.99
DELIVERY	HOOVER TASK VAC 15"	None	78520-175-14081				
	Y VAC BAGS		2/19/2020	Each	1.000	\$8.88	\$8.88
DELIVERY	Y VAC BAGS	None	78520-175-14081				

Subtotal \$242.87
Trade Discount \$0.00
Freight \$0.00
Miscellaneous \$0.00
Tax \$0.00
Order Total \$242.87
Prepayment \$0.00


Authorized Signature

C



CORR DISTRIBUTORS, INC.
 89 PEARCE AVE.
 TONAWANDA, NY 14150
 Phone: 716-873-8323 Fax: 716-873-2968

INVOICE
 REPRINT

Website: www.corrdistributors.com

Route	CTY
Number	539527
Date	03/06/2019
Page	1

Bill-to: 768
 THE ARC OF ERIE COUNTY
 2643 MAIN STREET
 BACK DOOR OF THE BUILDING
 BUFFALO, NY 14214

Ship-to: TEMP
 ALLENTOWN INDUSTRIES
 CITY OF BUFFALO: CITY COURT
 50 DELAWARE AVENUE
 BUFFALO, NY 14202

Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	Wh	Freight	Ship Via
	03/06/19	13 REGAN CORR	NET 30 DAYS	NOTAX	485686	01	PREPAID	1

Item	Description	Ordered	Shipped	Backorder	UM	Price	UM	Extension
Ordered By JON HUBER								
1320	HUSKEE 44 GAL GRAY	1	1	0	EA	34.59	EA	34.59
1306	DOLLY FOR HUSKEE	1	1	0	EA	31.36	EA	31.36
1286	MAID CADDY JANI BAG	2	2	0	EA	38.28	EA	76.56

Merchandise	Misc	Discount	Tax	Freight	Total Due
142.51	.00		.00	.00	142.51

Thank you for your business! Please come again



D

Family Owned and Operated Since 1925

English

Welcome, JON HUBER | English | USD | [Sign Out](#)

[Cart](#)

0 Item(s)

\$0.00

[Checkout](#)

[Home Specials](#)

Search Keyword

[Go](#)

Item Detail

[Continue shopping](#)



3100

COMBO PACK, DOWN PRESS WRINGER & BUCKET - 32 QT

Sell Price:

\$74.97 EA

Total:

\$74.97

1 EA

[Add to Cart](#) [Recalculate](#)

-- [Add to Existing/New Shopping List](#) --

[Add to Wish List](#)

[Additional Detail](#)

E



CORR DISTRIBUTORS, INC.
 89 PEARCE AVE.
 TONAWANDA, NY 14150
 Phone: 716-873-8323 Fax: 716-873-2968

INVOICE
 REPRINT

Website: www.corrdistributors.com

Route	CTV
Number	335705
Date	01/15/2019
Page	1

Bill-to: 768
 THE ARC ERIE COUNTY
 30 WILSON RD
 FINANCE OFFICE
 WILLIAMSVILLE, NY 14221

Ship-to: 1
 ALLENTOWN INDUSTRIES
 101 OAK ST
 BUFFALO, NY 14203

Reference #	Shipped	Salesperson	Terms	Tax Code	Doc #	Wh	Freight	Ship Via
	01/15/19	13 REGAN CORR	NET 30 DAYS	NOTAX	481898	01	PREPAID	1

Item	Description	Ordered	Shipped	Backordr	UM	Price	UM	Extension
Ordered By JON HUBER								
3650	TORNADO PROWLER EXTRACTOR	1	1	0	EA	1883.55	EA	1883.55
3400	PMF WAND 2 JET W15422 SERIAL#1018002662	1	1	0	EA	404.44	EA	404.44

Merchandise	Misc	Discount	Tax	Freight	Total Due
2287.99	.00		.00	.00	2287.99

Thank you for your business! Please come again

Customer Copy

... Last Page

Page 1 of 1

REQUISITION FORM

PURPOSE: Janitorial Equipment

SHIP TO: Attn: Courtney McDaniel

City Court of Buffalo

50 Delaware Ave

Buffalo, NY 14203

To be delivered if possible at 4:00pm

DATE 9/7/2018

PLEASE INCLUDE ANY SHIPPING CHARGES ON THIS LINE

Total

\$3,999.80

8/7/2018

Title

Date _____

9/7/2018

Title

Date _____

Purchase Order #

This purchase order is exempt from NYS sales tax. PERMANENT TAX
EXEMPT # EX-101142

Data

Title#

Google Maps

2643 Main Street, Buffalo, NY to Erie County Auto Bureau DMV

Drive 6.8 miles, 14 min



2643 Main St

Buffalo, NY 14214

 $6.8 \times 2 = 13.6$

Get on NY-33 E from Fillmore Ave, Leroy Ave and Deerfield Ave

- | | | |
|---|---|----------------|
| ↑ | 1. Head southeast toward Pannell St | 5 min (1.5 mi) |
| ↘ | 2. Turn right onto Pannell St | 108 ft |
| ↘ | 3. Turn right onto Rockwood Ave | 46 ft |
| ↙ | 4. Turn left onto Fillmore Ave | 236 ft |
| ↙ | 5. Turn left onto Leroy Ave | 0.4 mi |
| ↘ | 6. Slight right onto Deerfield Ave | 0.6 mi |
| ↙ | 7. Turn left onto Pembroke Ave | 0.2 mi |
| ↗ | 8. Take the ramp on the left onto NY-33 E | 213 ft |
| | | 0.2 mi |

Follow NY-33 E to Dick Rd in Cheektowaga. Take the Dick Rd exit from NY-33 E


 9. Merge onto NY-33 E 5 min (4.3 mi)

 10. Take the Dick Rd exit toward Cayuga Rd 4.2 mi

0.1 mi

Continue on Dick Rd to your destination in Depew

 11. Use the left 2 lanes to turn left onto Dick Rd 4 min (0.9 mi)

 12. Turn left 0.5 mi

 13. Turn right 157 ft

 14. Turn left 0.1 mi

 15. Turn right 36 ft

 16. Turn left 0.1 mi

 17. Turn right 197 ft

 Destination will be on the left

344 ft

Erie County Auto Bureau DMV

2122 George Urban Blvd, Depew, NY 14043

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

HEALTH INSURANCE BACK-UP

\$523.15/month x 12 months = \$6,277.80

iDirect Health Plan				
	Total Monthly	ER Monthly	EE Monthly	EE Cost Per Pay
w/Incentive				
Single	616.90	523.15	93.75	46.88
Family	1591.47	1285.72	305.75	152.87



Rachel Seyfried
Benefits Administrator

The Arc Erie County New York
30 Wilson Road, Williamsville, NY 14221
P 716 458-1207 or Ext. 1275 F 716 332-3047



Overhead Breakdown

MEMBER AGENCY: The Arc Erie County NY

CORPORATE PARTNER: none

CUSTOMER: Erie County DMV

Based upon information submitted to NYSID on Service Cost Summary - Form 3, overhead consists of the following (check all that apply):

☒ Mortgage/Rent

☒ Professional Fees (Accounting, Legal & IT)

☒ Utilities/Telephone

☒ Building Repairs & Maintenance

☒ Administrative Wages, Salaries & Benefits

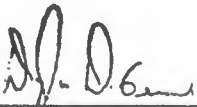
☒ Taxes & Licensees

☒ Postage/Shipping

☒ Office Supplies & Expenses

☒ Advertising & Marketing

☐ Other: —

By: 
(Signature)

Name: Douglas DiGesare

Title: CEO

Date: 6/17/2020



**Purchasing Agency Acceptance of
Preferred Source Service Application**

FORM 4

By signing below the undersigned attests that appropriate purchasing agency personnel have:

1. Read and reviewed the entire Preferred Source Facilitating Entity Service Application, totaling 55 pages, including Forms 1-4, Appendices, Attachments, and other documents referenced in the Preferred Source Service Application Index;
2. Submitted concerns, suggestions, or questions concerning the Preferred Source Facilitating Entity's Service Application to the Preferred Source Facilitating Entity and that the Preferred Source Facilitating Entity has provided answers to the purchasing agency's satisfaction; and
3. Confirmed that to the undersigned's reasonable knowledge, all the job titles, hours, and equipment listed are necessary to perform the work described herein, basing such conclusion on discussion and agreement between the purchasing agency and Preferred Source Facilitating Entity's employees.

The undersigned recognizes that this Service Application is submitted for the express purpose of assisting the New York State Office of General Services ("OGS") in making a determination regarding approval of the Service Application and that OGS will rely on the information disclosed in this Service Application in making its determination in accordance with State Finance Law § 162 and the New York State Procurement Council Preferred Source Guidelines. The undersigned acknowledges that OGS may, in its discretion, verify the truth and accuracy of all statements made and information provided herein. The undersigned attests that they are authorized to sign on behalf of the purchasing agency. The undersigned agrees and acknowledges that this Service Application will become part of the final contract if a contract is executed.


Purchasing Agency Authorized Signature

James D. Kucewicz

Print/Type Name

Buyer

Title

7/22/20

Date

(716) 858-6336

Phone Number

james.kucewicz@erie.gov

Email

Memo

To: Procurement Services

From: NYSID

Date: July 7, 2020

Re: Erie County Cheektowaga Park-ARC ERIE Janitorial

In regard to the enclosed application submitted by NYSID, we would like to take the opportunity to elaborate on the information provided.

I would like to take the opportunity to provide the following:

1) **Evidence that the price being offered is within Prevailing Market Rates.**

This is a unique facility and the customer has mandated the required staffing. If one were to take the mandated annual hours of 1,710 and divide it into the annual cost, one would derive a weighted hourly bill rate of \$33.31/hr. inclusive of supervision & equipment. Labor Costs make up 75% of the overall cost.

Please find below a comprehensive market comparison chart establishing reasonableness of price.

NYS OGS – see attached e-mail chain between NYSID & Bill Macey @ NYS OGS dated 1/14/16	NYS OGS w/ 2018 PW Adjustment	Core Management Fully Loaded Rate – Oneida County	Pro Square Quote	MD Commercial Quote	Top Notch Cleaning	NYSID Proposed Rate
\$ 20.28/hr	\$ 22.96/hr.- Based on a 13.2% PW Increase	\$ 32.59	\$ 33.00/hr.	\$ 35.00/hr	\$ 34.00	\$ 33.31/hr
\$ 10.35	\$ 11.25	\$ 13.80	\$ 11.90	\$ 11.90	\$ 11.90	\$ 11.90
\$ 0.00 (Pt) \$ 3.26 (Ft) Blend = \$ 1.63 50/50 Split assumed	\$ 0.00 (Pt) \$ 4.62 (Ft) Blend = \$ 2.31 50/50 Split assumed	\$ 5.16 Blend	\$ 6.05	\$ 6.05	\$ 6.10	\$ 6.10
\$ 11.98	\$ 13.56	\$ 18.96	\$ 17.95	\$ 17.95	\$ 18.00	\$ 18.00
NYSID PW Differential	32.4% More PW	5.6% less PW	NA	NA	NA	
NYSID Bill Rate Differential	45% More	2.2% More	.9% More	5% Lower	2.07% Lower	
NET – NYSID Price is	12.6% More	7.8% More	.9% More	5% Lower	2.07% Lower	

Janitorial Financial Analysis
NYSID
Oneida County

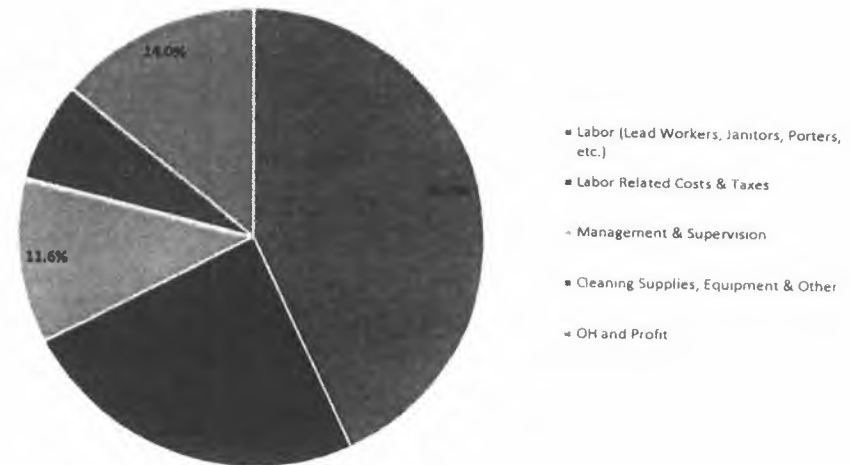
Updated

11/12/2019

Cost Category	Totals
Net Cleanable Square Footage	632,080
A. Labor and Labor-Related Costs	
Labor FTE	29.32
Total Direct Labor Costs	\$ 855,092
Labor-Related Costs	\$ 482,066
Total Labor and Labor-Related Costs	\$ 1,337,158
B. Supervision Costs	
Management & Supervision FTE	4.00
Total Direct Supervision Costs	\$ 164,320
Labor-Related Costs	\$ 66,108
Total Supervision and Labor-Related Costs	\$ 230,428
C. Supplies, Equipment and Other Costs	\$ 141,056
(Sum of A, B, and C Above)	\$ 1,708,643
Profit and Overhead	\$ 279,000
Pre-Tax Total	\$ 1,987,643
Add Sales Tax	\$ -
Annual Total w/ Tax	\$ 1,987,643
Annual Price per Cleanable SF	\$ 3.14
Monthly Total w/ Tax	\$ -
Monthly Price per Cleanable SF	\$ 0.26
Fully Loaded Price per Labor Hour	\$ 32.59

Cost Category	Price	Percentage
Labor (Lead Workers, Janitors, Porters, etc.)	\$ 855,092	43.0%
Labor Related Costs & Taxes	\$ 482,066	24.3%
Management & Supervision	\$ 230,428	11.6%
Cleaning Supplies, Equipment & Other	\$ 141,056	7.1%
OH and Profit	\$ 279,000	14.0%
Annual Total Price, Pre-Tax	\$ 1,987,643	100.0%

Janitorial Cost Model



Wage Blend Calculation

DL Wages = \$ 855,092 + Supps \$314,981 = 1,170,073 / (29.32 * 2080) = \$ 19.19
 \$ 19.19



P.O. Box 302
 Vestal, NY 13851
 800-772-6352
 607-748-8516 (fax)
 www.CoreAmerica.com

Full Disclosure Cost Estimation

NYSID

Updated

Oneida County

	Number of Employees	Straight Time/ Hourly	Base Labor
Net Cleanable Square Footage			
422,786			
A. Labor and Labor-Related Costs			
STAFFING AND WAGES			
<i>Enter Number of Employees (FTE from Worksheet)</i>			
<i>Enter Hourly Rate</i>			
Complete by Position Type with Position-Specific Wages			
FT Day Porters	2.00	\$ 13.90	\$ 57,408
PT Day Porters (+1,000 hours)	2.86	\$ 13.90	\$ 24,685
PT Custodians	7.00	\$ 13.90	\$ 48,768
PT Custodians (+1,000 hours)	2.00	\$ 13.90	\$ 86,399
PT Custodians (+1,000 hours)	2.00	\$ 13.90	\$ 16,074
PT Floor Tech/Utility	1.00	\$ 14.00	\$ 31,304
PT Floor Tech/Utility (+1,000 hours)	1.00	\$ 15.35	\$ 25,666
PT Lead Custodian	1.00	\$ 15.35	\$ 93,312
Partials Worked (FT Custodian)	2.00	\$ 20.75	\$ 2,368
Absentee Replacement/ Floater (PT Custodian +1,000 hours)	2.00	\$ 13.90	\$ 28,104
Total Direct Labor	29.32		\$ 855,092
LABOR-RELATED COSTS			
<i>Enter Percentage of Total Direct Labor</i>			
FICA FUTA SUTA Workman's Comp Insurance (Liability Disability), Etc		12.34	\$ 167,285
Supplemental Benefits FT Employees			\$ 29,911
Supplemental Benefits PT Employees (+1,000 hours)			\$ 5,138
Supplemental Benefits PT Employees (+1,000 hours)			\$ 1,293
Other: If Applicable			\$
Other: If Applicable			\$
Other: If Applicable			\$
Other: If Applicable			\$
A. Total			\$ 482,066
B. Management Costs			
<i>Enter Number of Employees (FTE from Worksheet)</i>			
<i>Enter Hourly Rate</i>			
MANAGEMENT STAFFING AND WAGES			
Account Manager	1.00	\$ 20.00	\$ 52,200
Supervisor(s)	3.00	\$ 18.00	\$ 112,320
Other: If Applicable	3.00	\$	\$
Other: If Applicable	3.00	\$	\$
Other: If Applicable	3.00	\$	\$
Other: If Applicable	3.00	\$	\$
MANAGEMENT WAGE RELATED	4.00		\$ 164,320
<i>Enter Percentage of Management Staff Wages Total</i>			
FICA FUTA SUTA Workman's Comp Insurance (Liability Disability), Etc		19.34%	\$ 32,108
Health & Welfare Supervision			\$ 34,200
Other: If Applicable			\$
Other: If Applicable			\$
Other: If Applicable			\$
Other: If Applicable			\$
B. Total			\$ 230,428
C. Supplies, Equipment and Other Costs			
Cleaning Supplies			\$ 3,962
Cleaning Equipment and Repairs			\$ 3,461
Consumable Supplies			\$ 28,497
Uniforms Background Checks Other Employee-Related			\$ 4,400
Management Systems Training (include some cost for smart phones, computers, time tracking, QA)			\$ 4,120
Mileage for Transportation Supervisor			\$ 1,988
Other: If Applicable			\$
Other: If Applicable			\$
Other: If Applicable			\$
C. Total			\$ 141,056
Sum of A, B and C Above)			\$ 1,708,643
Profit and Overhead			\$ 13,000
Pre-Tax Annual Total			\$ 1,987,643
Add Sales Tax			\$
Annual Total w/ Tax			\$ 1,987,643
Annual Price per SF			\$ 3.14
Monthly Total w/ Tax			\$ 165,637
Monthly Price per SF			\$ 2.28
Hourly Bid Rate for Additional Services Straight Time			\$ 27.25
Hourly Bid Rate for Additional Services Overtime			\$ 46.40

Wage Blend Calculation =

Notes and Assumptions:

1. Staffing model derived from custodial workload report, based on net cleanable square footage and fixture counts
2. Labor total is 1.15 FTE above custodial workload Staffing Summary report due to 1) addition of non-cleaning time for three Lead Custodians ($3 \times 25\% = 0.75$); 2) addition of Holidays/Worked; and 3) addition of absentee replacement / floaters hours
3. For total wage calculations, assumed 2,080 annual hours per 1 FTE (although staffing workloads based on 7 hour productive day)
4. Assumed approximately the same ratio of FT Custodians vs. PT Custodians ($\sim 1,000$ hours) vs. PT Custodians ($\sim 1,000$ hours) as the NYSID estimate
5. Assumed same number of annual holiday hours worked as NYSID estimate (customer requirement), but at time-and-a-half rate
6. Assumed prevailing wage: \$13.80 / hour for custodians/porters; wage rates for floor techs, lead workers, supervisors, manager and additional services based on market data
7. Assumed NYS PW reported Supplemental Benefit cost per hour: \$6.21 / hour for FT employees; \$1.61 / hour for PT employees ($\sim 1,000$ hours); \$0.40 / hour for PT employees ($\sim 1,000$ hours)
8. Fringe Benefits of 19.54% based on federal / state / market data: FICA at 7.65%; FUTA at 0.6%; SUTA at 1.825%; Workman's Comp at 6.75%; Disability at 0.21%; Liability at 2.5%
9. Health and welfare for supervisors / account manager based on market data
10. Supply / equipment / employee-related, technology and profit / OH based on market data from similar accounts
11. Transportation Supervisor mileage based on 165.4 miles per week at standard IRS reimbursement rate
12. Hourly Bid Rate for Additional Services assumes a 20% profit/overhead markup applied to hourly wages, labor taxes/insurance and hourly supplemental benefit costs. Profit/OH reduced to 15% for overtime bill rate. Assumed full-time supplemental benefit rate: (\$6.21/hour). If part-time labor is used for extra work, bill rate should reduce by \$6.21. $\$1.61 \times \4.60 / hour reduction

Blended Supp Calculation
\$ 16

It is a Percentage 14.3%

Hartman, Meredith

From: Hartman, Meredith
Sent: Saturday, March 17, 2018 1:28 PM
To: Hartman, Meredith
Subject: FW: #1894 Custodial services at the Empire State Plaza Convention Center

From: Macey, William (OGS) [<mailto:William.Macey@ogs.ny.gov>]
Sent: Thursday, January 14, 2016 1:09 PM
To: Cronin, Noreen; Messina, Joe
Cc: Maus, Beth S (OGS); Robinson, Diane J (OGS); Rock, Tammy E (OGS)
Subject: RE: #1894 Custodial services at the Empire State Plaza Convention Center

Hi Noreen / Joe,

Thank you for your efforts in getting us this cost proposal to provide janitorial services at the Empire State Plaza Convention Center. However, after reviewing, we have determined that we cannot approve and agree to this pricing. We note that the proposed Schedule A and B pricing are both significantly higher than the current rates for this service under the current contract (C003036). The scope of services remains largely the same from the prior contract with the exception of paper products to be provided in the new contract that were not included in the previous / current contract. We therefore find no basis for such a large increase in pricing. Therefore, OGS is unable to approve and accept NYSID's proposal as it does not comply with the New York State Preferred Source provisions of State Finance Law § 162 (6) (b).

Under the current contract, schedule A + B price, plus a price adjustment that would be effective 2/1/16 = \$137589.90
Your new proposed schedule A price = \$179107.56.

This is a difference of \$41,517.66/yr.

Our records indicate that for the period of August 2014 – July 2015, invoices for the paper products total \$8,132.32.
Therefore, the new proposal exceeds current pricing by \$33,385.34.

Under the current contract, Schedule B hourly blended rate, including a price adjustment that would be effective 2/1/16 = \$20.54.

Your new proposed Schedule B hourly rates are: \$26.67/cleaner and \$33.86/supervisor.

We have determined prevailing market rates to be: \$20.28/cleaner and \$23.60/supervisor, based on the rates paid for the same services in OGS buildings managed by IFM contractors.

OGS is willing to contract with NYSID for Janitorial Services at the Convention Center if the following conditions can be met in a revised submission:

- Schedule A total annual price will be \$ 145,722.22
- Schedule B hourly rates should be as close to the identified prevailing market rates as possible.
- We will also require the same submission information from you as requested for the ESP contract. We have added the submission section to the revised document (pages 22 – 24) of the attached. (Note also that the estimated number of Schedule B hours was incorrect in the previously provided price sheet and is corrected in the attached)

REQUEST for QUOTE-

Office Space Cleaning- Buffalo NY- Estimated Office Size = 10,000 CLEANABLE sq. ft.

Request Submitted by

Meredith Hartman

New York State Industries for the Disabled

Vice President, Contract Administration

mhartman@nysid.org

11 Columbia Circle Dr

Albany, NY 12203

DAILY SERVICES

Services shall be provided Monday -Friday after close of business and are not required on NY State holidays. Contractor shall provide all equipment, supplies & labor required to perform the services listed below.

Contractor must pay at least NYS Prevailing Wage:

Erie County- \$ 11.90/ hour + \$ 6.05/hour supplemental benefits

- A. The entire tile floor area, including stairwells, shall be broom swept daily. All mop marks shall be removed from the baseboards, wall partitions, files, desks, chairs, etc., the treatment shall be performed daily. All carpet, including mats, shall be vacuumed daily vestibules, shall be mopped with hot water and cleaning compounds, rinsed with cold water and allowed each night and spots removed as they appear.
- B. All office equipment, such as desks, tables, chairs, file cabinets, bookcases, etc., shall be damp cleaned daily each night. All furniture must be put back in an orderly fashion. Equipment shall not be turned off or disconnected during the cleaning.
- C. All public area formica surfaces including counters, kiosks and intake areas shall be damp cleaned of all finger ink, and dirt marks daily and thoroughly cleaned each Friday.
- D. Upholstered furniture shall be vacuumed during the first week of each month.
- E. Entrance exit doors at all entrance locations shall be washed inside and out on a daily basis. Office glass shall be washed inside and out on the first day of each month. All windows are to be cleaned inside on the first day of the month. Windows are to be cleaned inside and outside on the first day of month from April thru October- Ground Level, not lift required
- F. High dusting of wall columns and partitions and damp cleaning of all finger and dirt marks from doors, partitions, columns and walls shall be done during the first week of each month.
- G. All refuse and rubbish shall be collected and removed from the building and placed into the Dumpster daily. Plastic liners provided by the contractor shall be installed in all waste containers and containers will be washed weekly. Recycling Bins will be supplied by the contractor.

- H. STAFF ROOM. In addition to cleaning the floors and furniture as outlined above, the tables, cabinets, counter tops, outside of refrigerator, sink, etc., shall be damp cleaned daily.
- I. Provide and empty sanitary napkin cans daily in female lavatories.
- J. All toilet room areas including fixtures and floors and walls and sanitary disposal cans shall be thoroughly cleaned with hot water, soap powder, and antiseptic solution daily. Each day all dispensers are to be provided with sufficient towels, tissue and hand soap, provided by the Contractor to last a full working day.
- K. All water fountains shall be cleaned, washed, and disinfected daily.

PERIODIC SERVICES:

1. Wash & Wax Floors 4 X per year
2. Strip & Wax Floors 2X per year
3. Clean Lights & Lamp Fixtures 1X per year
4. Shampoo Carpets 3X per year
5. Thoroughly clean computers, monitors, keyboards, printers 1X per year

ANNUAL COST: \$ 46,723.00 + TAX
\$ 48,139.00 + TAX - IF PREVAILING WAGE INCREASES 6.7%

Optional Extra Costs:

Strip & Wax Floors: \$.40 / sq. ft.
Shampoo Carpets: \$.37 / sq. ft.

Extra Cleaning Services:

Hourly Bill Rate:

\$ 33.00 straight-time
\$ 49.00 over-time

Company: PRO SQUARES FACILITY SOLUTIONS
Company Rep Name: FRANK W. BASSINI

Signature: _____

Date: 5/8/20

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Request Submitted by

Meredith Hartman

New York State Industries for the Disabled

Vice President, Contract Administration

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- B. All office equipment, such as desks, tables, chairs, file cabinets, bookcases, etc., shall be damp cleaned daily each night. All furniture must be put back in an orderly fashion. Equipment shall not be turned off or disconnected during the cleaning.
- C. All public area formica surfaces including counters, kiosks and intake areas shall be damp cleaned of all finger ink, and dirt marks daily and thoroughly cleaned each Friday.
- D. Upholstered furniture shall be vacuumed during the first week of each month.
- E. Entrance/exit doors at all entrance locations shall be washed inside and out on a daily basis. Office glass shall be washed inside and out on the first day of each month. All windows are to be cleaned inside on the first day of the month. Windows are to be cleaned inside and outside on the first day of month from April thru October- Ground Level, not lift required.
- F. High dusting of wall columns and partitions and damp cleaning of all finger and dirt marks from doors, partitions, columns and walls shall be done during the first week of each month.
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- 2. Strip & Wax Floors 2X per year
- 3. Clean Lights & Lamp Fixtures 1X per year
- 4. Shampoo Carpets 3X per year
- 5. Thoroughly clean computers, monitors, keyboards, printers 1X per year

ANNUAL COST: \$ 62,800.00* Plus tax

*- Service cost includes cleaning products and supplies but does not include consumables (toilet paper, paper towels, soap, and hand sanitizer). We can also provide one dispenser system but will determined upon site visit.

Optional Extra Costs:

Strip & Wax Floors: \$.55/ sq. ft.

Shampoo Carpets: \$.35/ sq. ft.

Extra Cleaning Services: Electrostatic Spray & Wipe germicidal solution used against Covid-19. \$1,000.00 per spray plus tax

Hourly Bill Rate:

\$ 35.00 straight-time

\$ 52.50 over-time

Company: CleanMD Commercial Cleaning

Company Rep Name: Donald Busha

Signature: Donald Busha

Date: MAY 14, 2020



50 Lakefront Blvd # 214b, Buffalo

July 7, 2020

Re Erie County - Janitorial LABOR RATES

To Whom It May Concern:

Top Notch Janitorial is pleased to provide all necessary labor and insurance to perform cleaning services in Erie County. The following rates are in effect through June 30 2021, for all prevailing wage employees.

Provide on-going enhanced cleaning and/or one-time deep disinfecting cleaning due to a suspected or confirmed COVID 19 Case. Services to include, but not limited to the following-

- Cleaning 'high touch areas' with a cleaner with disinfectant
- Elevator buttons
- Resource room tables and chairs
- Conference room tables
- Security check in
- Reception desks
- Waiting room desks and chairs
- Door handles and push plates
- Handrails
- Bathroom and kitchen faucets and paper towel dispensers
- Light switches
- Appliance handles
- Full kitchens
- Full bathrooms
- Vacuuming
- Sweeping
- Mopping

General Cleaner/Monday through Friday - \$ 34.00/hr

General Cleaner/OT/Saturday/Sunday - \$ 48.00/hr

Cleaning Supervisor/Monday through Friday - \$39.00/hr

Cleaning Supervisor/OT/Saturday/Sunday - \$ 59.00/hr

CLEANING SUPPLY Mark-UP- 15%

Erie County Article 9

Janitor, Porter, Cleaners, Elevator Operator

06/01/2020

JOB DESCRIPTION Janitor, Porter, Cleaners, Elevator Operator

DISTRICT 10

ENTIRE COUNTIES

Erie

WAGES

	07/01/2019	12/31/2019
Wages:	\$ 11.10	\$ 11.90

NOTE:

DUCT CLEANING: Is broken down into two separate functions, 1. The disassembly, re-assembly and modification of duct, which is covered under Article 8, 2. The actual cleaning of the duct which is covered by Article 9

IMPORTANT INFORMATION:

Article 9 §230.6. "Prevailing wage" means the wage determined by the fiscal officer to be prevailing for the various classes of building service employees in the locality. In no event shall the basic hourly cash rate of pay be less than the statutory minimum wage established by article nineteen of this chapter, or, in a city with a local law requiring a higher minimum wage on city contract work, less than the minimum wage specified in such local law.

SUPPLEMENTAL BENEFITS

	07/01/2019
Employees hired prior to 07/01/2014	\$ 6.10*
Employees hired on or after 07/01/2014	\$ 6.05*

* Required up to 40 hours paid per week

Vacation Days

Employees hired after October 15, 1992:

Length of Service	Paid Vacation
1 year but less than 3 years of work	1 week
3 years but less than 7 years of work	2 weeks
7 years of work or more	3 weeks

Employees hired on or before October 15, 1992:

Length of Service	Paid Vacation
1 year but less than 2 years of work	1 week
2 years but less than 7 years of work	2 weeks
7 years but less than 15 years of work	3 weeks
15 years but less than 20 years of work	4 weeks
20 years or more	5 weeks

Sick Days*

Length of Service	Paid Sick Leave
0-6 months	0 days per year
6-12 months	1 days per year
2 Years	2 days per year
3 years	3 days per year
4 years	4 days per year
5 years	5 days per year
12 years	6 days per year
15 years	7 days per year

*No employee will receive less than they are currently receiving.

Paid time off for part-time employees shall be prorated. (See "Introduction to the Prevailing Rate Schedule", page 10, Wage and Supplements heading, for a detailed explanation.)

Employment shall be defined as an Employee's length of service with the Employer or at the Facility, whichever is greater.

OVERTIME PAY

See (B, B2) on OVERTIME PAGE

Work done on 7th consecutive day is paid time and one half.

HOLIDAY

Paid: See (5, 6, 16, 26) on HOLIDAY PAGE
Overtime: See (1) on HOLIDAY PAGE

- *Holiday pay is applicable for employees who have been employed a minimum of 60 days.
- *Holiday pay is a separate and additional amount due in addition to wages and all other supplements.
- *Holiday pay is based upon the number of hours regularly scheduled to work.
- *Must work the last regularly scheduled day before the Holiday and the next regularly scheduled day after the holiday unless death in immediate family, sickness (Doctor's note), or emergency.
- *Holidays are PAID days off, if work is done, additional pay is due.

10-200 UNITED

Overtime Codes

Following is an explanation of the code(s) listed in the OVERTIME section of each classification contained in the attached schedule. Additional requirements may also be listed in the HOLIDAY section.

NOTE: Supplemental Benefits are 'Per hour worked' (for each hour worked) unless otherwise noted

- (AA) Time and one half of the hourly rate after 7 and one half hours per day
- (A) Time and one half of the hourly rate after 7 hours per day
- (B) Time and one half of the hourly rate after 8 hours per day
- (B1) Time and one half of the hourly rate for the 9th & 10th hours week days and the 1st 8 hours on Saturday
Double the hourly rate for all additional hours
- (B2) Time and one half of the hourly rate after 40 hours per week
- (C) Double the hourly rate after 7 hours per day
- (C1) Double the hourly rate after 7 and one half hours per day
- (D) Double the hourly rate after 8 hours per day
- (D1) Double the hourly rate after 9 hours per day
- (E) Time and one half of the hourly rate on Saturday
- (E1) Time and one half 1st 4 hours on Saturday; Double the hourly rate all additional Saturday hours
- (E2) Saturday may be used as a make-up day at straight time when a day is lost during that week due to inclement weather
- (E3) Between November 1st and March 3rd Saturday may be used as a make-up day at straight time when a day is lost during that week due to inclement weather, provided a given employee has worked between 16 and 32 hours that week
- (E4) Saturday and Sunday may be used as a make-up day at straight time when a day is lost during that week due to inclement weather
- (E5) Double time after 8 hours on Saturdays
- (F) Time and one half of the hourly rate on Saturday and Sunday
- (G) Time and one half of the hourly rate on Saturday and Holidays
- (H) Time and one half of the hourly rate on Saturday, Sunday, and Holidays
- (I) Time and one half of the hourly rate on Sunday
- (J) Time and one half of the hourly rate on Sunday and Holidays
- (K) Time and one half of the hourly rate on Holidays
- (L) Double the hourly rate on Saturday
- (M) Double the hourly rate on Saturday and Sunday
- (N) Double the hourly rate on Saturday and Holidays
- (O) Double the hourly rate on Saturday, Sunday, and Holidays
- (P) Double the hourly rate on Sunday
- (Q) Double the hourly rate on Sunday and Holidays
- (R) Double the hourly rate on Holidays
- (S) Two and one half times the hourly rate for Holidays

- (S1) Two and one half times the hourly rate the first 8 hours on Sunday or Holidays One and one half times the hourly rate all additional hours.
- (T) Triple the hourly rate for Holidays
- (U) Four times the hourly rate for Holidays
- (V) Including benefits at SAME PREMIUM as shown for overtime
- (W) Time and one half for benefits on all overtime hours.
- (X) Benefits payable on Paid Holiday at straight time. If worked, additional benefit amount will be required for worked hours. (Refer to other codes listed.)

Holiday Codes

PAID Holidays:

Paid Holidays are days for which an eligible employee receives a regular day's pay, but is not required to perform work. If an employee works on a day listed as a paid holiday, this remuneration is in addition to payment of the required prevailing rate for the work actually performed.

OVERTIME Holiday Pay:

Overtime holiday pay is the premium pay that is required for work performed on specified holidays. It is only required where the employee actually performs work on such holidays. The applicable holidays are listed under HOLIDAYS: OVERTIME. The required rate of pay for these covered holidays can be found in the OVERTIME PAY section listings for each classification.

Following is an explanation of the code(s) listed in the HOLIDAY section of each classification contained in the attached schedule. The Holidays as listed below are to be paid at the wage rates at which the employee is normally classified.

- (1) None
- (2) Labor Day
- (3) Memorial Day and Labor Day
- (4) Memorial Day and July 4th
- (5) Memorial Day, July 4th, and Labor Day
- (6) New Year's, Thanksgiving, and Christmas
- (7) Lincoln's Birthday, Washington's Birthday, and Veterans Day
- (8) Good Friday
- (9) Lincoln's Birthday
- (10) Washington's Birthday
- (11) Columbus Day
- (12) Election Day
- (13) Presidential Election Day
- (14) 1/2 Day on Presidential Election Day
- (15) Veterans Day
- (16) Day after Thanksgiving
- (17) July 4th
- (18) 1/2 Day before Christmas
- (19) 1/2 Day before New Years
- (20) Thanksgiving
- (21) New Year's Day
- (22) Christmas
- (23) Day before Christmas
- (24) Day before New Year's
- (25) Presidents' Day
- (26) Martin Luther King, Jr. Day
- (27) Memorial Day
- (28) Easter Sunday