



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

**To:** All Using Departments

**From:** Jamie Kucewicz, Buyer

**Date:** April 23, 2021

**Subject:** GLASS REPAIR SERVICE

**Bid No.:** 219137-002

**Effective Dates:** Extended through May 31, 2023

**Vendor #:** 103906

**Vendor:** JENS GLASS COMPANY, INC.  
2903 Lakeview Road  
Hamburg, NY 14075

**Telephone:** 716-432-5464

**Pricing:** per attached document



COUNTY OF ERIE  
MARK C. POLONCARZ  
COUNTY EXECUTIVE

DIVISION OF PURCHASE  
VALLIE M. FERRARACCIO  
DIRECTOR

April 15, 2021

Jens Glass Company, Inc.  
2903 Lakeview Road  
Hamburg, NY 14075  
Attn: Christopher E. Jensen

Re: Bid #219137-002 – "Glass Repair Service"

Dear Mr. Jensen:

The County of Erie wishes to extend this agreement for an additional contract period, through May 31, 2023, under the same prices, terms and conditions as the original agreement.

Extension is provided for per paragraph 26, Page 5 of 6 of the "Instructions to Bidders". 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: Jens Glass Co

Representative (Please print): Christopher E Jensen Title: President

Signature: [Handwritten Signature] Date: 4/20/21

Sincerely,

[Handwritten Signature]

James D. Kucewicz  
Buyer

[Handwritten Signature]

Vallie M. Ferraraccio  
Director of Purchase

4/22/2021  
DATE



**COUNTY OF ERIE**

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

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 D. 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: 219137-002

OPENING DATE: APRIL 24, 2019 TIME: 11:00AM

FOR: GLASS REPAIR SERVIC

JENS GLASS  
2903 LAKEVIEW RD  
HAMBURG NY 14075

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

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 "EP" - Equal Pay Certification
- 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
- EXHIBIT "PW" - NYS Prevailing Wage

**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 23 day of April, 20 19

TERMS 30 Days DELIVERY DATE AT DESTINATION 10 Days

FIRM NAME Jens Glass Company, Inc.

ADDRESS 2903 Lakeview Road

Hamburg, NY ZIP 14075

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE

TITLE President TELEPHONE NO. 716-432-5464

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

BID NO: 219137-002

Ship to: County of Erie  
 Attention: VARIOUS COUNTY DEPARTMENTS  
 Address: VARIOUS LOCATIONS

Ship Via: N/A  
 Date Required at Destination: AS NEEDED

ITEM NO.	QUANTITY	UM	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Vendor to provide Glass Repair Service for various Erie		
			County departments per the attached specifications.		
			Contract period is June 1, 2019 – May 31, 2021		
			This is a New York State Prevailing Wage job.		
			Please refer to PRC #2019004294.		

**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

NAME OF BIDDER Jens Glass Company, Inc.

## BID SPECIFICATIONS

**Contract period will be June 1, 2019 through May 31, 2021.**

Department will call vendor for service on an "as needed" basis.

Vendor must respond in a timely manner on all calls for service.

Bidder must be a vendor whose principal business is glass sales/installation and who has been in this business for at least the past three consecutive years.

If requested, bidder must provide references of customers for whom such service has been provided within the last 12 months.

Bidder is required to indicate a "cost + %" for materials and a labor rate per hour to be charged for installation.

All calls to be billed separately. Payment will be made in arrears upon submission of detailed invoice, listing materials, % markup and labor separately, and certified payroll. Material invoices, showing vendor's costs, must also be submitted on request.

Pricing to remain firm throughout entire length of contract.

PLEASE NOTE: For the sole purpose of awarding this contract, a hypothetical job comprising \$1,000.00 (cost) of materials plus 10 hours of regular time labor will be used.

### PRICING

#### LABOR RATE PER HOUR:

Regular Time \$ 95.00

Overtime \$ 142.50

#### MATERIALS:

Cost plus 30 %