



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

To: Medical Examiner's Office

From: Jamie Kucewicz, Buyer

Date: June 16, 2021

Subject: HVAC MAINTENANCE - MEDICAL EXAMINER'S OFFICE

Bid No.: 219157-002

Effective Dates: Extended through July 31, 2023

Vendor #: 104090

Vendor: John W. Danforth Company  
300 Colvin Woods Parkway  
Tonawanda, NY 14150

Company Contact: Jason P. Rudich

Telephone: 716-832-1940

Pricing: per attached document



RECEIVED



COUNTY OF ERIE  
MARK C. POLONCARZ  
COUNTY EXECUTIVE

JOHN W. DANFORTH CO.

DIVISION OF PURCHASE  
VALLIE M. FERRARACCIO  
DIRECTOR

June 7, 2021

John W. Danforth Company  
300 Colvin Woods Parkway  
Tonawanda, NY 14150  
Attn: Jason P. Rudich

Re: Bid #219157-002 - "HVAC Maintenance - Medical Examiner's Office"

Dear Mr. Rudich:

The County of Erie wishes to extend this agreement for an additional contract period, through July 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.

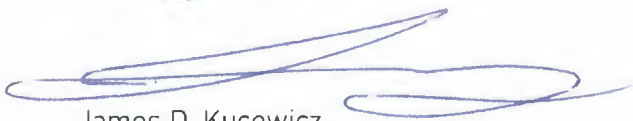
Yes, I agree to extend       No, I do not wish to extend

Company Name: John W. Danforth Company

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

Signature:  Date: 6/10/2021

Sincerely,

  
James D. Kucewicz  
Buyer

  
Vallie M. Ferraraccio  
Director of Purchase  
6/16/2021  
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: 219157-002

OPENING DATE: JULY 23, 2019 TIME: 11:00AM

FOR: HVAC MAINTENANCE – MEDICAL EXAMINER'S OFFICE

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 "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 12th day of July, 20 19

TERMS NET 30 DELIVERY DATE AT DESTINATION 7/12/19

FIRM NAME John W. Danforth Company

ADDRESS 300 Colvin Woods Parkway

Tonawanda, NY ZIP 14150

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE Jason P. Rudich

TITLE Vice President TELEPHONE NO. (716) 832-1940

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

BID NO: 219157-002

Ship to:  
 Attention:  
 Address:

Ship Via:  
 Date Required at Destination:

ITEM NO.	QUAN -TITY	UM	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Vendor to provide maintenance for HVAC equipment at		
			Erie County Medical Examiner's Office, 501 Kensington Avenue,		
			Buffalo, NY 14214, per the attached specifications.		
			Contract period is August 1, 2019 – July 31, 2021		
			This is a New York State Prevailing Wage job.		
			Please refer to PRC #2019008207.		

**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** John W. Danforth Company

**Full Labor and Maintenance Contract Specification For  
Erie County Medical Examiner's Office  
This will be a Two Year contract Effective August 1, 2019 through July 31, 2021**

**ARTICLE I – General Information**

**1001** - The Erie County Medical Examiner's Office located at 501 Kensington Ave. Buffalo N.Y. 14214. Requires a **Full Comprehensive Parts and Labor** preventative and maintenance contract for all H.V.A.C. Roof Top Units, Air Handling Units, Humidifier, Exhaust fans, Condensing Unit, Split System, Condensate Receiver, Laboratory Refrigeration, Laboratory Hoods, listed in **Attachment**.

**1002** – The services shall be performed under equipment manufacture's specifications to include all **Labor, Parts, Supplies, and Certifications for Laboratory Hoods** H.V.A.C. preventative maintenance. Building Automation Service, Repair and replacement labor for worn, failed components and all 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, July 10, 2019 at 11:00 AM**

**Site contact for Medical Examiner's Office Janinne Blank 961-7525**

**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. 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.**

**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 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.

**3002** – Test and Inspection of all components listed in the equipment inventory to insure that the equipment is operating to specifications.

**3003** - Quality Assurance service to communicate with building manager to ensure that the services provided comply with the level of service outlined in the specification.

**3004** – Indoor Air Quality Testing to minimize air quality issues through proper preventative maintenance, diagnostic test reports to be submitted to building manager.

**3005 – Comprehensive Preventive Maintenance** to include but not limited to equipment listed in attachment with administration of a maintenance program with all required labor and maintenance supplies to effectively perform required maintenance per equipment manufactures recommendations. To include lubrication, chemicals, cleaning supplies, paint, filter inspection and replacement.

**3006** – Services to building automation to include Inspection, Testing, Calibrating and Diagnostics of Control Systems to insure control system is operating at Optimal Efficiency.

#### **3007 – Fume Hood Performance testing and Certification (Annual)**

##### **All testing to follow ASHRAE and ANSI Z9.5 Standards.**

Testing to be performed at the specified working sash height specified by the lab supervisor. The recorded face value shall be recorded on a performance label attached to the hood. Label to include standard used for testing, test date, and name of technician.

All technicians certified for fume hood testing must be listed and copies of certifications to be included with bid.

Contractor to provide Medical Examiner’s office with copy of certification report.

Any components found to be defective a separate proposal to be provided to Medical Examiner’s office.

#### **3007.1 - Biological Safety Cabinet Certification (Annual)**

##### **All testing to follow NSF/ANSI 49 and IEST-RP-CC034.4 Standards**

Contractor to provide verification that the cabinets are functioning with acceptable performance for the product being tested and lab technician safety. Each cabinet shall have certification label with the standard used for test.

All technicians certified for fume hood testing must be listed and copies of certification to be included with bid.

Contractor to provide Medical Examiner’s office with copy of certification report.

Any components found to be defective a separate proposal to be provided to the Medical Examiner’s office.

**3007.2** – Preventative Maintenance to include the following:

CLEANING –HVAC 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 manufactures recommendations.

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

FILTERS – Replace filters.

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

### **3008 – Schedule of Maintenance**

Fall - Comprehensive Maintenance of Air Handler, RTU'S, Split System, condensing unit condensate receiver Lab Exhaust Fans, Reach in Coolers/Freezers, Walk in Combo, Pleated filters, High efficiency intermediate and final filters furnished and installed on air handlers. All planned maintenance per manufactures recommendations.

#### **Certification of all Fume Hoods and Biological Safety Cabinets**

Winter – Test and Inspection of all HVAC and refrigeration equipment, Pleated air filters to be furnished and installed on all listed equipment. Maintenance on steam humidifier. All planned maintenance on equipment per manufactures recommendations.

Spring – Comprehensive Maintenance of Air Handler, RTU'S, Split System, Condensing unit, exhaust fans, Reach in coolers/freezers, walk in combo, All Pleated air filters furnished and installed. All planned equipment maintenance per manufactures recommendations.

Summer - Test and inspect all HVAC and refrigeration equipment, clean all condenser coils, Install pleated air filters, and all planned equipment maintenance per manufactures recommendations.

### **3009 – 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.**

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

Regular off hour rate Monday – Friday	<del>\$133.25</del> 133.25
Saturday Rate	<u>\$133.25</u>
Sunday Rate	<u>\$133.25</u>
Holiday Rate	<u>\$156.00</u>

Attachment : Equipment List

**ARTICLE V – Payment Schedule**

**5000** – Payments to be made (3) three times / Yr in arrears upon signed work orders and invoices and sent to:

**Janinne Blank**  
**Director, Division of Medical Examiner**  
**Erie County Health**  
**501 Kensington Ave. Buffalo N.Y. 14214**

**Yearly Cost for Services**

August 1, 2019 - July 31, 2020 \$24,930.00

August 1, 2020 - July 31, 2021 \$27,940.00

## Equipment List

### Mechanical

Qty.	Type	Manuf.	Model	Location
2	Rooftop	Carrier	48KCEA06A2AA0A0A0	Roof
1	Air Handling Unit	Air Enterprise	Custom	Mezzanine
1	Air-cooled Condensing Unit	Trane	RAUJC40EE	Upper Roof
1	Steam Humidifiers	DriSteem	STS-100	Mezzanine
1	Condensate Receiver	Busch	MV 0040 C	Mezzanine
1	Split System	Mitsubishi	PUY-N30NHA6	Roof
1	Laboratory Exhaust Fan	Cook	150 QMXLM	Roof
1	Laboratory Exhaust Fan	Cook	60CPV CL1	Roof

### Laboratory Refrigeration

Qty.	Manuf.	Location
1	Jewett	Accessioning- Reach In
1	Manitowoc	Laboratory- Reach In
1	Thermo Scientific	Laboratory- Reach In
1	Thermo Scientific	Laboratory- Reach In
1	Cospolich	Vestibule- Evidence
1	Bally	Laboratory- Walk-In Combo

### Laboratory Hoods

Qty.	Type	Manuf.	Model
4	Chemical Fume Hood	Kewaunee	LV Series
4	Biological Safety Cabinet	Kewaunee	INT-1100-2