



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: Health Department

From: Jamie Kucewicz, Buyer

Date: February 21, 2024

Subject: JANITORIAL SERVICES – JESSE NASH HEALTH CENTER

Bid No.: 230309-002

Effective Dates: January 1, 2024, December 31, 2025

Vendor #: 111029

Vendor: ELLIOTT SERVICES, INC.
1767 Kenmore Avenue
Kenmore, NY 14217

Contact: Philip Elliott

Telephone: 716-875-0577, ext. 204

Pricing: per attached document



County of Erie

DIVISION OF PURCHASE

STANDARD AGREEMENT

This AGREEMENT, made as of the 5th DAY OF FEBRUARY, 2024

by and between ELLIOTT SERVICES, INC.

of 1767 KENMORE AVENUE, KENMORE, NY 14217

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

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

on DECEMBER 5, 2023 at 11:00AM

for: JANITORIAL SERVICES - JESSE NASH HEALTH CENTER

WHEREAS, the bid of the Contractor submitted in accordance therewith, the sum of \$153,600.00, was the lowest responsible bid submitted; and

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

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

NOW, therefore, the Contractor does hereby for its heirs, executors, administrators and successors agree with the County of Erie that, the Contractor shall for the consideration mentioned, and in the manner set forth in Accepted Invitation to Bid No. 23Q309-002, Specifications and Provisions of Law annexed hereto and forming a part of this contract, furnish the equipment and materials and perform the work and services described in the Accepted Bid for the above sum.

\$ 6,400.00 Paid monthly upon presentation of invoices.

_____ Upon delivery, completion and approval of the
work, as per specifications.

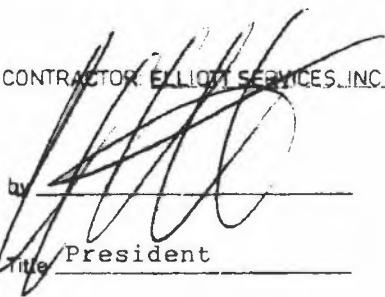
Please refer to the Invitation to Bid (Page 1) and the Instructions to Bidders which are part of this agreement.

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

COUNTY OF ERIE

CONTRACTOR: ELLIOTT SERVICES, INC.

by _____
Director of Purchase


by _____
Title President

Date _____

Date February 7, 2024

APPROVED AS TO FORM

Assistant County Attorney
County of Erie, New York

Date _____



**COUNTY OF ERIE
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: 230309-002

OPENING DATE: DECEMBER 5, 2023 TIME: 11:00AM

FOR: JANITORIAL SERVICES - JESSE NASH HEALTH CENTER

NAME OF BIDDER: Elliott Services, Inc.

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:

- X EXHIBIT "A" - Assignment of Public Contracts
- X EXHIBIT "B" - Purchases by Other Local Governments or Special Districts
- EXHIBIT "C" - Construction/Reconstruction Contracts
- EXHIBIT "D" - Bid Bond (Formal Bid)
- N/A EXHIBIT "E" - Bid Bond (Informal Bid)
- X EXHIBIT "EP" - Equal Pay Certification
- X EXHIBIT "F" - Standard Agreement
- X EXHIBIT "G" - Non-Collusive Bidding Certification
- X EXHIBIT "H" - MBE/ WBE Commitment
- X EXHIBIT "IC" - Insurance CLASSIFICATION "A"
- EXHIBIT "P" & EXHIBIT "PI" - Performance Bond
- X EXHIBIT "PW" - NYS Prevailing Wage
- EXHIBIT "Q" - Confined Space Program Certification
- X EXHIBIT "V" - Vendor Federal Compliance Certification

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 _____ day of _____, 20 _____

TERMS _____ DELIVERY DATE AT DESTINATION _____

FIRM NAME Elliott Services, Inc.

ADDRESS 1767 Kenmore Avenue

Kenmore, NY ZIP 14217

AUTHORIZED SIGNATURE _____

TYPED NAME OF AUTHORIZED SIGNATURE Philip S. Elliott

TITLE President TELEPHONE NO. 716/875-0577 x204

(Rev. 1/2000)

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6395

VENDOR TO PROVIDE JANITORIAL SERVICES AT THE JESSE NASH HEALTH CENTER

TOTAL AREA TO BE SERVICED IS APPROXIMATELY 30,400 SQUARE FEET

Basement 6300 SF – clean only the classroom and two bathrooms once a month

First Floor – 13,300 SF – cleaning most of the first floor

Second Floor – 10,800 SF – cleaning the entire second floor

NOTE: All cleaning supplies (bleach, glass cleaner, etc.), and equipment (brooms, mops, mop heads, vacuum cleaner, etc.) are to be provided by vendor. All materials (toilet paper, paper towels, hand soap, etc.) will be purchased by the County but maintained by the vendor. Vendor will coordinate with County department to ensure adequate supply.

WORK TO BE PERFORMED:

ALL OFFICES, RECEPTION AREAS, MEETING ROOMS, CLASSROOMS AND WAITING ROOMS

(FIVE DAYS A WEEK)

1. Dust all office furniture, sills and ledges.
2. Clean and sanitize all telephones, light switched and door handles.
3. Empty trash containers, replace liners and remove trash to designated are.
4. Dust mop and then damp mop all tiles floors.
5. Vacuum all carpeted floors.

ALL CORRIDORS AND PASSAGEWAYS

(FIVE DAYS A WEEK)

1. Clean and sanitize all telephones, light switched and door handles.
2. Empty trash containers, replace liners and remove trash to designated area.
3. Dust mop and then damp mop all tiles floors.
4. Vacuum all carpeted floors.

LOBBY ENTRANCES

(FIVE DAYS A WEEK)

1. Disinfect all door handles.
2. Clean all glass.
3. Sweep and damp mop floors.

EXAM ROOMS

(FIVE DAYS A WEEK)

1. Disinfect all sinks, counters, chairs, door handles and light switches.
2. Disinfect all dispensers; refill when necessary.
3. Empty trash containers, replace liners and remove trash to designated area.
4. Sweep and damp mop floors.

BREAKROOM/KITCHEN AREA

(FIVE DAYS A WEEK)

1. Empty trash containers, replace liners and remove trash to designated area.
2. Sweep and damp mop tile floor, moving chairs and garbage cans and sweeping/mopping behind doors.
3. Sanitize all tables, countertops and sinks.
4. Sanitize inside and outside of microwaves.
5. Sanitize outside of refrigerator.
6. Sanitize all door handles and light switches.
7. Dust/clean all air vents **(one time per week)**.
8. High/low end dust **(one time per week)**.

