



COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: September 23, 2024

Subject: ON-CALL PROPERTY MAINTENANCE SERVICES

Bid No.: A230298-002

Effective Dates: Extended through December 31, 2025

Vendor #: 176342

Vendor: DMJ PROPERTY SERVICES
295 Coronation Drive
Amherst, NY 14226

Telephone: 716-907-3201

Contact: Molly Brinkworth

Pricing: per attached document



COUNTY OF ERIE

DIVISION OF PURCHASE

September 13, 2024

DMJ Property Services, Inc.
295 Coronation Drive
Amherst, NY 14226
Attn: Molly Brinkworth

Re: BID # A230298-002 "On-Call Property Maintenance Services"

Dear Ms. Brinkworth,

The County of Erie wishes to extend this agreement for an additional contract period, through December 31, 2025 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

Please complete and submit the following if indicated by an (X) for any bid extension agreed upon:

Insurance Form Workers Compensation Form

Company Name: DMJ Property Services INC.

Representative (Please print): Molly Brinkworth Title: President

Signature: Date: 9-16-24

Sincerely,

James D. Kucewicz
Buyer

Vallie M. Ferraraccio
Director of Purchase
9/16/2024
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 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: A230298-002

OPENING DATE: DECEMBER 19, 2023 TIME: 11:00 AM

FOR: ON-CALL PROPERTY MAINTENANCE SERVICES

NAME OF BIDDER: DMJ Property 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:

- 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 "PW" - NYS Prevailing Wage
- EXHIBIT "Q" - Confined Space Program Certification
- 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 15 day of December, 2023

TERMS _____ DELIVERY DATE AT DESTINATION _____

FIRM NAME DMJ Property Services INC.

ADDRESS 295 Generation Dr.

Amherst N.Y ZIP 14226

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE Molly Brinkworth

TITLE President TELEPHONE NO. 716-907-3241

County of Erie
DIVISION OF PURCHASE
BID SPECIFICATIONS

BID NO. A230298-002

Ship to:
 Attention:
 Address:

Ship Via:
 Date Required at Destination:

ITEM NO.	QUANTITY	U/M	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Vendor to provide all labor, material and equipment to perform general property maintenance services at various Erie County locations per the attached specifications.		
			For questions in regard to the specifications of the bid please contact Dave Rodemeyer at (716) 858-6268.		
			Please provide pricing in Article IV below.		
			Term of the bid is January 1, 2024 through December 31, 2024.		

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 DMJ Property Services INC



County of Erie
95 Franklin St. Buffalo N.Y. 14202

Specification for On-Call Property Maintenance Services for Various County Facilities

Article I - General Information

Erie County Department of Public Works Division of Buildings and Grounds requires contractor to provide general property maintenance to include lawn mowing, shrub and tree pruning, garden bed maintenance, mulching of beds, and property clean-up on an as needed basis.

Contractor shall have all necessary equipment and personnel to properly perform work required. Any permits required by City of Buffalo, towns or villages shall be the responsibility of the contractor.

Article II - Scope of Work

2.1 Lawn Mowing and trimming services various properties on as needed basis, areas may have a height of 6 plus inches and to be cut to a height of 3 inches. The areas to be trimmed with trimmer each time it is mowed. Edging along curbs, walkways, and flower beds should not leave a gap of more than 1 inch.

Note: Contractor must be able and have equipment to mow steep grade areas.

Mowing and trimming may also require contractor to perform nuisance lawn mowing abatements at residential properties as specified by Erie County. This abatement includes mowing of grass and weeds that can exceed 8 inches in height. Requests will be on a per site authorization basis from Erie County.

2.2 Shrub and Tree Pruning

Various properties on as needed basis may require shrub and tree pruning. This service will require County representative direction and approval. Prune the shrub tree to maintain the tree shape. Remove any branches from the lower third of the trunk and thin out the canopy if there are overcrowded branches. Trim dead and diseased branches first followed by inward-growing and rubbing branches. All debris to be removed from site. Contractor shall be able to provide stump grinding service.

2.3 Landscape Bed Maintenance

Various properties on as needed basis may require weeding and mulching.

All beds shall be weeded cleaned of old mulch, debris, and tilled prior to mulching, depth shall have a minimum of 2 inches and not to exceed 4 inches and a weed preventative Pre-Emergent Herbicide (such as Preen) applied after application. All work requires prior County approval.

All debris must be removed from area and excavated area surrounding new work to be backfilled after forms are removed to avoid tripping hazard. and seeded if required.

Article III - Requirements

3.1 Contractor must have five years' experience in property maintenance landscaping service

3.2 Provide five references and contacts of prior or current projects at time of bid.

3.3 Contractor to document on each site including photographs providing address for each property prior to and after work completion. The contractor is to document the existing conditions of each site with respect to the grass weeds and vegetation.

3.4 The contractor to complete all jobs within four days as scheduled - weather permitting dates and time work was performed rounded to the quarter hour in an itemized categorization of charges within 15 days of performing service. Additionally, the contractor must provide photographic documentation before and after services have been completed.

3.5 The contractor's invoices shall give a detailed description of each location (address). Any additional work required beyond the scope of this contract will require approval from Erie County DPW.

3.6 Contractor must be able to perform work on some jobs consisting of extremely long grass and weeds and steep grades.

3.7 Contractor to provide point of contact phone numbers for service call and job site supervision.

3.8 Any subcontractors used must have the approval of Erie County Department of Public Works.

3.9 Contractor must have the ability to self-perform under the scope of work.

Article IV - Pricing

4001 Labor Rates

Regular Hourly Rate Monday - Friday \$ 43.00

Weekend Rate \$ 64.00

Holiday Rate \$ 64.00

4002 Material Cost Plus 20 %

Provide line-by-line invoice detailing work
Material invoices must be provided with invoices.

4003 Overhead and Profit 20 %

4004 Equipment Rental

*Equipment rental must be billed at cost to vendor

*Only for equipment that exceeds the normal equipment needed to perform job - any equipment rental must be approved by Erie County representative

*Rental invoices must be provided with invoices

❖ BID WILL BE AWARDED BASED ON A JOB COMPRISING 25 HOURS OF LABOR AND \$100 OF MATERIALS