



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: July 17, 2025

Subject: GLASS REPAIR SERVICE

Bid No.: 250160-002

Effective Dates: July 1, 2025 through June 30, 2027

Vendor #: 103906

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

Telephone: 716-432-5464

Pricing: per attached document



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: 250160-002

OPENING DATE: JUNE 25, 2025 TIME: 11:00 AM

FOR: GLASS REPAIR SERVICE

NAME OF BIDDER: Jens Glass Company 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:

<u>X</u>	EXHIBIT "A"	- Assignment of Public Contracts
<u>X</u>	EXHIBIT "B"	- Purchases by Other Local Governments or Special Districts
<u>----</u>	EXHIBIT "C"	- Construction/Reconstruction Contracts
<u>----</u>	EXHIBIT "D"	- Bid Bond (Formal Bid)
<u>N/A</u>	EXHIBIT "E"	- Bid Bond (Informal Bid)
<u>X</u>	EXHIBIT "EP"	- Equal Pay Certification
<u>----</u>	EXHIBIT "F"	- Standard Agreement
<u>X</u>	EXHIBIT "G"	- Non-Collusive Bidding Certification
<u>X</u>	EXHIBIT "H"	- MBE/ WBE Commitment
<u>X</u>	EXHIBIT "IC"	- Insurance CLASSIFICATION "A"
<u>----</u>	EXHIBIT "P" & EXHIBIT "PBI"	- Performance Bond
<u>----</u>	EXHIBIT "Q"	- Confined Space Program Certification
<u>X</u>	EXHIBIT "PW"	- NYS Prevailing Wage
<u>X</u>	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 24th day of June, 20 25

TERMS _____ DELIVERY DATE AT DESTINATION _____

FIRM NAME Jens Glass Company Inc.

ADDRESS 2903 Lakeview Road

Hamburg, NY

ZIP 14075

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE Jessica M Kern

TITLE Treasurer/Clerical TELEPHONE NO. 716-648-6300

(Rev. 1/2000)

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

County of Erie

DIVISION OF PURCHASE

BID SPECIFICATIONS

BID NO. 250160-002

Ship to: County of Erie
 Attention: Sewer District
 Address:

Ship Via: Most Economical
 Date Required at Destination: As Required

ITEM NO.	QUANTITY	U/M	CATALOG NO./DESCRIPTION	TOTAL PRICE
			Vendor to provide Glass Repair Service for various Erie	
			County departments per the attached specifications.	
			Term of the contract will be July 1, 2025 – June 30, 2027	
			Please provide pricing on below.	

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.

(Rev. 9/95)

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

BID SPECIFICATIONS

Contract period will be July 1, 2025 through June 30, 2027.

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 \$ 124.50

Overtime \$ 186.75

MATERIALS:

COST PLUS 30 %