



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

To: Department of Social Services

From: Jamie Kucewicz, Buyer

Date: October 8, 2025

Subject: HVAC PREVENTIVE MAINTENANCE & SERVICE

Bid No.: 250164-002

Effective Dates: August 1, 2025 through July 31, 2027

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



## 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: 250164-002

OPENING DATE: JULY 16, 2025 TIME: 11:00AM

FOR: HVAC PREVENTIVE MAINTENANCE & SERVICE

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:

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
----	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 "PBI"	- Performance Bond
----	EXHIBIT "Q"	- Confined Space Program Certification
X	EXHIBIT "PW"	- NYS Prevailing Wage
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 16th day of July, 20 25

TERMS Net 30 DELIVERY DATE AT DESTINATION 7/16/2025

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 Executive Vice President TELEPHONE NO. 716-832-1940

**County of Erie**  
**DIVISION OF PURCHASE**  
**BID SPECIFICATIONS**  
**BID NO. 250164-002**

Ship to:  
 Attention:  
 Address:

Ship Via: CW  
 Date Required at Destination:  
 ASAP

ITEM NO.	QUANTITY	UNIT	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Vendor to provide preventive maintenance on HVAC equipment		
			at the Erie County Department of Social Services		
			2875 Union Road, Cheektowaga, NY 14227		
			per the attached specifications.		
			Term of contract is August 1, 2025 through July 31, 2027		
			For questions in regard to the specifications of this bid		
			please contact Mary Ellen Brockmyre at (716) 585-6709.		

**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

(Rev. 9/95)

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

## **SPECIFICATIONS**

To include four inspections per year at which time all listed equipment will be serviced in accordance with the manufacturer's specifications. All filters to be replaced with Extended Pleated Filters. Belts to be replaced, and Condenser Coils cleaned annually. Heat Pumps to be serviced Semi Annually in accordance with the manufacturer's specifications. All filters to be replaced at each visit and electricals and condensation components serviced.

### **Spring**

- All Filters will be replaced with premium Extended Surface Pleated Filters
- All belts will be replaced and adjusted per manufacturer's specifications
- Check suction and discharge pressures on all compressors
- Check compressor oil level
- Tighten contactor terminals.
- Check general condition of all equipment
- Lubricate all bearings as required
- Check refrigerant charge
- Check all evaporator fan/blower wheels for proper rotation and operation
- Check condenser fans for proper operation
- Check all evaporator fan/blower belts and pulleys for excessive wear

### **Summer**

- RTU Filters will be replaced with premium Extended Surface Pleated Filters
- Condenser Coils will be cleaned and all dirt and Cottonwood Removed to maximize efficiency
- Check general condition of all equipment
- Check all evaporator fan/blower wheels for proper operation
- Check condenser fans for proper operation
- Visually check system for leaks and oily spots.
- Inspect economizer/outdoor air damper.

### **Fall**

- Filters will be replaced with premium Extended Surface Pleated Filters
- Clean all burners and heat exchanger for rust and/or corrosion.
- Remove any soot from Fire side of burner
- Clean and adjust pilot flame
- Check automatic ignition system.
- Check blower assembly
- Check all gas pressures
- Adjust air/fuel ratio of burners
- Check wiring and terminals for discoloration
- All doors and covers will be completely secured using all hardware supplied with units (and/or screws)
- Check all thermostats
- Remove all unused parts from roof.
- Check all evaporator fan/blower belts and pulleys for excessive wear

### **Winter**

- RTU Filters will be replaced with premium Extended Surface Pleated Filters
- Heating operation will be verified, and heat stages confirmed
- Inspect for excess snow blocking exhaust and intakes
- Verify unit covers and secure



**PREVENTIVE MAINTENANCE:** Cooling PM to be done in spring, heating PM in fall. Job labor and travel labor required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and ensure proper operating conditions and efficiencies. Typical activities include:

- Cleaning fans, electrical contacts, burner orifices, passages and nozzles, pilots and ignitors, cooling tower baffles, basins, sumps and floats, chillers, compressor and boiler tubes, brush coil surfaces, etc.
- Aligning belt drives, drive couplings, air fins, etc.
- Calibrating safety controls, temperature and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages, etc.

**REPORTING:** Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and a price estimate, based on the out-of-contract pricing below. No additional work will be performed without approval of the owner or owner's agent.

**EMERGENCY SERVICE:** Any emergency/on-call service needed will be billed at the out-of-contract pricing below. Travel time and on-site labor are only labor charges that may be billed.

MECHANICAL EQUIPMENT TO BE COVERED

Qty	Equipment	Make	Model	RTG	Loc	WINTER	SPRING	SUMMER	FALL
3	RTU	York	ZE048H12B4C1AAA1A1	4T	#9	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
2	RTU	York	PCG4A240752X1	2T	#9	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
2	RTU	York	ZE036H10B4C1AAA1A1	3T	#14-19	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
2	RTU	York	ZE048H12B4C1AAA1A1	4T	#14-19	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
2	RTU	York	ZF120N24R4B1AAA1A2	10T	#14-19	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE036H10B4C1AAA1A1	3T	#14-19	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
2	RTU	York	ZE060H12B4C1AAA1A1	5T	#14-19	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE060H12B4C1AAA1A1	5T	#20	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE036H10B4C1AAA1A1	3T	#23-24	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE060H12B4C1AAA1A1	5T	#23-24	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE048H12B4C1AAA1A1	4T	#23-24	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
2	RTU	York	ZF210N30P4B1AAA1A1	17.5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZF150N18R4B1BAA1A1	12.5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZF120N24R4B1AAA1A2	10T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZF090N18R4B1AAA1A2	7.5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE060H12B4C1AAA1A1	5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE036H10B4C1AAA1A1	3T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
2	RTU	York	ZF210N30P4B1AAA1A1	17.5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZF150N18R4B1BAA1A1	12.5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance

Qty	Equipment	Make	Model	RTG	Loc	WINTER	SPRING	SUMMER	FALL
1	RTU	York	ZF120N24R4B1AAA1A2	10T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZF090N18R4B1AAA1A2	7.5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE060H12B4C1AAA1A1	5T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	RTU	York	ZE036H10B4C1AAA1A1	3T	#30-33	Operational Inspection	Preventive Maintenance	Condenser Coil Cleaning	Preventive Maintenance
1	Heat Pump	York	YBSH070ER400	6T	#350-351		Preventive Maintenance		Preventive Maintenance
2	Heat Pump	York	YBSH060ER400	5T	#350-351		Preventive Maintenance		Preventive Maintenance
1	Heat Pump	York	YBSH024ER400	2T	#350-351		Preventive Maintenance		Preventive Maintenance
1	Heat Pump	York	YBSH095ER400	7.5T	#350-351		Preventive Maintenance		Preventive Maintenance
2	Heat Pump	York	YBSH036ER400	4T	#356		Preventive Maintenance		Preventive Maintenance
4	Heat Pump	York	YBSH060ER400	5T	#356		Preventive Maintenance		Preventive Maintenance
1	Heat Pump	York	YBSH030ER400	2.5T	#356		Preventive Maintenance		Preventive Maintenance
1	Heat Pump	York	YBSH018ER400	1.5T	#356		Preventive Maintenance		Preventive Maintenance
1	Heat Pump	York	YBSH024ER400	2T	#356		Preventive Maintenance		Preventive Maintenance
FILTERS						WINTER	SPRING	SUMMER	FALL
Qty	Equipment	Size	Type						
	RTU's	As Required	Extended Surface Pleated			X	X	X	X
	Heat Pumps	As Required	Extended Surface Pleated				X		X
BELTS						WINTER	SPRING	SUMMER	FALL
Qty	Equipment	Make	Model	RTG	Loc				
	RTU's	As Required							X



## PRICING PAGE

### Yearly cost for the above services:

August 1, 2025 – July 31, 2026: \$ 16,875.00

August 1, 2026 – July 31, 2027: \$ 17,550.00

### On-call/Emergency/Out-of-contract Service/Parts Pricing:

#### Labor Rates

Hourly Labor Rate –  
regular business hours (M-F, 7am-6pm) \$ 136.00 OT- \$182.00

Hourly Labor Rate –  
off hours, weekends, holidays \$ 214.00

Materials – actual cost + 15 %  
(material invoices must be provided)