



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: October 6, 2025

Subject: CHILLER MAINTENANCE - LIBRARY

Bid No.: 250171-002

Effective Dates: August 15, 2025 through August 14, 2028

Vendor #: 179191

Vendor: ELEMENTAL COMMERCIAL SERVICES
36 Emeraldalda Road
Rochester, NY 14624

Telephone: 585-402-4231

Contact: Kevin Ortiz kevin.ortiz@elementalhvac.com

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: 250171-002

OPENING DATE: AUGUST 6, 2025 TIME: 11:00 AM

FOR: CHILLER MAINTENANCE – LIBRARY

NAME OF BIDDER: Hevin Ortiz - Elemental Commercial Services LLC

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
- ☒ EXHIBIT "V" - Vendor Federal Compliance Certification

(Rev. 1/00)

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6336

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 03 day of August, 20 25

TERMS Net 30 DELIVERY DATE AT DESTINATION within 5 business days of award

FIRM NAME Elemental Commercial Services LLC

ADDRESS 36 Emeralds Rd
Rochester, NY ZIP 14624

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE

TITLE Managing Member TELEPHONE NO. 585-402-4231

County of Erie
DIVISION OF PURCHASE
BID SPECIFICATIONS

Page 2 of 6 Pages

BID NO. 250171-002

Ship to:
Attention:
Address:

Ship Via:
Date Required at Destination:

ITEM NO.	QUANTITY	U/M	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Please furnish pricing for preventive maintenance for chillers		
			at the Buffalo & Erie County Public Library's Central Library,		
			1 Lafayette Square, Buffalo, NY 14203		
			per the attached specifications.		
			Term of contract is		
			August 15, 2025 through August 14, 2028.		
			For questions in regard to the specifications of this bid		
			please contact Mark Kross at (716) 858-7185.		

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 Kevin Ortiz - ECS

(Rev. 9/95)

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

SPECIFICATIONS

Description

Screw chiller – water cooled:

<u>Model #</u>	<u>Serial #</u>	<u>Description</u>	<u>Size</u>
30HXC246	0800F82134	Chiller #1	250 ton
30HXC246	0800F82138	Chiller #2	250 ton

Location: Central Library Boiler Room, 1 Lafayette Square, Buffalo, NY 14203

An annual Preventive Maintenance Contract is required on the above-described equipment which includes, but are not restricted to:

- 1) One annual Spring (cooling season) startup
- 2) Two routine operating inspections
- 3) On annual inspection/Preventive Maintenance work up as follows:

ALL PARTS MUST BE OEM SUPPLIED OR EXCEED MANUFACTURERS RECOMMENDATIONS & MUST COMPLY WITH EXISTING WARRANTY.

In addition, the successful contractor must have 5 technicians within 1 hour driving time of this location and must be OEM trained, BEING fully capable of troubleshooting and repair of the above-described equipment. Bidders will be disqualified if unable to provide proof of training and service history on this equipment (a minimum of two years). The contractor must also be able to respond to an emergency call within three hours and have a local Buffalo, NY 24-Hour answering service.

Frequency: ANNUALLY

Task and Actions for Annual Maintenance

Report to customer on arrival
Lubricate equipment as needed
Leak test entire unit
Calibrate operating controls
Inspect contactors
Tighten electrical connections
Check starter wiring and contacts
Check gauges / indicator lights
Review and evaluate log readings
Replace oil filters
Replace drier cores (W/A)
Replace internal compressor filters
Brush condenser tubes
Oil sample & analysis
Lubricate equipment as required
Clean up work area, Dispose of waste oil, water, refrigerant
Supply all R134A refrigerant and maintain a 15% supply on site
Report to customer on departure, advise results

Task and Actions for Routine Inspections (2 Total)

Report to Customer upon arrival
Check General Machine operation
Check Control, Power and Piping
Check Safety/Operating Controls
Check Refrigerant Charge
Check Starter Wiring and Contacts
Check Gages/Indicators Lights
Log CHW in Temperatures
Log CHW out Temperatures
Log CHW Flow Delta P
Log CHW Pump Delta P
Log Cooler Refrigerant Temperature
Log Cooler Refrigerant Pressure
Log Cooler LTD
Log Condenser Water Temp - In
Log Condenser Water Temp - Out
Log Condenser Water Delta P
Log Condenser Water Pump Delta P
Log Condenser Refrigerant Temp
Log Condenser Refrigerant Pressure
Log Oil Level and Color
Log Oil Pressure Differential
Log Motor Temperature(s)
Check Approach through Calculation
Lubricate as Needed
Make Equipment Adjustments as Required
Make Operation/Control Adjustments as required
Clean up Workstation
Report to Customer, Advice & Obtain Signature

PRICING PAGE

Base Contract:

Year One (8/15/2025-8/14/2026): Base Price \$ 6,945.34

Year Two: (8/15/2026-8/14/2027): Base Price \$ 7,223.15

Year Three: (8/15/2027-8/14/2028): Base Price \$ 7,512.08

TOTAL CONTRACT PRICE \$ 21,680.57

Additional Labor & Parts beyond scope of contract:

Labor:

\$ 175 / hour on site M-F, 8-5

\$ 225 / hour on site other than M-F, 8-5

Subcontractor Markup 10 %

Parts and Materials:

COST + 10 % or contract (State, Federal or Local) price whichever is lower