



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

**To:** All Using Departments

**From:** Jamie Kucewicz, Buyer

**Date:** March 5, 2026

**Subject:** SECURITY SERVICE – ERIE COUNTY AUTO BUREAUS

**Bid No.:** 250224-002

**Effective Dates:** December 1, 2025 through November 30, 2027

**Vendor #:** 131502

**Vendor:** DON'S SECURITY SERVICES, INC.  
3125 Walden Avenue  
P.O. Box 166  
Depew, NY 14043

**Contact:** Don Panzarella

**Telephone:** 716-685-4265

**Pricing:** per attached document



# County of Erie

DIVISION OF PURCHASE

## **STANDARD AGREEMENT**

This AGREEMENT, made as of the 24<sup>th</sup> DAY OF NOVEMBER 2025

by and between DON'S SECURITY SERVICES, INC.

of 3125 WALDEN AVENUE-PO BOX 166 DEPEW NY, 14043

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 NOVEMBER 24, 2025 at 11:00AM

for: SECURITY SERVICES- ERIE COUNTY AUTO BUREAUS

WHEREAS, the bid of the Contractor submitted in accordance therewith, the rate of prevailing wage + 25% 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. 250224-002, 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.

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# 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: 250224-002

OPENING DATE: NOVEMBER 24, 2025 TIME: 11:00AM

FOR: SECURITY SERVICES – ERIE COUNTY AUTO BUREAUS

NAME OF BIDDER: Don's Security 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 "C"
- EXHIBIT "P" & EXHIBIT "PBI" - Performance Bond
- EXHIBIT "Q" - Confined Space Program Certification
- EXHIBIT "PW" - NYS Prevailing Wage

(Rev. 1/00)

**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 20 day of November, 20 25

TERMS 2 yrs. DELIVERY DATE AT DESTINATION 11/24/2025

FIRM NAME Don's Security Services, Inc.

ADDRESS 3125 Walden Ave - PO Box 166

Depew NY ZIP 14043

AUTHORIZED SIGNATURE Don Panzarella - Don Panzarella

TYPED NAME OF AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE PRES./Owner TELEPHONE NO. (716) 685-4265

**County of Erie  
DIVISION OF PURCHASE  
BID SPECIFICATIONS**

BID NO. 250224-002

Ship to:  
Attention:  
Address:

Ship Via:  
Date Required at Destination:

ITEM NO.	QUAN -TITY	U/M	CATALOG NO./DESCRIPTION
			Vendor to provide Security Guard Services by unarmed and
			uniformed guards at Erie County Auto Bureau Offices
			per the attached specifications.
			Term of contract is
			December 1, 2025 through November 30, 2027
			Mandatory site visits will be held at each location on
			Thursday, November 20, 2025. They will begin at the Evans Auto Bureau,
			6853 Erie Road, Evans, NY 14047 at 10:00am.
			Contact for site visits is Madonna Bishop (716-858-4504).
			For questions regarding the specifications of the bid
			please contact Will Lorenz at (716) 858-6636.
			Price Per Unarmed Guard Per Hour: $\$30.10$ HR.
			HEALTH/Welfare $24.08 + 25\% = 30.10$ %
			Prevailing Wage + $24.08 + 25\% = 30.10$ %
			*vendor to provide documentation of prevailing wage rate to
			Luca Amarena ( <a href="mailto:Luca.amarena@erie.gov">Luca.amarena@erie.gov</a> ) following each July 1 rate adjustment.

**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** \_\_\_\_\_

*Don's Security Services, Inc.*

(Rev. 9/95)

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

## SPECIFICATIONS

### **1.0 General**

The Erie County Clerk's Office requires a vendor to provide security guard services by an unarmed and uniformed guard at each of five Auto Bureau Offices (the "Offices"). The offices are currently at the following locations:

Cheektowaga, 2122 George Urban Blvd., Depew  
Northtowns, Sheridan Plaza, 2309 Eggert Road, Tonawanda  
Eastern Hills Mall, 4545 Transit Road, Clarence  
Southtowns, Southgate Plaza, 1088-B Union Rd., West Seneca  
Evans, Highland Plaza, 6853 Erie Rd., Derby

This will be a twenty-four-month contract beginning December 1, 2025 through November 30, 2027, subject to renewals as set forth in paragraph 26 of the Instructions to Bidders.

The County reserves the right to terminate the agreement upon sixty-days' written notice at any time, for any reason, or to suspend any part of the services described herein when conditions change, operation of a County facility is reduced or discontinued, or other similar circumstances take place. In the event of such termination or suspension, payments for services shall suspend without penalty.

The County further reserves the right to change any of the locations for services upon thirty days' written notice for any reason.

### **2.0 Competency of Bidder**

The bidder shall be a qualified security organization in active operation for a minimum of five years. The bidder shall have New York State Certification and each guard shall be New York State Certified. Proof of Certification shall be submitted with the bid.

### **3.0 Qualifications of Bidder**

The successful bidder shall furnish a list of all full time and replacement guards to Erie County Department of Central Police Services ("CPS") for background checks. The list of employees must be submitted to CPS 30 days prior to commencing work. The County reserves the right in its sole discretion to reject the deployment of any individual guard to any Office. Under no circumstances will security employees be allowed to work without satisfactorily completing a security background check.

#### **4.0 Scope of Work**

##### **4.1 Scheduling**

One unarmed and uniformed security guard is required to be present at each of the Offices during all hours of operation at each location. The guards shall assist in crowd control and intervene in situations as needed. The hours listed below exclude holidays as honored in each location or unanticipated emergency closing of any/all locations. A guard shall be present until all customers have left the building and, if a situation warrants, a supervisor may request the guard to be present until all staff have left the building. Please be advised that hours of operations shall be subject to change by the written confirmation of the Erie County Clerk.

**Cheektowaga: Monday through Friday:**  
0900-1700 (9 AM – 5 PM)

**Northtowns: Monday through Friday:**  
0900-1700 (9 AM – 5 PM)

**Eastern Hills: Tuesday through Friday:**  
1000-1800 (10 AM – 6 PM)

**Saturday:**  
0800-1500 (8 AM – 3 PM)

**Southtowns: Monday through Friday:**  
0700-1700 (7 AM – 5 PM)

**Saturday:**  
0900-1300 (9 AM – 1 PM)

**Evans: Monday through Friday:**  
0900-1700 (9 AM – 5 PM)

##### **4.2 Performance Review**

A performance review shall be completed by the County every ninety days to review problems, discrepancies and/or opportunities to enhance security. The Security firm shall have ten days to respond in writing outlining remedies and any other comments. Failure to submit or respond to the performance review grants the County the right to termination of the agreement upon thirty days' written notice.

##### **4.3 Timekeeping**

The security firm shall supply timecards and system for guards to verify and track hours worked. Copies of timecards and certified payroll shall be submitted along with the firm's monthly billing. All expenses shall be assumed by the security firm, including but not limited to: equipment; wages; employee expenses and reimbursements; liability insurance; uniforms; bonding; and, any and all other operational costs

##### **4.4 Standard Operating Procedures**

Subject to approval of the Erie County Clerk, the security firm shall provide Standard Operating Procedures (SOP) for each location prior to commencing work. Changes to the SOP must be submitted to and approved by the Erie County Clerk prior to implementation. The SOP shall designate a 24-hour contact person with authority to review location needs with the emergency contact designated by the Erie County Clerk.

#### 4.5 Daily Activity Logs & Monthly Meetings

The security firm shall fax or e-mail a daily activity log to Erie County Clerk and Erie County Auto Bureau Deputy Clerk detailing any and all security problems, if any. There shall be a monthly meeting with security firm management to be scheduled by Erie County Clerk and/or Erie County Auto Bureau Deputy Clerk to review ongoing security operations.

#### 4.6 Scheduling and Staffing Changes

As soon as it may be practicable, the Erie County Clerk and/or Erie County Auto Bureau Deputy Clerk will notify in writing any change in schedule or closings for proper staffing. Written notification shall be given by Erie County Clerk for additional services outside of normal stated business hours/days/holidays for the specific location.

#### 4.7 Emergency Contacts

Erie County Clerk shall provide list of emergency contacts to be used for emergency situations.

#### 4.8 Payment to Firms

Payments shall be made monthly for the previous month's billing based upon the timesheets and certified payrolls submitted by the security firms as in accordance in 4.3.

#### 4.9 Site Inspections

This County reserves the right to inspect each location for compliance purposes without prior notice to the security firm.

#### 4.10 Performance

The guard assigned to each location is to be regularly scheduled to instill consistency and familiarity with staff and building particulars. It is understood that replacements may be assigned to allow for days off. The substitute scheduled at a location is to be as consistent as reasonably possible.

#### 4.11 Failure to Comply

Should it be found that the standards herein specified are not being satisfactorily maintained, at its sole discretion the County of Erie may immediately demand that the security firm correct deficiencies to meet the standards. If security firm fails to comply with such demands, within a reasonable amount of time, the County of Erie may, upon thirty days written notice) to security firm, terminate the right to continue the work. In such event, the County of Erie may take over the work and prosecute it to completion by contract or otherwise, and the security firm or their sureties (if any) shall be liable to the County of Erie for any excess cost occasioned. The County of Erie may terminate the contract if it deems that the contract is not satisfactorily performed in accordance with the standards herein specified. In the event of such termination, the County of Erie may refuse to award future contracts to such security firm, as per policies, of the Erie County Department of Purchasing and its stipulations.

#### **5.0 Site Visits and Walkthroughs**

Each bidder shall perform a site visit at each Auto Bureau.