



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: May 6, 2026

Subject: JANITORIAL SERVICES – 13 CENTRE DR.

Bid No.: 240173-002

Effective Dates: Extended through June 14, 2027

Vendor #: 111029

Vendor: ELLIOTT SERVICES, INC.
1767 Kenmore Avenue
Kenmore, NY 14217

Telephone: 716-875-0577

Pricing: Per attached document



COUNTY OF ERIE

DIVISION OF PURCHASE

May 5, 2026

Elliott Services, Inc.
1767 Kenmore Ave
Kenmore, NY 14217
Attn: Philip S. Elliott

Re: Bid 240173-002 "Janitorial Services-13 Centre Dr."

Dear Mr. Elliott,

The County of Erie wishes to extend this agreement for an additional 1 year through June 14, 2027, under the same price structure as the last extension, with all other 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: ELLIOTT SERVICES INC.

Representative (Please print): PHILIP S. ELLIOTT Title: PRESIDENT

Signature: [Handwritten Signature] Date: 5/5/26

Sincerely,

James Kucewicz
Buyer

Date 5/6/2026

[Handwritten Signature]
Vallie M. Ferraraccio
Director of Purchase



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: 240173-002

OPENING DATE: May 31, 2024 TIME: 11:00AM

FOR: Janitorial Services – 13 Centre Dr.

NAME OF BIDDER: Elliott 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 21st day of May, 2024

TERMS Net/30 DELIVERY DATE AT DESTINATION _____

FIRM NAME Elliott Services, Inc.

ADDRESS 1767 Kenmore Avenue

Kenmore, NY ZIP 14217

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE Philip S. Elliott

TITLE President TELEPHONE NO. 716/875-0577

(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. 240173-002

Ship to: County of Erie
 Attention:
 Address:

Ship Via:
 Date Required at Destination:

ITEM NO.	QUANTITY	U/M	CATALOG NO./DESCRIPTION	
			Vendor to provide all labor, equipment, cleaning products	
			and supplies (toilet paper, paper towel, soaps, etc.)	
			to perform janitorial services at	
			13 Centre Drive, Orchard Park, NY 14127 (approximately 43,000 sqft)	
			per the attached specifications.	
			Term of the contract is June 15, 2024 through June 14, 2025	
			For questions in regard to the specifications of the bid	
			or to schedule a site visit	
			please contact Dave Rodemeyer at 716-858-6268.	
			Monthly cost	\$ 4,100

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 #: 716/858-6485

TOTAL BID \$ 49,200.00 Annually

NAME OF BIDDER Elliott Services, Inc.

SPECIFICATIONS

Cafeteria	Weekly	Monthly	Yearly
1 Empty waste receptacles and replace liners	5		
2 Spot clean outside of waste receptacles	1		
3 Spot clean doors, door frames, light switches and walls	5		
4 Dust all reachable horizontal surfaces	1		
5 Spot clean walls, chairs, exteriors of refrigerators, cabinets and other surfaces to remove spills and stains	5		
6 Damp wipe table tops thoroughly	5		
7 Spot clean chair seats and backs to remove spills and stains	5		
8 Damp wipe sinks and counter tops	5		
9 Clean all stainless steel or chrome	5		
10 Low and high dust	1		
11 Vacuum carpet thoroughly	5		
12 Vacuum and dust mop tile	5		
13 Dust blinds		1	
14 Clean microwave inside and outside	5		
15 Dust ceiling vents		1	
16 Remove trash to designated area	5		
17 Damp mop floors thoroughly	5		

Conf./Meeting Room	Weekly	Monthly	Yearly
1 Empty waste receptacles and replace liners when necessary	5		
2 Spot clean inside and outside of soiled waste receptacles	1		
3 Low and high dust including all furnishings (desk tops, chairs, tables, partitions, credenzas, cabinets, ledges) and reachable horizontal surfaces	1		
4 Spot clean door frames, doors and light switches to remove fingerprints and smudges	1		
5 Clean and sanitize water coolers	5		
6 Spot clean partition and office door glass	1		
7 Dust window blinds		1	
8 Spot clean horizontal surfaces to remove visible spills, smudges and tracking	5		
9 Dust ceiling vents	5		
10 Vacuum upholstered furniture		1	
11 Vacuum traffic areas of carpet	5		
12 Thoroughly vacuum all carpet including edges, corners and hard to get areas	1		
13 Dust mop or vacuum hard surface floors	5		
14 Spot mop tile floors to remove spills or tracking	4		
15 Remove trash to designated area	5		
16 Damp mop floors thoroughly	1		

Corridor	Weekly	Monthly	Yearly
1 Empty waste receptacles and replace liners when necessary	5		
2 Spot clean inside and outside of soiled waste receptacles	1		
3 Spot clean horizontal surfaces to remove visible spills, smudges and tracking	5		
4 Low and high dust including all furnishings (desk tops, chairs, tables, partitions, credenzas, cabinets, ledges) and reachable horizontal surfaces	1		
5 Spot clean door frames, doors and light switches to remove fingerprints and smudges	1		
6 Clean and sanitize water coolers	5		
7 Spot clean partition and office door glass	1		
8 Dust window blinds		1	
9 Dust ceiling vents	1		
10 Vacuum upholstered furniture		1	
11 Vacuum traffic areas of carpet	5		
12 Thoroughly vacuum all carpet including edges, corners and hard to get areas	1		
13 Dust mop or vacuum hard surface floors	5		

Entrance Vestibule	Weekly	Monthly	Yearly
1 Clean entrance glass to remove fingerprints and smudges	5		
2 Low and high dust including all furnishings (desk tops, chairs, tables, cabinets, ledges) and reachable horizontal surfaces	5		
3 Spot clean door frames, doors and light switches to remove fingerprints and smudges	1		
4 Vacuum floors and walk off mats	5		
5 Clean metal on doors	5		
6 Damp mop floors thoroughly	5		
7 Shovel as needed 6 feet out of three entrances as needed !			12

Lavatory	Weekly	Monthly	Yearly
1 Replenish toilet tissue, hand soaps and towels	5		
2 Clean and sanitize toilets, bowls (exterior and interior), seats, urinals, wash basins and dispensers	5		
3 Clean mirrors	5		
4 Dust horizontal surfaces	5		
5 Damp wipe or spot clean partitions, walls, doors, door frames and light switches to remove fingerprints and smudges	5		
6 Sanitize all stainless steel or chrome fixtures	5		
7 Sweep and damp mop floor using a disinfectant solution	5		
8 Dust ceiling vents	1		
9 Empty waste receptacles and replace liners	5		
10 Remove trash to designated area	5		

Office

	Weekly	Monthly	Yearly
1 Empty waste receptacles and replace liners when necessary	5		
2 Spot clean inside and outside of soiled waste receptacles	1		
3 Low and high dust including all furnishings (desk tops, chairs, tables, partitions, credenzas, cabinets, ledges) and reachable horizontal surfaces	1		
4 Spot clean door frames, doors and light switches to remove fingerprints and smudges	1		
5 Clean and sanitize water coolers	5		
6 Spot clean partition and office door glass	1		
7 Dust window blinds		1	
8 Spot clean horizontal surfaces to remove visible spills, smudges and tracking	5		
9 Dust ceiling vents	5		
10 Vacuum upholstered furniture		1	
11 Vacuum traffic areas of carpet	5		
12 Thoroughly vacuum all carpet including edges, corners and hard to get areas	1		
13 Dust mop or vacuum hard surface floors	5		
14 Spot mop tile floors to remove spills or tracking	4		
15 Remove trash to designated area	5		
16 Damp mop floors thoroughly	1		

Storage

	Weekly	Monthly	Yearly
1 Empty waste receptacles and replace liners when necessary	1		
2 Dust mop or vacuum hard surface floors	1		