



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: June 8, 2026

Subject: APPLIANCE REPAIRS - KITCHEN (BACKUP)

*\*to be used only when primary vendor cannot complete repair in timely manner.  
(primary vendor must be called first)*

Bid No.: 250141-002

Effective Dates: Extended through May 31, 2027

Vendor #: 102049

Vendor: D & M REFRIGERATION  
1340 William Street  
Buffalo, NY 14206

Contact: Katrina Smietana

Telephone: 716-852-4084

Pricing: per attached document



COUNTY OF ERIE

DIVISION OF PURCHASE

May 5, 2026

D&M Refrigeration, Inc.
1340 William St
Buffalo, NY 14206
Attn: Katrina Smietana

Re: Bid 250141-002 "Appliance Repairs"

Dear Ms. Smietana,

The County of Erie wishes to extend this agreement for an additional 1 year through May 31, 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.

X 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:

X Insurance Form X Workers Compensation Form

Company Name: D & M Refrigeration, Inc.

Representative (Please print): Katrina Smietana Title: COO

Signature: [Handwritten Signature] Date: 5/29/26

Sincerely,

James Kucewicz
Buyer

6/3/2026
Date

[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: 250141-002

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

FOR: APPLIANCE REPAIRS

NAME OF BIDDER: D & M Refrigeration, 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 "Q" - Confined Space Program Certification
- EXHIBIT "PW" - NYS Prevailing Wage
- EXHIBIT "V" - Vendor Federal Compliance Certification

(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 15 day of May, 20 25

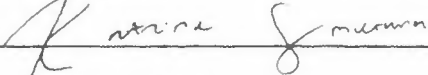
TERMS Net 20 DELIVERY DATE AT DESTINATION 5/16/25

FIRM NAME D & M Refrigeration, Inc.

ADDRESS 1340 William Street

Buffalo, NY

ZIP 14206

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE

TITLE Chief Operating Officer TELEPHONE NO. 716-852-4084



## SPECIFICATIONS

Erie County will require the services of a vendor to do emergency repairs on various appliances during the period June 1, 2025 through May 31, 2026, 2026.

Work will be requested on an **"AS NEEDED"** basis whenever a County Department requires such services.

Vendor must be capable of performing such service at any Erie County Facility location.

Bidder must be a vendor whose principal business is Appliance Sales/Service.

The successful bidder will be required to submit proof of insurance as per requirements of Erie County Standard Insurance Class "A".

Work will be done on a time and materials basis. Vendor is requested to quote labor rate per hour and indicate charge for materials. For the sole purpose of awarding this contract, the County will calculate the total cost for a repair requiring: Four Hours of Labor at Regular Time, One Hour of Labor at Overtime and \$100.00 in materials at cost + vendor's increase.

All work must be done in a timely manner. All requests for service must be acknowledged with a phone call within one business day. All repairs must be done within 14 days of initial service request. If anticipated completion date is longer than 14 days, approval must be obtained from department requesting service before moving forward with job.

Payments will be made in arrears upon submission of detailed invoice.

Vendor must receive approval (from authorized County personnel) before beginning any job.

Vendor invoice must list separately the labor hours and all materials being charged. Certified payroll and material invoices must also be provided at time of billing.

Labor hours shall be for actual time spent on the job site. **No travel time / truck charges** will be paid.

Pricing is to remain firm for the entire contract period.



**D & M Refrigeration, Inc.**  
1340 William Street, Buffalo, NY 14206  
(716) 852-4084 | [www.dmrefrigeration.com](http://www.dmrefrigeration.com)

Serving Western New York  
Woman Owned & Family Operated  
Established 1979

May 15, 2025

County of Erie  
Division of Purchase  
Attention: James D. Kuewicz, Buyer 716-858-6336  
95 Franklin St, Room 1254  
Buffalo, New York, 14202-3967  
Re: Appliance Repair Bid #250141-002

### Pricing

#### Regular Time

- Monday-Friday 8:00am-4:30pm
  - Initial 1<sup>st</sup> Hour: \$210.00 per Hour
  - Following Hour(s) *Discounted*: \$130.00 per Hour

#### Off-Hours / Over-Time

- Monday-Friday Before 8:00am / After 4:30 PM & Saturday-Sunday
  - Initial 1<sup>st</sup> Hour: \$315.00 per Hour
  - Following Hour(s) *Discounted*: \$195.00 per Hour

#### Off- Hours / Double-Time

- Holidays
  - Initial 1<sup>st</sup> Hour Service: \$420.00 per Hour
  - Following Hour(s) *Discounted*: \$260.00 per Hour

#### Material Cost

- Cost + 35%

#### Overhead & Profit

- N/A

#### Appliances Serviced (Commercial Only)

- Walk-in / Reach-in Coolers and Freezers
- Ice Makers
- Heating, Venting, and Air Conditioning
- Convection Ovens
- Stoves
- Fryers
- Kettles
- Dishwashers
- Mixers

#### Appliances NOT Serviced

- Any Residential Equipment
- Washers & Dryers
- Floor Machines
- Vacuums

## SECURITY

### GENERAL-

The work of this Contract may be performed at an Erie County secure detention or correctional facility.

Any reference to "Facility" shall mean a secure detention or correctional facility under Erie County jurisdiction

Any reference to "Correction Officer" shall mean an Owner designated employee of the Facility, typically a corrections officer.

Any reference to "ID Officer" shall mean an Owner designated employee of the Facility, typically a corrections identification officer.

Any reference to "Tool Security Officer" shall mean an Owner designated employee of the Facility, typically a corrections officer.

Any reference to "Security Officer" shall mean an Owner designated employee of the Facility, typically a corrections identification officer.

Any reference to "Captain" shall mean an Owner designated employee of the Facility, typically a corrections identification officer holding the rank of Captain

Any reference to the "Contractor" shall mean Contractors, Sub-Contractors, and any/all of their employees. Any persons other than a Contractor, such as suppliers and equipment manufacturer's, must comply with the Facility's visitor regulations.

Contractors shall comply with and adhere to the Facility's security regulations and the requirements of this section.

Any work actions that would constitute a breach of the Facility's security, in the opinion of the Owner or the Captain, must be addressed and resolved by the Contractor prior to the end of the work day, to the satisfaction of the Captain.

### SCHEDULING FOR CORRECTION OFFICER COVERAGE

Any time a Contractor is performing work within the secure perimeter of the Facility, Correction Officer coverage must be provided as deemed appropriate by the Captain.

Notify the Facility at least 24 hours in advance of each day's work activities, regarding the number of crews which will be working, including when and where they will be working.

Any changes from the notified daily work activities shall make the Contractor liable for any additional costs to the Owner for Correction Officer coverage resulting from these changes.

## SECURITY REGULATIONS -

### BACKGROUND CHECK:

The work of this contract is being performed at a secure facility. As such, prior to entering the project site and the Facility, Contractor and Sub-contractor employees shall have a background check performed, without charge, by the Facility I.O. Officer.

Entry into the project site and Facility by the captioned persons shall be subject to the approval of the Erie County Sheriff's Office.

Anyone deemed inappropriate to enter the project site and Facility or to perform work in a secure facility, by the Owner or by the Erie County Sheriff's Office, will not be allowed access to the project site and Facility. Former inmates in the State correctional system, or any County, City, Federal jail, or lockup may not be permitted inside project site and Facility, unless reviewed and approved by the Captain, in consultation with the Facility Superintendent.

**WORK HOURS:** The Contractor will have access to the work site, at minimum, a full eight hours per day. Should the Contractor desire to work in addition to the minimum eight hours, this shall be scheduled with the Facility.

The Contractor shall anticipate an additional one-hour total processing time to enter and exit the Facility per day. The actual time when the Contractor (including truck drivers) may enter and exit the Facility will be established by the Facility.

Employees who are more than 15 minutes late for their scheduled entrance time may be denied entry, with exception of the Construction Superintendent and/or Project Manager.

Employees, other than approved Construction Superintendents, Project Managers and truck drivers will not be allowed to leave the Facility during the workday and will be required to bring their lunches and eat in the work areas.

**TOOL CHECK IN:** All of the Contractor's employees, tools, materials and vehicles entering a secured area must be checked in and out through an area designated by the Facility. All Contractors working inside the Facility shall maintain inventories of all tools and other equipment. A copy of the inventory shall be forwarded to the Tool Security Officer. Contractors must notify the Tool Security Officer immediately if a tool is discovered missing.

**IDENTIFICATION BADGES:** A photo identification badge may be furnished and maintained by the Facility for all Contractor's employees, including Sub-contractor employees. Additionally, each person entering the Facility may be hand-stamped using the ultraviolet hand-stamping technique to aid in identifying people leaving the Facility.

**ILLEGAL SUBSTANCES** Alcoholic beverages or illegal drugs of any kind will not be allowed on Facility premises. Prescription medications must be brought to the attention of the Security Officer upon arrival. A single day's supply of prescription medicine will be allowed into the Facility. Persons under the influence of illegal drugs or alcohol will not be allowed into the Facility and may be permanently removed from the project.

**WEAPONS:** Firearms, ammunition or other weapons (including mace or pepper spray) will not be allowed in the Facility at any time.

**CONTACT WITH OCCUPANTS:** Contact, communication, or exchange of any article with Facility inmates is strictly prohibited. Any attempts by inmates to contact or communicate with contractors must be reported immediately to the Security Officer on Duty.

**EMERGENCY SITUATIONS:** in the event of an emergency of any kind, which may interfere with the welfare or operation and security of the Facility or its personnel, the Facility reserves the right to stop work for a period of time. During this period, Contractors shall remain in designated areas and shall follow directions of any Correction Officer(s) or Facility Employee(s) on duty.

**TOOLS AND TOOL CLASSIFICATIONS:** The Contractor shall check tools in and out of the Facility and work area, through the Tool Security Officer, on a daily basis. The Contractor shall assume all responsibility for tools checked in. Every tool checked in shall also be checked out on a daily basis. The Contractor shall store tools authorized as allowed in the Facility and the Work area in approved, locked toolboxes, where directed by the Owner, when not in use. Certain extremely hazardous tools present a higher risk in a correctional facility setting and must be removed from the Facility daily. These extremely hazardous tools include the following:

1. Bolt Cutters
2. Locksmith tools
3. Powder-activated tools (e.g. ram set, Hilti, etc.)
4. Pneumatic nail gun.
5. Rescue saws (K-12 type, gasoline or electric)
6. Torches (all cutting-mixing gauges & torch heads).
7. Metal cutting blades and/or disc.

The Tool Security Officer and the Captain will determine if any other tools brought into the Facility should be designated extremely hazardous. If any tool is designated as extremely hazardous, such tools may be required to be removed daily. These may include:

HEPA Masks, N-95 Masks, M-17 Protective Masks, self-contained breathing apparatus, respirators, and filters. All disposable respirator masks must be accounted for, inventoried and disposed of properly.

Blueprints are regarded as tools and should be handled accordingly. All blueprints are to be secured, accounted for and turned over to the Facility at the conclusion of the project.

**Tool Removal from Work Area:** All other tools (those not designated as extremely hazardous) must be removed from all Work areas on a daily basis. If such tools are stored on site, they shall be placed within designated secure storage containers, as directed by project documents and by the Facility.

**CONSTRUCTION MATERIALS:** The Contractor shall check construction materials in and out (if appropriate) of the Facility and the Work area, through the Tool Security Officer, on a daily basis. The Contractor shall assume all responsibility for material checked in.

Unless approved otherwise by the Owner, all construction materials must be removed from all Work areas on a daily basis.

The Tool Security Officer and the Captain will determine if any construction materials brought into the Facility should be designated extremely hazardous. If any construction material is designated as extremely hazardous, such construction material (if not incorporated into the Work of the project) may be required to be removed daily.

#### ELECTRONIC DEVICES:

##### Cell Phones:

The possession of cell phones within the perimeter security fences is strictly prohibited. The use of cell phones outside the perimeter fence is permitted.

##### Radios:

Radios require approval for use on Facility property by the Captain of Tool Security Officer for a specific task. If approved, radios must be checked in and out of the work area on a daily basis by the Tool Security Officer.

Radios must be removed from the Facility on a daily basis.

Radios cannot interfere, in any way, with Facility radio systems.

##### Laptop Computers:

\*Laptop computers (with or without modems) when necessary for the installation, maintenance, or repair of equipment will be considered for approval in work areas.

Laptop computers shall be approved for use on Facility property by the Captain or Tool Security Officer. Laptop computers must be removed from the Facility on a daily basis.

##### Cameras:

Only those cameras necessary for the work of the project will be considered for approval in Work areas. Cameras shall be approved for use on Facility property by the Captain or Tool Security Officer.

Cameras, must be removed from the Facility on a daily basis.

#### CONTROL OF VEHICLES AND HEAVY EQUIPMENT:

Only vehicles and heavy equipment necessary for the work of the project will be considered for approval within the Facility and in work areas. Vehicles and heavy equipment shall be approved for use on Facility property by the Captain or Tool Security Officer.

If approved, vehicles and heavy equipment must be checked in and out of the Work area on a daily basis by the Tool Security Officer.

The Contractor shall assume all responsibilities of vehicles and heavy equipment: checked in. Unless approved otherwise by the Tool Security Officer or the Captain, vehicles and heavy equipment must be removed from the Facility on a daily basis. If approved for storage within the facility, vehicles and heavy equipment shall be stored on in designated areas, as directed by the project documents and by the Facility.

If vehicles and heavy equipment are approved to be stored within the Facility, they shall be disabled in accordance with direction given by the Facility.

All vehicles and heavy equipment left unattended at any time on Facility grounds shall be securely locked from entry and operation. Vehicle locks shall be kept in operating order at all times. No vehicle will be allowed access any other area without proper authorization.

All vehicles and heavy equipment containing combustible fuel, when left unattended, must be equipped with a locking fuel cap.

**SCAFFOLDING, HOISTS AND LADDERS:**

All scaffolding, ladders and hoists shall be secured by chain and locked to a stationary object when not in use.

All scaffolding, ladders and hoists in use within the secure perimeter of the facility, shall be secured by chain, and locked to a stationary object.

A scaffolding, ladder and hoist inventory (listed by size) used in the work areas shall be maintained by the contractor. This inventory shall be checked on a daily basis by the Tool Security Officer and the Captain.

**DEBRIS:**

The Contractor shall clean the work area of all debris on a daily basis.

Any debris that, in the opinion of the Tool Security Officer or the Captain, would jeopardize the safety and security of the facility, shall be removed from the facility immediately by the Contractor.