



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: August 11, 2016

Subject: DOOR REPAIRS

Bid No.: 216161-002

Effective Dates: July 1, 2016 through June 30, 2017

Vendor: SUBURBAN LOCK & DOOR SERVICE
3122 Delaware Avenue
Buffalo, NY 14217

Telephone: (716) 876-8075

Contact: Robert Krol

Pricing: per attached document



COUNTY OF ERIE

**MARK C. POLONCARZ
COUNTY EXECUTIVE
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: 216161-002

OPENING DATE: JUNE 15, 2016 TIME: 11:00AM

FOR: DOOR REPAIRS

SUBURBAN LOCK & KEY
3122 DELAWARE AVENUE
KENMORE NY 14217

NAME OF BIDDER: _____

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

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 15th day of JUNE, 20 16

TERMS NET 30 DELIVERY DATE AT DESTINATION _____

FIRM NAME DBA SUBURBAN LOCK + DOOR SERVICE

ADDRESS 3122 DELAWARE AVE

BUFFALO, NY ZIP 14217

AUTHORIZED SIGNATURE [Signature]

TYPED NAME OF AUTHORIZED SIGNATURE ROBERT KROL

TITLE PRES TELEPHONE NO. 716 876-8075

County of Erie
DIVISION OF PURCHASE
BID SPECIFICATIONS

BID NO: 216161-002

Ship to: County of Erie
 Attention: VARIOUS COUNTY DEPARTMENTS
 Address: VARIOUS LOCATIONS

Ship Via: N/A
 Date Required at Destination: AS NEEDED

| ITEM NO. | QUAN-TITY | UM | CATALOG NO./DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|----------|-----------|----|---|------------|-------------|
| | | | Vendor to provide Door Repairs per the attached specifications. | | |
| | | | Contract period is from July 1, 2016 – June 30, 2017 | | |
| | | | This is a New York State Prevailing Wage job. Please refer to PRC# 2016005094. | | |
| | | | PRICING | | |
| | | | LABOR RATE PER HOUR: | | |
| | | | Regular time: \$ <u>102⁰⁰</u> per Hr per | | |
| | | | Overtime: \$ <u>127⁰⁰</u> per Hr per | | |
| | | | MATERIALS: | | |
| | | | Cost plus. <u>35</u> % | | |
| | | | MANUFACTURERS HARDWARE LIST PRICE BOOKS AVAILABLE UPON REQUEST | | |

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 SUBURBAN LOCK + DOOR SERVICE

SPECIFICATIONS

Erie County will require the services of a vendor to do repairs to man doors during the year for the period July 1, 2016 thru June 30, 2017.

Work will be requested on an "AS NEEDED" basis whenever a County department requires such services. This is for repair service on existing doors and **INCLUDES NEW DOOR INSTALLATION.**

Vendor must be capable of performing such service at any Erie County Facility location. This includes Highway Department, Parks, Community College Campus, Sewer Districts, Correctional Facility, County Home, Main Library, etc.

Bidder must be a vendor whose principal business is Door Sales and Service.

Bidder must have been in this business for the last three consecutive years and must submit references of customers of similar size as Erie County for whom such service has been provided.

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

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

Pricing is to remain firm for the entire contract period.

County of Erie

DIVISION OF PURCHASE

To facilitate correct drawing and execution of contract, bidder shall supply full information concerning legal status:

FIRM NAME DBA SUBURBAN LOCK + DEGR SERVICE.

ADDRESS OF PRINCIPAL OFFICE STREET 3122 DELAWARE AVE
CITY BUFFALO

AREA CODE 716 PHONE 876-8075 STATE NY ZIP 14217

Check one: CORPORATION PARTNERSHIP INDIVIDUAL

INCORPORATED UNDER THE LAWS OF THE STATE OF N.Y.

If foreign corporation, state if authorized to do business in the State of New York:

YES NO

TRADE NAMES: _____

ADDRESS OF LOCAL OFFICE STREET _____
CITY _____

AREA CODE _____ PHONE _____ STATE _____ ZIP _____

NAMES AND ADDRESSES OF PARTNERS:

ROBERT KROL PRES

DAVID KROL V.P.
