



COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM

TO: All Using Departments  
FROM: Denyse Insalaco-Weatherbee, Buyer  
DATE: January 28, 2011  
SUBJECT: **OVERHEAD DOOR REPAIRS CONTRACT**



This is to advise you that there is a new contract for **“OVERHEAD DOOR REPAIRS”**  
For your convenience I have listed the necessary information below.

Bid No. 211053-004

Effective Dates: February 1, 2011 through January 31, 2012.

Vendor #: 105849

Vendor: OVERHEAD DOOR COMPANY OF ERIE COUNTY  
400 Vulcan Street  
Buffalo, NY 14207-1300

Telephone #: 716-874-5931

Fax #: 716-874-8768

Terms: Net 30

Commodity No.: 910

Purchase Group: 002

Pricing: Attached - PAGE 2

**SPECIFICATIONS**

Erie County will require the services of a vendor to do emergency repairs to overhead doors during the year 2011.  
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 **DOES NOT INCLUDE DOOR REPLACEMENT.**

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 Overhead Door Sales/Service. Bidder must have been in this business for the last three consecutive years and must submit references of customers of similar size of 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. 4 Hours of Labor at Regular Time, 1 Hour of Labor at Overtime and \$100.00 in materials at cost +- any vendor's discounts or increases.

All work must be done in a timely manner. Payments will be made in arrears upon submission of detailed invoice.

Invoice must list separately the labor hours and all materials being charged.  
The labor rate quoted is to **REMAIN FIRM FOR 2011.**

**PRICING**

**LABOR:** QUOTE HOURLY LABOR RATE TO BE CHARGED FOR THE FOLLOWING:

A. REGULAR TIME: \$ 49.00

B. OVERTIME: \$73.50

**MATERIALS:** INDICATE HOW YOU WILL CHARGE FOR MATERIALS:

A. \_\_\_ COST

B. X COST PLUS 10% (INDICATE %)

C. \_\_\_\_\_ COST LESS \_\_\_\_\_% (INDICATE%)

D. \_\_\_\_\_ OTHER – SPECIFY