



COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: July 19, 2021

Subject: ON-CALL PROPERTY MAINTENANCE SERVICES

Bid No.: 220179-002

Effective Dates: Extended through September 30, 2022

Vendor #: 165939

Vendor: PHOENIX ENTERPRISES OF WNY  
5019 Carpenter Road  
Hamburg, NY 14075

Telephone: 716-861-9168

Contact: Jeremy Lindstrom

Pricing: per attached document



COUNTY OF ERIE  
MARK C. POLONCARZ  
COUNTY EXECUTIVE

DIVISION OF PURCHASE  
VALLIE M. FERRARACCIO  
DIRECTOR

June 8, 2021

Phoenix Enterprises of W.N.Y., LLC  
5019 Carpenter Road  
Hamburg, NY 14075  
Attn: Jeremy Lindstrom

Re: Bid #220179-002 – "On-Call Property Maintenance Services"

Dear Mr. Lindstrom:

The County of Erie wishes to extend this agreement for an additional year, through September 30, 2022, under the same prices, 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

Company Name: Phoenix Enterprises of WNY, LLC

Representative (Please print): Jeremy Lindstrom Title: Owner

Signature: [Signature] Date: 6-15-21

Sincerely,

[Signature]  
James D. Kucewicz  
Buyer

[Signature]  
Vallie M. Ferraraccio  
Director of Purchase  
7/16/2021  
DATE



**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: 220179-002

OPENING DATE: July 23, 2020 TIME: 11:00AM

FOR: On-Call Property Maintenance Services

NAME OF BIDDER: Phoenix Enterprises of WNY

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

**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:**

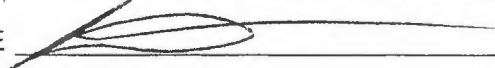
Affirmed under penalty of perjury this 18<sup>th</sup> day of July, 20 20

TERMS \_\_\_\_\_ DELIVERY DATE AT DESTINATION July 23, 2020

FIRM NAME Phoenix Enterprises of WNY LLC

ADDRESS 5019 Carpenter Rd

Hamburg, NY ZIP 14075

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE

TITLE Jeremy Lindstrom TELEPHONE NO. (716) 861-9168

**County of Erie**  
**DIVISION OF PURCHASE**  
**BID SPECIFICATIONS**  
 BID NO. 220179-002

Ship to: County of Erie  
 Attention:  
 Address:

Ship Via: CW  
 Date Required at Destination: ASAP

ITEM NO.	QUANTITY	UM	CATALOG NO./DESCRIPTION	UNIT PRICE
			Vendor to provide general property maintenance services	
			at various Erie County locations	
			per the attached specifications.	
			For questions regarding the specifications of this bid	
			please contact Earl Zeeb at (716) 858-4991.	
			Please provide pricing in Article IV below.	

**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** Phoenix Enterprises of WNY LLC

(Rev. 9/95)  
 ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6395

County of Erie  
Department of Public Works  
Division of Buildings and Grounds  
95 Franklin St. Buffalo N.Y. 14202

Specification for On-Call Property Maintenance for Various County Facilities

Article I - General Information

Erie County Department of Public Works Division of Buildings and Grounds requires contractor to provide general property maintenance to include lawn mowing, shrub and tree pruning, garden bed maintenance, mulching of beds, and property clean-up on an as needed basis.

Contractor shall be able to perform various concrete flatwork for replacement of sidewalks, walkways, driveways, and driveway approach areas. All work shall meet ACI standards.

Contractor shall have all necessary equipment and personnel to properly perform work required. Any permits required by City of Buffalo, towns or villages shall be the responsibility of the contractor.

Article II - Scope of Work

2.1 Lawn Mowing and trimming services various properties on as needed basis, areas may have a height of 6 plus inches and to be cut to a height of 3 inches. The areas to be trimmed with trimmer each time it is mowed. Edging along curbs, walkways, and flower beds should not leave a gap of more than 1 inch.

**Note: Contractor must be able and have equipment to mow steep grade areas.**

Mowing and trimming may also require contractor to perform nuisance lawn mowing abatements at residential properties as specified by Erie County. This abatement includes mowing of grass and weeds that can exceed 8 inches in height. Requests will be on a per site authorization basis from Erie County.

2.2 Shrub and Tree Pruning

Various properties on as needed basis may require shrub and tree pruning. This service will require County representative direction and approval. Prune the shrub tree to maintain the tree shape. Remove any branches from the lower third of the trunk and thin out the canopy if there are overcrowded branches. Trim dead and diseased branches first followed by inward-growing and rubbing branches. All debris to be removed from site. Contractor shall be able to provide stump grinding service.

2.3 Landscape Bed Maintenance

Various properties on as needed basis may require weeding and mulching.

All beds shall be weeded cleaned of old mulch, debris, and tilled prior to mulching, depth shall have a minimum of 2 inches and not to exceed 4 inches and a weed preventative Pre-Emergent Herbicide (such as Preen) applied after application. All work requires prior County approval.

2.4 Concrete Flat Work

Properties on as needed basis may require concrete flat work for replacement of damaged sidewalks, walkways, driveways, and driveway approach areas. Contractor shall be able to complete work in a timely manner and provide all required barriers to protect finished area.

All concrete to be 4000 PSI, and reinforced with wire mesh over 3" compacted stone base. Walkways to be minimum of 4" approach areas to be minimum of 6".

Appropriate sealing compound to be sprayed after final finishing.

All concrete to have control joints at standard recommended locations.

**All work shall meet or exceed ACI standards.**

All debris must be removed from area and excavated area surrounding new work to be backfilled after forms are removed to avoid tripping hazard, and seeded if required.

Article III - Requirements

- 3.1 Contractor must have five years' experience in property maintenance landscaping service
- 3.2 Provide five references and contacts of prior or current projects at time of bid.
- 3.3 Contractor to document on each site including photographs providing address for each property prior to and after work completion. The contractor is to document the existing conditions of each site with respect to the grass weeds and vegetation.
- 3.4 The contractor to complete all jobs within four days as scheduled - weather permitting dates and time work was performed rounded to the quarter hour in an itemized categorization of charges within 15 days of performing service. Additionally, the contractor must provide photographic documentation before and after services have been completed.
- 3.5 The contractor's invoices shall give a detailed description of each location (address). Any additional work required beyond the scope of this contract will require approval from Erie County DPW.
- 3.6 Contractor must be able to perform work on some jobs consisting of extremely long grass and weeds and steep grades.
- 3.7 Contractor to provide point of contact phone numbers for service call and job site supervision.
- 3.8 Any subcontractors used must have the approval of Erie County Department of Public Works.

Article IV - Pricing

4001 Labor Rates

Regular Hourly Rate Monday - Friday \$ 57.81 (prevailing + supp)

Weekend Rate Time + 1/2

Holiday Rate Time + 1/2

4002 Material Cost Plus 20 %

Provide line-by-line invoice detailing work

Material invoices must be provided with invoices