



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

**To:** All Using Departments

**From:** Jamie Kucewicz, Buyer

**Date:** June 11, 2021

**Subject:** HVAC PREVENTIVE MAINTENANCE

**Bid No.:** 221108-002

**Effective Dates:** June 1, 2021 through May 31, 2023

**Vendor #:** 109089

**Vendor:** JOHNSON CONTROLS, INC.  
130 John Muir Drive  
Amherst, NY 14228  
Contact: Aaron Glauser

**Telephone:** (716) 560-9314

**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: 221108-002

OPENING DATE: MAY 26, 2021 TIME: 11:00AM

FOR: HVAC PREVENTIVE MAINTENANCE

NAME OF BIDDER: Johnson Controls

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 26<sup>TH</sup> day of MAY, 20 21

TERMS \_\_\_\_\_ DELIVERY DATE AT DESTINATION 26 MAY 21

FIRM NAME JOHNSON CONTROLS INC.

ADDRESS 130 JOHN MOIR DR SUITE 100

BUFFALO NY ZIP 14228

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE AARON GLAUSER

TITLE BRANCH SERVICE MANAGER TELEPHONE NO. (716) 560-9314

(Rev. 1/2000)

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6336

**County of Erie**  
**DIVISION OF PURCHASE**  
**BID SPECIFICATIONS**  
**BID NO. 221108-002**

Ship to:  
 Address:

Ship Via:  
 Date Required at Destination:

ITEM NO.	QUANTITY	UM	CATALOG NO./DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Vendor to provide HVAC Preventive Maintenance at		
			Erie County Public Health Lab,		
			503 Kensington Avenue, Buffalo, NY 14214,		
			For the period June 1, 2021 through May 31, 2023.		
			A pre-bid site visit will be held on Wednesday, May 19, 2021 at 9:00am.		
			Site contact: Carleen Pope (716) 961-7588.		
			Please provide pricing in Article V – Payment Schedule.		

**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** Johnson Controls

(Rev. 9/95)

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

Comprehensive Maintenance Contract Specification for  
Erie County Public Health Lab, 503 Kensington Avenue, Buffalo, NY 14214

This will be a two-year contract effective June 1, 2021 through May 31, 2023.

ARTICLE I – General Information

1001 – The Erie County Public Health Lab, located at 503 Kensington Avenue, Buffalo, NY 14214 requires a **comprehensive, all-inclusive, parts & labor** preventive maintenance contract for all HVAC roof top units, air handling units, humidifier, exhaust fans, laboratory exhaust fans, condensing unit, split system equipment listed in Attachment A.

1002 – The services shall be performed under equipment manufacturer's specifications, including all labor, parts, supplies and filters for HVAC preventive maintenance, repair and replacement labor for worn, failed components and related parts. This is also to include all labor on manufacturer's parts and components. All labor is to include travel and any related expenses to perform work required.

1003 – The County reserves the right to terminate, with 60-day written notice, at any time, for any reason, or suspend any part of the services described herein when conditions change, operation of a county facility is reduced or discontinued or other similar circumstances take place. In the event of such termination or suspension, payments for services shall suspend without penalty.

ARTICLE II – Qualifications of Bidders

2001 – The contractor shall have had a qualified service organization for a minimum of fifteen years.

The contractor or subcontractor shall provide trained and certified service specialists to perform service regarding the equipment listed in Attachment A. The contractor shall provide current documentation of training for service specialists. The contractor must show he has at least eight service specialists who are universally certified by EPA for refrigerant handling. All documentation shall be provided at time of bid.

2002 – The contractor shall have a flawless record with the Department of Labor. Any infractions within the past ten years, specifically regarding prevailing rate, will disqualify the bidder.

ARTICLE III – Scope of Services

3001 – The service specialists shall perform detailed reporting and documentation functions that will allow the contractor to provide the Public Health Lab Office with a report detailing the date, time and cause of each critical service or equipment alarm as well as a listing of date, time and result of each time the equipment was serviced. All service shall be signed off by a representative of the Public Health Lab Office.

**Contractor to provide 24/7 on-call service with two-hour response from time of initial call.**

3002 – Test and inspection of all of all components listed in the equipment inventory to ensure that the equipment is operating to manufacturer's specifications.

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3003 – Quality assurance service to communicate with building manager to ensure that the services provided comply with the level of service outlined in the specifications.

3004 – Preventive maintenance to include but not limited to equipment listed in attachment with administration of a maintenance program with all required labor and maintenance supplies to effectively perform required maintenance per equipment manufacturer's recommendations. To include lubrication, chemicals, cleaning supplies, paint, filter inspection & replacement.

3005 – Service to Siemens building automation to include inspection, testing, calibrating and diagnostics of control systems to ensure control system is operating at optimal efficiency.

3006 – Preventive Maintenance to include the following:

Cleaning – HVAC RTU coil surfaces/fan impellers and blades/electrical contacts, burner orifices, passages and nozzles/pilot and ignitor/belt drives/drive couplings.

Calibration – safety controls/temperature controls refrigerant charge/super heat/fan RPM/burner fuel air ratio/gas pressure/set point of controls and limits.

Lubrication – lubricate motor fans and damper bearings/damper linkages per manufacturer's recommendations.

Painting – to prevent corrosion on equipment paint on an as needed basis.

Filters – replace filters as required for equipment listed, at least twice per year/filters to be properly disposed of by contractor.

MSDS – provide to owner any MSDS sheets for any chemicals used on site.

3007 – Schedule of Maintenance

Spring – comprehensive maintenance of air handler, RTUs, split system, condensing unit, lab exhaust fans, exhaust fans, proper lay up of boilers for summer.

Summer – comprehensive maintenance of air handler, RTUs, split system condensing unit.

Fall – comprehensive maintenance of air handler, RTUs, split system, lab exhaust fans, exhaust fans, boilers start-up preventive maintenance.

Winter – test and inspect air handler, RTUs, comprehensive maintenance of boilers.

3008 – Additional Work

Any work not covered under this contract must be quoted and have the Director of the Public Health Lab approve prior to start of any work and follow the rate schedule in Article IV.

ARTICLE IV – Pricing

4001 – Yearly Cost for Services

June 1, 2021 – May 31, 2022 \$9,895.00

June 1, 2022 – May 31, 2023 \$9,895.00

Payments to be made three times per year in arrears upon signed work orders and invoices sent to: Carleen Pope  
Erie County Public Health Lab  
503 Kensington Avenue  
Buffalo, NY 14214

4002 – Out-of-Scope Rates

Service beyond the scope of the specifications to be charged at the following rates:

Regular rate (Monday-Friday, 8am-5pm) \$125.00/HR

Off-hour rate \$187.00/HR

Weekend rate \$200.00/HR

Holiday rate \$200.00/HR

Attachment A – List of Equipment

Quantity	Unit	Size	Manufacturer	Model #	Location
1	AA-AHU #1	60 TON	WEBCO	E-ACC-60-1GF-530	ROOF
1	AIR COOLED CONDENSER	60 TON	CARRIER	48AH-064	ROOF
1	RTU #AA-2	4 TON	JOHNSON CONTROLS	JA4ZTN12R4	ROOF
1	RTU #AA-3	17.5 TON	JOHNSON CONTROLS	J18ZJN40G4	ROOF
1	RTU #BB-TOX1	10 TON	JOHNSON CONTROLS	J10ZFN24G4	ROOF
5	EXHAUST FANS	¾ HP	VARIOUS	VARIOUS	ROOF
2	LAB EXHAUST FANS	2 HP	GREENHECK	12BISW-21-10	ROOF