



To: Board Members

Date: June 6, 2019

From: Nicholas Noce, Executive Director

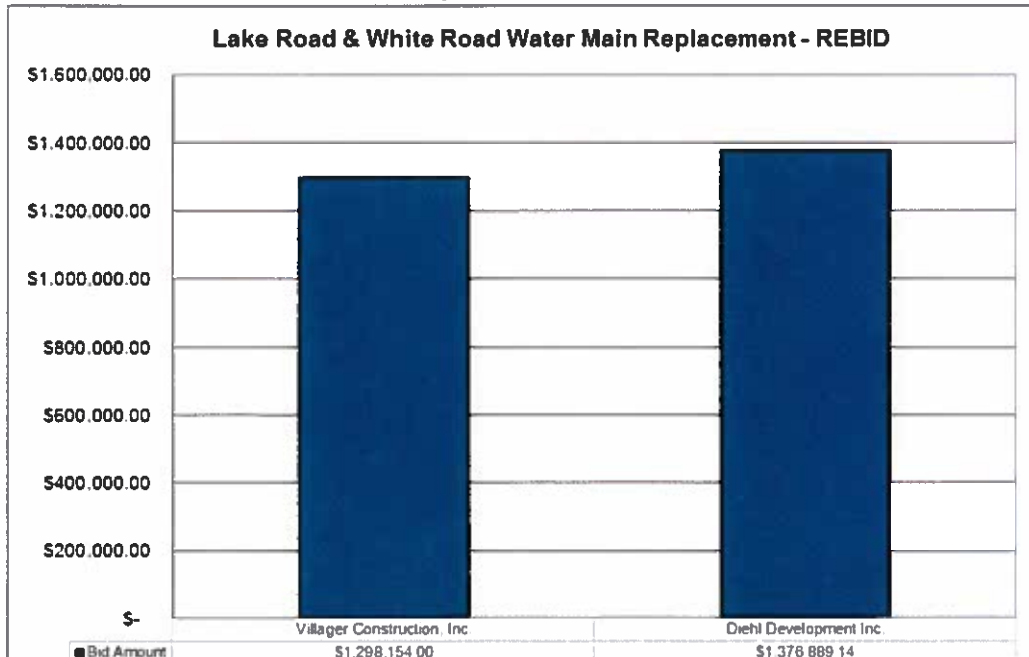
Subject: **Regular Board Meeting – Thursday, June 13, 2019 9:30 a.m.  
at 475 Norris Drive – Board Room**

**Agenda Items:**

**1. Personnel Items:**

- Richard J. Metzger, P.E. retirement effective May 23, 2019 after 30+ years of service.
- Title change of Michael DiGrazio from Heavy Motor Equipment Operator to Utility Worker effective May 20, 2019, Salary Schedule 4, Group 3, Step 1.
- Provisional Appointment of Jeffrey Korber to Engineering Technician, effective July 1, 2019, Salary Schedule 5, Group 4, Step 1.
- Promotional Appointment of Sean Ramsey to Distribution Maintenance Mechanic, effective June 17, 2019, Salary Schedule 4, Group 6, Step 7.
- Promotional Appointment of Jeffrey Dewey to Distribution Maintenance Mechanic, effective June 17, 2019, Salary Schedule 4, Group 6, Step 6.
- Promotional Appointment of Jason Hanlon to Distribution Maintenance Mechanic, effective June 17, 2019, Salary Schedule 4, Group 6, Step 7.
- Appointment of Joshua Stirk to Laborer in the Facilities, Fleet and Operations Department working with Distribution Maintenance effective July 1, 2019, Schedule 4, Group 1, Step 1.
- Probationary Promotion of Ulysses Ashburn to Senior Construction Inspector, effective June 17, 2019 at Salary Schedule 5, Group 4, Step 9.
- Start date change for Daniel Austin, Laborer from May 28, 2019 to June 10, 2019. Resolution supersedes #19-094 (ref: 5/9/19).

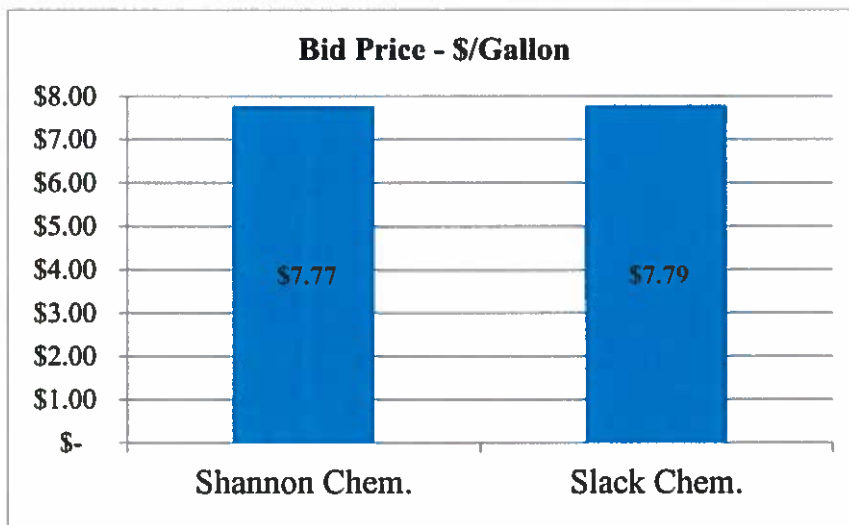
2. There is an item on the agenda to award a contract for the Lake Road & White Road Water Main Replacement – Rebid. The project involves the installation of approximately 3,000 linear feet of 12” ductile iron water main and appurtenances on Lake Road and on White Road in the Town of Sweden. There were 2 bids submitted. Our recommendation is to award this work to the lowest, responsible bidder, Villager Construction, Inc., in the bid amount of \$1,298,154. Villager Construction, Inc. has successful completed work for the Authority in the past.



3. There are (2) items on the agenda to authorize purchases utilizing Monroe County contracts as follows:
  - Purchase of Concrete Mixes Delivered (Delivered concrete to various sites as needed) through the Monroe County Contract currently held with Manitou Concrete, for an approximate cost of \$50,000 through contract period ending April 30, 2020.
  - Purchase of Tree Removal, Tree Trimming & Stump Removal Services as needed, through Monroe County Contract currently held by Terry Tree Service, for an approximate cost of \$75,000 through contract period ending April 30, 2020.
4. There is an item on the agenda to authorize a bid award to the low responsive, responsible bidder, CB Truck Bodies & Equipment in the amount of \$102,108 to provide (2) new 2019 Knapheide Line Bodies. This amount includes the removal and disposal of the old bodies and the installation of new bodies.
5. There is an item on the agenda to authorize the purchase of Sodium Permanganate. This chemical is used to control zebra mussels in the Webster Water Treatment Plant intake. Bid specifications were sent to six chemical suppliers and two submitted bids.

Shannon Chemical's bid came in slightly lower than our current supplier, Slack Chemical, and the bid price is 3% higher than the current price we pay. The contract term is for one year with the option to extend in one-year increments for up to four additional years if mutually agreeable and per the bid terms and conditions, with a price escalation of no more than 3% per year of extension.

The estimated annual quantity is 5,000 gallons (\$38,850 at the bid price).



6. The Authority's standard procurement compliance resolution.
7. There is an item on the agenda to enter into an agreement with the New York Power Authority (NYPA) for Advisory Services in connection with a proposed 5 megawatt solar power project on MCWA's property at 2842 Penfield Road. NYPA will provide comprehensive project planning, permitting, bidding, proposal evaluation and execution services on behalf of MCWA through their Advisory Program, which is specifically designed to help municipalities navigate the solar project process. NYPA's service fee for this work is normally structured into the long-term agreement with the selected solar provider and would not be an out-of-pocket cost to MCWA. However, if MCWA decides to cancel the project or permits cannot be obtained after a solar provider has been procured, MCWA would owe NYPA a maximum of \$40,000 (prorated based on the amount of

*Board Members - Regular Meeting – June 13, 2019*

services performed prior to termination). According to NYPA, they have never had to charge that fee because they are careful in selecting the projects they support.

The Agreement terminates at the conclusion of NYPA's project services or three years, whichever comes first. The Agreement may be renewed for another three years upon mutual consent or terminated by either party with 120 days' notice.

8. The following item appears on the agenda based on the recommendation of the Audit Committee at their meeting held on May 2, 2019:
  - Approval of the proposal as submitted by Brown & Brown of NY, Inc., for renewals of Excess Liability insurance coverage policies for an estimated cost of \$98,000. The term for insurance coverage is July 1, 2019 through June 30, 2020.
9. There is an item for approval of the Authority's 1<sup>st</sup> Quarter Financial Report – period ending March 31, 2019. This report is enclosed for Board review.

**Board Discussion / Notification Items:**

- There will be a Presentation (Enclosed for Member review) RE: Cost of Service Study Report – Final Discussion/Comments
- Audit Committee Meeting to be scheduled for July 11, 2019 at 8:30 a.m. (*Review revised Accounting Policies & Procedures Manual*)
- In Board folders for review:
  - Any routine monthly informational reports and/or updates.

***There may be additional items placed on the agenda not finalized for this mailing.***

***There may be items presented for discussion and/or notification.***

Enclosures

cc: Department Heads

COPY  
REQUISITION AND  
ORDER NO. \_\_\_\_\_



**Monroe County Water Authority**  
PURCHASE REQUISITION

DATE : May 23, 2019 Do Not Duplicate

ORDERED BY : Mark Iannitti 769  
Name and Emp. #

DELIVER TO:

- OPERATION CENTER (1)
- TREATMENT PLANT (2)
- MCWA PICK UP (7)
- AS SPECIFIED BELOW (99)

APPROXIMATE  
DATE REQUIRED : 6/14/2019 ( Must Provide A Date )

Approximate Cost: \$50,000.00

ACCT., JOB ORDER  
OR AUTHORIZATION # : Various

Bid Item

Quote Item

PO DESCRIPTION : Concrete Delivered

Contract Item

VENDOR # : \_\_\_\_\_ VENDOR NAME: Manitou Concrete

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	PURCH. NUMBER	DESCRIPTION OF MATERIAL
1	1	ea		<p>Contract order for concrete delivery to various sites. All material will be ordered as needed.</p> <p>Monroe County Contract BP #0414-18 (4700007454)</p> <p>Contract period good until 04/30/20</p>

*M. Iannitti* 5-23-19  
1249

APPROVED BY:  
*Mark Iannitti* 769  
Manager/Supervisor # and Name

*[Signature]* 376  
Department Head # and Name

APPROVED BY:  
*Amy L. Molinaro* #1337  
Acting Director of Finance # and Name

*[Signature]* #1013  
Executive Director



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** CONCRETE MIXES DELIVERED

**CONTRACT #:** BP#0414-18 (4700007454)

**CONTRACT DATES:** 04/27/2018 – 04/30/20

**BUYER:** Sean Wilcox  
**PHONE:** 585/753-1136

**VENDOR(S):** Manitou Concrete  
1260 Jefferson Road  
Rochester, NY 14623  
(4700007454)

**2018 Contract 0414-18**

**ITEM CONCRETE MIXES DELIVERED**

<b>ITEM #</b>	<b>MATERIAL</b>	<b>UNIT</b>	<b>UNIT PRICE</b>
	Concrete for Structures Class A	CY	\$ 120.50
	Concrete for Structures Class D	CY	\$ 124.75
	Controlled Low Strength Material	CY	\$ 88.00
	Flowable Fill (Pure Waters Blend)	CY	\$ 85.50
<b>ADDITIONAL ITEMS TO BE ADDED TO THE ABOVE BID PRICES (Fixed Price)</b>			
	Heat	CY	<b>\$10/CY</b>
	Small Load Charge 5.0-5.5 CY	LOAD	<b>\$65/LOAD</b>
	Small Load Charge 4.0-4.5 CY	LOAD	<b>\$90/LOAD</b>
	Small Load Charge 3.0-3.5 CY	LOAD	<b>\$120/LOAD</b>
	Small Load Charge 2.0-2.5 CY	LOAD	<b>\$150/LOAD</b>
	Retarder	CY	<b>\$4/CY</b>
	High Early	CY	<b>\$8/CY</b>
	DCI	CY	<b>\$10/CY</b>
	Excess waiting time	Min.	<b>\$1 / Min</b>

COPY



**Monroe County Water Authority**  
PURCHASE REQUISITION

REQUISITION AND  
ORDER NO. \_\_\_\_\_

DATE : May 14, 2019 Do Not Duplicate

- DELIVER TO:
- OPERATION CENTER (1)
  - TREATMENT PLANT (2)
  - MCWA PICK UP (7)
  - AS SPECIFIED BELOW (99)

ORDERED BY : Mark Iannitti 769  
Name and Emp. #

APPROXIMATE  
DATE REQUIRED : 6/14/2019 ( Must Provide A Date ) Approximate Cost: \$75,000.00

ACCT., JOB ORDER  
OR AUTHORIZATION # : Various

Bid Item  Quote Item

PO DESCRIPTION : Tree Service

Contract Item

VENDOR # : 2796 VENDOR NAME: Terry Tree Service

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	PURCH. NUMBER	DESCRIPTION OF MATERIAL
1	1	ea		Contract order for routine and emergency tree service per Monroe County Contract, BP-0314-19 (4700007518)  All material will be ordered as needed.  Contract period ends 4-30-20

*M. Quattrone* 5-14-19  
1247

APPROVED BY:  
*Mark Iannitti* 769  
Manager/Supervisor # and Name

APPROVED BY:  
*Romy La Melina* # 1337  
Director of Finance # and Name

*R. Bandy*  
Department Head # and Name

*Mildred* #1013  
Executive Director



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** TREE REMOVAL, TREE TRIMMING AND STUMP  
REMOVAL SERVICES

**CONTRACT #:** 0314-19 (4700007518)

**CONTRACT DATES:** 4/26/2019 – 4/30/2020

**BUYER:** Sean Wilcox  
**PHONE:** (585)753-1136  
**EMAIL:** swilcox@monroecounty.gov

**VENDOR(S):** Terry Tree Service, LLC  
755 Jefferson Road, Suite 200  
Rochester, NY 14623  
P: (585) 436-2900  
F: (585) 783-1209

Sean Wilcox  
Buyer

XC: BP FILE  
VENDOR



**TREE REMOVAL, TREE TRIMMING AND STUMP REMOVAL S  
PRICE SHEET**

PROCESS	SIZE (inch) DBH	MONROE COUNTY WORK	OTHER AGENCY WORK
		UNIT PRICE	UNIT PRICE
Tree Removal (Each)	≤ 14	\$131.48	\$294.48
	15 - 24	\$262.95	\$588.96
	25 - 36	\$525.90	\$1,177.92
	37 - 48	\$1,051.80	\$2,355.84
	≥ 49	\$1,314.75	\$2,944.80

Emergency Surcharge (FIXED Price)	Any Size	\$300.00
Stump Grinding (FIXED Price) per stump	Any Size	\$350.00
Tree Trimming (FIXED Price) per tree	Any Size	\$250.00

**Work Sites:**

Trees and stumps for removal will be located primarily along County Highway Rights of Way, County owned property, or other public right of way.

**Tree and Stump Locations and Identification:**

- a. The agency shall designate which trees or stumps are to be removed.
- b. If at any time uncertainty exists about which tree or stump is to be removed or trimmed the Contractor should get confirmation before beginning work at that site. The Contractor will not be paid for any work involved with removal or trimming of an incorrect tree or stump.

**Schedule of Performance:**

Work shall be scheduled and conducted in a cooperative manner in order to cause the least possible interference with or annoyance to others. It shall be the Contractor's responsibility to work out any, if necessary, cooperative work schedule.

**Basis of Bid**

The option multiplier price bid shall be applied to the scheduled payment item prices contained in the proposal. **Do not show percentages to show the multiplier.** Any bid showing percentages will be rejected. **The multiplier shall be submitted to 4 decimal places.** (Example 0.xxxx or 1.xxxx). The price bid shall also include the clean-up of debris from adjoining lawns, walks and streets which was caused by the removal of the trees and limbs involved in this contract.

The tree bids will be separated into two categories:

- 1. Monroe County
- 2. Other Agencies

**Method of Measurement**

The unit price(s) will be based on each item.

The following will be a FIXED Price items:

Emergency Surcharge (FIXED Price)	Any Size	\$300.00
Stump Grinding (FIXED Price)	Any Size	\$350.00
Tree Trimming (FIXED Price)	Any Size	\$250.00



Monroe County Water Authority

COPY  
Memorandum

To: Raymond Benschoff Date: 05/29/2019  
From: Karin Anderson File: WA 041912  
Subject: Recommendation for Bid Award June 13, 2019 Board Meeting Copies:

Bid packages were sent to four vendors; one bid was received on May 20, 2019, for **Two (2) New 2019 Knapheide Line Bodies**. The low responsive, responsible bidder is **CB Truck Bodies & Equipment** in the amount of **\$102,108**. This amount includes the removal and disposal of the old bodies & the installation of the new bodies.

I recommend that the bid be awarded to the low responsive, responsible bidder.

/ka

~~(Dis)~~ Approved by  5/29/19  
Department Head Date

~~(Dis)~~ Approved by Karin Anderson 5/29/19  
Purchasing Manager Date

~~(Dis)~~ Approved by  6/3/19  
Executive Director Date

(Dis) Approved by \_\_\_\_\_  
Executive Assistant/Board Date



Monroe County Water Authority

## Memorandum

**To:** Scott Nasca, Chairman, & MCWA Board Members **Date:** June 6, 2019

**From:** Amy A. Molinari, Acting Director of Finance and Business Services

A handwritten signature in blue ink, appearing to read 'AM', positioned to the right of the 'From:' line.

**Subject:** 1<sup>st</sup> Quarter Financial Report

**Copies:** N. Noce  
L. Magguilli  
L. Rawlins  
A. Mammino

In accordance with the Authority's Accounting Policies and Procedures Manual, readopted June 2018, I respectfully submit for your review the Authority's 1<sup>st</sup> Quarter Financial Report – period ending March 31, 2019.

Should you have any questions or comments, feel free to contact me.

Attachment