



To: Board Members

Date: July 31, 2019

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, August 8, 2019 @ 9:30 a.m.
Board Room, 475 Norris Drive**

AGENDA ITEMS:

1. Personnel Items:

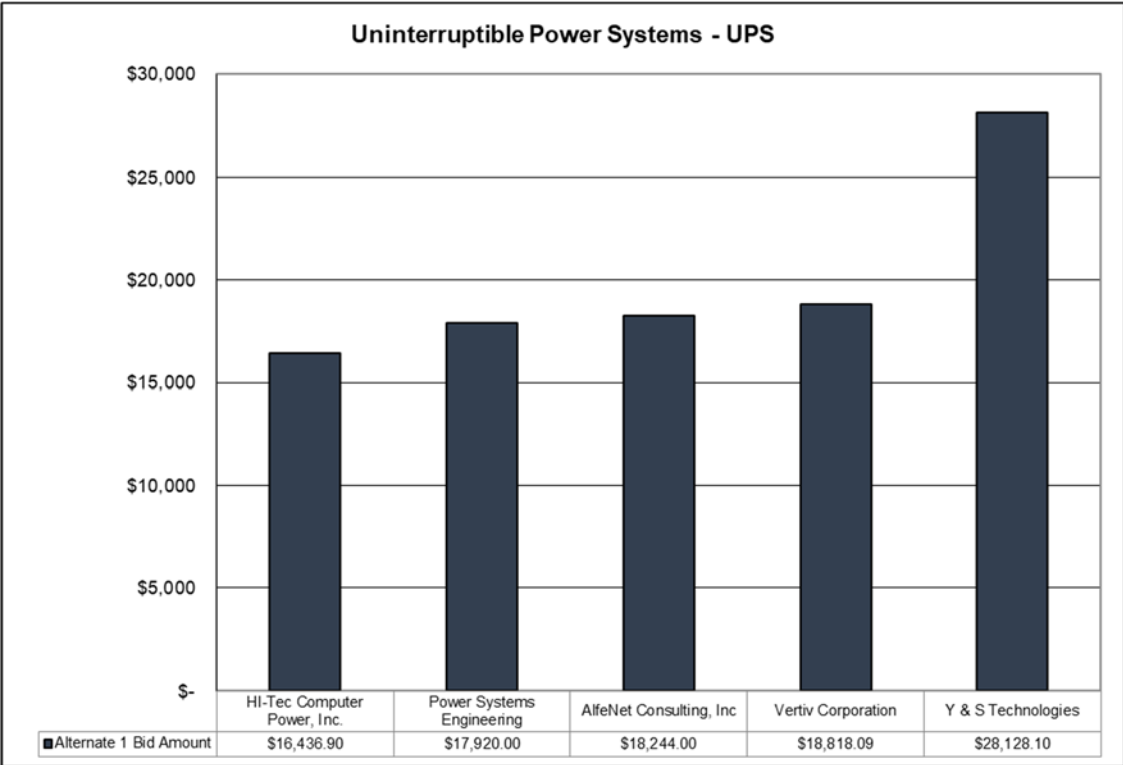
- Resolution marking the Retirement of Gregory J. Wysocki. We appreciate his many years of dedicated service to the Water Authority and wish him a happy and fulfilling retirement.
- There is a resolution on this Agenda to nominate Diane L. Hendrickson for the role of Recording Secretary to the MCWA Board.
- Appointment of Abraham Nuñez to the title of Heavy Motor Equipment Operator in the Facilities, Fleet & Operations (FFO) Department. Mr. Nuñez interviewed favorably for this position and is considered to be well-suited for performing these duties. A copy of the recommendation memorandum for this appointment and employment application are enclosed for Board review.
- Title change of Pamela Bernardi to Fixed Asset Accountant in the Finance & Business Services Department. This title is better suited for her future job duties.

2. There is an item on the Agenda to authorize utilizing Monroe County Contract – *Ford Vehicle Parts* – #0601-17 (currently held by Emerling Ford, Inc.) for the purchase of Ford vehicle parts and/or supplies for maintenance and repair of Water Authority vehicles for an estimated amount of \$20,000 through the contract period ending July 31, 2020.

3. There is an item on the Agenda to authorize the purchase of four (4) new Watson Marlow chemical metering pumps from Falleson Associates, Inc., the sole authorized vendor in Monroe County. The new pumps will be installed in the Denise Reservoir/Thornell Booster Pump Station sodium hypochlorite chemical storage and feed system to replace existing pumps that are almost 20 years old and have reached the end of their service life.

The Authority standardized on the use of Watson Marlow chemical pumps in July of 2019 in accordance with Board Resolution #19-143. The estimated cost is \$35,000.

4. There is an item on the Agenda to award a contract for the purchase of Uninterruptible Power System (UPS) equipment. This contract includes furnishing and delivering a three-phase, online, life safety-rated, continuous-duty 30.0 kVA UPS for the Shoremont Water Treatment Plant. There were five (5) responsive, responsible bids submitted. Our recommendation is to award this contract to Hi-Tec Computer Power, Inc. for the bid amount of \$16,436.90.



5. There is an item on the Agenda to award a contract for the installation and repair of approximately 1,700 lf of fencing at five (5) Water Authority sites. These sites include the Loud Road Tank in the Town of Perinton; the South Avenue and West Webster Tanks in the Town of Webster; the Brockport Water Treatment Plant Thickener Tank in the Town of Hamlin; and the Douglas Road Tank in the Town of Mendon.

There was only one bid submitted. Our recommendation is to award this work to the low responsive, responsible bidder, New York State Fence, Inc. in the bid amount of \$80,382. New York State Fence, Inc. meets the required past work experience.

6. There is an item on the Agenda to accept the Cost of Service Study prepared by Amawalk Consulting, LLC. The last Water Rate Study was updated in 2013. The Study is designed to meet projected maintenance and operation costs, while providing sufficient funding for water system replacement projects. A copy of the Study is enclosed for Board review.
7. The Authority's standard procurement compliance resolution.
8. There is an item on the Agenda to approve the members of the Authority's Deferred Compensation Committee.
9. There are items for approval of the Authority's 2nd Quarter Investment Report – period ending June 30, 2019; and for approval of the Authority's 2nd Quarter Financial Report – period ending June 30, 2019. These reports are enclosed for Board review.

AUDIT COMMITTEE REPORTING

10. The Authority's Audit Committee met on July 11, 2019, and with their recommendation, there is a resolution for the following item:
 - Approve the *Accounting Policies and Procedures Manual*, as revised and presented.

A copy of the revised manual is enclosed for full Board review.

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

BOARD DISCUSSION/NOTIFICATION ITEMS:

In Board folders for review (along with any routine monthly informational updates):

- 2nd Quarter Outstanding Claims Report – Period ending June 30, 2019

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

NN/ka
Enclosures



Memorandum

To: Chris J. LaManna, P.E., Director of Production & Transmission Date: July 30, 2019
 Karin Anderson, Purchasing Agent

From: Dan Drifill, Superintendent of Plant Maintenance *DD* File: 19-S11 #3

Subject: August 8, 2019 Board Meeting - Agenda Item Copies: N. Noce
 Uninterruptible Power Supply (UPS) H. Young

Attached are the results of the bid opening on July 25, 2019, for the above contract. The contract involves furnishing and delivering a three-phase, on-line, life safety rated, continuous duty 30.0 kVA Uninterruptible Power System (UPS) for the Shoremont Water Treatment Plant. A total of seven bids were received, with five bidders determined to have submitted responsible, responsive bids. Bids for Alternate 1 (i.e., supply one UPS) ranged from \$16,436.90 to \$28,128.10. The Engineer's estimate was \$30,000.00. A bid tabulation sheet is attached. Hi-Tec Computer Power, Inc. submitted the lowest bid for Alternate 1.

There were informalities in the bids that affected the ranking, notably, Lynn Associates did not obtain or submit a complete set of Bidding Documents rendering their bid non-responsive.

Hi-Tec Computer Power, Inc is a local company located in Fairport, NY.

It is my recommendation that the Board authorize the Executive Director, to award this contract to the lowest responsive, responsible bidder, Hi-Tec Computer Power, Inc. for the Alternate 1 bid amount of \$16,436.90.

J (Dis) Approved by: *Christopher J. LaManna* 7/30/19
 Director of Production & Transmission Date

(Dis) Approved by: *Karin Anderson* 7/30/19
 Purchasing Agent Date

(Dis) Approved by: _____
 Secretary to the Authority Date

(Dis) Approved by: _____
 Executive Director Date

Attachments: Bid Tabulation Sheet

Uninterruptible Power Systems - UPS
Monroe County Water Authority

I certify that this tabulation is a true representation of bids received on 25-Jul-19 for this contract.

By: [Signature]
 Date: 7/29/19

Eng. No.: 19-S11
 Auth. No.: 281-800
 Bid Opening July 25, 2019

Item No.	Description	Estimated Quantity	Unit	Engineers Estimate		Hi-Tec Computer Power, Inc. 205 Packetts Landing Fairport, NY 14450 htc@htecomputerpower.com 585-223-5922		Power Systems Engineering 10943 Persimmon Ct Orlando Park, IL 60467 psengr@aol.com 708-361-2758		AlfaNet Consulting, Inc 1011 Manhattan Ave Brooklyn, NY 11222 admin@alfanet.com 718-608-6242		Vertiv Corporation 1050 Dearborn Dr Columbus, OH 43085 dierdre.owens@vertiv.com 614-841-6020		Y & S Technologies 1666 Carroll St Brooklyn, NY 11213 morisy@yandstech.com 718-473-0284		Lynn Associates, Inc 8175 Sheridan Dr, Bldg 1 Buffalo, NY 14221 llyche@lhninc.com 716-631-0054		Weissco Power, LLC 516 County Rd 573 Callion, NJ 07830 lmonroes@weisscopower.com 908-632-2175	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	30kVA Uninterruptible Power System (UPS)	1	LS	\$30,000.00	\$30,000.00	\$16,436.90	\$16,436.90	\$17,920.00	\$17,920.00	\$18,244.00	\$18,244.00	\$18,818.09	\$18,818.09	\$28,128.10	\$28,128.10	\$18,338.35	\$18,338.35	\$0.00	\$0.00
2	30kVA Uninterruptible Power System (UPS)	2	EA	\$28,000.00	\$56,000.00	\$32,329.00	\$64,658.00	\$17,920.00	\$35,840.00	\$18,194.00	\$36,388.00	\$18,746.14	\$37,492.28	\$27,876.10	\$55,756.20	\$18,338.35	\$32,676.70	\$0.00	\$0.00
Bid Alternate 1 Total				\$30,000.00		\$16,436.90		\$17,920.00		\$18,244.00		\$18,818.09		\$28,128.10		\$18,338.35		\$23,545.39	
Bid Alternate 2 Total				\$56,000.00		\$64,658.00		\$35,840.00		\$36,388.00		\$37,492.28		\$55,756.20		\$32,676.70		\$23,545.39	

Bid rejected / non-responsive

Bid informalities:

- Hi-Tec, Vertiv, AlfaNet, Power Systems and Weissco did not fill out Alternate total bid prices (page is blank).
- Hi-Tec extended total for Item 2 is incorrect. Per Article 7.07 of the Instructions to Bidders:
The Extended Total for each unit price Bid item shall be the product of the Estimated Quantity for the item and the corresponding Unit Price, offered by the Bidder, in words. Extended Total corrected on the Bid Tab.
- Lynn Associates did not obtain or submit a complete set of Bidding Documents in accordance with the Instructions to Bidders - Articles 4.01 & 7.04. This bid is non-responsive.
- Vertiv Corporation did not spell out the unit prices in words.
- Weissco Power did not fill out the unit prices in words or figures. Weissco priced the Alternate for two units the same price as one, resulting in an unbalanced bid. This bid is rejected in accordance with the instructions to Bidders - Article 7.03