



Monroe County Water Authority

Memorandum

To: Board Members

Date: December 2, 2021

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, December 9, 2021 @ 9:30 a.m.
Main Conference Room, 475 Norris Drive**

AGENDA ITEMS:

1. Personnel Items

- Appointments of Michael Mulé, Jacob Sherman, and Jordan Vacca, each to the title of Laborer in the Facilities, Fleet Maintenance & Operations Department, and each at Salary Schedule 4, Group 1. These three appointments are to fill current vacancies. The applicants interviewed favorably and were found to be well-suited for the position. See enclosed memorandums from Steve Trotta.

COMPENSATION COMMITTEE REPORTING

2. The Authority's Compensation Committee met on December 2, 2021, and with their recommendation, there is an item on the Agenda to approve the MCWA Compensation Philosophy, as revised and presented.
3. There is an item on the Agenda for the as-needed purchase of various parts and supplies from Five Star Equipment in the estimated amount of \$20,000.
4. There is an item on the agenda for the as needed purchase of various parts and supplies from Milton Cat for maintenance and repair of Caterpillar backhoes and loaders in the estimated amount of \$30,000.
5. There is an item on the agenda for the as needed purchase of various parts and supplies from the Kenworth Group for the maintenance and repair of the Authority's dump trucks and crew trucks for an estimated amount of \$65,000.
6. There is an item on the Agenda to authorize a unit price contract for Repair Clamps, purchased as needed from low responsive, responsible bidder, T. Mina Supply East, Inc. The bid amount is based upon estimated quantities. See recommendation memorandum from Laurel Neff, enclosed.
7. There is an item on the Agenda to authorize a unit price contract for Tapping Sleeves, purchased as needed from low responsive, responsible bidder, T. Mina Supply East,

Inc. The bid amount is based upon estimated quantities. See recommendation memorandum from Laurel Neff, enclosed.

8. There is an item on the agenda to authorize a blanket order for the purchase of various electrical materials and equipment from Graybar Electrical Supply. The electrical materials and equipment are utilized for maintenance and repair of the Authority's equipment and facilities.
9. There is an item on the agenda to authorize a blanket order for the purchase of various electrical materials and equipment from Kovalsky-Carr Electrical Supply Company, Inc. The electrical materials and equipment are utilized for maintenance and repair of the Authority's equipment and facilities.
10. There is an item on the agenda to purchase Allen-Bradley® Programmable Logic Controllers (PLCs) and ancillary equipment such as network interface cards, power supplies, input/output cards, cabling, and displays from Horizon Solutions, LLC. Allen-Bradley® is a brand of Rockwell Automation.

Allen-Bradley® PLCs and ancillary equipment are uniformly incorporated into the Authority's Supervisory Control and Data Acquisition (SCADA) system. The Authority standardized on Allen-Bradley® PLCs in October 2014, which was approved by the Board under Resolution #14-188. The standardization was reconfirmed in accordance with the MCWA Purchasing Guidelines, most recently in December 2021. This equipment will be located at the water treatment plants and at many remote facilities in the distribution system including storage facilities and pump stations.

The proposed purchase is for an estimated total cost up to \$80,000 for the term ending December 31, 2022. This amount includes the anticipated purchase of new PLCs to replace the existing filter PLCs at the Shoremont Water Treatment Plant in 2022 by Authority maintenance personnel.

Horizon Solutions, LLC, with corporate headquarters located in Rochester, is the sole authorized dealer in this region of New York State.

11. There is an item on the agenda to authorize a blanket order for the purchase of various electrical materials and equipment from Horizon Solutions, LLC. The electrical materials and equipment are utilized for maintenance and repair of the Authority's equipment and facilities.
12. There is an item on the agenda to authorize a blanket purchase order from Cummins Inc. Sales and Service for the purchase of original equipment manufacturer (OEM) repair parts, services, and proprietary diagnostic software to supplement Authority maintenance staff for repairs and maintenance of Cummins-Onan emergency generator equipment. The Authority currently operates and maintains multiple Cummins-Onan portable and fixed emergency generators located at various booster pumping stations and other locations, to maintain system operations during power outages.

The Authority will purchase OEM repair parts, shop and field labor services, and proprietary diagnostic software from Cummins Inc. Sales and Service located in Buffalo, NY on an as-needed basis. This is the manufacturer's sales and service facility located in closest proximity to the Authority's service area. The estimated cost is up to a total of \$25,000 for the term January 1 through December 31, 2022.

13. There is an item on the agenda to standardize on Rotork electric actuators for use on the Authority's treatment process, transmission, and distribution systems valves located at the Shoremont, Webster, and Corfu Water Treatment Plants; and at booster pumping stations, storage tanks, reservoirs, and control valve vaults throughout the Authority's service area. Since the 1960s, Rotork has maintained a manufacturing, sales, and repair services facility in Rochester, New York, which is its United States headquarters.

Currently, there are approximately 177 Rotork electric actuators in service in the Authority's treatment process, transmission, and distribution systems valves, representing 96-percent of the total number of electric actuators in service on these systems.

Staff has determined that Rotor electric actuators provide the most durable, reliable, and cost efficient equipment for the Authority's treatment process, transmission, and distribution systems valves for the reasons detailed in the attached November 30, 2021 memorandum from Chris J. LaManna, P.E., Director of Production and Transmission.

14. There is an item on the agenda authorizing an agreement with NYSDOT for their project to repave Route 104 from Basket Road, Town of Webster, Monroe County to Furnace Road Town of Ontario, Wayne County. The Agreement will allow NYSDOT's contractor to adjust valve boxes, verify and relocate water main as needed to accommodate work associated with their project. NYSDOT's work will be completed at no cost to the Water Authority. Construction is anticipated to begin in Spring 2022 and be completed in the Fall 2022.
15. There is an item on the agenda to award a contract for the River Meadow Drive and Hazel Street Water Main Replacement project in the Town of Henrietta. The project involves furnishing and installing approximately 4,200 linear feet of 6" ductile iron water main and appurtenances on River Meadow Drive and Hazel Street. There were four bids submitted. Our recommendation is to award this work to Randsco Pipeline, Inc. in the bid amount of \$771,675.
16. There is an item on the Agenda to authorize the use of New York State OGS Contract for the purchase of a one year Cisco Smartnet Maintenance and Support Agreement from Aspire Technology Partners for an estimated amount of \$35,775.00,

17. There is an item on the Agenda to authorize the as-needed use of New York State Information Technology Umbrella Contract for the procurement of various laptop and desktop computers and related equipment and supplies. This is part of our renewal and replacement program for existing equipment as well as the likely purchase of new equipment during the course of the year.
18. There is an item on the Agenda to authorize the purchase of Office Supplies from W.B. Mason at an estimated amount of \$30,000 utilizing the City of Rochester Contract #504270/133520, through the contract period ending November 30, 2022.
19. There is an item on the Agenda to ratify and confirm MCWA Water Rates effective January 1, 2022. The required Public Information Meeting on the rate changes will have taken place on Wednesday, December 1, 2021 at 3:00 p.m.
20. There is an item on the Agenda to authorize the purchase of Office Furniture, to be ordered as needed utilizing New York State Contract Group for an estimated total cost of \$20,000 through the contract period ending December 1, 2023.
21. There is an item on the Agenda to authorize the Executive Director to enter into a Professional Services agreement for Security Consulting services with LYNSTAAR ENGINEERING, P.C. for an estimated cost of \$150,000
22. The Authority's Audit Committee met on December 3, 2020, and with their recommendations, there are resolutions for the following:
 - Authorization for the Executive Director to enter into an Agreement for the purchase of Excess Workers' Compensation Insurance through Midwest Employers Casualty Company as brokered through MCWA's Broker of Record, NCAComp, Inc.
 - Authorization for the Executive Director to enter into a five year Agreement for the employee's 457b Deferred Compensation Plan with Empower Retirement and Great West Trust Company, LLC, as trustee.

Please refer to the enclosed corresponding documentation for these items.

23. The Authority's Standard Procurement Compliance Resolution.
24. The Authority's Governance Committee met on December 2, 2021, and with their recommendation there are resolutions for the following:
 - Re-Adoption of the Internal Controls and Financial Accountability Policy, as presented.
 - Re-Adoption of the Policy for Tracking and Disposal of Fixed Assets, as presented.
 - Approval of the Responsibilities of Members, as revised and presented.
 - Re-Adoption of the Professional Services Policy and Procedures, as presented.

Policy documents are enclosed for full Board review.

25. There is a resolution to approve Board and Staff travel for training and MCWA mission-related seminars, conferences, and meetings during 2022.
26. There is an item on the Agenda to establish the MCWA Board Meeting Schedule for 2022.

- In Board Folders for Review:

- Routine Monthly Informational Reports and/or Updates
- Minutes from Public Information Meeting

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

NN/dlh
Enclosures

cc: Executive Staff



Monroe County Water Authority

Memorandum

To: Steve Trotta

Date: 11/23/21

From: Laurel Neff

File: WA 112122

Subject: **Recommendation for Bid Award**

Copies:

Bids were received on November 17, 2021 for **Repair Clamps**. This is a one year, unit price contract with the option to renew for up to four additional one-year periods upon mutual consent. The apparent low responsive, responsible bidder is **T. Mina Supply East, Inc.** in the amount of **\$62,398.57**. The bid amount is based on estimated quantities.

We also received bids from:	Blair Supply Corp.	\$88,689.00
	F.W. Webb Co.	\$131,385.36
	Core and Main LP	\$86,213.00

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

/ln

Attachments: Bid tabulation

(Dis)Approved by


Department Head

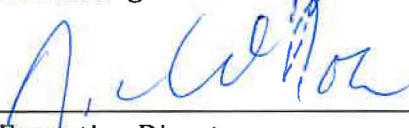
11-23-21
Date

(Dis)Approved by


Purchasing

11/23/2021
Date

(Dis)Approved by


Executive Director

12/2/21
Date

(Dis)Approved by

Executive Assistant/Board

Date

Monroe County Water Authority

WA 112122– Repair Clamps

Item No	Qty	Description	(1) F.W. WEBB	(2) BLAIR SUPPLY	(3) T. MINA	(4) CORE & MAIN
1	10	2" REPAIR CLAMP, 7.5" MIN	1,303.50	520.00	375.70	750.00
2	2	2-1/2" REPAIR CLAMP, 7.5"	1,303.50	104.00	84.20	100.00
3	2	4" REPAIR CLAMP, 12" MINI	391.60	192.00	146.70	184.00
4	4	4" REPAIR CLAMP, 12" MINI	606.40	384.00	293.40	368.00
5	2	4" REPAIR CLAMP, 7.5" MIN	280.30	144.00	164.44	302.00
6	160	6" REPAIR CLAMP, 12" MINI	25,572.80	17,600.00	11,931.20	16,800.00
7	30	6" REPAIR CLAMP, 20" MINI	8,225.40	5,670.00	4,008.00	5,460.00
8	12	6" X 1" CC REPAIR CLAMP,	2,948.40	2,304.00	1,597.44	2,220.00
9	180	8" REPAIR CLAMP, 12" MINI	30,580.20	21,240.00	15,903.00	20,520.00
10	50	8" REPAIR CLAMP, 20" MINI	14,981.50	9,900.00	7,437.00	9,550.00
11	20	8" X 1" CC REPAIR CLAMP,	5,897.00	4,200.00	2,961.00	4,040.00
12	12	10" REPAIR CLAMP, 15" MIN	2,976.96	2,280.00	1,606.80	2,196.00
13	2	10" X 1" CC REPAIR CLAMP,	600.24	542.00	402.70	738.00
14	2	12" REPAIR CLAMP, 15" MIN	671.40	564.00	416.36	542.00
15	10	12" REPAIR CLAMP, 20" MIN	5,440.00	3,850.00	2,613.00	3,810.00
16	1	12" X 1" CC REPAIR CLAMP,	380.15	310.00	224.10	299.00
17	2	14" REPAIR CLAMP, 20" MIN	2,010.00	740.00	580.50	838.00
18	1	14" REPAIR CLAMP, 20" MIN	1,005.00	483.00	299.43	466.00
19	2	16" REPAIR CLAMP, 20" MIN	2,146.30	968.00	598.86	932.00
20	1	16" X 1" CC REPAIR CLAMP,	1,126.20	680.00	478.50	655.00
21	1	18" REPAIR CLAMP, 20" MIN	1,114.20	650.00	320.40	627.00
22	2	2" REPAIR CLAMP, 7.5" MIN	259.74	104.00	76.40	100.00
23	2	20" REPAIR CLAMP, 20" MIN	2,228.40	1,350.00	729.96	1,298.00
24	1	24" REPAIR CLAMP, 20" MIN	1,250.00	1,075.00	430.72	1,030.00
25	2	10" X 1" CC REPAIR CLAMP,	1,330.70	750.00	605.60	966.00
26	2	6" X 1" CC REPAIR CLAMP,	882.30	690.00	538.10	662.00
27	2	8" X 1" CC REPAIR CLAMP,	922.20	770.00	580.06	742.00
28	2	12" X 1" CC REPAIR CLAMP,	1,166.50	830.00	683.56	798.00
29	2	2" REPAIR CLAMP, 15" MINI	373.22	174.00	144.94	274.00
30	2	10" REPAIR CLAMP, 15" MIN	657.40	380.00	270.70	366.00
31	1	6" X 1-1/2" CC REPAIR CLA	223.10	139.00	98.90	134.00
32	1	8" X 1-1/2" REPAIR CLAMP,	232.30	157.00	111.35	151.00
33	1	12" X 1-1/2" CC REPAIR CL	266.05	225.00	140.75	215.00
34	40	12" REPAIR CLAMP, 16" MIN	12,032.40	8,720.00	5,544.80	8,080.00

Monroe County Water Authority
WA 112122 – Repair Clamps

			<u>(1) F.W. WEBB</u>	<u>(2) BLAIR SUPPLY</u>	<u>(3) T. MINA</u>	<u>(4) CORE & MAIN</u>	
Item No	Qty	Description					
			131,385.36	88,689.00	62,398.57	86,213.00	



Monroe County Water Authority

Memorandum

To: Steve Trotta

Date: 11/23/2021

From: Laurel Neff

File: WA 112123

Subject: **Recommendation for Bid Award**

Copies:

Bids were received on November 17, 2021, for **Tapping Sleeves**. This is a one year, unit price contract with the option to renew for up to four additional one-year periods upon mutual consent. The apparent low responsive, responsible bidder is **T. Mina Supply East, Inc.** in the amount of **\$42,543.27**. The bid amount is based on estimated quantities.

We also received bids from:	Blair Supply Corp.	\$47,692.00
	Core and Main LP	\$48,496.00
	F.W. Webb Co.	\$50,635.60

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

/ln

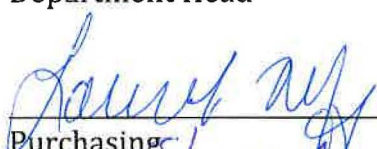
Attachments: Bid tabulation

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Department Head

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Purchasing

11/23/2021
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Executive Director

11/23/21
Date

(Dis)Approved by

Executive Assistant/Board

Date

Monroe County Water Authority

WA 112123 – Tapping Sleeves

Item No	Qty	Description	(1) BLAIR SUPPLY	(2) CORE AND MAIN	(3) F.W. WEBB	(4) T. MINA
1	1	4" X 4" TAPPING SLEEVE, F	460.00	470.00	557.18	404.65
2	2	6" X 4" TAPPING SLEEVE, F	1,090.00	1,112.00	1,182.58	873.70
3	2	6" X 6" TAPPING SLEEVE, F	1,170.00	1,198.00	1,286.24	1,265.30
4	1	8" X 4" TAPPING SLEEVE, F	607.00	621.00	702.24	577.65
5	4	8" X 6" TAPPING SLEEVE, F	2,848.00	2,688.00	2,915.20	2,886.00
6	4	8" X 8" TAPPING SLEEVE, F	3,340.00	3,428.00	3,463.68	3,270.60
7	1	10" X 6" TAPPING SLEEVE,	661.00	677.00	797.46	633.86
8	1	10" X 8" TAPPING SI FFVF,	964.00	987.00	983.97	670.90
9	1	12" X 4" TAPPING SLEEVE,	640.00	654.00	806.59	761.15
10	6	12" X 6" TAPPING SLEEVE,	4,656.00	4,770.00	4,979.10	4,932.72
11	4	12" X 8" TAPPING SLEEVE,	3,908.00	4,004.00	4,351.44	3,588.20
12	2	12" X 12" TAPPING SLEEVE,	3,134.00	3,206.00	2,990.08	3,605.76
13	1	8" X 4" TAPPING SLEEVE, F	610.00	621.00	702.24	480.72
14	2	8" X 6" TAPPING SLEEVE, F	1,316.00	1,344.00	1,457.60	1,302.52
15	1	8" X 8" TAPPING SLEEVE, F	838.00	857.00	865.92	679.27
16	1	10" X 6" TAPPING SLEEVE,	660.00	677.00	797.46	614.06
17	4	12" X 6" TAPPING SLEEVE,	3,108.00	3,180.00	3,330.00	2,723.32
18	1	12" X 8" TAPPING SLEEVE,	977.00	1,001.00	1,087.86	742.85
19	1	12" X 12" TAPPING SLEEVE,	1,567.00	1,603.00	1,845.04	153.73
20	1	14" X 6" TAPPING SLEEVE F	1,350.00	1,374.00	912.63	775.75
21	1	14" X 6" TAPPING SLEEVE,	837.00	855.00	912.63	783.41
22	2	16" X 4" TAPPING SLEEVE,	1,818.00	1,848.00	1,755.28	1,466.00
23	1	16" X 6" TAPPING SLEEVE,	850.00	868.00	929.91	817.10
24	1	16" X 8" TAPPING SLEEVE,	1,105.00	1,129.00	1,213.92	1,015.45
25	1	16" X 12" TAPPING SLEEVE	1,650.00	1,679.00	1,652.69	1,997.05
26	1	18" X 6" TAPPING SLEEVE,	1,640.00	1,674.00	1,728.45	800.45
27	1	12" X 4" TAPPING SLEEVE,	690.00	654.00	806.59	595.05
28	2	10" X 10" TAPPING SLEEVE,	2,600.00	2,658.00	2,647.62	1,954.00
29	1	14" X 8" TAPPING SLEEVE,	1,085.00	1,109.00	1,166.00	870.50
30	1	18" X 8" TAPPING SLEEVE,	1,715.00	1,752.00	1,808.00	1,301.55
			47,692.00	48,496.00	50,635.60	42,543.27