



To: Board Members Date: February 1, 2024

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, February 8, 2024 @ 9:00 a.m.  
Board Room, 475 Norris Drive**

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## AGENDA ITEMS:

1. Personnel Items (*Memorandums enclosed*):
  - Resolution marking the retirement of Roger J. Moran. We appreciate his many years of dedicated service to the Water Authority and wish him a happy and fulfilling retirement.
  - Provisional Appointment of Samuel Ford IV to the title of Electrical and Instrumentation Mechanic III in the Production/Transmission Department. This appointment is to fill a current vacancy. Mr. Ford interviewed favorably and was found to be well suited for the position. See enclosed memorandum from Christopher LaManna.
  - Appointment of Derek Enright to the title of Utility Worker in the Engineering Department. Mr. Enright interviewed favorably and was found to be well suited for the position. The position will fill a vacancy. See enclosed memorandum from Stephen Savage.
2. There is an item on the Agenda to authorize the purchase of two (2) 48" Concrete Pipe Adapters from Rangeline Pipeline Services.
3. There is an item on the Agenda to authorize a unit price contract for Meter Couplings, Valves, Adapters and Fittings from Core and Main, LP.
4. There is an item on the Agenda to authorize a unit price contract for Printing and Mailing of Customer Bills, Notices, and Meter Read Cards from Matrix Imaging Solutions, LLC (DBA Data Prose, LLC).
5. There are two items on the Agenda to authorize the Executive Director is enter into a Professional Services Agreement with Frontier Communications and Charter Communications, LLC to provide Telecommunications and Internet Services to the Authority.
6. There is an item on the agenda to authorize the execution of professional services agreements with three qualified firms for Contract Administration and Inspection Services. The services performed under this agreement will be used by our Engineering Department to administer and inspect select construction and maintenance contracts performed for the water Authority by outside contractors.

Individual price proposals and schedules will be requested and evaluated for each work order. The professional services agreements will be for a term of three years, with the ability to extend up to two additional one year terms upon mutual written consent of both parties. A committee has reviewed the qualification statements submitted and recommend agreements be executed with the following firms Christa Construction, Greenman-Pederson, Inc., and Le Chase Construction Services, LLC.

7. The Authority's standard procurement compliance resolution.

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

### **BOARD DISCUSSION/NOTIFICATION ITEMS**

- In Board Folders for Review:
  - 2023 Customer Service Survey Results
  - Routine Monthly Informational Reports and/or Updates

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

NN/dlh  
Enclosures

cc: Executive Staff



# Memorandum

To: Nicholas A. Noce  
 Date: January 30, 2024

From: Christopher J. LaManna, P.E. *CJL*  
 File: Personnel

Subject: Recommendation for Provisional Appointment – E&I III (Revised)  
 Copies: D. Hendrickson  
 L. Magguilli  
 E. Young

I recommend the provisional appointment of Samuel Ford IV to the position of Electrical and Instrumentation Mechanic III in the Production and Transmission Department. There is currently no Civil Service list of available candidates for this position. Accordingly, this position was posted internally; and advertised on the Authority's and other external web sites.

Mr. Ford has applicable experience, an appropriate educational background, and is a suitable fit for this position. Mr. Ford's appointment will be provisional until he completes the Civil Service Exam for this title the next time it is offered by Monroe County, and is determined to be reachable for appointment.

If approved, Mr. Ford's provisional appointment to Electrical and Instrumentation Mechanic III will be effective February 12, 2024 at an hourly rate of \$24.95.

Approved: *Christopher J. LaManna* *1/30/24*  
 Director of Production and Transmission Date

*/* (Dis)Approved: *Nicholas A. Noce* *1/30/24*  
 Executive Director Date

Board Resolution: \_\_\_\_\_



# Memorandum

To: Nicholas Noce, Executive Director

Date: January 31, 2024

From: Stephen M. Savage, PE  
Director of Engineering



Subject: Recommendation to Hire  
Utility Worker


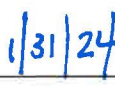
Copies: D. Hendrickson  
L. Magguilli

I recommend the appointment of Derek Enright to the position of Utility Worker in the Engineering Department to be effective March 4, 2024.

Mr. Enright will be filling a current vacancy in the Engineering Department's Construction Section. Derek interviewed very well and has inspection experience and other relevant experience that make him a good fit for this position.

The position will be at an hourly rate of \$27.35.

(Dis)Approved:    
Executive Director Date

(Dis)Approved:    
Director of Engineering Date

Board Resolution: \_\_\_\_\_



**MONROE COUNTY WATER AUTHORITY**

P.O. Box 10999 • 475 Norris Drive • Rochester, N.Y. 14610-0999

Phone: (585) 442-2000 Fax (585) 442-0220

To: Steve Trotta Date: 01/26/2024

From: Laurel Neff File: WA 012402


Subject: **Recommendation for Bid Award** Copies:

Bids were received on January 25, 2024 for **48" Concrete Adapters Rebid**. The apparent low responsive responsible bidder was Rangeline Pipeline Services with a bid of \$18,988.00.


Two other bids were received from: Technology International Inc. \$26,706.60  
 Thompson Pipe Group \$23,581.36

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

/In  
Attachment: Bid Tabulation

~~(Dis)~~Approved by  Date 1-26-24  
 Department Head

~~(Dis)~~Approved by  Date 1/26/2024  
 Purchasing

~~(Dis)~~Approved by  Date 1/30/2024  
 Executive Director

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

**WA012402 48" CONCRETE ADAPTER REBID**

<b>ITEMNO</b>	<b>DESCR</b>	<b>Rangeline</b>	<b>Tech Interntnl</b>	<b>Thompson Pipe</b>
1	48" SP-5 LCP CONCRETE ADAPTER-LCP BELL X MJ SPIGOT (PLAIN END) ADAPTER-MCWA #2246	\$9,404.00	\$13,100.00	\$11,642.68
2	48" SP-5 LCP CONCRETE ADAPTER-LCP SPIGOT (PLAIN END) X MJ SPIGOT ADAPTER-MCWA #2245	\$9,404.00	\$13,100.00	\$11,642.68
3	48" GROUT BAND DIAPERS	\$35.00	\$140.00	\$96.00
4	48" LCP LAY GASKETS	\$145.00	\$300.00	\$200.00
<b>TOTAL:</b>		<b>\$18,988.00</b>	<b>\$26,640.00</b>	<b>\$23,581.36</b>
<b>LESS PROMPT PAYMENT DISCOUNT (1/4%):</b>		<b>\$0.00</b>	<b>-\$66.60</b>	<b>\$0.00</b>
<b>FINAL TOTAL:</b>		<b>\$18,988.00</b>	<b>\$26,706.60</b>	<b>\$23,581.36</b>



To: Amy Molinari

Date: 01/29/24

From: Laurel Neff

File: WA 012403

Subject: **Recommendation for Bid Award**

Copies:

Bids were received on January 25, 2024 for **Meter Couplings, Valves, Adapters and Fittings** . 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 **Core and Main, LP** in the amount of **\$60,505.90**. The bid amount is based on estimated quantities.


We also received bids from:	Blair Supply	\$64,871.00
	Ferguson Waterworks	\$133,033.45
	*T. Mina Supply	\$68,193.00-non-responsive
	Ti Sales	\$73,764.10


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

/In

Attachments: Bid tabulation

~~(Dis)~~Approved by  1/30/24  
 Department Head Date

~~(Dis)~~Approved by  1/30/24  
 Purchasing Date

~~(Dis)~~Approved by  1/30/24  
 Executive Director Date

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

**WA012403 Meter Couplings, Valves, Adapters, & Fittings**

ITEMNO	DESCR	Core & Main	Blair Supply	Ferguson	*T. Mina	Ti Sales
1	PRODUCT #C38-23-2-5-NL, 5/8" X 3/4" X 2.5" LENGTH, LEAD-FREE MALE IRON PIPE THREAD STRAIGHT METER COUPLING	\$21,040.00	\$21,300.00	\$32,340.00	\$24,000.00	\$25,000.00
2	PRODUCT #C38-3-NL, 5/8" X 3/4" X 3" LENGTH, LEAD-FREE MALE IRON PIPE THREAD STRAIGHT METER COUPLING	\$1,282.00	\$1,290.00	\$1,961.00	\$1,460.00	\$1,516.00
3	PRODUCT #L38-23-NL, 5/8" X 3/4" LEAD-FREE MALE IRON PIPE THREAD ANGLE METER COUPLING	\$3,108.00	\$3,140.00	\$4,776.00	\$3,532.00	\$3,632.00
4	PRODUCT #C38-44-2-625-NL, 1" X 2.625" LENGTH, LEAD-FREE MALE IRON PIPE THREAD STRAIGHT MTR CPLG	\$3,254.00	\$3,300.00	\$4,980.00	\$3,704.00	\$3,802.00
5	PRODUCT #L38-44, 1" LEAD-FREE MALE IRON PIPE THREAD ANGLE METER COUPLING.	\$4,434.00	\$4,500.00	\$6,830.00	\$5,050.00	\$5,120.00
6	PRODUCT #CF31-66-NL, LEAD-FREE, 1-1/2" METER FLANGE X 1-1/2" FEMALE IRON PIPE THREAD	\$4,705.00	\$4,770.00	\$15,856.00	\$6,156.00	\$5,185.00
7	PRODUCT #CF31-77-NL, LEAD-FREE, 2" METER FLANGE X 2" FEMALE IRON PIPE THREAD	\$12,286.00	\$12,460.00	\$43,534.00	\$13,980.00	\$13,540.00
8	PRODUCT #A23-NL, LEAD-FREE ADAPTER, 5/8" X 3/4" METER TO 3/4" METER LENGTH	\$2,246.00	\$2,280.00	\$3,464.00	\$2,558.00	\$2,656.00
9	PRODUCT #A24-NL, LEAD-FREE ADAPTER 5/8" X 3/4" METER TO 1" METER COUPLING SIZE AND LENGTH	\$1,350.00	\$2,730.00	\$2,081.00	\$3,077.00	\$3,117.00
10	PRODUCT #C14-33-Q-NL, LEAD-FREE 3/4" FEMALE IRON PIPE THREAD TO 3/4" QUICK JOINT CTS	\$524.70	\$519.00	\$789.90	\$584.40	\$593.10
11	PRODUCT #C14-34-Q-NL, LEAD-FREE, 3/4" FEMALE IRON PIPE THREAD TO 1" QUICK JOINT CTS	\$617.70	\$612.00	\$930.90	\$688.20	\$698.70
12	PRODUCT #TA47-NL, LEAD-FREE ADAPTER 1" METER TO 2" METER SIZE AND LENGTH	\$2,434.50	\$4,935.00	\$10,888.50	no bid	\$5,366.00
13	PRODUCT #KV43-332W-Q-NL, LEAD-FREE ANGLE METER VALVE 3/4" QUICK JOINT CTS BY 5/8" X 3/4" METER SWIVEL NUT	\$1,164.00	\$1,095.00	\$1,661.75	\$1,229.00	\$1,277.50
14	PRODUCT #KV43-342W-Q-NL, LEAD-FREE ANGLE METER VALVE 1" QUICK JOINT CTS BY 5/8" X 3/4" METER SWIVEL NUT	\$2,060.00	\$1,940.00	\$2,940.40	\$2,174.40	\$2,260.80
<b>TOTAL PRICE:</b>		<b>\$60,505.90</b>	<b>\$64,871.00</b>	<b>\$133,033.45</b>	<b>\$68,193.00</b>	<b>\$73,764.10</b>

\* T. Mina is non-responsive because they did not bid on all items





To: Amy Molinari

Date: 01/29/24

From: Laurel Neff

File: WA 012401

Subject: **Recommendation for Bid Award**

Copies:

Bids were received on January 24, 2024 for **PRINT/MAIL CUSTOMER BILLS, NOTICES AND READ CARDS**. 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 **MATRIX IMAGING SOLUTIONS, LLC (DBA DATA PROSE, LLC)** in the amount of **\$128,554.00**. The bid amount is based on estimated quantities.

We also received bids from:	IMS, Inc.	\$150,824.00
	Applied Bus. Systems	\$158,298.00
	*Envelope 1	\$94,680.00

\*Envelope 1 was deemed non-responsive due to erasures/alterations to their unit bid price without their initials and the date as required.

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

/In

Attachments: Bid tabulation

~~(Dis)~~ Approved by  1/30/24  
 Department Head Date

~~(Dis)~~ Approved by  1/29/2024  
 Purchasing Date

~~(Dis)~~ Approved by  1/29/24  
 Executive Director Date

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

**WA 012401 PRINT/MAIL CUSTOMER BILLS, NOTICES AND READ CARDS**

<b>ITEM #</b>		<b>IMS, INC.</b>	<b>APPLIED BUSINESS SYSTEMS, INC.</b>	<b>DATA PROSE/MATRIX</b>	<b>*ENVELOPE 1</b>
1	PRINT, FOLD, INSERT AND DELIVER CUSTOMER WATER BILLS, DELINQUENT NOTICES AND BILL INSERTS TO U.S. POST OFFICE (MAIN BRANCH, JEFFERSON ROAD) EACH WEEK PER SPECS.	\$147,420.00	\$153,790.00	\$122,850.00	\$91,000.00
2	PRINT, CUT, FOLD, ADHERE WAFER SEAL, AND DELIVER METER READ CARDS TO U.S. POST OFFICE (MAIN BRANCH, JEFFERSON ROAD) EACH WEEK PER SPECS.	\$3,404.00	\$4,508.00	\$5,704.00	\$3,680.00
<b>TOTAL:</b>		<b>\$150,824.00</b>	<b>\$158,298.00</b>	<b>\$128,554.00</b>	<b>\$94,680.00</b>

\*Envelope 1 was determined to be non-responsive



**To:** Larry Magguilli, Deputy Executive Director      **Date:** 01/29/2024  
**From:** Justin Moore, <sup>JMM</sup> Manager of Information Technology      **File:**  
**Subject:** Contract Award(s) for the Telecommunications      **Copies:**  
And Internet Services RFP/Q  
February 8, 2024 Board Meeting

Information Technology is requesting authorization to award the Telecommunications and Internet Services RFP/Q to both Frontier Communications and Charter Communications Operating, LLC.

Frontier Communications will be awarded both the Telecommunications and Internet Services components, which consist of mission critical technologies such as SIP, TIs, POTS lines, and the main phone numbers utilized by the ratepayers for customer service and internal dispatch operations. Charter Communications will be awarded the secondary Internet Services at SWTP. Awarding the Internet Services to multiple Carriers will provide the diversity and redundancy essential for daily business operations that consist of cloud based applications, email, and the MCWA website customer portal to name a few. Furthermore, through this contract renewal, higher bandwidths can be leveraged leading to improved performance and greater network availability.

Therefore, our recommendation is to award a three year contract with two optional one year renewals to Frontier Communications at an estimated annual cost of \$44,400.00 and Charter Communications Operating, LLC, at an estimated annual cost of \$26,400.00.

/dh