



To: Board Members Date: March 5, 2021

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, March 11, 2021 @ 9:30 a.m.  
Board Room, 475 Norris Drive**

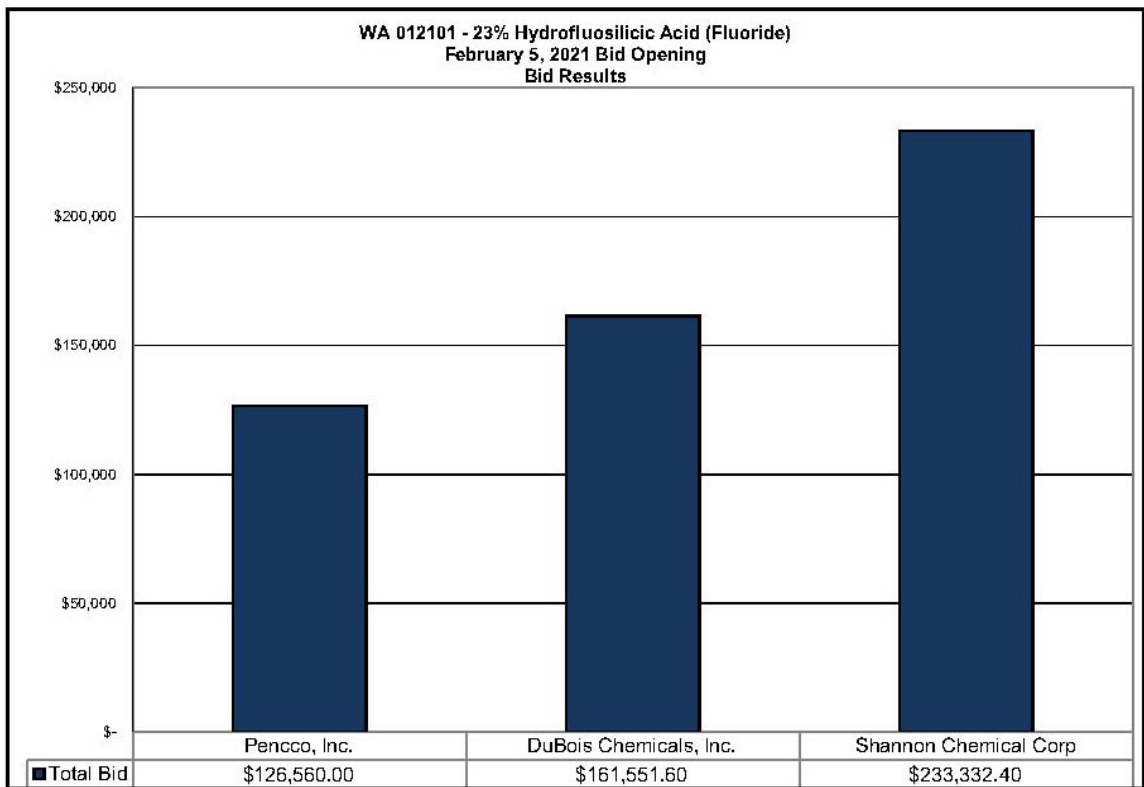
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**AGENDA ITEMS:**

1. Personnel Items
  - Appointments of John Caceci, Marc Piccolo, and Eric Short, 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.
2. There is an item on the Agenda to authorize the purchase of two (2) new 2021 John Deere 310SL Backhoe Loaders, based on our 2021 replacement plan and utilizing the New York State Office of General Services Contract for Heavy Equipment, for a total cost of \$203,000.
3. There is an item on the Agenda to authorize the purchase of one (1) new 2022 Conventional Day Cab Truck with 17 foot dump body from the low responsive, responsible bidder, Regional Truck & Trailer, Inc. Recommendation memo and bid tabulation sheet are enclosed for your review.
4. There are items on the Agenda to authorize the use of Monroe County Contract for Highway Materials – Group II, Contract No. 0102-21, for the as-needed purchase of the following from various vendors awarded under this Contract, as named in each resolution, through the current contract period ending February 28, 2022:
  - Screened Topsoil, Fill Dirt, Select Fill, and Various Sands
  - Construction Stone Products
  - Temporary Asphalt Material (Patching & Hot Mix Materials)

Contracts with these vendors may be extended up to four (4) additional one-year terms provided the Monroe County Contract for Highway Materials – Group II (Contract No. 0102-21) is valid.

5. There is an item on the Agenda to award a contract for supply of up to an estimated 280 tons annually of 23% Hydrofluosilicic Acid to the Shoremont and Webster Water Treatment Plants for the water treatment process. This chemical is used to add fluoride to the finished water. Three responsive bids were received.



This is a unit price contract for an initial one-year term with the option to extend for up to four additional one-year terms upon mutual consent and with a maximum price escalation of 3 percent per year of extension.

Our recommendation is to award this contract to the lowest responsive, responsible bidder, Pencco, Inc. for the bid amount of \$126,560 (\$425 per ton). This bid price, based on estimated quantities, is an approximate 31 percent increase over the current price the Authority pays for this chemical, which appears to be a result of an increase in demand and the cost of raw materials.

6. There is an item on the Agenda to authorize the purchase of a Rockwell Automation TechConnect<sup>SM</sup> Support Agreement from Horizon Solutions, LLC, to provide technical support services for the Authority's Allen Bradley<sup>®</sup> programmable logic controller (PLC) hardware and software. PLCs are critical components of the supervisory control and data acquisition (SCADA) system for monitoring, operation, and control of the Authority's production and transmission facilities.

The Authority standardized in 2014 on the use of Rockwell Automation Allen Bradley® products. The Support Agreement is for a total cost up to \$75,000 for a three-year term beginning April 1, 2021 through March 31, 2024.

7. There is an item on the Agenda to authorize the purchase of Enterprise Asset Management Software (Maximo) Cloud-Based Subscriptions-as-a-Service (SaaS) from International Business Machines, Inc. (IBM), utilizing the New York State Office of General Services Contract. This is a renewal of our existing Maximo SaaS in conjunction with IBM's renewal of their New York State OGS Contract.

The Maximo SaaS software is utilized to manage maintenance work orders and select Authority assets. The term for Maximo SaaS will be through November 29, 2022 for an estimated total amount of up to \$40,000. There is an option to extend for up to an additional six-month period and a maximum increase in price of 5 percent if IBM's contract is not renewed with New York State OGS beyond November 29, 2022.

8. There is a resolution on the Agenda to authorize the execution of Amendment No. 1 to the Retail Lease Agreement with the Town of Byron. As requested by the Town, the amendment will extend the Agreement for a period of 40 years from the Effective Date of this Amendment. The Town is seeking to use funds from the United States Department of Agriculture's Office for Rural Development (USDA-RD) to finance their recently-created Town of Byron Water Improvement Benefits Area No. 1. USDA-RD has required the Town have an agreement with the Water Authority for the duration of the funding term.
9. There is an item on the Agenda to approve eminent domain action for permanent easements from two property owners on Ridge Road (NYS Route 404) in the Town of Webster for the Hard Road Water Main Replacement Project. These easements are necessary for the replacement of a deficient water main.

Negotiations to acquire these easements have been unsuccessful to date, and Board action is required for this project to stay on schedule.

The Owners at 985 Ridge Road have thus far been unresponsive, but attempts to reach them are continuing. The Owners at 980 Ridge Road have not returned an executed easement despite repeated indication that they would. Attempts to reach them are also continuing. Neither owner is local.

10. There is an item on the Agenda to authorize the Executive Director to enter into a Professional Services Agreement with Occupational Safety On Site, Inc. to provide annual drug and alcohol testing for all MCWA employees, including drug and alcohol testing as mandated under the New York State Department of Transportation CDL guidelines. The Agreement will be for an initial three-year term, renewable for up to two additional one-year terms upon mutual consent, and for an annual estimated cost of \$18,000.

11. There is an item on the Agenda to authorize the Executive Director to enter into a Professional Services Agreement with Associates in Employee Assistance to provide EAP Services for all MCWA employees, including a drug and alcohol Substance Abuse Professional per the Department of Transportation CDL guidelines.

The Employee Assistance Program (EAP) is a confidential service that provides employees and their family members the opportunity to discuss personal or work-related problems with a professional counselor. They offer guidance and resources at no cost to employees who choose to utilize their services.

The Agreement will be for a five-year term at a total estimated cost of \$20,000.

### **AUDIT COMMITTEE REPORT**

12. The Authority's Audit Committee met on March 2, 2021, and with their recommendation there are resolutions for the following:
  - Approval of the 2020 Annual Financial Statements.
  - Approval of the 2020 Annual Investment Audit.
  - Approval of the 2020 Annual Investment Report.
  - Approval of Management's Assessment of the Effectiveness of Internal Control Structure and Procedures.
  - Approval of the purchase of coverage for Cyber and Liability Insurance.
13. There is an item on the Agenda to approve the composition of the Authority's Deferred Compensation Committee.
14. The Authority's Standard Procurement Compliance Resolution.

### **GOVERNANCE COMMITTEE REPORT**

15. The Authority's Governance Committee is scheduled to meet on March 8, 2021, and pending their recommendation for approval, there will be resolutions for the following:
  - Re-adoption of the Water Authority's Mission Statement.
  - Acceptance of the Report on 2020 Performance Measures.
  - Adoption of Performance Measurements for 2021.

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

**BOARD DISCUSSION/NOTIFICATION ITEMS**

- In Board Folders for Review:
  - Routine Monthly Informational Reports and/or Updates

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

NN/ka

Enclosures

cc: Executive Staff



To: Nicholas Noce Date: 03/03/2021

From: Karin Anderson File: WA 022103

Subject: **Recommendation for Bid Award** Copies:  
**March 11, 2021 Board Meeting**  
**2022 Conventional Day Cab with 17' Dump Body**

Three bids were received on March 2, 2021, for **One (1) New, Unused 2022 Conventional Day Cab with 17 Foot Dump Body**. The low responsive, responsible bidder is **Regional Truck and Trailer** in the amount of \$159,527.

Bids were also received from:

- Kenworth Northeast Group \_\_\_\_\_ \$168,690
- Tracey Road Equipment, Inc. \_\_\_\_\_ \$173,003

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

/ka  
Attachment: Bid Tabulation

(Dis)Approved by *Nicholas Noce* 3/3/2021  
 Department Head Date

(Dis)Approved by *Karin Anderson* 3/3/2021  
 Purchasing Manager Date

(Dis)Approved by *Nicholas Noce* 3/3/2021  
 Executive Director Date

(Dis)Approved by \_\_\_\_\_  
 Recording Secretary/Board Date

March 3, 2021

**Monroe County Water Authority**  
**MCWA 022103 - One (1) New 2022 Conventional Day Cab with 17 Foot Dump Body**

Req 4120

<b>Item No</b>	<b>Qty</b>	<b>Description</b>	<b>(1) REGIONAL TRUCK AND TRAILER</b>	<b>(2) KENWORTH NORTHEAST GROUP</b>	<b>(3) TRACEY ROAD EQUIPMENT, INC.</b>
1	1	New, Unused 2022 conventional Day Cab Truck with 17 Foot Dump Body	<b>\$159,527</b>	<b>\$168,690</b>	<b>\$173,003</b>



**Monroe County Water Authority**

# Memorandum

To: Karin Anderson, Purchasing Agent  
 From: *CA* Chris J. LaManna, Dir. of Production and Transmission  
 Subject: Bid WA012101 – 23% Hydrofluosilicic Acid

Date: March 2, 2021  
 File:  
 Copies: N. Noce  
 L. Magguilli  
 D.Hendrickson

The following responsive bids were received for WA012101 – 23% Hydrofluosilicic Acid, which consists of supply of up to 280 tons of the chemical annually to the Shoremont and Webster Water Treatment Plants for water treatment operations (see attached bid review and tabulation):

- Pencco, Inc.: \$ 126,560.00 (\$452.00/ton)
- DuBois Chemicals, Inc.: \$ 161,551.60 (\$576.97/ton)
- Shannon Chemical Corporation: \$ 233,332.40 (\$833.33/ton)

One additional bid was received from Slack Chemical Co., Inc. in the amount of \$190,178.80 (\$679.21/ton); however, it was determined to be non-responsive due to omission of a certificate of chemical analysis, which was required to be submitted with the bid. It is recommended this bid be rejected.

I recommend the bid be awarded to Pencco, Inc. as the lowest, responsive, responsible bidder in the amount of \$126,560.00.

~~(Dis)~~ Approved by: *Christopher J. LaManna* 3/2/21  
 Director of Production & Transmission Date

~~(Dis)~~ Approved by: *Karin Anderson* 3/2/2021  
 Purchasing Agent Date

(Dis) Approved by: \_\_\_\_\_  
 Secretary to the Authority Date

(Dis) Approved by: \_\_\_\_\_  
 Executive Director Date



**Monroe County Water Authority**  
**WA 012101 - 23% Hydrofluosilicic Acid**  
**Bid Tabulation**

I certify that this tabulation is a true representation of bids received  
on February 5, 2021 at 11am for this contract.

By: Constantine J. J. Mann

Date: 3/1/21

Eng. No.: N/A

Auth. No.: N/A

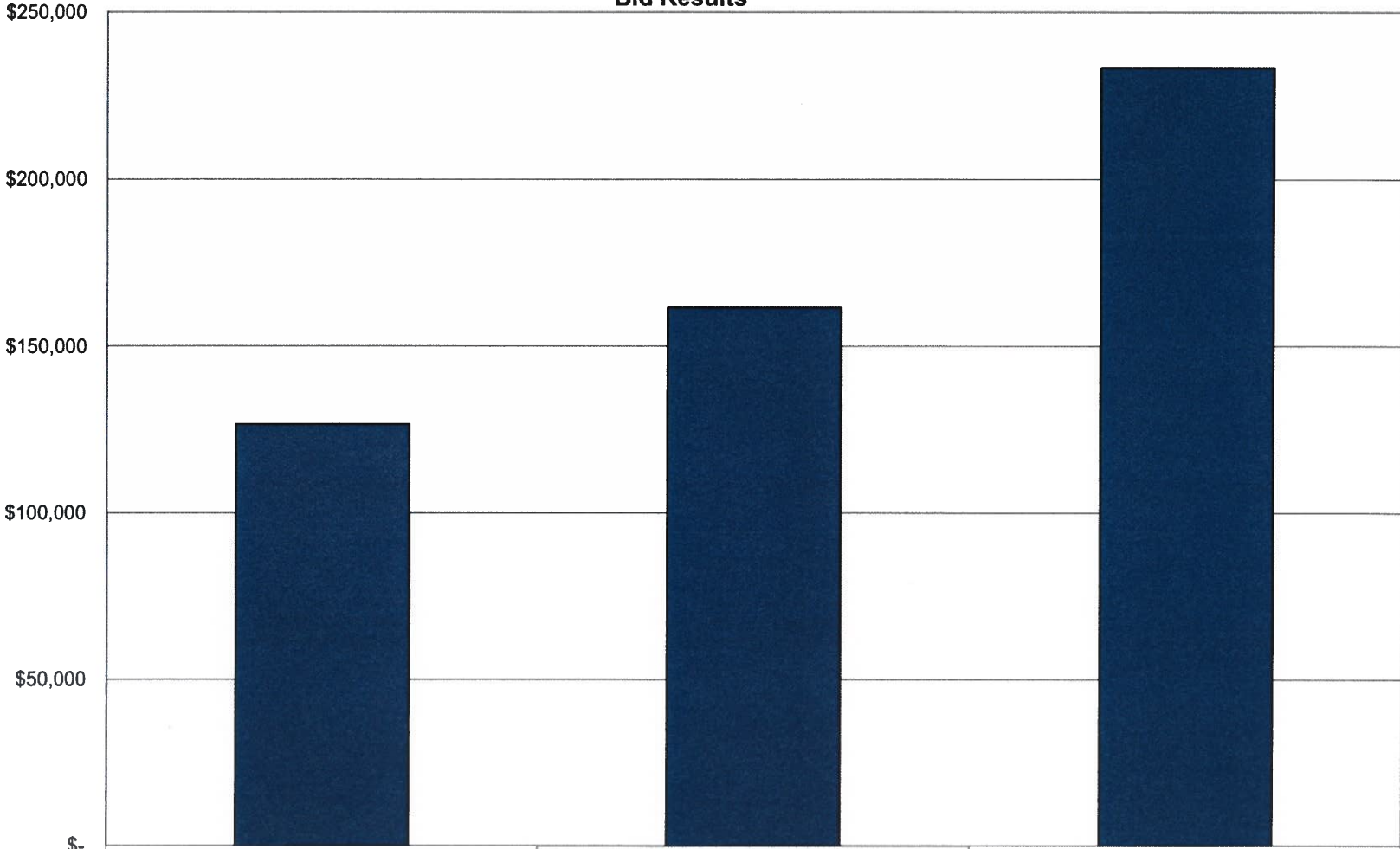
Bid Opening: February 5, 2021 at 11am

				Penco, Inc. P.O. Box 600 San Felipe, TX 77473  979.885.0005		DuBois Chemicals, Inc. 1717 E.Fargo Ave Nampa, ID 83687  385.549.0086		Shannon Chemical Corp P.O. Box 376 Malvern, PA 19355  610.363.9090		Slack Chemical Co., Inc. P.O. Box 30/465 S.Clinton St Carthage, NY 13619  315.493.0430	
Item No.	Description	Estimated Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Delivery of 23% Hydrofluosilicic Acid	280	TON	\$ 452.00	\$ 126,560.00	\$ 576.97	\$ 161,551.60	\$ 833.33	\$ 233,332.40	\$ 679.21	\$ 190,178.80
Total Bid Price				\$	126,560.00	\$	161,551.60	\$	233,332.40	\$	190,178.80
											<b>Determined to be Non-Responsive.<sup>(1)</sup></b>

**Bid Irregularities:**

- Slack Chemical did not submit a certificate of chemical analysis with their bid. For this reason, their bid was determined to be non-responsive in accordance with Section 5 Certification and Submittals of the Bid Documents Technical Specifications.

**WA 012101 - 23% Hydrofluosilicic Acid (Fluoride)  
February 5, 2021 Bid Opening  
Bid Results**



	Pencco, Inc.	DuBois Chemicals, Inc.	Shannon Chemical Corp
■ Total Bid	\$126,560.00	\$161,551.60	\$233,332.40

**Bidders Review Sheet****WA 012101 - 23% Hydrofluosilicic Acid**

Engineering No.: N/A

Authorization No.: N/A

Bid Opening: February 5, 2021 at 11am

	Penco, Inc.	DuBois Chemicals, Inc.	Slack Chemical Co., Inc.	Shannon Chemical Corp
	P.O. Box 600	1717 E.Fargo Ave	P.O. Box 30/465 S.Clinton St	P.O. Box 376
	San Felipe, TX 77473	Nampa, ID 83687	Carthage, NY 13619	Malvern, PA 19355
	979.885.0005	385.549.0086	315.493.0430	610.363.9090
Bid Bonds	N/A	N/A	N/A	N/A
Prices vs Words	N/A	N/A	N/A	N/A
Extensions of Unit Prices	Yes	Yes	Yes	Yes
Additions	N/A	N/A	N/A	N/A
Addenda Acknowledgement	N/A	N/A	N/A	N/A
Proposal	Signed	Signed	Signed	Signed
Non-Collusive Bidding Certifications	Signed	Signed	Signed	Signed
Affirmation of Understanding & Agreement	Signed	Signed	Signed	Signed
Bidder/Offerer Disclosure	Signed	Signed	Signed	Signed
Certification of Compliance with NSF	Yes	Yes	Yes	Yes
Certified Chemical Analysis	Yes	Yes	No <sup>(1)</sup>	Yes
SDS	Yes	Yes	Yes	Yes

## Notes:

1. Slack Chemical did not submit a certificate of chemical analysis with their bid. For this reason, their bid was determined to be non-responsive in accordance with Section 5 Certification and Submittals of the Bid Documents Technical Specifications.

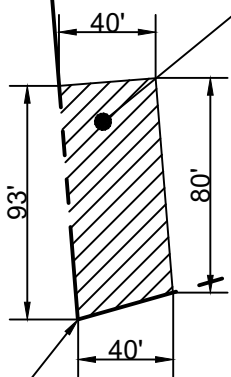


N/F BAG WEBSTER #198 LP  
79.15-1-3.1  
980 RIDGE ROAD

980

PERMANENT EASEMENT

HARD ROAD



RIDGE ROAD (NYS ROUTE 404)

P.O.B.

SHOECRAFT ROAD

Tax Account No: 79.15-1-3.1  
Property Address: 980 Ridge Road  
Town of Webster, Monroe County



MONROE COUNTY  
WATER AUTHORITY  
ROCHESTER, NEW YORK

Sept 2020  
Not To Scale

EXHIBIT "A"



980

HARD ROAD

RIDGE ROAD (NYS ROUTE 404)

P.O.B.

985

987

N/F FX NET LEASE  
HOLDINGS LLC  
79.15-1-16.002  
987 RIDGE ROAD

15' PERMANENT EASEMENT

N/F 985 RIDGE ROAD WEBSTER LLC  
79.15-1-34  
985 RIDGE ROAD

SHOECRAFT ROAD

991

Tax Account No: 79.15-1-34  
Property Address: 985 Ridge Road  
Town of Webster, Monroe County



MONROE COUNTY  
WATER AUTHORITY  
ROCHESTER, NEW YORK

Sept 2020  
Not To Scale

EXHIBIT "A"