



# Memorandum

To: Board Members

Date: October 4, 2018

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, October 11, 2018 9:30 a.m.  
at 475 Norris Drive – Board Room**

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## Agenda Items:

1. Personnel Items:

- There is a resolution on the agenda for a title change for Matthew Cavallaro to Skilled Laborer, effective October 15, 2018 at Schedule 4, Group 2, Step 9.

2. There is a resolution on the agenda authorizing executing a 40-year renewal Retail Lease Agreement for Operation of Water Districts with the Town of Brighton. This Retail Lease Agreement along with a supplemental Water District Main Extension Agreement replaces and will supersede the existing agreement signed into effect on July 10, 1978, with a term expiration date of forty (40) years from date of execution of new agreement.

3. There is an item on the agenda to authorize the execution of a professional services agreement with Cardiac Life to provide annual on-site Cardiopulmonary Resuscitation, Heart Start Automated External Defibrillator, Preventing Disease Transmission and First Aid Training.

Requests for Qualifications and Proposals were sent out to three (3) firms. Qualifications and Proposals were received from two (2) firms and a third firm was nonresponsive. Staff has reviewed the qualifications statements and proposals submitted and determined that Cardiac Life is best suited to perform these services. Cardiac Life is located in Rochester, NY and has provided these services for the Water Authority in the past.

4. There is an item on the agenda to authorize the use of NYS OGS Technology and Commodity Contracts for the purchase of various wireless network equipment to provide hardware and software enhancements to existing MCWA/IT network. Please refer to the detailed memorandum from Gregory Jablonsky enclosed for Board review.

5. There is an item on the agenda to award a unit price contract for the purchase of Pipe Couplings from the low responsive, responsible bidder Core & Main in the bid amount of \$42,875.02. This is a one year, unit price contract with the option to renew for up to four (4) additional one-year periods upon mutual consent. There were three (3) bids submitted and bid results included herein for your review.

6. There is an item on the agenda to authorize the use of NYS OGS Contract No. PC68215-Group #05602, Award #23094 for the purchase of Ultra-Low Sulphur Diesel Fuel for Authority vehicles and equipment for an estimated amount of \$475,000 through the contract period ending August 27, 2020.

*Board Members - Regular Meeting – October 11, 2018*

7. There is an item on the agenda to award a contract for the purchase of anticipated annual supply of Customer Bill and Payment Return Windowed Mailing Envelopes to the low responsive, responsible bidder, Buffalo Envelope, in an estimate amount of \$14,900 allowing +/- 5% for over- or under-runs in printing. Recommendation memo and bid tabulation sheet are enclosed for Board review.
8. There is an item on the agenda to amend resolution #17-218 (ref. 11/9/17) for the purchase of equipment and software in the SCADA environment from Wonderware North.

Following deployment of the equipment in the original scope of work, we requested a price proposal from the supplier for additional drives; which will enhance the reliability of the system and enable automatic backup and restoration capabilities; and for additional training, which the supplier can provide. This additional work requires that the total estimated cost be increased from \$124,000 to \$142,000.

9. The Authority's standard procurement compliance resolution.

***FINANCE COMMITTEE REPORTING***

10. A resolution to approve the Authority's Preliminary Budget for calendar year 2019 is on the agenda. Budget information was discussed at Budget Workshop sessions conducted for the Board Members and the Preliminary Budget was been distributed for your review at the September 13, 2018 Board Meeting. The Preliminary 2019 Budget was also on the Finance Committee meeting agenda of October 4, 2018 and having their recommendation, the 2019 Budget totaling \$74,390,811 will be presented for full Board approval at this Board Meeting.

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

**Board Discussion / Notification Items:**

- In Board folders for review:
  - Notification of proposed recipients of Requests for Qualifications and Proposals (RFQ/Ps) for Asbestos Variance and Safety Training.
  - Notification of proposed recipients of Requests for Qualifications (RFQ's) for Contract Administration and Inspection Services.
  - Notification of proposed recipients of Request for Qualifications (RFQ's) for Coating Consulting Services.
  - Quarterly Claims Review
  - Any routine monthly updates.

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

Enclosures

cc: Department Heads



To: Larry Magguilli, Assistant to the Executive Director  
From: Gregory Jablonsky, Director of Information Technology  
Subject: Wireless Infrastructure Implementation

Date: October 3, 2018

File:

Copies: Nick Noce

The IT Department is requesting authorization to enhance the existing network infrastructure by adding wireless capabilities. The implementation of wireless networking will provide the Authority with a more efficient work environment for all departments. By implementing a wireless network the IT department can explore many different hardware and software enhancements. Some enhancements could be deployed on the first day of implementation, such as software compliance scanning and real-time data transmission while at remote locations. Additionally, the Authority can use the wireless network for many efficiencies to enhance day to day operations.

If approved, the network equipment will be purchased under the NYS OGS Technology and Commodity Contracts. The funds requested for the wireless network equipment will be for an estimated \$52,000.

The total funds being requested will be funded from the 2017 Capital Improvements budget.



Monroe County Water Authority

Memorandum  
COPY

To: Raymond Benshoff  
From: Karin Anderson  
Subject: **Recommendation for Bid Award  
October 11, 2018 Board Meeting**

Date: 09/25/2018  
File: WA 091814  
Copies:

Bids were received on September 24, 2018, for **Pipe Couplings**. 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 & Main** in the amount of \$42,875.02. The bid amount is based on estimated quantities.

We also received bids from: Blair Supply \$43,756.00  
T. Mina Supply \$53,692.32

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

/ka  
Attachment: Bid tabulation

~~(Dis)~~ Approved by Raymond Benshoff 9/25/2018  
Department Head Date

~~(Dis)~~ Approved by Karin Anderson 9/25/2018  
Purchasing Manager Date

~~(Dis)~~ Approved by Nicholas... 9/25/18  
Executive Director Date

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



**Monroe County Water Authority  
MCWA 091814 – Pipe Couplings**

**No Bid**

Item No	Qty	Description	(1) BLAIR SUPPLY	(2) T. MINA SUPPLY	(3) CORE & MAIN	(4) F.W. WEBB
1	1	4" Adapter, FL x MJ, 4.80" / 5.00"	\$85.00	\$302.91	\$80.06	\$0.00
2	1	6" Adapter, FL x MJ, 6.90" / 7.10"	\$106.00	\$138.65	\$99.53	\$0.00
3	1	8" Adapter, FL x MJ, 9.05" / 9.30"	\$146.00	\$154.10	\$136.63	\$0.00
4	1	10" Adapter, FL x MJ, 11.10" / 11.40"	\$301.00	\$244.57	\$281.65	\$0.00
5	1	12" Adapter, FL x MJ, 13.20" / 13.50"	\$330.00	\$280.75	\$308.66	\$0.00
6	1	16" Adapter, FL x MJ, 17.40" / 17.80"	\$557.00	\$419.95	\$520.47	\$0.00
7	6	4" Coupling, Straight, Fits 4.80"/5.00"	\$252.00	\$377.28	\$239.76	\$0.00
8	140	6" Coupling, Straight, Fits 6.90"/7.10"	\$8,540.00	\$10,969.00	\$8,184.40	\$0.00
9	100	8" Coupling, Straight, Fits 9.05"/9.30"	\$7,600.00	\$13,394.00	\$7,682.00	\$0.00
10	12	10" Coupling, Straight, Fits 11.10"/11.40"	\$1,344.00	\$1,593.96	\$1,354.20	\$0.00
11	40	12" Coupling, Straight, Fits 13.20"/13.50"	\$5,360.00	\$6,492.00	\$5,484.80	\$0.00
12	1	14" Coupling, Straight, Fits 15.30" Pipe	\$270.00	\$251.37	\$265.09	\$0.00
13	1	16" Coupling, Straight, Fits 17.40"/17.80"	\$490.00	\$274.14	\$456.27	\$0.00
14	1	18" Coupling, Straight, Fits 19.50" Pipe	\$550.00	\$316.85	\$510.36	\$0.00
15	1	20" Coupling, Straight, Fits 21.60" Pipe	\$560.00	\$343.73	\$509.84	\$0.00
16	1	24" Coupling, Straight, Fits 25.80" Pipe	\$635.00	\$377.72	\$591.18	\$0.00
17	1	30" Coupling, Straight, Fits 32.00" Pipe	\$645.00	\$710.53	\$600.69	\$0.00
18	1	36" Coupling, Straight, Fits 38.30" Pipe	\$840.00	\$561.12	\$785.77	\$0.00
19	1	42" Coupling, Straight, Fits 44.50" Pipe	\$1,195.00	\$1,278.32	\$1,159.17	\$0.00
20	1	48" Coupling, Straight, Fits 50.80" Pipe	\$1,520.00	\$1,720.98	\$1,467.49	\$0.00
21	6	4" Coupling, End Cap, Fits 4.80"/5.00"	\$630.00	\$487.14	\$637.44	\$0.00
22	2	6" Coupling, End Cap, Fits 6.90"/7.10"	\$266.00	\$190.00	\$270.84	\$0.00
23	2	8" Coupling, End Cap, Fits 9.05"/9.30"	\$280.00	\$282.80	\$285.54	\$0.00
24	1	10" Coupling, End Cap, Fits 11.10"/11.40"	\$200.00	\$182.77	\$188.89	\$0.00
25	2	12" Coupling, End Cap, Fits 13.20"/13.50"	\$484.00	\$499.12	\$487.56	\$0.00
26	1	16" Coupling, End Cap, Fits 17.40" Pipe	\$640.00	\$441.40	\$441.40	\$0.00

**Monroe County Water Authority  
MCWA 091814 – Pipe Couplings**

**No Bid**

Item No	Qty	Description	(1) BLAIR SUPPLY	(2) T. MINA SUPPLY	(3) CORE & MAIN	(4) F.W. WEBB
27	2	6" Coupling, AC, Transition, 6.90" – 7.60"	\$144.00	\$156.60	\$134.42	\$0.00
28	2	8" Coupling, AC, Transition, 9.05" – 9.74"	\$152.00	\$205.44	\$143.66	\$0.00
29	1	10" Coupling, AC, Trans, 11.10" – 12.12"	\$138.00	\$137.61	\$129.18	\$0.00
30	1	12" Coupling, AC, Trans, 13.20" – 14.38"	\$149.00	\$186.37	\$139.53	\$0.00
31	1	12" Coupling, AC, Trans, 13.20" – 14.50"	\$150.00	\$232.61	\$139.49	\$0.00
32	1	14" Coupling, AC, Trans, 15.30" – 15.98"	\$340.00	\$353.30	\$317.97	\$0.00
33	1	16" Coupling, AC, Trans, 17.40" – 18.90"	\$285.00	\$498.39	\$475.94	\$0.00
34	1	20" Coupling, AC, Trans, 21.60" – 22.06"	\$490.00	\$418.27	\$462.89	\$0.00
35	1	20" Coupling, Reducing, 22.60" CI to 21.6	\$490.00	\$784.21	\$462.89	\$0.00
36	12	6" Hymax Coupling, 6.42" – 7.68"	\$2,376.00	\$2,218.68	\$2,308.08	\$0.00
37	12	8" Hymax Coupling, 8.54" – 9.84"	\$2,640.00	\$2,512.56	\$2,605.68	\$0.00
38	2	10" Hymax Coupling, 10.96" – 12.26"	\$616.00	\$598.74	\$609.10	\$0.00
39	2	12" Hymax Coupling, 13.25" – 14.41"	\$824.00	\$1,802.02	\$813.46	\$0.00
40	1	6" Coupling, End Cap, AC, 7.21" – 7.56"	\$134.00	\$174.00	\$125.84	\$0.00
41	1	8" Coupling, End Cap, AC, 9.40" – 9.74"	\$140.00	\$185.27	\$132.67	\$0.00
42	1	10" Coupling, End Cap, AC, 11.77" – 12.12	\$202.00	\$204.09	\$188.89	\$0.00
43	1	12" Coupling, End Cap, AC, 14.03" – 14.38	\$240.00	\$240.60	\$226.54	\$0.00
44	1	16" Coupling, Straight, Fits 17.40" Pipe	\$420.00	\$498.39	\$429.10	\$0.00
<b>TOTAL</b>			<b>\$43,756.00</b>	<b>\$53,692.32</b>	<b>\$42,875.02</b>	<b>\$0.00</b>





# Monroe County Water Authority

## PURCHASE REQUISITION

# COPY

REQUISITION AND

ORDER NO. \_\_\_\_\_

DATE : September 25, 2018Do Not Duplicate 

DELIVER TO:

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

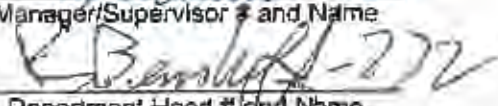
 ORDERED BY : Mark Iannilli 769  
 Name and Emp. #

 APPROXIMATE  
 DATE REQUIRED : 9/25/2018 ( Must Provide A Date )
Approximate Cost: \$475,000.00
 ACCT., JOB ORDER  
 OR AUTHORIZATION # : 8273
 Bid Item Quote ItemPO DESCRIPTION : Diesel Fuel Contract ItemVENDOR # : 4427 VENDOR NAME: Superior Plus Energy Services

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	PURCH. NUMBER	DESCRIPTION OF MATERIAL
1	1	ea		Commodity order for premium ultra low sulfur diesel fuel (2D) and 1D/2D blend upon MCWA request due to weather conditions.  NYS Contract Group #05602, Award #23094 Contract #PC68215  Contract period expires 08/27/2020

APPROVED BY

  
 Manager/Supervisor # and Name

  
 Department Head # and Name

APPROVED BY:

  
 Director of Finance # and Name

  
 Executive Director



# Contract Award Notification

<b>Title</b>	<b>Group 05602 – Ultra Low Sulfur Diesel and Biodiesel Fuel (On-Road Use Only) (Statewide)</b> <b>Classification Code(s): 15</b>
<b>Award Number</b>	<b>23094 (Replaces Awards 22781 and 23005)</b>
<b>Contract Period</b>	<b>August 31, 2018 – August 27, 2020</b> <b>(with renewal options up to 3 years)</b>
<b>Bid Opening Date</b>	<b>May 4, 2018</b>
<b>Date of Issue</b>	<b>August 28, 2018</b>
<b>Specification Reference</b>	<b>As Incorporated Herein</b>
<b>Contractor Information</b>	<b>Appears on Page 2 of this Award</b>

### Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
<b>Name</b> : Elizabeth Gocs <b>Title</b> : Contract Management Specialist <b>Phone</b> : 518-486-1821 <b>E-mail</b> : elizabeth.gocs@ogs.ny.gov	<b>Procurement Services Customer Services</b> <b>Phone</b> : 518-474-6717 <b>E-mail</b> : customer.services@ogs.ny.gov

**Procurement Services values your input.**  
**Complete and return "Contract Performance Report" at end of document.**

### Description

The purpose of this Award is to provide Authorized Users with a means of acquiring various types of ultra low sulfur (ULS) diesel and biodiesel fuel for on-road use only. The product shall be Contractor furnished, delivered and unloaded at Authorized Users' designated delivery locations. The pricing included in this document is the pricing bid by the contractors. For current contract prices, please go to the Pricing Information link on the Award page.

**Links to the base contract, current prices, updates, and delivery schedules are located on the Award page at: <http://www.ogs.ny.gov/purchase/spg/awards/0560223094CAN.HTM>**



<p><b>PC68214</b></p>	<p><b>Sprague Operating Resources</b>                  185 International Dr.                  Portsmouth, NH 03801</p>	<p>Taylor Hudson                  Managing Director, Refined Sales                  Phone: 603-430-5397                  Toll-Free: 800-225-1560                  Email: contractmgmt@spragueenergy.com</p> <p><u>Customer Service Contact for NYS Contract Orders (24 hours/7 days a week):</u>                  Customer Care Team                  Toll-Free: 800-880-6037                  Email: orders@spragueenergy.com</p> <p><u>Contact to Escalate Contract Orders:</u>                  Customer Care Team/Dispatch                  Phone: 800-880-6037                  Email: orders@spragueenergy.com</p> <p><u>Contact for After Hours, Weekend, or Holiday Emergency:</u>                  Customer Care Team/Dispatch                  Phone: 800-880-6037                  Email: orders@spragueenergy.com</p> <p><u>Contact for NYS Declared Emergencies or Disasters:</u>                  Taylor Hudson                  Phone: 603-430-5397                  Toll-Free Phone: 800-225-1560                  Email: contractmgmt@spragueenergy.com</p> <p><u>Backup Contact for NYS Declared Emergencies or Disasters:</u>                  Barry Panicola                  Phone: 516-622-7091                  Toll Free: 800-225-1560                  Email: bpanicola@spragueenergy.com</p>	<p>020415440                  1000005203</p>
<p><b>PC68215</b></p>	<p><b>Superior Plus Energy Services Inc.</b>                  1870 S Winton Rd.                  Suite 200                  Rochester, NY 14414</p>	<p>James Devens                  Phone: 585-328-3930                  Email: jdevens@superiorplusenergy.com</p> <p><u>Customer Service Contact for NYS Contract Orders (Mon-Fri 8:00am-5:00pm):</u>                  Customer Service Manager                  Phone: 855-804-3835                  Email:                  adam_moosbrugger@superiorpropane.com</p> <p><u>Contact to Escalate Contract Orders:</u>                  Adam Moosbrugger                  Phone: 585-783-2636                  Email:                  adam_moosbrugger@superiorpropane.com</p> <p><u>Contact for After Hours, Weekend, or Holiday Emergency, and NYS Declared Emergencies or Disasters:</u>                  Central Dispatch                  Phone: 800-955-5992                  Email: dispatch@griffithenergy.com</p>	<p>160726353                  1000007474</p>



Monroe County Water Authority

COPY  
Memorandum

To: Paul Liess, Director of Finance & Bus. Svcs. Date: 10/02/2018  
 From: Karin Anderson, Purchasing Manager File: WA 091815  
 Subject: **Recommendation for Bid Award Board Meeting - October 11, 2018** Copies: F. White

One Bid was received on October 2, 2018 for Windowed Envelopes. The apparent low responsive, responsible bidder is Buffalo Envelope in an estimated amount of \$14,900.00, allowing +/- 5% for over- or under-runs in printing.


We received no other bids.

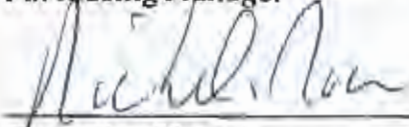
I recommend that the bid be awarded to the low, responsive, responsible bidder.

/ka

Attachment: Bid tabulation

(Dis)Approved by  10/2/18  
 Department Head Date

(Dis)Approved by  10/2/2018  
 Purchasing Manager Date

~~(Dis)Approved by~~  10/4/2018  
 Executive Director Date

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

**Monroe County Water Authority  
MCWA 091815 Windowed Envelopes**

Item No	Qty	Description	No Bid			
			(1) ALPHAGRAPHS	(2) BUFFALO ENVELOPE	(3) DUPLI PRINTING	(4) VOLPE & ASSOCIATES
1	310 M	#10 Windowed Mailing Envelopes	\$0.00	\$7,576.40	\$0.00	\$0.00
2	310 M	#9 Windowed Mailing Envelopes	\$0.00	\$6,618.50	\$0.00	\$0.00
<b>TOTAL</b>			\$0.00	\$14,194.90	\$0.00	\$0.00
<b>Over-run/Under-run Allowance on Each Item</b>			N/A	+/- 5%	N/A	N/A