



Memorandum

To: Board Members

Date: December 7, 2018

From: Nicholas Noce

Subject: **Regular Board Meeting – Thursday, December 13, 2018**
9:30 a.m. at 475 Norris Drive – Board Room

Agenda Items:

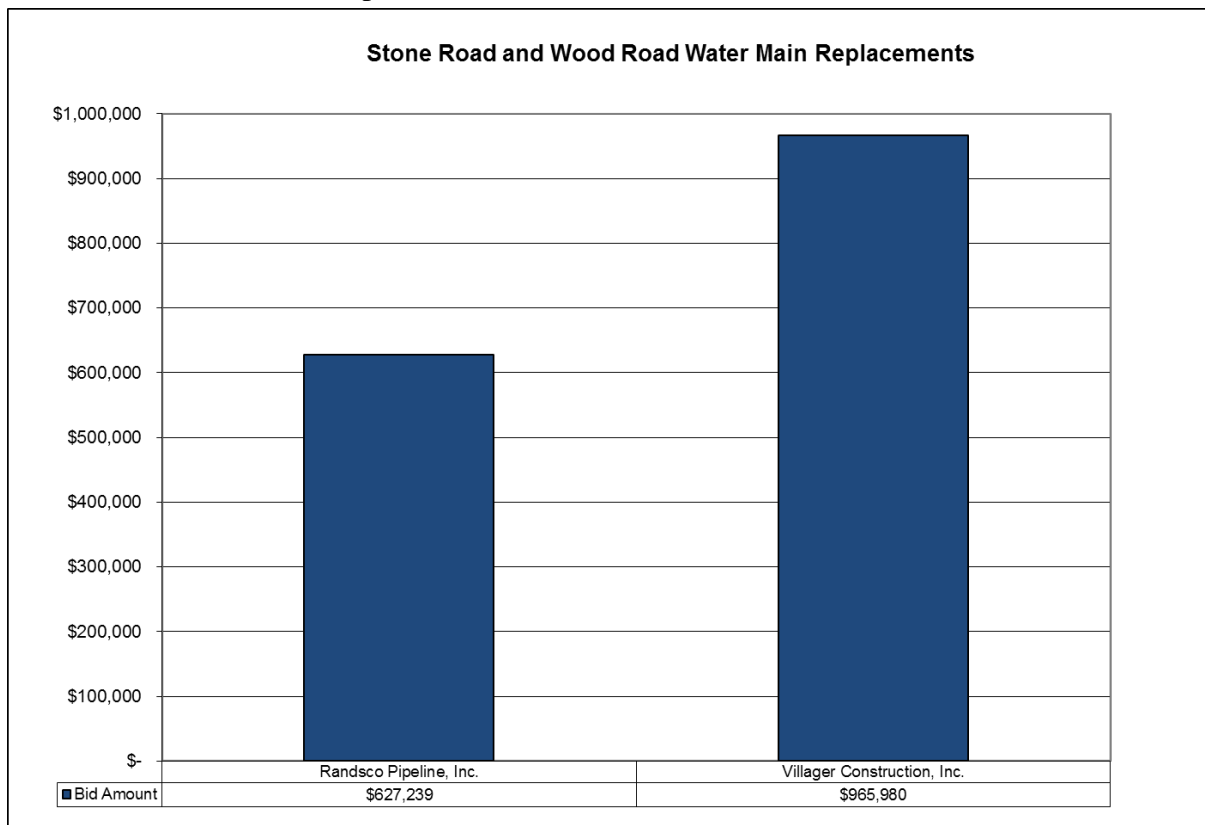
1. Personnel Items:

- Appointment of Christopher Trottier to the title of Water Treatment Plant Operator; in the Production and Transmission Department, effective December 17, 2018 at salary Schedule 4, Group 5, Step 1.
- Appointment of Joseph Triassi to the title of Heavy Motor Equipment Operator, effective January 7, 2019 at salary Schedule 4, Group 6, Step 1.
- Promotional Appointment of Kathleen Shepard to Project Engineer – Water Distribution, effective January 1, 2019 at salary Schedule 3, Group 4.

COMPENSATION COMMITTEE REPORTING –November 13, 2018 Meeting

2. The Authority's Compensation Committee met on November 13, 2018 and with their full recommendation, there is an item on the agenda to approve the Compensation Philosophy as revised and presented.
3. There is a resolution on the agenda authorizing a preliminary agreement with NYSDOT for their Design-Build project on Lyell Avenue (Howard Road to Tarwood Drive) in the Town of Gates. This project includes the adjustment of water valve boxes and hydrants needed to accommodate the NYSDOT work. A Final agreement will be executed once final plans are completed.
4. There is an item on the agenda to authorize the execution of a professional services agreement with JB Evans & Sons, LLC to provide Asbestos Safety Training, Variance and for Asbestos-Related services. Requests for Qualifications and Proposals were sent out to multiple firms. Three (3) responsive Qualifications Statements and Proposals were received from JB Evans & Sons, LLC, LaBella Associates, PC, and Arcadis of New York, Inc. Both Stantec Consulting Services and O'Brien & Gere declined submitting a Qualifications Statement and Proposal at this time. Staff has reviewed all of the Qualifications Statements and Proposals and determined that JB Evans was best suited to perform these services on our behalf. JB Evans & Sons, LLC has provided these services for the Water Authority in the past. The budget for these services is not to exceed \$15,000 per year.
5. There are three (3) items on the agenda to authorize Blanket Purchase Orders for various parts and/or supplies on an as needed basis, for maintenance & repair of certain MCWA heavy motor vehicles and equipment throughout year 2019, each from their only authorized dealership (sole source) serving the area, as shown in each resolution.
6. There is an item on the agenda to authorize the purchase of various Tires & Related Services for MCWA vehicles, from Lewis General Tire – under Monroe County Contract Award #618-18 (4700007470); for an estimated total cost of \$100,000 for period January 1, 2019 through December 31, 2019.

7. There is an item on the agenda to authorize the purchase of office supplies from Staples Business Advantage on an as needed basis, at an estimated amount of \$25,000, utilizing the City of Rochester Contract #128732/427380 commencing December 1, 2018 through November 30, 2019.
8. The Information Technology Department has two (2) items on the agenda. The first item seeks Board approval to purchase various Security Incident and Event Monitoring System equipment, licensing and support services from LogRhythm Inc., through K Logix, LLC at an estimated cost of \$79,000 as part of the components associated with the Authority’s Security Infrastructure Enhancement Project. The second item requests approval to purchase approximately twenty (20) electronic Tablets utilizing the NYS OGS Information Technology Umbrella Contract and the MCPV alliance contract at an estimated cost of \$50,000. These tablets will be for use by field personnel.
9. There is an item on the agenda to award the 2019 Annual Geotechnical Investigation and Material Testing Services Contract. This is a contract for geotechnical investigations, material testing, and engineering services. There was one bid submitted. Our recommendation is to award this work **to CME Associates, Inc.** in the bid amount of \$239,765.
10. There is an item on the agenda to award a contract for the Stone Road and Wood Road Water Main Replacements Project in the Town of Greece. The project involves furnishing and installing approximately 3,100 linear feet of 6” ductile iron water main and appurtenances on Stone Road (County Road 148) and Wood Road. There were two bids submitted. Our recommendation is to award this work to Randsco Pipeline, Inc. in the bid amount of \$627,239.



11. There is an item on the agenda to authorize the purchase of emergency generator, original equipment manufacturer (OEM) repair parts and services to supplement Authority maintenance staff for equipment repairs and maintenance. The Authority currently operates and maintains multiple Cummins-Onan portable and fixed emergency generators to maintain water supply from the treatment plants and various pump stations during power outages.

Board Members - Regular Meeting – December 13, 2018

Cummins Sales and Service located in Buffalo, NY will supply OEM repair parts and field labor services to the Authority on an as-needed basis. This is the manufacturer's sales and services facility located in closest proximity to the Authority's service area. The estimated cost for parts and services is \$25,000 per year.

12. There is an item on the agenda to award a unit price purchase contract for printing and mailing services of MCWA Customer Bills, Notices and Meter Read Cards from low, responsive, responsible bidder I.M.S. Direct in the estimated bid amount of \$117,353 for initial one-year term with option to extend with mutual consent, up to four additional one-year terms.
13. There are three (3) matters on the Agenda to modify three (3) Resolutions approved at the November 8, 2018 Board Meeting as follows:
 - #18-224 to include Five Star Equipment Co., as an approved Vendor (Vendor added by NY State after Board approval was granted on 11/8/18) for utilization through the NY State OGS Contract, Group 72007 Award #22935 for Heavy Equipment Rental.
 - #18-228 to reflect unit price contract award for Stainless Steel Curb Rods to low, responsive, responsible bidder Core and Main in the bid amount of \$14,229 based on estimated quantities.
 - #18-229 to reflect unit price contract award for Curb Boxes and Rods to low, responsive, responsible bidder Core and Main in the bid amount of \$47,550 based on estimated quantities.

AUDIT COMMITTEE REPORTING - December 6, 2018 Meeting

14. The Authority's Audit Committee met on December 6, 2018, and with their recommendation there are two (2) resolutions appearing on the Agenda. One is to authorize the Executive Director to execute an agreement for the purchase of Excess Workers' Compensation Insurance through State National, as brokered through NCAComp, Inc. and a second resolution authorizing the Executive Director to execute agreement with Cigna for the purchase of Life and Long-Term Disability Insurance for eligible employees as brokered through Rose & Kiernan, Inc.
15. The Authority's standard procurement compliance resolution.

GOVERNANCE COMMITTEE REPORTING – December 6, 2018 Meeting

16. The Authority's Governance Committee met on December 6, 2018, and with their recommendation there are resolutions for the following; policy documents are enclosed for full Board review:
 - Approval of the Policy for Tracking and Disposal of Fixed Assets, as revised and presented.
 - Re-adoption of the Procurement Disclosure Policy, as presented.
 - Re-adoption of the Internal Controls & Financial Accountability Policy, as presented.
 - Approval of the Professional Services Policy and Procedures, as revised and presented.
 - Approval of the Responsibilities of Members and Officers, as revised and presented.
 - Approval of the Purchasing and Procurement Guidelines, as revised and presented.
17. There is a resolution to ratify and confirm Water Rates effective January 1, 2019. The required Public Information Meeting on the rate changes will have taken place on Wednesday, December 12, 2018 at 3:00 p.m.

18. There is an item to approve Board and Staff travel for training and MCWA mission-related seminars, conferences and meetings during 2019.

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

It is anticipated there will be an executive session requested pursuant to Section 105(1)(f) of the New York Public Officers Law in order for the full Board to discuss the employment performance history and evaluation of particular employees.

Board Discussion / Notification Items:

- In Board folders for review:
 - Any routine monthly updates.

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

Enclosures

cc: Executive Staff

COPY



Monroe County Water Authority

PURCHASE REQUISITION

REQUISITION AND

ORDER NO. _____

DATE : November 9, 2018

Do Not Duplicate

DELIVER TO:

ORDERED BY : Mark Iannitti 769
Name and Emp. #

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

APPROXIMATE DATE REQUIRED : 1/1/2019 (Must Provide A Date)

Approximate Cost: \$40,000.00

ACCT., JOB ORDER OR AUTHORIZATION # : 8270

Bid Item

Quote Item

PO DESCRIPTION : Kenworth Parts

Contract Item

VENDOR # : 4568 VENDOR NAME: Kenworth group

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	PURCH. NUMBER	DESCRIPTION OF MATERIAL
1	1	ea		Blanket order for various parts and supplies for maintenance and repair of MCWA 10 wheel dump, 6 wheel dump, and crew trucks to be purchased as needed. Sole source for these parts. Contract period from 01/01/19 to 12/31/19

APPROVED BY: Mark Iannitti 769
Manager/Supervisor # and Name

Ken Hill 1276
Department Head # and Name

APPROVED BY: [Signature] #826
Director of Finance # and Name

[Signature]
Executive Director



Monroe County Water Authority

PURCHASE REQUISITION

REQUISITION AND ORDER NO.

COPY

DATE : November 9, 2018 Do Not Duplicate

ORDERED BY : Mark Iannitti 769
Name and Emp. #

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

APPROXIMATE DATE REQUIRED : 1/1/2019 (Must Provide A Date) Approximate Cost: \$30,000.00

ACCT., JOB ORDER OR AUTHORIZATION # : 8270

Bid Item

Quote Item

PO DESCRIPTION : Caterpillar Parts

Contract Item

VENDOR # : 4029 VENDOR NAME: Milton cat

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	PURCH. NUMBER	DESCRIPTION OF MATERIAL
1	1	ea		Blanket order for various parts and supplies for maintenance and repair of Caterpillar backhoes to be purchased as needed. Sole source for these parts. Contract period from 01/01/19 to 12/31/19

APPROVED BY: *Mark Iannitti* 769
Manager/Supervisor # and Name

Jan Hill 1276
Department Head # and Name

APPROVED BY: *[Signature]* #826
Director of Finance # and Name

Asst Dir Exec Dir
Executive Director



Monroe County Water Authority

PURCHASE REQUISITION

COPY

REQUISITION AND
ORDER NO. _____DATE : November 9, 2018 Do Not Duplicate ORDERED BY : Mark Iannitti 769
Name and Emp. #

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

APPROXIMATE
DATE REQUIRED : 1/1/2019 (Must Provide A Date)Approximate Cost: \$20,000.00ACCT., JOB ORDER
OR AUTHORIZATION # : 8270 Bid Item Quote ItemPO DESCRIPTION : John Deere Parts Contract ItemVENDOR # : 1429 VENDOR NAME: Five Star Equipment

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	PURCH. NUMBER	DESCRIPTION OF MATERIAL
1	1			Blanket order for various parts and supplies for maintenance and repair of John Deere backhoes and loaders to be purchased as needed. Sole source for these parts. Contract period from 01/01/19 to 12/31/19

APPROVED BY:

Mark Iannitti 769
Manager/Supervisor # and NameJan Hill 1276
Department Head # and Name

APPROVED BY:

[Signature] #826
Director of Finance # and NameAsst to Exec Dir
Executive Director

COPY



Monroe County Water Authority

PURCHASE REQUISITION

REQUISITION AND

ORDER NO. _____

DATE : November 9, 2018Do Not Duplicate

DELIVER TO:

ORDERED BY : Mark Iannitti 769
Name and Emp. #

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

APPROXIMATE
DATE REQUIRED : 1/1/2019 (Must Provide A Date)Approximate Cost: \$100,000.00ACCT., JOB ORDER
OR AUTHORIZATION # : 8270 Bid Item Quote ItemPO DESCRIPTION : New Tires and Services Contract ItemVENDOR # : 113 VENDOR NAME: Lewis General Tire

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	PURCH. NUMBER	DESCRIPTION OF MATERIAL
1	1	ea		Contract order for Tires and related Repair Services to be ordered as needed. Pricing per Monroe County Contract #618-18 (4700007470) Contract from 01/01/19 to 07/31/19

APPROVED BY:

Mark Iannitti 769
Manager/Supervisor # and Name

Ken Hill 1276
Department Head # and Name

APPROVED BY:

John A. Frez 826
Director of Finance # and Name

John A. Frez Dir
Executive Director

COPY



Monroe County Water Authority

PURCHASE REQUISITION

REQUISITION AND

ORDER NO. 2938-1

DATE : November 14, 2018 Do Not Duplicate

ORDERED BY : Karin Anderson #679 Name and Emp. #

- DELIVER TO:
[] OPERATION CENTER (1)
[] TREATMENT PLANT (2)
[] MCWA PICK UP (7)
[] AS SPECIFIED BELOW (99)

APPROXIMATE DATE REQUIRED : 12/13/2018 (Must Provide A Date)

Approximate Cost: \$25,000.00

ACCOUNT, JOB ORDER OR AUTHORIZATION # : Various

- [] Bid Item
[] Quote Item
[] Contract Item

PO DESCRIPTION : Office Supplies

SUGGESTED VENDOR # : VENDOR NAME: Staples Business Advantage

Table with 4 columns: ITEM NO., QUANTITY NEEDED, UNIT TYPE, PURCH. NUMBER, and DESCRIPTION OF MATERIAL. Row 1: 1, 1, EA, Contract Order for Office Supplies utilizing pricing from the City of Rochester Contract #128732/427380. Contract Period: 12/01/2018 to 11/30/2019.

APPROVED BY:

Karin Anderson #679
Manager/Supervisor # and Name

Department Head # and Name

APPROVED BY:

[Signature] #826
Director of Finance # and Name

Executive Director



City of Rochester

Bureau of Purchasing
City Hall Room 105 A, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

October 4, 2018

STAPLES
50 METHODIST HILL DR, SUITE 1300
ROCHESTER, NY 14623

RE: CONTRACT 128732 *142-7380*
OFFICE SUPPLIES

The above referenced contract between your company and the City of Rochester is going to expire on 11/30/2018. As you know, the contract contains a provision allowing an extension of up to three additional years in increments of one (1) year or less upon mutual agreement.

The City would like to know if you are interested in extending this contract for the term indicated below. Please check your response, including the Iran Certification, and update our insurance and performance securities. Be sure this is signed by the appropriate officer of your company, and return this entire letter to me no later than 10/15/18, by e-mail or fax. Do not take any action based on this letter. If the contract is extended, you will be notified in writing.

Thank you for your cooperation.

CITY OF ROCHESTER

Roslyn Phillips 585-428-7042
Senior Purchaser FAX: 585-428-6038
Phillipr@cityofrochester.gov

I CERTIFY THAT MY COMPANY IS NOT ON THE PROHIBITED ENTITIES LIST OF THE NEW YORK STATE IRAN DISINVESTMENT ACT OF 2012

We hereby offer to extend the above referenced contract under the same terms and conditions through 11/30/19.

We hereby offer to extend the above referenced contract under the same terms and conditions through _____

We do not wish to extend the above referenced contract.

Kevin Moss
Authorized Signature

Oct 31, 2018
Date

Kevin Moss
Type or Printed Name of Signature



To: Larry Magguilli, Assistant to the Executive Director Date: November 29, 2018
From: Gregory Jablonsky, Director of Information Technology File:
Subject: Request for Security Incident and Event Management Copies: N. Noce

The IT Department is requesting to purchase services, software, and equipment for LogRhythm SIEM (Security Incident and Event Management) to continue to strengthen the security that protects the MCWA's Information Technology infrastructure.

LogRhythm will provide the IT department with the capability to monitor and analyze a large number of log files from different sources. Analyzing these logs provides the IT department better information as to what is happening in close to real time.

A bid for LogRhythm has gone out for bid and K Logix, LLC was the lowest qualified bidder. The estimated cost for equipment, software, and services to implement LogRhythm is \$79,000.

The 2018 Operating budget will fund these items.



Monroe County Water Authority

Memorandum

To: Larry Magguilli, Assistant to the Executive Director

Date: November 29, 2018

From: Gregory Jablonsky, Director of Information Technology

File:

Subject: Recommendation to Purchase Tablets

The IT Department is recommending the purchase of Tablets under the NYS OGS Umbrella Hardware Contract Group 73600 – Award 22802 - Lot 2 Information Technology Umbrella Contract and the MCPV alliance contract. The requested equipment is as follows;

An estimated twenty (20) Tablets will be used by field personnel for more efficient ways of data processing. The tablet computers are test units for the field utility of tablet technology, which offers capabilities and features not available on the laptops and will replace the laptops assigned to that personnel.

The request is being made for an estimated \$50,000.

The 2018 & 2019 Operating budget will fund these items.



Monroe County Water Authority

Memorandum
COPY

To:	Larry Magguilli, Assistant to the Executive Dir	Date:	11/29/2018
From:	Felicia White, Manager of Customer Services	File:	WA 111821
Subject:	Recommendation for Bid Award Board Meeting - December 13, 2018	Copies:	K. Anderson

Bids were received on Tuesday, November 27, 2018 for the annual contract for Printing & Mailing of Customer Bills, Notices & Meter Read Cards. This includes the weekly printing of quarterly customer bills and delinquent notices as well as monthly customer bills and delivering them to the USPO. This also includes printing, cutting, folding, adhering a wafer seal, and delivering meter read cards to the USPO. Additionally, the vendor is required to provide perforated paper, outside bill envelopes, and return envelopes. Contract is for one year with the option to extend for four additional one-year terms upon mutual consent of both parties. The apparent low, responsive, responsible bidder was IMS Direct for a total of \$117,353.


Bids were also sent to: Pittsford Printing
Accelerated Mailing Services, Inc
City Blue Imaging Services
DocuSend

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

Attachment: Bid tabulation sheet

(Dis)Approved by  11/30/18
Assistant to the Executive Director Date

(Dis)Approved by  11/30/18
Purchasing Manager Date

(Dis)Approved by  12/3/18
Executive Director Date

(Dis)Approved by _____
Executive Assistant/Board Date

Monroe County Water Authority
MCWA 111821 Printing & Mailing of Customer Bills, Notices & Meter Read Cards

Item No	Qty	Description	No Bid		No Bid		No Bid	
			(1) ACCELERATED MAILING SERVICES	(2) CITY BLUE IMAGING SERVICES	(3) DOCUSEND	(4) IMS DIRECT	(5) PITTSFORD PRINTING	
1	910 M	Print, Fold, Insert, and Deliver Customer Water Bills, Delinquent Notices, and Bill Inserts to USPO (Main Branch, Jefferson Road) each week per specs - Vendor shall supply perforated paper, outside bill envelopes, and return envelopes - Between 16,000 & 19,000 avg total pieces/week	\$236,600.00	\$0.00	\$0.00	\$109,200.00	\$0.00	
2	9.3 M	Print, Fold, Insert, and Deliver Monthly Bills to USPO (Main Branch - Jefferson Road) each month - Vendor shall supply perforated paper, outside bill envelopes, and return envelopes - Approximately 770 bills/month	\$2,418.00	\$0.00	\$0.00	\$753.00	\$0.00	
3	200 M	Print, Cut, Fold, Adhere Wafer Seal, and Deliver Meter Read Cards to USPO (Main Branch - Jefferson Road) each week per specs - Between 2,000 and 5,000 avg total pieces/week	\$28,000.00	\$0.00	\$0.00	\$7,400.00	\$0.00	
TOTAL			\$267,018.00	\$0.00	\$0.00	\$117,353.00	\$0.00	
Over-run/Under-run Allowance on Each Item			N/A	N/A	N/A	N/A	N/A	