



To: Board Members

Date: December 7, 2023

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, December 14, 2023 @ 9:00 a.m.
Board Room, 475 Norris Drive**

AGENDA ITEMS:

1. Personnel Items

- Resolution marking the retirement of Cheryl M. Corson. We appreciate her many years of dedicated service to the Water Authority and wish her a happy and fulfilling retirement.
- Appointment of Shawn David to the title of Laborer in the Facilities, Fleet and Operations Department, at an hourly rate of \$20.46. Mr. David interviewed well and is well-suited for the position. See enclosed memorandum from Steve Trotta.

2. There is an item on the agenda for the as needed purchase of repair clamps for the repair and maintenance of water mains.

3. There is an item on the agenda for the purchase of a new 2024 Bobcat Compact Track Loader with attachments utilizing the NYS OGS Contract.

4. There is an item on the agenda to award a contract for the Victor BPSs – Automatic Transfer Switches Rebid project. One responsive bid was received in the amount of \$60,605. This contract includes furnishing and delivering three automatic transfer switches (ATSS) to replace existing ATSS at three Authority booster pumping stations (BPSs) located in Victor, NY including Victor Egypt BPS, Victor Holcomb BPS, and LaSalle Parkway BPS. Our recommendation is to award this contract to the lowest responsive, responsible bidder, Southworth-Milton, Inc. d/b/a Milton CAT for the bid amount of \$60,605.00.

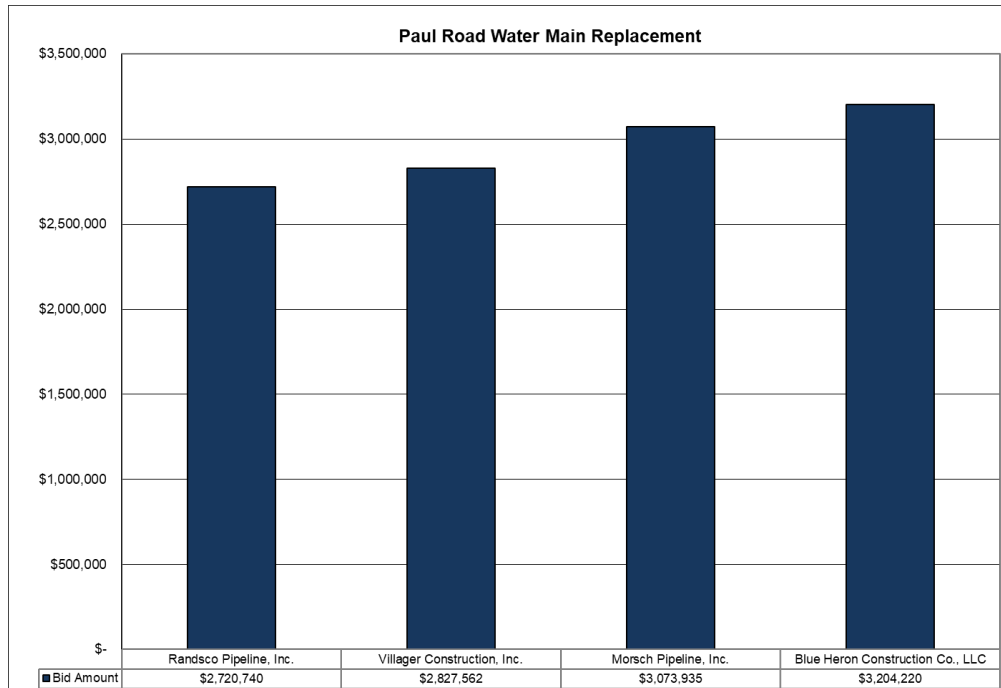
5. There is an item on the agenda to authorize the Executive Director to enter into professional services agreements with qualified firms for Electrical and Mechanical Engineering Services contracts. The Authority received statements of qualifications (SOQs) from nine consultants to provide various electrical and mechanical professional engineering services on an as-requested, work order basis. The professional engineering expertise obtained through these agreements provides assistance to the Authority with capital project planning, design services for improvements projects completed by Authority personnel, equipment renewal and replacement decisions, and other miscellaneous tasks. Individual price proposals and schedules will be requested and

evaluated for each work order. The professional services agreements will be for a term of up to five years. The selection committee reviewed the SOQs received and recommend agreements be executed with the following firms:

- Arcadis of New York, Inc.
 - C&S Engineers, Inc.
 - Erdman, Anthony and Associates, Inc.
 - LaBella Associates, DPC
 - Pathfinder Engineers and Architects, LLP
6. There is an item on the agenda to authorize a blanket order for the purchase of various process instrumentation and radio communication equipment from Ritec Enterprises, Inc. (Ritec). Process instrumentation is utilized for water quality monitoring and control throughout the Authority’s treatment and distribution system. Radio communication equipment is utilized in the Authority’s supervisory control and data acquisition (SCADA) communication network for monitoring and control of water treatment plants, storage sites, booster pumping stations, and other remote facilities.

The Authority standardized on Analytical Technology, Inc. (ATI) online amperometric chlorine residual monitoring equipment in December 2022, and standardized on General Electric Industrial Communications LLC MDS (GE MDS) radio equipment in August 2020. Ritec, located in Rochester New York, is the sole authorized dealer in the Authority’s service area for ATI and GE MDS equipment.

7. There is an item on the agenda to award a contract for the 2024 Service and Water Main Contract. This contract is used to install water services, water mains and appurtenances throughout the Water Authority’s service area. The contract includes the option to extend for up to four additional one-year extensions. There was one bid submitted by the previous contract holder. Our recommendation is to award this work to Villager Construction, Inc. in the bid amount of \$7,102,189.
8. There is an item on the Agenda to award a unit price contract for the Paul Road Water Main Replacement project in the Town of Chili. The project involves furnishing and installing approximately 9,400 linear feet of 8” ductile iron water main and appurtenances on Paul Road. There were five bids submitted, one of the bids contained errors and was non-responsive. Our recommendation is to award this work to the lowest responsible, responsive bidder Randsco Pipeline, Inc. in the bid amount of \$2,720,740.



9. There is an item on the agenda to authorize professional services agreements with seven qualified firms for structural engineering services.

The services performed under these agreements are for structural analysis and evaluation of various system components as needed. Individual price proposals and schedules will be requested and evaluated for each project. 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.

Staff has reviewed the qualifications received and recommend agreements be executed with the following firms:

- Jensen BRV Engineering PLC
- LaBella Associates
- Larsen Engineers
- Wendel Companies
- Barton & Loguidice
- Wiss, Janney, Elster Associates, Inc.
- Arcadis of NY, Inc.

10. There is an item of the agenda to authorize the proposal for Lenel Software Upgrade and Support Services from Technical Systems Group, as presented. See memorandum from Amy Molinari

11. There is an item on the Agenda to authorize the purchase of Office Supplies from W.B. Mason in the amount of \$30,000 utilizing the City of Rochester Contract through the contract period ending December 31, 2024.
12. There is an item on the Agenda to ratify and confirm MCWA Water Rates effective January 1, 2024. The required Public Information Meeting on the rate changes will have taken place on Wednesday, November 29, 2023 at 3:00 p.m.
13. There is an item on the Agenda to authorize the use of NYS OGS Contract for the purchase of a one-year Cisco Smartnet Maintenance and Support Agreement for Aspire Technology. See enclosed memorandum from Justin Moore.
14. There is an item on the Agenda to amend resolution #23-219 for the purchase of two Dell Servers. See enclosed memorandum from Justin Moore.
15. The Authority's Standard Procurement Compliance Resolution.

GOVERNANCE COMMITTEE REPORTING

16. The Authority's Governance Committee met on December 7, 2023, and with their recommendation there are resolutions for the following:
 - Re-Adoption of the Internal Code of Ethics Policy, as presented.
 - Re-Adoption of the Conflicts of Interest Policy, as presented.
 - Re-Adoption of the Software Code of Ethics Policy, as presented.
 - Re-Adoption of the Whistleblower Policy, as presented.
 - Re-Adoption of the Disposal Guidelines, as presented.
 - Adoption of the revised Purchasing and Procurement Guidelines, 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 2024.
26. There is an item on the Agenda to establish the MCWA Board Meeting Schedule for 2024.

AUDIT COMMITTEE REPORTING

COMPENSATION COMMITTEE REPORTING

- In Board Folders for Review:
 - Routine Monthly Informational Reports and/or Updates
 - Minutes from Public Information Meeting
 - RFQ/P Notification for Lee Road BPD Improvements
 - RFP Notification for Telecommunications Services & Internet Connectivity

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

NN/dlh
Enclosures

cc: Executive Staff

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/08/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
37 CHILI AVE INC	11/08/23	4083312/RFD	RFD/37 CHILI AVE	2624	375502 ***** sum	\$30.46
AAI POWER FLO TECHNOLOGIES	10/11/23	S2660834.001	NORTH RD PUMP REPAIR	6343	375503 ***** sum	\$3,150.00
ACOEM USA	10/24/23	SPI65215	EVO ALIGN-INSP/CALIBRATE	6443	375504 ***** sum	\$1,013.95
ADMAR SUPPLY CO INC	08/29/23	RO2042349	TRIMMER PARTS	8132	375505 ***** sum	\$251.88
AETNA	10/18/23	11/23 HEALTH INS	GROUP #E00067241385	1473	375506 ***** sum	\$42,350.24
ALRO STEEL CORPORATION	10/09/23	DJI3180RZ	ALUMINUM SHEETS	8270	* ACH * ***** sum	\$30.00
AMERICAN VAN EQUIPMENT INC	10/13/23	INV-NET-LK-15171	HD ALUM STCK DRAWR UNIT	9332	375507 ***** sum	\$4,492.45
AMSTAR OF WESTERN NY	10/17/23	EST #2/RETAINAGE	2023 TANK PAINTING	2670	* ACH *	<\$39,527.80>
	10/17/23	ESTIMATE #2	2023 TANK PAINTING	134350	***** sum	\$790,556.00
						\$751,028.20
ANITA MCLEOD	11/08/23	066724/RFD	RFD/297 CHESTNUT RIDGE R	2624	375508 ***** sum	\$5,830.11
BAREFOOT SEPTIC & SEWER INC	10/13/23	76194	SYSTEM INSP-TWIN HILLS	8143	* ACH *	\$500.00
	10/13/23	76196	PUMPED TANK-TWIN HILLS	8142	***** sum	\$396.00
						\$896.00
BEVERLY V CLARK	10/26/23	5049848/RFD	RFD/366 MENDON RD	2624	375509 ***** sum	\$509.70

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BISON LABORATORIES INC	10/12/23	INV034303	SODIUM HYPOCHLORITE	6134	* ACH *	\$11,115.10
	10/12/23	INV034303	SODIUM HYPOCHLORITE	6734		\$272.04
	10/16/23	INV034375	SODIUM HYPOCHLORITE	6134		\$1,779.60
	10/20/23	INV034389	SODIUM HYPOCHLORITE	6134		\$10,940.54
					***** sum	----- \$24,107.28
BLAIR SUPPLY CORP	10/12/23	1263022-2	PIPE DESCALER	8432	* ACH *	\$376.00
	10/12/23	1263323	PVC PIPE	8441		\$721.00
					***** sum	----- \$1,097.00
BLUE HERON CONSTRUCTION	11/07/23	7373-BLUE HERON	HYD IRR DEP REFUND	2686	375510 *****	\$167.56
					sum	----- \$167.56
BRISTOL'S FARM MARKET	09/14/23	455902	BLACK DIAMOND MULCH	8444	375511 *****	\$176.00
					sum	----- \$176.00
BURT PROCESS EQUIPMENT	10/19/23	CD99007299	LEVEL SWITCHES	6431	* ACH *	\$714.08
	10/19/23	CD99007299	LEVEL SWITCHES	6441		\$1,059.07
					***** sum	----- \$1,773.15
CARDINAL LAWN & LANDSCAPE, INC	09/20/23	34959	5/24-9/6-DENIS RES 1 MOW	8142	375512	\$7,200.00
	11/01/23	DEPOSIT REFUND	WRENCH KEY#13,33/RFD	2680		\$300.00
					***** sum	----- \$7,500.00
CENTRAL PILLAR GROUP LLC	11/06/23	7370-CNTRL PILLR	HYD IRR DEP REFUND	2686	375513 *****	\$403.76
					sum	----- \$403.76
CENTRAL ROADWAYS INC	10/31/23	EST #7/RETAINAGE	2023 PAVEMENT REPL EAST	2670	375514	<\$9,113.75>
	10/31/23	EST #7/RETAINAGE	2023 PAVEMENT REPL WEST	2670		<\$5,650.38>
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL EAST	8442		\$144,790.28
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL EAST	136101		\$1,387.50
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL EAST	136101		\$30,981.35
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL EAST	136201		\$282.50
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL EAST	638007		\$4,833.25
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL WEST	8442		\$83,621.91
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL WEST	136101		\$17,429.75
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL WEST	136201		\$1,156.90

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CENTRAL ROADWAYS INC	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL WEST	136201	375514	\$3,324.00	
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL WEST	136301		\$3,725.00	
	10/31/23	ESTIMATE #7	2023 PAVEMENT REPL WEST	638007		\$3,750.00	
						***** sum	\$280,518.31
CHARLES SWIFT	11/02/23	DEPOSIT REFUND	WRENCH KEY#69/RFD	2680	375516	\$150.00	
					***** sum	\$150.00	
CHARTER COMMUNICATIONS	11/01/23	140550601110123	11/5-12/04 INTERNET SVC	5051	375517	\$28.00	
	11/01/23	140550601110123	11/5-12/04 INTERNET SVC	5251		\$21.00	
	11/01/23	140550601110123	11/5-12/04 INTERNET SVC	6051		\$700.00	
	11/01/23	140550601110123	11/5-12/04 INTERNET SVC	7051		\$252.00	
	11/01/23	140550601110123	11/5-12/04 INTERNET SVC	8051		\$140.00	
	11/01/23	140550601110123	11/5-12/04 INTERNET SVC	9051		\$259.00	
						***** sum	\$1,400.00
	11/01/23	223365401110123	11/1-11/30 INTERNET SVC	5051	375518	\$7.60	
	11/01/23	223365401110123	11/1-11/30 INTERNET SVC	5251		\$5.70	
	11/01/23	223365401110123	11/1-11/30 INTERNET SVC	6051		\$189.98	
	11/01/23	223365401110123	11/1-11/30 INTERNET SVC	7051		\$68.39	
	11/01/23	223365401110123	11/1-11/30 INTERNET SVC	8051		\$38.00	
	11/01/23	223365401110123	11/1-11/30 INTERNET SVC	9051		\$70.29	
						***** sum	\$379.96
CHEMTRADE CHEMICALS US LLC	10/10/23	93612164	ALUM SULFATE	6134	* ACH *	\$4,549.09	
	10/13/23	93614168	ALUM SULFATE	6134		\$4,566.23	
					***** sum	\$9,115.32	
CITY OF ROCHESTER WATER BUREAU	10/24/23	MCWA SEPT 2023	09/23 WATER EXCHANGE	6137	375519	\$151,558.28	
					***** sum	\$151,558.28	
CITY TREASURER	10/01/23	122.560-0002-073	179 NORRIS DR - REFUSE	8142	375520	\$138.08	
					***** sum	\$138.08	
COLONY HARDWARE CORPORATION	10/19/23	INV-1877184	DEWALK BATTERY 2PACK	8432	* ACH *	\$264.99	
					***** sum	\$264.99	
COMMERCIAL PIPE & SUPPLY CORP	10/16/23	076474	MECH SHOP BRASS PARTS	6441	* ACH *	\$633.87	

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COMMERCIAL PIPE & SUPPLY CORP	10/18/23	076636	MECH SHOP BRASS PARTS	6441	* ACH *	\$252.60
					***** sum	\$886.47
COMPASS MINERALS AMERICA	10/17/23	1234915	BULK OVERSIZE SCREEN	6734	375521 *****	\$3,826.60
					sum	\$3,826.60
CORE & MAIN LP	10/20/23	T279669	6" ANCHOR PIPE	1460	* ACH A	\$748.23
	10/13/23	T459636	HYDRANT TOP SECTIONS	8545		\$4,831.00
	10/20/23	T528544	HYDRANT REPAIR PARTS	8545		\$316.14
	10/20/23	T631244	HYDRANT REPAIR PARTS	8545		\$7,076.78
	10/06/23	T668768	CHECK/RELIEF REP KITS	9332		\$10,019.78
	10/20/23	T678457	12" TAPPING SADDLES	1460		\$644.91
	10/20/23	T755358	8" GLAND KITS	8441		\$2,304.80
	10/20/23	T767774	METER HIGH HATS	1460		\$390.00
	10/20/23	T791286	BRASS PARTS	1460		\$9,714.91
	10/20/23	T803156	HYDRANT REPAIR PARTS	8545		\$2,665.40
					***** sum	\$38,711.95
CROWN ELECTRIC CO	10/18/23	220391	FLOURENCENT BULBS	6441	375522 *****	\$116.50
					sum	\$116.50
DIVAL SAFETY EQUIPMENT INC	10/20/23	3372243	GLOVES	8036	375523 *****	\$78.36
					sum	\$78.36
DJM EQUIPMENT INC	09/11/23	01-195679	EQUIPMENT RENTAL	6441	375524	\$2,000.00
	09/12/23	01-195817	EQUIPMENT RENTAL	8141		\$2,000.00
					***** sum	\$4,000.00
DOLOMITE PRODUCTS CO INC	10/14/23	1142155	VARIOUS GRADES OF STONE	8446	375525	\$237.13
	10/14/23	1142268	VARIOUS GRADES OF STONE	8445		\$247.13
	10/14/23	1142272	VARIOUS GRADES OF STONE	8441		\$715.54
	10/14/23	1142491	VARIOUS GRADES OF STONE	136101		\$332.86
	10/21/23	1143372	VARIOUS GRADES OF STONE	8441		\$872.22
	10/21/23	1143372	VARIOUS GRADES OF STONE	8444		\$211.31
	10/21/23	1143372	VARIOUS GRADES OF STONE	8445		\$419.21
	10/21/23	1143372	VARIOUS GRADES OF STONE	8446		\$498.55
	10/21/23	1143372	VARIOUS GRADES OF STONE	8448		\$211.20
	10/21/23	1143372	VARIOUS GRADES OF STONE	136101		\$322.49
	10/21/23	1143372	VARIOUS GRADES OF STONE	136301		\$1,408.09
	10/21/23	1143372	VARIOUS GRADES OF STONE	638007		\$323.85

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DOLOMITE PRODUCTS CO INC	10/21/23	1143389	VARIOUS GRADES OF STONE	8441	375525	\$238.75	
	10/21/23	1143389	VARIOUS GRADES OF STONE	136101		\$468.26	
	10/21/23	1143439	VARIOUS GRADES OF STONE	8441		\$970.51	
	10/21/23	1143439	VARIOUS GRADES OF STONE	8445		\$489.38	
	10/21/23	1143439	VARIOUS GRADES OF STONE	8448		\$615.18	
	10/21/23	1143439	VARIOUS GRADES OF STONE	136201		\$352.80	
	10/21/23	1143439	VARIOUS GRADES OF STONE	136301		\$499.51	
	10/21/23	1143439	VARIOUS GRADES OF STONE	638007		\$493.01	
	10/21/23	1143500	VARIOUS GRADES OF STONE	8441		\$366.70	
	10/21/23	1143500	VARIOUS GRADES OF STONE	136101		\$287.54	
	10/21/23	1143581	VARIOUS GRADES OF STONE	8441		\$255.38	
	10/21/23	1143581	VARIOUS GRADES OF STONE	136101		\$241.63	
	10/21/23	1143590	VARIOUS GRADES OF STONE	8446		\$234.75	
	10/21/23	1143788	VARIOUS GRADES OF STONE	8445		\$193.75	

						sum	\$11,506.73
DOXO INC	11/08/23	167448/RFD	RFD/132 N MAIN ST	2624	375528	\$75.00	

					sum	\$75.00	
	11/07/23	J SANTIAGO PAGAN	REF ID#7893B891	1425	375529	\$220.00	

					sum	\$220.00	
EARL & CAROLYN FRIEDMAN	11/08/23	8103196/RFD	RFD/123 MENDOTA DR	2624	375530	\$12.81	

					sum	\$12.81	
EAST IRONDEQUOIT SCHOOL	11/05/23	7362-E IRND CSD	HYD IRR DEP REFUND	2686	375531	\$574.96	

					sum	\$574.96	
ECONSULTANTS INC	10/10/23	10810	CONSULTING SERVICES	9422	* ACH	\$24,300.00	
					*		

					sum	\$24,300.00	
ENVIRONMENTAL CONSTRUCTION	10/17/23	15578	ABATEMENT-SCOTTSVILLE RD	8443	* ACH	\$1,384.96	
					*		
	10/17/23	15579	ABATEMENT-LEEDALE DR	8443		\$1,078.14	

					sum	\$2,463.10	
EUROFINS EATON ANALYTICAL LLC	06/20/23	3800026063	LAB ANALYTICAL CWTP	6228	375532	\$2,720.00	
	06/20/23	3800026063	LAB ANALYTICAL SWTP/WWTP	6228		\$4,070.00	
	09/01/23	3800031546	LAB ANALYTICAL SWTP/WWTP	6228		\$965.00	
	09/12/23	3800032335	LAB ANALYTICAL CWTP	6728		\$1,215.00	
	09/12/23	3800032335	LAB ANALYTICAL SWTP/WWTP	6228		\$3,530.00	

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EUROFINS EATON ANALYTICAL LLC	10/09/23	3800034100	LAB ANALYTICAL SWTP/WWTP	6228	375532	\$2,160.00
	10/15/23	3800034682	LAB ANALYTICAL SWTP/WWTP	6228		\$1,515.00
	10/24/23	3800035471	LAB ANALYTICAL SWTP/WWTP	6228		\$640.00

					sum	\$16,815.00
EVELYN UPDIKE	11/08/23	9175455/RFD	RFD/16 HIGHVIEW DR	2624	375533	\$45.40

					sum	\$45.40
EVOQUA WATER TECHNOLOGIES LLC	10/11/23	906135232	LABORATORY SUPPLIES	6242	375534	\$848.37

					sum	\$848.37
EXCELLUS BLUE CROSS/BLUE SHLD	10/16/23	NOVEMBER 2023	COBRA DENTAL ADMIN FEE	5020	375535	\$22.60
	10/16/23	NOVEMBER 2023	DENTAL ADMIN FEE	5028		\$46.10
	10/16/23	NOVEMBER 2023	DENTAL ADMIN FEE	6028		\$193.64
	10/16/23	NOVEMBER 2023	DENTAL ADMIN FEE	7028		\$119.87
	10/16/23	NOVEMBER 2023	DENTAL ADMIN FEE	8028		\$359.61
	10/16/23	NOVEMBER 2023	DENTAL ADMIN FEE	9028		\$202.86

					sum	\$944.68
EXCELLUS HEALTH PLAN GROUP	10/16/23	NOVEMBER 2023	HEALTH INSURANCE PREMIUM	1473	375536	\$25,528.51

					sum	\$25,528.51
FAIRPORT MUNICIPAL COMMISSION	10/24/23	45013	17 ALLEYN'S RISE	6353	375537	\$8.28
	11/03/23	45044	1324 MOSLEY RD PUMP ST	6355		\$198.46
	11/03/23	45044	151 LOUD ROAD	6353		\$38.33
	11/03/23	45044	735 THAYER ROAD	6353		\$27.87
	11/03/23	45044	8204 PITTS-PALMYRA	6353		\$7.01

					sum	\$279.95
FASTENERS DIRECT	10/13/23	268549	THREAD ROD/NUTS/WASHERS	6441	* ACH	\$376.74
					*	

					sum	\$376.74
FISHER SCIENTIFIC	10/16/23	6998046	LABORATORY SUPPLIES	6232	375538	\$801.54

					sum	\$801.54
FLWWC	11/03/23	J PALERMO	FLWWC MEETING 12/5/23	6161	375539	\$35.00
	11/03/23	N SATTER	FLWWC MEETING 12/5/23	6161		\$35.00
	11/03/23	R BONACCHI	FLWWC MEETING 12/5/23	6161		\$35.00

					sum	\$105.00

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FRONTIER TELEPHONE OF ROCH	10/22/23	100 2321	DSL SERVICES	6352	375540	\$7,713.59
	10/22/23	197 0446	TWIN HILLS BPS	6352		\$246.36
	10/22/23	197 0449	GALLOP RD VAULT	6352		\$246.36
	10/22/23	198 0521	SIP SERVICE - ESOC	5051		\$34.64
	10/22/23	198 0521	SIP SERVICE - ESOC	5251		\$13.85
	10/22/23	198 0521	SIP SERVICE - ESOC	6051		\$200.86
	10/22/23	198 0521	SIP SERVICE - ESOC	7051		\$138.52
	10/22/23	198 0521	SIP SERVICE - ESOC	8051		\$110.82
	10/22/23	198 0521	SIP SERVICE - ESOC	9051		\$193.93
	11/01/23	198 0713	SIP SERVICE - SWTP	5051		\$8.79
	11/01/23	198 0713	SIP SERVICE - SWTP	5251		\$3.52
	11/01/23	198 0713	SIP SERVICE - SWTP	6051		\$50.99
	11/01/23	198 0713	SIP SERVICE - SWTP	7051		\$35.17
	11/01/23	198 0713	SIP SERVICE - SWTP	8051		\$28.13
	11/01/23	198 0713	SIP SERVICE - SWTP	9051		\$49.24
	10/22/23	198 8610	INTERNET SERVICE	5051		\$23.80
	10/22/23	198 8610	INTERNET SERVICE	5251		\$17.85
	10/22/23	198 8610	INTERNET SERVICE	6051		\$595.00
	10/22/23	198 8610	INTERNET SERVICE	7051		\$214.20
	10/22/23	198 8610	INTERNET SERVICE	8051		\$119.00
	10/22/23	198 8610	INTERNET SERVICE	9051		\$220.15
	11/01/23	293 2638	RIGA BPS	6351		\$57.21
	10/10/23	442 2000	TELEPHONE SERVICE	5051		\$57.77
	10/10/23	442 2000	TELEPHONE SERVICE	5251		\$23.11
	10/10/23	442 2000	TELEPHONE SERVICE	6051		\$335.06
	10/10/23	442 2000	TELEPHONE SERVICE	7051		\$231.08
	10/10/23	442 2000	TELEPHONE SERVICE	8051		\$184.86
	10/10/23	442 2000	TELEPHONE SERVICE	9051		\$323.51
	10/22/23	464 8153	BEAHAN RD BPS	6351		\$61.49
	11/01/23	584 3511	VILLAGE OF LEROY WTP	6351		\$94.65
	10/19/23	5866516	DENISE BPS	6351		\$46.80
	10/22/23	599 3111	CORFU WTP	6751		\$225.69
	10/22/23	599 4060	DARIEN BPS	6751		\$115.75
	10/22/23	599 4125	PEMBROKE TANK VALVE HSE	6751		\$66.32
	10/22/23	671 6217	SCRIBNER RD BPS	6351		\$38.90
	10/25/23	865 3413	MT READ BPS	6151		\$30.15
	10/22/23	872 1921	HARRIS RD BPS	6351		\$38.90
	11/01/23	956 2500	LEASE LINES	6152		\$29.07
	11/01/23	956 2500	LEASE LINES	6352		\$164.73
					sum	\$12,389.82
GARDEN FACTORY THE	09/19/23	2222391	PLANTS	8446	375544	\$110.37

					sum	\$110.37
GECK PLUMBING & HEATING SUPPLY	10/11/23	548511	COPPER	1460	* ACH	\$8,904.80
					*	

					sum	\$8,904.80

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/08/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
GEESE CONTROL OF NY	11/01/23	11127	10/23 GEESE CONTROL SVS	6443	375545	\$775.00

					sum	\$775.00
GENESEE COUNTY CLERK	11/08/23	FEES/ASSESSMENTS	NSA 9502; NSA 367	7098	375546	\$130.00

					sum	\$130.00
GENESEE COUNTY HEALTH DEPT	10/18/23	9426	WATER SAMPLES	6728	375547	\$50.00

					sum	\$50.00
GRACE BERNUNZIO	08/02/23	020295/RFD	RFD/194 LAFAYETTE RD	2624	375548	\$56.82

					sum	\$56.82
GRAINGER	09/13/23	9836271586	WAREHOUSE RACK NUMBERS	8632	375549	\$61.74
	09/15/23	9840311071	WAREHOUSE RACK NUMBERS	8632		\$17.49
	10/06/23	9862552172	STEEL TEE PLATES	6341		\$22.50
	10/06/23	9862552172	STEEL TEE PLATES	6441		\$22.50
	10/06/23	9862552172	STEEL TEE PLATES	134380		\$22.50
	10/11/23	9866892251	CORDLESS SPOTLIGHT	8432		\$116.00
	10/12/23	9868303935	RATCHET TIE DOWN STRAPS	8270		\$41.27
	10/12/23	9868303935	RATCHET TIE DOWN STRAPS	8270		\$41.27
	10/12/23	9868303935	RATCHET TIE DOWN STRAPS	8270		\$41.27
	10/12/23	9868303935	RATCHET TIE DOWN STRAPS	8270		\$41.27
	10/12/23	9868303943	ICE MACHINE PARTS	8141		\$327.31
	10/12/23	9868672107	LED FLOODLIGHTS	6141		\$1,159.76
	10/12/23	9868814477	MODULAR PLUG/RLF BOOTS	6441		\$16.61
	10/12/23	9869122888	STEEL SPRING NUT	6341		\$19.78
	10/12/23	9869122888	STEEL SPRING NUT	6441		\$19.77
	10/13/23	9869979949	DEWALT TOOLS	8432		\$472.37
	10/16/23	9871380771	RECIPROCATING SAW BLADE	8432		\$13.00
	10/16/23	9871481991	CABLE TIES	6086		\$23.11
	10/16/23	9871551694	SILICNE DIELECTRIC GREASE	8545		\$156.84
	10/16/23	9872440889	CONDUIT/RECPT/BOX	6441		\$91.96
	10/16/23	9872440889	PLASTIC CONDUIT	6341		\$51.26
	10/17/23	9872904702	GASKET SCRAPERS	8032		\$62.04
	10/18/23	9875216609	EAR PLUG DISPENSERS	8141		\$77.74
	10/19/23	9876099632	IRON BEAM CLAMP	6441		\$88.45
	10/19/23	9876099632	IRON BEAM CLAMP	101201		\$88.44
	10/19/23	9876492274	SHORT BARREL SPLICES	6341		\$27.68
	10/19/23	9876492274	SHORT BARREL SPLICES	6441		\$27.68
	10/19/23	9876607723	SHORT BARREL SPLICES	6441		\$129.28
	10/19/23	9876607731	SHORT BRL SPLC/LUGS	6341		\$180.76
	10/19/23	9876607731	SHORT BRL SPLC/LUGS	6441		\$180.76
	10/20/23	9877496787	PATCH CORD	6441		\$110.05
	10/20/23	9877934589	DREMEL BITS	8132		\$44.32
10/20/23	9878284596	ROOM SENSOR LIGHT	8141		\$238.21	
10/20/23	9878327379	BANDAGES	8036		\$41.82	

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
GRAINGER	10/23/23	9880134268	BLANK BRASS KEY	8141	375549	\$7.40
	10/23/23	9880452819	TOOLS	6332		\$48.17
	10/23/23	9880810636	DRY WIPES	6441		\$167.16
	10/24/23	9881508353	STEEL HEX NUTS	8271		\$23.04
	10/24/23	9882151591	CLEANING SUPPLIES	8131		\$245.26
	10/24/23	9882151609	SCREWS/WASHERS	8271		\$192.58
	10/25/23	9882429005	WATER PRESS REG VALVE	6441		\$401.25
	10/25/23	9882937304	ELECTRICAL TAPE	6441		\$176.61
	10/25/23	9883718497	HVAC FILTERS	8141		\$959.88
	10/26/23	9883869860	HYDRANT ADAPTERS	8032		\$158.00
	10/26/23	9884868887	TOOLS	6332		\$99.90
	10/26/23	9885320995	METER SHOP STAIR MATRLS	8141		\$46.80

					sum	\$6,602.86
GRAYBAR ELECTRIC COMPANY INC	10/10/23	9334304533	VARIOUS PVC CONN PARTS	6341	375554	\$148.35
	10/10/23	9334304533	VARIOUS PVC CONN PARTS	6441		\$148.35
	10/18/23	9334427108	COVER/PANEL/BOX	6441		\$399.79

					sum	\$696.49
GREYCASTLE SECURITY LLC	10/16/23	16847	INCIDENT RESPONSE RET	9463	375555	\$4,000.00

					sum	\$4,000.00
HACH COMPANY	10/11/23	13775743	LABORATORY SUPPLIES	6232	375556	\$659.60
	10/17/23	13781140	LABORATORY SUPPLIES	6232		\$335.40

					sum	\$995.00
HANES SUPPLY INC	10/20/23	2205342-00	DEWALT TOOLS	8432	* ACH	\$247.36
					*	
	10/20/23	2205342-00	DEWALT TOOLS	8532		\$468.70

					sum	\$716.06
HANNELORE DAMBROSIA	11/08/23	130532/RFD	RFD/208 SHIPBUILDERS CRE	2624	375557	\$204.51

					sum	\$204.51
HARTER SECREST & EMERY LLP	10/10/23	910786	CONTRACT LANGUAGE REVIEW	5021	375558	\$2,104.50
	10/10/23	910787	GENERAL CORP MATTERS	5021		\$3,671.70
	10/10/23	910788	PRIVACY/DATA SECURITY	5021		\$42.00
	10/10/23	910789	2022 COLLECTIVE BARGNING	5021		\$345.80

					sum	\$6,164.00
HILLYARD	10/20/23	605282298	JANITORIAL SUPPLIES	8131	375559	\$253.56

					sum	\$253.56

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
HOME DEPOT CREDIT SERVICES	10/20/23	6035322541846964	HOME DEPOT PURCHASES	6341	375560	\$74.26
	10/20/23	6035322541846964	HOME DEPOT PURCHASES	6441		\$502.06
	10/20/23	6035322541846964	HOME DEPOT PURCHASES	8132		\$218.24
	10/20/23	6035322541846964	HOME DEPOT PURCHASES	8141		\$300.28
	10/20/23	6035322541846964	HOME DEPOT PURCHASES	9531		\$73.56

					sum	\$1,168.40
HUNT ENGINEERS	10/20/23	46793	SURVEYING SERVICES	338004	375561	\$8,700.00

					sum	\$8,700.00
IDEXX DISTRIBUTION INC	10/17/23	3138880644	LABORATORY SUPPLIES	6228	375562	\$9,509.20
	10/20/23	3139109919	LABORATORY SUPPLIES	6232		\$393.66
	10/23/23	3139256897	LABORATORY SERVICES	6232		\$2,906.70

					sum	\$12,809.56
IMAGE EXPERTS UNIFORMS & SHOES	08/31/23	AUGUST 2023	UNIFORMS	6435	375563	\$13.41
	08/31/23	AUGUST 2023	UNIFORMS	8035		\$247.39
	08/31/23	AUGUST 2023	UNIFORMS	9335		\$130.81

					sum	\$391.61
IMMEDIATE MAILING SERVICES INC	10/10/23	INV2028134	PRINT/INSERT-WATER BILLS	9128	* ACH	\$2,199.24
					*	
	10/10/23	INV2028135	PRINT/CUT/TAB-POSTCARDS	9328		\$51.99
	10/11/23	INV2028181	PRINT/CUT/TAB-POSTCARDS	9328		\$53.28

					sum	\$2,304.51
INNOVATIVE MUNICIPAL PRODUCTS	10/12/23	PS-INV001765	PROPATCH	8441	* ACH	\$4,708.24
					*	

					sum	\$4,708.24
IROQUOIS ROCK PRODUCTS	10/21/23	1133743	VARIOUS GRADES OF STONE	8441	375564	\$208.89

					sum	\$208.89
JACLYN NOKOVICH	11/08/23	3071644/RFD	RFD/2816 S UNION ST	2624	375565	\$43.27

					sum	\$43.27
JAMES LATTIMORE	11/08/23	085411/RFD	RFD/10 ALAMEDA DR	2624	375566	\$574.86

					sum	\$574.86

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
JD DRILLING	10/31/23	DEPOSIT REFUND	WRENCH KEY#91 REFUND	2680	375567 ***** sum	\$150.00 ----- \$150.00
JENNIFER SAWYER	11/06/23	7368-J SAWYER	HYD IRR DEP REFUND	2686	375568 ***** sum	\$346.40 ----- \$346.40
JOHN IRELAND	11/02/23	7353-J IRELAND	HYD IRR DEP REFUND	2686	375569 ***** sum	\$196.20 ----- \$196.20
KENWORTH NORTHEAST GROUP INC	10/10/23	RI294264	EXHAUST CLAMP	8270	* ACH *	\$8.99
	10/11/23	RI294341	PRESSURE SENSOR	8270		\$186.84
	10/10/23	RI437818	EXHAUST PIPE	8270	***** sum	\$121.58 ----- \$317.41
KOESTER ASSOCIATES INC	10/18/23	018841	QUICK RELEASE ELEMENTS	6441	375570 ***** sum	\$2,405.21 ----- \$2,405.21
KOVALSKY CARR ELECTRIC SUPPLY	10/13/23	S2041797.001	ESOC BULBS ENGINEERING	8141	* ACH *	\$705.45
	10/18/23	S2041797.002	ORIG INV#S2041797.001	8141		<\$437.85>
	10/12/23	S2042988.001	PVC EXPANSION COUPLINGS	6341	***** sum	\$51.87 ----- \$319.47
KRISTINE HARRIS	11/08/23	9109910/RFD	RFD/44 KNOB RD	2624	375571 ***** sum	\$20.02 ----- \$20.02
LABELLA ASSOCIATES PC	09/26/23	206163	VAR ENVIRONMENTAL SVC	6022	375572 ***** sum	\$6,325.00 ----- \$6,325.00
LABLITE LLC	07/26/23	2382	ANNUAL SRVS/MAINT FEE	6242	* ACH *	\$2,247.00
					***** sum	----- \$2,247.00
LEWIS GENERAL TIRES INC	10/11/23	174201	GOODYEAR TIRES	8272	375573	\$4,118.16
	10/18/23	174559	WHEELS & TIRES	8270		\$3,290.18
	10/19/23	174614	GOODYEAR TIRES	8270		\$804.14
	10/20/23	174616	GOODYEAR TIRES	1466	*****	\$1,464.00 -----

MONROE COUNTY WATER AUTHORITY
VENDOR PAYMENT DETAILS
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G. L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					sum	\$9,676.48
LIFETIME BENEFIT SOLUTIONS	10/25/23	A017767-IN	10/23 FSA ADMIN FEE	5028	375574	\$50.18
	10/25/23	A017767-IN	10/23 FSA ADMIN FEE	6028		\$210.74
	10/25/23	A017767-IN	10/23 FSA ADMIN FEE	7028		\$130.45
	10/25/23	A017767-IN	10/23 FSA ADMIN FEE	8028		\$391.36
	10/25/23	A017767-IN	10/23 FSA ADMIN FEE	9028		\$220.77

					sum	\$1,003.50
LYNN COS	11/08/23	5057558/RFD	RFD/1 TRAILWOOD CIR	2624	375575	\$21.00

					sum	\$21.00
MARCO ARROYO	11/08/23	4051710/RFD	RFD/213 CHESTNUT RIDGE R	2624	375576	\$78.00

					sum	\$78.00
MARY KELKENBERG	10/27/23	OVER PAYMENT RFD	198040/5941 S HOLLEY RD	830100	375577	\$240.00

					sum	\$240.00
MAX YANTACHKA	11/06/23	7367-M YANTACHKA	HYD IRR DEP REFUND	2686	375578	\$423.65

					sum	\$423.65
MAYER PAINT & HARDWARE	10/02/23	367602	CLEANING SUPPLIES	8131	375579	\$34.17

					sum	\$34.17
MET LIFE INSURANCE COMPANY	10/15/23	NOVEMBER 2023	LTD INSURANCE PREMIUM	1473	375580	\$381.68

					sum	\$381.68
	10/15/23	NOVEMBER 2023	LIFE INSURANCE PREMIUM	1473	375581	\$2,475.07

					sum	\$2,475.07
METRODATA INC	10/19/23	46598	BACKGROUND SCREENING	6028	375582	\$19.00
	10/19/23	46598	BACKGROUND SCREENING	8028		\$19.00

					sum	\$38.00
MICHAEL HARNDEN	11/02/23	EASEMENT	165 FRISBEE HILL ROAD	133825	375583	\$500.00

					sum	\$500.00
MICHAEL MARCUS	11/07/23	161950/RFD	RFD/2 MORGAN CHASE	2624	375584	\$1,425.02

					sum	\$1,425.02

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
MILTON RENTS INC	10/20/23	1560871	CONCRETE MIX	8141	375585 *****	\$359.10
					sum	\$359.10
MONROE COUNTY CLERK	11/08/23	FEES/ASSESSMENTS	DME 2076	7098	375586	\$65.00
	11/08/23	FEES/ASSESSMENTS	DME 2156	7098		\$75.00
	11/08/23	FEES/ASSESSMENTS	DME 2195	7098		\$60.00
	11/08/23	FEES/ASSESSMENTS	DME 23-006	7098		\$65.00
	11/08/23	FEES/ASSESSMENTS	ENG 22-024	133125		\$130.00
	11/08/23	FEES/ASSESSMENTS	ENG 22-027	133825		\$65.00
	11/08/23	FEES/ASSESSMENTS	NSA 6290	7098		\$60.00
	11/08/23	FEES/ASSESSMENTS	PEOPLE OF THE ST OF NY	7098		\$115.00

					sum	\$635.00
MONROE COUNTY DIR OF FINANCE	10/16/23	1800160956	PERMIT FEE-E MANITOU RD	133425	375587	\$50.00
	10/16/23	1800160956	PERMIT FEE-EAST RIVER RD	638007		\$150.00
	10/16/23	1800160956	PERMIT FEE-PAUL RD	133325		\$4,825.00
	10/16/23	1800160956	REVIEW FEE-E MANITOU RD	133425		\$50.00
	10/16/23	1800160956	REVIEW FEE-EAST RIVER RD	638007		\$75.00
	10/16/23	1800160956	REVIEW FEE-PAUL RD	133325		\$225.00

					sum	\$5,375.00
MONROE COUNTY OFFICE OF	10/20/23	1800161140	09/23 MC GAS 1720 LAKE	6153	* ACH *	\$22.87
	10/20/23	1800161140	09/23 MC GAS CHARGES	6153		\$181.09
	10/20/23	1800161140	09/23 MC GAS CHARGES	6353		\$3,403.68
	10/20/23	1800161140	09/23 MC GAS CHARGES	8153		<\$141.42>
	10/20/23	1800161140	09/23 MC GAS ESOC	8153		\$811.58
	10/20/23	1800161140	09/23 MC GAS SWTP	6153		\$104.21
	10/20/23	1800161140	09/23 MC GAS SWTP	6153		\$3,193.42
	10/20/23	1800161160	09/23 LOAD SHEDDING	6155		<\$32,181.00>
	10/20/23	1800161160	09/23 MC ELEC BASKET RD	6155		\$20,708.47
	10/20/23	1800161160	09/23 MC ELEC DEWEY AVE	6155		\$100,737.66
	10/20/23	1800161160	09/23 MC ELEC DEWEY CPF	6553		\$316.30
	10/20/23	1800161160	09/23 MC ELEC ECHO ST	6355		\$11,543.04
	10/20/23	1800161160	09/23 MC ELEC EDGEMERE	6155		\$22,754.34
	10/20/23	1800161160	09/23 MC ELEC LAKE RD	6155		\$11,511.73
	10/20/23	1800161160	09/23 MC ELEC LEE RD	6355		\$31,227.76
	10/20/23	1800161160	09/23 MC ELEC MT READ	6155		\$11,082.91
	10/20/23	1800161160	09/23 MC ELEC PENFLD RD	6155		\$334.30
	10/20/23	1800161160	09/23 MC ELEC SCRIBNER	6355		\$5,599.54
	10/20/23	1800161160	09/23 MC ELECTRIC CHARGE	6353		\$9,397.18
	10/20/23	1800161160	09/23 MC ELECTRIC CHARGE	6355		\$56,566.45
	10/20/23	1800161160	09/23 MC ELECTRIC CHARGE	6755		\$860.95
	10/20/23	1800161160	09/23 MC ELECTRIC CHARGE	8153		\$9,007.53

					sum	\$267,042.59

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
MONSTER TREE SERVICE	11/02/23	7351-MNSTR TREE	HYD IRR DEP REFUND	2686	375588	\$150.16

					sum	\$150.16
MORRISON EXCAVATING INC	10/20/23	44357	SCREENED TOP SOIL	8141	375589	\$784.00

					sum	\$784.00
MSC INDUSTRIAL SUPPLY CO INC	10/12/23	87108957	SEDIMENT STRAINERS	6441	375590	\$412.96
	10/13/23	87306817	FITTINGS	6341		\$58.81
	10/13/23	87306817	FITTINGS	6441		\$58.79
	10/16/23	87923627	DEWALT JIGSAW BLADES	6432		\$17.48

					sum	\$548.04
MUD CREEK FARM	10/27/23	7313-MUD CRK FRM	HYD IRR DEP REFUND	3824	375591	\$302.75
	10/27/23	7313-MUD CRK FRM	HYD IRR DEP REFUND	750060		\$2,937.32

					sum	\$3,240.07
MVP HEALTH CARE	10/11/23	11/23 HEALTH INS	GRP 700101 SUB 001/002	1473	375592	\$40.00
	10/11/23	11/23 HEALTH INS	GRP 700101 SUB 001/002	1473		\$364,620.87
	10/11/23	11/23 HEALTH INS	GRP 700101 SUB 001/002	5017		\$919.47
	10/11/23	11/23 HEALTH INS	GRP 700101 SUB 001/002	9317		\$351.37

					sum	\$365,931.71
NATIONAL FUEL	11/01/23	7340685 06	50 BRIGGS ST	6353	375593	\$19.35
	11/01/23	7347991 08	4504 COUNTY RD 33	6353		\$18.45
	11/01/23	8165891 05	4865 E LAKE ROAD	6353		\$19.35

					sum	\$57.15
NCACOMP INC	10/24/23	296	10/11-10/24 WRK CMP CLM	6417	375594	\$71.25
	10/24/23	296	10/11-10/24 WRK CMP CLM	8117		\$1,016.65
	10/24/23	296	10/11-10/24 WRK CMP CLM	8317		<\$50.00>
	10/24/23	296	10/11-10/24 WRK CMP CLM	8517		<\$188,839.67>
	10/24/23	296	10/11-10/24 WRK CMP CLM	8517		\$188,839.67
	10/24/23	296	10/11-10/24 WRK CMP CLM	9317		\$16.00
	10/24/23	296	10/11-10/24 WRK CMP CLM	9317		\$996.45
	10/24/23	296	10/11-10/24 WRK CMP CLM	9417		\$354.97
	11/07/23	297	10/25-11/07 WRK CMP CLM	7017		\$506.34
	11/07/23	297	10/25-11/07 WRK CMP CLM	8117		<\$29,111.70>
	11/07/23	297	10/25-11/07 WRK CMP CLM	8117		\$29,111.70
	11/07/23	297	10/25-11/07 WRK CMP CLM	8417		\$759.60
	11/07/23	297	10/25-11/07 WRK CMP CLM	8517		\$9.60

					sum	\$3,680.86
	11/01/23	56413	11/23 WRK COMP ADMIN FEE	6028	375596	\$272.29
	11/01/23	56413	11/23 WRK COMP ADMIN FEE	7028		\$173.27

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VENDOR PAYMENT DETAILS
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
NCACOMP INC	11/01/23	56413	11/23 WRK COMP ADMIN FEE	8028	375596	\$519.82
	11/01/23	56413	11/23 WRK COMP ADMIN FEE	9028		\$272.29
					*****	-----
					sum	\$1,237.67
NEPTUNE TECHNOLOGY GROUP INC	10/06/23	N732665	PROCODERS	9341	* ACH	\$10,240.00
					*	
	10/09/23	N732899	PROCODERS	9341		\$10,240.00
	10/09/23	N732933	LITHIUM ION BATTERIES	9341		\$753.00
	10/10/23	N733117	ANTENNA ASSY	9341		\$1,260.00
	10/16/23	N733589	METERS	1461		\$23,625.00
	10/16/23	N733592	METERS	1461		\$272,160.00
	10/17/23	N733940	METERS	1461		\$11,623.50
					*****	-----
					sum	\$329,901.50
NEW YORK STATE DEPT OF	10/31/23	CBS#8-00489	CHEMICAL BULK STORAGE	6198	375597	\$775.00
	10/31/23	CBS#8-00491	CHEMICAL BULK STORAGE	6198		\$175.00

					sum	\$950.00
NOCO ENERGY CORP - FUELS	10/09/23	SP12674679	DIESEL FUEL REGULAR	8273	375598	\$1,076.18
	10/11/23	SP12676409	DIESEL FUEL REGULAR	8273		\$1,406.88
	10/13/23	SP12678145	DIESEL FUEL REGULAR	8273		\$904.76
	10/16/23	SP12678814	DIESEL FUEL REGULAR	8273		\$1,030.10
	10/18/23	SP12680755	DIESEL FUEL REGULAR	8273		\$1,480.51
	10/20/23	SP12682388	DIESEL FUEL REGULAR	8273		\$1,573.29

					sum	\$7,471.72
NUWAY AUTO PARTS	10/02/23	1122AW3205	WIPER BLADES/TIES/CLNRS	8271	* ACH	\$320.85
					*	
	10/02/23	1122AW3384	WIPER BLADES	8271		\$94.80
	10/03/23	1122AW5358	ROTORS	1466		\$207.02
	10/03/23	1122AW5559	TERMINALS	8271		\$178.25
	10/03/23	1122AW5648	BULBS	8271		\$61.90
	10/04/23	1122AW7114	SHOP SUPPLIES	8271		\$96.16
	10/04/23	1122AW7126	BOLTS	8270		\$13.08
	10/06/23	1122AW9845	BRAKE PARTS	1466		\$353.06
	10/10/23	1122AX4184	A/C CONTROL RELAY	8270		\$10.38
	10/10/23	1122AX4489	RV ANTIFREEZE	8031		\$1,155.00
	10/12/23	1122AX7403	TIRE PRESSUR SENSOR	8270		\$92.91
	10/16/23	1122AX9986	ROD KIT	8271		\$129.68
	10/16/23	1122AY0060	ROD	8270		\$106.19
	10/16/23	1122AY0113	SPRK PLUGS/BOOT/WIRE ASY	8270		\$253.61
	10/17/23	1122AY2770	ROD KIT - RETURN	8270		<\$129.68>
	10/17/23	1122AY2829	IGNITION/COIL ASSEMBLY	8270		\$852.80
	10/18/23	1122AY4272	DEX SYNTHETIC	8271		\$90.66
	10/20/23	1122AY6984	SPARK PLUGS	8270		\$45.68

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
NUWAY AUTO PARTS	10/20/23	1122AY7074	BULBS	8271	* ACH *	\$29.04
	10/06/23	1122AZ0086	CORE RETURNS	8270		<\$396.00>
	10/06/23	1122AZ0086	CORE RETURNS	8270		<\$132.00>
	10/06/23	1122AZ0086	CORE RETURNS	8270		<\$43.00>
	10/06/23	1122AZ0086	CORE RETURNS	8271		<\$8.55>
	10/23/23	1122AZ0776	PLUG BOOT - RETURN	8270		<\$41.04>
	10/10/23	1122AZ4133	TIRE PRESSURE SENSOR	8270		\$123.88
	10/28/23	1122AZ6537	WIPER BLADES - RETURN	8271		<\$27.65>
	10/03/23	1126009267	PRESSUR MONITOR	8270		\$30.97
	10/05/23	1126009782	SOAP DISPENSER	8271		\$150.33
	10/26/23	11260P2598	CONNECTORS	8271		\$104.37

					sum	\$3,722.70
NYS DEPARTMENT OF	10/19/23	9990000606197	SPDES MUNICIPAL FEE	8097	375599	\$110.00

					sum	\$110.00
NYS DEPARTMENT OF HEALTH	10/19/23	LAB ID 10128	ELAB CERT ANNUAL FEE	6298	375600	\$691.55

					sum	\$691.55
OCCUPATIONAL SAFETY ON SITE	10/31/23	26826	VARIOUS TESTS/EXAMS	6023	375601	\$154.00
	10/31/23	26826	VARIOUS TESTS/EXAMS	8023		\$218.00
	10/31/23	26826	VARIOUS TESTS/EXAMS	9023		\$169.00

					sum	\$541.00
PAUL BRADFORD	11/08/23	167020/RFD	RFD/14 EDENDERY CIR	2624	375602	\$300.00

					sum	\$300.00
PAUL LEONE	11/08/23	8172001/RFD	RFD/42 NOBLEMAN CT	2624	375603	\$28.94

					sum	\$28.94
PIKE CONSTRUCTION	10/27/23	7337-PIKE CONST	HYD IRR DEP REFUND	2686	375604	\$353.48

					sum	\$353.48
PRIDEMARK HOMES INC	10/30/23	7344-PRIDEMARK	HYD IRR DEP REFUND	2686	375605	\$20.40
	10/30/23	7345-PRIDEMARK	HYD IRR DEP REFUND	2686		\$19.40

					sum	\$39.80
PROLIFT INC	10/19/23	SI111200	INNER DOOR HANDLE	8270	375606	\$148.15

					sum	\$148.15

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
PROVANTAGE	10/13/23	9581237	MS WINDOWS 11 PRO	9426	* ACH *	\$1,112.00
					***** sum	\$1,112.00
REGIONAL INTERNATIONAL CORP	10/31/23	11219531P	CONNECTOR/PIGTAILS	8270	* ACH *	\$14.74
					***** sum	\$14.74
REL COMM INC	09/01/23	35570	10/23 TELE MAINT - SWTP	6042	* ACH *	\$117.00
					***** sum	\$117.00
REXEL OF AMERICA LLC	10/02/23	S136378820.006	PROGRAMMABLE CONTROLERS	500790	* ACH *	\$614.84
	10/11/23	S137800073.001	ROCKWELL AUTMTN TRAINING	6061		\$3,559.05
	10/11/23	S137800091.001	ROCKWELL AUTMTN TRAINING	6061		\$3,559.05
	10/18/23	S137809602.001	MICROLOGIX CONTROLLERS	101201		\$1,410.43
					***** sum	\$9,143.37
RG&E	10/31/23	0187930223000080	CLM#43-1074/1594 HLT PMA	9092	375607	\$3,547.87
	10/31/23	0187930223000130	CLM#43-1080/336 WISCNSIN	9092		\$516.63
					***** sum	\$4,064.50
RICHMOND ASSOCIATES	11/08/23	4073934/RFD	RFD/200 LEICESTERSHIRE R	2624	375608	\$33.74
					***** sum	\$33.74
ROBERT JIACOBBE	11/08/23	8117753/RFD	RFD/525 N GREECE RD	2624	375609	\$16.10
					***** sum	\$16.10
ROBERT L KISTLER SVC CORP	10/19/23	WOI-0031154	LIEBERT INSP/EVALUATION	8142	375610	\$750.00
					***** sum	\$750.00
ROBERT T CLANCY	11/08/23	6055434/RFD	RFD/131 BROXBOURNE DR	2624	375611	\$28.42
					***** sum	\$28.42
ROCDOG INC	10/31/23	2023-377	THERAPY DOG VISIT	5099	375612	\$100.00
					***** sum	\$100.00

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
ROCHESTER PAINT CENTERS	10/16/23	154063	CONCRETE PATCH/PAINT	101201	375613	\$474.25
	10/17/23	154083	CONCRETE PATCH	101201		\$218.90
	10/19/23	154093	PAINT	8141		\$485.00
				sum		\$1,178.15
ROCHESTER INDUSTRIAL	10/17/23	074935 01	PVC VAN STONE FLANGES	101201	375614	\$79.54
				sum		\$79.54
RS AMERICAS INC	10/19/23	9018529807	INDUCTIVE SENSOR	6441	375615	\$239.85
				sum		\$239.85
RUSTON PAVING	11/02/23	DEPOSIT REFUND	WRENCH KEY#59/RFD	2680	375616	\$150.00
				sum		\$150.00
RYAN HOMES	10/30/23	7343-RYAN HOMES	HYD TRR DEP REFUND	2686	375617	\$97.92
	10/30/23	7350-RYAN HOMES	HYD IRR DEP REFUND	2686		\$149.84
				sum		\$247.76
SANDRA MARTIN	11/08/23	185008/RFD	RFD/42 RITTER LN	2624	375618	\$200.00
				sum		\$200.00
SCS PENFIELD ONE 010750	10/13/23	132072-2023-09	SEPT 2023 ELECTRICITY	6155	* ACH	\$48,406.05
				sum		\$48,406.05
SITEONE LANDSCAPE SUPPLY LLC	10/20/23	135749456-001	LAWN SPRINKLER SUPPLIES	8441	375619	\$41.99
				sum		\$41.99
SMITTY'S AUTOMOTIVE	10/20/23	010335	TRANS CONTROL INSP/REP	8272	375620	\$4,574.75
				sum		\$4,574.75
SUPERIOR LUBRICANTS	10/19/23	560984	MAX PERFORMANCE DEF	8271	* ACH	\$458.80
				sum		\$458.80
T MINA SUPPLY	10/11/23	S1470201.001	HYDRANT REPAIR PARTS	8545	* ACH	\$2,726.00
				sum		\$2,726.00

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G. L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					***** sum	\$2,726.00
TECHNICAL SYSTEMS GROUP INC	10/24/23	C15729	WOODCLIFF BPS OFFLINE	9528	375621 ***** sum	\$404.50 \$404.50
TESSCO INC	10/12/23 10/12/23	9400152576 9400152577	OMNI BASE STATION ANTENNAS	6341 6341	375622 ***** sum	\$1,145.31 \$212.02 \$1,357.33
THOMAS LANDSCAPE & DESIGN INC.	11/07/23	7374-THMS LNDSCP	HYD IRR DEP REFUND	2686	375623 ***** sum	\$154.96 \$154.96
TIM POEHLMAN	10/29/23	7342-T POEHLMAN	HYD IRR DEP REFUND	2686	375624 ***** sum	\$76.12 \$76.12
TJ'S CATV INC	11/02/23	7352-TJ'S CATV	HYD IRR DEP REFUND	2686	375625 ***** sum	\$160.55 \$160.55
TOLLS BY MAIL PAYMENT	10/22/23 10/30/23	17706088255 17988917082	TOLLS-VEHICLE#857 TOLLS-M SULLIVAN	6399 8099	375626 ***** sum	\$5.38 \$2.94 \$8.32
TOWN OF IRONDEQUOIT	10/27/23	PERMIT FEE	2732 CULVER ROAD	831019	375627 ***** sum	\$68.00 \$68.00
TOWN OF MENDON	10/26/23	PERMIT FEE	316 QUAKER MEETING HSE RD	638007	375628 ***** sum	\$300.00 \$300.00
TOWN OF RIGA	11/01/23	6770	OPERATION/MAINT FEE	6353	375629 ***** sum	\$45.74 \$45.74
TRA MAC ASSOCIATES INC	11/06/23	7369-TRA-MAC GRP	HYD IRR DEP REFUND	2686	375630 ***** sum	\$167.52 \$167.52
TURNER SURETY & INSURANCE	10/03/23	40131	RISK MGT/INS CONSULTING	9022	375631 ***** sum	\$9,000.00 \$9,000.00
UNIVAR USA INC	10/19/23	51565135	HYDROFLUOSILICIC ACID	6134	375632 *****	\$12,345.30

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					sum	\$12,345.30
VILLAGE OF CHURCHVILLE	10/31/23	23 10 31	11 TOWER LANE	6353	375633	\$48.45

					sum	\$48.45
VILLAGE OF SPENCERPORT	10/17/23	23 10 24	WATER TOWER	6353	375634	\$9.44

					sum	\$9.44
VILLAGER CONSTRUCTION INC	10/18/23	EST#2/RET RLSE	FLYNN RD WM REPL	2670	* ACH	\$37,396.55
					*	
	10/18/23	ESTIMATE #2/FNL	FLYNN RD WM REPL	133250		\$303,207.00

					sum	\$340,603.55
VP SUPPLY CORP	10/16/23	5465367	BLUE MONSTER TAPE	8432	375635	\$73.18

					sum	\$73.18
WASTE MANAGEMENT OF NEW YORK	10/25/23	1097034-2225-2	TRASH SERVICE - ESOC	8142	375636	\$250.00
	10/25/23	1097037-2225-5	TRASH SERVICE - SWTP	6442		\$250.00
	10/25/23	1097038-2225-3	TRASH SERVICE-METER SHOP	8142		\$100.00
	10/25/23	1097039-2225-1	TRASH SERVICE - WWTP	6442		\$57.00
	10/25/23	1097053-2225-2	TRASH SERVICE - WSOC	8142		\$110.00

					sum	\$767.00
WAYSIDE GARDEN CENTER INC	11/05/23	7366-WYSD GARDEN	HYD IRR DEP REFUND	2686	375637	\$92.96

					sum	\$92.96
WB MASON CO INC	10/12/23	241807304	2024 PLANNER	6031	375638	\$26.13
	10/12/23	241807712	PLASTIC SORTER DIVIDERS	9131		\$30.30
	10/12/23	241810984	PROTECTOR SHEETS	6031		\$8.44
	10/13/23	241827365	2024 DESK CALENDAR	9231		\$8.07
	10/13/23	241828803	HOOKS/QUAD RULE PAPER	6031		\$68.38
	10/13/23	241832738	REPL PANELS DISPLAY	9131		\$31.00
	10/16/23	241871647	STENO BOOKS	6031		\$18.99
	10/17/23	241904269	KEYBOARD WRISTREST	9131		\$8.07
	10/17/23	241909985	CLEAR DISPLAY PANELS	9131		\$38.99
	10/18/23	241924584	COPY PAPER	6031		\$227.28
	10/18/23	241946287	PADS/CLIPS/RULERS	1470		\$60.09
	10/19/23	241976491	FOLDERS	6031		\$33.13
	10/20/23	242004014	MEDIUM BINDER CLIPS	1470		\$5.52
	10/16/23	CM2229410	ORG INV#241832738	9131		<\$31.00>

					sum	\$533.39
WEX BANK	10/31/23	92984384	10/23 GAS CHARGES	3864	375640	<\$675.13>

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT <CR>
WEX BANK	10/31/23	92984384	10/23 GAS CHARGES	8273	375640 *****	\$31,015.14
					sum	\$30,340.01
WEX PAYMENTS INC	11/08/23	004060/RFD	RFD/382 MEADOW DR	2624	375641	\$333.14
	11/08/23	091900/RFD	RFD/54 VALEWOOD RUN	2624	*****	\$91.08
					sum	\$424.22
YARDI ENERGY	11/08/23	4057137/RFD	RFD/150 BENT OAK TRL	2624	375642 *****	\$58.68
					sum	\$58.68
*****						-----
sum						\$2,986,454.43

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
ACCO BRANDS USA LLC	10/20/23	4727670736	BINDING MACHINE	7032	375647	<\$50.81>
	10/20/23	4727670736	BINDING MACHINE	7032		\$4,478.92

					sum	\$4,428.11
AIRGAS USA LLC	09/30/23	5502288565	CYLINDER RENTAL	6443	375648	\$7.80

					sum	\$7.80
ALLIANCE DOOR & HARDWARE INC	10/26/23	234616	WSOC DOOR REPAIRS	8143	375649	\$1,451.45

					sum	\$1,451.45
AMSTAR OF WESTERN NY	11/07/23	RFD HYD DEVICE	HYD IRR DEP REFUND	2686	* ACH	\$600.00
					*	

					sum	\$600.00
AMY RIVERA	11/08/23	EASEMENT	29 COLONNADE DRIVE	133125	375650	\$500.00

					sum	\$500.00
ANTHONY L. CANGIALOSI	11/13/23	A CANGIALOSI	TRAVEL REIMBURSEMENT	6061	375651	\$189.51

					sum	\$189.51
AUBURN FOUNDRY CO INC	10/27/23	51577	N2 VALVE NUTS	8448	375652	\$841.84

					sum	\$841.84
AVALON DOCUMENT SERVICES	10/16/23	ROCT230094	FULL SIZE PLANS	133315	* ACH	\$23.40
					*	
	10/18/23	ROCT230101	FULL SIZE PLANS	133115		\$37.80
	10/23/23	ROCT230129	FULL SIZE PLANS	133315		\$43.20
	10/26/23	ROCT230146	SPEC BOOKS	7003		\$590.24
	10/30/23	ROCT230160	VAR SIZE PLANS/SPEC BKS	133315		\$636.37

					sum	\$1,331.01
BENEFACOR FUNDING CORP	10/11/23	2313771	LABORATORY SERVICES	6228	375653	\$40.00
	09/28/23	2313772	LABORATORY SERVICES	6228		\$40.00
	10/12/23	2314125	LABORATORY SERVICES	6228		\$40.00
	10/12/23	2314126	LABORATORY SERVICES	6228		\$40.00
	10/25/23	2314858	LABORATORY SERVICES	6228		\$40.00

					sum	\$200.00
BISON LABORATORIES INC	10/25/23	INV034427	SODIUM HYPOCHLORITE	6134	* ACH	\$10,949.61
					*	

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
BISON LABORATORIES INC	10/26/23	INV034455	SODIUM HYPOCHLORITE	6134	* ACH *	\$11,074.30
	10/26/23	INV034455	SODIUM HYPOCHLORITE	6734	***** sum	\$272.04 ----- \$22,295.95
BLAIR SUPPLY CORP	10/26/23	1261992-1	METER COUPLINGS	9341	* ACH *	\$940.00
	10/26/23	1262624-2	BRASS BUSHINGS	1460		\$142.86
	10/26/23	1263322	SHUT OFF TOOLS	8432	***** sum	\$146.68 ----- \$1,229.54
CARDINAL LAWN & LANDSCAPE, INC	10/24/23	35120`	09/04-09/10 LAWN MOWING	8142	375654	\$4,985.00
	10/24/23	35121	09/11-09/17 LAWN MOWING	8142		\$3,555.00
	10/24/23	35122	09/18-09/24 LAWN MOWING	8142		\$4,985.00
	10/24/23	35123	09/25-10/01 LAWN MOWING	8142	***** sum	\$3,555.00 ----- \$17,080.00
CATHERINE ANTHONY-MARKS	11/15/23	9010796/RFD	RFD/163 EASTLAND AVE	2624	375655 ***** sum	\$68.33 ----- \$68.33
CHARLES/AMY HAYWARD	11/15/23	9164706/RFD	RFD/9357 WARSAW RD	2624	375656 ***** sum	\$144.65 ----- \$144.65
CHARTER COMMUNICATIONS	11/07/23	142039101110723	11/10-12/09 SVC-SWTP	6153	375657 ***** sum	\$161.96 ----- \$161.96
CFMTRADE CHEMICALS US LLC	10/23/23	93618541	ALUM SULFATE	6134	* ACH * ***** sum	\$4,549.09 ----- \$4,549.09
CITY BLUE IMAGING SERVICES	11/08/23	74352	38X26 PHOTO PRINT	5099	375658 ***** sum	\$121.59 ----- \$121.59
CLARISSA GOOCH	11/15/23	002412/RFD	RFD/8 BRU MAR DR	2624	375659 ***** sum	\$103.00 ----- \$103.00
COLONY HARDWARE CORPORATION	10/23/23	INV-1881766	BOOTIES	9336	* ACH *	\$64.98

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G. L. ACCOUNT	CHECK NO.	AMOUNT<CR>
COLONY HARDWARE CORPORATION	10/23/23	INV-1881766	EAR MUFFS	8036	* ACH *	\$142.74
	10/24/23	INV-1882805	BATTERY CHARGER/PACK	8432		\$124.99
	10/24/23	INV-1883066	BOOTIES	9336		\$64.98
	10/25/23	INV-1885167	BOOTIES	9336		\$64.98
					***** sum	\$462.67
CORE & MAIN LP	10/27/23	T756517	EPDM GASKET MATERIAL	6432	* ACH *	\$2,610.00
	10/27/23	T826238	8" ANCHOR PIPE	1460		\$490.30
	10/27/23	T826242	8" ANCHOR TEE	1460		\$340.43
					***** sum	\$3,440.73
DANIEL WEINING	11/15/23	8104336/RFD	RFD/4422 RIDGE RD W	2624	375660 *****	\$76.78
					sum	\$76.78
DEBBIE SUPPLY INC	10/26/23	668492	HYD PRESSURE GAUGES	8532	375661 *****	\$60.42
					sum	\$60.42
DEBRA O'GRADY	11/09/23	189268/REFUND	WELL INSPECTION REFUND	2680	375662 *****	\$250.00
					sum	\$250.00
DIVAL SAFETY EQUIPMENT INC	10/25/23	3374753	SAFETY VESTS	8036	375663 *****	\$17.95
					sum	\$17.95
DOLomite PRODUCTS CO INC	10/28/23	1144665	VARIOUS GRADES OF STONE	8441	375664	\$988.51
	10/28/23	1144665	VARIOUS GRADES OF STONE	136101		\$227.88
	10/28/23	1144696	VARIOUS GRADES OF STONE	136101		\$242.71
	10/28/23	1144696	VARIOUS GRADES OF STONE	136201		\$363.28
	10/28/23	1144771	VARIOUS GRADES OF STONE	638007		\$779.13
					***** sum	\$2,601.51
DOLores L PIAZZA	11/15/23	7017301/RFD	RFD/66 CRESTLINE RD	2624	375665 *****	\$29.62
					sum	\$29.62
DONALD & BARBARA LA MORTE	11/15/23	5029611/RFD	RFD/386 BOUCKHART AVE	2624	375666 *****	\$28.38
					sum	\$28.38
DONNA ERICKSON	10/31/23	GRADE & SEED	140980/724 BEL ARBOR TRL	8442	375667	\$57.00

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>

					sum	\$57.00
EDWARD VACZY	11/13/23	CLAIM #43-1089	WATER FILTER DAMAGE	9092	375668	\$59.10

					sum	\$59.10
EMERALD PRINT MANAGEMENT	10/25/23	51375	TAX FORMS	9231	375669	\$114.07

					sum	\$114.07
EVERGREEN LANDSCAPE	11/07/23	DEPOSIT REFUND	WRENCH KEY#7 REFUND	2680	375670	\$150.00

					sum	\$150.00
FABER BUILDERS INC	11/08/23	7375-FABER BLDRS	HYD IRR DEP REFUND	2686	375671	\$72.16

					sum	\$72.16
FIVE STAR EQUIPMENT INC	10/26/23	P75042	BOBCAT TRACKS	8270	* ACH	\$2,187.50
					*	

					sum	\$2,187.50
FRONTIER TELEPHONE OF ROCH	11/04/23	359 2600	HENRIETTA BPS	6351	375672	\$34.68
	11/04/23	458 8686	LEE RD BPS	6351		\$29.80
	11/04/23	768 2832	NORTH RD	6351		\$136.34
	11/04/23	889 4156	MORGAN BPS	6351		\$26.41
	11/04/23	889 7727	SCOTTSVILLE BPS	6351		\$57.56

					sum	\$284.79
GENESEE COUNTY CLERK	11/15/23	FEES/ASSESSMENTS	NSA 5721	7098	375673	\$65.00

					sum	\$65.00
GHD CONSULTING SERVICES INC	10/24/23	337-0009116	SWTP WEST 1 IMPROVEMENTS	101640	* ACH	\$4,700.42
					*	

					sum	\$4,700.42
GRAINGER	10/19/23	9876975245	THERMOPLASTIC TUBING	6441	375674	\$21.36
	10/30/23	9886649053	HOLE SAW	8232		\$9.97
	10/30/23	9887158732	BLUE POLY TARPS	8271		\$38.24
	10/31/23	9888353191	FLOUR BATTER PACKS	6441		\$413.48
	10/31/23	9888486553	NYLON CONNECTORS	6441		\$59.20
	10/31/23	9888486561	NYLON CONNECTORS	6441		\$210.30
	10/31/23	9889218252	STEEL SCREWS	8270		\$62.92
	10/31/23	9889218252	STEEL SCREWS	8270		\$62.92

MONROE COUNTY WATER AUTHORITY
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
GRAINGER	10/31/23	9889218252	STEEL SCREWS	8270	375674	\$62.92
	10/31/23	9889218252	STEEL SCREWS	8270		\$62.92
	10/31/23	9889218252	STEEL SCREWS	8271		\$198.91
	10/31/23	9889218260	EYE BOLTS/TIEDOWN STRAPS	8270		\$65.03
	10/31/23	9889218260	EYE BOLTS/TIEDOWN STRAPS	8270		\$65.03
	10/31/23	9889218260	EYE BOLTS/TIEDOWN STRAPS	8270		\$65.03
	10/31/23	9889218260	EYE BOLTS/TIEDOWN STRAPS	8270		\$65.03

GRAYBAR ELECTRIC COMPANY INC	10/24/23	9334504436	COVERS/JUNCTION BOXES	6341	375676	\$517.12
	10/24/23	9334504436	COVERS/JUNCTION BOXES	6441		\$517.12

HACH COMPANY	10/26/23	13795000	LABORATORY SUPPLIES	6231	375677	\$2,945.27
	10/26/23	13795199	LABORATORY SUPPLIES	121101		\$12,125.00

HENRIETTA FIRE PROTECTION	10/25/23	5790	RECHARGING/HYD TESTING	5225	375678	\$880.00

HILLYARD	10/27/23	605288738	NAPKINS	8131	375679	\$373.54

IDEXX DISTRIBUTION INC	10/25/23	3139381035	LABORATORY SUPPLIES	6231	375680	\$767.40

IMMEDIATE MAILING SERVICES INC	10/17/23	INV2028493	PRINT/INSERT-WATER BILLS	9128	* ACH	\$2,301.36
						*
	10/20/23	INV2028600	PRINT/CUT/TAB-POSTCARDS	9328		\$33.15
						10/25/23
*****	sum	\$4,549.35				
INNOVATIVE MUNICIPAL PRODUCTS	10/26/23	PS-INV001866	PROPATCH	8441	* ACH	\$4,560.47
						*

INSIGHT PUBLIC SECOTR INC	10/24/23	1101105695	BARCODE SCANNERS	9332	375681	\$216.78

JACALYN AUSTIN	11/08/23	CLAIM #43-1086	TAIL LIGHT DAMAGE	9092	375682	\$89.99

MONROE COUNTY WATER AUTHORITY
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					***** sum	\$89.99
JASON S. BELLOWS	11/13/23	J BELLOWS	TRAVEL REIMBURSEMENT	6061	375683 ***** sum	\$276.00 \$276.00
JD DRILLING	11/14/23	7334/REFUND	RFD LATE PAYMENT FEE	3824	375684 ***** sum	\$13.44 \$13.44
JPMORGAN CHASE BANK NA	10/31/23	5563757900073126	10/23 CHASE PURCHASES	5061	375685	\$120.00
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	5099		\$2,821.46
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	6061		\$644.00
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	6099		\$256.45
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	7031		\$119.53
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	7032		\$278.40
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	7061		\$80.00
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	7098		\$60.00
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	8432		\$111.98
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	9131		\$28.06
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	9132		\$651.92
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	9431		\$1,001.76
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	9432		\$98.94
	10/31/23	5563757900073126	10/23 CHASE PURCHASES	9463		\$28.79
					***** sum	\$6,301.29
KELLY ANDERSON	11/14/23	EASEMENT	103 GLEN IRIS DRIVE	133125	375687 ***** sum	\$500.00 \$500.00
KELLY OAKLEY	11/15/23	9149125/RFD	RFD/97 FOX CHAPEL RD	2624	375688 ***** sum	\$154.46 \$154.46
KENWORTH NORTHEAST GROUP INC	10/24/23	RI295104	BRAKE SHOES	8270	* ACH *	\$106.38
	10/24/23	RI295107	COOLER ASSEMBLY	8270		\$803.30
	10/26/23	RI295322	FILTERS	1466		\$259.31
	10/26/23	RI295336	AIR DRYER/BRAKE PARTS	8270		\$1,150.00
					***** sum	\$2,318.99
KEYBANK NATIONAL ASSOCIATION	10/31/23	OCTOBER 2023	10/23 ELECTRONIC FEES	9227	375689 ***** sum	\$252.57 \$252.57
KIRSTIN PENDERS	11/09/23	DEPOSIT REFUND	WRENCH KEY#21 REFUND	2680	375690 *****	\$150.00

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 VENDOR PAYMENT DETAILS
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					sum	\$150.00
LAWRENCE MRESTON	11/09/23	DEPOSIT REFUND	WRENCH KEY#72 REFUND	2680	375691 *****	\$150.00
					sum	\$150.00
LEWIS GENERAL TIRES INC	10/23/23	174605	WRANGLER TIRES	1466	375692	\$1,551.92
	10/23/23	174605	WRANGLER TIRES	8270		\$696.00
	10/23/23	174605	WRANGLER TIRES	8270		\$696.00
	10/23/23	174791	GOODYEAR TIRES DISMT/MNT	8270		\$1,145.94
	10/23/23	174985	GOODYEAR TIRES	1466		\$1,101.28
	10/23/23	174987	WRANGLER TIRES	8270		\$696.00
	10/23/23	174987	WRANGLER TIRES	8270		\$696.00
					***** sum	\$6,583.14
LISA KENNEDY	11/15/23	046745/RFD	RFD/104 COUNTRY DOWNS CI	2624	375693 *****	\$382.72
					sum	\$382.72
MARLENE DOWNS	11/15/23	4068491/RFD	RFD/918 WASHINGTON ST	2624	375694 *****	\$40.08
					sum	\$40.08
MONROE COUNTY CLERK	11/15/23	FEES/ASSESSMENTS	279 LAKE ROAD	7098	375695	\$60.00
	11/15/23	FEES/ASSESSMENTS	355 PAUL ROAD	7098		\$65.00
	11/15/23	FEES/ASSESSMENTS	DME 2178	7098		\$65.00
	11/15/23	FEES/ASSESSMENTS	DME 2186	7098		\$70.00
	11/15/23	FEES/ASSESSMENTS	ENG 22-024	133125		\$125.00
	11/15/23	FEES/ASSESSMENTS	ENG 22-025	133425		\$70.00
	11/15/23	FEES/ASSESSMENTS	LS 2702	7098		\$60.00
	11/15/23	FEES/ASSESSMENTS	LS 2711	7098		\$60.00
	11/15/23	FEES/ASSESSMENTS	NSA 5908	7098		\$65.00
	11/15/23	FEES/ASSESSMENTS	NSA 6283	7098		\$60.00
					***** sum	\$700.00
MONSTER TREE SERVICE	11/09/23	DEPOSIT REFUND	WRENCH KEY#9 REFUND	2680	375696 *****	\$150.00
					sum	\$150.00
NEPTUNE TECHNOLOGY GROUP INC	10/24/23	N734741	METERS	1461	* ACH *	\$57,204.00
	10/24/23	N734766	METERS	1461		\$34,020.00
	10/27/23	N735252	METERS	1461		\$18,396.00
					***** sum	\$109,620.00
NOCO ENERGY CORP - FUELS	10/25/23	SP12685551	DIESEL FUEL REGULAR	8273	375697	\$1,289.59
	10/30/23	SP12688564	DIESEL FUEL REGULAR	8273		\$409.69

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 VENDOR PAYMENT DETAILS
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					***** sum	\$1,699.28
ON THE MARK	11/10/23	7445	LOCATING SERVICES	8443	375698 ***** sum	\$434.00
ONTARIO COUNTY CLERK	11/15/23	FEES/ASSESSMENTS	NSA 4916	7098	375699 ***** sum	\$65.50
PITTSFORD CENTRAL SCHOOL	11/08/23	7376-PTSFD CSD	HYD IRR DEP REFUND	2686	375700 ***** sum	\$118.32
POSTMASTER	11/05/23	PERMIT #479	BULK MAIL	1472	375701 ***** sum	\$39,000.00
	11/05/23	PERMIT #1745-001	BUSINESS REPLY	1472	375702 ***** sum	\$1,300.00
RAMBOLL AMERICAS ENGINEERING	10/26/23 10/31/23	1940032377 1940032787	CORROSION CNTL STUDY CORROSION CNTL STUDY	6086 6086	375703 ***** sum	\$2,093.75 \$1,182.75 \$3,276.50
RANDESCO PIPELINE INC	09/29/23 11/06/23 09/29/23 11/06/23	EST #5/RETAINAGE EST #6/RETAINAGE ESTIMATE #5 ESTIMATE #6	4TH SEC & OWENS RD WMRPL 4TH SEC & OWENS RD WMRPL 4TH SEC & OWENS RD WMRPL 4TH SEC & OWENS RD WMRPL	2670 2670 123250 123250	375704 ***** sum	<\$9,003.05> <\$13,191.87> \$180,061.08 \$263,837.36 \$421,703.52
RAY KERHAERTS TOWING	11/02/23 11/02/23	27104 30750	TOWING #939 TOWING #970	8272 8272	375705 ***** sum	\$158.00 \$158.00 \$316.00
ROCHESTER LANDSCAPE	11/07/23	DEPOSIT REFUND	WRENCH KEY#24 REFUND	2680	375706 ***** sum	\$150.00 \$150.00
SOUTHWORTH MILTON INC	10/31/23	INV3067037	STEP LOADER WINDSHIELD	8270	375707 ***** sum	\$1,202.22 \$1,202.22
SPRING SHEET METAL & ROOFING	11/13/23	EST#5/ RET RLSE	2022 ROOF REHAB PROGRAM	2670	375708 ***** sum	\$1,000.00 \$1,000.00

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
T MINA SUPPLY	10/27/23	S1468831.001	2" BASE ADAPTERS	1460	* ACH *	\$640.32
					***** sum	\$640.32
TECHNICAL SYSTEMS GROUP INC	10/27/23	65195	LAKE WPS-INSP/TEST	9528	375709	\$710.28
	10/27/23	65195	WEBSTER WFT-INSP/TEST	9528		\$2,410.50
					***** sum	\$3,120.78
TERRY/JULIE CUSKER	11/15/23	9026293/RFD	RFD/57 KIWANIS RD	2624	375710 *****	\$11.72
					sum	\$11.72
THE DAILY RECORD COMPANY-NY	10/26/23	745650285	BIDS/GOODS & SERVICES	7031	375711	\$68.95
	10/31/23	745651347	BIDS/GOODS & SERVICES	7031		\$65.02
	10/31/23	745651348	BIDS/GOODS & SERVICES	7031		\$59.78
					***** sum	\$193.75
TOWN OF OGDEN	11/07/23	DEPOSIT REFUND	WRENCH KEY#30&83 REFUND	2680	375712 *****	\$300.00
					sum	\$300.00
U.S. POSTAL SERVICE	11/05/23	TMS #135639	POSTAL METER	1472	375713 *****	\$9,000.00
					sum	\$9,000.00
VERIZON	11/06/23	343 1817	TEMPERANCE HILL TANK	6351	375714	\$52.17
	11/03/23	542 3987	PEMBROKE BPS	6751		\$57.23
					***** sum	\$109.40
	11/01/23	100000120174	10/23 MONTHLY SERVICE	8242	375715 *****	\$2,430.35
					sum	\$2,430.35
VERIZON WIRELESS	11/01/23	9948220049	10/23 CELLULAR CHARGES	6051	375716	\$34.08
	11/01/23	9948220049	10/23 CELLULAR CHARGES	6151		\$8.52
	11/01/23	9948220049	10/23 CELLULAR CHARGES	6251		\$17.04
	11/01/23	9948220049	10/23 CELLULAR CHARGES	6351		\$5.11
	11/01/23	9948220049	10/23 CELLULAR CHARGES	6451		\$402.04
	11/01/23	9948220049	10/23 CELLULAR CHARGES	6751		\$3.41
	11/01/23	9948220049	10/23 CELLULAR CHARGES	7051		\$220.21
	11/01/23	9948220049	10/23 CELLULAR CHARGES	7051		\$244.95
	11/01/23	9948220049	10/23 CELLULAR CHARGES	8051		\$256.98
	11/01/23	9948220049	10/23 CELLULAR CHARGES	8051		\$984.41
	11/01/23	9948220049	10/23 CELLULAR CHARGES	9051		\$157.96
	11/01/23	9948220049	10/23 CELLULAR CHARGES	9051		\$512.00

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
VERIZON WIRELESS	11/01/23	9948220049	10/23 CELLULAR CHARGES	9551	375716 ***** sum	\$39.99 ----- \$2,886.70
VILLAGER CONSTRUCTION INC	11/15/23	DEPOSIT REFUND	WRENCH KEY#15 REFUND	2680	* ACH *	\$150.00
	10/19/23	EST #1/FINAL	ONTARIO ST WM REPL	123350		\$342,986.20
	11/02/23	EST #3/RET RLSE	2023 VACUUM EXCAVATION	2670		\$19,208.00
	11/02/23	EST #3/RETAINAGE	2023 VACUUM EXCAVATION	2670		<\$16,352.00>
	11/02/23	ESTIMATE #3	2023 VACUUM EXCAVATION	7086		\$327,040.00
					***** sum	----- \$673,032.20
VOLLAND ELECTRIC EQUIPMENT CO	10/30/23	PSI386122	REP/REFURBISH MOTOR	122530	375718 ***** sum	\$2,122.00 ----- \$2,122.00
WAYSIDE GARDEN CENTER INC	11/14/23	DEPOSIT REFUND	WRENCH KEY#27, 58,88 RFD	2680	375719 ***** sum	\$450.00 ----- \$450.00
WB MASON CO INC	10/24/23	242066846	RUBBERBANDS/POST IT NOTE	6031	375720	\$71.21
	10/25/23	242106807	COPY PAPER	1470		\$555.00
	10/25/23	242113102	PENS/BINDER CLIPS	1470		\$17.83
	10/25/23	242113904	TAB DIVIDERS	9231		\$7.32
	10/26/23	242148320	PENS	1470		\$21.72
					***** sum	----- \$673.08
WEGMANS FOOD MARKETS INC	10/31/23	8573	MEAL MONEY CARDS	1478	375721 ***** sum	\$2,500.00 ----- \$2,500.00
WEX PAYMENTS INC	11/15/23	007904/RFD	RFD/41 QUAKER MEETING HO	2624	375722	\$381.86
	11/15/23	019046/RFD	RFD/43 BROCKLEY RD	2624		\$36.52
					***** sum	----- \$418.38
WILLIAM CONTESTABLE	11/15/23	034861/RFD	RFD/23 CHARLENE DR	2624	375723 ***** sum	\$200.00 ----- \$200.00
WILLIAM SCHEPLER	11/13/23	CLAIM #43-1088	GARAGE TRIM DAMAGE	9092	375724 ***** sum	\$199.80 ----- \$199.80
***** sum						----- \$1,395,113.74

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G. L. ACCOUNT	CHECK NO.	AMOUNT<CR>
ABB INC	10/30/23	7106148574	PHASE MODULES	6441	375725 ***** sum	\$66,960.26 ----- \$66,960.26
ALL-STATE LEGAL	11/03/23	845702	MANUSCRIPT COVERS	7031	375726 ***** sum	\$78.90 ----- \$78.90
ALRO STEEL CORPORATION	10/30/23	DJ43262RZ	DROP STEEL	8270	* ACH *	\$87.00
	10/30/23	DJ43262RZ	DROP STEEL	8270		\$87.00
	10/30/23	DJ43262RZ	DROP STEEL	8270		\$87.00
	10/30/23	DJ43262RZ	DROP STEEL	8270		\$87.00
	11/03/23	DKC3209RZ	SURPLUS STEEL	8271		\$145.00
					***** sum	----- \$493.00
AMAZON WEB SERVICES INC	11/02/23	1478170993	10/30 CLOUD SERVICE	9426	375727 ***** sum	\$1,459.85 ----- \$1,459.85
ARI CONSTRUCTION & MASONRY	11/15/23	DEPOSIT REFUND	WRENCH KEY#66 REFUND	2680	375728 ***** sum	\$150.00 ----- \$150.00
BED ROC GENERAL DEVELOPMENT	11/15/23	DEPOSIT REFUND	WRENCH KEY#80 REFUND	2680	375729 ***** sum	\$150.00 ----- \$150.00
BISON ELEVATOR SERVICE INC	06/01/23	95796	06/23 ELEV MAINT-LWPS	6442	* ACH *	\$132.00
	06/01/23	95797	06/23 ELEV MAINT-SWTP FT	6442		\$125.00
	06/01/23	95798	06/23 ELEV MAINT-WWTP	6442		\$125.00
	07/01/23	96642	07/23 ELEV MAIN-LWPS	6442		\$132.00
	07/01/23	96643	07/23 ELEV MAIN-SWTP FRT	6442		\$125.00
	07/01/23	96644	07/23 ELEV MAIN-WWTP	6442		\$125.00
	01/01/23	97556	08/23 ELEV MAINT-ESOC	8142		\$118.00
	08/01/23	97557	08/23 ELEV MAIN-LWPS	6442		\$132.00
	08/01/23	97558	08/23 ELEV MAIN-SWTP FRT	6442		\$125.00
	08/01/23	97559	08/23 ELEV MAIN-SWPT LFT	6442		\$90.00
	08/01/23	97560	08/23 ELEV MAIN-WWTP	6442		\$125.00
					***** sum	----- \$1,354.00
BOB JOHNSON AUTO GROUP	11/15/23	G41403	TRUCK GENERATOR	8270	* ACH *	\$212.85
	11/14/23	G41707	TRUCK LAMPS	8270		\$262.75
					*****	-----

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					sum	\$475.60
BRIGHTON LANDSCAPE SERVICE	11/15/23	DEPOSIT REFUND	WRENCH KEY#45 REFUND	2680	375730	\$150.00
					***** sum	\$150.00
CHARTER COMMUNICATIONS	11/07/23	142476201110723	11/10-12/09/23 - ESOC	9551	375731	\$224.38
					***** sum	\$224.38
	11/07/23	221261401110723	11/10-12/09/23 - ESOC	8051	375732	\$137.98
					***** sum	\$137.98
CHEMTRADE CHEMICALS US LLC	11/03/23	93622789	ALUM SULFATE	6134	* ACH *	\$4,560.38
					***** sum	\$4,560.38
COLORID	11/01/23	284488	CARABINER REELS/HOLDERS	9531	* ACH *	\$402.00
	11/16/23	284853	CARABINER REELS/HOLDERS	9531		\$402.00
					***** sum	\$804.00
COOK OUTDOOR CONTRACTING LLC	11/20/23	7386-COOK OUTDR	HYD IRR DEP REFUND	2686	375733	\$557.92
					***** sum	\$557.92
CROWN ELECTRIC CO	10/30/23	220756	FLOUR BULBS	6441	375734	\$58.25
	11/04/23	222027	WIRE	8141		\$134.71
					***** sum	\$192.96
CSX TRANSPORTATION	10/19/23	8452536	CR122396-PENFIELD	8097	* ACH *	\$200.00
	10/19/23	8452536	CR298272-COLDWATER	8097		\$335.24
	10/19/23	8452673	CR298273-COLDWATER	8097		\$335.24
					***** sum	\$870.48
DELAGÉ LANDEN FINANCIAL SVC	10/17/23	81194634	11/01-11/30 COPIER LEASE	5031	375735	\$75.94
	10/17/23	81194634	11/01-11/30 COPIER LEASE	6031		\$438.08
	10/17/23	81194634	11/01-11/30 COPIER LEASE	8031		\$379.70
	10/17/23	81194634	11/01-11/30 COPIER LEASE	9031		\$886.90
					***** sum	\$1,780.62

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/22/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
DELAGÉ LANDEN FINANCIAL SVC	10/17/23	81194657	11/01-11/30 COPIER LEASE	5031	375736	\$671.56
	10/17/23	81194657	11/01-11/30 COPIER LEASE	6031		\$304.74
	10/17/23	81194657	11/01-11/30 COPIER LEASE	7031		\$389.94
	10/17/23	81194657	11/01-11/30 COPIER LEASE	8031		\$417.77
	10/17/23	81194657	11/01-11/30 COPIER LEASE	9031		\$511.22
						***** sum
DENALI WATER SOLUTIONS	11/02/23	INV630791	BACKWASH CHANNEL DREDGE	6542	375737	\$121,990.15
					***** sum	\$121,990.15
DOLOMITE PRODUCTS CO INC	11/04/23	1146283	VARIOUS GRADES OF STONE	8444	375738	\$248.00
					***** sum	\$248.00
EMERLING FORD INC	11/06/23	255011	TUBE ASY/HOSE OIL/LATCH	8270	375739	\$167.91
	11/14/23	255591	PLG OIL/GSKT/PAN/END SPN	8270		\$189.80
					***** sum	\$357.71
ERIE COUNTY WATER AUTHORITY	11/01/23	70536400-2	10/23 WATER SOLD TO MCWA	6737	375740	\$58,527.01
					***** sum	\$58,527.01
EUROFINS EATON ANALYTICAL LLC	11/03/23	3800036426	LAB ANALYTICAL SWTP/WWTP	6228	375741	\$640.00
	11/10/23	3800037017	LAB ANALYTICAL SWTP/WWTP	6228		\$1,560.00
					***** sum	\$2,200.00
FAIRPORT MUNICIPAL COMMISSION	11/17/23	45154	125 KREAG ROAD	6355	375742	\$2,973.85
	11/17/23	45154	998 MOSLEY RD PUMP ST	6355		\$667.59
					***** sum	\$3,641.44
FASTENERS DIRECT	10/30/23	269203	NUTS/BOLTS	9341	* ACH	\$2,060.00
					*	
	10/31/23	269304	BOLTS	8448		\$2,049.20
					***** sum	\$4,109.20
FEDEX	11/20/23	8-322-20954	DELIVERY FEES	9099	375743	\$23.08
					***** sum	\$23.08
FIVE STAR EQUIPMENT INC	09/18/23	P74164	OIL LINES	8270	* ACH	\$289.06
					*	
					***** sum	\$289.06

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/22/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
FLEETPRIDE	10/31/23	112301521	ELBOWS/CONNECTORS	8270	375744	\$12.18
	11/01/23	112331727	DRAIN VALVES	8271		\$15.20
	11/01/23	112331727	GRIT GUARD HUB SEALS	8270		\$143.84
	11/02/23	112359821	DRAIN VALVES	8270		\$15.20

					sum	\$186.42
FOSSIL ROCK LANDSCAPE	11/15/23	DEPOSIT REFUND	WRENCH KEY#57 REFUND	2680	375745	\$150.00

					sum	\$150.00
FREEDOM LAND CLEANING	11/21/23	DEPOSIT REFUND	WRENCH KEY#50 REFUND	2680	375746	\$150.00

					sum	\$150.00
FRONTIER TELEPHONE OF ROCH	11/10/23	100 1394	BPS SECURITY PHONES	6151	375747	\$56.46
	11/10/23	100 1394	BPS SECURITY PHONES	6351		\$361.36
	11/10/23	101 0030	LEASE LINES	6352		\$50.33
	11/10/23	101 0066	HAREK RD TANK	6352		\$53.67
	11/10/23	216 2001	ELEV EMERG LINE LAKE RD	6152		\$233.79
	11/10/23	232 3541	INDUSTRIAL ST BPS	6351		\$18.04
	11/12/23	293 3538	CHURCHVILLE BPS	6351		\$96.63
	11/10/23	342 8770	ECHO ST BPS	6351		\$30.29
	11/10/23	352 0538	HAREK RD BPS	6351		\$63.13
	11/10/23	442 2000	TELEPHONE SERVICE	5051		\$58.50
	11/10/23	442 2000	TELEPHONE SERVICE	5251		\$23.40
	11/10/23	442 2000	TELEPHONE SERVICE	6051		\$339.28
	11/10/23	442 2000	TELEPHONE SERVICE	7051		\$233.98
	11/10/23	442 2000	TELEPHONE SERVICE	8051		\$187.19
	11/10/23	442 2000	TELEPHONE SERVICE	9051		\$327.57
	11/10/23	482 4288	E MAIN ST	6351		\$18.04
	11/10/23	594 3540	BUFFALO RD BPS	6351		\$181.51
	11/13/23	621 1080	CITY LOW LIFT	6151		\$44.84
	11/13/23	621 1200	SWTP	6051		\$350.79
	11/13/23	621 6404	SWTP TTY LINR	9051		\$34.33
11/13/23	624 5669	MENDON BPS	6351		\$61.49	
11/13/23	624 8154	MENDON RESEVOIR	6351		\$38.90	

					sum	\$2,863.52
GARDEN FACTORY THE	10/11/23	2230917	MUMS	8141	375750	\$61.50

					sum	\$61.50
GECK PLUMBING & HEATING SUPPLY	10/31/23	548603	COPPER	1460	* ACH	\$10,775.02
					*	

					sum	\$10,775.02

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
GENESEE COUNTY TREASURER	11/16/23	PERMIT FEE	5885 W SWEDEN RD INSTALL	638007	375751	\$100.00

					sum	\$100.00
GRAINGER	10/31/23	9888594497	BATTERY & CHARGER	8532	* ACH	\$327.57
					*	
	11/01/23	9889885829	CUT OFF WHEELS	8032		\$39.20
	11/01/23	9890260574	LED FLOODLIGHTS	6441		\$579.88
	11/01/23	9890260582	FLUORESCENT BALLAST	6441		\$482.67
	11/01/23	9890727895	LOCKNUTS/BUSHINGS/TOOLS	6431		\$51.93
	11/01/23	9890727895	LOCKNUTS/BUSHINGS/TOOLS	6441		\$51.94
	11/02/23	9891132335	VARIOUS TOOLS	6332		\$88.85
	11/02/23	9891132335	VARIOUS TOOLS	6432		\$88.85
	11/02/23	9891458870	BATTERIES	6441		\$224.30
	11/02/23	9892354219	RELAYS	6431		\$100.23
	11/02/23	9892354219	RELAYS	6441		\$100.22
	11/02/23	9892354227	SCRWDRIERS/SAW BLADES	6432		\$67.14
	11/02/23	9892542995	SPILL TRAYS/BALL VALVES	6086		\$318.74

					sum	\$2,521.52
GRAYBAR ELECTRIC COMPANY INC	10/31/23	9334604017	LED MICROSTRIP FIXTURES	6341	375752	\$1,630.86
	10/31/23	9334617324	LED MICROSTRIP FIXTURES	6341		\$1,162.46
	11/03/23	9334658469	ORIG INV#9334504436	6341		<\$1.17>
	11/03/23	9334658469	ORIG INV#9334504436	6441		<\$1.17>

					sum	\$2,790.98
HILLYARD	11/02/23	605294610	PAPER TOWELS/TISSUES	8131	375753	\$780.36
	11/06/23	605297590	DUSTPANS/BROOMS	8131		\$96.75

					sum	\$877.11
IMMEDIATE MAILING SERVICES INC	10/30/23	INV2028814	PRINT/CUT/TAB-POSTCARDS	9328	* ACH	\$69.71
					*	
	10/31/23	INV2028836	PRINT/INSERT-WATER BILLS	9128		\$2,152.08

					sum	\$2,221.79
INDUCTIVE AUTOMATION	11/01/23	130123	TOTALCARE SUPP PLAN RNWL	6326	375754	\$498.50
	11/01/23	130123	TOTALCARE SUPP PLAN RNWL	6426		\$498.50

					sum	\$997.00
INDUSTRIAL SCIENTIFIC CORP	11/04/23	2683314	10/23 INET GAS SUBS	5225	375755	\$1,540.10

					sum	\$1,540.10
INTERSTATE BATTERY SYS OF ROCH	11/09/23	40089538	BATTERIES	1466	* ACH	\$281.82

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/22/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					*	
INTERSTATE BATTERY SYS OF ROCH	11/17/23	60009322	BATTERIES	1466	* ACH	\$312.90
					*	

					sum	\$594.72
JACKSON WELDING SUPPLY CO INC	10/31/23	50265604	CYLINDER RENTAL	8271	375756	\$18.20

					sum	\$18.20
JOHNSTONE SUPPLY	10/30/23	B029106	FURNACE BELTS	8141	* ACH	\$24.10
					*	

					sum	\$24.10
KEELER CONSTRUCTION CO INC	11/20/23	7385-KEELER CNST	HYD IRR DEP REFUND	2686	375757	\$537.16
	11/02/23	EST #1/RETAINAGE	ROCH ST WM REPL	2670		<\$18,513.55>
	11/02/23	ESTIMATE #1	ROCH ST WM REPL	123450		\$370,271.00

					sum	\$352,294.61
KOVALSKY CARR ELECTRIC SUPPLY	11/04/23	S2045128.001	CONDUIT/ELBOWS	6341	* ACH	\$36.89
					*	

					sum	\$36.89
LEWIS GENERAL TIRES INC	10/30/23	175082	GOODYEAR TIRES	8272	375758	\$1,983.72

					sum	\$1,983.72
LOWES COMPANIES INC	11/02/23	9800 640177 6	10/23 LOWES PURCHASES	8141	375759	\$344.74
	11/02/23	9800 640177 6	10/23 LOWES PURCHASES	9332		\$48.39

					sum	\$393.13
MARK GERHARDY	11/21/22	181359/REFUND	WELL INSPECTION REFUND	2680	375760	\$250.00

					sum	\$250.00
MERCURY NETWORKS	11/06/23	20231106D	DELL POWEREDGE SERVER	139301	375761	\$9,851.75

					sum	\$9,851.75
MONROE COUNTY CLERK	11/21/23	FEE/ASSESSMENTS	NSA 6302, 6293	7098	375762	\$125.00

					sum	\$125.00

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
NATURES ACCENTS INC	11/16/23	DEPOSIT REFUND	WRENCH KEY#25 REFUND	2680	375763	\$150.00

					sum	\$150.00
NCACOMP INC	11/21/23	298	WRK CMP CLM MCW-22-0251	8517	375764	\$5,315.25
	11/21/23	299	11/08-11/21 WRK CMP CLM	7017		\$80.00
	11/21/23	299	11/08-11/21 WRK CMP CLM	8117		\$1,400.83
	11/21/23	299	11/08-11/21 WRK CMP CLM	8217		\$80.20
	11/21/23	299	11/08-11/21 WRK CMP CLM	8317		\$951.08
	11/21/23	299	11/08-11/21 WRK CMP CLM	8417		\$1,929.24
	11/21/23	299	11/08-11/21 WRK CMP CLM	8617		\$87.00
	11/21/23	299	11/08-11/21 WRK CMP CLM	9317		\$375.00

					sum	\$10,218.60
NEPTUNE TECHNOLOGY GROUP INC	10/31/23	N735640	METERS	1461	* ACH	\$90,720.00
					*	
	11/03/23	N736120	METERS	1461		\$181,440.00

					sum	\$272,160.00
NOCO ENERGY CORP - FUELS	11/01/23	SP12690275	DIESEL FUEL REGULAR	8273	375765	\$1,950.44
	11/03/23	SP12692502	DIESEL FUEL REGULAR	8273		\$1,399.57

					sum	\$3,350.01
NYS & LOCAL RETIREMENT SYSTEMS	11/20/23	50772	NYS RETIREMENT DUE 12/15	1476	375766	\$569,099.25
	11/20/23	50772	NYS RETIREMENT DUE 12/15	2634		\$1,707,297.75

					sum	\$2,276,397.00
ODONNELL & ASSOCIATES LLC	11/15/23	3265	10/15-11/15/23 NYGA CONS	5022	* ACH	\$2,100.00
					*	
	11/15/23	3265	10/15-11/15/23 NYGA CONS	6022		\$2,100.00
	11/15/23	3265	10/15-11/15/23 NYGA CONS	7022		\$2,100.00
	11/15/23	3265	10/15-11/15/23 NYGA CONS	8022		\$2,100.00
	11/15/23	3265	10/15-11/15/23 NYGA CONS	9022		\$2,100.00

					sum	\$10,500.00
OIL FILTER SERVICE INC	11/03/23	63382	AIR FILTERS	1466	375767	\$16.50

					sum	\$16.50
ONTARIO COUNTY CLERK	11/21/23	FEES/ASSESSMENTS	LS 2672	7098	375768	\$70.50

					sum	\$70.50
PRO REBUILDERS INC	11/06/23	84326	REBUILT GENERATOR	8270	375769	\$235.00

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					***** sum	\$235.00
PROTECH PEST CONTROL	11/21/23	DEPOSIT REFUND	WRENCH KEY#20 REFUND	2680	375770 ***** sum	\$150.00 \$150.00
REGIONAL INTERNATIONAL CORP	10/26/23	01H18809	INT'L-3HAEUTAL1RL056691	127101	* ACH *	\$124,370.00
	10/26/23	01H18809	INT'L-3HAEUTALXRL056690	127101	***** sum	\$124,370.00 \$248,740.00
REL COMM INC	11/01/23	35698	12/23 TELE MAINT - ESOC	5042	* ACH *	\$80.84
	11/01/23	35698	12/23 TELE MAINT - ESOC	7042		\$217.66
	11/01/23	35698	12/23 TELE MAINT - ESOC	8042		\$118.17
	11/01/23	35698	12/23 TELE MAINT - ESOC	9042		\$205.23
	11/01/23	35698	12/23 TELE MAINT - WWTP	6042		\$45.10
	11/01/23	35740	12/23 TELE MAINT - SWTP	6042	***** sum	\$117.00 \$784.00
RMJ LAND GROUP LLC	11/20/23	DME 21-012	REFUND REPAIRS DEPOSIT	2682	375771 ***** sum	\$1,500.00 \$1,500.00
ROCHESTER & SOUTHERN RR INC	11/03/23	204880	2047083-PIPELINE CHILI	8097	375772	\$900.00
	11/03/23	204881	967018-PIPELINE LEROY	8097	***** sum	\$300.00 \$1,200.00
ROCHESTER EARTH INC	11/21/23	DEPOSIT REFUND	WRENCH KEY#17 REFUND	2680	375773 ***** sum	\$150.00 \$150.00
ROCHESTER PAINT CENTERS	10/31/23	154356	PAINTING SUPPLIES	8141	375774	\$34.62
	11/03/23	154438	PAINT	8141	***** sum	\$53.96 \$88.58
RYAN HOMES	11/20/23	7384-RYAN HOMES	HYD IRR DEP REFUND	2686	375775 ***** sum	\$133.92 \$133.92
SCOTT'S LANDSCAPING	11/15/23	DEPOSIT REFUND	WRENCH KEY#46, 93 REFUND	2680	375776 ***** sum	\$300.00 \$300.00

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
SHELIA VAN ORDEN	11/20/23	EASEMENT	370 E MANITOU RD	133425	375777 ***** sum	\$500.00 ----- \$500.00
SIGNS AND SAFETY EQUIPMENT INC	11/06/23	81551	BUMP SAFETY SIGNS	8036	375778 ***** sum	\$439.44 ----- \$439.44
SMC METAL	11/03/23	1004910	ANGLE IRON	8141	375779 ***** sum	\$22.00 ----- \$22.00
T MINA SUPPLY	11/03/23	S1472392.001	GALV END SECTION	8441	* ACH * ***** sum	\$97.43 ----- \$97.43
TEC SOLUTIONS CONCEPTS INC	10/31/23	104651	ACCESS CONTROL PADLOCK	9532	* ACH * ***** sum	\$2,410.00 ----- \$2,410.00
THE DAILY RECORD COMPANY-NY	10/31/23	745651346	BIDS/GOODS & SERVICES	7031	* ACH *	\$78.12
	11/02/23	745652127	BIDS/GOODS & SERVICES	8031		\$42.75
	11/02/23	745652128	BIDS/GOODS & SERVICES	8031		\$42.75
					***** sum	----- \$163.62
TOWN OF VICTOR	11/20/23	NOVEMBER 2023	CELL TOWER REVENUE	3860	375780 ***** sum	\$529.55 ----- \$529.55
TURTLE & HUGHES INC	11/03/23	6151600-00	MODBUS COMM MODULE	112001	375781 ***** sum	\$7,969.95 ----- \$7,969.95
TWOCOAST CONSULTING INC	11/03/23	MCWA110323	10/23 DATABASE ADMIN SUP	9422	* ACH * ***** sum	\$2,065.00 ----- \$2,065.00
UDIG NY	10/31/23	23100146	LATE POSITIVE RESPONSE	8443	* ACH * ***** sum	\$62.00 ----- \$62.00

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G. L. ACCOUNT	CHECK NO.	AMOUNT<CR>
UNITED BUSINESS SYSTEMS	10/30/23	574723	COPIER OVERAGES	5031	* ACH *	\$29.34
	10/30/23	574723	COPIER OVERAGES	6031		\$141.22
	10/30/23	574723	COPIER OVERAGES	8031		\$111.73
	10/30/23	574723	COPIER OVERAGES	9031		\$302.71
					***** sum	\$585.00
VAN PUTTE GARDENS	11/21/23	DEPOSIT REFUND	WRENCH KEY#5 REFUND	2680	375782 *****	\$150.00
					sum	\$150.00
VERIZON WIRELESS	11/01/23	9948245877	10/23 M TO M CELL LINES	6352	375783 *****	\$1,914.85
					sum	\$1,914.85
WASTE MANAGEMENT OF NEW YORK	11/01/23	1098603-2225-3	TRASH SERVICE - ESOC	8142	375784 *****	\$703.71
					sum	\$703.71
WB MASON CO INC	11/02/23	242300028	DESK PAD CALENDAR	8031	375785	\$5.81
	11/02/23	242303655	MANILLA FOLDERS	1470		\$23.57
	11/03/23	242314849	PENS	1470		\$15.53
					***** sum	\$44.91
***** sum						\$3,508,689.86

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VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
84 LUMBER	12/10/23	0603-661350	CEDAR TRIM ESOC	8141	375786	\$216.92
	12/10/23	0603-661547	WOOD EXT REPAIRS ESOC	8141		\$220.00
	12/10/23	0603-662079	WOOD RAILING REPL	8141		\$48.00
	12/10/23	0603-662094	CEDAR TRIM ESOC	8141		\$84.16
	12/10/23	0603-662414	ESOC WH LOADING DOCK	8141		\$24.00

					sum	\$593.08
ADAM HALLIMEN	11/29/23	158960/RFD	RFD/118 PINE ST	2624	375787	\$757.68

					sum	\$757.68
ADMAR SUPPLY CO INC	10/26/23	RO2046429	FLIP TOP FILLER CAPS	8132	375788	\$22.45

					sum	\$22.45
AETNA	11/17/23	12/23 HEALTH INS	GROUP #E00067241385	1473	375789	\$42,779.68
	11/17/23	12/23 HEALTH INS	GROUP #E00067241385	5019		\$214.72

					sum	\$42,994.40
ARCTIC GLACIER USA INC	10/02/23	3162327503	ICE	8141	375790	\$66.15
	10/12/23	3162328504	ICE	8141		\$66.15
	10/19/23	3162329202	ICE	8141		\$66.15

					sum	\$198.45
AVALON DOCUMENT SERVICES	11/08/23	RNOV230068	FULL SIZE PLANS	133415	* ACH	\$25.92
						*

					sum	\$25.92
BISON LABORATORIES INC	11/09/23	INV034589	SODIUM HYPOCHLORITE	6134	* ACH	\$11,017.62
						*

					sum	\$11,017.62
BRIAN DUFF	11/29/23	7036678/RFD	RFD/34 CAPRI DR	2624	375791	\$23.10

					sum	\$23.10
BURROWS BROTHERS	11/29/23	7395-BURROWS BRS	HYD IRR DEP REFUND	2686	375792	\$314.68

					sum	\$314.68
CENTRAL ROADWAYS INC	11/16/23	ESTIMATE #7	2023 LAWN RESTORATION E	8442	375793	\$24,581.82
	11/16/23	ESTIMATE #7	2023 LAWN RESTORATION E	136101		\$353.97
	11/16/23	ESTIMATE #7	2023 LAWN RESTORATION E	136101		\$6,199.89
	11/16/23	ESTIMATE #7	2023 LAWN RESTORATION E	136201		\$1,057.35

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
CENTRAL ROADWAYS INC	11/16/23	ESTIMATE #7	2023 LAWN RESTORATION E	638007	375793 *****	\$75.81
					sum	\$32,268.84
CINTAS CORPORATION #411	09/29/23 11/10/23	1904309210 9247250444	FLAME RESIS ELEC CLTHING ORIG INV#1940309210	6435 6435	375794 *****	\$765.88 <\$70.88>
					sum	\$695.00
CME ASSOCIATES INC	11/15/23 11/20/23	82516E(1) 82520	SOIL SAMPLE TESTING SOIL SAMPLE TESTING	133320 133125	375795 *****	\$16,135.90 \$9,530.00
					sum	\$25,665.90
COLONY HARDWARE CORPORATION	11/08/23	INV-1906654	DISPOSABLE GLOVES	8036	* ACH *	\$44.95
					***** sum	\$44.95
COMMERCIAL PIPE & SUPPLY CORP	11/06/23	77799	BRASS NIPPLES	6441	* ACH *	\$30.90
					***** sum	\$30.90
COMMONWEALTH OF MASSACHUSETTS	11/16/23	94538694	BELLOWS/GANGIALOS TRNING	6061	375796 *****	\$23.60
					sum	\$23.60
CORE & MAIN LP	11/10/23	T846234	10" VALVE KEY	8532	* ACH *	\$618.75
	11/10/23	T872516	8" OFFSETS	1460		\$3,302.84
	11/10/23	T873253	SADDLES	1460		\$2,160.44
	11/10/23	T873287	ANCHOR PIPE	1460		\$490.30
	11/10/23	T873300	6" MJ PLUGS	1460		\$165.24
	11/10/23	T873363	HYDRANT EXTENSION	1460		\$857.00
	11/10/23	T8774100	BRASS PARTS	1460		\$7,031.22
	11/10/23	T879492	BRASS PARTS	1460		\$73.20
	11/10/23	T902836	12" MJ SOLID SLEEVE	1460		\$315.95
	11/10/23	T902853	12" MJ CAPS	1460		\$639.56
					***** sum	\$15,654.50
CSX TRANSPORTATION	11/29/23	7394-CSX	HYD IRR DEP REFUND	2686	* ACH *	\$458.88
					***** sum	\$458.88

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
CUSTOM TRUCK CREATIONS	11/27/23	15216	RUST PROT/CHAIN LUBE	8271	375797 ***** sum	\$419.80 ----- \$419.80
DAVID STANTON	11/29/23	082183/RFD	RFD/106 TALL TREE DR	2624	375798 ***** sum	\$63.22 ----- \$63.22
DEBORAH WHITT	11/29/23	074225/RFD	RFD/3953 DEWEY AVE	2624	375799 ***** sum	\$293.06 ----- \$293.06
DELL MARKETING LP	10/24/23	10706621281	MOBILE SECURITY SUBS	9431	* ACH * ***** sum	\$69.00 ----- \$69.00
DIVAL SAFETY EQUIPMENT INC	11/07/23 11/07/23	3382254 3382254	ELECTRIC GLOVE TESTING ELECTRIC GLOVE TESTING	6436 8036	375800 ***** sum	\$151.90 \$490.00 ----- \$641.90
DOLOMITE PRODUCTS CO INC	11/04/23 11/04/23 11/04/23 11/04/23 11/04/23 11/04/23 11/04/23 11/04/23 11/04/23 11/11/23 11/11/23	1146024 1146024 1146024 1146024 1146024 1146024 1146024 1146024 1146024 1147353 1147384	VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE VARIOUS GRADES OF STONE	8441 8444 8445 8448 136101 136201 136301 638007 8445 8444	375801 ***** sum	\$725.00 \$237.50 \$380.00 \$237.50 \$237.50 \$617.50 \$380.00 \$760.00 \$758.13 \$363.28 ----- \$4,696.41
ECONSULTANTS INC	11/07/23	10861	CONSULTING SERVICES	9422	* ACH * ***** sum	\$24,225.00 ----- \$24,225.00
EMERLING FORD INC	11/15/23	255623	COMPRESSOR	8270	375802 ***** sum	\$335.18 ----- \$335.18
ERIC JONES	11/29/23	151676/RFD	RFD/38 KENWICK DR	2624	375803 ***** sum	\$770.45 ----- \$770.45
ESTATE DELBERT TIEMANN	11/29/23	9146859/RFD	RFD/79 BARNFIELD RD	2624	375804	\$14.60

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					***** sum	\$14.60
EXCELLUS BLUE CROSS/BLUE SHLD	11/16/23	DECEMBER 2023	COBRA DENTAL ADMIN FEE	5020	375805	\$22.60
	11/16/23	DECEMBER 2023	DENTAL ADMIN FEE	5028		\$45.20
	11/16/23	DECEMBER 2023	DENTAL ADMIN FEE	6028		\$189.84
	11/16/23	DECEMBER 2023	DENTAL ADMIN FEE	7028		\$117.52
	11/16/23	DECEMBER 2023	DENTAL ADMIN FEE	8028		\$352.56
	11/16/23	DECEMBER 2023	DENTAL ADMIN FEE	9028		\$198.88
					***** sum	\$926.60
EXCELLUS HEALTH PLAN GROUP	11/16/23	DECEMBER 2023	HEALTH INSURANCE PREMIUM	1473	375806	\$25,528.51
					***** sum	\$25,528.51
FAIRPORT MUNICIPAL COMMISSION	11/22/23	45184	17 ALLEYN'S RISE	6353	375807	\$8.40
					***** sum	\$8.40
FERGUSON ENTERPRISES INC	11/13/23	9888085	COMM GAS WATER HEATER	6441	375808	\$3,965.76
					***** sum	\$3,965.76
FIVE STAR EQUIPMENT INC	10/06/23	W13739	BUCKET INSP/REPAIR	8272	* ACH *	\$127.75
					***** sum	\$127.75
FLBOA	11/27/23	NY0033645	R.CLEVELAND-3/24 TRAIN	6061	375809	\$400.00
					***** sum	\$400.00
FLEETPRIDE	11/14/23	112624536	SET SCREW/END YOLK/UJNT	8270	375810	\$58.40
	11/14/23	112633040	WOODRUFF KEY	8271		\$1.14
					***** sum	\$59.54
FRONTIER TELEPHONE OF ROCH	11/10/23	621 1226	DISPATCH BACKUP	8051	375811	\$44.27
	11/10/23	621 1226	SWTP SECURITY	9551		\$88.56
	11/10/23	621 9098	DSL EDGEMERE	9551		\$99.99
	11/10/23	624 5223	DSL PARRISH RD	9551		\$80.34
					***** sum	\$313.16
GAIL HURDLE-WILSON	11/29/23	188323/RFD	RFD/1440 QUAIL CREEK TRL	2624	375812	\$129.64
					***** sum	\$129.64
GJV ENTERPRISES IN	11/06/23	11233	FAB STEEL STAIR RISERS	8141	375813	\$310.00

MONROE COUNTY WATER AUTHORITY
VENDOR PAYMENT DETAILS
VOUCHERS PAYABLE
11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
GJV ENTERPRISES IN	11/08/23	11238	FUEL TANK REPAIR	8272	375813	\$918.00

					sum	\$1,228.00
GRAINGER	11/06/23	98944961919	BATTERIES/AERATE OUTLETS	6231	* ACH	\$66.86
					*	
	11/06/23	9894496901	TUBING	6441		\$230.22
	11/06/23	9894563148	RETURN-THERMO TUBING	6441		<\$21.36>
	11/06/23	9895427327	WALL CLOCK	8099		\$84.48
	11/06/23	9895659234	BLAST MEDIA ALUM OXIDE	8271		\$102.16
	11/06/23	9896268134	LITHIUM BATTERIES	6441		\$442.00
	11/07/23	9896835528	WARNING LIGHTS	8271		\$415.08
	11/08/23	9898945895	TRAILER CABLE/SCREW PAN	8271		\$253.40
	11/08/23	9899592449	CORDLESS TOOLS	6432		\$360.26
	11/09/23	9900133316	COLD PROTECTION GLOVES	6436		\$192.36
	11/13/23	9903555846	TOOLS	6432		\$243.18
	11/14/23	9904694776	WELD SHOP SUPPLIES	6432		\$281.65

					sum	\$2,650.29
HAMILTON STERN CONSTRUCTION	11/29/23	7392-HMLTN CONST	HYD IRR DEP REFUND	2686	375814	\$249.30

					sum	\$249.30
HANES SUPPLY INC	11/08/23	2205342-01	IMPACT WRENCH	8532	* ACH	\$299.00
					*	

					sum	\$299.00
HARTER SECREST & EMERY LLP	11/08/23	913418	GENERAL CORP MATTERS	5021	375815	\$7,257.00
	11/08/23	913419	LABOR	5021		\$1,383.40
	11/08/23	913420	PRIVACY/DATA SECURITY	5021		\$126.00

					sum	\$8,766.40
HILLYARD	10/11/23	605271963	JANITORIAL SUPPLIES	8131	375816	\$50.08
	11/14/23	605306815	FLOOR CLEANER	8131		\$142.24

					sum	\$192.32
IMAGE EXPERTS UNIFORMS & SHOES	09/30/23	SEPTEMBER 2023	UNIFORMS	6435	375817	\$989.14
	09/30/23	SEPTEMBER 2023	UNIFORMS	7035		\$105.54
	09/30/23	SEPTEMBER 2023	UNIFORMS	8035		\$697.88

					sum	\$1,792.56
INSIGHT PUBLIC SECOTR INC	11/07/23	1101109887	ALL PROD PACK-ANNUAL SUB	9426	375818	\$1,854.44

					sum	\$1,854.44

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G. L. ACCOUNT	CHECK NO.	AMOUNT<CR>
JACKSON WELDING SUPPLY CO INC	11/09/23	997069	PROPANE	8141	375819 *****	\$65.40
					sum	\$65.40
JAMES & VIRGINIA RADELL	11/28/23	EASEMENT	145 GLEN IRIS DRIVE	133125	375820 *****	\$500.00
					sum	\$500.00
JAMES LIVECCHI	11/29/23	7102902/RFD	RFD/1235 LONG POND RD	2624	375821 *****	\$11.68
					sum	\$11.68
JESSICA BOWICK	11/29/23	6111022/RFD	RFD/381 MOUNT RIDGE CIR	2624	375822 *****	\$24.59
					sum	\$24.59
JMM CONSTRUCTION	11/25/23	7390-JMM CONST	HYD IRR DEP REFUND	2686	375823 *****	\$102.24
					sum	\$102.24
JULIE JORDAN	11/22/23	130409/RFD	RFD/806 HARD RD	2624	375824 *****	\$57.22
					sum	\$57.22
JULIET & MARK MACMILLAN	11/27/23	EASEMENT	223 BROOKLAWN DRIVE	133125	375825 *****	\$500.00
					sum	\$500.00
LINEAGE	11/17/23	INV303260	HIGH CAPACITY CARTRIDGE	9231	* ACH *	\$600.72
					***** sum	\$600.72
LOMBARDI'S IMPORTS	11/29/23	166318/RFD	RFD/124 N MAIN ST	2624	375826 *****	\$4,249.08
					sum	\$4,249.08
LUKASIEWICZ, KIMBERLEY	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	5099	375827	\$100.00
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	5225		\$117.33
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	7028		\$5.00
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	7061		\$159.00
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	7098		\$15.00
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	8099		\$10.99
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	8273		\$15.00
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	9099		\$42.94
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	9431		\$4.85
	11/28/23	LUKASIEWICZ	PETTY CASH-ESOC	136101		\$39.66
					***** sum	\$509.77

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>	
M&T BANK	09/30/23	LOCK BOX FEES	MONTH ENDING SEPT 2023	9227	375828	\$6,821.27	
	10/31/23	LOCK BOX FEES	MONTH ENDING OCT 2023	9227		\$6,821.98	
					***** sum	\$13,643.25	
MCMASTER CARR SUPPLY COMPANY	11/06/23	17140292	INSULATED WIRE FERRULES	6341	375829	\$20.63	
	11/06/23	17140292	INSULATED WIRE FERRULES	6441		\$21.30	
					***** sum	\$41.93	
MET LIFE INSURANCE COMPANY	11/29/23	DECEMBER 2023	LTD INSURANCE PREMIUM	1473	375830	\$381.68	
					***** sum	\$381.68	
	11/29/23	DECEMBER 2023	LIFE INSURANCE PREMIUM	1473	375831	\$2,481.07	
					***** sum	\$2,481.07	
METRODATA INC	11/06/23	46832	BACKGROUND SCREENING	8028	375832	\$19.00	
	11/16/23	47060	BACKGROUND SCREENING	6028		\$133.00	
					***** sum	\$152.00	
MONROE COUNTY CLERK	11/29/23	FEES/ASSESSMENTS	DME 2083	7098	375833	\$65.00	
	11/29/23	FEES/ASSESSMENTS	ENG 22-024	133125		\$60.00	
	11/29/23	FEES/ASSESSMENTS	ENG 22-024	133125		\$65.00	
	11/29/23	FEES/ASSESSMENTS	LS 2757	7098		\$65.00	
	11/29/23	FEES/ASSESSMENTS	NSA 6303	7098		\$60.00	
					***** sum	\$315.00	
MONROE COUNTY DIR OF FINANCE	11/09/23	1800162024	PERMIT FEE-BANGS RD	638007	375834	\$150.00	
	11/09/23	1800162024	PERMIT FEE-HMLN PRMA TL	638007		\$150.00	
	11/09/23	1800162024	PERMIT FEE-LONG POND RD	831005		\$500.00	
	11/09/23	1800162024	PERMIT FEE-LONG POND RD	831006		\$500.00	
	11/09/23	1800162024	PERMIT FEE-PINNACLE RD	638007		\$820.00	
	11/09/23	1800162024	REVIEW FEE-BANGS RD	638007		\$75.00	
	11/09/23	1800162024	REVIEW FEE-HMLN PRMA TL	638007		\$75.00	
	11/09/23	1800162024	REVIEW FEE-LONG POND RD	831005		\$150.00	
	11/09/23	1800162024	REVIEW FEE-LONG POND RD	831006		\$150.00	
	11/09/23	1800162024	REVIEW FEE-PINNACLE RD	638007		\$150.00	
						***** sum	\$2,720.00
		10/31/23	1800162313	10/23 FUEL FROM MC	8273	375835	\$1,271.00
						***** sum	\$1,271.00
MVP HEALTH CARE	11/11/23	12/23 HEALTH INS	GRP 700101 SUB 001/002	1473	375836	\$362,261.73	
	11/11/23	12/23 HEALTH INS	GRP 700101 SUB 001/002	6417		\$629.20	

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G. L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					***** sum	\$362,890.93
NEPTUNE TECHNOLOGY GROUP INC	11/06/23	N736296	METERS	1461	* ACH *	\$3,874.50
	11/07/23	N736584	METERS	1461		\$7,182.00
	11/07/23	N736624	TRANSCIEVERS	9341		\$9,600.00
					***** sum	\$20,656.50
NOCO ENERGY CORP - FUELS	11/06/23	SP12693101	DIESEL FUEL PREMIUM	8273	375837	\$607.77
	11/08/23	SP12695212	DIESEL FUEL PREMIUM	8273		\$992.25
	11/10/23	SP12697016	DIESEL FUEL PREMIUM	8273		\$366.81
	11/13/23	SP12697808	DIESEL FUEL PREMIUM	8273		\$1,268.63
					***** sum	\$3,235.46
ON THE MARK	11/22/23	7451	LOCATING SERVICES	8443	375838	\$434.00
					***** sum	\$434.00
PROVANTAGE	11/07/23	9591629	CISCO FIREPOWER	9432	* ACH *	\$3,300.00
					***** sum	\$3,300.00
RAMBOLL AMERICAS ENGINEERING	11/10/23	1940033543	CORROSION CNTL STUDY	6086	375839	\$1,074.50
					***** sum	\$1,074.50
RANDSCO PIPELINE INC	11/22/23	DEPOSIT REFUND	HYD APPLICATION DEP RFD	2686	* ACH *	\$500.00
					***** sum	\$500.00
REGIONAL INTERNATIONAL CORP	11/17/23	11220418P	INJECTORS/WATER PUMP	8270	* ACH *	\$3,031.71
	11/16/23	11220419P	LAMP/CVR-SEAL ASY/BULB	8270		\$92.52
	09/22/23	117735	FRONT AXLE CAP REPAIRS	8270		\$1,627.14
					***** sum	\$4,751.37
RICHARD WHITE	11/29/23	6197241/RFD	RFD/5169 CO RD 36	2624	375840	\$17.06
					***** sum	\$17.06
ROBERT MADARA	11/29/23	9027068/RFD	RFD/114 WOODROW AVE	2624	375841	\$32.66

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
					***** sum	\$32.66
ROBERT SZEGDA	11/16/23	3004318/RFD	RFD/3528 ELMWOOD AVE	2624	375842	\$85.00
					***** sum	\$85.00
ROCHESTER PAINT CENTERS	11/09/23	154553	PAINT	8141	375843	\$43.90
	11/09/23	154554	PAINTING SUPPLIES	8141		\$94.70
					***** sum	\$138.60
STONECROP FARM	11/28/23	7391-STONECROP	HYD IRR DEP REFUND	2686	375844	\$566.55
					***** sum	\$566.55
T MINA SUPPLY	11/06/23	S1472312.001	2" POLY TUBING	1460	* ACH *	\$173.07
					***** sum	\$173.07
TITUS MOWER SERVICE INC	11/17/23	127673	LEAF BLOWER PARTS	8132	375845	\$155.98
					***** sum	\$155.98
TOWN OF GREECE	11/29/23	7393-T O GREECE	HYD IRR DEP REFUND	2686	375846	\$171.52
					***** sum	\$171.52
TRIMBLE INC	11/09/23	13084893	CELL COMM MONITOR RENEWL	9426	375847	\$3,600.00
					***** sum	\$3,600.00
VALOR SERVICES GROUP	11/09/23	11092023 1	6" OVAL STROBE LIGHTS	8271	375848	\$684.00
					***** sum	\$684.00
VAN BORTEL FORD INC	09/05/23	106455	F250 1FT8X3BA4PED11529	127101	375849	\$61,598.98
	09/05/23	106456	F250 1FT8X3BA4PEC62221	127101		\$61,598.98
					***** sum	\$123,197.96
VILLAGER CONSTRUCTION INC	11/22/23	DEPOSIT REFUND	CYBER KEY REFUND	2680	* ACH *	\$200.00
	11/14/23	EST #2/RET RLS	30" VALVE REPL DEWEY	2670		\$7,750.00
	11/14/23	ESTIMATE #2 FNL	30" VALVE REPL DEWEY	134801		\$123,000.00
					***** sum	\$130,950.00

MONROE COUNTY WATER AUTHORITY
 VENDOR PAYMENT DETAILS
 VOUCHERS PAYABLE
 11/29/23

VENDOR NAME	INVOICE DATE	INVOICE NUMBER	DESCRIPTION	G.L. ACCOUNT	CHECK NO.	AMOUNT<CR>
WB MASON CO INC	11/07/23	242399129	PENS	1470	* ACH *	\$26.70
	11/07/23	242399190	MARKERS	1470		\$8.09
	11/08/23	242432843	PENS	1470		\$54.28
	11/08/23	242432843	PHOTO LITH BATTERIES	9531		\$16.41
	11/08/23	242440287	COMP AIR DUST CLEANER	1470		\$12.94
	11/09/23	242450763	LETTER HOLDERS	8031		\$42.14
	11/13/23	242523613	PENS	1470		\$10.86
	11/13/23	242524407	COMP AIR DUST CLEANER	1470		\$51.76

					sum	\$223.18
WENDY DIDAS	11/28/23	DEPOSIT REFUND	6135 W SWDEN RD ACCT RFD	3896	375850	\$325.00
	11/28/23	DEPOSIT REFUND	6135 W SWEDEN RD MTR RFD	3827		\$25.00
	11/28/23	DEPOSIT REFUND	WELL INSPECTION REFUND	2680		\$250.00

					sum	\$600.00
WEX PAYMENTS INC	11/29/23	185610/RFD	RFD/1816 HALESWORTH LN	2624	375851	\$54.64

					sum	\$54.64
WILLIAM ROBINSON	11/29/23	5042881/RFD	RFD/727 DENISE RD	2624	375852	\$109.55

					sum	\$109.55

					sum	\$896,039.40

**Purchase Orders Issued over \$1000
October 31, 2023 through December 1, 2023**

REGULAR PURCHASE ORDERS

Purchase orders for specific item(s) selected by quote or bid.

Date	PONO	Vendor Name	Description	Acctno	Amount
11/03/23	5417	PAD BUSINESS FORMS INC	ACCOUNTS PAYABLE CHECKS	9228	1,413.70
11/03/23	5421	TRIMBLE, INC.	TRIMBLE UNITY REMOTE MONITORING SYSTEM	9426	3,600.00
11/06/23	5420	APPLIED INDUSTRIAL TECH	PARKER RECTUC COUPLER FOR HYPO PUMP HOSE	101201	1,177.50
11/07/23	5422	XYLEM DEWATERING DBA GODWIN	REPLACEMENT COVER PUMPS DENISE/PARRISH	6341	11,135.00
11/07/23	5424	INSIGHT	JET BRAINS ALL PRODUCTS PACK	9426	1,854.44
11/07/23	5425	PROVANTAGE	CISCO FIREPOWER 10101 ASA FIREWALL	9432	3,300.00
11/13/23	5428	FEL-ROCHESTER	REPLACEMENT OF SWTP WATER HEATER	6441	3,965.76
11/14/23	5423	ACCENT PDIR	A3 BLUE WHITE HYPO PUMP ROTOR	6441	2,320.00
11/17/23	5432	DEMOCRAT AND CHRONICLE	LEGAL NOTICES PUBLIC MEETING WATER RATES	9031	5,145.86
11/17/23	5433	SMG-SAMPLE MEDIA GRP BATAVIA	LEGAL NOTICE WATER RATES & PUBLIC HRG	5031	1,141.32
11/22/23	5436	EVOQUA WATER TECHNOLOGIES LLP	SWTP LABORATORY DEIONIZED WATER SYSTEM	6242	3,000.00
11/29/23	5427	SEALING DEVICES INC	RED RUBBER MATERIAL	8448	1,990.40
11/29/23	5439	CORE & MAIN	HYDRANT/VALVE OPERATOR	8532	5,125.00
11/29/23	5443	CORE & MAIN	US PIPE DRAIN VALVE PARTS	8545	1,549.00
11/30/23	5444	ADMAR CONSTRUCTION EQUIPMENT	1" HONDA PUMPS	8532	1,796.00
11/30/23	5445	TI SALES INC	LEAD-FREE METER ADAPTERS	9341	2,972.00
12/01/23	5447	CORE & MAIN	GALVANIZED MATERIALS	8446	1,221.40
Sub-Total:					\$52,707.38

BLANKET PURCHASE ORDERS

Orders issued to facilitate a smooth work flow in day-to-day operations and reduce paper work. All purchases are approved by a cost center supervisor. *ALL OF THE FOLLOWING BLANKET ORDERS ARE FOR A 12 MONTH PERIOD.

Date	PONO	Vendor Name	Description	Acctno	Amount
11/15/23	5384	KENWORTH NORTHEAST	KENWORTH PARTS AND REPAIRS	8270	75,000.00
12/01/23	5450	SEAMAN'S HARDWARE & RENTAL	PARTS FOR SMALL REPAIRS	VARIOUS	1,000.00
Sub-Total:					\$76,000.00

ANNUAL COMMODITY ORDERS

Purchase orders for high volume regularly used items which are bid or quoted to establish an item price good for a year. Purchases are made as required during the period.

Date	PONO	Vendor Name	Description	Acctno	Amount
11/29/23	5429	WONDERWARE NORTH (Q-MATION)	SCADA SUPPORT & SOFTWARE MAINT AGRMT	6426	35,358.25
11/29/23	5430	MILTON CATERPILLAR	PARTS & RPR SVC FOR MILTON CAT GENERATOR	6442	25,000.00

**Purchase Orders Issued over \$1000
October 31, 2023 through December 1, 2023**

ANNUAL COMMODITY ORDERS

Purchase orders for high volume regularly used items which are bid or quoted to establish an item price good for a year. Purchases are made as required during the period.

Date	PONO	Vendor Name	Description	Acctno	Amount
11/06/23	5410	AVALON DOCUMENT SERVICES	PRINTING/COPYING SPEC BOOKS & PLANS	7031	12,195.00
				Sub-Total:	\$72,553.25

CONTRACT ORDERS

Purchase orders in which we utilize either Monroe County Contract or New York State Contract prices.

Date	PONO	Vendor Name	Description	Acctno	Amount
10/31/23	5418	MONROE COUNTY DEPT OF ENV SVCS	HAZARDOUS WASTE DISPOSAL	6442	2,500.00
11/09/23	5426	CANON SOLUTIONS AMERICA	TONER SUPPLIES	7031	6,000.00
11/20/23	5434	CLOROX SALE COMPANY	BRITA WATER PITCHERS AND FILTERS	136101	14,000.00
				Sub-Total:	\$22,500.00
				Grand Total:	\$223,760.63



Memorandum

To: Nicholas Noce, Executive Director

Date: December 5, 2023

From: Stephen Trotta, Director of Operations

Subject: Recommendation to Hire

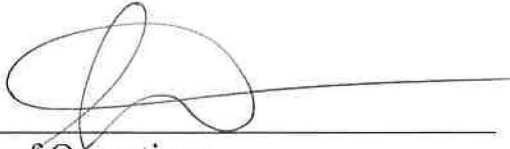
Copies: D. Hendrickson

I would like to recommend the appointment of Shawn David to the position of Laborer in the Facilities, Fleet and Operations Department.


Shawn was interviewed by Michael Sullivan, Stephen Kromer, and myself and was found to be well suited for this position. Shawn has recently been employed working for College Bound Sealers and would like to start his career with The Authority.

The position will be at an hourly rate of \$20.46.

Mr. David's appointment will be effective January 2, 2024.

~~(Dis)~~Approved:  12-7-23
 Director of Operations Date

(Dis) Approved: _____
 Deputy Executive Director Date

~~(Dis)~~Approved:  12/7/23
 Executive Director Date

Board Resolution: _____



Monroe County Water Authority

Memorandum

To: Steve Trotta

Date: 11/21/2023

From: Laurel Neff

File: WA 102317

Subject: **Recommendation for Bid Award
December 14, 2023 Board Meeting**

Bids were received on November 16, 2023 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 **\$82,169.24**. The bid amount is based on estimated quantities.

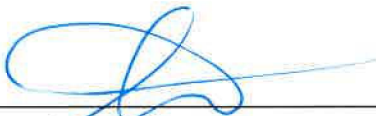
We also received bids from:	Blair Supply Corp.	\$94,825.00
	Ti-Sales	\$149,714.72(non-responsive)
	Core and Main LP	\$90,850.89

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

/ln

Attachments: Bid tabulation

~~(Dis)~~Approved by



Department Head

11-21-23

Date

~~(Dis)~~Approved by



Purchasing

11/21/2023

Date

~~(Dis)~~Approved by



Executive Director

11/22/23

Date

(Dis)Approved by

Executive Assistant/Board

Date

BID TAB WA102317 REPAIR CLAMPS

ITEM#	DESCR	Blair Supply	Core & Main	T. Mina	*Ti Sales
1	2" X 8" REPAIR CLAMP, FITS 2.25" TO 2.45" PIPE SINGLE BAND; MCWA CODE: 40-2270	\$300.00	\$288.00	\$259.80	\$434.40
2	2 1/2" X 8" REPAIR CLAMP, FITS 2.70" TO 3.00" PIPE SINGLE BAND; MCWA CODE: 40-2269	\$52.00	\$49.46	\$49.64	\$75.27
3	4" X 12" REPAIR CLAMP, FITS 4.45" TO 4.73" PIPE SINGLE BAND; MCWA CODE: 40-2279	\$99.00	\$94.58	\$87.85	\$141.58
4	4" REPAIR CLAMP, 12" MINIMUM LENGTH, FITS 4.74" TO 5.12" PIPE, SINGLE BAND; MCWA CODE: 40-2280	\$594.00	\$567.48	\$517.08	\$854.52
5	4" X 8" REPAIR CLAMP, FITS 4.74" TO 5.57" PIPE DOUBLE BAND; MCWA CODE: 40-2281	\$115.00	\$112.22	\$91.99	\$229.37
6	6" X 12" REPAIR CLAMP, FITS 6.84" TO 7.24" PIPE SINGLE BAND; MCWA CODE: 40-2482	\$15,680.00	\$14,826.00	\$12,430.60	\$24,283.00
7	6" X 20" REPAIR CLAMP, FITS 6.84" TO 7.24" PIPE SINGLE BAND; MCWA CODE: 40-2483	\$7,280.00	\$7,112.40	\$6,561.20	\$11,999.20
8	6" X 20" X 1" CC REPAIR CLAMP, FITS 6.84" TO 7.64" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2480	\$4,200.00	\$4,037.16	\$3,096.72	\$5,556.84
9	8" X 12" REPAIR CLAMP, FITS 8.99" TO 9.39" PIPE SINGLE BAND; MCWA CODE: 40-2491	\$20,000.00	\$18,992.00	\$16,672.00	\$32,339.20
10	8" X 20" REPAIR CLAMP, FITS 8.99" TO 9.39" PIPE, SINGLE BAND; MCWA CODE: 40-2492	\$10,200.00	\$9,768.50	\$9,172.50	\$16,856.00
11	8" X 12" X 1" CC REPAIR CLAMP, FITS 8.99" TO 9.79" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2490	\$4,400.00	\$4,248.20	\$3,533.00	\$6,261.60
12	10" X 15" REPAIR CLAMP, FITS 11.10" TO 11.44" PIPE SINGLE BAND; MCWA CODE: 40-2440	\$2,184.00	\$2,087.16	\$1,767.96	\$3,590.40
13	10" X 12" X 1" CC REPAIR CLAMP, FITS 11.05" TO 12.05" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2441	\$262.00	\$250.72	\$216.23	\$414.37
14	12" X 16" REPAIR CLAMP, FITS 13.10" TO 13.90" PIPE, DOUBLE BAND; MCWA CODE: 40-2494	\$262.00	\$251.49	\$256.12	\$617.90
15	12" X 20" REPAIR CLAMP, FITS 13.10" TO 13.90" PIPE, DOUBLE BAND; MCWA CODE: 40-2495	\$3,700.00	\$3,564.80	\$3,176.00	\$6,819.30
16	12" X 15" X 1" CC REPAIR CLAMP, FITS 13.65" TO 14.45" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2451	\$273.00	\$262.19	\$285.20	\$546.97
17	14" X 20" REPAIR CLAMP, FITS 15.07" TO 15.82" PIPE, DOUBLE BAND; MCWA CODE: 40-2497	\$398.00	\$381.32	\$371.88	\$680.14
18	14" X 20" REPAIR CLAMP, FITS 15.98" TO 16.67" EF CLASS PIPE, DOUBLE BAND; MCWA CODE 40-2498	\$418.00	\$400.44	\$391.80	\$749.10
19	16" X 20" REPAIR CLAMP, FITS 17.00" TO 17.90" PIPE, DOUBLE BAND; MCWA CODE: 40-2500	\$836.00	\$800.88	\$783.60	\$2,275.64
20	16" X 20" X 1" CC REPAIR CLAMP, FITS 18.00" TO 19.20" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2501	\$580.00	\$562.90	\$423.25	\$812.78
21	18" X 20" REPAIR CLAMP, FITS 19.23" TO 19.98" PIPE, DOUBLE BAND; MCWA CODE: 40-2505	\$480.00	\$460.75	\$435.35	\$1,293.95
22	2" X 8" REPAIR CLAMP, FITS 2.35" TO 2.63" PIPE SINGLE BAND; MCWA CODE: 40-2268	\$50.00	\$48.00	\$43.30	\$72.40

ITEM#	DESCR	Blair Supply	Core & Main	T. Mina	*Ti Sales
23	20" X 20" REPAIR CLAMP, FITS 21.52" TO 22.27" PIPE, DOUBLE BAND; MCWA CODE: 40-2506	\$581.00	\$557.66	\$461.88	\$1,176.12
24	24" X 20" REPAIR CLAMP, FITS 25.70" TO 26.50" PIPE DOUBLE BAND; MCWA CODE: 40-2507	\$929.00	\$890.87	\$472.62	\$1,207.85
25	10" X 20" X 1" C REPAIR CLAMP, FITS 11.05" TO 12.05" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2443	\$406.00	\$389.61	\$308.85	\$625.93
26	6" X 20" X 1" CC REPAIR CLAMP, FITS 6.84" TO 7.64" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2484	\$350.00	\$336.43	\$284.15	\$463.07
27	8" X 20" X 1" CC REPAIR CLAMP, FITS 8.99" TO 9.79" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2493	\$392.00	\$376.86	\$300.30	\$517.67
28	12" X 20" X 1" CC REPAIR CLAMP, FITS 13.74" TO 14.38" AC PIPE, DOUBLE BAND; MCWA CODE: 40-2496	\$385.00	\$369.87	\$349.00	\$724.40
29	2" X 16" REPAIR CLAMP, FITS 2.25" TO 2.45" PIPE SINGLE BAND; MCWA CODE: 40-2267	\$86.00	\$83.36	\$84.24	\$134.60
30	10" X 15" REPAIR CLAMP, FITS 10.64" TO 11.04" PIPE, SINGLE BAND; MCWA CODE: 40-2442	\$180.00	\$173.93	\$144.92	\$440.73
31	6" X 12" TO 1 1/2" CC REPAIR CLAMP, FITS 6.84" TO 7.24" PIPE, SINGLE BAND; MCWA CODE: 40-2444	\$148.00	\$142.37	\$131.57	\$173.45
32	8" X 12" X 1 1/2" CC REPAIR CLAMP, FITS 8.99" TO 9.39" PIPE, SINGLE BAND; MCWA CODE: 40-2445	\$159.00	\$152.83	\$151.20	\$254.60
33	12" X 12" X 1 1/2" CC REPAIR CLAMP, FITS 13.10" TO 13.50" PIPE, SINGLE BAND; MCWA CODE: 40-2446	\$215.00	\$206.95	\$168.53	\$364.65
34	12" X 16" REPAIR CLAMP, FITS 13.10" TO 13.50" PIPE SINGLE BAND; MCWA CODE: 40-2447	\$7,800.00	\$7,559.20	\$6,454.00	\$16,302.00
35	16" X 20" REPAIR CLAMP, FITS 17.40" TO 17.80" PIPE SINGLE BAND; MCWA CODE: 40-2502	\$820.00	\$800.88	\$808.70	\$1,303.44
36	12" X 30" REPAIR CLAMP, FITS 13.10" TO 13.50" PIPE SINGLE BAND; MCWA CODE: 40-2512	\$1,572.00	\$1,510.36	\$1,925.40	\$2,726.12
37	8" X 30" REPAIR CLAMP, FITS 8.99" TO 9.39" PIPE SINGLE BAND; MCWA CODE: 40-2518	\$690.00	\$663.90	\$767.74	\$996.80
38	8" X 30" X 1" CC REPAIR CLAMP, FITS 8.99" TO 9.39" PIPE, SINGLE BAND; MCWA CODE: 40-2521	\$738.00	\$709.46	\$845.86	\$1,350.46
39	2" X 12" REPAIR CLAMP, FITS 2.35" TO 2.63" PIPE, SINGLE BAND; MCWA CODE: 40-2260	\$75.00	\$72.45	\$74.50	\$120.43
40	4" X 8" X 1" CC REPAIR CLAMP, FITS 4.74" TO 5.57" PIPE, DOUBLE BAND; MCWA CODE: 40-2282	\$136.00	\$131.69	\$114.45	\$181.65
41	4" X 20" REPAIR CLAMP, FITS 4.74" TO 5.14" PIPE SINGLE BAND; MCWA CODE: 40-2514	\$183.00	\$176.83	\$151.73	\$238.73
42	6" X 30" REPAIR CLAMP, FITS 6.84" TO 7.24" PIPE, SINGLE BAND; MCWA CODE: 40-2516	\$269.00	\$258.40	\$355.25	\$428.78
43	6" X 30" X 1" CC REPAIR CLAMP, FITS 6.84" TO 7.64" PIPE, SINGLE BAND; MCWA CODE: 40-2520	\$475.00	\$458.99	\$537.75	\$655.30
44	8" X 12" REPAIR CLAMP, FITS 8.54" TO 8.94" PIPE, SINGLE BAND; MCWA CODE: 40-2485	\$125.00	\$119.93	\$104.75	\$201.33
45	8" X 30" X 1" REPAIR CLAMP, FITS 8.99" TO 9.79" PIPE, SINGLE BAND; MCWA CODE: 40-2517	\$369.00	\$354.73	\$615.40	\$675.23

ITEM#	DESCR	Blair Supply	Core & Main	T. Mina	*Ti Sales
46	10" X 30" REPAIR CLAMP, FITS 11.04" TO 11.44" PIPE SINGLE BAND; MCWA CODE: 40-2510	\$363.00	\$348.02	\$436.85	\$584.22
47	10" X 30" X 1" CC REPAIR CLAMP, FITS 11.04" TO 12.24" PIPE, TRIPLE BAND; MCWA CODE: 40-2522	\$694.00	\$666.49	\$746.23	\$963.23
48	12" X 30" X 1" CC REPAIR CLAMP, FITS 13.10" TO 13.50" PIPE, SINGLE BAND; MCWA CODE: 40-2524	\$460.00	\$441.95	\$525.15	NO BID
49	12" X 30" X 1" CC REPAIR CLAMP, FITS 13.65" TO 14.45" PIPE, DOUBLE BAND; MCWA CODE: 40-2523	\$2,152.00	\$2,062.88	\$3,025.40	NO BID
50	30" X 30" X 1" CC REPAIR CLAMP, FITS 30.90" TO 32.10" PIPE; MCWA CODE: 40-2508	\$1,710.00	\$1,667.34	\$1,199.75	NO BID
TOTAL:		\$94,825.00	\$90,850.89	\$82,169.24	\$149,714.72

*Ti Sales deemed non-responsive as they did not bid on all items.



Memorandum

To: Chris LaManna, P.E., Director of Production and Transmission
Laurie Neff, Purchasing Agent

Date: December 5, 2023

From: Roy Cleveland, Supervisor of Engineering Support RC

File: 23-S05 #3

Subject: December 14, 2023 Board Meeting - Agenda Item
Victor BPS's – Automatic Transfer Switches - Rebid

Copies: N. Noce
L. Magguilli
D. Hendrickson

Attached are the results of the bid opening on November 21, 2023, for the above project. The unit price contract involves furnishing and delivering three automatic transfer switches for three booster pump stations, in the Town of Victor. One bid was received in the amount of \$60,605.00. The Engineer's estimate was \$60,000.00. A bid tabulation sheet is attached. Southworth-Milton Inc. D.B.A Milton CAT submitted the lowest bid. There are two minor informalities, which do not affect their bid.

Milton CAT has successfully supplied material and completed work for the Authority in the past.

Based on Milton CAT's qualifications and past performance with the Authority, it is my recommendation that the Board authorize the Executive Director to award this unit price contract to the lowest responsive, responsible bidder, Milton CAT, for the amount of \$60,605.00.

⁷
(Dis) Approved by: Constance J. La
Director of Production and Transmission

12/5/23
Date

^X
(Dis) Approved by: Laurie Neff
Purchasing Agent

12/6/23
Date

(Dis) Approved by: _____
Secretary to the Authority

Date

¹
(Dis) Approved by: Nicholas
Executive Director

12/6/23
Date

Attachments: Bid Tabulation Sheet

Victor BPS's - Automatic Transfer Switches - Rebid
Town of Victor

I certify that this tabulation is a true representation of bids received on November 21, 2023 at 11:00 a.m. for this project.

Eng. No.: 23-S05
 Auth. No.: -
 Bid Opening: November 21, 2023


By: Roy JLL

Date: 12-05-2023

				Engineers Estimate		Southworth-Milton, Inc. (dba Milton Cat) 4610 E Saile Drive Batavia, NY 14020 716-277-4295	
Item No.	Description	Estimated Quantity	Unit	Unit Price	Amount	Unit Price	Amount
1	Victor Egypt BPS - Automatic Transfer Switch	1	Ea.	\$26,000.00	\$26,000.00	\$26,191.00	\$26,191.00
1	Victor-Holcomb BPS - Automatic Transfer Switch	1	Ea.	\$16,750.00	\$16,750.00	\$17,575.00	\$17,575.00
1	LaSalle BPS - Automatic Transfer Switch	1	Ea.	\$17,250.00	\$17,250.00	\$16,839.00	\$16,839.00
				\$60,000.00		\$60,605.00	



Memorandum

To: Laurel Neff, Purchasing 

From: Stephen M. Savage, P.E., Director of Engineering

Subject: December 14, 2023 Board Meeting - Agenda Item
2024 Service and Water Main Contract

Date: November 27, 2023

File: 23-023 #3

Copies: N. Noce
D. Hendrickson
T. Stevens
S. Priem, P.E.

Attached are the results of the bid opening on November 16, 2023 for the above project. The project involves water main and service work within the Water Authority's Service area on an as-needed basis. Villager Construction, Inc. submitted the only bid, in the amount of \$7,102,189. A bid tabulation sheet is attached.

Villager Construction, Inc. has successfully completed projects for the Authority in the past. Staff has conducted a thorough review of the bid package including experience; financial status, references, and other related items as required, indicating that they are capable of completing the work.

Based on the staff review of Villager Construction, Inc. qualifications, it is my recommendation that the Board authorize the Executive Director to award this contract to the lowest responsive, responsible bidder; Villager Construction, Inc. for the amount of \$7,102,189.


 (Dis) Approved by: Laurel Neff
 Purchasing

12/5/23
 Date


 (Dis) Approved by: Nicholas Noce
 Executive Director

12/5/23
 Date

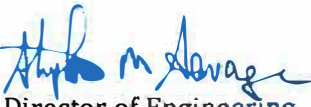
Attachments: Bid Tabulation Sheet

88.0	Field and Low Maintenance Areas Restoration	5,000.00	SF	\$ 1.65	\$ 8,250.00	\$ 1.50	\$ 7,500.00
89.0	Tree Fertilization	5.00	EA	\$ 192.50	\$ 962.50	\$ 190.00	\$ 950.00
90.1	Exploratory Excavation in Lawn	10.00	CY	\$ 220.00	\$ 2,200.00	\$ 250.00	\$ 2,500.00
90.2	Exploratory Excavation in Lawn - Sheeted	5.00	CY	\$ 231.00	\$ 1,155.00	\$ 250.00	\$ 1,250.00
90.3	Exploratory Excavation in Pavement	10.00	CY	\$ 346.50	\$ 3,465.00	\$ 500.00	\$ 5,000.00
90.4	Exploratory Excavation in Pavement - Sheeted	5.00	CY	\$ 357.50	\$ 1,787.50	\$ 510.00	\$ 2,550.00
91.0	Valve Box Replacement	5.00	EA	\$ 770.00	\$ 3,850.00	\$ 1,200.00	\$ 6,000.00
92.1	Abandon 1/2" to 2" Water Service in Lawn	5.00	EA	\$ 1,100.00	\$ 5,500.00	\$ 1,350.00	\$ 6,750.00
92.2	Abandon 1/2" to 2" Water Service in Pavement	5.00	EA	\$ 2,200.00	\$ 11,000.00	\$ 3,250.00	\$ 16,250.00
93.0	Hydrant Abandonment	10.00	EA	\$ 1,430.00	\$ 14,300.00	\$ 1,600.00	\$ 16,000.00
94.1	4" - 12" Connection Abandonment in Lawn	10.00	EA	\$ 3,520.00	\$ 35,200.00	\$ 4,250.00	\$ 42,500.00
94.2	4" - 12" Connection Abandonment in Pavement	15.00	EA	\$ 4,950.00	\$ 74,250.00	\$ 7,100.00	\$ 106,500.00
95.1	14" - 24" Connection Abandonment in Lawn	5.00	EA	\$ 5,500.00	\$ 27,500.00	\$ 6,700.00	\$ 33,500.00
95.2	14" - 24" Connection Abandonment in Pavement	5.00	EA	\$ 8,800.00	\$ 44,000.00	\$ 12,000.00	\$ 60,000.00
96.1	Valve Box Abandonment in Lawn	5.00	EA	\$ 275.00	\$ 1,375.00	\$ 310.00	\$ 1,550.00
96.2	Valve Box Abandonment in Pavement	10.00	EA	\$ 770.00	\$ 7,700.00	\$ 1,100.00	\$ 11,000.00
97.0	Excavation / Installation of Concrete Vaults	50.00	CY	\$ 330.00	\$ 16,500.00	\$ 630.00	\$ 31,500.00
98.0	Pipe Installation in Concrete Vaults	20.00	LF	\$ 550.00	\$ 11,000.00	\$ 620.00	\$ 12,400.00
99.0	Vault Abandonment	10.00	CY	\$ 533.50	\$ 5,335.00	\$ 600.00	\$ 6,000.00
100.0	1/2", 1", 1-1/2" or 2" PVC Conduit	50.00	LF	\$ 38.50	\$ 1,925.00	\$ 43.00	\$ 2,150.00
101.0	Saw Cut Pavement > 8" Thick	500.00	LF	\$ 11.00	\$ 5,500.00	\$ 12.00	\$ 6,000.00
102.0	Temporary Traffic Lights	96.00	HRS	\$ 55.00	\$ 5,280.00	\$ 63.00	\$ 6,048.00
103.0	Portable Changeable Message Signs	10.00	DAYS	\$ 302.50	\$ 3,025.00	\$ 340.00	\$ 3,400.00
104.0	4" Wide Road Striping	100.00	LF	\$ 22.00	\$ 2,200.00	\$ 25.00	\$ 2,500.00
105.0	Road Striping - Preformed Symbols	10.00	EA	\$ 385.00	\$ 3,850.00	\$ 380.00	\$ 3,800.00
106.0	Temporary Concrete Barriers (TCB)	150.00	LF	\$ 71.50	\$ 10,725.00	\$ 72.00	\$ 10,800.00
107.0	Stabilized Construction Entrance	150.00	LF	\$ 88.00	\$ 13,200.00	\$ 110.00	\$ 16,500.00
108.1	2" Temporary Bypass Pipe	500.00	LF	\$ 38.50	\$ 19,250.00	\$ 38.00	\$ 19,000.00
108.2	4" Temporary Bypass Pipe	500.00	LF	\$ 49.50	\$ 24,750.00	\$ 50.00	\$ 25,000.00
108.3	6" Temporary Bypass Pipe	500.00	LF	\$ 60.50	\$ 30,250.00	\$ 63.00	\$ 31,500.00
109.0	Bypass Pipe Burial	100.00	LF	\$ 44.00	\$ 4,400.00	\$ 56.00	\$ 5,600.00
110.1	1" and Smaller Temporary Services	30.00	EA	\$ 330.00	\$ 9,900.00	\$ 380.00	\$ 11,400.00
110.2	1-1/2" and 2" Temporary Services	15.00	EA	\$ 440.00	\$ 6,600.00	\$ 500.00	\$ 7,500.00
111.0	Jute Mesh	250.00	LF	\$ 6.05	\$ 1,512.50	\$ 6.20	\$ 1,550.00
112.1	17 Pound Magnesium Anode	20.00	EA	\$ 715.00	\$ 14,300.00	\$ 870.00	\$ 17,400.00
112.2	32 Pound Magnesium Anode	10.00	EA	\$ 880.00	\$ 8,800.00	\$ 1,050.00	\$ 10,500.00
112.3	48 Pound Magnesium Anode	10.00	EA	\$ 1,100.00	\$ 11,000.00	\$ 1,450.00	\$ 14,500.00
113.0	Above Ground Anode Test Station	2.00	EA	\$ 5,500.00	\$ 11,000.00	\$ 730.00	\$ 1,460.00
114.1	Utility Verification by Vacuum Excavation Hourly Rate	96.00	HRS	\$ 825.00	\$ 79,200.00	\$ 550.00	\$ 52,800.00
114.2	Utility Verification by Vacuum Excavation Daily Rate	10.00	DAYS	\$ 3,850.00	\$ 38,500.00	\$ 4,050.00	\$ 40,500.00
115.1	Horizontal Directional Drilling with 6" or 8" RJ PVC Pipe	60.00	LF	\$ 258.50	\$ 15,510.00	\$ 270.00	\$ 16,200.00
115.2	Horizontal Directional Drilling with 10" or 12" RJ PVC Pipe	60.00	LF	\$ 330.00	\$ 19,800.00	\$ 350.00	\$ 21,000.00
115.3	Horizontal Directional Drilling with 16" RJ PVC Pipe	40.00	LF	\$ 385.00	\$ 15,400.00	\$ 520.00	\$ 20,800.00
116.0	Repair Crew and Equipment - Emergency Call-in	96.00	HRS	\$ 1,500.00	\$ 144,000.00	\$ 1,500.00	\$ 144,000.00
Total					\$5,361,260.00		\$7,102,189.00

Low Bidder



Memorandum

To: Laurel Neff, Purchasing 

From: Stephen M. Savage, P.E., Director of Engineering

Subject: December 14, 2023 Board Meeting - Agenda Item
Paul Road Water Main Replacement
Town of Chili

Date: November 29, 2023

File: 22-026 #3

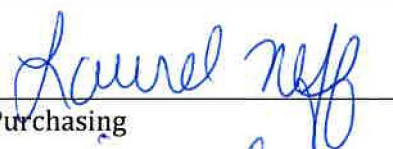
Copies: N. Noce
D. Hendrickson
T. Stevens
J. Sullivan
S. Priem, P.E.

Attached are the results of the bid opening on November 21, 2023 for the above project. The project involves the replacement of approximately 9,400 LF of 8" cast iron water main with 8" ductile iron pipe. Five contractors submitted bids ranging from \$2,720,740 to \$3,204,220; the Engineer's estimate was \$2,820,000.

One of the bids did not meet the bidding requirements and was deemed non-responsive. There were minor informalities in the other four bids, which did not change the results.

Randsco Pipeline, Inc. submitted the lowest responsive bid of \$2,720,740. Staff has conducted a thorough review of the bid package including experience, financial status, references, and other related items as required, indicating that they are capable of completing the work. Randsco has successfully completed similar projects for the Water Authority in the past.

Based on staff's review of Randsco Pipeline, Inc.'s qualifications, it is my recommendation that the Board authorize the Executive Director to award this contract to the lowest responsive, responsible bidder Randsco Pipeline, Inc. for the amount of \$2,720,740.

~~(Dis)~~ Approved by:  12/5/23
Purchasing Date

~~(Dis)~~ Approved by:  _____
Executive Director Date

Attachments: Bid Tabulation Sheet



Monroe County Water Authority

Memorandum

To: Scott Nasca, Chairman
MCWA Board Members

Date: December 5, 2023

From: Amy A. Molinari, Director of Finance and Business Services

A handwritten signature in blue ink, appearing to read 'AM', is written over the 'From' line.

Subject: Lenel Software Upgrade and Support (SUSP), Value Add
Reseller of Record, & Lenel Systems Service Calls RFP/Q

Copies: N. Noce

A Request for Proposals/Qualifications (RFP/Q) was posted on October 10, 2023 for Lenel Software Upgrade and Support (SUSP), Value Add Reseller of Record, & Lenel Systems Service Calls. In addition to the RFP/Q being posted on the Monroe County Water Authority's website, the RFP/Q was sent to 16 companies. Monroe County Water Authority received one proposal from Technical Systems Group, Inc (TSG).

It is recommended to the Board to accept the proposal received from TSG for an initial term of three years with the option of two additional 1-year renewal terms and to forward to the full Board for its approval.

Should you have any questions or comments, feel free to contact me.



Monroe County Water Authority

Lenel Software Upgrade and Support (SUSP), Value Add Reseller of Record & Lenel Systems Service Calls

RFP/Q

Prepared for:

Monroe County Water Authority
475 Norris Drive
Rochester, NY 14610

C/O Amy A. Molinari, Director of
Finance & Business Services

E-mail: Amy.Molinari@mcwa.com

Prepared by:

Technical Systems Group, Inc.
1799 N. Clinton Avenue
Rochester, NY 14621
585.467.2390

Mike Traniello
miketraniello@tsgsecurity.com

Kelly Balconi
kbalconi@tsgsecurity.com

Proposal Information:

Delivery Date: November 17,
2023. Due by Noon EST

Est Award Date: December 14,
2023



Monroe County Water Authority
LENEL SOFTWARE UPGRADE AND SUPPORT (SUSP),
VALUE ADD RESELLER OF RECORD & LENEL SYSTEMS SERVICE CALLS
RFP/Q

November 17, 2023

Mrs. Molinari,

Thank you for requesting our response to Monroe County Water Authority's RFQ for Lenel Software Upgrade and Support (SUSP), Value Added Reseller of Record and Lenel Systems Service Calls. We have prepared the attached proposal per the requirements of the RFQ and in keeping with those requirements we did not alter the form for the Proposer's Cost Proposal. However, we would like to offer the following Voluntary Alternate.

The RFQ document, Group 2, item A. request pricing for Non-SUSP Related Service Calls.

"Proposer will respond to service calls for all components (including, but not limited to, DSL conversions and intercom/stenofon system) of the Authority's Lenel systems on an as needed basis to any one of the Authority's multiple locations within our service area to include remote work and support. A map of the Authority's Service Area (Section 1.5) has been included in this RFP/Q for reference. The Proposer will invoice the Authority after the completion of each service call based on the service rate provided in the Proposer's Cost Proposal."

The request seems to indicate that the Authority will perform service work on an "as needed basis" and be invoiced after the completion of each service call based on the "service rate provided in the Proposer's Cost Proposal." However, Exhibit B of the proposal calls out an annual cost for those calls. We provide an annual fixed cost as required by the proposal but wanted to additionally offer billable rates in the event that the Authority prefers billing after each completed service call. The applicable service rates for that work would be as follows:

Technical Systems Group (TSG Security)
Service Rates as of January 1, 2024

Standard Service Billing Codes		Rates
T/N	Normal Hours	\$210.00
<i>T/OT</i>	<i>Overtime</i>	<i>\$292.00</i>
<i>T/OC</i>	<i>After Hours On Call</i>	<i>\$292.00</i>
<i>T/Hol</i>	<i>Holidays</i>	<i>\$347.00</i>

Please note that these rates differ from the Service Rates requested in Group 1. The work in Group 1 is software work and therefore not Prevailing Wage. The Non-SUSP service work in Group 2 is likely to be Prevailing Wage and therefore performed at the defined Group 2 rates.

IT Technician Rates

IT/N	Normal Hours	\$177.00
<i>IT/OT</i>	<i>Overtime</i>	<i>\$265.50</i>
<i>IT/OC</i>	<i>After Hours On Call</i>	<i>\$309.75</i>
<i>IT/Hol</i>	<i>Holidays</i>	<i>\$398.25</i>

Thank you again for requesting our proposal. We look forward to an opportunity to continue to serve Monroe County Water Authority.

Sincerely,

Mike Traniello
Technical Systems Group, Inc



A. Company Information

Requirement: Provide a brief history of your company including the number of years in business, identification of company ownership, and the number of employees.

- a. **Response:** TSG Security has over 40 years of operation as a full security and life safety solutions and services integrator. During that time, TSG implemented over 2,500 security projects and installed over 25,000 access readers and cameras. TSG is a leader in physical security management systems - one of the first companies to implement integrated systems in Upstate New York. TSG is a champion of open systems architecture to ensure effective long-term system viability.

TSG Security is a Rochester, NY based, family-owned business, started in 1979. In 2006, Sue and Mike Traniello took ownership of TSG Security from their father, Paul Traniello. Collectively they have 59 years of experience in security and fire solutions.

Today TSG Security has 27 Rochester, NY based employees.

TSG serves a wide range of customers including large universities, local governments and municipalities, K-12 school districts, large and mid-size manufacturing, non-profits, healthcare, professional offices, retail, banking, and property management.

Solutions

- Security Management Systems
- Access Control
- Video/CCTV Surveillance
- Intrusion Detection
- Fire Detection & Life Safety
- Identity Management
- Locking Systems
- Visitor Management
- Asset & Key Management
- Emergency / Mass Communications

Services

- System Planning & Design
- Project Management
- Installation and Configuration
- Integration
- Training
- System Health Monitoring
- Hardware Maintenance
- Software Support
- Test & Inspection
- Monitoring (7x24)

Business Certifications:

- Licensed by the NYS Department of State - License ID number 12000027676
- New York State Contract Holder for Security Systems and Services
- Woman-Owned Business Enterprise (WBE)
- UL 2050 Certified

Monroe County Water Authority
LENEL SOFTWARE UPGRADE AND SUPPORT (SUSP),
VALUE ADD RESELLER OF RECORD & LENEL SYSTEMS SERVICE CALLS
RFP/Q

- b. **Requirement:** Describe a minimum of three engagements of similar scope that best demonstrate the company's (and sub-consultants as appropriate) qualifications to undertake all tasks outlined in Section 2 – Scope of Work.

Response: Due to the nature of our business, we cannot speak specifics about these clients but can describe our work by vertical market. TSG serves a wide range of customers including large universities, local governments and municipalities, K-12 school districts, large and mid-size manufacturing, healthcare, professional offices, retail, banking, and property management. Similar engagements:

1. Monroe County Water Authority-Provide software support, installation of software upgrades, technical support, security patches, system health checks, issue remediation, and consulting for the Authority's current Lenel OnGuard security management system including the access control, video management, and visitor management systems. Responsible for installing new hardware and software and system expansion to new Authority locations including Webster Water Treatment Facility.
2. Multiple Local Higher Education Customers- Provide software support, installation of software upgrades, technical support, security patches, issue remediation, and consulting for the current Lenel OnGuard security management system including the access control, video management, and visitor management systems. Responsible for installing new hardware and software and system expansion for new client sites. Responsible for advising these clients on security enhancements to the Lenel OnGuard application.
3. Local Federal Government locations. Provide software support, installation of software upgrades, technical support, phone support, security patches, issue remediation, and consulting for the current Lenel OnGuard access control systems. Responsible for installing new hardware and software and system expansion for new client sites. Responsible for advising these clients on security enhancements to the Lenel OnGuard application.

- c. **Requirement:** Please confirm your company meets the following required qualifications:

Response: TSG confirms we are an authorized dealer for the products listed below.

- Authorized purchaser and installer of Axis Communications products
- Authorized purchaser and installer of HID access control products.
- Authorized purchaser and installer of Lenel Systems products.

- d. **Requirement:** Please provide a list of any additional product brands your company is authorized to purchase and install.

Response: TSG Security is an Authorized Value Added Reseller for the following manufacturers: Milestone, Exacq, Allegion, Assa Abloy, Bosch, Honeywell, Edwards/ Kidde, Stentofon, Aiphone, Traka, and others.

B. Assigned Field Personnel

- a. **Requirement:** Provide a brief description of the personnel that will be assigned to perform the Scope of Work outlined in Section 2. for each staff member provide the following:
1. A brief description of qualification/certifications
 2. Address of location they will be dispatched from
 3. Confirm certification through Lenel's Learning Solutions Program (Required Qualification)

Response: *Robert Cordeiro, Field Sales Engineer*

- 1. Qualifications:** Rob has over 20 years of experience in creating IT-based physical security solutions based on customer's system requirements, code regulations, and budgetary constraints. Rob continues to work closely with leading manufacturers to remain current on emerging technologies in the security industry including LenelS2, HID, Allegion, Assa Abloy, Axis, Milestone, Exacq and many more. Combined with his baccalaureate degree in Management Information Systems, associate degree in Computer Technology and aptitude with commonly used business software, he brings extensive experience and depth of knowledge to each project that he works on.

Certifications:

- Lenel Certified Expert in Database (Certificate ID 3948)
 - Milestone Technical Configuration 1
 - OSHA – 10-Hour Occupational Safety and Training Course in Construction Safety and Health
 - Axis Certified Professional
 - Feenics Technical Certifications – Level 1
 - The Technical Certification Training for Traka Touch Traka Web Key Control Systems
- 1. Address of location they will be dispatched from:** Work: 1799 N Clinton Avenue Rochester NY 14621 or Home: Webster, NY 14580
- 2. Confirm certification through Lenel's Learning Solutions Program (Required Qualification)** Rob is certified through Lenel's Learning Solutions Program. Please see Exhibit C for a copy of Lenel-specific certifications (included at the end of RFP).

Monroe County Water Authority
LENEL SOFTWARE UPGRADE AND SUPPORT (SUSP),
VALUE ADD RESELLER OF RECORD & LENEL SYSTEMS SERVICE CALLS
RFP/Q

Response: *Peter O'Brien, Technology Specialist*

- 1. Qualifications:** Peter has been with TSG for 5 years. Working directly with customers in the field and remotely, performing installation and configuration of hardware, software, setup, and upgrades, along with implementing large-scale projects. He has extensive knowledge of electronics from his 20+ years of experience working as both an electronics technician as well as in IT support.

Certifications:

- Milestone Certified Integration Technician
 - OSHA – 10-Hour Occupational Safety and Training Course in Construction Safety and Health
 - Bosch Certification – Intrusion System Fundamentals
 - Certificate of Completion: Fall Protection for General Industry
 - Certificate of Completion: Aerial Lifts for General Industry
 - Scaffolding Training
- 2. Address of location they will be dispatched from:** Work: 1799 N Clinton Avenue Rochester NY 14621 or Home: Chili, NY 14624
 - 3. Confirm certification through Lenel's Learning Solutions Program (Required Qualification)** Peter is certified through Lenel's Learning Solutions Program. Please see Exhibit C for a copy of Lenel-specific certifications (included at the end of RFP).

- C. Requirement: Value-Added Service/Benefits** Describe any value-added services your company will provide as part of this agreement and any specific benefits to the Authority as a result of this partnership.

Response:

- Full time application support. TSG provides 24/7/365 service operation. Clients can access service by calling our office at any time. Our phones are always answered by a live operator. Service can also be reached via email and through our service portal. In the service portal clients can view active tickets and closed tickets to see their service history.
- Thorough understanding of the Authority's existing OnGuard system. We installed and have maintained the Authority's Lenel system since 2010. Our knowledge of the existing deployment allows us to resolve service issues more quickly and effectively.
- Advanced knowledge and experience with the Lenel OnGuard platform makes us better able to serve the Authority. TSG has invested heavily in the most advanced training that Lenel offers. This training makes us better able to support the Authority's redundant server, NEC Express Cluster system. This provides the Authority with local expertise for supporting the redundant server environment.
- Application monitoring. TSG can provide advanced monitoring applications for the OnGuard system to provide system health information for the Authority.

Monroe County Water Authority
LENEL SOFTWARE UPGRADE AND SUPPORT (SUSP),
VALUE ADD RESELLER OF RECORD & LENEL SYSTEMS SERVICE CALLS
RFP/Q

- D. Procurement Form - Exhibit A (included at end of RFP)**
- E. Proposer's Cost Proposal - Exhibit B (included at end of RFP)**
- F. Employee Certifications – Exhibit C (included at end of RFP)**
- G. Addendum No 1 – included at end of RFP**

Exhibit A

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY
DETERMINATION AND AFFIRMATION/CERTIFICATION IN ACCORDANCE
WITH NYS FINANCE LAW §§ 139-J & 139-**

OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION AND AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J & 139-K

Date October 11, 2023

Name of Individual or Entity Seeking to Enter into the Procurement Contract:
Technical Systems Group Inc

Address: 1799 North Clinton Ave Rochester NY 14621

Name & Title of Person Submitting this Form:
Michael J Traniello, VP of Sales and Marketing

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

Check One: Yes No

If YES, answer Questions below. If NO, skip to Question 2.

1a. Was the basis for the finding of non-responsibility due to a violation of State Financial Law §139-j?

Check One: Yes No

1b. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

Check One: Yes No

1c. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

2. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information:

Check One: Yes No

2a. If you answered YES to the above question, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the Monroe County Water Authority's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by State Finance Law §139-j(3) and §139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law §139-j and §139-k is complete, true, and accurate.

By: 
(Signature of Person Certifying)

Date: 11/16/2023

Print Name: Susan Traniello

Print Title: Business Owner

Bidder/Offerer Name: Technical Systems Group Inc.
(Company Name)

Bidder/Offerer Address: 1799 N. Clinton Avenue Rochester NY 14621

Bidder/Offerer Phone Number: 585.467.2390 E-mail: STraniello@tsgsecurity.com

Exhibit B

PROPOSER'S COST PROPOSAL

COMPLETE USING ACCOMPANYING EXCEL SPREADSHEET

Monroe County Water Authority RFP/Q

Lenel Software Upgrade and Support (SUSP), Value Add Reseller of Record, & Lenel Systems Service Calls
 October 2023

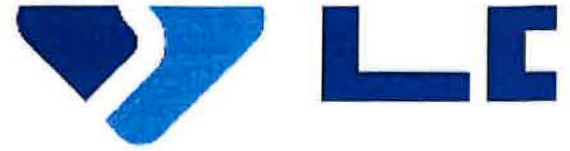
This form should not be altered or changed
 Proposers must submit a quote for each line item

Proposer's Cost Proposal (Exhibit B)

Group 1	Qty	Initial 3-year Term						Optional Renewal Term		Optional Renewal Term	
		1/1/2024-12/31/2024		1/1/2025-12/31/2025		1/1/2026-12/31/2026		1/1/2027-12/31/2027		1/1/2028-12/31/2028	
		Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
SUSP Agreement (Annual Fee) Annual fee paid at the start of each year Includes four (4) hours for OnGuard Hot Fixes	1	\$ 7,788.00	\$ 7,788.00	\$ 8,184.00	\$ 8,184.00	\$ 8,580.00	\$ 8,580.00	\$ 9,020.00	\$ 9,020.00	\$ 9,460.00	\$ 9,460.00
SUSP Related Service Calls (Annual Fee) Annual fee paid at the start of each year	1	\$ 4,911.60	\$ 4,911.60	\$ 5,161.50	\$ 5,161.50	\$ 5,411.40	\$ 5,411.40	\$ 5,688.60	\$ 5,688.60	\$ 5,966.40	\$ 5,966.40
Health Checks (Monthly Fee) Fee paid following the completion of each health check Includes health checks for up to 145 digital video cameras	12	\$ 442.50	\$ 5,310.00	\$ 465.00	\$ 5,580.00	\$ 487.50	\$ 5,850.00	\$ 512.50	\$ 6,150.00	\$ 537.50	\$ 6,450.00
Annual Software Update (Annual Fee) Fee paid following the completion of software update One (1) major version release per year	1	\$ 5,163.00	\$ 5,163.00	\$ 5,308.00	\$ 5,308.00	\$ 5,308.00	\$ 5,308.00	\$ 5,916.53	\$ 5,916.53	\$ 6,153.94	\$ 6,153.94
Total		\$ 23,172.60		\$ 24,233.50		\$ 25,149.40		\$ 26,775.13		\$ 28,030.34	
Lenel OnGuard Software - Off Versions/Builds Hourly service rate for Install Off version/Build available at no cost		\$ 177.00 / hour		\$ 186.00 / hour		\$ 195.00 / hour		\$ 205.00 / hour		\$ 215.00 / hour	
OnGuard Hot Fixes First four (4) hours included in SUSP Agreement		\$ 177.00 / hour		\$ 186.00 / hour		\$ 195.00 / hour		\$ 205.00 / hour		\$ 215.00 / hour	
Additional Client Workstation Software Upgrade First 9 Included in SUSP Agreement		\$ 177.00 / each		\$ 186.00 / each		\$ 195.00 / each		\$ 205.00 / each		\$ 215.00 / each	
New Client Workstations/Devices Connection of new workstations/devices to security system		\$ 531.00 / each		\$ 557.00 / each		\$ 585.00 / each		\$ 614.00 / each		\$ 645.00 / each	
Health Checks (Monthly) - additional cameras First 145 cameras included in Agreement		\$ 36.00 / each		\$ 38.00 / each		\$ 40.00 / each		\$ 42.00 / each		\$ 44.00 / each	
Group 2											
Non-SUSP Related Service Calls (Annual Fee) Annual fee paid at the start of each year As needed basis for all components of Lenel Security Systems	1	\$ 27,158.00 / Annual Fee		\$ 28,468.40 / Annual Fee		\$ 29,900.20 / Annual Fee		\$ 31,339.44 / Annual Fee		\$ 32,996.08 / Annual Fee	
Equipment Protection Assistance for Planned Power Shutdowns		\$ 228.00 / hour		\$ 239.00 / hour		\$ 251.00 / hour		\$ 263.00 / hour		\$ 277.00 / hour	
Replacement Parts (Group 1 & 2)	The Proposer will notify the Authority if a replacement part is needed prior to ordering/issuing. All replacement parts must be procured in accordance with the Authority's Purchasing Guidelines and should be invoiced separately per the MCWA purchase order authorizing the purchase.										

Exhibit C
Employee Level Certification

Exhibit C - Lenel Certifications



LenelS2, a Carrier Company
1212 Pittsford-Victor Road
Pittsford, NY 14534
(585) 248-9720
traininginquiries@lenel.com

Peter O'Brien

Student Transcript

Technical Systems Group Inc.
1799 N. Clinton Ave.
Rochester, New York 14621
585-467-2390
pobrien@tsgsecurity.com

Certification ID
36224

October 16, 2023

Certification Details

CERTIFICATION	COURSE AREA	STATUS	DATE EARNED	EXPIRES
OnGuard Certified Associate	Core	Valid	10/4/2018	10/4/2024
OnGuard Certified Professional	Access Control	Valid	7/26/2021	7/26/2024
OnGuard Certified Expert	Database	Valid	9/16/2021	9/16/2024
OnGuard Certified Professional	Digital Video	Valid	1/5/2022	1/5/2024

Event History

EVENT DATE	EVENT TYPE	STATUS	DESCRIPTION	NOTES
9/16/2021	Class	Passed	US Custom Reports	
9/15/2021	Exam	Passed	Data Exchange Exam	
9/15/2021	Class	Passed	US DataExchange	
9/14/2021	Exam	Passed	Database Fundamentals	
9/14/2021	Class	Passed	US Database Fundamentals	
7/30/2021	Class	Passed	US Credentialing Technology & Biometrics	
7/23/2021	Exam	Passed	Digital Video Exam	
7/20/2021	Class	Passed	US Digital Video	



To validate any LenelS2 Certification, please visit:
partner.lenel.com/training/validate and enter the last name and
certification ID of the participant.

DATE	TYPE	STATUS	COURSE
7/14/2021	Exam	Passed	Advanced AccessControl Exam (New)
7/12/2021	Class	Passed	US Advanced Access Control
10/4/2018	Exam	Passed	Core Exam
10/1/2018	Class	Passed	OnGuard Hardware & Software Fundamentals3.0



To validate any LenelS2 Certification, please visit:
partner.lenel.com/training/validate and enter the last name and
 certification ID of the participant.

Exhibit C - Lenel Certifications



LenelS2, a Carrier Company
1212 Pittsford-Victor Road
Pittsford, NY 14534
(585) 248-9720
traininginquiries@lenel.com

Rob Cordeiro

Technical Systems Group Inc.
1799 N. Clinton Ave.
Rochester, New York 14621
5854672390
robcordeiro@tsgsecurity.com

Student Transcript

Certification ID
3948

November 2, 2023

Certification Details

CERTIFICATION	CERTIFICATION AREA	STATUS	ISSUE DATE	EXPIRES
OnGuard Certified Professional	Access Control	Valid	7/18/2014	3/18/2024
OnGuard Certified Associate	Core	Valid	7/18/2014	3/18/2024
OnGuard Certified Expert	Digital Video	Valid	8/28/2014	4/28/2024
OnGuard Certified Expert	Database	Valid	10/12/2015	6/12/2024

Event History

EVENT DATE	EVENT TYPE	STATUS	DESCRIPTION	REPORT LINK
7/15/2016	Class	Passed	DL Advanced Access Control	
7/15/2016	Class	Passed	DL Credentialing Technology & Biometrics	
7/15/2016	Class	Passed	DL Custom Reports	
7/15/2016	Class	Passed	DL Database	
7/15/2016	Class	Passed	DL DataConduIT	
7/15/2016	Class	Passed	DL DataExchange	
7/15/2016	Class	Passed	DL Digital Video	
7/15/2016	Class	Passed	DL Enterprise	



To validate any LenelS2 Certification, please visit:
partner.lenel.com/training/validate and enter the last name and
certification ID of the participant.

7/15/2016	Class	Passed	DL OnGuard Hardware & Software Fundamentals	
12/18/2015	Class	Passed	DL Advanced Access Control	
12/18/2015	Class	Passed	DL Credentialing Technology & Biometrics	
12/18/2015	Class	Passed	DL Digital Video	
12/18/2015	Class	Passed	DL Enterprise	
12/18/2015	Class	Passed	DL OnGuard Hardware & Software Fundamentals	
6/15/2015	Class	Passed	Custom Reports	0.6
6/15/2015	Class	Passed	Database Fundamentals	0.6
6/15/2015	Class	Passed	DataConduIT	0.6
6/15/2015	Class	Passed	DataExchange	0.6
11/14/2014	Class	Passed	DL Advanced Access Control	
11/14/2014	Class	Passed	DL Credentialing Technology & Biometrics	
11/14/2014	Class	Passed	DL Digital Video	
11/14/2014	Class	Passed	DL OnGuard Hardware & Software Fundamentals	
11/14/2014	Class	Passed	DL7000 Enterprise Edition	
8/28/2014	Class	Passed	Prism Video	1.2
5/5/2014	Class	Passed	DL1000 Access Control Hardware	
5/5/2014	Class	Passed	DL2000 Access Control Essentials	
5/5/2014	Class	Passed	DL3000 Advanced Access Control	
5/5/2014	Class	Passed	DL4000 Digital Video	
5/5/2014	Class	Passed	DL5000 Extended Products	
5/5/2014	Class	Passed	DL7000 Enterprise Edition	
5/31/2013	Class	Passed	DL1000 Access Control Hardware	
5/31/2013	Class	Passed	DL2000 Access Control Essentials	
5/31/2013	Class	Passed	DL3000 Advanced Access Control	
5/31/2013	Class	Passed	DL4000 Digital Video	
5/31/2013	Class	Passed	DL5000 Extended Products	
5/31/2013	Class	Passed	DL7000 Enterprise Edition	
10/19/2012	Class	Passed	DL1000 Access Control Hardware	
10/19/2012	Class	Passed	DL2000 Access Control Essentials	
10/19/2012	Class	Passed	DL3000 Advanced Access Control	
10/19/2012	Class	Passed	DL4000 Digital Video	



To validate any LenelS2 Certification, please visit:
partner.lenel.com/training/validate and enter the last name and
certification ID of the participant.



MONROE COUNTY WATER AUTHORITY

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

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

October 25, 2023

**ADDENDUM NO. 1
TO THE
REQUEST FOR PROPOSAL**

FOR

**LENEL SOFTWARE UPGRADE AND SUPPORT (SUSP), VALUE ADD RESELLER OF RECORD &
LENEL SYSTEMS SERVICE CALLS RFP/Q**

This contains the above-referenced Addendum.

You must acknowledge receipt of this Addendum by signing below and faxing or e-mailing this sheet to the Authority by **12:00 p.m. EST on Friday, November 17, 2023.**

ACKNOWLEDGEMENT OF RECEIPT:

Mike Traniello

Signature

Michael Traniello

Name and Title (Please Print)

Technical Systems Group, Inc

Company Name (Please Print)

Return by e-mail to:

Amy.Molinari@mcwa.com

Or by Fax to:

Monroe County Water Authority
Attention: Amy Molinari
(585) 442-2907

October 25, 2023

**ADDENDUM No. 1
TO THE
REQUEST FOR PROPOSAL**

FOR

**LENEL SOFTWARE UPGRADE AND SUPPORT (SUSP), VALUE ADD RESELLER OF RECORD
& LENEL SYSTEMS SERVICE CALLS RFP/Q**

To: All Holders of the RFP

Your attention is directed to the following question received for the above-referenced RFP.

1. Can you please help me by clarify what you would like included in the two highlighted categories. Initially I was thinking the SUSP Agreement section was the price for the software license fees and the Annual Software Updates was the labor for update and major release installs. What is tripping me up is including the Hot Fixes (4 hrs of labor) with the SUSP Agreement section. Hot Fixes are software update. They are security patches/off versions of Lenel OnGuard Software. They come out occasionally when Lenel sees issues with the current major release.

Proposer's Cost Proposal (Exhibit B)

Description	Unit Price		Annual License Fees		Annual Software Updates		Annual Support Fees		Annual Service Calls	
	Qty	Unit Price	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
SUSP Agreement (Annual Fee) The price for the software license fees and the labor for update and major release installs.										
Annual Software Updates (Annual Fee) The price for the software license fees only, no labor should be included.										

The price quoted for the Annual Software Update should be the price for the software license fees only, no labor should be included. This fee will be paid by the Authority following the completion of the software update. The Proposer's Cost Proposal assumes one (1) major release will be issued by Lenel annually. Should there be a year during the term of the

agreement that Lenel does not release a major issue and no upgrade is completed, the Authority should not be invoiced for the quoted Annual Software Update. Should there be a year during the term of the agreement that Lenel issues more than one (1) major release, the Authority should be invoiced the quoted Annual Software Update price following the completion of each software update.

The price quoted for the SUSP Agreement should include all work listed in Section 2, Group 1, with the exception of SUSP Related Service Calls, monthly Health Checks and Annual Software Update (broken out for itemized quoting). The price quoted should include the first four (4) hours of Hot fixes, which is the labor associated with the annual software update(s). Should additional hours be needed beyond the first four (4), the Authority should be charged the Onguard Hot Fixes hourly rate (quoted separately on the Proposer's Cost Proposal).

MONROE COUNTY WATER AUTHORITY

Amy A. Molinari
Director of Finance & Business Services



Monroe County Water Authority

Memorandum

To: Larry Magguilli, Deputy Executive Director **Date:** 12/4/2023
From: Justin Moore, ^{JMM} Manager of Information Technology **File:**
Subject: Cisco Smartnet renewal with Aspire Technology **Copies:**
December 14, 2023 Board Meeting

Information Technology is requesting authorization to renew the Cisco Smartnet support contract for all network infrastructure at MCWA.

This renewal includes 24x7 manufacturer support for critical network equipment for both the Business and SCADA networks. Furthermore, all of these devices are renewed co-terminus, eliminating the need for multiple renewals on network equipment throughout the year, effectively reducing administrative overhead.

We received three valid quotes in response to our solicitation of vendors via the New York State Office of General Services Information Technology Umbrella Contract Group 73600 Award 22802 Lot 1 (Contract Number PM20800). Our recommendation is to award this contract to the low responsive quote from Aspire Technology Partners at an estimated one-year cost of \$50,200.00

/dh



Monroe County Water Authority

Memorandum

To: Larry Magguilli, Deputy Executive Director **Date:** 12/4/2023
From: Justin Moore, ^{JMM} Manager of Information Technology **File:**
Subject: Amendment to Board Resolution #23-219 **Copies:**
Dell Server Purchase Award Change
December 14, 2023 Board Meeting

Information Technology is requesting an amendment to Board Resolution #23-219, for the purchase of two new Dell Servers. Derive Technologies was originally awarded this purchase through the NYS OGS Information Technology Umbrella Contract. However, it was since determined that they had mistakenly included lesser AMD processor part numbers on their RFQ response that did not meet the required specs. Therefore, we are recommending awarding the purchase of two new Dell PowerEdge R7525 servers to the lowest responsive bidder, Dell Technologies at an estimated cost of \$27,020.00

/dh

MONROE COUNTY WATER AUTHORITY

**CODE OF ETHICS POLICY
(READOPTED DECEMBER 2023)**

**ARTICLE 1
PURPOSE**

As a public benefit corporation, the Monroe County Water Authority (the “Authority”) must conduct its operations in a manner that best serves the interests of its customers and the general public. The Authority expects all Members, officers and employees to observe high ethical standards of conduct in the performance of their duties, comply and cause the Authority to comply with all laws and regulations governing business transactions, and use and cause the Authority to use Authority funds and assets only for legal and appropriate public purposes.

This Code of Ethics governs the day-to-day actions of all Members, officers and employees of the Authority. To the extent that a matter falls within the scope of both this policy and the Authority’s Conflicts of Interest Policy or Whistleblower Policy, the provisions of the Conflicts of Interest Policy or the Whistleblower Policy, respectively, shall govern.

**ARTICLE 2
POLICIES**

1. Discharge of Duties

In the course of performing his or her duties, Members, officers and employees shall:

- (a) endeavor to perform the duties of their positions to the best of their ability in furtherance of the Authority’s public purposes;
- (b) uphold high standards of dedicated public service;
- (c) support and encourage fellow employees in the proper execution of their duties; and
- (d) when a question of conduct or regulation occurs, seek the advice of a supervisor, the Authority’s attorneys or the Authority’s independent Ethics Board (formed pursuant to Article 4 hereof).

2. Prohibited Conduct

In the course of performing his or her duties, Members, officers and employees shall not:

- (a) receive any compensation for or have an interest, financial or otherwise, direct or indirect, or incur any obligation that is in substantial conflict with the proper discharge of their duties to the Authority;
- (b) engage in other employment that might impair the independence of their judgment in the execution of their duties with the Authority;

(c) disclose confidential information acquired in the course of official duties nor use such confidential information to further their own personal financial interests;

(d) directly or indirectly solicit or accept any gifts, entertainment, discounts, services, loans or anything of value totaling \$75 or more in any calendar year from any supplier, significant commercial customer, or other persons with whom the Authority does business (gifts of \$75 or more in value must be returned to the donor with the explanation that Authority policy will not permit acceptance of the gift; the Authority will reimburse the employee for the expense of returning gifts); and

(e) engage in conduct prohibited under the Authority's Whistleblower Policy.

3. **Specifically Prohibited Actions**

Unless otherwise permitted by the Ethics Board, no Member, officer or employee shall engage in the following actions to the extent they create a conflict of interest with the Authority's interest:

(a) receipt by a family member of a Member, officer or employee (family being defined as related by blood or marriage) of gifts or other items described in Section 2(d) of this Article 2;

(b) speculating or dealing in equipment, supplies, or materials normally purchased by the Authority;

(c) borrowing money from the Authority, suppliers, significant commercial customers, individuals or firms with whom the Authority does business (loans or mortgages from banks or individuals doing business with the Authority are exempted if the terms are at current rates and the customary collateral for such transactions is provided);

(d) acquiring an interest in real estate in which it is known that the Authority also has a current or anticipated interest;

(e) misusing information to which the individual has access by reason of his or her position – such as by disclosing confidential information (of a technical, financial or business nature) to others outside or inside the business (whether or not a consideration is received), or using such information for his or her own or family's (as previously defined) benefit;

(f) soliciting funds or other items of value from Authority vendors, suppliers or consultants for oneself or to benefit any other organization, club or person, whether such other persons or entities are charitable, religious or profit-making;

(g) serving as an officer, director or manager with another company or business organization directly or indirectly related to the Authority without specific authorization from the Authority; and

(h) representing current or potential customers to submit applications, plans or other compliance information to the Authority for approval.

The foregoing list does not encompass every situation that may lead to a conflict.

4. **Duty to Disclose**

Each Member, officer and employee shall have the duty to report to the Ethics Board (as defined below) in writing any violation or possible violation of the terms of this Policy, including without limitation instances of conduct prohibited by this Article 2. The following describes some, but not all, situations that must be disclosed:

(a) engaging in activities as an individual or as the holder of more than a one percent financial interest, directly or indirectly (as an owner, stockholder, securities holder in a publicly owned corporation, partner, joint venturer, creditor, guarantor, director, trustee or beneficiary of a trust), in or with a firm that (i) provides services or supplies materials or equipment to the Authority or (ii) to which the Authority makes sales or provides services;

(b) serving as an employee, owner or consultant of another organization providing goods and/or services to the Authority or one or more of the Authority's significant commercial customers, or functioning individually and providing said services to the Authority or one or more of the Authority's significant commercial customers;

(c) membership on or employment with any entity where such employment, service or membership is incompatible with the proper discharge of official duties, or would impair independent judgment or action in the performance of official duties; and

(d) selling goods, services or other items of value to Authority vendors, suppliers or consultants for oneself or to benefit any other organization, club or person, whether such other persons or entities are charitable, religious or profit-making.

5. **Nepotism Policy**

(a) Any person living in the same household as a current Member, officer or employee and any person who is a direct descendant of a current Member, officer or employee's grandparents (e.g. siblings, parents, children, nieces, nephews, cousins, etc.) or the spouse of such descendant (individually and collectively, a "Relative") may be considered for a permanent position only if all of the following conditions are met:

- The Relative is an appointment from a Civil Service List.
- There will be no supervisory relationship between the Relative and the current Member, officer or employee.
- The Relative and the current Member, officer or employee will not work in the same department.
- The Executive Director, with the advice of the Department Heads, has approved the hiring of the Relative.

(b) If current Members, officers or employees marry, it may be necessary for the Authority to reassign one or both individuals, particularly in the case of close working, or direct supervisory relationships.

(c) A Relative may be considered for summer or temporary employment only if all of the following conditions are met:

- There will be no supervisory relationship between the Relative and the current Member, officer or employee.
- The Relative and the current Member, officer or employee will not work in the same department.

(d) In no event shall a current Member, officer, or employee participate in any decision to hire, promote, discipline, or discharge a Relative.

ARTICLE 3 DISCLOSURE STATEMENTS

On an annual basis, the Authority shall obtain a completed financial disclosure statement (in the form set forth as Exhibit A attached hereto, a “Disclosure Statement”) from each Member, the Executive Director, the Executive Staff, and any employees with authority to approve purchases of amounts greater than \$1,000.

ARTICLE 4 PROCEDURES

1. Ethics Board

The Authority shall establish an Ethics Board comprised of three persons not employed by the Authority. The Members of the Authority shall appoint the members of the Ethics Board on an annual basis. The Ethics Board shall interpret and make recommendations to the Authority regarding any question under or purported violation of this Policy and any statutory enacted ethics standards affecting Members, officers and employees.

Annually, the Ethics Board shall review the completed Disclosure Statements to identify businesses with direct or indirect ties to Members; officers and/or employees of the Authority. The Ethics Board shall determine whether any of these relationships warrant placing the business on a list of businesses that the Authority will not hire (the “Prohibited Contractors List”). In making its determination, the Ethics Board shall assess the nature of the relationship between a Member, officer or employee and an outside business. The Prohibited Contractors List shall include only those businesses where the relationship could lead to ethics problems (e.g., if a relative owns a business that could supply goods or services to the Authority). In contrast, the Prohibited Contractors List shall not include businesses where the potential for ethics problems is minimal (e.g., where a relative is a clerical, ministerial or low-level management employee at an existing or potential vendor, lacks the power to influence the relationship between the business and the Authority and did not obtain his or her position as a means to influence a Member, officer or employee of the Authority).

2. Powers of Ethics Board

At its discretion, the Ethics Board may recommend to the Authority appropriate disciplinary action, which may include, but is not limited to, a reprimand, suspension or termination of employment. Any such recommendation will only be final after any hearing required by Section 75 of the Civil Service Law or any applicable Collective Bargaining Agreement.

ARTICLE 5
ONE-YEAR MORATORIUM

No person who has served as a Member or officer of the Authority shall within a period of one year after the termination of such service or employment render services before the Authority or receive compensation for any such services rendered on behalf of any person, firm, corporation or association in relation to any case or transaction with respect to which such person was directly concerned, or participated in, during the period of his or her service with the Authority.

Notwithstanding the foregoing, the one-year moratorium shall not apply to (i) normal business issues arising as a result of the person's status as a water customer of the Authority and (ii) professional services provided by such person pursuant to a written agreement with the Authority, to the extent such agreement is otherwise consistent with this Code of Ethics.

ARTICLE 6
DISTRIBUTION OF THIS POLICY

This Code of Ethics shall be distributed to each Member, officer and employee of the Authority annually. It shall also be distributed to each new Member, officer and employee as soon as practicable following commencement of such position.

**MONROE COUNTY WATER AUTHORITY
CONFLICTS OF INTEREST POLICY
READOPTED DECEMBER 2023**

**ARTICLE 1
PURPOSE**

The purpose of this Conflicts of Interest Policy is to protect the Authority's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Member, officer or employee of the Authority. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to the Authority.

A conflict of interest is just one example of a violation of ethical conduct. This policy is intended to complement the Authority's Code of Ethics Policy by providing specific procedures to deal with conflicts of interest. To the extent that a matter falls within the scope of both this policy and the Authority's Code of Ethics Policy, the provisions of this Conflicts of Interest Policy shall govern.

**ARTICLE 2
PROHIBITION AGAINST CONFLICTS**

Section 1107 of the New York Public Authorities Law sets forth the following requirements with respect to conflicts of interest:

It shall be a misdemeanor for any of the members of the authority, or any officer, agent, servant or employee thereof, employed or appointed by them to be in any way or manner interested directly or indirectly in the furnishing of work, materials, supplies or labor, or in any contract therefore which the authority is empowered by this title to make.

In the event the Authority discovers a violation of the above provision, the Authority shall conduct an investigation and, if warranted, report the offense to the Inspector General of the State of New York.

This policy provides additional guidance regarding real or potential conflicts of interest, including circumstances not within the scope of Section 1107 of the New York Public Authorities Law.

ARTICLE 3
DEFINITIONS

As used herein, the following terms shall have the meanings set forth below:

1. Interested Person

This includes any Member, officer, employee or member of a committee with Member-delegated powers who has a direct or indirect Financial Interest, as defined below.

2. Financial Interest

A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family:

- (a) an ownership or investment interest in, or employment with, any entity with which the Authority has a transaction or arrangement, or
- (b) a compensation arrangement with any entity or individual with which the Authority has a transaction or arrangement, or
- (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Authority is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A Financial Interest is not necessarily a conflict of interest. Under Article 4, Section 2, a person who has a Financial Interest may have a conflict of interest only if the appropriate body determines that a conflict of interest exists. As described in the Authority's Code of Ethics Policy, no conflict of interest exists where a Financial Interest arises solely from a relative that holds a clerical, ministerial or low-level management position with an existing or potential vendor, lacks the power to influence the relationship between the business and the Authority and did not obtain his or her position as a means to influence a Member, officer or employee of the Authority.

ARTICLE 4
PROCEDURES

1. Duty to Disclose

An Interested Person must disclose the existence of his or her Financial Interest and all material facts surrounding the Financial Interest to the Executive Director, the Chairperson of the Authority or the independent Ethics Board formed pursuant to Article 4 of the Authority's Code of Ethics Policy.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, the recipient shall consult with counsel and either render a written decision or refer the matter to the independent Ethics Board.

3. Procedures for Addressing a Conflict of Interest

(a) An Interested Person may make a presentation to the Executive Director, the Chairperson of the Authority or the Ethics Board.

(b) The ruling person or body shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the ruling person or body shall determine whether the Authority can obtain an equal or more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

(d) If an equal or more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the ruling person or body shall refer the matter to the independent Ethics Board to determine whether the transaction or arrangement should proceed or be terminated. A ruling to proceed shall include a determination that the transaction or arrangement is in the Authority's best interest, is done for its own benefit and is fair and reasonable to the Authority.

(e) Notwithstanding the foregoing, the provisions of Article 2 hereof shall govern any violations of Section 1107 of the New York Public Authorities Law.

4. Violations of the Conflicts of Interest Policy

(a) If the ruling person or body has reasonable cause to believe that an Interested Person has failed to disclose actual or possible conflicts of interest, it shall inform the Interested Person of the basis for such belief and afford him or her an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the response of the Interested Person and making such further investigation as may be warranted in the circumstances, the ruling person or body determines that the Interested Person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE 5 RECORDS OF PROCEEDINGS

The ruling person or body shall keep records of all proceedings, including:

1. the names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial

Interest, any action taken to determine whether a conflict of interest was present, and the ruling person or body's decision as to whether a conflict of interest in fact existed.

2. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken or written rulings made in connection therewith.

ARTICLE 6 ANNUAL STATEMENTS

Each Member and officer shall annually sign a statement affirming that such person has:

- (a) received a copy of the conflicts of interest policy,
- (b) read and understands the policy, and
- (c) agreed to comply with the policy.

The Authority shall furnish all other employees with a copy of this Conflicts of Interest Policy on an annual basis.

**MONROE COUNTY WATER AUTHORITY
SOFTWARE CODE OF ETHICS POLICY
(READOPTED DECEMBER 2023)**

**ARTICLE 1
PURPOSE**

At the Monroe County Water Authority (the “Authority”), we utilize information technology necessary for the Authority’s operations, including software. As part of the Authority’s information systems, we acquire and license software from select third party software publishers and trade associations (collectively, the “Software Vendors”). All employees and personnel of the Authority are required to respect the copyrights, software licensing rights, and property rights held by the Software Vendors, in accordance with applicable federal and State copyright laws. To that end, all employees and personnel that utilize software in the course of performing his or her duties must comply with the terms and conditions of this Software Code of Ethics Policy (the “Policy”).

**ARTICLE 2
POLICIES**

1. General Software Ethics Policy.

The Authority adopts the following as its general statement of its software ethics policies:

Unauthorized duplication of copyrighted software violates the law and is contrary to our organization’s standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrences:

- We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- We will provide legally acquired software to meet the legitimate software needs in a timely fashion and in sufficient quantities for all our electronic devices.
- We will comply with all license or purchase terms regulating the use of any software we acquire or use.
- We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

2. Specific Terms and Conditions.

In the course of performing their duties, all employees and personnel shall observe the following policies:

- We must use software in accordance with the provisions of all applicable software contracts and/or license agreements between the Authority and the Software Vendors.
- We must use software in compliance with all applicable State and federal copyright laws.

- We may not make unauthorized copies of the Authority’s software. Any duplication of copyrighted software, except for back up and archival purposes, is prohibited.
- We may not use or copy any illegal software onto any of the Authority’s electronic devices.
- Any employee or personnel who is unsure of the scope of a given software license or software agreement must contact the Authority’s Information Technology Department to inquire about copyright compliance.

3. Compliance by Authority Employees and Personnel.

All employees and personnel shall sign the acknowledgement set forth below stating that he or she has received a copy of and agrees to comply with this Policy. Each signed acknowledgement will be filed with the Authority’s Human Resources Department.

Any violation of this Policy by an employee or personnel, including, but not limited to, illegally copying or using software, may result in disciplinary action, up to and including termination of employment, as determined in the Authority’s sole discretion.

**ARTICLE 3
DISTRIBUTION OF THIS POLICY**

This Policy will be distributed to each employee and personnel of the Authority annually. It will also be distributed to each new employee and personnel as soon as practicable following commencement of such position.

**ARTICLE 4
ACKNOWLEDGEMENT BY EMPLOYEES AND PERSONNEL**

I acknowledge the receipt of the Authority’s Software Code of Ethics Policy. I further acknowledge that I have read the Policy and agree to abide by its terms and conditions. I understand that the Authority may, in its discretion, monitor my use of software and that any violation of this Policy will be investigated by the Authority and may result in disciplinary action, including, but not limited to, termination of my employment. I understand that certain violations of this Policy may also subject me to civil or criminal prosecution in accordance with State and federal copyright laws.

By signing below, I understand that my use of software is subject to certain federal and State copyright laws as well as the Authority’s Policy, which prohibit the unauthorized copying and use of software programs. I agree to comply with such laws and Policy.

Name: _____ Signature: _____
(Please Print)

Date: _____

MONROE COUNTY WATER AUTHORITY
WHISTLEBLOWER POLICY
READOPTED DECEMBER 2023

The Monroe County Water Authority (the “Authority”) provides whistleblower protection that complies with Section 75-b of the New York Civil Service Law and the recommendations of the New York State Authorities Budget Office.

ARTICLE 1
DEFINITIONS

These terms have the meanings set forth below:

1. Authority employee

Any Member, officer and employee employed at the Authority, whether full-time, part-time, employed pursuant to contract, employees on probation and temporary employees.

2. Ethical violation

Any instance of conduct prohibited under the Authority’s Code of Ethics Policy or other misconduct, malfeasance, or inappropriate behavior by an Authority employee.

3. Good faith

Information concerning potential wrongdoing is disclosed in “good faith” when the Authority employee making the disclosure reasonably believes such information to be true and reasonably believes that it indicates potential wrongdoing.

4. Personnel action

Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

5. Whistleblower

Any Authority employee who in good faith discloses information to the Authority or another governmental body concerning wrongdoing by another Authority employee, or concerning the business of the Authority itself.

6. Wrongdoing

Any alleged corruption, fraud, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information, or abuse of authority engaged in by an Authority employee that relates to the Authority.

ARTICLE 2
REPORTING WRONGDOING

All Authority employees who discover or know about potential wrongdoing concerning: (i) another Authority employee; (ii) a person having business dealings with the Authority; or (iii) the Authority, and who seek to disclose such information must do so in accordance with the following procedures:

1. An Authority employee seeking to disclose wrongdoing must disclose any information concerning such wrongdoing either orally or in a written report to a supervisor, the Authority's independent Ethics Board, the Authority's attorneys or a human resources representative. If an Authority employee believes in good faith that disclosing information concerning wrongdoing within the Authority would be wholly ineffective or lead to an adverse personnel action, he or she may instead disclose such information to the New York State Authorities Budget Office (toll free number 1-800-560-1770) or, if applicable, a law enforcement agency.
2. All Authority employees who discover or know about wrongdoing will report such wrongdoing in a prompt and timely manner.
3. To the greatest extent possible, the Authority will keep confidential the identity of the whistleblower and the substance of his or her allegations.
4. Authority personnel and advisors who receive reports of wrongdoing will investigate and handle the claim in a timely and reasonable manner, which may include referring such information to the Authorities Budget Office or, if applicable, a law enforcement agency.

ARTICLE 3
NO RETALIATION OR INTERFERENCE

1. No Authority employee will retaliate against any whistleblower for disclosing potential wrongdoing, whether by threat, coercion, or abuse of authority.
2. No Authority employee will interfere with the right of any other Authority employee by any improper means aimed at deterring disclosure of potential wrongdoing.
3. No whistleblower will suffer harassment, retaliation or adverse personnel action. Any attempts at retaliation or interference against a whistleblower are strictly prohibited.
4. The Authority or other appropriate body will thoroughly investigate all allegations of retaliation against or interference with a whistleblower seeking to disclose potential wrongdoing.
5. Any Authority employee who retaliates against a whistleblower or attempts to interfere with a whistleblower's attempted disclosure will be subject to discipline by the Authority, which may include termination of employment.

6. Irrespective of the outcome of the initial complaint, the Authority will treat any allegation of retaliation or interference by an Authority employee as a separate matter to be taken and treated seriously.

**ARTICLE 4
OTHER LEGAL RIGHTS NOT IMPAIRED**

This Whistleblower Policy is not intended to limit, diminish or impair any other rights or remedies that an Authority employee may have under the law regarding disclosing potential wrongdoing free from retaliation or adverse personnel action, including but not limited to: Section 75-b of the New York Civil Service Law, Section 740 of the New York Labor Law, Section 191 of the New York State Finance Law, and Section 55(1) of the New York Executive Law.

Regarding any rights or remedies that an Authority employee may have under Section 75-b of the New York Civil Service Law or Section 740 of the New York Labor Law, any Authority employee who wishes to preserve such rights must (prior to disclosing information to the Authority or other government body) have made a good faith effort to provide the “appointing authority” (as defined in Section 2(9) of the New York Civil Service Law) or his or her designee the information to be disclosed, and must provide the appointing authority or designee a reasonable time to take appropriate action unless there is imminent and serious danger to public health or safety.

**ARTICLE 5
DISTRIBUTION OF THIS POLICY**

The Authority will distribute this Whistleblower Policy annually to each Member, officer and employee and to each new Member, officer and employee as soon as practicable following commencement of such position.

MONROE COUNTY WATER AUTHORITY
DISPOSAL GUIDELINES
READOPTED DECEMBER 2023

The Monroe County Water Authority (the “Authority”), a New York public benefit corporation, in compliance with the New York State Public Authorities Law, has established these Guidelines for the Disposal of Property (the “Guidelines”).

These Guidelines shall apply to the disposal of real property and personal property throughout the year following their adoption and until such time as the Authority adopts new or revised Guidelines. The Members of the Authority shall review and approve of these Guidelines, with any necessary modifications and revisions, on a no less than annual basis.

1. Designation of Contracting Officer

The Authority hereby designates Larry Magguilli as the Authority’s Contracting Officer, in compliance with the provisions of New York State Public Authorities Law. The Contracting Officer shall hold this position until the Members of the Authority designate a new Contracting Officer or until such time as the Members adopt new Disposal Guidelines.

The Contracting Officer shall be responsible for the administration and implementation of these Guidelines. The Contracting Officer shall cause these Guidelines to be posted on the Authority’s website so that they are available to the general public.

2. Application of Guidelines

The procedures outlined in these Guidelines shall apply to the Authority’s disposal from time to time of all personal property having a fair market value at the time of disposal of more than five thousand dollars (\$5,000.00) and all interests in real property. In addition, these Guidelines contain procedures governing the disposal of property for less than fair market value. As used in these Guidelines, “property” shall include personal and real property. Personal and real property are distinguished from each other as appropriate in some Sections of these Guidelines.

The Authority shall dispose of personal property with a fair market value at the time of disposal of five thousand dollars (\$5,000.00) or less under the terms of the Authority’s Policy for Tracking and Disposal of Fixed Assets.

3. Purpose

The Authority has adopted these Guidelines to comply with the provisions of NYS Public Authorities Law and to realize a favorable return on the disposal of Authority property.

4. Fair Market Value

Before disposing of property, the Contracting Officer shall take reasonable measures to determine the fair market value of the property to be disposed. The fair market value of property that (i) is unique in nature, or (ii) due to unique circumstances of the proposed transaction, is not readily valued by reference to an active market for similar property, shall be determined through an appraisal by a qualified professional. Prior to its disposal, the fair market value of all real property shall be established by an appraisal conducted by a qualified professional.

5. Advertised Bid

All disposals of Authority property shall be made after public advertisement for bids for the purchase of Authority property. The Contracting Officer shall order the advertising for bids in such a manner and in such publications as the Contracting Officer deems reasonably necessary to permit full and fair competition for the property consistent with the fair market value and nature of the property.

All advertisements for soliciting bids on Authority property shall state the method, place and deadline for the submission of bids, and request any other information the Contracting Officer deems necessary to evaluate bids being solicited.

All advertisements and announcements soliciting bids shall state the place and time at which the content of all bids received for the property advertised shall be publicly disclosed. The content of all bids received shall be publicly disclosed as announced in the solicitation for bids.

6. Award of Property Subject to Bid

Award of the property for which bids have been solicited shall be made within a timeframe reasonable for the evaluation of the bids received. The Contracting Officer shall evaluate the bids and select the bid most advantageous to the Authority based upon (a) conformance with the invitation for bids, (b) the terms, including but not limited to the price offered, and (c) any other factors that warrant consideration.

Notwithstanding the foregoing, the Authority may reject as inadequate all bids received in response to a particular solicitation for bids if the Contracting Officer deems that it is in the best interest of the Authority to reject all bids.

7. Notification of Successful Bid

The Authority shall notify the successful bidder in writing of the Authority's acceptance of the bid. This notice shall contain a description of the property, the amount of the successful bid and any other material terms of the bid. The bidder shall be required to make payment to the Authority Treasurer in a form and on terms acceptable to the Authority before taking possession of the property.

The Authority shall gather the following information regarding any successful bidder: name, address, phone number.

The Authority shall provide to the successful bidder a deed, bill of sale, lease or other appropriate instrument adequate to transfer to the successful bidder the interest in the property.

8. Contracts to Dispose of Property

The Authority may solicit bids for contracts to dispose of the Authority property covered by these Guidelines. In the event that the Authority determines that the services of a company are necessary to assist the Authority in disposing of certain of its property, the Authority shall follow the same procedures in selecting an organization to dispose of property as the Authority follows under these Guidelines for disposal of property through advertised bid.

9. Disposal of Property by Negotiation

The Authority may dispose of property through negotiation or by public auction without regard to the above described procedures if the Contracting Officer determines that any of the following conditions exist:

- (a) introduction into the market of the personal property to be disposed of would adversely affect the state or local market for that kind of property due to the property's artistic qualities, antiquity, historical significance, rarity, or other quality (separate from the property's utilitarian purpose), and a fair market price and other terms for the sale of the personal property can be obtained through negotiation;
- (b) the fair market value of the property does not exceed fifteen thousand dollars (\$15,000);
- (c) prices for the property that were obtained by advertised bid were not reasonable or the bid process did not generate open competition;
- (d) disposal of the property to the state or any political subdivision at fair market value can be arranged through negotiation;
- (e) the property is being disposed of for less than fair market value under the circumstances set forth in Section 11 of these Guidelines; or
- (f) such action is otherwise authorized by law.

10. Documentation of Disposal by Negotiation

The Contracting Officer shall cause to be prepared an explanation of the circumstances of the disposal when property is disposed of through the negotiation process described in Section 9, and any of the following are true:

- (a) personal property disposed of has an estimated fair market value in excess of fifteen thousand dollars (\$15,000);
- (b) real property sold has an appraised value in excess of one hundred thousand dollars (\$100,000.00);
- (c) real property leased has an estimated annual fair market rent over the term of the lease in excess of fifteen thousand dollars (\$15,000.00);
- (d) the personal or real property has been disposed of by exchange; or
- (e) any part of the consideration for the property disposed of consists of real property.

Not less than ninety (90) days prior to the scheduled date of any transaction under Section 9 and 10 of these Guidelines, the Contracting Officer shall provide the following information to the members of the Authority (the "Members"), the Office of the State Comptroller, the New York State Director of the Budget, the New York State Commissioner of General Services, the New York State Authorities Budget Office, and the New York State Legislature c/o the Speaker of the House and the Senate Majority Leader:

- (a) description of the parties involved in the property transaction;
- (b) justification for disposing of the property by negotiation;
- (c) identification of property, including its location;
- (d) estimated fair market value of the property;

- (e) proposed sale price of the property;
- (f) size of the property; and
- (g) expected date of sale of the property.

11. Disposal of Property for Less than Fair Market Value (Effective March 1, 2010)

The Authority may sell, lease or otherwise alienate an asset owned, leased or otherwise in the Authority's control for less than fair market value only if the Contracting Officer determines that any of the following conditions exist:

- (a) the transferee is a government or other public entity, and the terms and conditions of the transfer require that the ownership and use of the asset will remain with the government or any other public entity;
- (b) the purpose of the transfer is within the purpose, mission or governing statute of the Authority; or
- (c) the Authority seeks to transfer the asset to a non-governmental entity, the disposal is not consistent with the Authority's mission, purpose or governing statutes, and the Authority either:
 - i. provides written notification to the Governor, the Speaker of the Assembly, and the temporary President of the Senate, and all such recipients fail to deny the proposed transfer within the applicable time period as set forth in Section 2897 of the Public Authorities Law; or
 - ii. the transfer is of property obtained by the Authority from a political subdivision where the Authority resides and is approved in accordance with Section 2897(7)(iii) of the Public Authorities Law.

For each proposed transfer of an asset below fair market value, the Contracting Officer shall provide the following information to the Members and to the public:

- (a) a full description of the asset;
- (b) an appraisal of the fair market value of the asset and any other information establishing the fair market value requested by the Members;
- (c) a description of the purpose of the proposed transfer and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer, including, without limitation:
 - i. the kind, number, location, wages or salaries of jobs created or preserved that are required by the transfer; and
 - ii. the benefits, if any, to the communities in which the asset is situated that are required by the transfer;
- (d) a statement of the value to be received compared to the fair market value;
- (e) the names of any private parties participating in the transfer and a statement of the value to the private party; and
- (f) the names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought to be used.

The Members shall consider the foregoing information before approving the disposal of any property for less than fair market value. The Members shall also make a written determination that there is no reasonable alternative to the proposed below-market transfer that would achieve the same purpose. The reporting requirement of this Section 11 is in addition to the reporting requirements of Section 9 and 10 of these Guidelines, as applicable.

12. Yearly Property Report

Each year the Contracting Officer shall publish a report listing all of the real property of the Authority to the extent permitted under applicable laws and regulations governing homeland security. The report will list and fully describe all real and personal property disposed of by the Authority during the previous twelve-month period.

The report shall contain a full description of each item of property disposed of, the price received by the Authority and the name of the individual(s) or entity that purchased the property.

The Contracting Officer shall cause the report to be delivered to the Office of the State Comptroller, the New York State Director of the Budget, the New York State Commissioner of General Services, the New York State Authorities Budget Office and the New York State Legislature c/o the Speaker of the House and the Senate Majority Leader.

The Contracting Officer shall publish the report on the Authority's website.

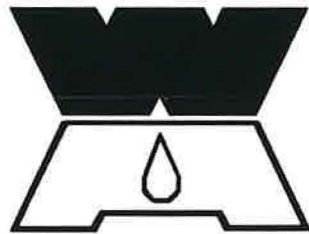
13. Annual Report to the New York State Authorities Budget Office

The Authority will include in its Annual Report, in addition to providing the information contained in the Yearly Property Report described above, a listing and description of all real property disposed of by the Authority during such year having an estimated fair market value in excess of Fifteen Thousand and No/100 Dollars (\$15,000.00). The Annual Report must include, at a minimum, the price received by the Authority and the name of the purchaser for all property sold. The Annual Report shall also contain a description of all assets, services or both assets and services that are sold by the Authority without competitive bidding, which description shall include the following:

- (a) the nature of those assets and/or services;
- (b) the names of the counterparties; and
- (c) where the contract price for assets that are sold by the Authority is less than fair market value, then a detailed explanation of the justification for making such sale without competitive bidding will be provided along with a certification by the Executive Director and Director of Finance and Business Services stating that they have reviewed the terms of the sale and determined that it complies with the applicable law and the Authority's procurement guidelines.

The Authority shall cause its Annual Report to be delivered to the County Executive, the Chief Financial Officer, the President of the Monroe County Legislature and the Authorities Budget Office within ninety (90) days after the end of the Authority's fiscal year.

The Authority shall publish its Annual Report on the Authority's website.



**PURCHASING & PROCUREMENT
GUIDELINES**

**Laurie Neff
Purchasing Manager**

Revised ~~December~~ January 2023

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MONROE COUNTY WATER AUTHORITY
SECTION 1: INTRODUCTION; PURPOSE

The Monroe County Water Authority (“MCWA”) Purchasing and Procurement Guidelines (the “Guidelines”) detail the operative policy and instructions regarding the use, awarding, monitoring and reporting of certain MCWA purchasing and procurement contracts. These Guidelines are intended to comply with applicable federal and New York State laws (including MCWA’s enabling legislation), as well as MCWA’s internal governance documents. To the extent the Guidelines are inconsistent with applicable laws, any such inconsistent provisions shall be superseded by the applicable law.

The terms “purchasing” and “procurement” describe the method by which MCWA acquires the goods and services necessary to fulfill its mission. These Guidelines provide comprehensive guidance to MCWA employees regarding the purchasing and procurement process. MCWA intends to acquire necessary goods and services in the most cost-effective manner by promoting full and open competition among potential vendors.

Certain specific objectives of these Guidelines are as follows:

1. To be a reference guide.
2. To specify general and specific procedures.
3. To define roles and responsibilities.
4. To document compliance with applicable laws and internal policies and procedures.

State Procurement Requirements: MCWA adopted a Procurement Disclosure Policy effective January 1, 2006 ~~(annually reviewed and approved), and most recently revised in December 2019~~, that implements certain New York State Finance Law provisions. This policy governs most procurement transactions involving an estimated annualized expenditure of \$15,000 or more for any commodity, service, technology, public works, construction, reverse contract or the purchase, sale or loss of property. The policy governs the interaction between MCWA employees and potential vendors to set forth specific requirements regarding communications during the procurement process to provide for an open, transparent and fair procurement process. This policy is included as Appendix D.

SECTION 2: DEFINITIONS

As used in these Guidelines, the following terms shall be given the following meanings (unless the context indicates otherwise):

Acceptance - An agreement to the terms of an Offer. An Offer must be accepted without changing or qualifying the terms of the Offer.

Best Value ~ The Best Value option may be used if it is more cost efficient over time to award the goods or service to other than the lowest responsive, responsible bidder or offerer if factors such as lower cost of maintenance, durability, high quality, and longer product life can be documented.

Bidder - Contractor, supplier, or vendor who responds to a competitive bid.

Commodity Orders - A type of Purchase Order that is used for items for which the price has been established by a request for Quotation or public bid for a period of one year. Commodity Orders in which prices are obtained by a quote can be extended for an additional two one-year terms. Commodity Orders in which prices are obtained by public bid can be extended for up to an additional four one-year terms. The purpose of the Commodity Order is to achieve cost savings on the purchase of high-volume, regularly used, low and high priced items; reduce paperwork; and facilitate a smooth work flow in the day-to-day operations of MCWA.

Blanket Purchase Orders - A type of Purchase Order that is used to make repetitive, low cost, low volume purchases or a number of single purchases that will cover a period of time.

Change Order - A formal notification and agreement between a buyer and a supplier that reflects changes to an existing Purchase Order or Contract.

Competitive Bid - A situation where any qualified supplier may submit a sealed bid to MCWA to supply goods and/or services at a firm price for a period set by the terms and conditions of the Contract. These bids are publicly advertised and awarded to the lowest responsive, responsible Bidder offering the same quality or better, meeting all terms and specifications, and submitting a sealed bid at the time, date and location listed in the bid.

- A) **Lowest Bidder** - The Bidder that offers the lowest net price for the item specified and can deliver according to schedules set forth in the formal bid document.
- B) **Responsive Bidder** - The Bidder has responded in accordance with the terms, conditions, and technical requirements of the bid and has signed all documents. Compliance is subject to the discretion of Purchasing or the department head.
- C) **Responsible Bidder** - Any Bidder who has proven historically that such person or company can meet all the terms and conditions of the bid Proposal.

Confirming Order - When a supplier or vendor is given authorization to proceed with an order prior to the issuance of a Purchase Order. It should be used as an exception to expedite

shipment for the start of work when time is of the essence or an emergency exists.

Conflict of Interest - MCWA employees involved in the purchase of goods or services shall abstain from any transactions with vendors that may be considered a conflict of interest. See MCWA's Code of Ethics and Conflict of Interest policies for further details.

Contract - A formal document signed by the vendor and authorized MCWA representatives that binds the parties in defining the goods or services to be rendered including terms and conditions of the procurement. Verbal agreements are not recommended. If so, they must be followed up in writing.

Contractor - Term used interchangeably with "Vendor" or "Supplier".

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Department Head ~ Designated employees who supervise a department comprised of the Executive Director; ~~Deputy Assistant to the~~ Executive Director; Civil Engineer (Water Distribution/Director of Engineering); Director of Production/Water Supply; Director of Operations (Executive Director of Operations), Director of Facilities and Fleet Maintenance; Director of Finance and Business Services; and Personnel Manager/Director.

Designated Contact - See New York State Procurement Lobbying Law.

Emergency Purchase Order - A Purchase Order used when an unpredictable situation requires immediate action on MCWA's behalf.

F.O.B. Destination Freight Paid - "Free on Board". This term means that the shipper (the supplier in most cases) will pay the carrier for the shipment as part of its quoted cost. It is not MCWA property until it reaches the Authority. Also, the shipper will be responsible for making any claim for lost or damaged freight.

Impermissible Contact ~ See New York State Procurement Lobbying Law.

Manager - Designated employees who work under the direction of a Department Head and are given the ability to authorize purchases up to \$1,000.

Micro Purchase Order ~ A document used to order/purchase items totaling less than \$500, including freight. They are maintained by the various departments. No competing price quotes required but are encouraged. However, all purchases must be requisitioned, reviewed, and approved by the Department Head.

New York State Procurement Lobbying Law - Law passed in 2005 by the New York State Legislature as amendments to the State Finance Law (Section 139-j and 139-k) to reform the procurement process of governmental entities including the Authority concerning communications with potential vendors during the procurement process. Below are several important terms to understand:

- Designated Contact - The Executive Director and/or MCWA employee(s) designated by the Executive Director to receive all communications from Offerers.

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- Impermissible Contact – Occurs when contacts made by an Offerer fail to satisfy the requirements of Article 4 and Article 5 of the Authority Procurement Disclosure Policy. The most common examples are when an Offerer contacts MCWA personnel other than the Designated Contact(s) during the Restricted Period in an attempt to influence the procurement or when an Offerer attempts to influence the procurement in a manner that would result in a violation of the Authority’s Code of Ethics or Conflicts of Interest Policy.
- Offerer – An individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity that contacts MCWA about a procurement during the restricted period about such procurement. (Note: This definition of Offerer is specific to NYS Finance Law. In other instances, this term may apply to any contractor, vendor or supplier making an offer to provide a service or product to the Authority).
- Record of Contact – Other than requests for bid documents, whenever an offerer contacts MCWA during the Restricted Period the contact must be documented and included in the formal procurement record.
- Restricted Period – Represents the time period from the earliest posting on the Authority’s website or in a newspaper of general circulation of written notice of intent to solicit offers through final award and approval of the Procurement Contract by the Authority.

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Offer - A promise to provide goods or services according to specified terms and conditions in exchange for material compensation.

Offerer – Entity who makes an offer. See New York State Procurement Lobbying Law for definition of Offerer under New York State Finance Law.

Official Newspaper - An official newspaper for advertising bids; currently, the Daily Record.

Prevailing Wage – The wage rate determined by the New York State Department of Labor (NYS DOL) that is required of contractors for public work projects in Monroe County.

Procurement Officer – See Article 3 in Appendix D.

Professional Service - A service that requires special or technical skill, training or expertise and that does not readily lend itself to competitive bidding. General guidelines for determining whether a service is a professional service are as follows:

1. Whether the service is subject to state licensing or testing requirements.
2. Whether substantial formal education or training is a necessary prerequisite to the performance of the service.
3. Whether the service requires a relationship of personal trust and confidence between

the provider and MCWA officials.

Proposal - A formal written offer to provide goods or services at a specified total or unit cost.

~~**Public Authorities Reporting Information System (PARIS) Tracking Number** - The Public Authorities Budget Office ("ABO") requires that all contracts of a similar nature or scope with a single vendor in excess of \$5,000 during the calendar year be entered annually into PARIS. Because not all procurements (i.e. professional services, large construction contracts, memberships, etc.) are entered into the Authority's Centralized Purchasing System and assigned a Purchase Order ("PO") Number, a separate process must take place for these Non-Purchase Order Contracts. In these instances, a PARIS Tracking Number ("PTN") is manually assigned to these procurements to electronically track these procurements through the Authority's accounting system. This allows required ABO reports to be generated electronically.~~

Purchase Order - A legal document which sets the terms and conditions of order, delivery and payment. The wording must be specific enough to eliminate any questions as to the material terms. Once accepted, it becomes a binding contract.

Quotations - For purchases and services of less than \$15,000 and construction contracts of less than \$5,000 the Authority is not required to formally advertise and accept sealed bids. Instead, Authority staff will seek to secure pricing in a less formal manner from a minimum of three ~~vendors~~suppliers and award the purchase order to the lowest responsive, responsible vendor.

Record of Contact - See New York State Procurement Lobbying Law

Restricted Period - See New York State Procurement Lobbying Law.

RFQ/RFP - Request For Qualifications/Proposal - A written request seeking offers for professional services. This method promotes competition based on qualifications and other factors that go beyond just price. Price proposals can be solicited at the same time, or fees may be negotiated after selection of the most qualified provider.

Request for Quotation - A written request seeking offers from prospective vendors. This method promotes competition based on price. The request shall state the specific terms and conditions of the proposed work.

Services - Applies to work provided to MCWA by contractors that are not professional in nature. Examples include janitorial, maintenance, construction, etc. For the most part, whereas professional services usually require an advanced degree (doctor, lawyer, accounting, engineer, accountant), persons providing "services" usually learn their craft through trade schools and apprenticeship programs.

Small Purchase Order - A document used to order/purchase items totaling less than \$1,000.

They are available in and maintained by the various departments. Items under \$1,000 may be purchased at the Manager level. If possible, three (3) Quotations (verbal or written) should be obtained for purchases between \$500 and \$1,000, including freight.

Sole Source of Supply - When goods or services are available from only one source. MCWA's records must indicate, without question, that there exists only one single supplier of the item or service. Sole source situations generally exist when an item is manufactured by only one firm, such as when a vendor has an exclusive franchise or distributorship for an item.

Solicitation - A request for Offers or Proposals, including telephone requests for price Quotations or Requests for Proposals.

Standardization - Allows for the standardization of common-use items purchased for MCWA. Providing the ability to achieve and maintain the required levels of compatibility, interchangeability, commonality and reference in the operational procedural material and technical field to attain interoperability.

State, County and Other Political Subdivision/District – MCWA can obtain needed items by use of contracts let by state or any political subdivision or district therein. The contract must be let in a manner that constitutes competitive bidding consistent with state law, and made available for use by other governmental entities. Purchases utilizing these contracts are not subject to competitive bidding.

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~~**State/Local Contract Purchase Orders** – MCWA can often obtain needed items by participating in buying contracts of New York State, Monroe County or other municipalities. The use of State or local contract pricing eliminates the need to bid or quote these items.~~

Statement of Qualifications/Proposals - Written documents submitted in response to a RFQ/RFP, if so requested.

Supplier – Term used interchangeably with “contractor” or “vendor”.

Taxes - As a public benefit corporation, MCWA is exempt from New York State sales tax and federal excise taxes. All MCWA purchase orders shall state these exemptions.

Unauthorized Purchase – Purchases made outside of normal Purchasing policies or procedures and not meeting the criteria of a legitimate emergency, sole source, or standardization. May result in disciplinary action.

Vendor – Individual or entity providing goods or services to MCWA. Term used interchangeable with “contractor” or “supplier”.

SECTION 3: RESPONSIBILITIES

The following describes the purchasing and procurement responsibilities of various MCWA personnel. The applicable MCWA department head or his or her designee shall coordinate any specific procurement with Purchasing .

Members (a.k.a. Board of Directors) - The Members of MCWA shall be responsible for:

1. Annual review and approval of these Guidelines and similar matters.
2. Award of construction contracts that exceed \$5,000. (See Section 1108 of the New York Public Authorities Law.)
3. Approval of any purchases over \$15,000.
4. Approval of Professional Services over \$15,000.
5. Cumulative Change Orders that are over 10% of the total contract price and greater than \$15,000.
6. Any other items appropriately brought before such body.

Executive Director - The Executive Director shall be responsible for:

1. Implementation and compliance with procurement policies and procedures.
2. Approval of Professional Services under \$5,000.
3. Approval of Professional Services over \$5,000 and up to \$15,000, with notification to the Board of Directors.
4. Awarding contracts that do not require Board approval.
5. Execute/sign contracts that have been approved by the Board of Directors.
6. Approval of Procurement Officers (as such term is defined in MCWA's Procurement Disclosure Policy).

Purchasing Manager - The Purchasing Manager establishes and administers centralized purchasing services for all MCWA departments. The Purchasing Manager shall be responsible for:

1. Obtaining and analyzing prices for materials, equipment and services.
2. Compiling and maintaining a list of sources of supply for the items used by MCWA.
3. Acting as liaison with the vendors that service MCWA.
4. Handling mechanical operations of purchasing such as pricing, bidding, ordering, expediting and making adjustments.
5. Keeping confidential information and Quotations submitted by competing vendors until an award.

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Director of Finance & Business Services - The Director of Finance & Business Services and Accounting staff shall be responsible for:

1. Handling accounts payable.
2. Reporting and disclosing required financial information.
3. Reviewing invoices.
4. Oversees Purchasing.

Operating Departments - Each operating department shall request Purchasing to order goods and services. It shall advise Purchasing upon receipt of said items. Each operating department shall:

1. Anticipate requirements sufficiently in advance to permit Purchasing to do an efficient job of buying.
2. Make requisitions specific and clear in every detail
3. In cases where technical equipment, specifications, plans or designs are involved, indicate its requirements and coordinate with Purchasing to assure quality control.
4. Keep confidential information and Quotations submitted by competing vendors until an award.
5. Follow MCWA's Procurement Disclosure policies where applicable.
6. Determine the quality/quantity requirements for a particular purchase and involve Purchasing as necessary.
7. Check all deliveries within five (5) working days and make any necessary adjustments. Notify the vendor of any problems. When shipments are received, the department must note on all copies of the delivery receipt any damages observed. (Procedures for returning material will be addressed in Section 5M hereof).
8. When an order is complete, fill in receiving information on the bottom of the green copy of a Purchase Order, and sign and return to Purchasing with receiving slips.
9. Manage all facets of the procurement of professional service contracts and manage vendor compliance with contractual terms and obligations.

SECTION 4: OVERVIEW & GENERAL RULES APPLICABLE TO PROCUREMENT OF GOODS AND SERVICES

A) Purchase Approvals

i. Authorized Approvals

All purchases and change orders need to be approved by an authorized supervisor. The table below shows that as the level of expense increases, so does the level of management required to approve the purchase and change orders.

ii. Minimum approvals:

1. Less than \$50 (Petty Cash)	1. As noted in Section 5-A
2. Less than \$500 (Micro PO)	2. <u>Supervisor</u> Department Head
3. Less than \$1,000 (<u>Small</u> PO)	3. Supervisor
4. \$1,000 to \$5,000	4. Department Head or Designee Purchasing
5. \$5,000 to \$15,000	5. Director of Finance or Designee Department Head Purchasing
6. \$5,000 (Construction)	6. Public Bid (Same as Item #76 below.)
7. Over \$15,000 (Public Bid)	7. Executive Director or Designee Department Head Purchasing and Board of Directors (After Bid Before Award)

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iii. Construction Change Orders Only

Change orders on construction contracts are to be made in the following manner:

- Cumulative change orders of 5% or less are to be approved by the Department Head.
- Cumulative change orders from 5-10% are to be approved by the Department Head, the Director of Finance and Business Services, and the Executive Director.
- Cumulative change orders above 10% and greater than \$15,000 shall be approved by the Board.

B) Petty Cash - \$50 Limit

MCWA shall reimburse employees from petty cash for purchases less than \$50 upon presentation of a properly approved petty cash disbursement form with receipt attached. The following lists the petty cash funds currently maintained by MCWA, as well as the custodian of each fund:

- General Offices - Cashier;
- Production & Transmission - Department Secretary; and

Operations - Administration Office.

C) Micro and Small Purchase Orders

These orders are available in and maintained by the user's department.

D) Purchase Orders

i. Regular Purchase Orders

Purchase Orders will be issued by Purchasing as soon as possible after processing of an approved requisition. The Purchase Order is a six-part document:

- Original - mailed to the vendor.
- Copy 2 (marked "Acknowledgement Copy") - mailed to and acknowledged by vendor and returned to Purchasing.
- Copy 3 (marked "Accounting Copy") - forwarded to Accounts Payable.
- Copy 4 (marked "Purchasing Copy") - Purchasing's file copy.
- Copy 5 (marked "Departmental Copy") - forwarded to the requesting department for their files.
- Copy 6 (marked "Receiving Copy") - "green copy" is forwarded to the requesting department to be completed when all items are received or service is complete and sent back to Purchasing for processing of payment.

ii. Special Purchase Orders & Equipment Leasing

a. Micro Purchase Orders

Any purchase less than \$500. No competing price quotes required but are encouraged. However, all purchases must be requisitioned, reviewed, and approved by the Department Head.

b. Small Purchase Orders

Any purchase \$500 to \$1,000, including freight, may be performed by the user's department. Multiple items of the same or similar nature can be purchased as long as their total cost is between \$500 and \$1,000, including freight. When possible, three (3) quotations (verbal or written) should be obtained except for purchases under \$500, including freight. For a single item or items under \$500, no competition is required, but reasonable steps must be taken so that the price is fair and practical. To the maximum extent possible, departments should purchase from local vendors. When the order is complete, attach the invoice and the packing slip to one copy of the P.O. and forward it directly to Accounts Payable. Mark the account number on the invoice and include an approved signature.

c. Blanket Purchase Orders

The purpose of a blanket order is to reduce the paperwork associated with the buying of many low-cost and low-volume items and to facilitate a smooth workflow in the day-to-day operations of MCWA.

d. Commodity Purchase Orders

The purpose of a commodity order is to achieve cost savings on the purchase of

high-volume, regularly used low and high priced items, reduce paper work, and facilitate a smooth work flow in the day-to-day operations of MCWA.

- c. ~~State and County Contract Orders~~ State, County and Other Political Subdivision/District Orders

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A purchase order in which the prices come from a State, County and Other Political Subdivision/District~~either New York State or Monroe County contracts~~ makes it unnecessary for MCWA to bid or quote these items. Please note that appropriate approval is still required under Section 4(A).

- f. Emergency Purchase Orders

In general, an emergency shall be classified as an unpredictable condition whereby the situation requires immediate action on MCWA's behalf.

- g. Equipment Leasing

Equipment lease agreements shall not exceed five years and shall require the same process required for Quotations and purchases under 5C. If aggregate expenditures exceed \$15,000, the agreement shall be approved by the Board of Directors.

E) Specifications

i. Purpose

- a. Best Value

Specifications serve to assist MCWA in obtaining the best value and in generating competition.

- b. Sufficient Information

Since performance, quality, and service can be as important as price, the requesting department shall furnish Purchasing with proper specifications.

ii. Level of Quality

In considering and developing specifications, departments shall strive to avoid "deluxe" levels of quality. Instead, departments shall attempt to purchase standard grades of merchandise. The goal shall be to find a balance between quality and price, at all times consistent with providing a satisfactory level of service.

iii. Adequate Specifications

- a. Bids and Quotations shall be based upon adequate specifications. Specifications shall serve as a basis for full and fair competitive bidding upon a common standard, and they shall be free from restrictions that would tend to stifle competition. Departments shall not design burdensome specifications solely for the purpose of eliminating competition other than suppliers of a particular brand name commodity.
- b. Technical specifications must be supplied by the requesting department.
- c. If the requesting department has brochures, specifications, etc., they shall forward the same to Purchasing with the requisition.
- d. The requesting department shall provide Purchasing with a list of vendors to receive a request for quotation or solicitation of a bid.

iv. Changes in Specifications

- a. Once an invitation to bid has been mailed, no changes in the specifications shall be made unless all prospective Bidders are so notified by means of a written addendum.
- b. Verbal changes by any individual are not valid. All changes shall be put in writing.
- c. MCWA reserves the right to reject all bids.
- d. When specifications fail to produce conforming bids, it may be worthwhile to reject all bids, rewrite the specifications and allow all Bidders to submit proposals based on the revised specifications.

v. Responsibilities

Purchasing has ultimate responsibility for purchases. It shall work with the requesting department to develop proper technical specifications, including notifying the requesting department when a modification is required to generate competitive bidding. Any such notification shall include details on the full extent and nature of such modifications.

vi. Pre-Bid Meetings

a. Purpose

If required, MCWA holds pre-bid meetings with prospective vendors to review project scope and identify items in bid documents..

b. Requested by Whom

The requesting department, Purchasing or the vendors may request a pre-bid meeting.

c. Announcement

A pre-bid meeting may be announced in the original specifications or may be arranged through an addendum.

F) Addendum

An addendum consists of written changes, clarifications or corrections to the specifications issued after the bid or Quotation documents have been advertised or mailed out. The addendum becomes part of the bid or contract documents.

G) Public Bids

i. Requirement

All purchases estimated to exceed an aggregate of over \$15,000 in a year-must be publicly bid. For construction projects, public bidding is required for amounts over \$5,000.

ii. Low, Responsive, Responsible

See the definition of Competitive Bid in Section 2.

H) Best Value Competitive Bidding

- i. **Authority and purpose.** Section 103 of the New York General Municipal Law allows the Water Authority to authorize the creation of a rule, regulation, or resolution adopted at a public meeting for the award of certain purchase contracts (including contracts for services) subject to competitive bidding under General Municipal Law §103 on the basis of "best value" as defined in §163 of the New York State Finance Law. The best value option may be used, for example, if it is more cost efficient over time to award the goods or service to other than the lowest responsible bidder or offerer if factors such as lower cost of maintenance, durability, high quality, and longer product life can be documented.
- ii. **Award based on best value.** The Water Authority Board may award purchase contracts, including contracts for services, on the basis of "best value". All contracts or purchase orders awarded based on value shall require Board approval.
- iii. **Applicability.** The provisions of this article apply to Water Authority purchase contracts, including contracts for services, involving an expenditure of more than \$15,000 or \$5000 for construction projects.
- iv. **Standards for best value.**
 - a. Goods and services procured and awarded on the basis of best value are those that the Water Authority determines best optimize quality, cost and efficiency, among responsive and responsible bidders or offerers.
 - b. Where possible, the determination shall be based on an objective and quantifiable analysis of clearly described and documented criteria as they apply to the rating of bids or offers. The criteria may include, but shall not be limited to any or all of the following:
 - Cost of maintenance;
 - Proximity to the contractors;
 - Longer product life;
 - Product performance criteria; and
 - Quality of craftsmanship.
- v. **Documentation.** Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented. Any contract being considered for Best Value criteria shall be identified in the procurement documents.

- I) Requests for Qualifications/Proposals
See the definition of RFQ/P in Section 2.
- J) Professional Services
See the definition of this term in Section 2.
- K) Sole Source of Supply
See Section 6 for Methods/Procedures. See the definition of this term in Section 2.
- L) Standardization (Goods and Services)
 - i. Appropriate Circumstances
Some circumstances under which standardization provisions might be appropriate are as follows:
 - a) Compatibility – MCWA’s present equipment would not be compatible with items from one or more prospective vendors, thus causing significant expense to convert.
 - b) Design and Construction - The design, plan or method of construction of an installation is suited to a particular operation or function and cannot be altered without undue expense.
 - c) Economical - Service facilities are adapted to the handling of a particular make of equipment and cannot be converted without undue expense.
 - d) Endangerment - Changes would endanger MCWA customers or employees.
 - e) Inventory - MCWA has on hand a substantial stock of spare parts for a specific make of equipment which cannot be disposed of except at a substantial loss.
 - f) Local Conditions - Local conditions require the use of a particular make of equipment to the exclusion of all others.
 - g) Trained Employees - Employees have been trained in the operation, repair or use of special equipment and cannot be trained to operate other makes without undue expense.
 - h) Uniformity - A substantial amount of equipment of the same make is presently being used by the Authority and uniformity of the make or manufacturer is essential to economy (and/or efficiency).
 - i) Department Responsibility - The applicable department shall make all decisions to standardize and shall provide Purchasing with reasonable justification. For standardized items available from more than one source, Purchasing shall bid or quote the item. For items with a Sole Source of Supply, the department shall include information justifying their sole source request.
 - j) Board Resolution - Pursuant to Section 1108 of the Public Authorities Law, the Board of Directors, shall approve any standardization decisions, including the reasons therefor.
 - k) Review - Each department shall review all items standardized at least every three years. In the absence of this review, no purchases shall be made without competitive bidding.
- M) Other General Information

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- i. Departments shall review inventories on a regular basis to maintain adequate materials on hand without being overstocked. Departments shall establish minimum levels for stock items and place reorders for purchase by Quotations or bids when these minimum levels are reached. Careful review of inventories should help to reduce the number of Purchase Orders processed.
- ii. In addition to price (where differences are small), consideration shall be given to those vendors who offer prompt payment discounts and/or deliver (especially on an as-needed basis). The final cost of an item shall include labor and transportation; the vendor's location can have a significant impact on such costs.
- iii. A list of vendors who participate in State and County contracts can be obtained on their respective websites.
- iv. Because one set of rules will not cover all cases, Purchasing and the departments shall maintain open communications.

SECTION 5: PROCEDURES

- A) Purchases Less Than \$50
- i. Petty Cash Procedure
 - a. Reimbursement - The petty cash fund shall be used for reimbursement of purchases within the \$50 limit with an override up to \$100 with Director of Finance & Business Services' approval. It is not to be used for the purchase of supplies, materials and equipment that would normally be obtained through regular purchase requisitions.
 - b. Approval - Purchases shall be approved by Department Heads or their duly designated managers. Finance & Business Services shall maintain a list of employees authorized to approve purchases in their respective areas.
- B) Purchases Less Than \$1,000
- i. Through Operating Departments
 - a. Items under \$1,000 may be purchased by the operating department.
 - b. When obtaining quotes, obtain F.O.B. Destination delivered prices if possible.
 - c. Verbal quotes should be noted on the back of the order or on a separate attachment. If a verbal quote results in an order, the price should be confirmed in writing when possible.
 - ii. Through Purchasing
 - Requests for Quotations (verbal or written) may be requested when deemed necessary by Purchasing. All questions shall be handled by Purchasing.
 - Awards are to be made within forty-five days of the quote, (unless specifically changed by the requesting department) or all quotes will be rejected.
 - In situations where Purchasing has previously determined the lowest responsive and responsible vendor, it may place the order directly without additional price inquiries.
- C) Quotation Purchases: Purchases <\$15,000 and Construction <\$5,000
- i. Requests for Quotations

Requests for Quotations (written) shall be solicited from at least three legitimate vendors, if possible.
 - ii. Award

An award shall be made to the lowest responsive, responsible offerer.
- D) Publicly Bid Contracts
- i. Formal (\$15,000 and up) and Construction Contracts \$5,000 and up
 - a. All purchases estimated at or with actual value in excess of \$15,000 shall follow these procedures:

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1. Open a procurement for tracking in accordance with New York State Procurement Lobbying Law after obtaining approval of Procurement Officers from the Executive Director.
2. A notice to bid shall be advertised at least two weeks prior to the bid opening.
3. Construction bids generally should require a minimum fee of \$25 to cover the cost of plans and specification books. Potential Bidders shall be required to pick up bids or provide an overnight delivery service account number.
4. Advertisement shall be in the official newspaper with county-wide circulation.
5. All notices and invitations to bid shall be provided to the appropriate mailing list, if available. They shall be available for pick-up upon request.
6. Multiple purchases of the same item shall not be made for the purpose of circumventing the bid threshold.
7. All bids must be returned to the location stated in the notice or bid package.
8. All sealed bids must be returned prior to the time stated in the notice or bid package.
9. All sealed bids received at the front desk shall be time and date stamped and initialed upon receipt.
10. No bid will be accepted if it is received after the time and date specified or it is not properly sealed. The only exception shall be for a delay caused by a MCWA employee. All late bids shall be returned to the Bidder unopened. When necessary, a late bid may be opened in order to identify the Bidder.
11. Fax copies and e-mails of bid submittals shall not be accepted. All Bids must be submitted in a sealed envelope, clearly labeled "Bid" and also marked with the Project Name, Bid date, and time of Bid opening. Bids submitted via trackable delivery service, such as FedEx, must be addressed to "Purchasing Manager – BID" and must follow the delivery instructions stated in the bid packet. US Mail is not an acceptable means to submit Bids.
12. Bidders shall be encouraged to bid as per the specifications outlined in the notice or bid package. Verbal instructions from anyone are not valid. Any change in requirements shall be made only by means of a written addendum.
13. Sealed bids will be opened and total prices read aloud at the time and place stated in the notice.
14. Purchasing or the requesting department shall retain custody of all proposals, samples, and bonds until an award has been made. Bids shall be maintained on file.
15. All bids and required forms must be properly executed by the Bidder.
16. After being opened and read, the proposals will be tabulated at the earliest possible time and a recommendation for award will be prepared for approval by the Board.
17. Bids and proposals may be rejected if they contain uncalled-for items, cross-outs or white-outs not initialed, omissions and/or irregularities of any kind (except obvious arithmetic errors). Bids must meet the specifications in order to be considered responsive. MCWA reserves the right to reject all bids for any reason.
18. MCWA reserves the right to waive minor irregularities, reject any and all bids,

advertise for new bids, proceed to do the work otherwise, or abandon the work if it is not in its best interest to proceed.

19. A Bidder may modify its bid after submission to MCWA but before the bid opening. In such a case, the vendor shall make certain that any new prices are reflected in any bid bond. After the bid opening, no bid may be modified. Upon request to Purchasing and before an award has been made, Bidders can correct omissions from bids that do not affect the price, terms, and conditions of the bid.
20. Bids may be withdrawn only if written notice is received by MCWA prior to the fixed time for opening bids.
21. If, after the bid has been opened, a vendor discovers an error in its bid that affects the price (other than arithmetic errors), the Bidder shall notify Purchasing at once. Purchasing and the requesting department shall review the problem and seek assistance from the Executive Director if required. Except in extraordinary cases, MCWA shall require the Bidder to abide by its bid or forfeit its bid security.
22. Once the procurement period has ended, terminate the NYS Procurement Lobbying Law tracking. Each Procurement Officer shall certify the end of the procurement period by executing the MCWA Procurement Compliance Form (found in Appendix D) and providing the original copy to Purchasing. Purchasing will close the Procurement Record only after receipt of signed compliance forms from all Procurement Officers.

E) When to Requisition

i. Goods and Services

MCWA typically purchases goods and services using a requisition. See Appendix C for notable exceptions. In the event of an emergency purchase, the department shall provide notice to Purchasing within two (2) working days after the purchase.

ii. In Advance

Requisitions should be prepared far enough in advance to avoid creating an emergency. This will give Purchasing sufficient time to secure the best materials at competitive prices. Lead time must include the work days needed to accomplish the following:

- 1) Time for the requesting department to prepare, sign and authorize requisitions.
- 2) Time for Purchasing to obtain quotes and bids (10 to 18 days).
- 3) Time for transmittal by U.S. mail.
- 4) Stock position of the prospective vendor.
- 5) The vendor's typical delivery schedule.
- 6) Additional time needed for specialized equipment, motorized equipment, office machines, etc.
- 7) Sufficient time for shop drawings, review, and approvals.

F) How to Requisition

i. Complete Information

Purchase requisition forms must be complete in all respects, including proper account numbers, specifications, delivery address, date required, suggested vendors and purpose. In order to be processed, requisitions must be signed with proper approvals.

a. Detailed Specifications

Detailed or technical specifications shall accompany every requisition. A detailed specification means a trade name or product number (e.g., General Electric Lamp #F40CW or approved equal). Suppliers or manufacturers will provide specifications for almost all products.

b. Filling Out Form

Purchase requisition forms shall provide the following complete and correct information. Failure to complete the requisition properly will delay shipment of goods or services.

- 1) Date* - Current date only.
- ~~2) Do Not Duplicate* - Order is confirming.~~
- 2) Ordered by* - Employee name and number (number is necessary for computer input).
- 3) Approximate cost - A requisition shall be complete only if it provides cost information, either approximate or specifically quoted. Any quotations shall be attached to the requisition.
- 4) Requisition and Order No. - ~~Use only if you have a Purchase Order number already-~~ assigned by Purchasing.
- 5) Approximate Date Required* - Plan ahead. Use realistic dates. If it is a rush condition, specify the date needed and explain in lower area of description. ASAP, RUSH, IMMEDIATELY, YESTERDAY and RECEIVED are not dates and will result in your requisition being returned.
- 6) Account, Job Order or Auth. No.* - Number must be provided before purchase can be made. Authorization numbers must be properly approved before MCWA can purchase.
- 7) Purchase Order Description* - Provide an item description, including the purpose.
- 8) Suggested Vendor # - List suggested vendors on the back of the requisition. Provide a vendor # if one exists. Only place a vendor # in this location if it is a Confirming Order or a Sole Source of Supply.
- 9) Vendor Name - Only place vendor name in this location if it is a Confirming Order or Sole Source of Supply.
- 9)10) Vendor Email - used by Purchasing to send vendor Purchase Order.
- ~~10)11) Deliver to* - Select a delivery location.~~
- ~~Approximate Cost* - A requisition shall be complete only if it provides cost information, either approximate or specifically quoted. Any quotations shall be attached to the requisition.~~
- 12) PO Conditions Do Not Apply* - Yes will be selected if the requesting department would like Purchasing to send the PO to the vendor to place the order. No will be selected if an order is not needed (ex. Professional Services agreement has been executed).

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- ~~11)13) Do Not Duplicate* - Order is confirming.~~
- ~~12)14) Bid Item, Quote Item, or Contract Item* - If cost is over \$15,000 (over \$5,000 for construction projects), the item shall be publicly bid. Authorization* - The requesting department should complete all applicable information in this section to inform Purchasing that the required authorizations for the purchase have been obtained.~~
- ~~13)15) Item No. -~~
- 14)16) Quantity Needed* - Number to coincide with unit type. (See #15)
- ~~15)17) Unit Type* - Be specific (e.g., ea. dozen, case of 12 qt., 8 gross, boxes, etc.).~~
- ~~16) Purchasing Number* - Use this only if a MCWA inventory number exists. Do not use manufacturers' catalog or other identification numbers.~~
- 17)18) Description* - The requisition shall include complete and specific information concerning requirements of all items. Include style, size, model, color, catalog number, etc.
- ~~18)19) Approved by Manager/Supervisor and Name~~
- ~~19)20) Approved by Department Head or Designee - All requisitions over \$1,000 require this signature and employee number.~~
- 20)21) Approved by Director of Finance or Designee - This signature only applies to requisitions over \$5,000 for department expenses.
- 21)22) Approved by Executive Director - This signature applies to all requisitions over \$15,000.

Note: Items with an asterisk (*) shall be completed by the requesting department. Failure to do so may delay your requisition.

G) Processing of Requisitions

i. Review

Purchasing shall review all incoming requisitions for completeness, signature(s), type of bidding required, equipment list, etc. After review, requisitions are processed for Quotation or bid.

ii. Preferred Vendors

If a requisition lists preferred vendors, they will receive a Request for Quotation.

iii. \$1,000 to \$15,000

When requisitioning items costing between \$1,000 and \$15,000, MCWA staff will seek to secure at least three (3) Quotations, of which at least one shall be written. Any exceptions such as for a Sole Source of Supply must be fully documented. Quotations are not needed for items purchased using a State, County and Other Political Subdivision/District contract covered by existing MCWA, Monroe County or State contracts.

iv. Receipt of Quotations

All Quotations must be returned by the applicable deadline. If necessary, telephone quotes can be solicited with a written confirmation to follow. If the situation requires,

the department may call a vendor and ask what price it will charge.

- v. Substitution
Purchasing shall not substitute quoted items without approval by the originator of the requisition.
- vi. Vendor Selection
After prices are obtained, Purchasing shall select the best vendor (usually the lowest responsive, responsible Bidder).
- vii. Purchase Order
After selection of vendor, a Purchase Order shall be issued and mailed and/or emailed.

H) Purchase Orders for Purchases Under \$15,000 and Construction Contracts under \$5,000

- i. Purchase Requisitions
Purchasing shall process all submitted requisitions for materials, services, equipment, etc. (except petty cash and exceptions noted previously; emergency situations; and Small Purchase Orders).
- ii. Completion of Forms
Purchase requisition forms must be fully completed as detailed in Section 5F.
- iii. Ordered by Purchasing
Purchasing shall order materials, services, equipment, etc. after obtaining Quotations as previously described herein. The ONLY exception shall be for an emergency, at which time Purchasing shall either place an immediate order from the purchase requisition or furnish a Purchase Order number to the appropriate Authority staff.
- iv. Vendor Selection
Purchasing shall determine which vendors to send Requests for Quotations, although the person submitting a requisition may suggest specific vendors.

I) Bidding Process (Purchases Over \$15,000 and Construction Contracts Over \$5,000)

- i. Competitive Bid
 - a. The term Competitive Bid is defined in Section 2 of these Guidelines. This definition also includes explanations of the related terms Lowest Bidder, Responsive Bidder and Responsible Bidder.
- ii. Public Notice - Single Purchase
For any single purchase of \$15,000 or more and construction contracts over \$5,000, MCWA shall publicly advertise for bids. This requirement shall not apply in the event of an emergency.
- iii. Public Notice - Several Purchases
All purchases estimated to exceed an aggregate of over \$15,000 in a year shall be publicly advertised and bid. The successful Bidder shall then furnish the particular items on the specified delivery dates throughout the year. MCWA shall follow this

procedure even for items presently purchased with Blanket Purchase Orders or regular Purchase Orders. (See Section 6D - Commodity Purchase Orders).

iv. Specifications

In all cases, individual departments or their consultants shall prepare detailed specifications, including advertisement for bids in final form, any special conditions and a list of any prospective Bidders. All such information shall be forwarded to Purchasing for final review and handling at least five (5) working days prior to the date that a bid advertisement is to be placed in the official newspaper.

v. Preparation

Purchasing, the project engineer or a designated consultant shall prepare the proposal sheets and other necessary bid documents. After final review and handling, Purchasing shall select bid opening dates and place the advertisement.

vi. Escalation Clause

MCWA may find that variable economic conditions make it impossible to obtain bids with firm prices for some items. In these cases, bids shall be taken as frequently as necessary or taken with escalation clauses. Purchasing shall determine those items for which annual bids with firm prices can be received.

vii. Central Location of Bid Documents

Purchasing shall collect and hold all bid documents until the bid opening.

viii. Location of Opening

Purchasing or a designated person shall announce the room in which the bids will be opened prior to the actual bid opening. Purchasing or a designated person and one representative from the applicable department shall preside over the bid opening and read aloud each bid as it is opened. Exceptions, such as bid openings handled by consultants, may be made by pre-arrangement with Purchasing.

ix. Verification of Bid Prices

Purchasing or a designated person shall verify the accuracy of the bid price (including any extensions), identify the lowest bid, and then forward the bid package to the department for review and recommendations. The department will then forward the bid package (including a recommendation) to the Executive Director for his approval and submission to the Board for award of the bid. After award of the bid, the entire bid package shall be returned to Purchasing.

J) Change Orders

i. Change Order Form

If a change has to be made after an order is placed, a "Change Order Form" must be completed indicating the item(s) ordered and the change to be made. The original shall be sent to the vendor and a signed copy shall be given to Accounts Payable and Purchasing (see the Change Order Form in Exhibit 7).

K) Receiving – Purchase Orders for Supplies, Equipment, Materials, Etc.

i. Delivery Receipts

On the day the goods and/or services are delivered, the recipient shall sign the receiving copy of the Purchase Order and forward it to Purchasing with the packing slip. Timeliness is crucial when there is a prompt payment discount allowed (as noted in the box marked "terms" on the Purchase Order).

ii. F.O.B. Destination

Under this method of delivery, the shipper must make any claim for lost or damaged freight. IT IS THE RECIPIENT'S RESPONSIBILITY TO NOTE ANY DISCREPANCIES ON THE RECEIVING COPY OF THE FREIGHT BILL. (See Definition)

iii. Partial Delivery

Unless specified in the contract, acceptance of a partial delivery obligates MCWA to pay for the items received within 30 days or any applicable discount period.

iv. Prompt Payment

MCWA values prompt payment to all vendors. This ensures that unnecessary delays do not adversely affect MCWA's credit record.

v. Shortages

Recipients must immediately report to the vendor any shortages (except back-ordered items), discrepancies or shipment damage. The ordering department shall determine a suitable course of action. Some possible problems include: short/over/duplicate shipments, open cartons upon delivery, items not as specified on the Purchase Order, poor quality, and late deliveries. The ordering department shall maintain contact with vendors on back-ordered items.

vi. Tracing

Purchase Orders shall note the agreed upon delivery schedule. For orders that fail to be delivered on time, the ordering department may trace such orders.

L) Payment of Invoices – Purchase Orders for Supplies, Equipment, Materials, Etc.

i. Vendor Mail

Vendors should send invoices directly to Accounts Payable.

ii. One Purchase Order

Each Purchase Order should have a separate invoice.

iii. Contents

Each invoice should contain the Purchase Order Number, a detailed description of the goods or services, the ship-to address and the ship date.

iv. Review

Accounts Payable shall review all invoices to determine compliance with the Purchase Order, that we have received the merchandise, and that taxes and, where applicable, freight have not been charged.

v. Papers on File

Before Accounts Payable can pay an invoice, it shall have on file the Purchase Order, the invoice, and the proof of receipt (including an authorized signature and the date of receipt).

vi. Paperwork Discrepancies

If the invoice and Purchase Order do not agree, Purchasing shall determine who and/or how much shall be paid unless a department sent out the quotes.

M) Return of Merchandise

When purchased material needs to be returned or exchanged, MCWA shall use the following procedures to ensure that it receives full credit:

i. Credit Memo Received From Vendor -

- Put account number originally charged on the credit memo.
- Note any other helpful information.
- Send credit memo to Purchasing promptly.

N) Vendor Preference

i. Suggestions

Purchasing shall secure prices and, if so requested, review the prices and vendors with the department before making a final selection.

ii. Preference

If a department prefers one supplier over others, thereby excluding one or more vendors from consideration, it shall prepare a written justification. Purchasing shall either issue a Purchase Order based on such recommendation or explain why the request was denied.

iii. Preferred Source Purchases

When completing purchases that do not include Federal funds, MCWA may purchase commodities and services from New York State designated preferred sources without conducting a competitive procurement.

iv. Local Vendors

MCWA service area vendors are those who contribute to the region's tax base and promote the local region's economy; local vendors shall be considered preferred vendors only if their pricing, delivery and service are better than, or comparable to, vendors doing business outside the Authority's service area. If three local vendors exist, MCWA shall seek outside vendors at its discretion, if desired.

O) Unauthorized Purchases

- ⊕ Purchases made outside of normal Purchasing policies or procedures and not meeting the criteria of a legitimate emergency, sole source, or standardization are considered Unauthorized Purchases.

Unauthorized Purchases should be brought to the attention of the Executive Director. An

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Unauthorized Purchase may result in disciplinary action.

Examples of Unauthorized Purchases

- i. **Order Splitting** – The intentional splitting of a known purchase into separate lots with the intention of spreading the purchase over a period of time is strictly prohibited.
- ii. **Personal Purchases** – MCWA employees and their families are prohibited from purchasing goods and services for personal use through any Authority contract. The Authority will neither require nor encourage any vendor to honor contract terms or pricing discounts on behalf of anyone affiliated with MCWA.
- iii. **False Pretense** – The purchase of any materials or services for personal use under the pretense of MCWA use is prohibited. For example: Ordering tools for use at an employee's house or other personal purpose and charging to the Authority will be considered acts of theft.
- iv. **Unauthorized additions to Purchase Orders** – Additions to, deletions from, or any other type of revisions made after the issuance of a Purchase Order may only be done after contacting the Purchasing Manager.

SECTION 6: OTHER PURCHASING ITEMS

A) Professional Services

See the definition in Section 2 for ways to determine whether a procurement is for professional services. See Appendix E for Professional Services Policy and Procedures.

B) Sole Source of Supply

See the definition of this term in Section 2. Since this is an exception to competitive bidding, MCWA shall use the following tests and procedures to confirm the existence of a Sole Source of Supply:

The applicable department shall compile reasonable proof that an item is available only from a sole source. Examples include:

- A single vendor for a product.
- Evidence that other companies (public and/or private) have also found just a single vendor.
- Evidence that substitute products are not satisfactory, including tests done by MCWA or the actual experience of other companies.
- A certification from a Department Head that a product is available only from a sole source.

Sole source purchases above \$5,000 shall be approved by the Director of Finance (or Designee) and Business Services. Sole source purchases above \$15,000 shall be approved by the Board of Directors.

- i. **Identify on Requisition**
To requisition sole source items, the Department shall identify them as such.
- ii. **Verification**

Purchasing shall require the department provide written documentation from vendor verifying the existence of a Sole Source of Supply. Verification shall be dated within the current year.

C) Blanket Purchase Orders

- i. Requisitions shall specify the amount requested, the term and the purpose of the requisition.
- ii. Purchasing shall maintain a list of acceptable vendors for small items such as hardware, paint and miscellaneous building materials. Since the cost of these items is relatively uniform, the vendors shall be chosen primarily on the basis of stock selection, brand names and proximity to the General Office, Shoremont and any other facilities.
- iii. Blanket Purchase Orders shall generally be issued to vendors in amounts up to \$15,000/year as specified by the Department Head and for periods not greater than 12 months at a time. When a Blanket Purchase Order is anticipated to be over \$15,000, it must first be approved by the Board of Directors. Multiple items of the same or similar nature can be purchased as long as their total cost does not exceed \$1,000 including freight. A written quote should be obtained from selected vendor when possible.
- iv. Blanket purchases over \$1,000 require approval from Purchasing.
- v. Purchasing shall review all blanket purchases in order to coordinate and consolidate purchases that are better made through the use of an annual Commodity Order or public bid.
- vi. The person using a Blanket Purchase Order shall obtain the price at the time of the purchase, indicate such on the receiving slip, place account and P.O. numbers on the slip, and have it signed by an authorized purchaser before forwarding it to Purchasing. Each department shall keep a log of purchases made and any balance remaining to date. This log shall be sent to Purchasing along with the green copy of the Purchase order when complete.

D) Commodity Purchase Orders

- i. Personnel shall submit Requisitions to Purchasing, including estimates of usage, detailed specifications, and suggested vendors.
- ii. Purchasing shall issue a Purchase Order based upon prices received by quote or bid. Purchase Orders shall be good for up to one year. Commodity Orders in which prices are obtained by a quote can be extended for an additional two one-year terms. Commodity Orders in which prices are obtained by public bid can be extended for up to an additional four one-year terms.
- iii. The authorized purchaser shall code the receiving slip with account and P.O. numbers and have invoices approved.

E) Emergency Purchase Orders

- i. The Manager on duty may authorize purchases for emergencies that occur on weekends or outside normal working hours.
- ii. If possible, MCWA personnel shall seek to secure verbal Quotations and, if at all possible, use vendors and contractors whose prices and hourly rates are known to be

the lowest.

iii. MCWA personnel shall forward a purchase requisition and Emergency PO Department Certification (Exhibit 4) to Purchasing as soon as practical after an emergency order. Purchasing and the Director of Finance and Business Services shall review confirming purchase requisitions on a regular basis for compliance with the emergency requirement.

iv. For emergencies occurring during normal working hours that require immediate and direct contact with a vendor, Purchasing shall issue a Purchase Order number. This will not preclude a particular department contacting a vendor to obtain specifications, information, catalog numbers, etc.

~~iv.v.~~ The Board of Directors will receive notification of the purchase during the next scheduled board meeting. For Emergency Purchase Orders greater than \$15,000, a resolution should be passed by the Board during the next meeting following MCWA received the final invoice.

F) State, County, & Other Purchasing Contracts and Other Political Subdivision/District

i. Eliminates Need to Bid

Many items are available utilizing State, County and Other Political Subdivision/District contracts on New York State, Monroe County, or other authorized contracts. The use of -contract pricing in these contracts eliminates the need to bid or quote these items.

ii. On File

Purchasing shall maintain a list of vendors having these contracts.

iii. Best Interest

Purchasing may quote or bid any item on an authorized purchasing contract if it is in the best interests of MCWA to do so.

iv. Terms

Terms, including delivery, shall also be considered prior to ordering.

G) Contracts, Agreements for Services, and Prevailing Wage

i. Types of Services

Any department requiring a service that is not professional in nature shall prepare a requisition, including detailed terms, conditions and specifications. Purchasing shall then either quote or bid (except as noted in Appendix C) the service.

Examples of "services" are as follows:

Janitorial Services
Typewriter Maintenance
Microfilming
Tree Removal
Lawn Maintenance

Requisitions should be as complete as possible so that the RFQ/P can identify the services needed.

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ii. Prevailing Wage Rates

Public work contractors must agree to comply with the provisions of the New York State Labor Law Article 8 – Public Work and Article 9 – Maintenance Work relating to the payment of prevailing wage rates to the extent that such rules may be applicable to the contractor. Wage rates may be obtained from the Labor Board’s website at www.labor.state.ny.us.

These rates are also applicable to work performed meeting all of the following requirements:

- a. Article 9 work performed on site if over \$1,500; all Article 8 work is covered;
- b. When using a “tool” to perform work;
- c. Working on anything attached to building structure; and
- d. If not the sole proprietor of the business.

Every contractor and subcontractor shall submit, within thirty days after issuance of its first payroll and with each payment request, a transcript of the original payrolls subscribed and affirmed as true under penalty of perjury. MCWA shall maintain such payrolls for five years and invoices shall not be paid until these payroll records are received and final Prevailing Wage Payroll Certification (Exhibit 8) is completed

iii. Certificate of Insurance

Any work performed on MCWA property or MCWA jobs must meet insurance requirements and provide proof of insurance by submitting a completed Standard Insurance Certificate.

H) Credit/Purchasing Cards

MCWA will use credit/purchasing cards for purchases that are difficult to make in any other way, and are not to be used to circumvent MCWA’s Purchasing & Procurement Guidelines.

1. General rules for the use of any credit/purchasing cards are as follows:

- a. Cards shall not be used for personal purchases of any kind. Use of these cards for personal purchases or expenses with the intention of reimbursing MCWA is prohibited.
- b. Whenever possible, all purchases made with these cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
- c. Cardholders shall take measures necessary to safeguard the security of the credit card and the card number.
 - i. If a credit card is lost or stolen, it shall be reported to the appropriate department head immediately after discovery.
- d. Lack of proper documentation or authorization may result in the loss of the Authority-issued credit card and/or personal liability.
- e. Any misuse of a MCWA credit card by an unauthorized employee may result in loss of credit card and/or disciplinary action up to and including termination of employment.

- f. Cardholders will verify that the goods or services are allowable and must secure appropriate approvals.
 - i. Cardholders should determine if the intended purchase is within the cardholder's credit card limit.
 - ii. Cardholders are responsible for managing any returns or exchanges to obtain proper credit for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure the proper credit is applied to the card on which it was charged. No cash refunds are allowed.
- g. All receipts related to the purchase need to be approved by the Department Head/designee.
- h. Use proof of New York State Tax Exemption.
- i. Follow procedures for obtaining quotes for purchases over \$500.
- j. Upon separation of employment, cardholders shall surrender their MCWA credit cards to the appropriate department head on or before their last day of work and prior to issuance of final compensation to the cardholder.
- k. Phone, fax and internet purchases must follow the same procedures as in-person purchases.
- l. In addition, random reviews may be conducted for both card activity and receipt retention as well as statement review by the Finance & Business Services department. The detailed activity may also be reviewed by MCWA's independent auditing firm. Purchasing will review and update master credit card lists on an annual basis.

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2. Store Credit Cards

MCWA uses a variety of store-issued "Charge Cards" to facilitate day-to-day operations. Current cards include those for Lowes, Home Depot, and Staples. MCWA store credit cards will be issued in the employee's name as authorized by the Department Head and may be used for the following purposes: a) materials, b) supplies, and c) equipment only if a purchase order cannot be issued. Charges for supplies and equipment shall not exceed \$1,000 per purchase without approval from the Department Head or their designee. Supervisors or Department Heads are required to authorize payment of any charges made by employees designated to use a credit card. Splitting up charges to avoid the transaction limit set for the credit card is prohibited. When providing receipts for payment, employees must clearly print their name on the receipt.

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3. American Express/VISA/MasterCard Credit Cards

The Executive Director may approve issuance of American Express Purchasing Cards, MasterCards, and VISA Credit Cards to the following MCWA personnel in the employee's name:

- Executive Director;
- Assistant to the Deputy Executive Director;
- Director of Engineering/Civil Engineer;
- (Executive) Director of Operations;
- Director of Facilities & Fleet Maintenance;
- Director of Finance & Business Services;
- Director of Production & Transmission;

- Secretary to the Board; and
- Purchasing Manager.

MCWA shall use these cards for purchases that are difficult to make in any other way, as a convenience for travel and seminars, and for other appropriate purposes.


- a. These cards shall be used and controlled by the cardholders listed above.
- b. All purchases shall require appropriate Department Head approvals and receipts.
- c. Depending on the nature of the items purchased, use of these cards may be subject to the normal competitive pricing requirement where applicable.
- d. Prior to any purchase, department personnel shall obtain appropriate approvals. A completed Credit Card Pre-Approval Form (see Exhibit 5) shall be submitted to the Department Head. All purchases shall be evidenced by a receipt.
- e. Each department will reconcile the credit card statement to the receipts forwarded by the employee making purchases.
- f. The Credit Card ~~Reconciliation Transaction Detail~~ Form (see Exhibit 6) must be completed for each department and submitted upon request for monthly reconciliation purposes. This form can be found on the MCWA Network in the Public folder by following this path: \\Mcwa\public\Finance\Credit Card Purchases Forms\Credit Card ~~Reconciliation Transaction Detail~~ Form

I) MBE/WBE


Participation by Minority Group Members and Women with Respect to State Contracts: MCWA is considered a state agency under Article 15-A for the purpose of implementing Women and Minority Business Enterprise (W/MBE) and Equal Opportunity Employment (EEO) programs. See Appendix A for applicable Minority and Women Business Enterprises procedures.

MONROE COUNTY WATER AUTHORITY
PURCHASING GUIDELINES
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EXHIBIT 1

EXHIBIT 1 - Purchase Requisition - Front

 Monroe County Water Authority PURCHASE REQUISITION		REQUISITION AND ORDER NO. _____ (4)		
DATE _____ (1)	Do Not Duplicate <input type="checkbox"/> (2)	DELIVER TO: _____ (10) <input type="checkbox"/> OPERATION CENTER (1) <input type="checkbox"/> TREATMENT PLANT (2) <input type="checkbox"/> MCWA PICK UP (7) <input type="checkbox"/> AS SPECIFIED BELOW (99)		
ORDERED BY _____ (3) <small>Name and Emp #</small>	APPROXIMATE DATE REQUIRED _____ (5) <small>(Must Provide A Date)</small>	Approximate Cost: (11) \$0.00		
ACCOUNT JOB ORDER OR AUTHORIZATION # _____ (6)	<input type="checkbox"/> Bid Item (12) <input type="checkbox"/> Quote Item			
PO DESCRIPTION _____ (7)	<input type="checkbox"/> Contract Item			
SUGGESTED VENDOR # _____ (8)	VENDOR NAME _____ (9)			
ITEM NO	QUANTITY NEEDED	UNIT TYPE	PURCH NUMBER	DESCRIPTION OF MATERIAL
(13)	(14)	(15)	(16)	(17)
APPROVED BY _____ (18) <small>Manager/Supervisor # and Name</small> _____ (19) <small>Department Head # and Name</small>		APPROVED BY _____ (20) <small>Director of Finance # and Name</small> _____ (21) <small>Executive Director</small>		

MONROE COUNTY WATER AUTHORITY
PURCHASING GUIDELINES
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EXHIBIT 1



Monroe County Water Authority

PURCHASE REQUISITION

Approximate Cost: _____

Requisition / Order No: _____

DATE: _____

ORDERED BY: _____
Name and Emp. #

APPROXIMATE DATE REQUIRED: _____
(Must Provide A Date)

ACCOUNT, JOB ORDER OR AUTHORIZATION #: _____

PO DESCRIPTION: _____

SUGGESTED VENDOR Number: _____

SUGGESTED VENDOR Name: _____

SUGGESTED VENDOR Email: _____

DELIVER TO:

OPERATION CENTER (1) MCH/A PICK UP (7)

TREATMENT PLANT (2) AS SPECIFIED BELOW (58)

PO Conditions Do Not Apply: Yes No

Do Not Duplicate: Yes No

Asbestos (on/Required) _____

MCH/A Board Res # _____ Orders Received

MCH/A Bid # _____ Bid Solicited (see attached table for instructions)

MCH/A RFQP # _____ Emergency PO

Contract Type: EYS County Other _____

Contract Info: _____

Other: _____

ITEM NO.	QUANTITY NEEDED	UNIT TYPE	DESCRIPTION OF MATERIAL
1	1	EA	

APPROVED BY: _____

Manager/Supervisor # and Name

Department Head # and Name

APPROVED BY: _____

Director of Finance # and Name

Executive Director # and Name

MONROE COUNTY WATER AUTHORITY
PURCHASING GUIDELINES
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EXHIBIT 2

EXHIBIT 2 - Purchase Order – Front



MONROE COUNTY WATER AUTHORITY

P.O. BOX 10999 • 475 NORRIS DRIVE • ROCHESTER, N.Y. 14610-0999
PHONE: 585 442-2000 FAX: (585) 442-0220

PURCHASE ORDER NO.

THIS ORDER NUMBER MUST APPEAR ON ALL SHIPPING PAPERS, BILLS OF LADING, PACKING LISTS, INVOICES AND CORRESPONDENCE. MATERIAL SHIPPED WITHOUT OUR FORMAL PURCHASE ORDER WILL NOT BE ACCEPTED BY OUR RECEIVING DEPARTMENT.

TO VENDOR:

SHIP TO:

PLEASE ENTER OUR ORDER IN ACCORDANCE WITH PRICES, DELIVERY AND SPECIFICATIONS GIVEN

VENDOR NO.	ORDERED BY	SHIP VIA	TERMS	ORDER DATE	A/C #
ITEM QTY ORDERED	DESCRIPTION	UNIT PRICE	AMOUNT		

A MATERIAL SAFETY DATA SHEET (MSDS) Should accompany order.

TAX EXEMPT

THE MONROE COUNTY WATER AUTHORITY IS EXEMPT FROM THE NEW YORK STATE SALES TAX UNDER SECTION 1115(a) (1) (SUBDIVISIONS OF THE STATE OF NEW YORK) OF THE TAX LAW AND AS AUTHORIZED UNDER TITLE 5 OF THE PUBLIC AUTHORITIES LAW SPECIFICALLY SECTION 1105. EXEMPTION FROM TAXES FEDERAL TAX ID NO. 38-60028600W

AUTHORIZED BY

PURCHASING

THIS PURCHASE ORDER IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE HEREOF



PLEASE ACKNOWLEDGE THIS ORDER PROMPTLY ON THE WHITE ACKNOWLEDGEMENT COPY AND INDICATE APPROXIMATE SHIPPING DATE. ANY ORDER NOT ACKNOWLEDGED WITHIN 10 DAYS IS SUBJECT TO CANCELLATION.

FILL IN BELOW AND RETURN THE ACKNOWLEDGMENT COPY
ACKNOWLEDGED BY: _____ DATE _____

APPROXIMATE SHIPPING DATE IS:

ORIGINAL PURCHASE ORDER

MONROE COUNTY WATER AUTHORITY
PURCHASING GUIDELINES
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EXHIBIT 2

Purchase Order - Back

Monroe County Water Authority
Terms and Conditions of Purchase

1. **ACCEPTANCE** Acceptance of this order is accomplished by Seller signing and returning the Acknowledgment copy of the order. If shipment of goods is made without signing the Acknowledgment, the Terms and Conditions set forth herein shall prevail, unless otherwise agreed to in writing by Buyer. In case of any inconsistency between these Terms and Conditions and any terms and conditions proposed by Seller, these Terms and Conditions shall prevail.
2. **NEW MATERIALS** Except as to any supplies and components which the specifications contained herein specifically provide need not be new. Seller represents that the supplies and components to be provided are new and are not used or reconditioned and not of such age or so deteriorated as to impair their usefulness or safety.
3. **WARRANTIES** Seller warrants:
 - a) that all goods and work covered by this order will conform to the specifications, drawings, samples, or other descriptions furnished or specified by Buyer or Seller's samples and will be merchantable, of good quality and workmanship, free from defects in material, design and workmanship, and for the purpose intended.
 - b) that such warranties shall apply to Buyer and customers of Buyer.
 - c) Seller agrees that these warranties shall survive acceptance of the goods provided under this order. Said warranties shall be in addition to any warranties of additional scope given to Buyer by Seller, or provided at law or equity.
 - d) Seller agrees to defend, indemnify, and hold Buyer, Buyer's customers, and anyone claiming through Buyer or Buyer's customers harmless against any and all liabilities whatsoever incurred by Buyer, Buyer's customers, and anyone claiming through Buyer as a result of a breach of such warranties.
4. **PRICES** Unless otherwise specified in this order, prices are F.O.B. Destination at the location indicated on the face hereof. The prices charged herein are in accordance with any applicable laws and regulations and are as low as any net price now given by Seller to any other like-exempt customer for like material and quantity. Seller agrees that if at any time during the pendency of this order, lower prices are quoted anyone for similar materials, such lower net prices shall be from that time substituted for the prices contained herein.
5. **CHANGES** Buyer shall have the right to make changes in this order. If any such change affects delivery or amount to be paid by Buyer, Seller shall notify Buyer immediately. Any claim for adjustment shall be submitted within thirty (30) days from date of receipt by Seller of notification of change. No additional charges will be allowed unless authorized by Buyer in writing.
6. **DELIVERY SCHEDULE AND QUANTITIES** TIME IS OF THE ESSENCE OF THIS CONTRACT. If delivery of goods or rendering of services is not completed by the time promised, Buyer reserves the right, without liability, in addition to its other rights and remedies to terminate this order by notice effective when received by Seller, as to unshipped goods not yet shipped or services not yet rendered, and to purchase substitute goods or services elsewhere and charge Seller with any loss incurred. Any provisions herein for delivery of goods or the rendering of services by installments shall not be construed as making the obligations of Seller severable. Shipments sent C.O.D. without Buyer's written consent will not be accepted and will be at Seller's risk. Buyer reserves the right to return early deliveries or excess or short shipments at Seller's expense.
7. **INSPECTION AND REJECTION** In case of defects in material or workmanship or nonconformance with requirements, Buyer shall have the right to reject. Seller shall bear all risks as to rejected goods. Goods rejected shall be returned or, if required by Buyer, consigned in place at the expense of Seller. No goods returned as defective are to be repaired without Buyer's authorization and credit will be taken on Buyer's voucher. Buyer may by contract or otherwise replace or correct such goods and charge Seller for costs and damages. To defray cost of shipping, handling and inspection, a service charge on rejected goods may be billed to Seller. At Buyer's option, Buyer may perform inspection of goods covered by this order at Seller's plant with Seller providing necessary facilities to conduct such inspection. Payment for any article hereunder shall not be deemed an acceptance thereof.
8. **COMPLIANCE WITH LAWS** Seller warrants that all goods or services called for herein have been produced in compliance with all applicable federal and state laws, rules and regulations, including without limitation those pertaining to working conditions, payment of labor, and manufacture, branding, labeling, registration and shipment of goods. Without limiting the foregoing, Seller agrees, with respect to the goods or services to be supplied to comply with the provisions of the Occupational Safety and Health Act of 1970 (the "Act") and the standards and regulations issued thereunder or any other federal, state or local law or regulation of the same or similar nature, and further certifies that all items furnished under this order will conform to and comply with said Act, standards and regulations, and other applicable laws or regulations. Seller further agrees to forever defend, indemnify and hold harmless Buyer from and against all suits, actions, liability, claims, damages or losses, and any costs or expenses incurred in connection therewith, suffered or incurred by Buyer as a result of Seller's failure to comply with the provisions of this paragraph and for the failure of the items furnished under this order to so comply.
9. **ASSIGNMENT** Assignment of this order or any interest therein or any payment due or to become due thereunder, without prior written agreement by Buyer, shall be void.
10. **SET-OFF** Buyer shall be entitled to set-off any amount owing at any time from Seller to Buyer or any of its affiliate companies against any amount payable at any time by Buyer or any of its affiliate companies to Seller.
11. **PATENT INDEMNITY** Seller agrees to hold and save harmless Buyer and any of its customers and all persons claiming under Buyer from any and all loss, damage and expense of any kind by reason of actual or alleged infringement or contributory infringement of any Letters Patent or trademark rights by reason of the manufacture, delivery, use, or sale of the goods and Seller agrees to defend at its own expense any kind and all actions or proceedings charging infringement of Letters Patent or trademark rights, that may be brought against the Buyer or any of its customers, or all persons claiming under Buyer, and to pay all costs and damages that may be assessed or incurred in every such action.
12. **INSOLVENCY** If Seller ceases to conduct its operation in the normal course of business, including inability to meet its obligations as they mature, or if any proceeding under the bankruptcy or insolvency laws is brought by or against Seller, or a receiver for Seller is appointed or applied for, or an assignment for the benefit of creditors made by Seller, Buyer may terminate this order without liability except for deliveries previously made or for goods covered by this order then completed and subsequently delivered in accordance with the terms of this order, and in either case only at the prices provided for herein. Buyer shall have a security interest in goods in the production process or completed but undelivered as security for any payment made by Buyer in advance of deliver.
13. **WORK ON BUYER'S PREMISES** In the event this purchase order includes work to be performed or material to be delivered by Seller on Buyer's premises, or the premises of a customer of the Buyer, the Seller hereby assumes entire responsibility and liability for any and all damage or injury of any kind caused by resulting from or occurring in connection with, directly or indirectly, the performance of the work provided for in this order or the operations of Seller, and Seller agrees to indemnify, defend and save harmless Buyer, its members, officers, agents and employees from and against all liability, judgments, costs, damages and expenses (including attorneys' fees) upon any claim for injuries (including death) to any persons (including Seller's employees) or damages to any property (including the loss of use resulting therefrom) arising out of, or in connection with, directly or indirectly, the performance of the work provided for in this contract, or the operations of Seller, regardless of whether such injuries or damages are attributable in part to any fault or willful or negligent act or omission of Buyer or for whose acts Buyer may be liable, and regardless of whether the claim is based upon the breach of any statutory duty or obligation or is based upon any theory of law of apportioned or comparative liability.
14. **TERMINATION** Buyer may by written notice to Seller:
 - a) Terminate the whole or any part of this contract in any one of the following circumstances: (1) if Seller fails to perform within the time specified herein or any authorized extension thereof; or (2) if Seller fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms and if either of these two circumstances does not cure such failure within a period of ten (10) days (or such longer period as Buyer may authorize in writing) after receipt of notice from Buyer specifying such failure, and upon such termination Buyer may procure, upon such terms as it shall deem appropriate, and Buyer shall not be required to procure at the lowest price available. Goods or services similar to those terminated, in which case Seller shall continue performance of this order to the extent not terminated and shall be liable to Buyer for any excess costs for such goods or services; and
 - b) At any time terminate this order in whole or in part for convenience in which case Buyer shall pay to Seller actual costs reasonably incurred by Seller to date of termination, and directly related to production of the goods. Buyer shall not by reason of termination for convenience be liable to Seller for any compensation, reimbursement, or damages, including in particular but not limited to any special, incidental, or consequential damages, either on account of present or prospective profit on sales or anticipated sales or on account of expenditures, investments or commitments.


Nothing in this Section 14, or elsewhere in these Terms and Conditions, shall be construed as limiting any other legal or equitable rights or remedies available to Buyer.

MONROE COUNTY WATER AUTHORITY
PURCHASING GUIDELINES
Page 36
EXHIBIT 3

EXHIBIT 3 - Petty Cash Disbursement Receipt

MCWA 88		PETTY CASH DISBURSEMENT RECEIPT				NO. _____	
Received of MONROE COUNTY WATER AUTHORITY, the Amount of \$ _____, in full payment of the items enumerated below:						_____ 20 _____	
ITEMS	FOR WHAT PURPOSE	AUTH NO.	ACCT. NO.	✓	AMOUNT		
ATTACH HERETO ALL SUPPORTING PAPERS				TOTAL			
POSTED TO RECAP:	APPROVED:	SIGNED					
						RECIPIENT	

EXHIBIT 4 - ~~Payment Authorization~~ Emergency PO Department Certification

		MONROE COUNTY WATER AUTHORITY	
Payment Authorization			
		Date: _____	
Check Payable To: _____ _____			
Vendor Number: _____			
<u>Account(s) To Charge</u>		<u>Amount</u>	
_____		\$	_____
_____			_____
_____			_____
Amount of Check:		\$	_____
Purpose: (GIVE DETAILS AND/OR ATTACH SUPPORT)			
Refund _____		Payroll _____	
Travel Advance _____		Damage Claim _____	
Other: _____ _____			
Date Needed: _____			
Requested By: _____			
Approved By: _____			
(Do Not Use This Form If A P.O. or Invoice Exists)			
<small>MCWA-141</small>			



MONROE COUNTY WATER AUTHORITY
EMERGENCY PO DEPARTMENT CERTIFICATION

Requesting Department: _____
Request Date: _____
Vendor: _____
Estimated Amount: _____
Date of Board Notification: _____

General Municipal § 103

~~§ Notwithstanding the provisions of subsection one of this section, in the case of a public emergency arising out of an accident or other unforeseen occurrence of condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision, or where there is a danger of imminent action which cannot await competitive bidding or competitive sealed contracts for public work of the purchase of supplies, services or equipment may be met by the emergency process of purchase of a political subdivision of Monroe Parish.~~

Department Justification:

APPROVALS

DEPARTMENT HEAD

DIRECTOR OF FINANCE

EXECUTIVE DIRECTOR

MCWA BOARD RESOLUTION #
(GREATER THAN \$15,000)

CERTIFICATION SHOULD BE SENT TO PURCHASING WITH PURCHASE REQUISITION

11/03/03 AM

MONROE COUNTY WATER AUTHORITY
PURCHASING GUIDELINES
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EXHIBIT 6

EXHIBIT 5 – Credit Card Pre-Approval Form



MONROE COUNTY WATER AUTHORITY
CREDIT CARD PRE-APPROVAL FORM

This form must be completed & approved prior to any credit card purchase.

REQUESTED BY: _____ DATE: _____

VENDOR	VENDOR ADDRESS	PHONE/EMAIL
1.		
2.		
3.		

QUOTES

ITEM DESCRIPTION	QUANTITY	UNIT TYPE	VENDOR 1	VENDOR 2	VENDOR 3

ACCOUNT # _____ AMOUNT: \$ _____

ACCOUNT # _____ AMOUNT: \$ _____

APPROVALS

MANAGER/SUPERVISOR (\$0 - \$999.99)

DIRECTOR OF FINANCE (\$5,000 - \$15,000)

DEPARTMENT HEAD (\$1,000 - \$4,999.99)

CARD HOLDER

MONROE COUNTY WATER AUTHORITY
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EXHIBIT 6

CREDIT CARD RECONCILIATION

CARD HOLDER: _____

EMPLOYEE	COST CENTER	SERVICE ESTABLISHMENT	DATE	TOTAL AMOUNT OF CHARGE	CARD HOLDER APPROVAL

MONROE COUNTY WATER AUTHORITY
 PURCHASING GUIDELINES
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 EXHIBIT 7

EXHIBIT 7 - Change Order Form



MONROE COUNTY WATER AUTHORITY
 P.O. Box 10999 • 475 Norris Drive • Rochester, New York 14610-0999
 Phone: (585) 442-2000 Fax (585) 442-0220

To: _____ Our P.O. _____
 Change Order # _____
 Date: _____

ITEM NO.	QUANTITY ORDERED	DESCRIPTION	UNIT PRICE	TOTAL PRICE
AS ORDERED				
CHANGED TO/OR ADDITIONS:				

EXPLANATION:

Approved by:

 Manager/Supervisor on Call Date

 Director of Finance Date


 Department Head Date

 Executive Director Date

 Purchasing Agent Date

CC ORDERING DEPT
 RECEIVING DEPT
 ACCOUNTS PAYABLE

EXHIBIT 8 – Prevailing Wage Payroll Certification

	STATE OF NEW YORK DEPARTMENT OF LABOR BUREAU OF PUBLIC WORK	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">CASE ID #</td> </tr> <tr> <td style="text-align: center;">PRC #</td> </tr> <tr> <td style="text-align: center;">OFFICIAL USE ONLY</td> </tr> </table>	CASE ID #	PRC #	OFFICIAL USE ONLY
CASE ID #					
PRC #					
OFFICIAL USE ONLY					
CERTIFICATION OF OFFICER OF CONTRACTOR OR SUBCONTRACTOR					
I, _____, am an officer with the title <small style="margin-left: 100px;">NAME OF OFFICER</small>					
of _____ in the firm of _____ and am authorized by that firm to sign and swear to the validity and accuracy of the statements below:					
(1) I pay or supervise the payment of laborers, workers and mechanics employed by _____ on the _____ project. During the payroll period commencing on the _____ day of _____, 20____ and ending the _____ day of _____, 20____, all laborers, workers and mechanics employed on said project were paid the wages and supplements recorded as earned on the attached payroll records. No deductions have been made either directly or indirectly from the wages and supplements other than deductions shown on the payroll records.					
(2) The payroll records submitted for the above period and attached hereto are correct and complete. The number of hours shown for each employee reflects the actual hours worked by that employee. The classification shown for each employee is accurate and conforms with the work he or she performed.					
	Signed	_____			
	Title of Officer	_____			
	Name of Firm	_____			
	Address	_____			

Sworn to before me this _____ day of _____, 20____					
_____ <small>NOTARY PUBLIC OR OFFICIAL AUTHORIZED TO ADMINISTER OATHS</small>					
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE SIGNATORY OF THIS CERTIFICATION AND CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.					
<small>PSA-1 13 (68-03)</small>					

MONROE COUNTY



Purchasing & Procurement Guidelines

Appendix A

**Minority and Women Business Enterprises
Procedures**



**MINORITY AND WOMEN
BUSINESS ENTERPRISES
PROCEDURES**

Monroe County Water Authority

Revised September 2012

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I. MBE and WBE Policy

It is the policy of the Monroe County Water Authority (the "Authority") that Minority and Women Business Enterprises (M/WBE's) are afforded opportunities to participate as contractors, subcontractors, consultants, and/or sub-consultants for construction of and engineering services for Authority projects.

The Authority will carry out these policies through its role in consultant services, bid solicitation, contract award, contract administration, and construction processes as outlined in the following procedures.

A. Goals

Authority policy establishes the following percentages as the current goals for M/WBE participation:

Combined participation of 12% of the total contract amount. Further, neither the MBE nor WBE participation should be less than 6% of the total contract amount.

If the prime contract is with a MBE, the participation requirement for WBE shall be 6% and vice versa if the prime contract is with a WBE. If an outside funding agency has special M/WBE or DBE requirements, the Authority will follow those requirements.

B. Applicability

This policy shall apply to all construction and engineering related services that are estimated to exceed \$25,000 and are undertaken in conjunction with the Authority's capital projects.

C. Definition

M/WBE firms must be certified by the New York State Division of Minority and Women - Owned Business Development or the New York State Department of Transportation.

D. Conditions of Participation

1. Commercially Useful Function

The Consultant or Prime Contractor is responsible for ensuring that M/WBE's working on the contract perform a commercially useful function. An M/WBE is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of work on a contract and carries out his/her responsibilities by actually performing, managing, and supervising the work involved in accordance with normal industry practice (except where such practices are inconsistent with the M/WBE regulations). Regardless of whether an arrangement between the Contractor and the M/WBE represent standard industry practice, if the arrangement erodes the ownership, control, or independence of the M/WBE or in any other way does not meet the commercially useful function requirement, the Contractor shall receive no credit toward the goal.

2. Work Force

The M/WBE firm must employ a work force (including administrative and clerical) separate and apart from that employed by the Consultant or Prime Contractor, other subcontractors on the project, or their affiliates. This does not preclude the employment by the M/WBE of an individual that has been previously employed by another firm involved in the contract, provided that individual was independently recruited by the M/WBE in accordance with customary industry practice. The routine transfer of work crews from another employer to the M/WBE shall not be allowed.

3. Supervision

All work performed by the M/WBE must be controlled and supervised by the M/WBE without duplication of supervisory personnel from the Consultant or Prime Contractor or other subcontractors. This does not preclude routine communication between the supervisory personnel of the M/WBE and other supervisors necessary to coordinate the work of the contract.

4. Equipment

M/WBE subcontractors may supplement their equipment by renting or leasing additional equipment in accordance with customary industry practice. However, no more than 50 percent of the equipment required to perform the work of the subcontractor may be obtained from the Prime Contractor, other subcontractors on the project, or their affiliates. If the M/WBE obtains equipment from any of those sources, the Authority shall receive documentation from the M/WBE demonstrating that similar equipment and terms could not be obtained at a lower cost from other customary sources of equipment. The required documentation shall include, but not be limited to, copies of the rental or leasing agreements and the names, addresses, and terms quoted by other sources of equipment.

II. Monroe County Water Authority's M/WBE Officer's Responsibilities

- A. Monitor activities relating to M/WBE policies.
- B. Assist Prime Consultants and Contractors with M/WBE utilization, as requested.
- D. Maintain appropriate records for ongoing and completed projects.
- E. Obtain data necessary to complete the Authority's forms and/or records.
- F. Mail bid summaries to M/WBE contractors that request such information.
- G. Maintain an M/WBE Project Log.
- H. Attend "kick off" meetings. As requested, provide reference locations for listings of certified MBE's and WBE's for applicable categories of work, provide M/WBE forms, and review M/WBE requirements (including participation, documentation, and invoicing requirements).

- I. Advise Project Engineer and/or Construction Services Supervisor of any performance or non-compliance issues and assist them with resolving as necessary (no direct communications with contractor or consultant).

III. Project Engineer's Responsibilities

It is important for the M/WBE Officer to be fully informed of the Authority's capital projects, their schedules, and related engineering services that may be contracted to an outside firm.

General

- A. For construction contracts and engineering services agreements over \$25,000 the Project Engineer shall:
 - ◆ Coordinate with the M/WBE Officer to determine if contract specific goals for the project need reassessment.
 - ◆ Provide M/WBE Officer with copies of all project work plans.

Engineering Services

- A. Project Engineer's Responsibilities
 - ◆ Include current M/WBE Program Requirements in Section 4 (as Item 4.8.11) of the Agreement for Professional Services (Authority's – M/WBE Procedures, Appendix A) and request written confirmation of ability to comply in RFP/Q cover letter.
 - ◆ Copy M/WBE Officer with RFP/Q's.
 - ◆ Invite M/WBE Officer to start up (kick off) meeting with selected firm.
 - ◆ Provide consultant with sample M/WBE Utilization Plan and Payment forms.
 - ◆ Provide consultant with copy of current Authority - M/WBE Procedures.

Construction Contract Documents

- A. Project Engineer shall be responsible for M/WBE compliance up to and including the bidding phase and shall:
 - ◆ Include current M/WBE statement (Authority – M/WBE Procedures, Appendix B) at end of Section 1 (Instructions to Bidders).
 - ◆ Include current M/WBE Program Requirements and Procedures in Section 3, General Conditions.
 - ◆ Include sample M/WBE Utilization Plan and Pay Estimate Forms in Section 4.

- ◆ Include M/WBE Certification (Authority – M/WBE Procedures, Appendix C) in bid, Section 7.
- ◆ Invite M/WBE Officer to attend all pre-bid meetings, who will cover M/WBE participation requirements, and provide copy of minutes to M/WBE Officer.

IV. Construction Services Supervisor Responsibilities

- A. Construction Services Supervisor shall be responsible for M/WBE compliance starting after the bid phase and shall:
- ◆ Request M/WBE Utilization Plan from contractor in Notice of Award Letter.
 - ◆ Obtain completed Utilization Plan prior to processing the first pay estimate.
 - ◆ Invite M/WBE Officer to kick-off meetings.
 - ◆ Receive completed monthly reports with pay estimates.
 - ◆ Monitor contractor compliance via construction progress meetings. Provide M/WBE Officer with progress meeting minutes.
 - ◆ Resolve compliance issues and conduct all communications.

V. Consultant Responsibilities & Guidelines

The following requirements are applicable to engineering agreements:

- A. Consultant Agreement Requirements
1. Within two weeks after execution of the Agreement for Professional Services, the consultant shall submit to the M/WBE Officer an M/WBE Utilization Plan.
 2. Prior to final payment, the Consultant shall submit a Final Utilization Report.
 3. When submitting the request for payment, the Consultant will list M/WBE firms scheduled for payment for the specific period. The Consultant shall identify the portion of the payment that is attributed to the M/WBE firm.
 4. Prior to final payment, the Consultant shall submit affidavits certifying payments to sub-consultants for work previously paid for by the Owner and the Final Utilization Plan.
 5. During the construction phase, the Consultant's resident/project engineer shall comply with requirements of Section IV herein.

B. Good Faith Effort

In order to qualify for a reduction or waiver of any of the M/WBE goals (or a portion thereof), the Consultant must make a good faith effort to obtain an M/WBE sub-consultant.

The Authority will require written documentation of such good faith effort, which should include as a minimum the following activities:

1. Identification of work which could be subcontracted to M/WBE and/or explanation of why the elements of the subject work do not provide adequate M/WBE opportunities, as required, in meeting the established goals.
2. Verification of effort to contact all appropriate certified M/WBE's in writing. Such verification shall be for appropriate portions of the work, which could be performed by the M/WBE subcontractors and shall clearly describe the potential subcontracting categories for the project. A lead time of less than 10 days will not be considered reasonable.
3. Verification of negotiations in good faith with M/WBE firms interested in performing work on the project. (Consultant shall be responsible for documenting all such negotiations in order to demonstrate the unacceptability or unavailability of any M/WBE firms, which are not chosen to perform work on the project.)

VI. Contractor Responsibilities and Guidelines

A. Bidding Phase

As part of their bid submission, Bidders shall complete the Certification for Utilization of Minority and Women Business Enterprises included in the bid.

B. Construction Phase

The following requirements are included in the Instructions to Bidders Section of the Contract Documents.

1. The Contractor will be required to designate, in writing, an executive of his company who will have overall responsibility for implementing the Contractor M/WBE Utilization Plan.
2. Before the first payment request, the prime contractor shall submit to the M/WBE Officer an M/WBE Utilization Plan. The Utilization Plan should be accompanied by executed subcontracts or signed letters of intent from the M/WBE contractors identified in the plan.
3. Monthly reports shall be submitted by the Contractor with each month's payment request. The Contractor shall identify the portion of the payment request that is the M/WBE payment.

C. Good Faith Effort

In order to qualify for a waiver or reduction of any of the M/WBE goals for Authority contracts, a Contractor must make a good faith effort to obtain an M/WBE subcontractor. In judging whether a bidder has made a good faith effort to meet the M/WBE utilization requirements, the Authority will consider the different kinds of effort as well as the intensity of those efforts.

The Authority will require documentation of the following affirmative steps:

1. Identification of work which could be subcontracted to M/WBE and/or explanation of why the elements of the subject work do not provide adequate M/WBE opportunities, as required, in meeting the established goals.
2. Verification of advertisements for obtaining quotes from M/WBE's in general circulation media, trade association publications, and minority and female focused media for a reasonable period before the award of the contract. A period of less than 10 days will not be considered reasonable.
3. Verification, in writing, of effort to contact all appropriate certified M/WBE's. Such verification shall be for appropriate portions of the work, which could be performed by the M/WBE subcontractors and shall clearly describe the potential subcontracting categories for the project. A lead time of less than 10 days will not be considered reasonable.
4. Verification of efforts to subcontract with M/WBE's the contractor has contacted and who have contacted the contractor; a description of the information provided to M/WBE's regarding the plans and specifications for portions of the work to be performed by the subcontractor; records detailing the efforts made to involve M/WBE's, including the names and addresses of M/WBE's who were contacted, together with their responses and, if not selected, the reasons for such decision.
5. Verification that the Contractor gave M/WBE's necessary access to and adequate time to review all necessary project plans, drawings, specifications, and other documents as well as adequate time to prepare subcontract bids.
6. Verification of negotiation in good faith with M/WBE firms interested in performing work on the project. (Contractor shall be responsible for documenting all such negotiations in order to demonstrate the unacceptability or unavailability of any M/WBE firms, which are not chosen to perform work on the project.)
7. Verification of positive actions to substitute another M/WBE firm in the event an M/WBE contractor is unable to perform subcontracted work as originally planned.

D. Guidelines

1. M/WBE Supplier

M/WBE supplier participation shall be based on 25 percent of their contract amount. This participation shall be based on 100 percent of the contract amount if said M/WBE installs the material they are supplying.

A supplier is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are brought, kept in stock, and regularly sold to the public in the usual course of business. It is a firm that engages in, as its principal business and in its own name, the purchase and sale of the products in question. One who deals in bulk items such as steel, cement, gravel, stone and petroleum products need not keep such products in stock if it owns or operates distribution equipment.

2. M/WBE Trucking

- A. No material costs will be credited towards a project's M/WBE goals.
- B. M/WBE trucking participation credit will be granted for the utilization of M/WBE owned or leased equipment only.
- C. The utilization of non-certified M/WBE owner/operators, for credit, can only be accomplished by subcontracting through a duly certified M/WBE trucking service firm.

3. M/WBE Labor-Only Subcontracts

The M/WBE subcontractor shall submit documentation of the relationship between his work force and the prime contractor's work force.

4. M/WBE Subcontracts

- A. When an M/WBE firm is contracted to provide service to a project, the prime contractor will receive respective credit when an MBE subcontractor utilizes an M/WBE or when a WBE subcontractor utilizes an M/WBE.
- B. In order to allow management flexibility for M/WBE firms, the M/WBE firms are permitted to subcontract up to 33% of any single M/WBE subcontract to non-M/WBE's and still have the whole M/WBE subcontract count toward fulfillment of the M/WBE utilization requirement. If the M/WBE contracts out more than 33% of any single M/WBE subcontract to non-M/WBE firms, the subcontract between the M/WBE and the prime contractor shall no longer be considered a bona fide M/WBE contract.

5. Specialty Materials

A reduction of the contract amounts for which the M/WBE goal is calculated may be reduced by the contractor's actual cost of specific materials items for which

contractor can demonstrate that his Good Faith Efforts yields no W/MBE supplier. Said material must in itself represent a materially significant amount of the contract's value. For example, with the construction of a new steel water tank, the M/WBE Officer may adjust the contract amount (if provided with proper documentation) by the amount of the steel material cost. Contractor must submit requests to reduce contract amount, including a description of each specific item and why it should be considered for contract amount reduction to M/WBE Officer for review and approval.

APPENDIX A

Professional Services Agreement

To be included in Section 4:

4.8.11 EEO and MBE/WBE Program Requirements and Procedures

The Consultant shall comply with the equal employment opportunity provisions of the New York State Law.

Consultant shall utilize its best efforts to achieve goals for Minority Business Enterprises (MBE's) and Women's Business Enterprises (WBE's) participation on the project. On this project, that goal is a combined participation of 12% of the total project. Further, neither the MBE nor WBE participation should be less than 6% of the total project.

For the purposes of M/WBE, the Consultant shall take affirmative steps to afford opportunities for MBE and WBE firms on the project and the Consultant shall make its best efforts to meet the M/WBE participation goals established for this contract.

Consultant shall designate in writing an executive of its company who will have overall responsibility for implementing the Consultant's MBE/WBE Utilization Plan. The Consultant's MBE/WBE Utilization Plan shall be developed, administered, and implemented in accordance with the provisions of Authority policies and procedures. Consultant shall be responsible for maintaining records showing subcontractor awards to MBE and WBE firms and all specific efforts to award subcontracts to such firms, even if not successful.

APPENDIX B

Contract Documents – M/WBE Requirements

To be included at end of Section 1 of all bid documents:

“The Authority requires Contractors to utilize their best efforts to achieve goals for Minority Business Enterprises (MBE’s) and Women’s Business Enterprises (WBE’s) participation on the project. On this project, that goal is a combined participation by MBE and WBE firms on a minimum of twelve percent (12%) of the total Contract Price. Further, neither the MBE nor WBE participation should be less than six percent (6%) of the total Contract Price. The successful Bidder on this project will be required to take various affirmative steps to achieve the participation goals set forth herein. Those affirmative steps, along with the bid submission and contract requirements, are described within the General Conditions.”

APPENDIX C

Contract Documents – Certification of Compliance

The following statement shall be placed in Section 7 of all bid proposals following the Addendum Acknowledgement:

M/WBE Certification

The signature below certifies that the Contractor understands the Authority's M/WBE requirements and shall fully comply.

Contractor's Signature

Date

MONROE COUNTY



Purchasing & Procurement Guidelines

Appendix B

Public Authorities Law / Section 1108 Contracts

Public Authorities

§ 1108. Contracts. 1. All contracts, or orders, for work, material or supplies performed or furnished in connection with construction shall be awarded by the authority pursuant to resolution. Such contracts, or orders, for work, material or supplies needed for any particular purpose involving an expenditure of more than five thousand dollars shall be awarded only after inviting sealed bids or proposals therefor. The notice inviting sealed proposals shall be published at least once in a newspaper or trade paper selected by the authority for such purpose, such publication to be at least ten days before the date for the receipt of bids. If the authority shall not deem it for the interest of the authority to reject all bids, it shall award the contract to the lowest bidder, unless the authority shall determine that it is for the public interest that a bid other than the lowest bid should be accepted. In any contract for work, material or supplies, there shall be inserted in the discretion of the authority a provision that additional work may be done or material or supplies furnished for the purpose of completing such contract at an expense not exceeding fifteen percentum of the amount of such contract if such additional work, materials or supplies shall be ordered by the authority. The bidder whose bid is accepted shall give security for the faithful performance of the contract, and such other security as the authority may require, and may be required to maintain for such period as shall be stipulated any construction done under the contract, all in the manner prescribed and required by the authority; and the sufficiency of such security shall, in addition to the justification and acknowledgment, be approved by the authority. All bids or proposals shall be publicly opened by the authority or its duly authorized agent. If the bidder whose bid has been accepted after advertising shall neglect or refuse to accept the contract within five days after written notice that the same has been awarded to him on his bid or proposal, or, if he accepts but does not execute the contract and give proper security the authority shall have the right to declare his deposit forfeited, and thereupon it shall be readvertised and relet as above provided. In case any work shall be abandoned by any contractor, the authority may, if the best interests of the authority be thereby served, adopt on behalf of the authority any or all sub-contracts made by such contractor for such work and all such sub-contractors shall be bound by such adoption if made; and the authority shall in the manner provided herein readvertise and relet the work specified in the original contract exclusive of so much thereof as shall be provided for in the sub-contract or sub-contracts so adopted. No bid shall be accepted from or any contracts awarded to, any person or corporation who is in arrears to the authority, or the county of Monroe upon any debt or contract, or is a defaulter as surety or otherwise upon any obligation of the authority, or the county. Every contract involving an expenditure of more than five thousand dollars when made and entered into as herein provided for shall be executed in duplicate, one copy of which shall be held by the authority and one copy of which shall be delivered to the contractor. Upon the adoption of a resolution by a vote of two-thirds of all the members of the authority stating that, for reasons of efficiency or economy, there is need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than five thousand dollars may be awarded by the authority to the lowest responsible bidder furnishing the required security after advertisement for sealed bids therefor in the manner provided in this section. Such resolution shall contain a full explanation of the reasons for its adoption.

2. For the purposes of article fifteen-A of the executive law only, the authority shall be deemed a state agency as that term is used in

such article, and all contracts for procurement, design, construction, services and materials shall be deemed state contracts within the meaning of that term as set forth in such article.

MONROE COUNTY



Purchasing & Procurement Guidelines

Appendix C

**Purchases Not Secured Through Purchasing
Purchases Not Subject to Competitive Bidding or
Request for Qualifications/Proposal (RFQ/P)**

~~PURCHASES NOT SECURED THROUGH PURCHASING~~

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The following purchases are not subject to competitive bidding or Request for Qualifications/Proposal (RFQ/P) processes.

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Examples of purchases not secured through the Purchasing Department are:

1. Capital Lease Payments
2. Cash Advances & ~~Expense Vouchers~~
3. Claims Paid
- ~~4. Construction Projects~~
- ~~5. Consulting Services~~
- ~~4. Customer Refunds~~
- ~~5. Deposit Refunds~~
6. Easements
7. Education Reimbursement
- ~~8. Professional Services~~
- ~~8. Life and Disability Insurance Premiums~~
9. Health and Dental Insurance
10. Medical Payments & Health Insurance
11. Memberships
- ~~12. Payroll Items~~
- ~~12.13. Permit and License Fees~~
- ~~14. Seminars & Meetings~~
- ~~13.15. Service Awards~~
- ~~14.16. Small Orders Micro and Small Purchase Orders~~
- ~~15.17. Special Authority Agreements~~
- ~~16.18. Utility Billing~~

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MONROE COUNTY



Purchasing & Procurement Guidelines

Appendix D

Procurement Disclosure Policy

**MONROE COUNTY WATER AUTHORITY PROCUREMENT
DISCLOSURE POLICY
(READOPTED DECEMBER ~~2022~~ 2023)**

PURPOSE

As a public benefit corporation, the Monroe County Water Authority (the “Authority”) must conduct its operations in a manner that best serves the interests of its customers and the general public. The Authority expects all Members, officers and employees to comply and cause the Authority to comply with all laws and regulations governing business transactions. In 2005, the State Legislature adopted State Finance Law §§ 139-j and 139-k (the “Statutes”) to reform the procurement process for all governmental entities, including the Authority.

This Procurement Disclosure Policy is intended to conform the Authority’s procurement process to the requirements of the Statutes.

**ARTICLE 1
DEFINITIONS**

As used herein, the following terms shall have the meanings set forth below:

1. Article of Procurement

A commodity, service, technology, public work, construction, revenue contract, the purchase, sale or lease of real property or an acquisition or granting of other interest in real property, that is the subject of a Governmental Procurement.

2. Contacts

Any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the Governmental Procurement.

3. Governmental Entity

(a) Any department, board, bureau, commission, division, office, council, committee or officer of the state, whether permanent or temporary; (b) each house of the state legislature; (c) the unified court system; (d) any public authority, public benefit corporation or commission created by or existing pursuant to the public authorities law; (e) any public authority or public benefit corporation, at least one of whose members is appointed by the governor or who serves as a member by virtue of holding a civil office of the state; (f) a municipal agency, as that term is defined in paragraph (ii) of subdivision (s) of section one-c of the legislative law; or (g) a subsidiary or affiliate of such a public authority.

4. Governmental Procurement

(a) the preparation or terms of the specifications, bid documents, request for proposals, or evaluation criteria for a Procurement Contract, (b) solicitation for a Procurement Contract, (c) evaluation of a Procurement Contract, (d) award, approval, denial or disapproval of a Procurement Contract, or (e) approval or denial of an assignment, amendment (other than

amendments that are authorized and payable under the terms of the Procurement Contract as it was finally awarded or approved by the comptroller, as applicable), renewal or extension of a Procurement Contract, or any other material change in the Procurement Contract resulting in a financial benefit to the Offerer.

5. Impermissible Contacts

Contacts made by an Offerer shall be considered impermissible if the Offerer fails to satisfy the requirements of Article 4 and Article 5 hereof.

6. Offerer

The individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts a Governmental Entity about a Governmental Procurement during the Restricted Period of such Governmental Procurement.

7. Permissible Contacts

Contacts made by an Offerer shall be considered permissible if the Offerer satisfies the requirements of Article 4 and Article 5 hereof.

8. Procurement Contract

Any contract or other agreement for an Article of Procurement involving an estimated annualized expenditure in excess of Fifteen Thousand Dollars (\$15,000). Grants, article eleven- B state finance law contracts (i.e., any contract providing for a payment under a program appropriation to a not-for-profit corporation), intergovernmental agreements, railroad and utility force accounts, utility relocation project agreements or orders and eminent domain transactions shall not be deemed Procurement Contracts.

9. Procurement Officer

This term shall have the meaning set forth in Article 3 hereof.

10. Procurement Record

This term shall have the meaning set forth in Article 6 hereof.

11. Proposal

Any bid, quotation, offer or response to a Governmental Entity's solicitation of submissions relating to a procurement.

12. Restricted Period

The period of time commencing with the earliest posting on the Authority's website or in a newspaper of general circulation of written notice, advertisement or solicitation of a proposal or bid, or any other method for soliciting a response from offerers intending to result in a procurement contract and ending with the final contract award and approval by the appropriate entity.

13. Solicitation Materials

This term shall have the meaning set forth in paragraph (a) of Article 4 hereof.

ARTICLE 2 ETHICS OFFICER

On an annual basis, the Members of the Authority shall appoint a Chairperson of the Ethics Board established in the Authority's Code of Ethics Policy. The appointed Chairperson shall be the Authority's "Ethics Officer" for purposes of this Policy.

ARTICLE 3 PROCUREMENT OFFICERS (AUTHORIZED AUTHORITY CONTACT PERSONS)

The Members of the Authority hereby delegate to the Executive Director the power to select a "Procurement Officer" for each and every Governmental Procurement (collectively, the "Procurement Officers"). The Executive Director may either select the Procurement Officer at the time the Governmental Procurement commences or select a Procurement Officer in advance for each type or category of Governmental Procurement. Such Procurement Officer(s) shall be the designated "contact" person for Offerers during the Restricted Period surrounding each Governmental Procurement.

ARTICLE 4 CONTACTS BY OFFERERS

All Contacts between an Offerer and the Authority during the Restricted Period for each Governmental Procurement shall be made through the applicable Procurement Officer, unless one of the following exceptions applies:

(a) The submission of written proposals in response to a request for proposals, invitation for bids or any other method of soliciting a response from Offerers intending to result in a Procurement Contract (collectively, "Solicitation Materials");

(b) The submission of written questions to a designated contact set forth in any Solicitation Materials, when all written questions and responses are to be disseminated to all Offerers who have expressed interest in the Solicitation Materials;

(c) Participation in a conference provided for in any Solicitation Materials;

(d) Complaints made in writing to the Executive Director by an Offerer regarding the failure of the applicable Procurement Officer to respond in a timely manner to authorized Offerer Contacts, provided that such written complaints become part of the Procurement Record;

(e) Offerers who have been tentatively awarded a contract and are communicating with the Authority for the sole purpose of negotiating the contract, so long as the Contact occurs after the Offerer has received notice of the tentative award;

(f) Contact between designated Authority staff and an Offerer in which the Offerer requests the review of a procurement award;

(g) Contacts by Offerers in protests, appeals or other review proceedings before the Authority seeking a final administrative determination, or in a subsequent judicial proceeding;

(h) Complaints of alleged improper conduct in a Governmental Procurement to the Attorney General, Inspector General, District Attorney, or court of competent jurisdiction; or

(i) Written complaints to the State Comptroller's Office during the process of contract approval, when the State Comptroller's approval is required by law, provided that such written complaints become part of the Procurement Record; and

(j) Complaints of improper conduct in a Governmental Procurement conducted by a municipal agency or local legislative body to the State Comptroller's Office.

The Statutes and this Policy permit communications between Offerers and the Authority prior to the Restricted Period in the form of a request for information ("RFI") by the Authority and the response thereto by the Offerer. The RFI must be used as a means to collect information upon which to base a decision by the Authority to proceed with a Governmental Procurement and not as a tool employed to award a Procurement Contract.

ARTICLE 5 OTHER PROHIBITED OFFERER ACTIVITIES

In addition to utilizing the designated Procurement Officer for all Contacts with the Authority, the following additional rules shall apply to all Offerers:

(a) Offerers shall not attempt to influence the Authority's Governmental Procurement in a manner that would result in a violation of any State ethics/conflict of interest statute or the Authority's Code of Ethics or Conflict of Interest Policies; and

(b) Offerers are prohibited from contacting any member, officer or employee of a governmental entity other than the Authority¹, during the Restricted Period of a Governmental Procurement, regarding the Authority's pending procurement.

ARTICLE 6 PROCUREMENT RECORD

For each Governmental Procurement of the Authority, the applicable Procurement Officer shall maintain a procurement record (the "Procurement Record"), including all written materials pertaining to the specific Governmental Procurement. Upon any Contact in the Restricted Period, the Procurement Officer shall obtain the name, address, telephone number, place of principal employment and occupation of the person or organization making the Contact and inquire and record whether the person or organization making such contact was the Offerer or was retained, employed or designated by or on behalf of the Offerer to appear before or

¹ This prohibition is not applicable to Contacts between an Offerer and a member of the state legislature or legislative staff about a governmental entity other than the State Legislature, or a member of the state legislature or legislative staff contacting a governmental entity about a Governmental Procurement being conducted by a governmental entity other than the state legislature, provided that the member of the state legislature or legislative staff is acting in their official capacity.

contact the Authority about the Governmental Procurement. The Procurement Record shall include all recorded Contacts described in the prior sentence, whether such Contacts are Permissible Contacts or Impermissible Contacts. The Procurement Record shall not include Contacts with certain public officials as described in the footnote to item (b) of Article 5 hereof. In addition, the Procurement Record shall not include communications that a reasonable person would infer are not intended to influence a Governmental Procurement. The Authority shall keep a written or electronic copy of the Procurement Record for a period of six years from the end of the Restricted Period for each Governmental Procurement.

ARTICLE 7 REQUIRED DISCLOSURE

In general, all Solicitation Materials shall incorporate a summary of the policy and prohibitions of the Statutes as well as include copies of rules, regulations and the Authority's guidelines and procedures regarding Permissible Contacts during a Governmental Procurement. The following provisions offer specific methods for satisfying such requirements.

1. In all Authority Solicitation Materials, the following statement shall appear:

Pursuant to State Finance Law §§139-j and 139-k, this solicitation [or other applicable identifier, i.e. "Invitation for Bid" or "Request for Proposal," etc.] includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and an Offerer during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest posting on the Authority's website or in a newspaper of general circulation of written notice of intent to solicit offers through final award and approval of the Procurement Contract by the Authority and, if applicable, the Office of the State Comptroller [the Authority may delete the reference to Comptroller approval when not applicable] ("restricted period"), to other than the Authority's Procurement Officer unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). The Authority's Procurement Officer(s) for this Governmental Procurement, as of the date hereof, is identified on the first page of this solicitation [or wherever in the bid documents it is identified]. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four (4) year period, the Offerer/bidder is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officer.

2. In all Authority Procurement Contracts, the following provision shall appear:

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with State Finance Law §139-k (5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Offerer in accordance with the written notice terms of this contract.”

3. In each response to any Solicitation Materials, the Offerer shall complete the following in a timely and accurate fashion:

(a) “Offerer Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j(3) and 139-j (6)(b)” in the manner discussed in Appendix “A” hereto;

(b) “ Offerer Certification of Compliance with State Finance Law § 139-k (5)” in the manner discussed in Appendix “B” hereto; and

(c) “Offerer Disclosure of Prior Non-Responsibility Determinations” in the form provided as Appendix “B” hereto.

The failure of an Offerer to comply with such disclosure requirements will subject the Offerer to the sanctions described in Article 10 hereof, as well as any other penalties permitted by law.

ARTICLE 8 REQUIREMENTS OF THE AUTHORITY PRIOR TO AWARING PROCUREMENT CONTRACTS

Prior to conducting an award of a Procurement Contract, the Members of the Authority shall:

1. Make a final determination of responsibility of the proposed awardee in accordance with the Authority’s existing procedures;

2. Make a final determination of responsibility of the proposed awardee that measures compliance with the State Finance law provisions regarding (i) Permissible Contacts and (ii) disclosure of all information required in any Solicitation Materials (including, but not limited to, prior findings of non-responsibility by a Governmental Entity); and

3. Make a final determination that the procurement process for such proposed award was free from any conduct prohibited under the Public Officers Law as well as the applicable provisions of the Authority’s Code of Ethics and/or Conflict of Interest Policies.

ARTICLE 9 ALLEGED VIOLATION; PROCEDURE

1. Any Member, officer or employee of the Authority who becomes aware that an Offerer has violated this Policy or the Statutes shall:

(a) Immediately notify the Ethics Officer, who shall immediately investigate the alleged violation(s) and report to the Authority’s Governance Committee.

(b) If, after commencing the investigation, the Ethics Officer finds that there is sufficient cause to believe the alleged violation has occurred, s/he shall give the alleged violating Offerer reasonable notice (in the form of a certified letter, return receipt requested) informing him/her of the allegations and providing him/her with an opportunity to be heard regarding the allegations.

(c) If, following the opportunity to be heard, the Ethics Officer determines that the Offerer has knowingly and willfully violated this Policy, the Statutes or any other applicable procurement disclosure standards affecting Members, Officers or employees of the Authority, the Offerer shall be subject to sanctions described in Article 10 hereof.

2. The Ethics Officer shall report to the ethics officer of another Governmental Entity any violation of the statutes by an Offerer or by such other Governmental Entity's employees. The Ethics Officer shall be the person designated to receive similar communications coming from another Governmental Entity.

ARTICLE 10 SANCTIONS

1. Upon a finding by the Ethics Officer, after consult with the Governance Committee, that an Offerer has knowingly and willfully violated this Policy, the Statutes or any other applicable procurement disclosure standards affecting Members, officers or employees of the Authority, the Offerer shall be subject to the following sanctions, as well as any other penalty permitted by law:

(a) The Offerer shall be deemed "non-responsible" and such Offerer (along with its subsidiaries and any other related or successor entity) shall not be awarded the Procurement Contract, unless the Authority finds that the following special circumstances exist:

- (i) The award to the offending Offerer is necessary to protect public property or public health or safety; and
- (ii) The offending Offerer is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

(b) In addition, the Ethics Officer shall notify the State Office of General Services of the finding of non-responsibility².

2. Upon a finding that a Member, officer or employee of the Authority has knowingly and willfully violated this Policy, the Statutes or any other applicable procurement disclosure standards affecting Members, officers or employees of the Authority, the Ethics Officer shall immediately notify the Executive Director of the Authority or the Chair of the Board of the Authority. The offending Member, officer or employee shall be subject to the sanctions described in the Authority's Code of Ethics Policy.


² A second finding of non-responsibility under the Statutes within four (4) years will render the Offerer (along with its subsidiaries and any other related or successor entities) ineligible to submit a proposal on or be awarded any Procurement Contract for four (4) years from the date of the second final determination of non-responsibility, unless the special circumstances outlined in Section (a) of this Article 10 exist.

DISTRIBUTION OF THIS POLICY

This Policy shall be distributed annually to the Authority's Members and officers. It shall also be distributed annually to those employees that have the ability to affect any Procurement. It shall also be distributed to each new Member, officer and applicable employee as soon as practicable following commencement of such position.

APPENDIX A

**OFFERER'S AFFIRMATION OF UNDERSTANDING OF AND
AGREEMENT PURSUANT TO STATE FINANCE LAW §139-J(6)(b)**

 **Monroe County Water Authority**
475 Norris Drive, Rochester, NY 14610

STATE FINANCE LAW §§139-J & 139-K

Pursuant to State Finance Law §§139-j and 139-k, this invitation to Bid includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and a Bidder/Offerer during the procurement process. A Bidder/Offerer is restricted from making contacts from the earliest posting on the Authority's website or in a newspaper of general circulation of written notice of intent to solicit offers through final award and approval of the Procurement Contract by the Authority other than to the Authority's Procurement Officers unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). The Authority's Procurement Officers for this Governmental Procurement, as of the date hereof, are identified below. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and, in the event of two findings within a four-year period, the Bidder/Offerer shall be debarred from obtaining governmental procurement contracts. Further information about these requirements may be obtained from the Procurement Officers.

The Procurement Officers for this Bid are:

- Name of Officer _____ (585) 442-2001 x --- _____ Email Address
- Name of Officer _____ (585) 442-2001 x --- _____ Email Address
- Name of Officer _____ (585) 442-2001 x --- _____ Email Address
- Name of Officer _____ (585) 442-2001 x --- _____ Email Address
- Name of Officer _____ (585) 442-2001 x --- _____ Email Address

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law §139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Offerer in accordance with the written notice terms of this contract.

AFFIRMATION OF UNDERSTANDING

OFFERER'S AFFIRMATION OF UNDERSTANDING OF AND AGREEMENT
PURSUANT TO STATE FINANCE LAW §139-j(3) AND §139-j(6)(b)

BACKGROUND

State Finance Law §139-j(6)(b) provides that:

Every Governmental Entity shall seek written affirmations from all Offerers as to the Offerer's understanding of an agreement to comply with the Governmental Entity's procedures relating to permissible contacts during a Governmental Procurement pursuant to subdivision three of this section.

INSTRUCTIONS

The Monroe County Water Authority must obtain the required affirmation of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k. It is recommended that this affirmation be obtained as early as possible in the procurement process, such as when the contractor submits its proposal or bid.

AFFIRMATION OF UNDERSTANDING & AGREEMENT

Offerer affirms that he/she understands and agrees to comply with the procedures of the Monroe County Water Authority relative to permissible Contacts as required by State Finance Law §139-j(3) and §139-j(6)(b).


By: _____ Date: _____
Signature of Offerer or Authorized Representative

Name: _____ Tide: _____
Please Print

Bidder's Name _____

Bidder's Address _____

APPENDIX B
BIDDER/OFFERER DISCLOSURE OF
PRIOR NON-RESPONSIBILITY DETERMINATION & AFFIRMATION/CERTIFICATION
IN ACCORDANCE WITH NYS FINANCE LAW 139-J AND 139-K

 Monroe County Water Authority
475 Norris Drive, Rochester, NY 14610

BIDDER/OFFERER DISCLOSURE

BIDDER/OFFERER DISCLOSURE
OF
PRIOR NON-RESPONSIBILITY DETERMINATION & AFFIRMATION/CERTIFICATION
IN ACCORDANCE WITH NYS FINANCE LAW 139-J AND 139-K

BACKGROUND

New York State Finance Law §139-k(5) requires that every Procurement Contract award subject to the provisions of State Finance Law §§139-k or 139-j shall contain a certification by the Offerer that all information provided to the procuring Governmental Entity with respect to State Finance Law §139-k is complete, true, and accurate.

INSTRUCTIONS

The Monroe County Water Authority must obtain the required certification that the information is complete, true, and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offerer must agree to the certification and provide it to the procuring Governmental Entity.

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address _____

Name & Title of Person Submitting this Form: _____

CONTRACT PROCUREMENT NUMBER: _____ Date: _____

1. In the previous four years, has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract?
 No Yes
If yes, answer the next questions.
2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law 139-j?
 No Yes
3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?
 No Yes

BIDDER/OFFERER DISCLOSURE

4. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____
Date of Finding of Non-Responsibility: _____
Basis of Finding of Non-Responsibility: _____

[Add additional pages as necessary.]

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information?

No Yes

6. If yes, provide details below:

Governmental Entity: _____
Date of Termination or Withholding: _____
Basis of Termination or Withholding: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that he/she understands and agrees to comply with the Monroe County Water Authority's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by State Finance Law 139-j(3) and 139-j(6)(2) and certifies that all information provided to the Water Authority with respect to State Finance Law 139-j and 139-k is complete, true, and accurate.

By: _____ Date: _____
(Signature of Person Certifying)

Print Name: _____
Print Title: _____

BIDDER/OFFERER DISCLOSURE

Bidder/Offerer Name: _____
(Company Name)

Bidder/Offerer Address: _____

_____ Phone: _____

Email: _____

PROJECT NO. _____

MCWA PROCUREMENT NO. _____

MCWA PROCUREMENT COMPLIANCE FORM

In 2006, New York State adopted extensive changes to the Procurement Laws. Monroe County Water Authority (the "Authority") adopted a Procurement Disclosure Policy in order to comply with the new rules. In particular, Article 8, Section 3 requires that the Authority make a final determination that the procurement process for each proposed award was free from any conduct prohibited under the Public Officers Law as well as the applicable provisions of the Authority's Code of Ethics and/or Conflict of Interest Policies. The Members must make this determination for each procurement. In order to provide sufficient information for the Members to make such determination, the following attestation shall be made by the staff of the Authority:

The procurement process involving _____
product or service

that commenced in _____
month and year did not involve conduct

prohibited by the Public Officers Law, the Authority's Procurement Disclosure Policy and the Authority's Code of Ethics and/or Conflicts of Interest Policies. This attestation is made by the Procurement Officer(s) (as such term is defined in the Authority's Procurement Disclosure Policy) and is limited to such person's personal knowledge.

In the event that an impermissible contact has occurred after date of signature on this form, it will be immediately reported to the Executive Director.

By: _____
(Signature of Person Certifying)

Date: _____

Print Name: _____

Print Title: _____

MONROE COUNTY



Purchasing & Procurement Guidelines

Appendix E

Professional Services Policy & Procedures

PROFESSIONAL SERVICES POLICY AND PROCEDURES

~~READOPTED JANUARY 2022~~

DECEMBER 2023

DEFINITIONS

“Professional Service”: A service that requires special or technical skill, training or expertise and that does not readily lend itself to competitive bidding. General guidelines for determining whether a service is a professional service are as follows:

1. Whether the service is subject to state licensing or testing requirements.
2. Whether substantial formal education or training is a necessary prerequisite to the performance of the service.
3. Whether the service requires a relationship of personal trust and confidence between the contractor and MCWA officials.

The term “Professional Service” specifically excludes services purchased from or exchanged with a governmental body or public benefit corporation.

“RFQ/RFP - Request For Qualifications/Proposals”: A written request seeking offers from prospective vendors. This method promotes competition based on qualifications and other factors that go beyond just price. Price Proposals can be solicited at the same time, or fees may be negotiated after selection of the most qualified provider.

“Statements of Qualifications/Proposals”: Written documents submitted in response to a RFQ/RFP, if so requested.

SELECTION

A Request for Qualification/Proposal shall be prepared by the applicable Department Head. MCWA shall use reasonable efforts to circulate the RFQ/RFP, such as posting a copy on the MCWA website. If possible, Statements of Qualification/ Proposal shall be solicited from at least three (3) professional service providers.

Technical proposals generally require that potential service providers have extensive expertise in the field. Accordingly, the RFQ/P should include, where applicable, requests for written Statements of Qualifications/Proposals and personal interviews or similar presentations.

PAYMENT APPROVALS

All Professional Services payments, with the exception of the Authority’s legal services providers, must be approved by an authorized Department Head. Approvals will be required as follows:

Contract Value	Approval Required
Up to \$14,999-	Department Head* and Reviewed by Director of Finance
\$15,000 and Above	Department Head*, Director of Finance, and Executive Director
*Of the Department originating the professional services payment authorization.	

CONTRACTS AND PURCHASE ORDERS

All Professional Services shall be memorialized pursuant to a written contract (or purchase order) stating the services to be provided and any material terms. The term of any contract shall not exceed five (5) years. The contract shall specifically state the method by which any service provider shall be compensated. For continuing services, a new selection process shall be completed no less than every five (5) years. This does not preclude the same professional services firm or individual from proposing again after the prior five (5) years has elapsed.