



To: Board Members

Date: June 3, 2021

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Thursday, June 10, 2021 @ 9:30 a.m.
Board Room, 475 Norris Drive**

AGENDA ITEMS:

1. Personnel Items:

- Resolutions marking the retirements of John R. Becker and Todd D. Blide. We appreciate their many years of dedicated service to the Water Authority and wish each of them a happy and fulfilling retirement.

2. There are items on the Agenda to authorize the use of the New York State Office of General Services Vehicle Marketplace for the purchase of seven (7) replacement pickup trucks from Van Bortel Ford. Recommendation memorandum and bid tabulation enclosed for Board review.

3. There is an item on the Agenda to authorize the execution of a professional services agreement with Occupational Safety Consultants, Inc. to provide Safety Training and Compliance with OSHA and PESH regulations.

Requests for Qualifications and Proposals were sent out to four (4) firms, and we received two (2) responses. Staff has reviewed the proposals and determined that Occupational Safety Consultants, Inc. are qualified to perform these services. This firm is located in Rochester, NY and has provided these services for the Water Authority in the past.

4. There is an item on the Agenda designating various depositories for Water Authority funds.

5. There is an item on the Agenda to approve the proposal submitted by M & T Insurance Agency, Inc. for renewals of Excess Liability Insurance Coverage.

6. There is an item on the Agenda to award a contract for Medium Voltage Electrical Equipment Preventive Maintenance and Repair Services. This contract includes preventive maintenance and repair of medium voltage power systems equipment

ranging from 2400 VAC to 69000 VAC throughout the Authority's service area. There was one responsive, responsible bid submitted.

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

Our recommendation is to award this contract to O'Connell Electric Company, Inc. for the bid amount of \$39,442.40. The bid amount is based on estimated quantities.

7. There is an item on the Agenda requesting authorization to renew the annual Oracle licensing and maintenance. The Oracle platform is essential to the operations of the Water Authority; therefore, it is imperative that maintenance and license upgrades are renewed and available. See memorandum from Justin Moore, enclosed.

8. The Authority's Governance Committee met on June 3, 2021, and with their recommendation, there are resolutions for re-adoption of the following policies, all enclosed for full Board review:
 - Policy Regarding Service Awards Program, as presented.
 - Food Expenditure and Reimbursement Policy, as presented.
 - Policy Regarding Acquisition & Assignment of Mobile Communications Devices, as presented.
 - Travel & Business Reimbursement Policy, as presented.
 - Policy Regarding Time & Attendance for Executive Staff, as presented.
 - Policy Regarding Compensation and Reimbursement for Executive Staff, as presented.
 - Policy Regarding Time & Attendance for Management Employees, as presented.
 - Policy Regarding Compensation and Reimbursement for Management Employees, as presented.
 - Whistleblower Policy, as presented.

9. The Authority's Audit Committee met on June 3, 2021. Per their review and recommendation, there are resolutions for the following items, information for which is enclosed for full Board review:

- Acceptance of the Independent Auditor's Report on the financial statements for the Deferred Compensation Plan for the Employees of the Monroe County Water Authority for year ending December 31, 2020.
 - Approval of the Accounting Policies and Procedures Manual, as revised and presented.
10. The Authority's standard procurement compliance resolution.

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

BOARD DISCUSSION/NOTIFICATION ITEMS

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

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

NN/ka
Enclosures

cc: Executive Staff



To: Stephen Trotta

Date: 06/01/2021

From: Karin Anderson

File:

Subject: **Recommendation for Bid Award
June 10, 2021 Board Meeting**

Copies: M. Quattrone

Bids were received from Beyer Ford of Morristown, New Jersey, and Van Bortel Ford of Rochester, New York, for the following Ford vehicles through the New York State Office of General Services Vehicle Marketplace, Group No. 40440, Award No. 23166:


- **One (1) Ford F-250 XL Super Cab 4WD with 6' 3/4" Box & Western Wide-Out Snowplow**
 - Beyer Ford \$42,828.75
 - Van Bortel Ford \$41,872.30
- **One (1) Ford F-250 XL Super Cab 4WD with 6' 3/4" Standard Box**
 - Beyer Ford \$35,215.47
 - Van Bortel Ford \$34,467.25
- **Four (4) Ford F-250 XL Super Cab 4WD with 6' 3/4" Standard Box**
 - Beyer Ford \$140,861.88
 - Van Bortel Ford \$137,868.00
- **One (1) Ford F-250 XL Super Cab 4WD with 8' Box**
 - Beyer Ford \$36,893.42
 - Van Bortel Ford \$34,653.72

Van Bortel Ford was the low responsive, responsible bidder for each of these vehicles. Therefore, I recommend we award the bids to this vendor.

/ka

Attachment: Bid tabulation

(Dis)Approved by




Department Head

6-2-21

Date

(Dis)Approved by



Purchasing Manager

Date

(Dis)Approved by



Executive Director

6/2/21

Date

(Dis)Approved by

Executive Assistant/Board

Date

2022 Pick Up Truck Mini Bid Results

6/1/2021

FORD (1) F-250 XL Super Cab 4WD W/ 6' 3/4" Box & Western Wide -Out Snowplow														Reference # 0003106	Location: CWTP		
Vendor	Vendor Location	Model Year	Make	Model & Trim	Model Code	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount	NYS Base Price	NYS Aftermarket Components Price	All Terrain Tires	NYS Price for Vehicle	Total Number of Vehicles	Total Price for Mini-Bid		
Bever Ford	Morristown NJ	2022	Ford	F-250	X2B	4WD	Gasoline	\$48,085.00	26.88%	\$35,159.75	\$7,669.00	\$0.00	\$42,828.75	1	\$42,828.75		
Van Bortel Ford	Rochester NY	2022	Ford	F-250 XL Supercab	X2B	4WD	Flex Fuel	\$48,410.00	29.39%	\$34,182.30	\$7,425.00	\$265.00	\$41,607.30	1	\$41,872.30		
FORD (1) F-250 XL Super Cab 4WD W/ 6' 3/4" Standard Box														Reference # 0003110	Location: SWTP		
Vendor	Vendor Location	Model Year	Make	Model & Trim	Model Code	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount	NYS Base Price	NYS Aftermarket Components Price		NYS Price for Vehicle				
Bever Ford	Morristown NJ	2022	Ford	F-250	X2B	4WD	Gasoline	\$48,210.00	27.68%	\$34,865.47	\$350.00	\$0.00	\$35,215.47	1	\$35,215.47		
Van Bortel Ford	Rochester NY	2022	Ford	F-250 XL Supercab	X2B	4WD	Flex Fuel	\$47,945.00	29.55%	\$33,777.25	\$425.00	\$265.00	\$34,202.25	1	\$34,467.25		
FORD (4) F-250 XL Super Cab 4WD W/ 6' 3/4" Standard Box														Reference # 0003109	Location: FFO		
Vendor	Vendor Location	Model Year	Make	Model & Trim	Model Code	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount	NYS Base Price	NYS Aftermarket Components Price		NYS Price for Vehicle				
Bever Ford	Morristown NJ	2021	Ford	F-250	X2B	4WD	Gasoline	\$48,210.00	27.68%	\$34,865.47	\$350.00	\$0.00	\$35,215.47	4	\$140,861.88		
Van Bortel Ford	Rochester NY	2022	Ford	F-250 XL Supercab	X2B	4WD	Flex Fuel	\$47,945.00	29.55%	\$33,777.25	\$425.00	\$265.00	\$34,202.25	4	\$137,868.00		
FORD (1) F-250 XL Super Cab 4WD W/ 8' Box														Reference # 0003107	Location: Leak Detection		
Vendor	Vendor Location	Model Year	Make	Model & Trim	Model Code	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount	NYS Base Price	NYS Aftermarket Components Price		NYS Price for Vehicle				
Bever Ford	Morristown NJ	2021	Ford	F-250	X2B	4WD	Gasoline	\$49,950.00	26.84%	\$36,543.42	\$350.00	\$0.00	\$36,893.42	1	\$36,893.42		
Van Bortel Ford	Rochester NY	2022	Ford	F-250 XL Supercab	X2B	4WD	Flex Fuel	\$48,155.00	29.47%	\$33,963.72	\$425.00	\$265.00	\$34,388.72	1	\$34,653.72		



Memorandum

To: Chris J. LaManna, P.E., Director of Production & Transmission Date: June 2, 2021
Karin Anderson, Purchasing Agent

Handwritten initials in blue ink.

From: Dan Driffill, Superintendent of Plant Maintenance File: 21-S01 #3

Subject: June 10, 2021 Board Meeting - Agenda Item Medium Voltage Electrical Equipment Preventive Maintenance and Repair Services
Copies: N. Noce
D. Hendrickson
H. Young

Attached are the results of the bid opening on May 20, 2021, for the above contract. The unit price contract involves preventative maintenance, testing and repair of medium voltage power systems equipment ranging from 2,400 VAC to 69,000 VAC throughout the Authority's service area. One contractor submitted a responsible, responsive bid in the amount of \$39,442.40. The Engineer's estimate was \$43,340.00. A bid tabulation sheet is attached. O'Connell Electric Company, Inc. submitted the bid.

There were no informalities in the bid.

O'Connell Electric Company, Inc. is from Victor, NY and has successfully completed emergency medium voltage electrical work for the Authority in the past.

Based on O'Connell Electric Company, Inc.'s qualifications and past performance with the Water Authority, it is my recommendation that the Board authorize award of this unit price contract to the lowest responsive, responsible bidder, O'Connell Electric Company, Inc. for the bid amount of \$39,442.40.

(Dis) Approved by: [Signature] Director of Production & Transmission Date: 6/2/21

(Dis) Approved by: [Signature] Purchasing Agent Date: 6/3/2021

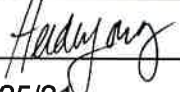
(Dis) Approved by: _____ Secretary to the Authority Date

(Dis) Approved by: _____ Executive Director Date

Attachments: Bid Tabulation Sheet

Medium Voltage Electrical Equipment Preventive Maintenance and Repair Services - REBID
Monroe County Water Authority

I certify that this tabulation is a true representation of bids received
on May 20, 2021 at 11 a.m. for this contract.

By: 
Date: 5/25/21

Eng. No.: 21-S01
Auth. No.:
Bid Opening: May 20, 2021

O'Connell Electric Company, Inc.
830 Phillips Road
Victor, NY 14564
victor.salerno@oconnellelectric.com
585-924-2176

Engineers
Estimate

Item No.	Description	Estimated Quantity	Unit	Engineers Estimate		Unit Price	Amount
				Unit Price	Amount		
1	Field Technician – Normal Work Hours	180	HR	\$ 132.99	\$ 23,937.57	\$ 106.50	\$ 19,170.00
2	Field Technician – Overtime Work Hours	16	HR	\$ 176.06	\$ 2,816.98	\$ 129.00	\$ 2,064.00
3	Field Technician – Sunday & MCWA Holiday Work Hours	16	HR	\$ 209.00	\$ 3,344.01	\$ 159.00	\$ 2,544.00
4	Service Engineer - Office Hours	8	HR	\$ 170.00	\$ 1,360.00	\$ 126.80	\$ 1,014.40
5	Oil Samples	6	EA	\$ 63.35	\$ 380.07	\$ 625.00	\$ 3,750.00
6	Material Allowance plus Material Markup Percentage	1	LS	\$ 11,500.00	\$ 11,500.00	\$ 10,900.00	\$ 10,900.00
Total Bid Price					\$43,338.62		\$39,442.40

Bid Informalities - None