



Monroe County Water Authority

Memorandum

To: Board Members

Date: December 11, 2020

From: Nicholas Noce, Executive Director

Subject: **Regular Board Meeting – Friday, December 18, 2020 @ 9:30 a.m.
Main Conference Room, 475 Norris Drive**

AGENDA ITEMS:

1. Personnel Items

- Appointment of Kyle Milner to the title of Electrical & Instrumentation Mechanic III. Mr. Milner is reachable on the Civil Service Exam List for appointment to this title. See recommendation memorandum from Christopher LaManna, enclosed.
- Provisional Appointments of Justin Moore to the title of Director of Information Technology and Bruce Cavallaro to the title of Senior Network Technician. Both gentlemen interviewed favorably and are highly qualified. See recommendation memorandums from Larry Magguilli, enclosed.
- Promotional Appointment of Catherine Zachary to the title of Office Clerk III. Ms. Zachary has done a good job providing clerical support for the Operations Department. She is dependable and has exceeded the skills necessary for this title. See recommendation memorandum from Stephen Trotta, enclosed.

COMPENSATION COMMITTEE REPORTING

2. The Authority's Compensation Committee met on December 3, 2020, and with their recommendation, there is an item on the Agenda to approve the MCWA Compensation Philosophy, as revised and presented.
3. There is an item on the Agenda for the as-needed purchase off New York State Contract of Ultra Low Sulfur Diesel Fuel for use in Authority vehicles and equipment.
4. There is an item on the Agenda to authorize a unit price contract for Curb Boxes, purchased as needed from low responsive, responsible bidder, T. Mina Supply East, Inc. The bid amount is based upon estimated quantities, and the contract includes the option of a 5% increase in unit pricing per year of extension. See recommendation memorandum from Karin Anderson, enclosed.
5. There is an item on the Agenda to authorize the purchase of Office Supplies from W.B. Mason at an estimated amount of \$30,000 utilizing the City of Rochester Contract #504270/133520, through the contract period ending November 30, 2021.

6. There is an item on the Agenda to authorize the amendment of Resolution #20-213 (ref. 11/25/2020) to reflect the purchase of a new software licensing and support agreement and onsite upgrade services from Wonderware North, a Q-Mation Company, for Wonderware® and ThinManager® software utilized by the Authority's Supervisory Control and Data Acquisition (SCADA) System. The software is provided by AVEVA Group, PLC; however, the purchase of the software licensing and support agreement and onsite upgrade services is from Wonderware North, a Q-Mation Company.
7. There are items on the Agenda to authorize blanket purchase orders for the as-needed procurement of various electrical materials and equipment from Graybar Electrical Supply, Kovalsky-Carr Electrical Supply Company, Inc., and Horizon Solutions, LLC. These items are utilized for maintenance and repair of the Authority's facilities and equipment.
8. There is an item on the Agenda to authorize the purchase of a 1500 kW Caterpillar Model 3512C Diesel Emergency Packaged Generator Set for the Authority's Lake Water Pump Station through Sourcewell Contract #120617-CAT. Sourcewell is a purchasing cooperative established by the State of Minnesota Legislature and available to educational institutions, governmental entities, and non-profit organizations throughout the Country. Sourcewell holds competitively-solicited cooperative contracts for products and services with hundreds of vendors.

The purchase of the new Generator Set is a component of the Authority's Generator Optimization Project and will provide backup electrical power for the Lake Water Pump Station to further improve the redundancy and resiliency of the water system. The new Generator Set will be purchased for an estimated cost of \$650,000 from Milton-CAT (Batavia, NY), which is the authorized Caterpillar, Inc. dealership in the Authority's service area. Utilizing Sourcewell to purchase this Generator Set will provide the Authority with a savings of approximately \$189,000 over the list price of the equipment.

9. There is an item on the Agenda to authorize the purchase of original equipment manufacturer (OEM) repair parts, services, and proprietary diagnostic software to supplement Authority maintenance staff for repairs and maintenance of Caterpillar emergency generator equipment. The Authority currently operates and maintains multiple Caterpillar portable and fixed emergency generators, including units located at the Shoremont and Webster Water Treatment Plants and various booster pumping stations to maintain system operations during power outages.

Milton-CAT, located in Batavia, New York, will supply OEM repair parts, shop and field labor services, and proprietary diagnostic software to the Authority on an as-needed basis. Milton-CAT is the authorized dealership for Caterpillar, Inc. located in the Authority's service area. The estimated cost is a total of \$25,000 per contract term. The initial term commences January 1 through September 30, 2021, with the option to extend for two additional 12-month terms.

10. There is an item on the Agenda to authorize the purchase of General Construction Labor Services from C.P. Ward, Inc. through Monroe County Contract #BP1108-17 for General Construction Term Services. General construction labor services will be procured to supplement the Authority's maintenance personnel, as needed, for an estimated amount up to \$30,000 for the contract term January 1 – December 31, 2021.

11. There is an item on the Agenda to award a contract for supply of up to an estimated 300 tons annually of Liquid Carbon Dioxide to the Shoremont and Webster Water Treatment Plants for the water treatment process. 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.

Our recommendation is to award this contract to the lowest responsive, responsible bidder, Irish Welding Supply Corporation, for the bid amount of \$66,750. The bid amount is based upon estimated quantities, and the contract includes the option of a 3% increase in unit pricing per year of extension. Irish Welding Supply Corporation has successfully supplied liquid carbon dioxide to the Authority in the past. See recommendation memorandum from Christopher LaManna, enclosed.

12. There is an item on the Agenda to authorize the execution of a Professional Services Agreement with Industrial Scientific Corporation for the Confined Space Monitors with Service Program.

These services will fulfill ongoing needs to supply and service confined space monitors for the Water Authority. The confined space monitors will be located at the East Side Operations Center, Shoremont Water Treatment Plant, Webster Water Treatment Plant, Corfu Water Treatment Plant, and the Meter Shop. This service program will provide continuous remote monitoring of the equipment via the internet, routine maintenance, and ready-to-use replacement instruments, including automatic calibration gas replenishment.

A Request for Qualifications and Proposal was advertised and sent to firms with experience in this type of professional service. One manufacturer responded. Staff reviewed the qualifications and proposal received and recommends an agreement be executed with Industrial Scientific Corporation for the services described above. These services are estimated to cost up to \$20,000 per year for a five year term.

13. We issued a Request for Qualifications and Proposal (RFQ/P) for continued support services related to cellular antenna leases on Water Authority properties to firms specializing in the negotiation of these specific installations. A key requirement of the RFQ/P was that this effort be done on a success-fee basis, whereby the firm selected receives a fraction of the increase in new revenues generated – hence, they are compensated only if the Authority receives higher payments.

After review of the qualifications submitted, the Selection Committee recommends award to Bench Strength Partners, Inc. as the most qualified firm for these services. The Professional Services Agreement will be for a term of five years.

14. There is an item on the Agenda to authorize the as-needed use of New York State Information Technology Umbrella Contract for the procurement of various laptop and desktop computers and related equipment and supplies. This is part of our renewal and replacement program for existing equipment as well as the likely purchase of new equipment during the course of the year.
15. There is an item on the Agenda to ratify and confirm MCWA Water Rates effective January 1, 2021. The required Public Information Meeting on the rate changes will have taken place on Monday, December 14, 2020 at 3:00 p.m.
16. There is an item on the Agenda to establish the MCWA Board Meeting Schedule for 2021. This item was tabled at the November 25, 2020 Regular Board Meeting.
17. There is a resolution to approve Board and Staff travel for training and MCWA mission-related seminars, conferences, and meetings during 2021.

AUDIT COMMITTEE REPORTING

18. The Authority's Audit Committee met on December 3, 2020, and with their recommendations, there are resolutions for the following:
 - Authorization for the Executive Director to enter into an Agreement for the purchase of Excess Workers' Compensation Insurance through Midwest Employers Casualty Company as brokered through MCWA's Broker of Record, NCAComp, Inc.
 - Authorization for the Executive Director to enter into an Agreement for Third Party Administrator for Workers' Compensation Claims with NCAComp, Inc.
 - Authorization for the Executive Director to enter into an Agreement for the purchase of MCWA Group Life and Long Term Disability Insurances for applicable employees with Cigna Health & Life Insurance Company as brokered through MCWA's Broker of Record, Brown & Brown Insurance.
 - Authorization for the Executive Director to extend the contract with MassMutual for administration of the Authority's 457 Deferred Compensation Plan.

Please refer to the enclosed corresponding documentation for these items.

19. The Authority's Standard Procurement Compliance Resolution.
20. There is an item on the Agenda to adopt the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* for use by all Officers in legally disposing of valueless records listed therein.

GOVERNANCE COMMITTEE REPORTING

21. The Authority's Governance Committee met on December 3, 2020, and with their recommendation there are resolutions for the following:
- Approval of the Authority's Purchasing & Procurement Guidelines, as revised and presented.
 - Re-Adoption of the Procurement Disclosure Policy, as presented.
 - Re-Adoption of the Professional Services Policy and Procedures, as presented.
 - Re-Adoption of the Internal Controls and Financial Accountability Policy, as presented.
 - Re-Adoption of the Policy for Tracking and Disposal of Fixed Assets, as presented.
 - Approval of the Responsibilities of Members, as revised and presented.

Policy documents are enclosed for full Board review.

EXECUTIVE SESSION REQUESTED

22. Pursuant to Section 105(l)(f) of the New York Public Officers Law in order for the full Board to discuss the employment performance histories and performance evaluations of the Executive Director and Department Directors and Officers.

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

BOARD DISCUSSION/NOTIFICATION ITEMS

- In Board Folders for Review:
 - Rate Consolidation Study for Genesee County Customers
 - Routine Monthly Informational Reports and/or Updates

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

NN/ka
Enclosures

cc: Executive Staff



To: Nicholas Noce
Executive Director

Date: 12/07/2020

From: Karin Anderson
Purchasing Manager

File: WA 112013

Subject: **Recommendation for Bid Award
December 18, 2020 Board Meeting**

Copies: S. Trotta
D. Hendrickson

Bids were received on November 23, 2020, for **Curb Boxes**. This is a one year, unit price contract with the option to renew for up to four additional one-year terms upon mutual consent. The apparent low responsive, responsible bidder is **T. Mina Supply, East, Inc.** in the amount of **\$67,939**. The bid amount is based on estimated quantities, all items will be purchased as needed, and the contract includes the option of a 5% increase in unit pricing per year of extension.

We also received bids from:	Core & Main, LP	\$71,690
	Ferguson Waterworks	\$77,439
	Blair Supply	\$85,855

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

/ka

Attachment: Bid tabulation

Approved by *Nicholas Noce* 12/7/2020
 Department Head Date

Approved by *Karin Anderson* 12/07/2020
 Purchasing Manager Date

Approved by *Nicholas Noce* 12/7/2020
 Executive Director Date

(Dis)Approved by _____
 Recording Secretary to the Board Date

December 7, 2020

**MONROE COUNTY WATER AUTHORITY
MCWA 112013 – CURB BOXES**

ITEM No	QTY	DESCRIPTION	(1) BLAIR SUPPLY	(2) CORE & MAIN, LP	(3) T. MINA SUPPLY EAST	(4) FERGUSON WATERWORKS
1	1,200 EA	1-1/4" Curb Box & Rod, Complete	\$68,340	\$57,960	\$55,680	\$63,084
2	200 EA	1-1/4" Curb Box Without Rod	\$8,300	\$6,810	\$6,500	\$7,630
3	200 EA	42" SS Curb Box Rods	\$4,400	\$2,850	\$2,780	\$2,884
4	200 EA	24" SS Curb Box Rods	\$3,600	\$2,650	\$1,990	\$2,682
5	500 EA	Stainless Steel Cotter Pins	\$1,025	\$1,250	\$825	\$775
6	200 EA	Brass Cotter Pins	\$190	\$170	\$164	\$384
		BID TOTAL	\$85,855	\$71,690	\$67,939	\$77,439



Memorandum

To: Karin Anderson, Purchasing Agent
 Date: December 8, 2020

From: ^{GA} Chris J. LaManna, Dir. of Production and Transmission
 File:

Subject: December 18, 2020 Board Meeting - Agenda Item
 Liquid Carbon Dioxide
 Copies: N. Noce
 L. Magguilli
 D.Hendrickson

The following two bids were received for WA112014 – Liquid Carbon Dioxide, which consists of supply of up to 300 tons of the chemical annually to the Shoremont and Webster Water Treatment Plants for water treatment operations.

- Air Products and Chemicals, Inc.: \$ 66,000.00 (\$220.00/ton)
- Irish Welding Supply Corporation: \$ 66,750.00 (\$222.50/ton)

As outlined in my November 25, 2020 memorandum to you, the bid received from Air Products and Chemicals Inc. (Air Products) includes a "Product Supply Agreement" for execution between Air Products and the Authority, which contains additional contract terms and conditions. The submission of additional contract terms and conditions is not acceptable. For this reason, the bid received from Air Products should be considered non-responsive and should be rejected. I recommend the bid be awarded to Irish Welding Supply Corporation as the lowest, responsive, responsible bidder.

Irish Welding Supply Corporation is located in Buffalo, NY and has successfully supplied liquid carbon dioxide to the Authority in previous years. They are also currently supplying liquid carbon dioxide to the Authority under an emergency purchase order.

~~(Dis)~~ Approved by: Christy J. Jahn 12/8/20
 Director of Production & Transmission Date

~~(Dis)~~ Approved by: Karin Anderson 12/9/2020
 Purchasing Agent Date

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

(Dis) Approved by: _____
 Executive Director Date