

**ERIE COUNTY WATER AUTHORITY
MEETING OF NOVEMBER 19, 2020**

PRESENT:

PLEDGE TO THE FLAG

I. CALL TO ORDER/ROLL CALL

II. READING OF MINUTES

Motion by _____ seconded by _____
Meeting held on Tuesday, October 27, 2020.

and carried to read the Minutes of the

III. APPROVAL OF MINUTES

Motion by _____ seconded by _____
Meeting held on Tuesday, October 27, 2020.

and carried to approve the Minutes of the

IV. REPORTS

- A. SECRETARY**
- B. LEGAL**
- C. FISCAL**
- D. OPERATIONS**
- E. HUMAN RESOURCES**
- F. AUDIT COMMITTEE**
- G. GOVERNANCE COMMITTEE**
- H. FINANCE COMMITTEE**
- I. ETHICS COMMITTEE**

V. COMMUNICATIONS AND BILLS

(Communications may be limited to items that are provided electronically. Every effort will be made to provide all communications at future meetings.)

- C-1** FOIL from Yvonne Tripi, Esq. regarding Collective Bargaining Agreements (CSEA and Brotherhood of WNY)
- C-2** FOIL from Insite Real Estate, LLC regarding 5355 Genesee Street
- C-3** FOIL from Michael Lancer, Esq. regarding fire hydrant located at 29 Chestnut Hill Lane South, Williamsville, NY
- C-4** NOC – Marc Conaway
- C-5** NOC – Errold Daley
- C-6** NOC – David Whightman
- C-7** NOC – Matthew Strasser

VI. PERSONS ADDRESSING THE AUTHORITY

The Commissioners will hear the concerns of persons desiring to address the Commissioners on any Water Authority subject

VII. UNFINISHED BUSINESS

ITEM 24 - AUTHORIZATION TO ENTER INTO A SERVICE AGREEMENT WITH LEVEL ONE, LLC TO PROVIDE THE ERIE COUNTY WATER AUTHORITY WITH BILL, PRINTING AND MAILING SERVICES, PROJECT NO. 202000201

Motion by seconded by

WHEREAS, on July 30, 2020 the Erie County Water Authority's (the "Authority") Board of Commissioners authorized the issuance of a Request for Proposals ("RFP") to qualified firms to provide Bill, Printing and Mailing Services; and

Unfinished Business Continued

WHEREAS, a copy of the RFP was sent to the vendors listed on attached Schedule “A”;
and

WHEREAS, another four firms obtained and responded to the RFP through the Authority’s website: Level One, LLC, Moonlight Mailing, Professional Services and South Data;
and

WHEREAS, the respondents to the RFP are also listed on attached Schedule “A”; and

WHEREAS, upon evaluating the response to the RFP, the Authority deems it advisable to have Level One, LLC provide Bill, Printing and Mailing Services; and

WHEREAS, Pursuant to Article 2 Payment of Professional Services, paragraph 2.02 in the Service Agreement, costs for services provided under the agreement shall be billed at rates listed on attached “Schedule B”; and

WHEREAS, Joyce A. Tomaka, Comptroller and Karen A. Prendergast, CFO recommend that the Authority enter into a Service Agreement with Level One, LLC to provide the Authority with Bill, Printing and Mailing Services;

NOW, THEREFORE, BE IT RESOLVED:

That the Authority accepts the proposal of Level One, LLC to provide the Authority with Bill, Printing and Mailing Services; and be it further

RESOLVED: That the Chairman is authorized to execute said agreement on behalf of the Authority; and be it further

RESOLVED: That the Secretary is authorized to forward an executed copy of said Agreement together with a certified copy of this resolution to Level One, LLC.

Ayes:

Noes:

10/27/20-pjf

SCHEDULE "A"

Proposal for the Erie County Water Authority – Project 202000201 – Billing, Printing, and Mailing Services

Item 6 – Fees, Rates, Charges

List the fees and/or rates charged, period of time these rates/fees are in effect and any start-up costs.

Set up and On-Going Development

Cost Schedule – Set up and Implementation Services				
A. Development				
		Volume	Rate	Unit
1	Bill Redesign for Full-Color duplex production	1	Waived	1-time
2	Ongoing Application Development / Programming		\$ 125	Per hour

Bill Print Production & Components

Cost Schedule				
A. Billings and Post Card Processing Fees				
		Volume	Rate	Unit
1	Record Processing <i>Includes data processing</i>	955,000	\$ 0.01	Per record
2	Bill Print and Mail – Billings, Collection Notices & Customer Letters <i>Includes Postal optimization & compliance, full color duplex</i>	755,000	\$ 0.03	Per mail piece
3	Print and Mail – Post Cards <i>Includes Postcard stock</i>	200,000	\$ 0.029	Per post card
B. Components (Bill Stock & Envelopes)				
		Volume	Rate	Unit
1	Bill stock (24# white bond with perforation)	755,000	\$ 0.011	Per each
2	#10 Window Envelope	755,000	\$ 0.0175	Per each
3	#9 Remit Envelope	755,000	\$ 0.0145	Per each
C. Other services				
		Volume	Rate	Unit
1	Certified Mail – postage is additional	TBD	\$ 2.60	Per each
2	Inserts 8.5 x 3.5, 1 color	60,000	\$ 0.022	Per each



© 2020 Level One LLC. All rights reserved.

20

VIII. NEW BUSINESS

- ITEM 1 -** Master Purchase Orders, Releases from Master Purchase Orders, Purchase Orders, and Amendments of Same
- ITEM 2 -** Authorization to enter into an Agreement with Thomson Reuters to provide the Erie County Water Authority with Westlaw Legal Research Services
- ITEM 3 -** Authorization to enter into a Service Agreement with Matrix Imaging Solutions, LLC to provide the Erie County Water Authority with Billing, Printing, and Mailing Services, Project No. 202000201
- ITEM 4 -** Authorization to Solicit Request for Proposals for Transmission Main Design Projects 2021-2022, Project No. 202100008
- ITEM 5 -** Award of Contract to Greater Niagara Mechanical, Inc. for Heating, Ventilating and Air Conditioning Service and Preventive Maintenance Work for a Two-Year Period from November 1, 2020 through October 31, 2022, Project No. 202000098 - \$340,750.00
- ITEM 6 -** Authorization to Advertise for Bids for Contract No. DA-010, Water System Improvements in the Towns of Amherst and Cheektowaga, Project No. 202000063
- ITEM 7 -** Approval of Amendment No. 1 with CHA Consulting, Inc. for Contract No. CH-013, Transmission Main, Town of Amherst, New York (Contract B2), Project No. 202000073
- ITEM 8 -** Authorization to Grant Leak Allowance Requests - \$1,220.51
- ITEM 9 -** Authorization to Amend the Erie County Water Authority's Tariff

IX. ADJOURNMENT