

ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM



February 26, 2019

To: Commissioners Schad, Carney and Jones

From: Robert J. Lichtenthal, Jr., Deputy Director *RJL*

Subject: Procurement Error-Saia Communications

The currently used Authority Purchasing Guidelines and Procedures requires all purchases to be approved by the Board of Commissioners following the proper steps of requisition.

On August 8, 2018 the Motorola microwave link from the Van De Water Treatment Plant to the Van De Water Raw Water Plant failed. Installation and repairs of Motorola equipment are usually performed by Saia Communications under a New York State contract. For this contract to be operative, SAIA Communications coordinates with Motorola for State Contract work. ECWA does not go to Motorola direct. This is a Motorola dictated procedure. Motorola must first approve the work to be done by Saia.

In this case, multiple procurement errors occurred. First, a purchase order was never presented to the Board for approval prior to the work being performed. Secondly, the procedure to access the NYS contract pricing was not followed.

When the equipment failed, the system was "down" and required repair immediately. And, since what equipment actually failed was not readily apparent, the vendor needed to troubleshoot the problem first. Under the circumstances the appropriate action to take within the current procedures would have been to declare an emergency, make the procurement arrangements and then notify the Board of Commissioners. This was not done and is the first error.

The second error occurred when the vendor (Saia Communications) did not properly coordinate ECWA's service request with Motorola per the NYS contract. The use of the NYS contract (and/or County contract and/or a joint purchasing alliance) eliminates the requirement to solicit a minimum of three quotes per Authority procedures.

Where this issue stands today is that the Authority has received an invoice from Saia Communications in the amount of \$900.00 for their timely response to our critical need. Saia found the problem to be a faulty surge protector which was replaced. Additionally, if this procurement had been made under the NYS contract terms of Motorola, the labor rate would have been \$188.00/hr. versus the \$125.00/hr. Saia actually charged.



100 Stradtman St
 Buffalo, NY 14206
 Phone #: (716) 892-2900
 www.salacomm.com

INVOICE

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909011139-1

Invoice Date: 08/22/2018

Bill To:
 ERIE COUNTY WATER AUTHORITY (ECWA)
 ACCOUNTS PAYABLE/ERIE COUNTY WATER AUTHORITY
 295 MAIN STREET
 BUFFALO, NY 14203

Ship To:
 ERIE COUNTY WATER AUTHORITY (ECWA)
 ACCOUNTS PAYABLE/ERIE COUNTY WATER AUTHORITY
 295 MAIN STREET
 BUFFALO, NY 14203

Contact: SCOTT AIPLE
 Contact #: 716-685-8225
 Email: SAIPLE@ECWA.ORG

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 Email: SAIPLE@ECWA.ORG

Customer #: EC2786	Tech: Kelly Wilcox	PO# :	Terms: NET 30	
Qty	Item	Description	Unit Price	Amount
FCC Maintenance Record - Retain 1 Year				

Vin #.:	Transmitter Freq.:	Power Out:
Plate #.:	Found:	Reflected Power:
Vehicle No.:	Adj To:	Battery Capacity mAh:
License No.:	Modulation:	Techs Name:
Vehicle Make:	Receiver Freq.:	Ship Via: Customer Location
Vehicle Model:	Sensitivity:	Service Ticket No:
Vehicle Year:	Tone/DPL/TPL:	Contact Name: SCOTT AIPLE
Vehicle Mileage:	Total Power:	

1	504647	PTP 650 LPU/Ground Kit	400.00	400.00
2	TOWER	TOWER WORK RADIO AS DEAD REPLACED TRANSTECTOR AND JUMPER TO THE RADIO TESTED ALL OK. 118 LINK LOSS	250.00	500.00

Last Paid	Subtotal:	\$900.00
	Tax:	\$0.00
	Total Paid:	
	Total Amount:	\$900.00
THANK YOU FOR YOUR BUSINESS		

BUFFALO
 (WBE) Certified Erie County, NY (Exp. 8/17/2017)
 (WBE) Certified NYS ID-51152 (Exp. 8/15/2017)





Quote Number: QU0000464697
Effective: 16 JAN 2019
Effective To: 17 MAR 2019

Bill-To:

ERIE COUNTY WATER AUTHORITY
295 MAIN ST RM 350
BUFFALO, NY 14203
United States

Attention:

Name: SCOTT AIPLE
Email: saiple@ecwa.org

Sales Contact:

Name: Jennifer Paluch
Email: jenn.paluch@saiacomm.com
Phone: 7168922900

Contract Number: NEW YORK STATE CONTRACT
Freight terms: FOB Destination
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	1	DSC000065L007B	LPU AND GROUNDING KIT (1 KIT PER ODU)	\$400.00	\$340.00	\$340.00
2	752	SVC03SVC0104D	INFRASTRUCTURE INSTALL	\$1.00	\$1.00	\$752.00

(Notes)4 man hours @ \$188.00/hour

Total Quote in USD

\$1,092.00

PRICING IS BASED ON NYS CONTRACT PT67405 - THIS ITEM IS NOT LISTED ON THE CONTRACT AS THE CONTRACT HAS NOT BEEN UPDATED TO ADD NEW PART NUMBERS. THIS IS BEING OFFERED AT THE EQUIVALENT DISCOUNT OF SIMILAR ITEMS THAT DO APPEAR.

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)