

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____ **Project No.:** 202000001

Project Description: Watermain Materials Purchase Contract
January 1, 2020 through December 31, 2021

Item Description:

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input checked="" type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input type="checkbox"/> Recommendation for Award of Contract | <input type="checkbox"/> Recommendation to Reject Bids | | |
| <input type="checkbox"/> Request for Proposals | | | |
| <input type="checkbox"/> Other _____ | | | |

Action Requested:

- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input checked="" type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input checked="" type="checkbox"/> Board Authorization to Advertise for Bids | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals | |
| <input type="checkbox"/> Other _____ | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|--|-----------------------|------------------|
| <input checked="" type="checkbox"/> Department Head | <u>James F. Kneib</u> | Date: 6-3-19 |
| <input checked="" type="checkbox"/> Risk Manager | <u>[Signature]</u> | Date: 06/03/2019 |
| <input checked="" type="checkbox"/> Director of Administration | <u>Lavonya Lester</u> | Date: 6/3/19 |
| <input checked="" type="checkbox"/> Executive Engineer | <u>Russell Hoel</u> | Date: 6/3/19 |

APPROVED AS TO FORM:

- | | | |
|---|---------------------------|--------------|
| <input checked="" type="checkbox"/> Legal | <u>Margaret J. Murphy</u> | Date: 6/3/19 |
|---|---------------------------|--------------|

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--------------------|--------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>[Signature]</u> | Date: 6/5/19 |
|--|--------------------|--------------|

Remarks: Unit price contract.

Resolution Date: _____

Item No: _____

WAP



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 3, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, Senior Distribution Engineer

Subject: Watermain Materials Purchase Contract
January 1, 2020 through December 31, 2021
ECWA Project No. 202000001

A handwritten signature in dark ink, appearing to be "LFK", is written over the "From" line and extends into the "Subject" line.

The current Watermain Materials Purchase Contract expires on December 31, 2019. It allows the Authority to purchase all necessary materials for repairs and new installations of watermain and appurtenances. This contract is awarded on line-by-line basis, therefore it is always awarded to multiple vendors. The following documents are attached:

- Blue Authorization Form - this form provides the project name and project number, the action that is being requested of the Board, and it provides a list of approvals that are required prior to being acted on by the Board.
- One (1) set of Contract Documents.

The Project Manual needs to be reviewed by the Risk Manager and the Legal Department before the Board can provide the Authorization to Advertise.

LFK:jmf

Attachment

cc: R.Stoll

D.Patton

C.Johnson

L.Lester

ECWA-928-2001-I-186

Set No:

Procurement Manual

**Watermain Materials
Purchase Contract
January 1, 2020 to December 31, 2021**

Project No. 202000001

????????? 2019

Erie County Water Authority

295 Main Street, Room 350

Buffalo, New York 14203



ERIE COUNTY WATER AUTHORITY
295 MAIN STREET, ROOM 350
BUFFALO NY 14203

WATERMAIN MATERIALS PURCHASE CONTRACT
JANUARY 1, 2020 TO DECEMBER 31, 2021
PROJECT No.: 202000001

NOTICE TO BIDDERS

The Erie County Water Authority will receive separate, sealed bids for the furnishing and delivering of specified materials for the ERIE COUNTY WATER AUTHORITY, WATERMAIN MATERIALS PURCHASE CONTRACT, JANUARY 1, 2020 TO DECEMBER 31, 2021.

Bids will be received by the Erie County Water Authority until ~~22:00~~ a.m. prevailing time, on **Tuesday, ~~01/27/2020~~ 01/27, 2019** at the Cashier's Office of the Authority, 295 Main Street, Room 350, Buffalo New York 14203, and then at that time and place will be publicly opened and read.

All bids being mailed (including FedEx, UPS, Priority Mail, etc.) or hand-delivered to the Erie County Water Authority shall be directed to the "CASHIER'S OFFICE" at the address listed above in a sealed envelope and be clearly marked on the outside of the mailing or hand-delivered envelope "BID ENCLOSED-ECWA WATERMAIN MATERIALS PURCHASE CONTRACT, JANUARY 1, 2020 TO DECEMBER 31, 2021". Failure to follow the above instructions could result in rejection of the bid.

Beginning at 9:00 a.m., on Monday, ~~01/27/2020~~ 01/27, 2019, the Procurement Instruction to Bidders, Procurement Bid Form and Supplements, Procurement Agreement, Specifications, and Security Bonds may be examined at the above address and may be obtained by writing the Cashier's Office at the above address or calling (716) 849-8484, between the hours of 9:00 a.m. and 5:00 p.m.

Each bid shall be accompanied by a certified check or bid bond in the amount of five percent (5%) of the amount of the bid.

In accordance with State Finance Law §139-j and 139-k, all questions about meaning or intent of the bidding documents shall be submitted to the designated contact person in writing. The designated contact is Lavonya Lester, Director of Administration, 3030 Union Road, Cheektowaga, New York 14227, telephone 716-685-8565.

The Erie County Water Authority reserves the right to reject any and all bids or to accept any bid deemed to be for the best interest of the Water Authority even though the bid chosen may result in the award of the contract to a bidder whose bid is not mathematically low.

ERIE COUNTY WATER AUTHORITY

Terrence D. McCracken
Secretary to the Authority