

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

Contract: _____ **Project No.:** 201900083

Project Description: On Call Repair Services
Watermains and Related Facilities

September 1, 2019 through August 31, 2021

Item Description:


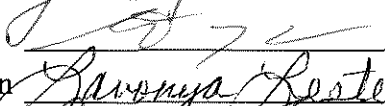
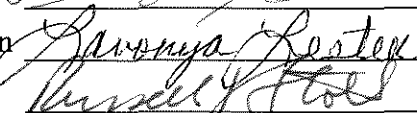
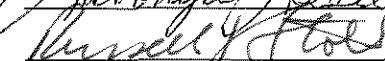
- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT 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:

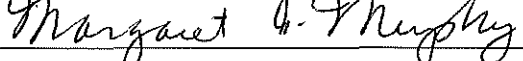
- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input checked="" type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairman |
| <input checked="" type="checkbox"/> Board Authorization to 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 |  | Date: 6-5-19 |
| <input checked="" type="checkbox"/> Risk Manager |  | Date: 06/05/2019 |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: 6/5/19 |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: 6/5/19 |

APPROVED AS TO FORM:

- | | | |
|---|--|--------------|
| <input checked="" type="checkbox"/> Legal |  | Date: 6/5/19 |
|---|--|--------------|

APPROVED FOR BOARD RESOLUTION:

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

Remarks: Unit price contract.

Resolution Date: _____

Item No: _____





ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 5, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Leonard F. Kowalski, Senior Distribution Engineer

A handwritten signature in dark ink, appearing to be "LFK", is written over the "From:" line.

Subject: On Call Repair Services
Watermains and Related Facilities
September 1, 2019 through August 31, 2021
ECWA Project No. 201900083

The current Emergency Watermain Repair Contract expires on August 31, 2019. The name of the contract has been changed to On Call Repair Services, Watermains and Related Facilities.

It provides the Authority with a contractor that performs repairs to watermains and other Authority related facilities on as-needed basis when the Authority's crews are not available or when Authority crews need additional help. 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

L.Lester

ECWA-736-2001-I-186

Set No:

Project Manual

On Call Repair Services Watermains and Related Facilities September 1, 2019 through August 31, 2021

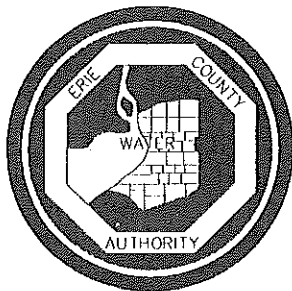
Project No. 201900083

????????? 2019

Erie County Water Authority

295 Main Street, Room 350

Buffalo, New York 14203



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

ON CALL REPAIR SERVICES
WATERMAINS AND RELATED FACILITIES
SEPTEMBER 1, 2019 THROUGH AUGUST 31, 2021
PROJECT No: 201900083

NOTICE TO BIDDERS

The Erie County Water Authority will receive separate, sealed bids for the furnishing of all labor, plant, tools, equipment and specified materials, etc. for ERIE COUNTY WATER AUTHORITY, ON CALL REPAIR SERVICES, WATERMAINS AND RELATED FACILITIES, SEPTEMBER 1, 2019 THROUGH AUGUST 31, 2021. The Work consists of furnishing crew or crews, labor, and equipment to make emergency repairs to water service lines, transmission mains, and distribution mains. The Work also includes emergency repairs to exposed process and chemical piping at pump stations and water treatment plants, tree removal, sanitary sewer repairs, and temporary asphalt and concrete restoration.

Bids will be received by the Erie County Water Authority until ??:?? a.m. prevailing time, on Tuesday, ??????? ??, 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 ON CALL REPAIR SERVICES, WATERMAINS AND RELATED FACILITIES". Failure to follow the above instructions could result in rejection of the bid.

Beginning at 9:00 a.m., on ?????day, ??????? ??, 2019, the Instruction to Bidders, Form of Bid and form of Contract, 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. upon payment of a deposit of Fifty Dollars (\$50.00). Check for documents shall be made payable to Erie County Water Authority.

Contract Documents are also available by mail through the following procedure. The Erie County Water Authority will mail the Contract Documents to those wishing to obtain a set upon receipt of the document deposit described above plus a non-refundable mailing and handling charge of twenty five dollars (\$25.00) per set. The mailing date will be considered the bidder's date of receipt. Partial sets of documents will not be available. The \$50.00 deposit check for mailed documents shall be sent to the Erie County Water Authority with the \$25.00 mailing and handling check. The mailing and handling check (\$25.00) shall be made payable to the Erie County Water Authority.

Deposits for deposit checks will be refunded to Bidders who return the documents within seven (7) days after the Bid Opening. Checks for mailing costs will not be refunded.

A pre-bid meeting will be held at (Time), prevailing time, on (Day of week, Date), at (Location). Attendance at the pre-bid meeting is recommended but is not mandatory.

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 Leonard F. Kowalski, PE, Senior Distribution Engineer, Erie County Water Authority, 3030 Union Road, Buffalo, New York 14227, telephone 716-685-8220.

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 lowest.

ERIE COUNTY WATER AUTHORITY

TERRENCE D. McCracken
Secretary to the Authority