

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

Contract: _____ **Project No.:** 201900173
Project Description: Gas Detection Equipment and Maintenance Program.

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 checked="" 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 checked="" type="checkbox"/> Board Authorization to Award | <input checked="" type="checkbox"/> Execution by the Chairman |
| <input 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"/> Other (if Applicable)	<u>Robert W. Wynn</u>	Date: <u>2/3/20</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell J. Telle</u>	Date: <u>2/3/20</u>
<input checked="" type="checkbox"/> Executive Engineer	<u>Leah F. Kenabli</u>	Date: <u>2-3-2020</u>
<input checked="" type="checkbox"/> Director of Administration	<u>Larouya Jester</u>	Date: <u>2/3/2020</u>
<input checked="" type="checkbox"/> Risk Manager	<u>Molly S. Mearns</u>	Date: <u>2/5/2020</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Helen W. Hendry</u>	Date: <u>2/5/20</u>
<input checked="" type="checkbox"/> Legal	<u>Margaret A. Murphy</u>	Date: <u>2/5/20</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>J. J. [Signature]</u>	Date: <u>2/5/20</u>
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Remarks: _____

P:\ECWA\201900173\12 Bidding\2020-02-03 Authorization Form Award-Exec.docx

Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

February 3, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: David M. Patton, Senior Production Engineer

A handwritten signature in dark ink, appearing to be "DMP", is written over the name "David M. Patton".

Subject: Gas Detection Equipment and Maintenance Program
ECWA Project No. 201900173

On Tuesday, January 21, 2020, the Authority received one (1) bid for the above referenced contract. The bid was reviewed and a mathematical check has been performed.

The low bidder, Industrial Scientific Corporation provided adequate insurance coverage approved by the Claims Representative/Risk Manager and satisfied the MWBE requirements per Affirmative Action Officer. We therefore recommend award of the above-referenced contract to Industrial Scientific Corporation in the amount of \$146,689.80, subject to legal review.

Since this is an Invitation to Bid ("Short Form"), the contract is already executed by the Contractor. Since the insurance and MWBE requirements are met, the contract can be awarded and executed by the ECWA Chairman, pending Legal review.

Attached please find the following documents:

1. ECWA Authorization Form.
2. ECWA Recommendation for Award of Contract form.
3. Bid Tabulation.
4. Three copies of Invitation to Bid for execution by ECWA Chairman.

DMP:jmf

Attachment

cc: R.Stoll

M.Wymer

L.Lester

M.Lewkowicz

ECWA-322-1901-X-012

**ERIE COUNTY WATER AUTHORITY
RECOMMENDATION FOR AWARD OF CONTRACT**

Contract: _____ Project No.: 201900173
Project Description: Gas Detection and Equipment Maintenance Program.

CONTRACT AWARD

Contractor/Supplier: Industrial Scientific Corporation
Award Amount: \$146,689.80

BID SUMMARY

Date Advertised for Bids: <u>12/23/2019</u>	Date of Bid Opening: <u>01/21/2020</u>
Bidder	Total Bid Amount
<u>Industrial Scientific Corporation</u>	<u>\$146,689.80</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attachments: ☒ Bid Tabulation ☐ Consultant's Recommendation

BUDGET

<input type="checkbox"/> Capital	<input checked="" type="checkbox"/> O & M	Unit No.: <u>8010</u>	Budget Item No.: <u>401000-920727</u>
<input type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: _____	Budget Item No.: _____
<input type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: _____	Budget Item No.: _____
<input type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: _____	Budget Item No.: _____

APPROVALS (Select applicable)

☒ WMBE APPROVAL
Affirmative Action Officer *Lavonya Lester* Date: 2/3/2020

☐ NYS CERTIFIED APPRENTICESHIP PROGRAM APPROVAL
Coordinator of Employee Relations _____ N/A Date _____

Remarks: _____

