

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

Contract: _____ **Project No.:** 202000004
Project Description: Fencing and Guardrail Maintenance, Replacement, and Alteration
Contract from April 1, 2020 to March 31, 2021.

Item Description:

☐ Agreement ☐ Professional Service Contract ☐ Amendment ☐ Change Order
☐ BCD ☐ NYSDOT Agreement ☒ Contract Documents ☐ Addendum
☐ Recommendation for Award of Contract ☐ Recommendation to Reject Bids
☐ Request for Proposals
☐ Other _____

Action Requested:

☐ Board Authorization to Execute ☒ Legal Approval
☐ Board Authorization to Award ☐ Execution by the Chairman
☒ Board Authorization to Advertise for Bids ☐ Execution by the Secretary to the Authority
☐ Board Authorization to Solicit Request for Proposals
☐ Other _____

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Other (if Applicable)	<u><i>Richard W. [Signature]</i></u>	Date: <u>2/5/20</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u><i>Kennell [Signature]</i></u>	Date: <u>2/5/20</u>
<input checked="" type="checkbox"/> Executive Engineer	<u><i>Joseph F. Koralicki</i></u>	Date: <u>2-5-2020</u>
<input checked="" type="checkbox"/> Director of Administration	<u><i>Barbara Jester</i></u>	Date: <u>2/5/2020</u>
<input checked="" type="checkbox"/> Risk Manager	<u><i>Molly J. Musarron</i></u>	Date: <u>2/5/2020</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u><i>Robert [Signature]</i></u>	Date: <u>2/5/20</u>
<input checked="" type="checkbox"/> Legal	<u><i>Margaret A. Murphy</i></u>	Date: <u>2/5/20</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u><i>TL [Signature]</i></u>	Date: <u>2/5/20</u>
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Remarks: Unit price contract.

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Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

February 4, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: Clayton J. Johnson, Production Engineer *CJJ*

Subject: Fencing and Guardrail Maintenance, Replacement, and Alteration Contract
From April 1, 2020 to March 31, 2021
ECWA Project No. 202000004

This contract includes work associated with unanticipated maintenance pertaining to fences and guardrails throughout ECWA's facilities. This contract would serve as an on-call contract that would help ECWA respond to maintenance issues in a timely manner. For example if fencing is damaged during a windstorm this contract would cover repair of the fence. If guardrail is damaged at one of the water booster stations during snow plowing activities then this contract would cover the repair.

The contract will be used to perform fencing and guardrail maintenance at ECWA facilities, including: the Van de Water and Sturgeon Point WTPs, the Service Center, the Ellicott Square Building, and the Pump Stations and Water Storage Tank sites.

The intent of this contract is to perform small scale projects that need immediate attention. The Authority's Executive Engineer and/or its Director of Administration will assign the Work to be performed under this Contract on a project-by-project basis. No further approval from the Authority's Board of Commissioners will be necessary if the cost for the Work assigned for an individual project does not exceed Thirty-Five Thousand Dollars (\$35,000.00).

Each project will have a defined Scope of Service, a proposed Work Schedule and an Estimate of Costs, which shall be reviewed and approved by the Authority's Chief Financial Officer. The Chief Financial Officer may not approve a project unless the Work to be performed has been appropriately budgeted and the projected costs for such Work does not exceed Thirty-Five Thousand Dollars (\$35,000.00).

CJJ:jmf

Attachments

cc: R.Stoll

M.Wymer

D.Patton

L.Lester

ECWA-326-2001-I-186

Attachments:

- 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.

CJJ:jmf

Attachments

cc: R.Stoll

M.Wymer

D.Patton

L.Lester

ECWA-326-2001-I-186

Set No:

Project Manual

**Fencing and Guardrail Maintenance,
Replacement, and Alteration Contract
from April 1, 2020 to March 31, 2021**

Project No. 202000004

February 2020

Erie County Water Authority

3030 Union Road

Cheektowaga, New York 14227

