

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

Contract: _____ **Project No.:** _____
Project Description: Authorization to approve purchases in the absence of the November 5, 2020 meeting

Item Description:




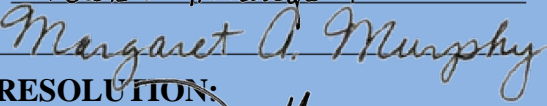
- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT Agreement | <input 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 checked="" type="checkbox"/> Other <u>Approve Purchases</u> | | | |

Action Requested:

- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input 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 checked="" type="checkbox"/> Other <u>Authorize CFO to approve purchases w/o 11/2/2020</u> | |

Approvals Needed:

APPROVED AS TO CONTENT:

- | | | |
|--|---|-------------------------|
| <input checked="" type="checkbox"/> Other (if Applicable) | <u></u> | Date: <u>10/14/2020</u> |
| <input type="checkbox"/> Chief Operating Officer | _____ | Date: _____ |
| <input type="checkbox"/> Executive Engineer | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Director of Administration | <u></u> | Date: <u>10/14/2020</u> |
| <input type="checkbox"/> Risk Manager | _____ | Date: _____ |
| <input checked="" type="checkbox"/> Chief Financial Officer | <u></u> | Date: <u>10/19/2020</u> |
| <input checked="" type="checkbox"/> Legal | <u></u> | Date: <u>10/19/2020</u> |

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|---|-------------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u></u> | Date: <u>10/19/2020</u> |
|--|---|-------------------------|

Remarks: _____

Resolution Date: _____ **Item No:** _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

October 13, 2020

To: Jerome D. Schad, Chair
Mark S. Carney, Vice Chair
Peggy A. LaGree, Treasurer

From: Karen A. Prendergast, Chief Financial Officer

Subject: Approval of Purchases

The revised Board meeting schedule includes only one November meeting. Current procurement guidelines require all purchases be approved by the Board. To ensure ongoing operations are not impacted by delayed purchases, I am seeking Board authorization to approve purchases during the week of October 26th after submitting a list of purchases to the Board.

A list of purchases and purchase orders amendments will be emailed to each Commissioner on October 27. The Board will be requested to email any objections to the list by Monday, November 2, 2020. Any objectionable purchases will be removed from the list and the remaining purchases will be approved by me on November 3, 2020.

The approved list will be presented as a staff item at the November 19, 2020 meeting. A resolution authorizing purchase approval in the absence of an early November meeting will be on the October 27, 2020 meeting for your consideration.

cc T. McCracken
M. Murphy
R. Stoll