

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

Contract: _____ **Project No.:** 202000003
Project Description: General Building Maintenance, Replacement, and Alteration Contract
from April 1, 2020 to March 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"/> Other (if Applicable)	<u>Shirley A. Quinn</u>	Date: <u>2/5/20</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u>Russell J. Hotel</u>	Date: <u>2/5/20</u>
<input checked="" type="checkbox"/> Executive Engineer	<u>Lynne F. Bonalich</u>	Date: <u>2-5-2020</u>
<input checked="" type="checkbox"/> Director of Administration	<u>Jeanne L. Lester</u>	Date: <u>2/5/2020</u>
<input checked="" type="checkbox"/> Risk Manager	<u>Molly G. Murarra</u>	Date: <u>2/5/2020</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u>David A. Pendergast</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>TRH</u>	Date: <u>2/5/20</u>
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Remarks: Unit price contract.

P:\ECWAP\202000003\12 Bidding\2020-01-07 Authorization Form Ad.docx

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: General Building Maintenance, Replacement, and Alteration Contract
From April 1, 2020 to March 31, 2021
ECWA Project No. 202000003

This contract includes work associated with unanticipated maintenance required by normal wear and tear throughout ECWA's facilities. Routine maintenance is typically performed by ECWA forces and is supplemented by outside contracting. This contract would serve as an on-call contract that would help ECWA respond to maintenance issues in a timely manner. For example, if a windstorm damages a building roof, this contract would cover the repair work associated with the roofing. If a stair tread or railing is damaged and in need of repair and ECWA forces are preoccupied with other work, this contract would be used to make the necessary repairs.

The contract will be used to perform general building 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

**General Building Maintenance,
Replacement, and Alteration Contract
from April 1, 2020 to March 31, 2021**

Project No. 202000003

February 2020

Erie County Water Authority

3030 Union Road

Cheektowaga, New York 14227

