

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

Contract: _____ **Project No.:** 201900102
Project Description: Furnish and Deliver One (1) New and Unused Enclosed Trailer
(ECWA V712) with Standard Warranty.

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 checked="" type="checkbox"/> Other Rejection of bids received at June 11, 2019 Bid Opening	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Department Head	<u>Savanya Lester</u>	Date: 6/27/19
<input checked="" type="checkbox"/> Risk Manager	<u>[Signature]</u>	Date: 07/08/2019
<input checked="" type="checkbox"/> Director of Administration	<u>Savanya Lester</u>	Date: 6/27/19
<input checked="" type="checkbox"/> Executive Engineer	<u>Therrell Stolt</u>	Date: 6/28/19

APPROVED AS TO FORM:

<input checked="" type="checkbox"/> Legal	<u>Margaret A. Murphy</u>	Date: 7/8/19
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APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: 7/9/19
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Remarks: _____

Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

June 28, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Lavonya Lester, Director of Administration

A handwritten signature in blue ink, appearing to be "Lester", is written over the name "Lavonya Lester".

Subject: Vehicle Purchase/Enclosed Trailer (V712)
For Use in Production Maintenance
ECWA Project No. 201900102

The Board approved an advertisement to bid for Furnishing and Delivering One (1) New and Unused Enclosed Trailer (ECWA V712) with Standard Warranty. We advertised in Dodge Reports and New York State Contract Reporter on May 15, 2019. The Bid Opening was held on June 11, 2019 at 11:30 a.m. One bid was received from Stephan L. Green Trailers in the amount of \$13,900.00.

On Monday, June 17, 2019 we received a second bid from Davis Trailer World, LLC in the amount of \$11,950.00 via US Postal Service Mail. The envelope was meter stamped May 31, 2019. There was a sticker from the post office dated June 4, 2019 indicating the following: "Unable to Forward/For Review".

On June, 27, 2019 this was presented to the Board and a decision was made to reject and re-advertise to bid.

This Memo is a request to reject all bids for Project No. 201900102 from the June 11, 2019 Bid Opening and approval to advertise again for the furnishing and delivering of One (1) New and Unused Enclosed Trailer with Standard Warranty.

The following are attached:

- Blue Authorization Form - This form is requesting authorization to reject all previous bids and advertise to bid again for a new and unused enclosed trailer with standard warranty.
- One (1) set of contract documents.

This needs to be reviewed by the Risk Manager and the Legal Department before the Board can provide the Authorization to advertise.

LL:SAJ*imb

Attachments

cc: R.Stoll

S.Jemiolo

S.Klubek

PUWA-906-1901-I-186



Erie County Water Authority

3030 Union Road • Cheektowaga, New York 14227-1097
716-684-1510 • FAX 716-684-3937

INVITATION TO BID

Bids, as stated below, will be received and publicly opened by the Secretary to the Authority in accordance with the attached specifications. FAX bids are unacceptable. Bids must be submitted in a sealed envelope to:

TERRENCE D. McCracken
SECRETARY TO THE AUTHORITY
C/O CASHIER'S OFFICE
ERIE COUNTY WATER AUTHORITY
295 MAIN STREET, ROOM 350
BUFFALO, NEW YORK 14203

NOTE: Lower left hand corner of envelope MUST indicate the following:

BID DESCRIPTION: Furnish and Deliver One (1) New and Unused Enclosed Trailer (ECWA V712) with Standard Warranty.

PROJECT No.: 201900102

OPENING DATE: (DATE)

TIME: (TIME)

FOR: Enclosed Trailer (ECWA V712)

NAME OF BIDDER: _____

If you are submitting other Advertisements to Bid, each bid must be enclosed in a separate envelope.

The following EXHIBITS are attached to and made a part of the bid specifications and part of any agreement entered into pursuant to this Advertisement to Bid. If an Exhibit does not have an X on the line preceding it, then the Exhibit is not required for this particular bid.

- | | | |
|---|--------------|--|
| — | EXHIBIT "D" | - Bid Bond |
| X | EXHIBIT "G" | - Non-Collusive Bidding Certification |
| X | EXHIBIT "I" | - State Finance Law Requirements |
| X | EXHIBIT "J" | - Section 139-L of State Finance Law, Statement relating to Sexual Harassment Policy |
| — | EXHIBIT "P" | - Performance Bond |
| — | APPENDIX "A" | - Women and Minority Business Enterprise Policy |
| — | APPENDIX "B" | - Insurance Requirements |
| — | APPENDIX "C" | - Prevailing Wage Rate Schedule |

NOTICE TO BIDDERS

The Erie County Water Authority will receive separate, sealed bids to Furnish and Deliver One (1) New and Unused Enclosed Trailer (ECWA V712) with Standard Warranty.

Bids will be received by the Erie County Water Authority until (TIME) prevailing time, on (DAY), (DATE) 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-Furnish and Deliver One (1) New and Unused Enclosed Trailer (ECWA V712) with Standard Warranty". Failure to follow the above instructions could result in rejection of the bid.

Beginning at (TIME) on (DAY), (DATE), 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.

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 Stanley A. Jemiolo, Administrative Assistant, Erie County Water Authority Service Center, 3030 Union Road, Buffalo, New York 14227, telephone 716-685-8297.

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