

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

**Contract:** \_\_\_\_\_ **Project No.:** 202000015

**Project Description:** Buoy Installation and Underwater Services  
April 1, 2020 to March 31, 2022.

**Item Description:**


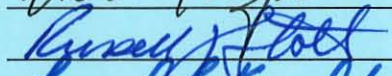
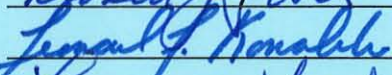
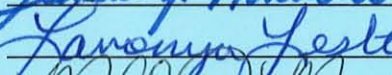
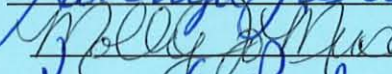
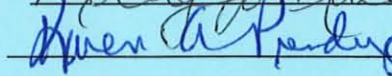
- |   |  |  |                                       |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Agreement                            | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment                     | <input type="checkbox"/> 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)      |  | Date: 1/21/20   |
| <input checked="" type="checkbox"/> Chief Operating Officer    |  | Date: 1/21/2020 |
| <input checked="" type="checkbox"/> Executive Engineer         |  | Date: 1-21-2020 |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: 1/21/2020 |
| <input checked="" type="checkbox"/> Risk Manager               |  | Date: 1/22/2020 |
| <input checked="" type="checkbox"/> Chief Financial Officer    |  | Date: 1/22/20   |
| <input checked="" type="checkbox"/> Legal                      | _____  | Date: _____     |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |               |
|--|--|---------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 1/22/20 |
|--|--|---------------|

**Remarks:** Unit price contract.

P:\ECWA\202000015\12 Bidding\2020-01-20 Authorization Form Ad.docx

**Resolution Date:** \_\_\_\_\_

**Item No:** \_\_\_\_\_





**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

January 20, 2020

To: Terrence D. McCracken, Secretary to the Authority

From: David M. Patton, Production Engineer *DM Patton*

Subject: Buoy Installation and Underwater Services  
From April 1, 2020 to March 31, 2022  
ECWA Project No. 202000015

---

The Authority contracts with diving contractor to perform underwater diving services for various work including the following:

- Buoy installation (Spring) and removal (Fall) for the Van de Water Treatment Plant intake.
- Inspection, cleaning and condition assessment of the raw water facilities at each treatment plant including the intake crib, tunnel, screens and wet well structures.
- Inspection, and condition assessment of finished water structures including the clearwells at each treatment plant.
- Inspection services at various locations using a remote operated vehicle (ROV).

The work to be completed under this contract is subject to safety and sanitary requirements of the diving industry including the Association of Diving Contractors International, American Water Works Association, OSHA and the local and state health departments. The contract includes minimum experience and qualification requirements for the diving contractor and his staff.

The current Buoy Installation and Underwater Services Contract expires on March 31, 2020.

The following documents are attached:

- 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.

DMP:jmf

Attachments

cc: R.Stoll

L.Kowalski

M.Wymer

L.Lester

ECWA-640-2001-X-12

## **NOTICE TO BIDDERS**

The Erie County Water Authority will receive separate, sealed bids for the furnishing of all labor, plant, tools, equipment and specified materials, etc. for ERIE COUNTY WATER AUTHORITY, Buoy Installation and Underwater Services from April 1, 2020 to March 31, 2022.

Bids will be received by the Erie County Water Authority until (Time) a.m. prevailing time, on (Day of week, Date) at the Service Center Front Desk, 3030 Union Road, Cheektowaga, New York 14227, and then at that time and place will be publicly opened and read. All attendees must bring a government-issued photo identification (driver's license preferred) and check-in with the ECWA receptionist before being allowed entry to the bid opening.

All bids being mailed (including FedEx, UPS, Priority Mail, etc.) or hand-delivered to the Erie County Water Authority shall be directed to the "SERVICE CENTER FRONT DESK" 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-ECWA Buoy Installation and Underwater Services from April 1, 2020 to March 31, 2022". Failure to follow the above instructions could result in rejection of the bid.

Beginning at 9:00 a.m., on (Day of week, 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 Service Center Front Desk at the above address or calling 716-684-1510, between the hours of 9:00 a.m. and 5:00 p.m.

Each bid shall be accompanied by a certified check or bid bond in the amount of five percent (5%) of the amount of the bid.

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 David M. Patton, PE, Erie County Water Authority, 3030 Union Road, Cheektowaga, New York 14227, telephone 716-685-8229.

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