

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

Contract: _____ **Project No.:** 201900128 201900133
Project Description: Furnish, Deliver, and Install One Bulk Caustic Soda Storage Tank
For Sturgeon Point Water Treatment Plant.

Item Description:

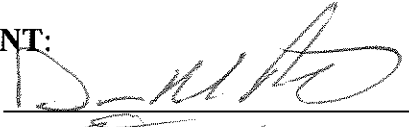
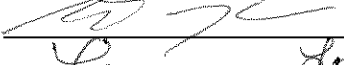


- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT 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:

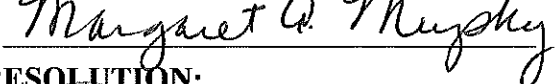
- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input checked="" type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairperson |
| <input checked="" type="checkbox"/> Board Authorization 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:

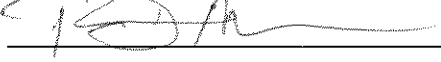
APPROVED AS TO CONTENT:

- | | | |
|--|--|-------------------------|
| <input checked="" type="checkbox"/> Department Head |  | Date: <u>6/14/19</u> |
| <input checked="" type="checkbox"/> Risk Manager |  | Date: <u>06/17/2019</u> |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: <u>6/19/19</u> |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: <u>6/14/19</u> |

APPROVED AS TO FORM:

- | | | |
|---|--|----------------------|
| <input checked="" type="checkbox"/> Legal |  | Date: <u>6/19/19</u> |
|---|--|----------------------|

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|--|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>6/19/19</u> |
|--|--|----------------------|

Remarks: Spoke with Dave Patton - Correct Project # 201900133 - Tag A/esc

Resolution Date: _____

Item No: _____



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

June 12, 2019

To: Terrence D. McCracken, Secretary to the Authority

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

Subject: Furnish, Deliver, and Install One Bulk Caustic Soda Storage Tank
For Sturgeon Point Water Treatment Plant
ECWA Project No. 201900133

To provide adequate bulk chemical storage capacity (30-day supply) for caustic soda at the Sturgeon Point Water Treatment Plant, a new 5,000-gallon bulk chemical storage tank is required to be installed. Caustic soda is added to the finished water to inhibit corrosion within the distribution system piping, and as such, is required for ECWA's potable water treatment.

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.

CJJ:jmf

Attachments

cc: R.Stoll

D.Patton

L.Lester

SPWA-136-1901-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, Deliver, and Install One Bulk Caustic Soda Storage Tank for Sturgeon Point Water Treatment Plant.

PROJECT No.: 201900133

OPENING DATE: (Date)

TIME: (Time)

FOR: Bulk Caustic Soda Storage Tank for Second Floor, Sturgeon Point Water Treatment Plant.

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.

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

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. to FURNISH, DELIVER, AND INSTALL ONE BULK CAUSTIC SODA STORAGE TANK FOR STURGEON POINT WATER TREATMENT PLANT.

Bids will be received by the Erie County Water Authority until (Time) a.m. prevailing time, on (Day of week, 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-ECWA FURNISH, DELIVER, AND INSTALL ONE BULK CAUSTIC SODA STORAGE TANK FOR STURGEON POINT WATER TREATMENT PLANT". Failure to follow the above instructions could result in rejection of the bid.

Beginning at (Time) 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 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.

A pre-bid meeting will be held at (Time), prevailing time, on (Day of week, Date), at the Sturgeon Point Water Treatment Plant (722 Sturgeon Point Road, Derby, NY 14047). Attendance at the pre-bid meeting is recommended but is not mandatory.

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 Clayton J. Johnson, PE, Production Engineer, Erie County Water Authority, 3030 Union Road, Buffalo, New York 14227, telephone 716-685-8218.

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