

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

Contract: _____ **Project No.:** 201900128
Project Description: Furnish and Deliver One Pre-cast Concrete Building for Pine Hill Pump Station, Town of Cheektowaga.

Item Description:



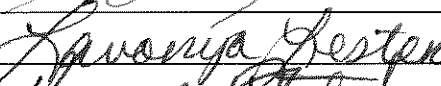

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD | <input type="checkbox"/> NYSDOT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

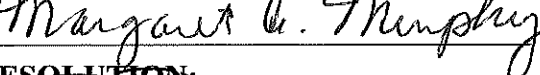
- | | |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute | <input checked="" type="checkbox"/> Legal Approval |
| <input type="checkbox"/> Board Authorization to Award | <input type="checkbox"/> Execution by the Chairperson |
| <input checked="" type="checkbox"/> Board Authorization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

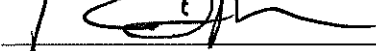
APPROVED AS TO CONTENT:

- | | | |
|--|--|-----------------|
| <input checked="" type="checkbox"/> Department Head |  | Date: 6/6/19 |
| <input checked="" type="checkbox"/> Risk Manager |  | Date: 6/28/2019 |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: 6/6/19 |
| <input checked="" type="checkbox"/> Executive Engineer |  | Date: 6/6/19 |

APPROVED AS TO FORM:

- | | | |
|---|--|--------------|
| <input checked="" type="checkbox"/> Legal |  | Date: 7-1-19 |
|---|--|--------------|

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|---|--------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: 7/2/19 |
|--|---|--------------|

Remarks: _____

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

KAP



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

June 6, 2019

To: Terrence D. McCracken, Secretary to the Authority

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

Subject: Furnish and Deliver One Pre-cast Concrete Building
For Pine Hill Pump Station, Town of Cheektowaga
ECWA Project No. 201900128

In order to boost chlorine residuals within the service area fed by the Pine Hill Pump Station, ECWA would like to inject sodium hypochlorite into the water serviced by the pump station. A precast concrete building is required to house the sodium hypochlorite feed system (metering pump, chemical storage tank, and weight scale). The above referenced contract will allow to place a precast concrete building and associated subgrade/basement on the Pine Hill Pump Station site. Building shall be delivered pre-assembled and set on the subgrade prepared by ECWA forces.

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

CHTN-706-1901-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 PRE-CAST CONCRETE BUILDING
FOR PINE HILL PUMP STATION, TOWN OF CHEEKTOWAGA.

PROJECT No.: 201900128

OPENING DATE: (Date)

TIME: (Time)

FOR: One Pre-cast Concrete Building

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.

- | | | |
|-------------------------------------|--------------|--|
| <input checked="" type="checkbox"/> | EXHIBIT "D" | - Bid Bond |
| <input checked="" type="checkbox"/> | EXHIBIT "G" | - Non-Collusive Bidding Certification |
| <input checked="" type="checkbox"/> | EXHIBIT "I" | - State Finance Law Requirements |
| <input checked="" type="checkbox"/> | EXHIBIT "J" | - Section 139-L of State Finance Law, Statement relating to Sexual Harassment Policy |
| <input type="checkbox"/> | EXHIBIT "P" | - Performance Bond |
| <input type="checkbox"/> | APPENDIX "A" | - Women and Minority Business Enterprise Policy |
| <input checked="" type="checkbox"/> | APPENDIX "B" | - Insurance Requirements |
| <input type="checkbox"/> | 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 AND DELIVER ONE PRE-CAST CONCRETE BUILDING FOR PINE HILL PUMP STATION, TOWN OF CHEEKTOWAGA.

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 AND DELIVER ONE PRE-CAST CONCRETE BUILDING FOR PINE HILL PUMP STATION, TOWN OF CHEEKTOWAGA". 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.

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