

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 type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum |
| <input checked="" 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 checked="" type="checkbox"/> Board Authorization to Award | <input checked="" type="checkbox"/> Execution by the Chairman |
| <input 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 | <u>Laronya Lester</u> | Date: <u>9/6/2019</u> |
| <input checked="" type="checkbox"/> Risk Manager | <u>Margaret A. Murphy</u> | Date: <u>9/11/19</u> |
| <input checked="" type="checkbox"/> Director of Administration | <u>Laronya Lester</u> | Date: <u>9/6/2019</u> |
| <input checked="" type="checkbox"/> Executive Engineer | <u>Russell Stolt</u> | Date: <u>9/5/19</u> |

APPROVED AS TO FORM:

- | | | |
|---|---------------------------|----------------------|
| <input checked="" type="checkbox"/> Legal | <u>Margaret A. Murphy</u> | Date: <u>9/11/19</u> |
|---|---------------------------|----------------------|

APPROVED FOR BOARD RESOLUTION:

- | | | |
|--|------------------------|----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority | <u>Loren Alendygar</u> | Date: <u>9/10/19</u> |
|--|------------------------|----------------------|

Remarks: _____

Resolution Date: _____

Item No: _____

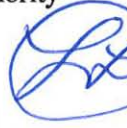


ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

September 4, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: Lavonya Lester, Director of Administration 

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

On Tuesday, August 20, 2019, the Authority received three (3) bids for the above referenced project.

The low bidder on the project is Niagara Truck Equipment. After a review of this bid by Stanley Jemiolo, Administrative Assistant, and Scott Klubek, Pump Mechanic Crew Chief, the Niagara Truck Equipment bid was determined deficient in three items specified by the Authority.

1. The bid failed to provide a ladder from the base of the unit to the roof of the unit, which is necessary for the safety of our employees when retrieving items from the roof top ladder racks.
2. The Thermo-sheath Ceiling liner is not available on the model specified by Niagara Truck Equipment.
3. The 4-foot LED interior lights were substituted for flat panel lights by Niagara Truck Equipment.

We deem this bid to be non-responsive and ask that the Board reject this bid.

The second low bidder was Stephan L. Green Trailers. The bid was reviewed, bid specifications were compared and a mathematical check performed.

The trailer bid by Stephan L. Green Trailers is acceptable to the review team, and therefore we recommend the award of the above referenced project to Stephan L. Green Trailers in the amount of \$11,789.01, subject to Legal review.

Since this is Invitation to Bid ("Short Form"), the contract is already executed by the Contractor. The MWBE requirements, insurance, and wage rates requirements are not applicable. Since the specifications are met, the contract can be awarded and executed by ECWA Chairman, pending Legal review.

Attached please find the following documents:

1. ECWA Authorization Form.
2. ECWA Recommendation for Award of Contract form.
3. Bid Tabulation.
4. Three copies of Invitation to Bid (with approved insurance) for execution by ECWA Chairman.

LL:SAJ:jmf
Attachments
cc: R.Stoll
S.Jemiolo
S.Klubek
PUWA-906-1901-I-186

**ERIE COUNTY WATER AUTHORITY
RECOMMENDATION FOR AWARD OF CONTRACT**

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

CONTRACT AWARD

Contractor/Supplier: Stephan L. Green Trailers
Award Amount: \$11,789.01

BID SUMMARY

Date Advertised for Bids: 07/29/2019 Date of Bid Opening: 08/20/2019
Bidder Total Bid Amount
Kenneth A. Schultz d/b/a Niagara Truck Equipment \$9,800.00
Stephan L. Green Trailers \$11,789.01
Davis Trailer World, LLC \$11,950.00

Attachments: ☒ Bid Tabulation ☐ Consultant's Recommendation

BUDGET

<input checked="" type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: <u>1090</u>	Budget Item No.: <u>101393</u>
<input type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: _____	Budget Item No.: _____
<input type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: _____	Budget Item No.: _____
<input type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: _____	Budget Item No.: _____

APPROVALS (Select applicable)

☐ WMBE APPROVAL
Affirmative Action Officer _____ N/A Date: _____

☐ NYS CERTIFIED APPRENTICESHIP PROGRAM APPROVAL
Coordinator of Employee Relations _____ N/A Date: _____

Remarks: Award to second lowest bidder.

