



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

Cc: Jennifer Hibit, Director of Human Resources

From: Terrence D. McCracken, Secretary to the Authority

Date: December 5, 2022

Subject: Professional Services Contract with P&A Administrative Services, Inc.
Administration of the Authority's Flexible Spending Account
Project No.: 201900229

On December 4, 2019, the Authority awarded a professional services contract to P&A Administrative Services, Inc. ("P&A") related to the administration of the Authority's flexible spending accounts for a three-year term, beginning January 1, 2020 (the "Contract"); and

In accordance with Paragraph 3 of the Contract, the parties may agree in writing to extend the term of the contract for one additional two (2) year term, under the same terms and conditions. In addition, in accordance with Paragraph 6 of the Contract, any modification or variation from the terms of the Contract must be in writing, authorized by a resolution of the Board of Commissioners of the Authority and signed by all parties.

P&A has submitted a letter (attached) informing the Authority that they intend to extend the contract for the one additional two (2) year term.

The Authority is very pleased with their services and wishes to extend the Contract for a two-year period as well. There is a resolution on for the meeting of December 15, 2022 approving the execution of an amendment extending the Contract. Thank you.

O&M Budget Information:

- Unit: 8010 Human Resources
- Line Item No. 20 Miscellaneous



P&A ADMINISTRATIVE SERVICES, INC.
17 COURT STREET, SUITE 500
BUFFALO, NEW YORK 14202
800.688.2611
716.852.2611
www.padmin.com

November 29, 2022

Via Email: pgraffeo@ecwa.org

Terrence D. McCracken
Secretary to the Authority
Erie County Water Authority

Re: Professional Services Contract
Administration of Employee Accounts
ECWA Project No. 201900229

Dear Mr. McCracken:

This letter is in response to the letter sent to Joseph Priselac on October 14, 2022 regarding the service contract between P&A Administrative Services, Inc. and Erie County Water Authority.

P&A Group intends to extend the contract and continue providing services to the authority in the same capacity since the contract original effective date of January 1, 2020. Please accept this letter as official notification to extend the contract.

Thank you for your continued partnership! If any additional information is needed, please direct questions and/or requests to me.

Sincerely,

Michael Rizzo
President

CC: Steven Brostko

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

Contract:	Project No.: 202100197
Project Description: <u>Amendment with P&A for the Administration of the Authority's Flexible Spending Account</u>	

Item Description:

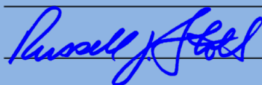


<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input 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 type="checkbox"/> Legal Approval
<input 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"/> Director of HR	<u>Jennifer Hibit</u>	Date: <u>12-5-2022</u>
<input checked="" type="checkbox"/> Chief Operating Officer	<u></u>	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Comptroller	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u></u>	Date: <u>12/05/2022</u>
<input checked="" type="checkbox"/> Legal	<u></u>	Date: <u>12-2-2022</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u></u>	Date: <u>12/6/2022</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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**AMENDMENT NO. 1 TO THE
PROFESSIONAL SERVICES CONTRACT**

AMENDMENT, effective December 15, 2022, to the Professional Services Contract entered on the December 4, 2019, by and between:

ERIE COUNTY WATER AUTHORITY
295 Main Street, Room 350
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

P & A ADMINISTRATIVE SERVICES, INC.
17 Court Street
Buffalo, New York 14202

hereinafter referred to as “Service Provider.”

WHEREAS, on December 4, 2019, the Authority awarded a professional services contract to the Service Provider for services related to the administration of the Authority’s flexible spending accounts for a three-year term, beginning January 1, 2020 (the “Contract”); and

WHEREAS, in accordance with Paragraph 3 of the Contract, the parties may agree in writing to extend the term of the contract for one additional two (2) year term, under the same terms and conditions; and

WHEREAS, in accordance with Paragraph 6 of the Contract, any modification or variation from the terms of the Contract must be in writing, authorized by a resolution of the Board of Commissioners of the Authority (the “Board”) and signed by all parties; and

WHEREAS, the Service Provider has agreed to extend the Contract until December 31, 2024, on the same terms and conditions, including pricing as set forth in Paragraph 4 of the Contract;

NOW, THEREFORE, in consideration of mutual promises herein set forth, the parties agree to the following:

- (1) The terms and conditions of the Contract shall continue in effect until December 31, 2024; and
- (2) The parties agree all other terms and conditions of the Contract shall remain unchanged and in effect; and

(3) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

IN WITNESS WHERETO, the parties hereto have caused this Amendment No. 1 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

ERIE COUNTY WATER AUTHORITY

By _____
Jerome D. Schad, Chair

P & A ADMINISTRATIVE SERVICES, INC.

By _____

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ___ day of December, in the year 2022, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in the Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

Notary Public

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ___ day of _____, in the year 2022, before me personally came _____ to me known, who, being by me duly sworn, did depose and say that he/she resides in _____, that he/she is the _____ of the Corporation described in the above instrument; and that he/she signed his/her name thereto by order of the Board of Directors of said Corporation.

Notary Public