

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

Contract: _____ **Project No.:** 201900178
Project Description: Sturgeon Point Water Treatment Plant 20-inch Cone Valves Inspection and Rehabilitation.

Item Description:

Agreement Professional Service Contract Amendment Change Order
 BCD NYSDOT Agreement Contract Documents Addendum
 Recommendation for Award of Contract Recommendation to Reject Bids
 Request for Proposals
 Other _____

Action Requested:

Board Authorization to Execute Legal Approval
 Board Authorization to Award Execution by the Chairman
 Board Authorization to Advertise for Bids Execution by the Secretary to the Authority
 Board Authorization to Solicit Request for Proposals
 Other _____

Approvals Needed:

APPROVED AS TO CONTENT:

Department Head *D. W. H.* Date: 7/30/19
 Risk Manager *[Signature]* Date: 07/31/2019
 Director of Administration *Tarouya Lester* Date: 7/30/19
 Executive Engineer *Russell J. [Signature]* Date: 7/30/19

APPROVED AS TO FORM:

Legal *Margaret A. Murphy* Date: 7/31/19

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority *[Signature]* Date: 7/31/19

Remarks: _____

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



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

July 30, 2019

To: Terrence D. McCracken, Secretary to the Authority

From: David M. Patton, Senior Production Engineer *DMP*

Subject: Sturgeon Point Water Treatment Plant
20-inch Cone Valves Inspection and Rehabilitation
ECWA Project No. 201900178

The Production Department is requesting Board Authorization to Advertise for Bids for the above referenced purchase only contract.

Cone valves are used to operate high service pumps at Sturgeon Point Water Treatment Plant and need to be inspected and serviced per maintenance schedule to ensure they are fully operational.

The inspection and maintenance service of the above referenced valves will be done by a competent contractor. The removal and re-installation will be performed by the Authority's 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.

DMP: jmf
Attachments
cc: R.Stoll
L.Lester
SPWA-897-1901-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: STURGEON POINT WATER TREATMENT PLANT 20-INCH CONE VALVES INSPECTION AND REHABILITATION.

PROJECT No.: 201900178

OPENING DATE: (Date)

TIME: (Time)

FOR: 20-inch Cone Valves Inspection and Rehabilitation.

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. for ERIE COUNTY WATER AUTHORITY, STURGEON POINT WATER TREATMENT PLANT 20-INCH CONE VALVES INSPECTION AND REHABILITATION.

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 STURGEON POINT WATER TREATMENT PLANT 20-INCH CONE VALVES INSPECTION AND REHABILITATION". 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 David M. Patton, PE, Senior Production Engineer, ERIE COUNTY WATER AUTHORITY, 3030 Union Road, Buffalo, 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