



ERIE COUNTY WATER AUTHORITY

**PURCHASING GUIDELINES
AND PROCEDURES**

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I. INTRODUCTION

Scope

The following guidelines are for governing the procurement of goods and services for the use of the Erie County Water Authority. The Department of Administration and the Central Purchasing Unit will provide definition of the purchasing policy and supervise its implementation.

Intent

It is the Authority's intent to implement and strictly enforce purchasing and disposal guidelines to openly promote fair competition, to acquire goods and services that provide the best product from a responsible vendor at the most reasonable price, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Budget

The procurement of goods and services shall be limited to those necessary to operate, maintain and/or improve the water works system of the Authority. In no case, shall the amounts expended exceed the allocations for these goods and services as provided for in the Authority's Annual Budget or subsequent amendments. Cost Centers should be charged for purchases established in the budget process.

Board Approval

The process of purchase approval shall move to the Secretary of the Authority for presentation to the Commissioners. All purchases and sales must be approved by the Board of Commissioners following proper steps of requisition. Master Purchase Orders or contracts require both original agreement and individual releases or payments approved by the Board. In absence of the Board, the Executive Director and Deputy Director may authorize the approval of Master Purchase Order releases and Purchase Orders. Said approvals will be presented by the Secretary for confirmation at the next scheduled Board meeting. In the absence of the Executive Director and/or Deputy Director, the substitution may be one or more of the following: Comptroller, Assistant Manager of Accounting Services and/or the Assistant Treasurer.

II. TYPES OF CONTRACTS

Contracts are either Construction or Goods and Services. The Director of Administration will assist in the appropriate designation and value levels.

Construction Contracts

ECWA estimates for construction contracts with an anticipated total cost of \$5,000 and above must be bid and advertised as a Formal Contract. Contracts estimated at less than \$5,000 may be bid as a Goods and Services.

Goods and Services Contracts

Purchases made in accordance with the Standard Monetary Guidelines set forth below:

STANDARD MONETARY GUIDELINES

Petty Cash

Limited to purchases less than \$30 per voucher.

Proper receipts must accompany request.

No reimbursement will be made for gas, meals or food of any kind.

Requisition supervised by Petty Cash Custodian:

Ellicott Square	-	Cash Management Unit
Service Center	-	Director of Administration

Forms: Petty Cash Disbursement Receipt (I:\FORMS\PURCHASING-FORMS\PettyCashForm.doc)
Statement of Petty Cash (I:\FORMS\PURCHASING-FORMS\PettyCashStatement.doc)

≤\$250.00 – Small Purchases (Occasional)

From one responsible source at a reasonable price.

Accumulative units may require Informal purchase.

\$250.00 ≤ \$9,999.99 per calendar year (Informal)

Requires faxed, emailed or U.S. mailed response to Request for Quotation from at least three (3) vendors. Dated, time stamped with price, vendor number and associated P. O. Request number affixed. ECWA AS400 generated Request for Quotation form is preferred.

[\$10,000.00 ≥ (Formal)

Requires advertised, sealed bidding.

Formal Contracts

Formal Contracts are to be on the Authority's approved contract form and must contain all necessary inclusions as designated. A copy of the Board resolution accepting an executed formal contract is forwarded to Central Purchasing for the creation of a Master Purchase Order.

Formal Contract Procedures

1. The department handling the project composes the specifications, prepares an Authorization Form (I:\FORMS\AuthorizationForm.docx) seeking a Board resolution for authorization to advertise for bids and then circulates this form for all required and applicable approvals (i.e. Legal, Claims Representative, etc.).
2. Once the department has received all appropriate approvals, the specifications and Authorization Form are forwarded to the Secretary to the Authority's Office for Board authorization to advertise for bids.
3. An "Authorization to Advertise for Bid" resolution is put on the Board meeting agenda.
4. After the resolution is passed, the Secretary to the Authority's Office will send a referral sheet along with a copy of the resolution to the department head in charge of the project notifying him/her that the resolution was approved at the Authority's Board meeting.
5. After the department head receives notification that the resolution authorizing advertisement for bids was adopted, the department head contacts the Secretary to the Authority's Office to coordinate advertisement and bid opening dates.
6. Pursuant to Section 1069 of the Public Authorities Law, the Authority must publish a notice inviting sealed bids or proposals at least once in a newspaper or trade paper selected by the Authority.

The notice must appear at least ten days before the date of the receipt of bids and must contain the following:

- 1. Specifics of the work performed.**
- 2. Deadlines and the time and place where the sealed bids are to be received.**
- 3. The deposit, if any, required for bid consideration.**
- 4. Any other requirements for bid submission.**

7. Copies of the specifications are prepared by the department overseeing the project and sent to the Cashier's Office, where the prospective bidders pick up the specifications (after the ad is published). Prospective bidders may be required to place a deposit for the faithful performance of the contract and return of the plans and specifications.
8. Bid openings for contracts are conducted by the Secretary to the Authority, or his representative, at 295 Main Street, Rm. 350, Buffalo, New York 14203.
9. The bid opening is held at the specified time on the scheduled day.
10. After the bid opening, the bid bond(s) or cashier's check(s) submitted with the bids are sent to the Claims Representative/Risk Manager for approval.
11. The bid opening sheet, which consists of the bidders' names and bid totals, is prepared by the Secretary to the Authority's Office and copies are sent to the appropriate staff member. The department head and Central Purchasing receive copies of the Bidder's Proposal.

12. After review of all bids the lowest responsible bidder is determined by the evaluation.
13. After an apparent low bidder is chosen, the department head sends the apparent low bidder a letter confirming that they are the apparent low bidder (P:\MASTER\Insurance & MWBE.doc.) Enclosed with the letter is a Minority Business Enterprise Utilization Report and the appropriate Certificate(s) of Insurance. The letter requests that the contractor return the executed forms to the appropriate staff members listed in the letter within one week of the bid opening.
14. Once the Minority Business Enterprise Utilization Report forms and insurance certificate(s) are received, the department head forwards the Minority Business Enterprise Utilization Report form to the Director of EEO and the insurance certificate(s) to the Claims Representative/Risk Manager for approval.
15. The department head completes a Recommendation for Award of Contract form (I:\FORMS\Rec to award.doc), and prepares an Authorization Form (I:\FORMS\AuthorizationForm.docx requesting an "Award of Contract" resolution and obtains all appropriate approvals (i.e. Legal, Claims Representative, etc.) The Director of Equal Employment Opportunity must also approve the Recommendation for Award of Contract form if the bid is \$100,000 or over. After obtaining all necessary approvals, the aforementioned forms are forwarded to the Office of the Secretary to the Authority.

If it's an Invitation to Bid contract (I:\Forms\Cont Short Form\BidInvite.docx or BidInvite With Bid Bond.doc) three (3) copies of the low bidder's bid are submitted with the Authorization Form (I:\FORMS\AuthorizationForm.docx (blue) and an Award of Contract form (I:\FORMS\Rec to award.doc) for execution by the Chairman.

16. An "Award of Contract" resolution is presented to the Board for approval.
17. After the resolution is approved, the Secretary to the Authority's Office will send a referral sheet along with a copy of the resolution to the department head in charge of the project notifying him/her that the resolution was approved at the Authority's Board meeting. The department then puts together three contracts (four, if it is a consultant project) for the contractor to execute.
18. The Secretary to the Authority's Office sends out a letter, together with a Certified Extract of the Award resolution, to the contractor notifying him/her that he/she has been awarded the contract. Blank Performance and/or Payment Bonds are included, if applicable. The contractor is requested to come to the Authority's Service Center and execute the contracts. The contractor is requested to complete the Bonds and bring them to the Authority when he/she comes in to sign the contracts.

If the contractor is out of town, the original letter (along with the Extract and Certification) is forwarded to the department head overseeing the project. He/she sends the letter to the contractor (with Bonds, if needed) with the three (or four) contracts. The contractor will send the executed contracts back (with Bonds) to the department head.

If the successful bidder neglects or refuses to accept the contract within five days after written notice that it has been awarded to him/her, or if he/she accepts, but does not execute the contract and give proper security, the Authority shall have the right to declare his/her deposit forfeited and the Invitation for Bids will be re-advertised. Alternately, his/her deposit may be returned and the contract awarded to the next lowest responsible bidder.

19. After execution of a contract by the successful bidder, the remaining security deposits are returned to all of the unsuccessful bidders, unless otherwise directed by the department head.
20. After the contracts have been executed by the contractor, the department head or his representative sends them to the Legal Department for approval.

21. After approval by the Legal Department, the contracts are given to the Claims Representative/Risk Manager for approval of the Bonds.
22. After approvals by the Legal Department and Claims Representative Risk/Manager, the contracts are given to the Secretary to the Authority's Office for the Chairman's signature.
23. After the Chairman executes the contracts, a contract number is assigned to the contract by the Secretary to the Authority's Office.
24. A "Notice to Proceed" letter is sent to the contractor with the duly executed contract. If it is a short form contract, the "Notice to Proceed" is incorporated in with the award of contract letter and is assigned a contract number at that time. Appropriate staff members receive a copy of this letter.
25. Contracts are distributed to: Files, Contractor, and Department Head (Consultant, if consultant project). ECWA's Accounting Department and Director of Equal Employment Opportunity receive a copy of the Bidder's Proposal and Agreement Section of the Contract.
26. The Authorization Form for Approval/Execution of Documents (I:\FORMS\AuthorizationForm.docx should be used to submit all agreements, contracts, recommendations to award, change orders, contract extensions or amendments requiring Legal Department approval prior to submission to the Secretary to the Authority for Board approval. Formal bid procedures should be followed.
27. During the course of bid evaluation, if the apparent low bid is subsequently found to be non - responsive or not acceptable, the Authority Legal Department will notify the apparent low bidder of its findings of non - responsiveness. The Contract award process may then proceed with the next lowest responsible bid.

III. GUIDELINES

Agreement

An understanding of the parties by implication including, course of dealing or usage of trade or course of performance (i.e. utilities). While all contracts are agreements, all agreements are not contracts.

Emergency

An emergency condition may be declared when needed goods or services are acquired under conditions deemed emergency or exigency due to an unavoidable situation where there is a threat of harm to life, health, safety, environment or property.

The prospect of interruption of water service to a community and/or the disruption of the efficient operation of the Authority arising from an unforeseen circumstance may also be declared an exigency condition. Lack of proper planning may not constitute such conditions. A declaration may be authorized by any two (2) of the following individuals: Any Commissioner, the Executive Director, Executive Engineer and/or the Director of Administration. Documentation and justification of such declaration should be provided to the Director of Administration. The Emergency Declaration will be referred to the Board of Commissioners. Form (I:\FORMS\PURCHASING-FORMS\EmergencyDeclaration.doc) should be completed and filed with all related purchases in the Purchasing System.

Leases

Entering into any true lease for goods or services requires competitive proposals attached to the requisition. It is important to distinguish between an installment purchase (which provides for Authority ownership at the lease term end) and a “true lease” which provides for regular payments over a set time for use of property, but upon termination of the lease, the property must revert to the lessor and cannot be retained by the Authority.

Maintenance or Service Contracts

For service contracts, time and materials or full service can be acquired. Such contracts may be offered by the original manufacturer or manufacturer’s representative vendor or other source. A judgment of value and risk should be a factor in such procurement. Information on this justification should be attached to the purchase order.

The Director of Administration should be notified of the terms of such contracts and term life will be monitored by this office to avoid automatic extensions without approval. Self-insurance of such contracts or agreements to establish repairs by time and materials should be encouraged wherever acceptable. It is the responsibility of the buyer to justify all such contracts. Avoid such contracts where warranties prevail. Authority-wide maintenance contracts may be coordinated by Central Purchasing to reduce such duplications and costs.

Service contracts under \$20,000 per year may be executed by the Director of Administration after the Master Purchase Order/or Purchase Order has been approved by the Board of Commissioners. Service contracts in excess of \$20,000 per year require a Board resolution prior to execution by the Chairman of the Board of Commissioners.

It is the responsibility of the buyer to establish with consultation of the user an appropriate process of logging and contract monitoring all maintenance or service contracts to ensure documentation is present on all such purchases and that such records support the proper delivery of services contracted over the life of the agreement.

Negotiated Contracts

Procurement by negotiation is preferred where one or more of the following conditions prevail:

1. The desired goods or services cannot be precisely defined or standardized.
2. A cost reimbursement type contract is contemplated.
3. Discussion with contractor regarding technical aspects is intended.
4. Offerors are given the opportunity to revise price or technical aspects.
5. Performance, life cycle costs, specialized skills or knowledge supersedes price as primary selection criteria.

Negotiated contracts should be identified as such. Documented justification, meeting one or more of the above conditions, should be affixed to the contract. Solicitation of Requests for Information (RFI) completed and/or solicitation of *Requests for Proposals* (RFP) should be the foundation prior to the negotiation process.

Preferred Contract Purchasing

Municipal authorized contracts may be a source for purchasing. New York State Office of General Services (OGS), County of Erie (ERIE), and contracts established by the Authority's Board of Commissioners (ECWA) are currently approved. Contract type and number should be affixed in appropriate fields on requisition.

Vendors are required to provide written, e-mailed or faxed documentation of such contract if not available to the buyer. This documentation must specifically identify all items and accompany the quote. Date range of contract is required. Such contracts eliminate the necessity to bid. Contracts may be found in Central Purchasing.

Authorized contracts with price verification should be weighed into procurement decision.

Elective, custom and/or non-contract options not listed in an authorized contract but available from a vendor must be procured as a separate purchase and therefore is subject to standard monetary guidelines. Related, non-contracted additions should be purchased on a separate Purchase Order or Master Purchase Order release identifying the relation to the contracted purchase.

Prevailing Wages

Prevailing wages may be required for services rendered. Contact NYS Department of Labor for wage and hour schedules. Documents from the Labor Department should be affixed to all solicitations, where applicable.

Professional Service Contracts

The Board of Commissioners may declare and authorize a contract to provide services to the Authority outside the guidelines when such acquisitions are required for confidentiality; specialized services unobtainable but from one source; specialized knowledge; lack of responsible competition; nature or magnitude; complexity of services; lack of resources, staff, equipment and/or facility; short term or infrequent need; emergency or exigency condition; or where possible service is best obtained by decisions based on competitive Request for Proposals.

The requesting department should be prepared to justify the procurement and provide documentation as to how the particular services were acquired.

Sole Source

Goods and services which may be procured from only one source are defined as “sole source” items. It is important to note that there must be, without question, a single supplier of the item or service. Sole source situations generally exist when an item is manufactured by only one firm, and a vendor has an exclusive franchise or distributorship for an item.

To initiate a sole-source purchase, the buyer must be confident that such conditions exist in the market place; that the requested goods or services are available from only one supplier and no substantial equivalent is available. Buyer must complete a Sole Source Justification form and submit to Director of Administration for approval prior to purchase (I:\FORMS\PURCHASING-FORMS\SoleSourceJustification.doc).

Even though there is only one source of supply, the buyer must receive a written quotation from the vendor. Upon receipt of a properly executed quotation, the buyer will then proceed to write the purchase order.

Since market conditions change over the years, a previously substantiated sole source may find new entrants to a formerly monopolized market. All sole sources should be verified. It can be a situation where the buyer knows the marketplace or it simply may be the need to verify that the marketplace has not changed.

The Director of Administration should sign off on a document (on a manufacturer’s letterhead) declaring their sole source exclusivity of their product or the authorized representative.

Request for Proposals (RFP’s)

Requests for Proposals are used as a foundation of a future purchase or contract.

RFPs must include a general description of the project, scope, requirements, description of how the proposal is to be presented, request for prices, cost estimates or financial proposals and an exact due date with destination. All documents returned should be time-stamped and recorded. The RFP must include a definite statement that the RFP is not to be construed as a formal request for pricing and that no purchase order will be placed directly as this is a request for information only. A prospective vendor shall not be allowed to write any RFP and then be allowed to bid. All RFPs should be sent to a sufficient targeted audience that will result in a competitive list of returned proposals.

ALL RFP’S ARE TO BE SENT BY UNITED STATES POSTAL SERVICE, CERTIFIED, RETURN RECEIPT REQUESTED.

Request for Proposal(s) often become the foundation of a purchase, therefore the Director of Administration and the Commissioners therefore must approve all RFPs prior to solicitation.

Once the RFP is returned, it should be reviewed by a committee of at least three employees of the Erie County Water Authority, consultants to the Authority may also participate with the Committee. A rated list of the committee should be presented to the Commissioners with recommendation to accept. The purchasing process should then proceed with a proper categorical purchase (See Section IV – Guidelines). That may include one of the following: Preferred Contract Purchase, Sole Source, Emergency, Professional Services Contract, Lease, Maintenance or Service Contract, or a Negotiated Contract. (See template form: I:\FORMS\RFP Form.docx)

Requests for Information (RFI’s)

Solicitation for Information and qualifications for potential services. Written solicitation to prospective vendors requesting information and their qualifications for their providing of services or products. Board approval not required. RFI may be used to design a prospective list of qualified vendors.

Joint Purchasing Alliances

Effective April 2014, the Authority has added joint purchasing alliances as a contract option, changed legislatively into New York State Law and approved by the New York State Comptroller. These alliances are governmental entities that bid with vendors' items offered nationally, allowing the bid to be shared with all approved governmental entities.

The Authority has joined several purchasing groups that offer these bid contracts to share. Central Purchasing supervised the membership and the associated membership numbers and passwords to utilize these procurements.

Buyers can explore the potential vendor contracts but final pricing comparison and execution of these purchases must be by regular purchase order. Demonstration of the discounted price must be documented. Once the purchase order has been Board approved, final acquisition by Central Purchasing will complete the order.

It is the intent of the Authority that the utilization of such contracts be made to reduce the administrative cost of formally bid procurements and reduce sole source purchases.

GENERAL GUIDELINES

Brand Name or "ECWA Approved Equal"

Descriptions may be used to define performance or other important requirements of a procurement where other descriptions would be impractical or uneconomical. Such language should be included for proposals of "approved equal".

Credit Cards

Credit cards may be required for procurement purposes where a purchase order is unacceptable to a vendor. This may include vendors who do business only by accepting credit card payments.

Credit cards will be issued to the Director of Administration and the Deputy Director for business use only. Personal use is strictly prohibited.

Gasoline cards for fuel purchases may be used where fueling at the Service Center location is not convenient. Minor repairs (less than \$25.00 in value) may be purchased under these conditions. The Auto Mechanic Crew Chief should be consulted before minor repairs are authorized.

Documented emergencies may require credit card use by the Director of Administration for procurement of necessary items related to the conditions of the emergency.

Credit cards acquired under the New York State contract must observe all conditions stated under such contract as well as all Authority policies.

Credit cards will be restricted to prevent cash advances, cash back on purchases and/or cash refunds.

Receipts will be required and audited on all transactions of credit cards and/or gasoline cards prior to payment.

The administration of the credit cards will be managed by the Comptroller of the Authority. The Comptroller will monitor and set all transaction limits for each card. That limit shall not exceed dollar thresholds for competitive bidding (\$10,000). Gasoline cards will be limited to \$2,000.

Credit Information

Buyer should consult with the Comptroller regarding requirements of credit or financial condition of a potential vendor when such concern is raised or required. A letter-of-credit may be used as bid or performance security. An irrevocable letter-of-credit should be issued by a bank or financial institution of B-rating or better, signed by an authorized agent of the issuing institution and naming the Authority as beneficiary.

A letter-of-credit must state that an amount representing at least ten percent (10%) of the bid price is available to be drawn on unconditionally by the Authority under the expressed terms and conditions. These terms and conditions, including the location at which the Authority can draw funds, an effective date, and expiration date, should be clearly stated in the letter-of-credit.

Delivery Requirements

When obtaining quotes, be sure to quote "F.O.B. Destination" delivered.

Disposal of Property

Recycling, sale of surplus, waste, scrap or sale of non-required inventory may be allowed when a Disposition of Property form (I:\Forms\PURCHASING-FORMS\Disposition of Property.doc) is executed showing competitive market values and/or quotations to sell. The policy of the Erie County Water Authority regarding the disposal of all assets "is allowed when executed showing competitive market values and/or quotations to sell." This policy includes all metals and scrap materials that are disposed.

Competitive quotations or sales based upon published commodity values are needed with regular brass meter and the occasional mixed metal refuse disposals. The Administrative Assistant will supervise such metal disposals to ensure that the market value is correct and that the weigh-in at the refuse yard is accurate.

All weigh-in slips should be countersigned at the disposal site by an employee of the Authority and returned to Stores and Inventory for proper logging and forwarded to the Accounting Department for collection of any funds due the Authority and asset management recording. Purchasing/Stores and Inventory is responsible for all disposals. Any item of no value should be properly documented and countersigned and returned to Stores and Inventory for logging and disposal. **Only the Director of Administration or their designee is authorized to dispose of Authority assets.**

Public auctioning with negotiated and standard commissions arranged by the Department of Administration should be used to dispose of property. Published market pricing may also be attached to verify sale price. Fixed asset manager (Manager of Accounting Services) should be notified prior to sale.

Electronic Commerce

Online (www) catalogs and procurement processes should be utilized for best pricing. Electronic malls can be used in accepted competitive purchasing areas where true open competition is available. Established on-line auctions are acceptable to purchase goods with the consultation of Central Purchasing. On-line bidding may be subject to State Finance Law.

Green and Authority Sustainable Procurement

Such products, when applicable, should be evaluated and utilized wherever possible. New York State's guidelines may be used as a model for procurement.

Insurance Regulations

The Erie County Water Authority (ECWA) has set forth, as policy, specific guidelines to protect its interests by establishing an insurance protection program, which is based on reasonable requirements and good business principles. The ECWA is a major consumer of goods and services, enters into maintenance agreements and procures professional services and contracting services.

Also, ECWA is a landlord/owner, allowing the use of its property for rental purposes. ECWA requires that tenants, vendors and providers of goods and services maintain appropriate insurance coverage. (See Section VIII–Insurance). A Risk Assessment Form (I:\Forms\InsuranceForms\Risk Assessment Sheet-Buyer & Risk Management\pdf) should be completed to assess insurance requirements. Contact Risk Manager directly.

Master Purchase Orders

Master Purchase Orders may have a term and/or dollar ceiling assigned and releases allowed through a release approval system. Release approvals may be different than initial approval scheme. Master Purchase Orders (MPOs) may be created to contain costs to a vendor and/or provide complete contracted services.

Documentation and justification should be made to Central Purchasing for MPO creations. The contract monitor will supervise the use of MPOs and the releases against their established budget. Amendments require approval (P:\MASTER\MPOAmend.doc(green)).

Purchase Orders

A Purchase Order (P.O.) is a legal document, which sets conditions, describes, contracts to deliver and to pay. Buyers should be aware that no P.O. can be issued without Board approval following the full approval process. Giving out pending P. O. number information to a vendor over the phone is not allowed, unless authorized by the Director of Administration.

Quotes, Requests for Quotations

All Requests for Quotation must arrive by the designated date and time and must be transmitted by fax, email or U.S. mail only. Fax and email quotes will be accepted 24 hours a day, seven days per week. Buyers cannot make a recommendation to award until after the allotted time for vendors to respond has passed.

Quotes, together with supporting documentation, will be forwarded to Central Purchasing and then to Information Services for imaging into the Purchasing System. Fax quotes time stamped and dated with vendor number, purchase order requisition number and price, must be affixed. Buyers should send to as many vendors as necessary (recommended a minimum of three to seven) to receive a minimum of three responsive bids. The Authority will encourage electronic quotes via email.

Deviations on three bid minimum may be allowed by Central Purchasing with proper justification. Quotes are valid for a time frame not to exceed one procurement, or for three (3) working days if an additional procurement is needed. More than one quote or price per respondent will not be accepted. Vendors are required to guarantee price quotes for 45 days.

Safety Requirements

Vendor must provide proper Material Safety Data Sheets (MSDS) on all related products which will be forwarded to the Safety Officer for retention. Buyer is responsible for proper adherence to this guideline.

Purchasing of Second and Used Goods

Such purchases are not standard procedure and in any such cases these acquisitions should have price verifications attached. Auctions to acquire used goods may be utilized as a secondary source to acquire materials.

Standardization

Buyers should refer to standardization areas when documenting or justifying purchases. The following are circumstances under which standardization provisions might be appropriate are:

1. Compatibility – Items from one manufacturer are not compatible with present equipment without incurring additional expense.
2. Uniformity – A substantial amount of Authority equipment is one type, make or manufacturer making change impractical or uneconomical

Tied Bids

Informal bids that are tied should be determined by the vendor most local to the delivery point. If this is in question, the Director of Administration shall administer a coin flip determination.

IV. PROCEDURES

Central Purchasing Unit – Department of Administration

Central Purchasing is responsible for establishing purchasing policy (subject to Board approval) and administering purchasing services for all departments of the Authority. Responsibilities are:

1. Manage purchasing system and operation.
2. Analyze prices paid for materials, equipment and services.
3. Act as a center of information by maintaining a vendor catalog library.
4. Coordinate and consolidate interdepartmental purchasing.
5. Assign approval processes.
6. Manage disposal of property, recycling and inventory reduction.
7. Chronicle vendor activities.
8. Train departmental buyers.
9. Managed Authority-wide service maintenance contracts.
10. Manage clerical process, receive quotes, print and send awards.
11. Monitor contracts awarded and Master Purchase Order releases.
12. Assign the contract category and level for each purchase or contract.
13. Execute Maintenance and Service Agreements under \$20,000.

Purchasing System

An information system designed to electronically monitor and facilitate the flow of documentation, approvals, and other requirements so that the Authority maintains a permanent record of the acquisition of goods and services. The Purchasing System Project Team periodically reviews this information system to ensure that the system controls adhere to the Authority's purchasing policy.

Purchases begin with user request and flow through the Purchasing System electronically driven by information and approvals. Documents and justifications in the form of attachments may be imaged into process to validate all purchases for audit purposes.

The Purchasing System may be viewed throughout the process for validation of procedure.

Buyers should review projected purchases and their costs prior to the request for proposals to assure that required funds are available for the purpose.

Unacceptable vendor activity or influence could be grounds for being banned from future Authority business. Employees are to observe Human Resources Policy 11.0, Code of Ethics.

Buyers* Operating departments should create purchase requests. Designated departmental buyers should generate requisitions on construction and goods and services directly reflecting their departmental needs and budget. They should work with Central Purchasing on Authority-wide needs and coordinate those purchases to utilize contracts and best price. Departmental buyers should create requests based on technical specifications for all purchases.

Receivers* Departmental receivers should accept and inspect purchases and forward any and all packing slips or invoices to the Accounting Department for prompt payment. The buyer and receiver should be separate individuals.

Vendors Authority staff should not make commitments to vendors until approvals are completed. Purchases prior to requisition (confirming orders) are subject to denial and may not be paid.

** Refer to Accounting Procedures Manual "Entering a Purchase Order or Release"*

Amendments – All amendments of a contract or purchase order require Board approval.

V. DEFINITIONS

Advertise

To make a public announcement or legal notice of forthcoming solicitation with the aim of increasing the response and enlarging the competition; often required by law.

Advertising

The act of preparing and distributing advertisements, which call attention to a contemplated public purchase or sale.

Advertisement

Publication of Notice to Bidders in newspaper of general circulation in Erie County; trade journals, e.g. Dodge Report, Business First.

Affirmative Action

A pro-active program undertaken by employers to assure equal opportunity in employment with the goal of achieving a work force that accurately reflects the composition of the community.

Agreement

An understanding of the parties by implication, including course of dealing or usage of trade or course of performance (i.e. utilities). While all contracts are agreements, all agreements are not contracts.

Amendments

The modification of an existing contract.

Architectural & Engineering (A&E) Services

Professional services within the scope of the practice of architecture and professional engineering, as defined by the jurisdiction, usually involving research, design, development, construction, alteration or repair of real property and improvements thereon. Includes land surveying services in some states.

Auction

An auction is a process of buying and selling goods or services by offering them up for bid, taking bids, and then selling the item to the winning bidder. In economic theory, an auction may refer to any mechanism or set of trading rules for exchange.

There are several variations on the basic auction form, including time limits, minimum or maximum limits on bid prices, and special rules for determining the winning bidder(s) and sale price(s). Participants in an auction may or may not know the identities or actions of other participants. Depending on the auction, bidders may participate in person or remotely through a variety of means, including telephone and the Internet. The seller usually pays a commission to the auctioneer or auction company based on a percentage of the final sale price. Consult Director of Administration regarding such auctions.

Audit

A methodical examination and review of records and documents, with confirmation by physical inspection or otherwise, of a situation or condition (as within a purchasing office) concluding with a detailed report of findings.

Bid Check List

A list of required steps in the bid process.

Back Order

That portion of an order for merchandise not available for delivery by the vendor at the scheduled time and promised for delivery at a later date.

Best Value

An assessment of the return which can be achieved based on the total life cycle cost of the item; can include an assessment of the functionality of the item; can use cost/benefit analysis to define the best combinations of quality, services, time and cost considerations over the useful life of the acquired item. Best value may be subject to State Finance Law.

Bid Bond

An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the bidder will not withdraw the bid, the bidder will furnish bonds as required, and if the contract is awarded to the bonded (insured) bidder, the bidder will accept the contract as bid or else the surety will pay a specific amount.

Bid Deposit

A sum of money or a bond issued by a surety and deposited with a procurement activity guaranteeing the bidder will not withdraw the bid for a specified period of time, will furnish bonds as required and will accept a contract, if awarded, or forfeit the deposit.

Bidders Conference / Pre-Bid Conference

A meeting of prospective bidders, arranged by a purchasing office, which is held prior to the acceptance of bids, to help potential bidders understand the requirements of the solicitation. It is recommended that pre-bid meetings are conducted on all formal bids. Such conferences must not require mandatory attendance.

Bid Opening

The formal process in which sealed bids are opened, in the presence of one or more witnesses at the time and place specified in the invitation for bids. The amount of each bid is recorded and bids are made available for public inspection. (See definition "Sealed Bidding").

Bid Tabulation

A public document listing all vendors who received a copy of the solicitation with a list of all items in the solicitation showing unit prices and extended prices for each item for each bidder. May also include total prices, delivery terms and conditions, whether each bidder has met the requirements for licenses, bonds, evidence of insurance, or other information deemed appropriate by the bid opening officer. Solicited vendors not responding to the IFB are shown as "no bid."

Board

Erie County Water Authority Board of Commissioners.

Boilerplate

A colloquialism used in purchasing to identify standard terms and conditions incorporated in solicitations, contracts or purchase orders which are often preprinted or incorporated by reference.

Bond

- (1) A form of financial protection against damages.
- (2) A binding agreement executed by a bidder or vendor and another party (the surety) to guarantee the performance of certain obligations or duties to the purchaser.

Breach of Contract

Failure to fulfill a contract, wholly or in part, without legal excuse.

Buyer, Departmental

Designated person who generates requisitions on construction and goods and services directly reflecting departmental needs and budget, separate from receiver. **Refer to Accounting Procedures Manual*

Change Order

A written alteration to a contract or purchase order signed by the purchasing authority in accordance with the terms of the contract, unilaterally directing the contractor to make changes.

Claim

A vendor's request for payment for materials or services rendered.

Competitive Range

All proposals with a reasonable chance of being selected for award.

Confirming Purchase Order

A purchase order issued after the fact restating the same terms originally placed orally or by some other informal means.

Construction

The process of building, altering, repairing, improving or demolishing any public structure or building or other public improvement of any kind to any public real property; does not include routine repair, operation or maintenance of existing real property.

Consultant

An individual or firm employed for specific purposes which brings specialized expertise to the Authority. Usually involves a high degree of creativity, significant relationship of trust and confidence. Qualifies as a professional service.

Contract Administration

The management of all actions that must be taken to assure compliance with the terms of the contract after the award of the contract.

Contract for Goods/Services

Any authorized written agreement including contracts, purchase orders, letter agreements or memoranda which creates a mutually binding legal relationship, which obligates the seller to furnish products or services or public work and obligates the buyer to pay for same.

Contractor

Any person, firm or entity obligated to sell, furnish, provide or render goods or services to the Authority pursuant to a contract.

Destination

The place to which a shipment is consigned.

Disadvantaged Business Enterprise

A business, usually small, owned or controlled by a majority of persons who are determined by the jurisdiction to have been deprived of the opportunity to develop and maintain a competitive position in the economy, because of specified social disadvantages; not limited to members of minority groups.

Disposal

The act of getting rid of something unwanted by sale, trade-in, transfer or destruction.

Disposal Value

The proceeds obtained from a disposal.

Emergency

Danger of threat or harm to life, health, safety, environment or property which requires immediate preventative action.

FOB

“Free on Board” designates the point where the title to goods passes to the Authority. Note - FOB should always be ECWA site when practical.

Formal Contract

Contract acquired by sealed bid, advertised publicly and opened under supervision of Secretary to the Authority.

Master Purchase Order

Allows periodic requisition of contract items over the period designated until the quantity/value is exhausted. Action approved by Department and the Department of Administration. Creation of MPOs is by Board approval.

Material Safety Data Sheets (MSDS)

Documentation concerning a hazardous chemical that identifies the chemical, the common names of the ingredients, the physical and chemical characteristics, the hazards of the chemical and the emergency and first aid procedures to be considered when working with that chemical. Additional information is found in Occupational Safety and Health Publication 1926.59.

Materials Contracts

ECWA authorized contracts for the purchasing of goods used in high volumes during the year. Contracts to cover multiple items priced individually.

Minority Business Enterprise (MBE)

A business which is at least 51% owned, or if a publicly owned business, 51% of the stock is owned by persons who are minority persons and such ownership is real, substantial and continuing. Minority ownership must have and exercise the authority to independently control the business decisions of the entity. The enterprise must be authorized to do business in New York State, be independently owned and operated and not dominant in its field. Refer to “Doing Business with ECWA” on the Authority’s website (www.ecwa.org) or contact the Authority’s Director of Equal Employment Opportunity.

Negotiation

Procurement by evaluation of proposals in the competitive range on the basis of pre-established and published selection criteria.

No Bid

A response to an invitation for bid stating that respondent does not wish to submit an offer.

Non-Responsible Bid

A bid from a vendor who does not have the capability to perform fully the contract requirements or who does not have the integrity and reliability to assure performance.

Non-Responsive Bid

A bid that does not conform to the mandatory or essential requirements of the solicitation.

Notice of Procurement Opportunity

A written or verbal communication which shall identify the proposed procurement action and the term of pursuing the opportunity. Such opportunities may be posted on the ECWA website under Central Purchasing Department.

Performance Bond

A bond, executed subsequent to award by a successful bidder, to protect the buyer from loss due to the bidder's inability to complete the contract as agreed; secures the fulfillment of all the contract requirements. (See Bonds).

Petty Cash

Limited to purchases of less than \$30.00 per voucher. Receipts must accompany requests. Not used for reimbursing gas, meals or food of any kind.

Piggyback Method

A form of inter-governmental cooperative purchasing in which a large purchaser requests competitive sealed bids, enters into a contract and arranges, as part of the contract, for other public purchasing units to purchase from the selected vendor under the same terms and conditions as itself; also called hitchhiking method. Cooperative purchasing requires assignment by both parties.

Prevailing Wage

The wage currently paid for a given type of work in a specified geographic area.

Price

The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct, labor, overhead, materials) and profit or fee.

Pricers

Pricing sheets that conform to MSRP or contract price.

Procurement

The acquisition of products, services or public works by purchaser, excepting (1) purchase of periodicals, conference materials, treatises or professional research tools; (2) the payment of fees or tuition associated with continuing education, training courses, conferences, seminars, symposiums; (3) the purchase of advertising space or advertising time in any medium; (4) rentals.

Professional Services

Are not generally considered contracts for public work, as used in bidding statutes; therefore, are not subject to competitive bidding. They include specialized expertise and/or a high degree of creativity.

Purchase

The acquisition of products, services or public works in exchange for money, property or other valuable consideration.

Purchase Order

A legal document which sets conditions, describes contracts to deliver and contracts to pay. Wording must be such as to eliminate any questions as to what is ordered, delivery, location, terms and timing. Once accepted, it is a binding contract.

Quotation

An informal notice (fax, email or U.S. mail returned) by a vendor which sets the terms under which goods or services will be rendered.

Receiver – Departmental *

Designated person who accepts and inspects purchases and forwards accompanying packing slips or invoices to the Accounting Department for payment, separate from buyer. **Refer to Accounting Procedures Manual*

Receiving*

The function of accepting from all sources all items of supply used in the organization. The documenting of the receiving function is electronically executed on the Authority's Purchasing System. **Refer to Accounting Procedures Manual*

Request for Information

Written solicitation to prospective vendors requesting qualifications of providing services or products. RFI's are used to design a prospective list of qualified vendors for future procurement activity. (See template form: I:\FORMS\RFI Form.docx)

Request for Proposals

Requests for Proposals are used as a foundation of a future purchase or contract and are reviewed to be properly solicited and consistently administered.

RFPs must include a general description of the project, scope, requirements, description of how the proposal is to be presented, request for prices, cost estimates or financial proposals and an exact due date with destination. All documents returned should be time-stamped and recorded. The RFP must include a definite statement that the RFP is not to be construed as a formal request for pricing and that no purchase order will be placed directly as this is a request for information only. A prospective vendor shall not be allowed to write any RFP and then be allowed to bid. All RFPs should be sent to a sufficient targeted audience that will result in a competitive list of returned proposals.

Request for Proposals often become the foundation of a purchase therefore the Director of Administration and the Commissioners must approve all RFPs prior to solicitation.

Once the RFP is returned, it should be reviewed by a committee of at least three employees of the Erie County Water Authority or consultants of the Authority. A rated list of the committee should be presented to the Commissioners with recommendation to accept. The purchasing process should then proceed with a proper categorical purchase (See Section IV – Guidelines). That may include one of the following: Preferred Contract Purchase, Sole Source, Emergency, Professional Services Contract, Lease, Maintenance or Service Contract, or a Negotiated Contract. (See template form: I:\FORMS\RFP Form.docx)

Request for Quotation

A Request for Quotation is a specific request for a product or service with a requirement for pricing. The RFQ is used in all informal purchases (under \$10,000). All conditions must be posted. RFQs should be faxed, emailed or U. S. mailed and returned directly to Central Purchasing for entry. Time-stamped returns must be in accordance with the required due date. RFQs without time-stamping are not to be used. Buyers must not offer any information on returning quotations until the purchase has been awarded.

Requisition

A written request to the Purchasing Agent for one or more items or services necessary to carry out the mission of the Authority.

Responsible

Demonstration by a potential vendor that the vendor has the ability to perform successfully under the terms of the proposed contract, taking into account the Offerer's technical and financial capacities.

Responsive

A bid that complies with the terms of the solicitation in all material respects and is completed, executed and submitted in accord with the instructions in the solicitation.

Scrap

Materials which have no functional value to the Authority, but retain intrinsic value due to their composition (i.e. copper, brass, aluminum).

Sealed Bidding

A competitive method under which a bid response is delivered by a specific time to a specific place in a sealed enclosure for a bid opening. (See Bid Opening).

Services

A professional, consulting, technical or other function including, but not limited to, legal, testing, accounting, bookkeeping, secretarial, management consulting, audit, investment banking, planning, training, statistical research, insurance, advertising, public relations, architectural, engineering, appraisal, janitorial, surveying, housekeeping and waste disposal performed for a fee, commission or other compensation.

Single Source

The goods or services to be procured are available from only one responsible source or no other goods or services will satisfy ECWA requirements.

Small Purchase

The acquisition of goods or services under a one-time agreement to purchase having a retail price less than \$250.00.

Sole Source

A general category of award where competition is able to be waived or not feasible in certain circumstances. The included categories are: exigency, emergency, expediency and single source.

Solicitation

The process by which the Authority contacts prospective vendors, suppliers or consultants to provide notice of a procurement opportunity and ensure the submission of quotes, bids or statements of information.

Specifications

A written description of needed supplies, materials, equipment or services setting forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the conditions under which the purchase will be made.

Surplus

Materials or items which retain functional value, and may or may not have an intrinsic value, may be considered surplus if all areas of the Authority reject use of the item based on obsolescence, maintenance costs or need (i.e. desks, chairs, vehicles).

Vendor

A supplier of goods or services.

Waste

Materials or items which have no functional value to the Authority or known intrinsic value (i.e. sludge, paper).

Women Owned Business Enterprise (WMBE)

Any business enterprise which is 51% owned by, or in the case of a publicly owned business, at least 51% of the stock which is owned by women regardless of race or ethnicity and such ownership is real, substantive and continuing. Women business owners must have and exercise the authority to independently control the business decisions of the entity. The enterprise must also be authorized to do business in New York State, be independently owned and operated, and not be dominant in its field. Refer to “Doing Business with ECWA” on the Authority’s website (www.ecwa.org) or contact the Authority’s Director of Equal Employment Opportunity.

VI

FORMS

Note all forms in this section are current as of October 1, 2013. Please refer to the most current electronic version. Electronic versions may be accessed on either the “I” or the “P” drive.

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

Contract: _____	Project No.: _____
Project Description: _____	

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 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 type="checkbox"/> Execution by the Chairperson
<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 type="checkbox"/> Department Head _____	Date: _____
<input type="checkbox"/> Risk Manager _____	Date: _____
<input type="checkbox"/> Director of Administration _____	Date: _____
<input type="checkbox"/> Executive Engineer _____	Date: _____
APPROVED AS TO FORM:	
<input type="checkbox"/> Legal _____	Date: _____
APPROVED FOR BOARD RESOLUTION:	
<input type="checkbox"/> Secretary to the Authority _____	Date: _____

Remarks: _____

Resolution Date: _____	Item No: _____
-------------------------------	-----------------------

Authorization to Commence Work

Date: _____

To: _____

(Contractor)

Address: _____

Work to be Completed: _____

Location of Work: _____

You are notified that work under this Authorization shall commence on _____, 20__

No work shall be started prior to this date. All work subject to this Authorization shall be completed no later than _____, 20__.

Before you may start any work, you must deliver to Erie County Water Authority certificates of insurance, which are required to be purchased and maintained in accordance with contract documents.

Also, before you may start any work at the location, you must:

(add other requirements):

By: _____
(Contractor)

By: _____
(Owner)

(Authorized Signature)

(Authorized Signature)

(Title)

(Title)

(Date)

(Date)

<p style="text-align: center;">Central Purchasing Declaration of State of Emergency</p>

Work Order No.: _____

OWIP No.: _____

Project No.: _____

Date of Emergency: _____

Detailed Description of Emergency Condition:

Authorized Signature: Pursuant to the Purchasing Guidelines (Page 10), authorization granted to one or more of the following two (2) individuals: Any Commissioner, the Executive Director, Executive Engineer, and/or the Director of Administration.

To: Purchasing System File

SOLE SOURCE JUSTIFICATION

Requisition Item: _____

Purchase Order or Master Purchase Order Number: _____

Prior Purchase Order or Master Purchase Order Number (if item has been approved previously): _____

1. Please describe the item and its function: _____

2. This is a sole source* because:

- ☐ Sole provider of a licensed or patented good or service;
- ☐ Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services;
- ☐ Sole provider of goods and services for which the Authority has established a standard**;
- ☐ Sole provider of factory-authorized warranty service;
- ☐ Vendor/distributor is a holder of a used item that would represent good value and is advantageous to the Authority (please attach information on market price survey, availability, etc.);
- ☐ Sole provider of goods or services that will meet the specialized needs of the Authority or perform the intended function (please detail below or in an attachment).

3. What necessary features does this vendor provide which are not available from other vendors? Be specific.

4. What steps were taken to verify that these features are not available elsewhere?

- ☐ Verification from manufacturer of sole source attached (current year).
- ☐ Other brands/manufacturers were examined (please list phone numbers and names and explain why these were not suitable).
- ☐ Other vendors were contacted (please list phone numbers and names and explain why these were not suitable).

SUBMIT TO DIRECTOR OF ADMINISTRATION FOR APPROVAL

Buyer's Signature: _____	Date: _____
Buyer's Name _____	
(Please Print)	
Approved: _____	Date: _____
Director of Administration	

* Sole Source: Only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

** Procurement of items for which the Authority has established a standard by designating a brand or manufacturer or by pre-approving via a testing, shall be competitively bid if there is more than one vendor of the item.

I:\FORMS\PURCHASING-FORMS\SoleSourceJustification.doc

ERIE COUNTY WATER AUTHORITY

Disposition of Property

G.L. No.	<u>186.000</u>	Date	<u> </u>
Pri. No.	<u> </u>	Date Removed	<u> </u>
EC/OWIP/Budget Item No.	<u> </u>		
Date Installed	<u> </u>	Computer Disposition Code:	
Under Auth. No.	<u> </u>	1. Book Value	
Location	<u> </u>	2. Cost of Removal	
Replaced Under	<u> </u>	3. Salvage (Trade-in)	
(EC#, OWIP #, BI#)	<u> </u>	4. Miscellaneous	

Description of Unit Retired: (Record Fixed Asset Numbers if Possible)

Department No. _____ Unit No. _____

DO NOT WRITE BELOW THIS LINE. ACCOUNTING DEPT. USE ONLY

Item Required (Note CPR pg & line)	Comp Disp Code	Qty	Unit Used	Book Cost Per Unit	Book Cost Total	Cost to Remove	Salvage, Trade-in Realized
TOTALS							

	Genral Ledger #	Primary #	RWIP Auth. #	Disp. Code	Amount
JE 32 (Dr)	186.000				
JE 32 (Cr)	101.000		XXXXXXXXXX	XXXXXXXXXX	
JE 33 (Dr)	108.003	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	
JE 33 (Cr)	186.000				

PRIMARY NUMBERS COMMONLY USED FOR RETIREMENTS

	<u>New – 1954 or after</u>	<u>Old – Before 1954</u>
Transmission and Distribution Mains	343.000	343.900
Services	345.000	345.900
Meters	346.010	346.900
Hydrants	348.000	348.900
 <u>STRUCTURES</u>		
Offices – Service Center	390.010	
Shop, Garage & Stores	390.020	
Miscellaneous Buildings	390.030	
 <u>EQUIPMENT</u>		
Office Furniture	391.010	
Office Equipment	391.020	
Data Processing Equipment	391.030	
 Automobiles	392.010	
Trucks, Vans & Trailers	392.020	
Stores Equipment	393.000	
 Garage & Repair Equipment	394.010	
Meter Shop Equipment	394.020	
Tools & Work Equipment	394.030	
Air Compressors	394.040	
 Laboratory Equipment	395.000	
Communication Equipment	397.000	
Miscellaneous Equipment	398.000	

**ERIE COUNTY WATER AUTHORITY
INTERNAL CONTROL
MPO Amendment _____**

MPO No.: _____

Project No.: _____

Type of Contract

Formal	Informal	Agreement
Professional Service		

Date of Request: _____

Contract No.: _____

Please ☒

Vendor/Contractor Name: _____

Title and Description of Project: _____

Requested by: _____

Description of Change to MPO:

Reason for Change:

APPROVED BY

If Required:	
Current MPO Amount	\$ _____
This Amendment	\$ _____
New MPO Amount	\$ _____

ERIE COUNTY WATER AUTHORITY

☐ **Department Head** _____ **Date** _____

☐ **Central Purchasing** _____ **Date** _____

☐ **Risk Manager** _____ **Date** _____

☐ **Legal** _____ **Date** _____

☐ **Director of Administration** _____ **Date** _____

If Required:	
Current Expiration Date:	_____
New Expiration Date:	_____

Attach any/all necessary documents

PETTY CASH DISBURSEMENT RECEIPT No. _____

20

Received of ERIE COUNTY WATER AUTHORITY the amount of \$ _____
in full payment of the items enumerated below:

ITEMS	FOR WHAT PURPOSE	ACCOUNT NO.	AMOUNT

Attach hereto all supporting papers

Total

Posted to Recap:

Approved:

Signed:

Supervisor

Recipient

I:\FORMS\PURCHASING-FORMS\PettyCashForm.doc

PETTY CASH DISBURSEMENT RECEIPT No. _____

20

Received of ERIE COUNTY WATER AUTHORITY the amount of \$ _____
in full payment of the items enumerated below:

ITEMS	FOR WHAT PURPOSE	ACCOUNT NO.	AMOUNT

Attach hereto all supporting papers

Total

Posted to Recap:

Approved:

Signed:

Supervisor

Recipient

I:\FORMS\PURCHASING-FORMS\PettyCashForm.doc

ERIE COUNTY WATER AUTHORITY

STATEMENT OF PETTY CASH

Claimant's Name: _____ Date: _____

Date	Description	Total
		\$
TOTAL		\$

I hereby certify that the above account and annexed schedule are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing.

Dated: _____

Claimant's Signature

Official Title

Approved for: \$ _____

Date: _____

Department Head

ERIE COUNTY WATER AUTHORITY
RECOMMENDATION FOR AWARD OF CONTRACT

Contract: _____	Project No.: _____
Project Description: _____	

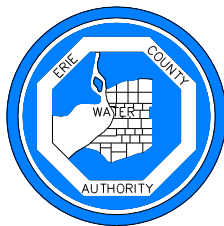
CONTRACT AWARD	
Contractor/Supplier: _____	
Award Amount: _____	

BID SUMMARY	
Date advertised for Bids _____	Date of Bid Opening _____
Bidder	Total Bid Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Attachments: <input type="checkbox"/> Bid Tabulation <input type="checkbox"/> Consultant's Recommendation	

BUDGET:			
<input type="checkbox"/> Capital	<input type="checkbox"/> O & M	Unit No.: _____	Budget Item No.: _____

WMBE APPROVAL:	
<input type="checkbox"/> Affirmative Action Officer _____	Date: _____

Remarks: _____



Erie County Water Authority
Central Purchasing
Paul H. Riester, Director

VENDOR'S LIST APPLICATION

APPLICANT'S NAME AND MAILING ADDRESS

For Bid Requests and Purchase Orders	For Payments
Name:	
Address:	
City:	
State:	
Country:	
Contact Person:	

Telephone Number: Area Code (____) _____
 Fax Number: Area Code (____) _____
 E-Mail Address: _____
 Principal Place of Business: _____

Type of Business:

☐ Manufacturer
 ☐ Factory Representative
 ☐ Distributor
 ☐ Retail
☐ Service Organization
 ☐ Other

This is mandatory! Federal ID# (EIN) __/____ or Social Security #____-____-____
 --

Yes ☐ No ☐ Vendor Payments ARE Reportable to the IRS on Form 1099 – Misc.

Certified Minority Business Classified as Follows:

☐ Black
 ☐ Hispanic
 ☐ Asian American
 ☐ American Indian
☐ Eskimo or Aleut
 ☐ Woman Owned
 ☐ Other

Received Minority Certification From: _____

I Hereby Certify That the Information Supplied Herein is Correct.

 Print or Type Name

 Signature

 Date

ERIE COUNTY WATER AUTHORITY

Request for Information (RFI)
for
[Enter project title here]



Erie County Water Authority [Choose one of the following:]
295 Main Street Rm 350
Buffalo NY 14203-2494

3030 Union Road
Buffalo NY 14227-1097

Contact:
[Full name]
[Title]

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[Insert section name here]	[Insert page number here]
[Insert section name here]	[Insert page number here]
[Insert section name here]	[Insert page number here]

PURPOSE

- Request for Information is a solicitation of potential vendors that meet qualifications for future bids or Requests for Proposals.
- Responses to this solicitation are for informational purposes only and will not be the foundation of a purchase.
- Qualified vendors will be solicited directly by Request for Proposals, formal bids or informal bids.

REQUEST FOR INFORMATION

[Insert Description Here]

PROPOSER CERTIFICATION

I have carefully examined the Request for Information and any other documents accompanying or made a part of this Request for Information.

I agree to abide by all conditions of this RFI.

I certify that all information contained in my response to the RFI is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of my firm as its act and deed and that my firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this response to the RFI is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a response to the RFI for the same product or service; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

BY:

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS

CITY, STATE, ZIP CODE

()

TELEPHONE NUMBER

VII

INSURANCE

Note: All forms in this section are current as of October 1, 2013. Please refer to the most current electronic version. Electronic versions may be accessed on either the “I” or the “P” drive. Additional information regarding current insurance requirements and forms may be obtained by contacting the Authority’s Claims Rep. / Risk Manager.

ERIE COUNTY WATER AUTHORITY INSURANCE REQUIREMENTS

(For Vendors, Maintenance Agreements, Tower Rentals,
Professional Services and Contracting Services)

Introduction

The Erie County Water Authority (ECWA or the Authority) in this policy has set forth specific guidelines to protect its interests by establishing an insurance protection program which is based on reasonable requirements and good business principles. ECWA is a major consumer of goods and services, enters into maintenance agreements, and procures professional services and contracting services. Also, ECWA is a landlord/owner, allowing the use of its property for rental purposes. By interacting with outside sources in the procurement of goods and services and renting property (generally tower rentals) there is exposure to risk. To mitigate negative impact from the risk factors, ECWA believes that tenants, vendors and providers of goods and services should maintain appropriate insurance coverage.

ECWA, in most situations, has decided that the transfer of risk through insurance is an appropriate tool in achieving its objective and protecting the Authority's interest. ECWA has recognized that the same uniform application of insurance requirements to all vendors and providers of service(s) is not the most effective and efficient means of transferring risk. Therefore, ECWA has established that insurance requirements, assessing the risk(s) of each transaction, should be identified, the appropriate policy amounts established and other particulars applicable be understood and agreed to by the parties involved. The procedure used to make this determination is the **Risk Assessment**. Completing the Risk Assessment is the responsibility of the Claims Representative/Risk Manager. By understanding the risk(s), ECWA can define the appropriate insurance coverage to be provided for the contemplated transaction.

There is an exception to the need for completing a Risk Assessment. Any procurement made from a New York State contract or Erie County contract does not require the completion of a Risk Assessment. ECWA does not have the authority to modify the terms and conditions of these contracts.

General Discussion

The Risk Assessment is an integral step in determining if insurance should be required from a vendor and what the appropriate policy requirements are for the proposed transaction. It is a process to help measure the chance of a particular hazard causing harm and the potential severity of the harm. **The Risk Assessment begins with the buyer, or the persons seeking the procurement of services, or the person responsible for a rental of ECWA property contract initiating the process.** Section A of the Risk Assessment form should be completed to provide as much information as is known or available. A checklist (Section C) is a part of the Risk Assessment form and should be completed by the buyer, or the person seeking the procurement of services, or the person responsible for a rental of ECWA property to identify those risk exposures that need to be identified and taken into consideration to properly evaluate the transaction in relation to insurance needs.

The Risk Assessment should be completed for the procurement of all maintenance agreements, professional services agreements and contracting services agreements and tower rentals. For vendor transactions, since the range of products purchased by ECWA is extensive and many products obtained pose little, if any exposure risks, a predetermined list has been established to

provide guidance for when the Risk Assessment process has to be followed. Purchasing any of the following products and/or related services requires that the Risk Assessment be completed:

- Boiler inspections or related services
- Buoy and other marine work
- Chemicals
- Landscaping and property maintenance services
- Roof work
- HVAC
- Electrical services
- Other trade services performed on ECWA property
- Fuel/oils/lubrication products and services
- Tank painting and other painting services
- Individuals providing instruction
- Cleaning supplies and services
- Trucking services
- Services obtained from landlords for property leased by ECWA
- Air, propane, nitrogen, helium, acetylene gases and services
- Elevator services
- Heavy equipment repairs
- Rug services (delivery and pickup)
- Tire and towing services
- Catering services
- Welding services
- Overhead door services
- Hazmat cleanup services
- Road hazard safety services (rentals)
- Laboratory testing services purchased by ECWA
- Pest control
- Leasing of heavy equipment
- Refuse transportation and disposal
- Hazardous materials handling
- Work involving ladders, scaffolding, confined spaces, etc.

Generally, it is very important to know who is coming onto ECWA property due to Workers Compensation insurance considerations and to make sure that there are no insurance policy exclusions for work activity relating to state and federal labor and safety laws. A Risk Assessment will be completed to determine if ECWA is properly protected against injury sustained on its property. Also, the products and/or services on the predetermined list present exposure risks which need to be properly identified so that the appropriate insurance protections are obtained by the ECWA. If you are not sure about a particular matter, or if you need clarification, please do not hesitate to call the Claims Representative/Risk Manager or the Director of Administration to make sure that the proper procedure is followed.

After completing Section A of the Risk Assessment form and the checklist, Section C, the same should be forwarded to ECWA's Claim Representative/Risk Manager for completion. The Claims Representative/Risk Manager will evaluate the information presented and will be responsible for establishing the insurance requirements, if any, for the proposed transaction.

In addition to completing Sections B and D of the Risk Assessment Form, the Claims Representative/Risk Manager will prepare the appropriate notification-requirements summary to inform the buyer, or the person seeking the procurement of services, or the person responsible for overseeing the rental of ECWA property of the insurance requirements deemed appropriate for the proposed transaction. The appropriate notification-requirements summary will be one of the following:

- Erie County Water Authority Insurance Requirements for Vendors
- Erie County Water Authority Insurance Requirements for Maintenance Agreements
- Erie County Water Authority Insurance Requirements for Tower Rentals
- Erie County Water Authority Insurance Requirements for Professional Services
- Erie County Water Authority Insurance Requirements for Contracting Services

A completed copy (all four sections) of the Risk Assessment form and the appropriate notification-requirements summary will be sent to the requesting party by the Claims Representative/Risk Manager. The Risk Assessment is **only** for internal use and should be imaged into the records file in support of the transaction. The notification-requirements summary should also be imaged into the records file as a supporting document for the transaction. However, a copy of the notification-requirements summary must be included in ECWA's solicitation for formal or informal quotes, as notification of ECWA's insurance requirements to providers of maintenance services, to tenants, as a supporting document in the request for proposals (RFP) process, in construction service bids, etc.

After the insurance requirements have been established, ECWA will accept Certificates of Insurance and affidavits and their renewals on forms approved by the New York State Department of Insurance. The Certificates of Insurance and/or affidavits must be received by the Authority **prior** to award of contract or before the purchase is made. Each insurance carrier issuing a Certificate of Insurance shall be rated by A. M. Best no lower than "A- " with a Financial Strength Code (FSC) of at least VII.

Copies of all the forms previously mentioned in this Insurance Requirements procedure are located on the Authority's computer systems at I:\FORMS\PURCHASING-FORMS\INSURANCE FORMS. The forms are identified as follows: Risk Assessment (Sections A, B, C and D).

FORM SUBMITTED BY:				DATE SUBMITTED:			
ERIE COUNTY WATER AUTHORITY							
SECTION A							
TO BE COMPLETED BY BUYER	RISK ASSESSMENT						
	Vendor Name:			Contract Period:		Start	End
	Contract Number:		Contract Amount:				
	Project Name:		Project Number:		Vendor Number:		
	Master P.O. Number:		Master P.O. Amount:				
	P.O. Number:		P.O. Amount:				
	Description: (Nature, Purpose, and/or Scope)	Goods	Maintenance Agreements	Tower Rental	Professional Services	Contracting Services	
SECTIONS B & D TO BE COMPLETED BY CLAIMS REPRESENTATIVE / RISK MANAGER	SECTION B						
	Examples of Potential Loss Exposure			Severity	Likelihood	Risk Rating	
				(a)	(b)	(c)	
	Is performance of the services or delivery of goods affected by NYS Labor Laws Section 240 et al?			0	0	0	
	Are there hazardous materials involved? Please list. - SEE ATTACHED M.S.D.S.			0	0	0	
	Are there any other unique risk factors involved? Please list.			0	0	0	
	Pollution / Environmental Impairment			0	0	0	
	Does Vendor, Contractor, Professional, Consultant or the Agent, employee(s), representative(s), etc., work on sites property owned by ECWA?			0	0	0	
	(c) Addition of a + b High Risk Rating - Greater need for insurance. Low Risk Rating - Less or no insurance needed.			(0) - Not Applicable	(0) - Not Applicable		
				(1) - Insignificant	(1) - Rare		
				(2) - Minor	(2) - Unlikely		
				(3) - Moderate	(3) - Possible		
				(4) - Major	(4) - Likely		
				(5) - Critical	(5) - Almost Certain		
	TOTAL						0
SEE ATTACHED FOR SECTION C - TO BE COMPLETED BY BUYER							
SECTION D							
Required Certificates of Insurance (check appropriate box)							
Required Coverages are:		Per Policy	Per Project or Job		Per Location		
C.G.L. - Limits:	\$1,000,000 / \$2,000,000		Workers' Compensation & Employers Liability:	Statutory Limits	Excess "Umbrella"	\$ 1,000,000	
Auto - Limits:	\$ 1,000,000		Disability Benefits:	Statutory Limits	Excess "Umbrella"	\$ 5,000,000	
"All Risk" Floater - Limits:	Value as stated in contract		Professional Liability w/Tail Coverage - Limits:		Pollution Legal Liability	\$ 5,000,000	
In conformance with Resolution #25, adopted March 07, 2013, the Risk Assessment has been completed.							
Approved by:							
Anthony J. Alessi, Claims Rep./Risk Mgr:				Date:			
Robert J. Lichtenthal, Jr., Deputy Director:				Date:			
Robert A. Mendez, Executive Director:				Date:			
Retain in project file when completed - FOR ECWA USE ONLY.							

SECTION C - Page 1 of 2

RISK RATING - TO BE COMPLETED BY BUYER	Examples of Potential Loss Exposure	
	Will Vendor, Contractor, Professional Service Consultant be on site - property owned by ECWA?	<div style="border: 1px solid black; padding: 2px; text-align: center;"> YES </div>
		<div style="border: 1px solid black; padding: 2px; text-align: center;"> NO </div>
	Air, Propane, Nitrogen, Helium, Acetylene, etc. Services	
	Boiler Inspection and Other Related Services	
	Buoy and other Marine Work	
	Catering Services	
	Confined Space	
	Elevator Services	
	Hazardous Material Handling	
	Hazmat Cleanup Services	
	Heavy Equipment Repair	
	High Voltage (greater than 480 volt)	
	HVAC	
	Individuals Providing Instruction	
	Ladders	
	Landscaping and Property Maintenance Services	
	Leasing of Heavy Equipment	
	Low Voltage (through 480 volt)	
	Out of State Contractor or Supplier	
	Overhead Door Services	
	Poor Safety or Performance Record for Contractor / Vendor	
	Rental Transportation & Disposal	
	Road Hazard Safety Services	
	Roof Work	
	Rug Services (Pick-Up & Delivery)	
	Scaffolding	
	Services Obtained from Landlords for Property Leased by ECWA	
	Tire and Towing Services	
	Trucking	
	Welding Services	

SECTION C - Page 2 of 2

RISK RATING - TO BE COMPLETED BY BUYER	Examples of Potential Loss Exposure	
	Are there hazardous materials involved? (Check all that apply)	
	Ammonia	<input type="checkbox"/>
	Caustic Soda	<input type="checkbox"/>
	Chlorine	<input type="checkbox"/>
	Diesel Fuel	<input type="checkbox"/>
	Fluorosilic Acid	<input type="checkbox"/>
	Gasoline	<input type="checkbox"/>
	Polyaluminum Chloride / Coagulant	<input type="checkbox"/>
	Potassium Permanganate	<input type="checkbox"/>
	Other (Explain)	<input type="checkbox"/>
	Are there any other unique risk factors involved? (Check all that apply)	
	Common C Used for Delivery	<input type="checkbox"/>
	Emergency Repairs	<input type="checkbox"/>
	Fire Service Connections	<input type="checkbox"/>
	Pump Station Construction	<input type="checkbox"/>
	Pump Station Improvements	<input type="checkbox"/>
	Restoration	<input type="checkbox"/>
	Tank Construction	<input type="checkbox"/>
	Tank Painting	<input type="checkbox"/>
	Transmission Main	<input type="checkbox"/>
	Water Treatment Plant Improvements	<input type="checkbox"/>
	Waterline (Trenching)	<input type="checkbox"/>
	Other (Explain)	<input type="checkbox"/>