

**AGENDA**

REGULAR MEETING ON AUGUST 20, 2020

3:00 P.M. AT OAKDALE, NEW YORK

AND VIRTUALLY:

**Join from a PC, Mac, iPad, iPhone or Android device:**

Please click this URL to join: <https://zoom.us/j/92499775043>

**Or join by phone:** 1 646-876-9923

Meeting ID: 924 9977 5043

**PUBLIC COMMENT**

**MINUTES FOR APPROVAL**

1. Regular Meeting – July 30, 2020

**RESOLUTION – AMENDMENT**

2. Amend Resolution 249-08-2019 to reflect a cost of \$1,500 for each of the 2 hydrants that the Authority is furnishing to FINS for the Fire Island Lighthouse main extension.

**CONTRACTS – EXTEND – ITEMS TO BE CONSIDERED ON CONSENT**

**Items 3a. through 3d. on Agenda Approved with one Resolution on Motion made by \_\_\_\_\_, duly seconded by \_\_\_\_\_, and unanimously carried.**

**CONTRACTS – EXTEND**

- 3a. Contract 7542 – for furnishing and delivery of granular calcium hypochlorite during the one-year period beginning November 1, 2020 – extend with Eagle Control Corp.

- 3b. Contract 7553 – for maintenance of fueling facilities at various Authority sites during the one-year period beginning November 1, 2020 – extend with Island Pump & Tank Corp.
- 3c. Contract 7652 – for miscellaneous minor construction and/or repairs at various structures during the one-year period beginning October 1, 2020 - extend with National Installation & GC Corp.
- 3d. Contract 7658 – for furnishing and delivery of cement lined ductile iron pipe, flanged during the one-year period beginning November 1, 2020 – extend with Metrofab Pipe Inc.

#### CONTRACTS – AWARD/REJECT

- 4a. Contract 7712 – for furnishing and installation of a bolted steel tank, Sawyer Avenue well field and pump station, West Babylon, Town of Babylon.
- 4b. Contract 7713 – for furnishing and delivery of enclosed soft starters during the one-year period beginning August 1, 2020.

#### GENERAL

- 5. Special Services
  - a) RFP 1545 – Temporary Personnel Employees for Authority Laboratory  
Extend Agreement No. 1545 with Apex Life Sciences for temporary personnel employees for the Authority’s Laboratory during the one-year period beginning October 1, 2020.
  - b) Implementation of Ernst & Young Organization Assessment – Part 1  
Organizational Structure  
Authorize the Authority’s reporting and organizational structure in accordance with the attached memo.
- 6. Equipment
  - a) Softwright Terrain Analysis Package (TAP) Software  
Authorize the purchase of the Softwright Terrain Analysis Package (TAP) Software for the Authority’s SCADA system from SoftWright, LLC of Charlottesville, Virginia, in the amount of \$8,284.
  - b) Purchase of SteamScrubber Glassware Washer  
Authorize the purchase of an additional Labconco SteamScrubber Glassware Washer for the Authority’s Laboratory from Government Scientific Source of Reston, Virginia, in the amount of \$7,534.
  - c) Interfacing Existing Administrative Offices with SCADA

Authorize upgrades in order to complete the SCADA connection for the Authority's 4040 Sunrise Highway, 4050 Sunrise Highway and 4060 Sunrise Highway, Oakdale locations from ASCO Power Services, of Florham Park, New Jersey, in the amount of \$6,645.

d) Purchase of Copper Tubing

Authorize the purchase of copper tubing – type “K” for Stores from T. Mina Supply, Inc. of Medford, New York, in the amount of \$19,534.20.

INVOICES - To be paid from the Operating Fund:

7a. Heslin Rothenberg Farley & Mesiti P.C.	\$1,140.50
7b. Putney, Twombly, Hall & Hirson LLP (Labor Counsel)	\$7,307.00

NEXT MEETING – Scheduled for September 24, 2020, at 3:00 p.m. at the Education Center, Hauppauge.

NEW BUSINESS & PUBLIC COMMENT

EXECUTIVE SESSION

REGULAR MEETING  
SUFFOLK COUNTY WATER AUTHORITY

July 30, 2020

Oakdale, New York

Present: Patrick Halpin, Chairman  
Jane Devine, Secretary  
Mario R. Mattera, Member  
Tim Bishop, Member  
Elizabeth Mercado, Member  
  
Jeffrey W. Szabo, Chief Executive Officer

The meeting was also attended by Counsel T. Hopkins and J. Milazzo; and by Messrs. Bova, Fuller, Kilcommons, Kuzman, Litka, O'Connell, Pokorny, Torres and by Mmes. Mancuso, Simson, Tinsley, Trupia and Vassallo

At this time, Mr. Hopkins stated this meeting is being held in accordance with Executive Order No. 202.2 dated March 7, 2020, which authorizes public meetings to be held remotely by conference call. Members of the public can call in on the number on SCWA's website and listen to the meeting.

Booklets containing detailed information for all Agenda items were distributed to each Member, Executive Staff and Counsel to the Authority.

At 3:00 p.m. Mr. Szabo called the meeting to order.

Mr. Hopkins then opened the meeting for public comment. No Public Comments were received prior to the start of the meeting and before the meeting is

adjourned, the email inbox will be checked again.

At this time, Mr. Szabo introduced Mike O'Connell, Director of Production Control, who presented a presentation regarding Peak Demand and the 2020 Heat Wave. The Board Members thanked Mr. O'Connell for a job well done.

Mr. Halpin presented the minutes of the regular meeting of June 25, 2020, and the minutes of the special meeting of July 9, 2020, for approval. On motion made by Mr. Mattera, duly seconded by Ms. Devine and unanimously carried, the minutes of the regular meeting held on June 25, 2020, and July 9, 2020, were approved.

Mr. Szabo referred to a contract scheduled to expire shortly, and he recommended that the Authority exercise its option to extend this contract in accordance with the letters of recommendation. These items were considered on consent and on motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(163-07-2020) RESOLVED, To extend for a one-year period beginning November 1, 2020, Contract 7545 for valve box maintenance with Roadwork Construction Corp. of Calverton, New York, in accordance with the specifications, terms and conditions of the contract.

RESOLVED, To extend for a one-year period beginning October 1, 2020, Contract 7550 for drilling of wells and test borings; Zone B (East of William Floyd Parkway), with Peconic Well & Pump Co. of Hampton Bays, New York, in accordance with the specifications, terms and conditions of the contract.

RESOLVED, To extend for a one-year period beginning November 1, 2020, Contract 7647 for furnishing of courier services with Deluxe Delivery Systems Inc. of New York, New York, in accordance with the specifications, terms and conditions of the contract.

Mr. Szabo then reviewed Contracts 7701, 7703, 7704, 7706 through 7710 and he recommended that these contracts be awarded/rescinded/rejected in accordance with the letters of recommendation.

On motion made by Ms. Devine, duly seconded by Mr. Mattera, and unanimously carried, it was

(164-07-2020) RESOLVED, That the low bid received for Items 2 through 4, 22 through 25 (Option II) under Contract 7701 for furnishing and delivery of Programmable Logic Controller and various electrical control equipment during the two-year period beginning September 1, 2020, submitted by Eagle Control Corp. of Yaphank, New York, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Thirteen Thousand Five Hundred Dollars (\$13,500), be and hereby is accepted, and be it

FURTHER RESOLVED, That the low bid for Items 6 through 19 and 26 (Option II) under Contract 7701, submitted by Industrial Controls Distributors LLC of Eaton, Ohio, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents and totaling Eighty-Seven Thousand Five Hundred Forty-Eight and 55/100 Dollars (\$87,548.55), be and hereby is accepted; and be it

FURTHER RESOLVED, That any Member and/or the Chief Executive Officer be and hereby is authorized to execute these contracts on behalf of the Authority.

On motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(165-07-2020) RESOLVED, That the low bid received for Items 5 through 7 under Contract 7703 for furnishing and delivery of thermoplastic and concrete meter vault tiles during the one-year period beginning August 1, 2020, submitted by Alessio Pipe & Construction Co., Inc. of Huntington Station, New York, in the amount of Nine Thousand Sixty Dollars (\$9,060), be and hereby is accepted; and be it

FURTHER RESOLVED, That the low bid received for Items 1 through 4 and 8 through 10 under Contract 7703 submitted by Oldcastle Enclosure Solutions of Auburn, Washington, in the amount of One Hundred Sixty-Three Thousand Six Hundred Eighty-Six and 49/100 Dollars (\$163,686.49), be and hereby is accepted; and be it

FURTHER RESOLVED, That any Member and/or the Chief Executive Officer be and hereby is authorized to execute these contracts on behalf of the Authority.

On motion made by Ms. Devine, duly seconded by Mr. Bishop, and unanimously carried, it was

(166-07-2020) RESOLVED, That the low bid received under Contract 7704 for construction of a 20" x 10" diameter well (#2) at Old Dock Road well field, submitted by Layne Christensen Co. of Holbrook, New York, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Seven Hundred Forty-Nine Thousand Four Hundred Eighty-One Dollars (\$749,481), be and hereby is accepted, and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this contract on behalf of the

Authority.

On motion made by Mr. Bishop, duly seconded by Mr. Mattera, and unanimously carried, it was

(167-07-2020) RESOLVED, That the low bid received for cars/light duty trucks-Hauppauge; cars and light duty trucks, medium/heavy duty trucks – Bay Shore, cars/light duty trucks – Coram and East Hampton, medium/heavy duty trucks – Coram and East Hampton; cars/light duty trucks – Bay Shore; cars/light duty trucks, medium/heavy duty trucks – Oakdale under Contract 7706 for furnishing of auto body repair and parts during the one-year period beginning September 1, 2020, submitted by Islandwide Auto Truck Collision Ltd. of Huntington Station, New York), be and hereby is accepted, and be it

FURTHER RESOLVED, That the low bid received for cars/light duty trucks, medium and heavy duty trucks – Westhampton under Contract 7706 submitted by Elizabeth Truck Center of Long Island, Inc. of Holtsville, New York, be and hereby is accepted; and be it

FURTHER RESOLVED, That any Member and/or the Chief Executive Officer be and hereby is authorized to execute these contracts on behalf of the Authority.

On motion made by Mr. Mattera, duly seconded by Ms. Mercado, and unanimously carried, it was

(168-07-2020) RESOLVED, That the single bid received under Contract 7707 for drilling of wells and test borings; Zone A (West of William Floyd Parkway) during the one-year period beginning October 1, 2020, submitted by Delta Well and Pump Co., Inc. of Ronkonkoma, New York, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of One Million Four Hundred Forty-Three Thousand Eight Hundred Fifteen Dollars (\$1,443,815), be and hereby is accepted, and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this contract on behalf of the Authority.

On motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(169-07-2020) RESOLVED, That the single bid received under Contract 7708 for furnishing and delivery of valve exercising equipment and valve maintenance trailer, submitted by E.H. Wachs Company of Chicago, Illinois, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Seventy-Five Thousand Eight Hundred Eight and 05/100 Dollars (\$75,808.05), be and hereby is accepted, and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this contract on behalf of the Authority.

On motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(170-07-2020) RESOLVED, That the single bid received under Contract 7709 for furnishing and delivery of butterfly valves and operator replacement pumps during the one-year period beginning October 1, 2020, submitted by Raritan Valve & Automation, Inc. of New Brunswick, New Jersey, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Eighty Thousand Three Hundred Seventy Dollars (\$80,370), be and hereby is accepted, and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this contract on behalf of the Authority.

On motion made by Mr. Mattera, duly seconded by Mr. Bishop, and unanimously carried, it was

(171-07-2020) RESOLVED, That the single bid received under Contract 7710 for furnishing and delivery of automatic blowoff control cable, submitted by Aetna Electric LLC of Garden City Park, New York, on a unit-price basis as stipulated in the bidder's proposal and calculated on estimated quantities indicated in the contract documents, at an estimated total amount of Ten Thousand Three Hundred Fifty Dollars (\$10,350), be and hereby is accepted, and that any Member and/or the Chief Executive Officer be and hereby is authorized to execute this contract on behalf of the Authority.

Mr. Szabo referred to a request regarding a special service agreement. After further explanation of details on each, and on motion made by Mr. Mattera, duly seconded by Ms. Mercado, and unanimously carried, it was

(172-07-2020) RESOLVED, To authorize the purchase of four (4) 2019 Chevrolet Silverado 1500 4WD double cab 147" work truck (offered thru a BOCES contract) from Chevrolet of Smithtown in the total amount of One Hundred Twenty-Three Thousand Nine Hundred Seventy-Six Dollars (\$123,976).

The Members reviewed several resolutions to be included in applications to the New York State Department of Environmental Conservation. After much discussion, on motion made by Ms. Devine, duly seconded by Mr. Bishop, and unanimously carried, it was

(173-07-2020) RESOLVED, To construct Well No. 3A at the Third Avenue Well Field, 5.0 acre site, located on the N/S of Third Avenue, 443' east of First Street, Brentwood, Town of Islip; to equip the well with one (1) electrically-driven, deep well turbine pump, motor; piping, electrical controls and miscellaneous appurtenances; and be it

FURTHER RESOLVED, That application be made to the Department of Environmental Conservation of the State of New York and that said application may be executed by any Member of the Authority, its Chief Executive Officer, or its Chief Engineer.

On motion made by Mr. Bishop, duly seconded by Mr. Mattera, and unanimously carried, it was

(174-07-2020) RESOLVED, To construct Well No. 1A at the Mayfair Drive Well Field, 2.0 acre site, located on the west end of Mayfair Drive and north of north property line of Woodlot Lane, Cold Spring Harbor, Town of Huntington; to equip the well with one (1) electrically-driven, deep well turbine pump, motor; piping, electrical controls and miscellaneous appurtenances; and be it

FURTHER RESOLVED, That application be made to the Department of Environmental Conservation of the State of New York and that said application may be executed by any Member of the Authority, its Chief Executive Officer, or its Chief Engineer.

On motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(175-07-2020) RESOLVED, To construct Well No. 2A at the Church Street Well Field, 2.27 acre site, located on the east side of Church Street, between Fort Salonga Road and Franklin Street, Village of Northport, Town of Huntington; to equip the well with one (1) electrically-driven, deep well turbine pump, motor; piping, electrical controls and miscellaneous appurtenances; and be it

FURTHER RESOLVED, That application be made to the Department of Environmental Conservation of the State of New York and that said application may be executed by any Member of the Authority, its Chief Executive Officer, or its Chief Engineer.

The Members reviewed the COVID-19 Response Plan. After further explanation of details, and on motion made by Ms. Devine, duly seconded by Mr. Bishop, and unanimously carried, it was

(176-07-2020) RESOLVED, To adopt the COVID-19 Response Plan - Phase III.

The Members then referred to several items regarding Authority Rules and Regulations. After much discussion, on motion made by Ms. Mercado, duly seconded by Mr. Mattera, and unanimously carried, it was

(177-07-2020) RESOLVED, To authorize providing a 1" water service to a beautification project at the intersection of Dixon Avenue and Great Neck Road in Copiague at the Authority's cost of Three Thousand Two Hundred Dollars (\$3,200), and the Town of Babylon will perform final restoration on one or a combination of patches, to be determined at a later date, of equal value to the 1" service installation fee.

On motion made by Ms. Devine, duly seconded by Mr. Bishop, and unanimously carried, it was

(178-07-2020) RESOLVED, To amend Board Resolution 288-09-2019 to reflect a scope change and increased contract costs incurred by SCWA to install a water service to the West Babylon Lions Club and the Town of Babylon at the intersection of State Rte. 109 and Great East Neck Road in West Babylon; the cost of a 1" irrigation service installation at this location was estimated at Ten Thousand Four Hundred Sixty-Two Dollars (\$10,462) and the Town in exchange was to provide restoration repair on Dollard Drive in North Babylon, on behalf of the Authority, in the estimated amount of Ten Thousand Four Hundred Ninety-Nine and 85/100 Dollars (\$10,499.85). The cost to install the water service increased to Seventeen Thousand One Hundred Eighty-Four Dollars (\$17,184). The Town has not performed the restoration, the Town will provide SCWA a credit in this amount and can be drawn against for future road restoration performed by the Town.

Mr. Szabo referred to a personnel matter. After further explanation of details on each, and on motion made by Mr. Bishop, duly seconded by Ms. Mercado, and unanimously carried, it was

(179-07-2020) RESOLVED, To authorize entering into a Memorandum of Understanding with Brooklyn Law School to provide an externship for Grace Revello, the Authority's Legal Department's intern, for the 2020 Fall semester.

Mr. Szabo referred to an item relating to equipment. After further explanation of details on each, and on motion made by Ms. Devine, duly seconded by Ms. Mercado, and unanimously carried, it was

(180-07-2020) RESOLVED, To authorize the purchase of one Lumin Purge and Trap Concentrator (PTC) and Aquatek LVA Autosampler from Teledyne Tekmar of Mason,

Ohio, for an amount not to exceed Thirty-Five Thousand Three Hundred Sixty-Eight and 76/100 Dollars (\$35,368.76).

On motion made by Mr. Mattera, duly seconded by Ms. Mercado, and unanimously carried, it was

(181-07-2020) RESOLVED, To authorize the purchase of one TurboVap II Concentration Workstation from the sole source manufacturer and distributor, Biotage of Charlotte, North Carolina, for the Authority's Laboratory, in the amount of Nine Thousand Nine Hundred Twenty-Two and 17/100 (\$9,922.17).

On motion made by Ms. Devine, duly seconded by Ms. Mercado, and unanimously carried, it was

(182-07-2020) RESOLVED, To authorize the purchase of main circuit breakers for the Authority's Lumber, Plymouth, Lambert (Copiague) and Schuyler sites from Powertech Controls Co., Inc. of Ronkonkoma, New York, in the amount of Eight Thousand Two Hundred Seventy-Two and 72/100 (\$8,272.72).

On motion made by Mr. Mattera, duly seconded by Mr. Bishop, and unanimously carried, it was

(183-07-2020) RESOLVED, To authorize payment to GT Power Systems of Wainscott, New York, for an amount not to exceed Seven Thousand Five Hundred Seventy-Six and 12/100 Dollars (\$7,576.12) to complete repairs to Generator 15000.

The Members then reviewed to a request regarding meetings, training and conferences. After further explanation of details on each, and on motion made by Ms. Mercado, duly seconded by Mr. Mattera, and unanimously carried, it was

(184-07-2020) RESOLVED To authorize Sarah Ann Tolliver, Oracle/SQL Database Administrator in the Information Technology Department, to attend the Database ONLC Training in Bohemia, New York, from August 31, 2020 through September 4, 2020, at an approximate total cost of Two Thousand Seven Hundred Ninety-Five Dollars (\$2,795).

Mr. Szabo reviewed the original invoices to be paid from the Operating Fund, and on motion made by Mr. Bishop, duly seconded by Ms. Devine, and unanimously

carried, it was

(185-07-2020) RESOLVED, That the following invoices be paid from the Operating Fund:

Dvirka & Bartilucci (tank engineers)	\$18,485.00
Goldberg & Segalla	\$80.00
LaSalle, LaSalle & Dwyer PC	\$1,115.00
Milber, Makris, Plousadis & Seiden, LLP	\$3,253.25
O'Connor, O'Connor, Hintz & Deveney, LLP	\$1,335.00
Putney, Twombly, Hall & Hirson LLP (Labor Counsel)	\$2,094.50

### SEQRA REVIEW

Where applicable, the foregoing resolutions, unless otherwise noted, will not have a significant adverse impact on the environment within the meaning of Section 8-0109 of the Environmental Conservation Law.

The Members scheduled their next regular meeting for Thursday, August 20, 2020, beginning at 3:00 p.m. at the Education Center, Hauppauge.

At this time, Mr. Hopkins stated that the email inbox was checked for Public Comment and no comments have been received.

At this time, Nick Nicholas Caracappa, President of Utility Workers' Union of America AFL-CIO, Local 393, addressed the Board regarding the COVID Response Plan – Phase III. Mr. Caracappa also discussed response times to various projects.

At 4:07 p.m., on motion made by Ms. Mercado, duly seconded by Ms. Devine, and unanimously carried, it was

(186-07-2020) RESOLVED, That the Members go into an Executive Session for the purpose of discussing litigation matters and real property.

The meeting was again called to order at 4:27 p.m.

As there was no further business to be considered, on motion made by Ms. Devine, duly seconded by Mr. Bishop, the meeting was adjourned at 4:30 p.m.

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Jane Devine, Secretary

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** August 11, 2020  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7542 – Furnish & Deliver Granular Calcium Hypochlorite  
November 1, 2020 to October 31, 2021

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Eagle Control Corp., by way of attached letter, has agreed to extend the subject contract for a third and final year.

Original contract award, September 2018, was in the total estimated amount of \$3,280.

The Authority has not incurred any expenses to date under the subject contract for the current fiscal year, beginning June 1, 2020 (FY21). For the past fiscal year, FY20, the Authority paid \$10,627 under the contract.

Eagle Control Corp., currently holds five (5) additional contracts (#7670 – Furnishing & Delivery of Calcium Hypochlorite Tablets for Various Pumping Stations, expires March 2021, amount: \$21,654; #7566B – Supply & Maintenance of Pumps & Miscellaneous Equipment (Zone B), expires May 2021, amount: \$828,810; #7533 – Furnishing & Delivery of Chemical Metering Pumps & Parts (Jesco), expires August 2021, amount: \$158,015; #7511P – Furnishing & Delivery of Chemical Control Panels, Amount: \$85,700; #7495B – Reconditioning & Redevelopment Work of Wells, expires February 2021, amount: \$264,444).

In fiscal year ending 5/31/20 (FY20), Eagle Control Corp., was paid \$1,015,067.

**Contractor's performance on the above referenced contract is satisfactory.**

We are requesting contract extension for the one-year term noted above.

Reviewed by:

Jeff. Szabo, Chief Executive Officer  
M.Torres, Purchasing Director  
J. Pokorny, Deputy, CEO Operations  
P. Kuzman, Director of Construction Maintenance  
M. O'Connell, Director of Production Control

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Attachments: 1 memo



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0334  
Fax: (631) 589-5268

July 6, 2020

Eagle Control Corporation  
23 Old Dock road  
Yaphank, NY 11980  
Attn: Frank C. Zahradka

RE: Contract No. 7542 – Furnish & Deliver Granular Calcium Hypochlorite

**Extension of Contract – November 1, 2020 to October 31, 2021**

Dear Sir / Madam:

The subject contract expires October 31, 2020. In accordance with Section II, Paragraph 2.8, this contract may be extended for two (2) years in one year increments at the same prices, if agreed upon in writing by both parties within sixty (60) days of the expiration of this Contract.

In order for this office to consider an extension, we ask your prompt acknowledgment in writing, that you are interested in accepting an extension of the current provisions of Contract No. 7542 or that you are not interested in such extension.

Please forward your written acknowledgment referencing Contract No. 7542, term of the extension and your agreement to maintain same prices to:

Suffolk County Water Authority, Att: Purchasing, P.O. Box 38, Oakdale, NY 11769-0901, you can also email your response to [marlon.torres@scwa.com](mailto:marlon.torres@scwa.com).

Again, if you choose not to extend, notify in writing to the above address.

**Please respond by July 20, 2020.**

NOTE: This letter does not constitute an offer of extension but merely confirms your interest in either extending the contract or terminating same. This letter does not constitute consent by this Department to extend the contract.

If the subject contract contains a Performance Bond or a Letter of Credit (Letter of Credit Expiration date shall be one-month past the contract expiration date), evidence of Bond renewal or a new Letter of Credit must be submitted for the new contract term to my office within thirty (30) days from notification that the contract has been extended.

Very truly yours,  
SUFFOLK COUNTY WATER AUTHORITY

M. Torres, Purchasing Director

MT/ljf  
[czahradka@eaglecontrol.com](mailto:czahradka@eaglecontrol.com)



July 22, 2020

Suffolk County Water Authority  
Attn: Marlon Torres, Purchasing Mgr.  
3525 Sunrise Highway  
Great River, New York 11739

Re: Contract No. 7542  
Furnishing & Delivery of Granular Calcium Hypochlorite

November 1, 2020 to October 31, 2021

Dear Mr. Torres:

Please be informed that Eagle Control Corporation would be willing to extend the above referenced contract as per the original terms and conditions for a term of one year, starting November 1, 2020 to October 31, 2021

Please inform this office of your intention to extend or terminate this contract at your earliest convenience..

Thank you in advance, we remain

Regards,

F.Richard Thaeder  
FRT:sdp

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** August 11, 2020  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7553 - Maintenance of Fueling Facilities at Various Authority Sites - November 1, 2020 to October 31, 2021

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Island Pump & Tank Corp., by way of the attached letter, has agreed to extend the subject contract for a third and final year.

Original contract award, September 2018, was in the total estimated amount of \$26,529.

As of June 1, 2020 (FY 21), the Authority has paid approximately \$5,502 under the subject contract.

**Contractor's performance on this contract has been satisfactory.**

Island Pump & Tank Corp., holds no additional current contracts. In fiscal year ending 5/31/20 (FY 20), they were paid \$75,694 (held contract# 7443 – Removal & Disposal of Chlorinated Wastewater from Various Sites, expired June 2020).

We are requesting contract extension for the one-year period commencing November 1, 2020, as noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
D. Mancuso, Chief Human Resources Officer  
J. Rinker, Facilities Manager

✓  
✓  
✓  
✓

Attachments: memo, tabulation



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0334  
Fax: (631) 589-5268

August 5, 2020

Island Pump & Tank Corp  
40 Doyle Ct  
East Northport, NY 11731-6405

Re: Contract No. 7553 – Maintenance of Fueling Facilities at Various Authority Sites

**Extension of Contract – November 1, 2020 to October 31, 2021**

Dear Sir / Madam:

The subject contract expires October 31, 2020. In accordance with Section II, (2.8) this contract may be extended for a period of two (2) additional years in one (1) year increments at the same prices, if agreed upon in writing by both parties within sixty (60) days of the expiration of this Contract.

In order for this office to consider an extension, we ask your prompt acknowledgment in writing, that you are interested in accepting an extension of the current provisions of Contract No. 7553 or that you are not interested in such extension.

Please forward your written acknowledgment referencing Contract No. 7553, term of the extension and your agreement to maintain same prices to:

Suffolk County Water Authority, Att: Purchasing, P.O. Box 38, Oakdale, NY 11769-0901, you can also email your response to [marlon.torres@scwa.com](mailto:marlon.torres@scwa.com).

Again, if you choose not to extend, notify in writing to the above address.

**Please respond by August 12, 2020.**

NOTE: This letter does not constitute an offer of extension but merely confirms your interest in either extending the contract or terminating same. This letter does not constitute consent by this Department to extend the contract.

If the subject contract contains a Performance Bond or a Letter of Credit (Letter of Credit Expiration date shall be one-month past the contract expiration date), evidence of Bond renewal or a new Letter of Credit must be submitted for the new contract term to my office within thirty (30) days from notification that the contract has been extended.

Very truly yours,  
SUFFOLK COUNTY WATER AUTHORITY

Marlon Torres, Purchasing Director

MT/ljf

[Michaels@islandpumpandtank.com](mailto:Michaels@islandpumpandtank.com)



**LI Office**  
40 Doyle Court  
East Northport, NY 11731-6405  
(631) 462-2226  
FAX (631) 462-6434  
[www.islandpumpandtank.com](http://www.islandpumpandtank.com)

**NY City Office**  
1381 Utica Avenue  
Brooklyn, NY 11203  
(718) 526-6525

August 10, 2020

Suffolk County Water Authority (SCWA)  
PO Box 38  
Oakdale, NY 11769  
Attn: Mr. Marlon Torres, Purchasing Director  
[Marlon.Torres@scwa.com](mailto:Marlon.Torres@scwa.com)  
(631) 563-0255

Subj: Contract No. 7553 – Maintenance of Fueling Facilities at Various SCWA Sites  
Re: CONTRACT RENEWAL, EXTENSION

Dear Mr. Torres,

We hereby accept SCWA's offer to extend the above referenced contract. This renewal will extend our current contract term another year, with the extension running from November 1, 2020 through October 31, 2021. We acknowledge all terms and prices under the base agreement shall apply and remain unchanged throughout the extension period.

Thank you. We appreciate this opportunity.

Sincerely,

A handwritten signature in blue ink that reads 'Michael Shapiro'.

Michael Shapiro  
Island Pump & Tank Corporation

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** August 11, 2020  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7652 – Miscellaneous Minor Construction and/or Repairs at Various Structures – October 1, 2020 to September 30, 2021

---

National Installation & GC Corp., by way of the attached letter, has agreed to extend the subject contract for a second year representing the first of two (2) possible one (1) year extensions.

Original contract award, October 2019, was in the total estimated amounts of \$161,650.

As of June 1, 2020 (FY21), the Authority has paid approximately \$59,606 under the subject contract.

National Installation & GC Corp., holds no additional current contracts. In fiscal year ending 5/31/2020 (FY20) they were paid \$27,592.

**Contractor' performance on the above referenced contracts is satisfactory.**

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
D. Mancuso, Chief Human Resources Officer  
J. Rinker, Facilities Manager

✓  
✓  
✓  
✓

Attachments: memo, tabulation



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0334  
Fax: (631) 589-5268

August 3, 2020

National Installation & GC Corp  
337 W John St  
Hicksville, NY 11801  
Attn: Mariana Grgas

RE: : Contract No. 7652 –Miscellaneous Minor Construction and/or Repairs at Various SCWA Structures  
in Suffolk County, NY - October 1, 2019 to September 30, 2020 - With Option to Extend

**Extension of Contract** – October 1, 2020 to September 30, 2021

Dear Sir / Madam:

The subject contract expires September 30, 2020. In accordance with Section II, Paragraph 2.8, this contract may be extended for two (2) years in one year increments at the same prices, if agreed upon in writing by both parties within sixty (60) days of the expiration of this Contract.

In order for this office to consider an extension, we ask your prompt acknowledgment in writing, that you are interested in accepting an extension of the current provisions of Contract No. 7652 or that you are not interested in such extension.

Please forward your written acknowledgment referencing Contract No. 7652, term of the extension and your agreement to maintain same prices to:

Suffolk County Water Authority, Attn: Purchasing, P.O. Box 38, Oakdale, NY 11769-0901, you can also email your response to [marlon.torres@scwa.com](mailto:marlon.torres@scwa.com).

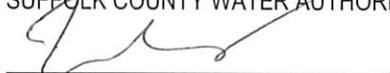
Again, if you choose not to extend, notify in writing to the above address.

**Please respond by August 17, 2020.**

NOTE: This letter does not constitute an offer of extension but merely confirms your interest in either extending the contract or terminating same. This letter does not constitute consent by this Department to extend the contract.

If the subject contract contains a Performance Bond or a Letter of Credit (Letter of Credit Expiration date shall be one-month past the contract expiration date), evidence of Bond renewal or a new Letter of Credit must be submitted for the new contract term to my office within thirty (30) days from notification that the contract has been extended.

Very truly yours,  
SUFFOLK COUNTY WATER AUTHORITY

  
M. Torres, Purchasing Director  
MT/ljf  
[national.installation@yahoo.com](mailto:national.installation@yahoo.com)

**From:** Steve Grgas <national.installation@yahoo.com>  
**Sent:** Monday, August 3, 2020 3:15 PM  
**To:** Fox, Linda  
**Cc:** Torres, Marlon  
**Subject:** Re: Contract 7652 Misc. Minor Construction and/or Repairs at Various SCWA Structures in Suffolk County-Ext Letter

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Marlon / Linda,

Thank you for your consideration. We would like to extend contract #7652 per the condition set forth in the attached letter and section II, paragraph 2.8 of the contract. We agree to maintain the same prices.

Respectfully,  
Steve Grgas

National Installation & GC Corp.  
337 W. John Street  
Hicksville, NY 11801  
516-931-3500 t  
516-931-3600 f  
[National.installation@yahoo.com](mailto:National.installation@yahoo.com)

On Monday, August 3, 2020, 15:07, Fox, Linda <[Linda.Fox@SCWA.com](mailto:Linda.Fox@SCWA.com)> wrote:

Steve,

The above subject contract is due to expire October 1, 2020. Attached is an offer of extension for the above subject contract. Please respond (as soon as possible) via email to [Marlon.torres@scwa.com](mailto:Marlon.torres@scwa.com), if you intent/or not extend this agreement.

Thank you,

**Linda Fox**  
Purchasing Department

Phone 631-563-0255

Fax 631-589-5268

[lfox@scwa.com](mailto:lfox@scwa.com)

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

**DATE:** August 11, 2020  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Extension of Contract No. 7658 – Furnishing & Delivery of Cement Lined Ductile Iron Pipe, Flanged - November 1, 2020 to October 31, 2021

---

Metrofab Pipe Inc., by way of the attached notification, has agreed to extend the subject contract for a second year, representing the first of two possible one-year extensions.

Original contract award, November 2019, was in the total estimated amounts of \$41,147.

As of June 1, 2020 (FY21), the Authority has spent approximately \$1,191 under the subject contract. In fiscal year ending 5/31/2020 (FY20) they were paid \$19,580.

Metrofab Pipe Inc., does not hold any additional contracts.

**Contractor's performance on the above referenced contract is satisfactory.**

We are requesting a one (1) year contract extension, as noted.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy, CEO Operations  
T. Kilcommons, Chief Engineer & Director  
of Research & Engineering  
P. Kuzman, Director of Construction Maintenance

✓  
✓  
✓  
✓  
✓  
-

Attachments: 1 memo & 1 tabulation



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0334  
Fax: (631) 589-5268

July 6, 2020

Metrofab Inc  
15 Fairchild Ct  
Plainview, NY 11803

RE: Contract No. 7658 – Flanged Ductile Iron Pipe Option 1 November 1, 2019 to October 31, 2020

**Extension of Contract** – November 1, 2020 to October 31, 2021

Dear Sir / Madam:

The subject contract expires October 31, 2020. In accordance with Section II, Paragraph 2.8, this contract may be extended for two (2) years in one year increments at the same prices, if agreed upon in writing by both parties within sixty (60) days of the expiration of this Contract.

In order for this office to consider an extension, we ask your prompt acknowledgment in writing, that you are interested in accepting an extension of the current provisions of Contract No. 7658 or that you are not interested in such extension.

Please forward your written acknowledgment referencing Contract No. 7658, term of the extension and your agreement to maintain same prices to:

Suffolk County Water Authority, Att: Purchasing, P.O. Box 38, Oakdale, NY 11769-0901, you can also email your response to [marlon.torres@scwa.com](mailto:marlon.torres@scwa.com).

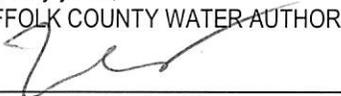
Again, if you choose not to extend, notify in writing to the above address.

**Please respond by July 20, 2019**

NOTE: This letter does not constitute an offer of extension but merely confirms your interest in either extending the contract or terminating same. This letter does not constitute consent by this Department to extend the contract.

If the subject contract contains a Performance Bond or a Letter of Credit (Letter of Credit Expiration date shall be one-month past the contract expiration date), evidence of Bond renewal or a new Letter of Credit must be submitted for the new contract term to my office within thirty (30) days from notification that the contract has been extended.

Very truly yours,  
SUFFOLK COUNTY WATER AUTHORITY

  
M. Torres, Purchasing Director

MT/ljf  
[frank@metrofabinc.com](mailto:frank@metrofabinc.com)

**From:** Frank Giordano <frank@metrofabinc.com>  
**Sent:** Friday, July 17, 2020 11:13 AM  
**To:** Fox, Linda  
**Cc:** Torres, Marlon  
**Subject:** RE: Contract 7658 flanged ductile iron pipe Option 1

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Linda:  
I spoke with management and we will be happy to extend the current contract for the fabricated pipe.  
Any questions, please call.  
Thanks.

*F. P. Giordano*

**MetroFab**

<http://metrofabinc.com/>

516-349-7373 - Inside Sales

---

**From:** Fox, Linda [<mailto:Linda.Fox@SCWA.com>]  
**Sent:** Wednesday, July 15, 2020 15:21  
**To:** 'frank@metrofabinc.com'  
**Subject:** FW: Contract 7658 flanged ductile iron pipe Option 1

---

**From:** Fox, Linda  
**Sent:** Tuesday, July 7, 2020 9:29 AM  
**To:** 'frank@metrofabinc.com' <[frank@metrofabinc.com](mailto:frank@metrofabinc.com)>  
**Cc:** Torres, Marlon <[Marlon.Torres@SCWA.com](mailto:Marlon.Torres@SCWA.com)>  
**Subject:** Contract 7658 flanged ductile iron pipe Option 1

Frank,

The above subject contract is due to expire October 31, 2020. Attached is an offer of extension for the above subject contract. Please respond by July 20, 2020 via email to [Marlon.torres@scwa.com](mailto:Marlon.torres@scwa.com), if you intent/or not extend this agreement.

Thank you,

*Linda Fox*

Purchasing Department

Phone 631-563-0255

Fax 631-589-5268

[lfox@scwa.com](mailto:lfox@scwa.com)

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**  
**INTEROFFICE CORRESPONDENCE**

**DATE:** August 11, 2020  
**TO:** Chairman/Board Members  
**FROM:** Jeff Szabo, Chief Executive Officer  
**SUBJECT:** Contract No. 7712 – Furnish & Install a Bolted Steel Tank, Sawyer Avenue Well Field and Pump Station, West Babylon, Town of Babylon

---

**Opened:** July 28, 2020 **Published:** July 1, 2020

**No. of Bids received:** 3 **Documents Sent:** 12

**Low Bidder:** Philip Ross Industries Inc.  
**Bid Amount:** \$235,000

**Recommendation:** Award to Low Bidder

Comments: Invitation to Bid documents were sent to twelve (12) prospective bidders. The Authority received three (3) bids; ranged from \$235,000 to \$254,000. Competition supports the low bid.

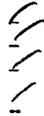
Contract is for the demolition of an existing 100,000-gallon bolted steel backwash tank and the installation of a new 100,000-gallon bolted steel backwash tank.

The Low bidder, Philip Ross Industries Inc., has performed satisfactory work for the Authority under previous contracts (#7381 – Supply & Installation of an Iron/Manganese Filtration System at Blue Point Road location and at other numerous Iron/Manganese Filtration Systems locations.

The Engineering Department has reviewed the Bid and specifications and recommends the award of this contract to Philip Ross Industries Inc.

Reviewed by:

Jeff Szabo, Chief Executive Officer  
M. Torres, Purchasing Director  
J. Pokorny, Deputy, CEO Operations  
T. Kilcommons, Chief Engineer & Director  
of Research & Engineering



Attachments: 1 memo & 1 tabulation, List of Firms Invited to Bid

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**  
**INTEROFFICE CORRESPONDENCE**

**DATE:** August 3, 2020  
**TO:** Marlon Torres, Purchasing Director  
**FROM:** Timothy J. Kilcommons, P.E., Chief Engineer   
**SUBJECT:** Contract No. 7712  
Furnish and Install a Bolted Steel Tank at the Sawyer Avenue Well Field  
and Pump Station, Village of West Babylon, Town of Babylon, NY

---

**Recommendation:**

Low Bidder:

Phillip Ross Industries, Inc.  
88 Duryea Road Suite 204  
Melville, NY 11747

**Total Estimated Amount:           \$235,000.00**

Award To:                   Low Bidder as indicated.

**Comments:**

This Contract consists of the demolition of the existing 100,000-gallon bolted steel backwash tank and installation of a new 100,000-gallon bolted steel backwash tank for the Iron Removal Filtration System at our Sawyer Avenue Well Field and Pump Station in West Babylon.

Three (3) bids were received with Phillip Ross Industries, Inc. being the lowest. Phillip Ross has performed satisfactory work with the Authority before under previous Contract No. 7381 - Supply and Installation of and Iron/Manganese Filtration System at Blue Point Road and numerous other Iron/Manganese Filtration System Projects for the Authority.

Therefore, it is recommended to award Contract No. 7712 to Phillip Ross Industries, Inc.

TJK:tl/attachments

cc: J.M. Pokorny, P.E.

M. O'Connell

S. Meyerdierks

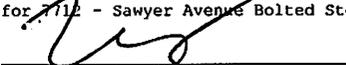
J. White

Furnish and Install a Bolted Steel Tank at the Sawyer Avenue Well Field

Bid Opening, 07/28/2020

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	6000005430 10 100612 PHILIP ROSS INDUSTRIES 88 DURYEA ROAD SUITE 204 MELVILLE NY 11747 Bid Bond 7712 - Sawyer Avenue Bolted Steel Tank	6000005431 10 102907 BENSIN CONTRACTING INC PO BOX 388 HOLTSVILLE NY 11742 Bid Bond 7712 - Sawyer Avenue Bolted Steel Tank	6000005432 10 104771 The Franklin Company Contractors 22-04 119 th Street College Point NY 11356 Bid Bond 7712 - Sawyer Avenue Bolted Steel Tank
10 Remove Existing & Install New Tank 1 EA	Total Val.: Unit Price: Rank:	235,000.00 235,000.00 1	249,400.00 249,400.00 2	254,000.00 254,000.00 3
Total Services	Val.: Rank:	235,000.00 235,000.00 1	249,400.00 0.00 2	254,000.00 0.00 3

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 07/28/2020  
 for 7712 - Sawyer Avenue Bolted Steel Tank, 11:00 AM, prevailing time, Oakdale, New York

  
 Marlon Torres, Purchasing Director

**DOCUMENTS TO:**

Bensin Contracting, Inc.  
CST Industries, Inc. d/b/a CST Storage  
The Franklin Company Contractors, Inc.  
Fred Burack Co., Inc.  
FSRC Tanks, Inc.  
Gulf Coast Tank & Construction  
HMT United Tank Technology Inc.  
Philip Ross Industries, Inc.  
Statewide Construction  
Superior Tank Co. Inc.  
Tank Connection LLC  
TF Warren Company

**Represented at Opening of Bids by:**

M. Torres, SCWA

L. Fox, SCWA

**ADDRESSES:**

Bensin Contracting, Inc.  
652 Union Avenue  
Holtsville, NY 11742  
631-758-7200  
631-758-7219 – FX  
[sue@bensincontracting.com](mailto:sue@bensincontracting.com)

CST Industries, Inc.  
d/b/a CST Storage  
903 East 104<sup>th</sup> Street, Suite 900  
Kansas City, MO 64131  
Attn: Weston Opat  
913-669-0604  
[salese@cstindustries.com](mailto:salese@cstindustries.com)

The Franklin Company Contractors, Inc.  
22-44 119<sup>th</sup> Street  
College Point, NY 11356  
Attn: William G. Klein  
718-762-5200  
718-359-7865 – FX  
718-762-5200 – Cell  
[wgklein@franklincompany.com](mailto:wgklein@franklincompany.com)

Fred Burack Co., Inc.  
15 Puritan Road  
Rye, NY 10580  
914-921-4146  
[Sara@fredburackco.com](mailto:Sara@fredburackco.com)

FSRC Tanks, Inc.  
11029 Industrial Parkway Hwy.  
Bolivar, OH 44612  
234-221-2015  
[rchapman@fsrctanks.com](mailto:rchapman@fsrctanks.com)

Gulf Coast Tank & Construction  
767 Ramona Avenue  
Grover Beach, CA 93433  
[sales@gctanks.com](mailto:sales@gctanks.com)

HMT United Tank Technology Inc.  
50 Maltese Drive  
Totowa, NJ 07512  
[tankservices@hmttank.com](mailto:tankservices@hmttank.com)

Philip Ross Industries, Inc.  
88 Duryea Road, Suite 204  
Melville, NY 11747  
631-253-3077  
631-253-0180 – FX  
631-253-3077 - Cell  
Attn: Philip Carlucci  
[Janice@philiprossind.com](mailto:Janice@philiprossind.com)

Statewide Construction  
315-433-2982  
[megan@besttank.com](mailto:megan@besttank.com)

Superior Tank Co., Inc.  
9500 Lucas Ranch Road  
Rancho Cucamonga, CA 91730  
Attn: Jennifer Marquez  
[monique@superiortank.com](mailto:monique@superiortank.com)

Tank Connection, LLC  
614 N. 2nd Street, Suite B  
Rogers, AR 72756  
[sales@tankconnection.com](mailto:sales@tankconnection.com)

TF Warren Group  
Bob Benish  
2202 Newmarket Drive  
Louisville, KY 40222  
866-700-2500 office  
417-389-2387 cell  
[douglas.tlasatt@tfwarren.com](mailto:douglas.tlasatt@tfwarren.com)



**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**  
**INTEROFFICE CORRESPONDENCE**

**DATE:** July 28, 2020  
**TO:** M. Torres, Purchasing Director  
**FROM:** T.J. Kilcommons, P.E., Chief Engineer/Director of R&D  
**SUBJECT:** Contract No. 7713  
Furnishing and Delivery of Enclosed Soft Starters  
For the Period August 1, 2020 Through July 23, 2021



---

**Recommendation:**

Low Bidder:

Conserve Lighting & Electrical Supplies  
3905 Crescent Street  
Long Island City, NY 11101

**Total Estimated Amount: \$70,064.00**

Award to:

Low bidder as indicated above.

**Comments:**

Conserve Lighting & Electrical Supplies (Conserve) has no previous experience with the Authority, but their references were positive. Therefore, it is recommended that they be awarded Contract 7713.

TJK:RD/attachments

cc: J.M. Pokorny, P.E., M. O'Connell, R. Dickman, P.E.

F & D Enclosed Soft Starters for the Period 8/1/20 - 7/31/21

Bid Opening, 07/21/2020

Line Item Sh. Text Qty. in Base Unit	Material Mat. Group	Quot.: Bidder: Name: House No: Street: City: Region: Post Code: Item Text:	6000005420 107295 Conserve Lighting & Electrical Supplies 3905 Crescent Street Long Island City NY 11101 Cashier's Check \$1,000.00	6000005422 105825 WESCO DISTRIBUTION 500 PRIME PL HAUPPAUGE NY 11788 No Bid Deposit	6000005423 100234 GRAYBAR ELECTRIC CO INC  800 HUYLER ST TETERBORO NJ 07608 Bid Bond
00010 19053 STARTER, SOFT, 77A, 60HP, COMPLETE 1 EA		Total Val.: Unit Price: Rank:	2,715.00 2,715.00 1	3,016.00 3,016.00 3	6,733.44 6,733.44 4
00020 19054 STARTER, SOFT, 125A, 100HP, COMPLETE 5 EA		Total Val.: Unit Price: Rank:	15,125.00 3,025.00 1	16,820.00 3,364.00 3	41,016.05 8,203.21 4
00030 19055 STARTER, SOFT, 180A, 150HP, COMPLETE 5 EA		Total Val.: Unit Price: Rank:	26,050.00 5,210.00 1	28,925.00 5,785.00 3	51,134.60 10,226.92 4
00040 19056 STARTER, SOFT, 242A, 200HP, COMPLETE 1 EA		Total Val.: Unit Price: Rank:	5,709.00 5,709.00 1	6,400.00 6,400.00 2	11,268.62 11,268.62 3
00050 18891 STARTER, SOFT, 77A, 60HP, STARTER REPL 1 EA		Total Val.: Unit Price: Rank:	3,025.00 3,025.00 2	3,360.00 3,360.00 4	1,115.88 1,115.88 1
00060 18892 STARTER, SOFT, 125A, 100HP, STARTER REP 1 EA		Total Val.: Unit Price: Rank:	4,070.00 4,070.00 2	4,570.00 4,570.00 4	1,578.26 1,578.26 1
00070 18893 STARTER, SOFT, 180A, 150HP, STARTER REP 1 EA		Total Val.: Unit Price: Rank:	4,214.00 4,214.00 2	4,730.00 4,730.00 4	2,098.76 2,098.76 1
00080 18894 STARTER, SOFT, 242A, 200HP, STARTER REP 1 EA		Total Val.: Unit Price: Rank:	4,290.00 4,290.00 2	4,765.00 4,765.00 4	2,390.29 2,390.29 1
00090 19284 STARTER, SOFT, 77A, 60HP, 100A CB REPL 1 EA		Total Val.: Unit Price: Rank:	525.00 525.00 2	587.00 587.00 4	435.59 435.59 1
00100 19285 STARTER, SOFT, 125A, 100HP, 150A CB REP 1 EA		Total Val.: Unit Price: Rank:	755.00 755.00 2	846.00 846.00 4	300.54 300.54 1
00110 19286 STARTER, SOFT, 180A, 150HP, 250A CB REP 1 EA		Total Val.: Unit Price: Rank:	914.00 914.00 2	1,015.00 1,015.00 4	345.49 345.49 1
00120 19287 STARTER, SOFT, 242A, 200HP, 400A CB REP 1 EA		Total Val.: Unit Price: Rank:	2,025.00 2,025.00 2	2,250.00 2,250.00 4	1,382.21 1,382.21 1

F & D Enclosed Soft Starters for the Period 8/1/20 - 7/31/21

Bid Opening, 07/21/2020

Line Item Sh. Text Qty. in Base Unit	Material Mat. Grou	Quot.: Bidder: Name: House No: Street: City: Region: Post Code: Item Text:	6000005421 101068 POWERTECH CONTROLS CO., INC PO BOX 9443 UNIONDALE NY 11555-9443 Official Check - \$1,000.00
00010 19053 STARTER, SOFT, 77A, 60HP, COMPLETE 1 EA		Total Val.: Unit Price: Rank:	2,795.39 2,795.39 2
00020 19054 STARTER, SOFT, 125A, 100HP, COMPLETE 5 EA		Total Val.: Unit Price: Rank:	15,585.75 3,117.15 2
00030 19055 STARTER, SOFT, 180A, 150HP, COMPLETE 5 EA		Total Val.: Unit Price: Rank:	26,812.90 5,362.58 2
00040 19056 STARTER, SOFT, 242A, 200HP, COMPLETE 1 EA		Total Val.: Unit Price: Rank:	59,935.32 59,935.32 4 As Corrected
00050 18891 STARTER, SOFT, 77A, 60HP, STARTER REPL 1 EA		Total Val.: Unit Price: Rank:	3,112.99 3,112.99 3
00060 18892 STARTER, SOFT, 125A, 100HP, STARTER REP 1 EA		Total Val.: Unit Price: Rank:	4,264.46 4,264.46 3
00070 18893 STARTER, SOFT, 180A, 150HP, STARTER REP 1 EA		Total Val.: Unit Price: Rank:	4,384.18 4,384.18 3
00080 18894 STARTER, SOFT, 242A, 200HP, STARTER REP 1 EA		Total Val.: Unit Price: Rank:	4,415.25 4,415.25 3
00090 19284 STARTER, SOFT, 77A, 60HP, 100A CB REPL 1 EA		Total Val.: Unit Price: Rank:	543.39 543.39 3
00100 19285 STARTER, SOFT, 125A, 100HP, 150A CB REP 1 EA		Total Val.: Unit Price: Rank:	784.07 784.07 3
00110 19286 STARTER, SOFT, 180A, 150HP, 250A CB REP 1 EA		Total Val.: Unit Price: Rank:	941.02 941.02 3
00120 19287 STARTER, SOFT, 242A, 200HP, 400A CB REP 1 EA		Total Val.: Unit Price: Rank:	2,083.05 2,083.05 3

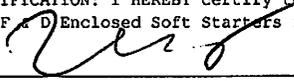
TABULATION OF BIDS  
 CONTRACT NO. 7713

F & D Enclosed Soft Starters for the Period 8/1/20 - 7/31/21

Bid Opening, 07/21/2020

Line Item Sh. Text Qty. in Base Unit	Material Mat. Group	Quot.: Bidder: Name: House No: Street: City: Region: Post Code: Item Text:	6000005421 101068 POWERTECH CONTROLS CO., INC PO BOX 9443 UNIONDALE NY 11555-9443 Official Check - \$1,000.00
M009 F & D of LUGS: - 52A to 77A RANGE 1 EA		Total Val.: Unit Price: Rank:	21.56 21.56 2
M009 F & D of LUGS: - 99A to 125A RANGE 5 EA		Total Val.: Unit Price: Rank:	225.75 45.15 1
M009 F & D of LUGS: - 156A to 242A RANGE 6 EA		Total Val.: Unit Price: Rank:	405.18 67.53 2
Total Quot.		Total Val.: Rank:	126,310.26 4

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 07/21/2020  
 for F & D Enclosed Soft Starters for the Period 8/1/20 - 7/31/21, 11:00 AM, prevailing time, Oakdale, New York

  
 Marlon Torres, Purchasing Director

**CONTRACT NO. 7713**  
**Furnish & Deliver Enclosed Soft Starters**  
**Bid Opening: July 21, 2020**

**CONTRACT DOCUMENTS SENT TO:**

Conserve Lighting and Electrical Supplies	3905 Crescent Street	Long Island City, NY 11101	eevans@conserveelectric.com
Graybar Electric Co., Inc.	800 Huyler Street	Teterboro, NJ 07608	Alonzo.wilson@graybar.com
Lexington Technologies, Inc.	99 Rome St	Farmingdale, NY 11735	<a href="mailto:paul@lexingtontech.net">paul@lexingtontech.net</a>
Monarch Electric Co. Inc	33 Comac Loop #6	Ronkonkoma, NY 11779	<a href="mailto:ljmackie@monarchelectric.com">ljmackie@monarchelectric.com</a>
Power Resources International	31 Nancy St	West Babylon, NY 11704	<a href="mailto:Ellen.morelliford@priinc.com">Ellen.morelliford@priinc.com</a>
Powertech Controls Co. Inc.	101 Christopher Street	Ronkonkoma, NY 11779	
Wesco Distribution	500 Prime Place	Hauppauge, NY 11788	www.wesco.com
<a href="mailto:cbrockey@kellyhayes.com">cbrockey@kellyhayes.com</a> ; <a href="mailto:ellen.morelliford@priinc.com">ellen.morelliford@priinc.com</a> ; <a href="mailto:jpollaccio@avonelec.com">jpollaccio@avonelec.com</a> ; <a href="mailto:jskinner@systemsintegrated.com">jskinner@systemsintegrated.com</a> ; <a href="mailto:laurie.greer@aetnaelectric.com">laurie.greer@aetnaelectric.com</a> ; <a href="mailto:ljmackie@monarchelectric.com">ljmackie@monarchelectric.com</a> ; <a href="mailto:lois@agelectricsupply.com">lois@agelectricsupply.com</a> ; <a href="mailto:mfell etter@gcf-inc.com">mfell etter@gcf-inc.com</a> ; <a href="mailto:patrick.mchugh@graybar.com">patrick.mchugh@graybar.com</a> ; <a href="mailto:paul@lexingtontech.net">paul@lexingtontech.net</a> ; <a href="mailto:pigastiger@monarchelectric.com">pigastiger@monarchelectric.com</a> ; <a href="mailto:pmicieli@icdmall.com">pmicieli@icdmall.com</a> ; <a href="mailto:quotes@usabluebook.com">quotes@usabluebook.com</a> ; <a href="mailto:spominski@eaglecontrol.com">spominski@eaglecontrol.com</a> ; <a href="mailto:Alonzo.Wilson@graybar.com">Alonzo.Wilson@graybar.com</a>			

Present at Bid Opening:

Marlon Torres – Purchasing Director  
Linda Fox - Clerk

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: August 11, 2020  
TO: Jeff Szabo, Chief Executive Officer  
FROM: Marlon Torres, Director of Purchasing  
SUBJECT: Extension of RFP 1545 – Temporary Personnel Employees for SCWA Laboratory  
October 1, 2020 to September 30, 2021

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Apex Life Sciences, by way of attached notification, has agreed to extend the subject agreement for a second year representing the first of two possible one-year extensions.

Original contract award, in September 2019, was for an undetermined amount, proposed contract is based on a as need basis, expenditures will be based on actual utilization of personnel temp services.

As of June 1, 2020 (FY21), the Authority has paid \$4,559 for services rendered. In fiscal year ending 5/31/2020 (FY20) the Authority paid \$28,794 to Apex Life Sciences under the subject contract.

Apex Life Sciences holds no other contracts. **Contractor's performance on past contracts has been satisfactory.**

We are requesting contract extension for the one-year term noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer ✓  
M. Torres, Purchasing Director ✓  
D. Mancuso, Chief Human Resources Officer ✓  
K. Durk, Director of Water Quality & Lab Services ✓

Attachments: memo, tabulation

## Torres, Marlon

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**From:** Doug Nigro <dnigro@apexsystems.com>  
**Sent:** Tuesday, July 28, 2020 2:38 PM  
**To:** Torres, Marlon  
**Subject:** RFP 1545 - Apex Systems Extension

**Importance:** High

**CAUTION:** This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Marlon,

Apex wishes to accept the extension of RFP 1545. Thanks so much!

Douglas Nigro | Account Manager

Apex Systems  
350 Motor Pkwy, Suite 108, Hauppauge, NY 11788  
Office: 631-432-7001 | Cell: 631-219-2014  
[dnigro@apexsystems.com](mailto:dnigro@apexsystems.com) | [www.apexsystems.com](http://www.apexsystems.com)



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**SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

**TO:** Chairman and Board Members

**FROM:** Jeff Szabo, Chief Executive Officer

**DATE:** August 13, 2020

**SUBJECT:** Implementation of EY Organization Assessment – Part I –  
Organizational Structure

---

The Suffolk County Water Authority (SCWA) Board reviewed and approved Ernst and Young's 2020 Organization Assessment at the June 2020 Board Meeting.

Ernst and Young's report took into account the goals identified in the Authority's existing Ten-Year Strategic Business Plan – 2025. Implementation of the recommendations will be broken into categories and presented to the Board for consideration over the next several months.

This memo seeks approval to implement portions of EY's report related to SCWA's Organizational structure and Communications Strategy:

In order to adopt sections of the EY Report we first need to position the Authority structurally to best ensure a successful implementation. I am therefore seeking Board approval to revise our reporting and organizational structure:

**Organizational Restructure by Department**

**Office of CEO:**

Direct reports to the CEO will be reduced to the executive Senior Leadership Team (SLT) and the Director of Water Quality and Laboratory Services. Prior direct reports will be re-assigned to certain members of the SLT.

The effective date is immediately.

**Administration:**

Based on EY's recommendation, I am seeking a title change for our Chief Human Resources Officer to Deputy Chief Executive Officer for Administration. The new title will

better reflect the responsibilities and duties as recommended. Fleet Services, Storeroom, and Facilities will report to a newly created Director of General Services (see attached job description) who in turn will report to the Deputy CEO for Administration. Human Resources and Communications will report directly to the Deputy CEO for Administration. I am also seeking approval to transfer the Communications Unit (Director, Community Outreach Coordinator and the newly created Internal Communications Specialist title) to the Deputy CEO for Administration. The existing Record Retention Officer's title will be amended to Internal Communications Specialist (see attached job description). These changes will take place immediately.

**Customer Service:**

Create Director of Customer Service, Field Manager Coram and Field Manager Hauppauge titles. Recommendation takes effect immediately.

**Construction Maintenance:**

Create two Deputy Director positions for Construction Maintenance. One will oversee the Engineering portion of the department and the second will oversee the field operations and construction coordination. These changes take effect immediately. The interview process will follow.

**Legal:**

Effective immediately, Safety and Environment Supervisor will report to General Counsel.

**Finance:**

Creation of a Budget Manager title to be filled in the next budget year (see attached job description).

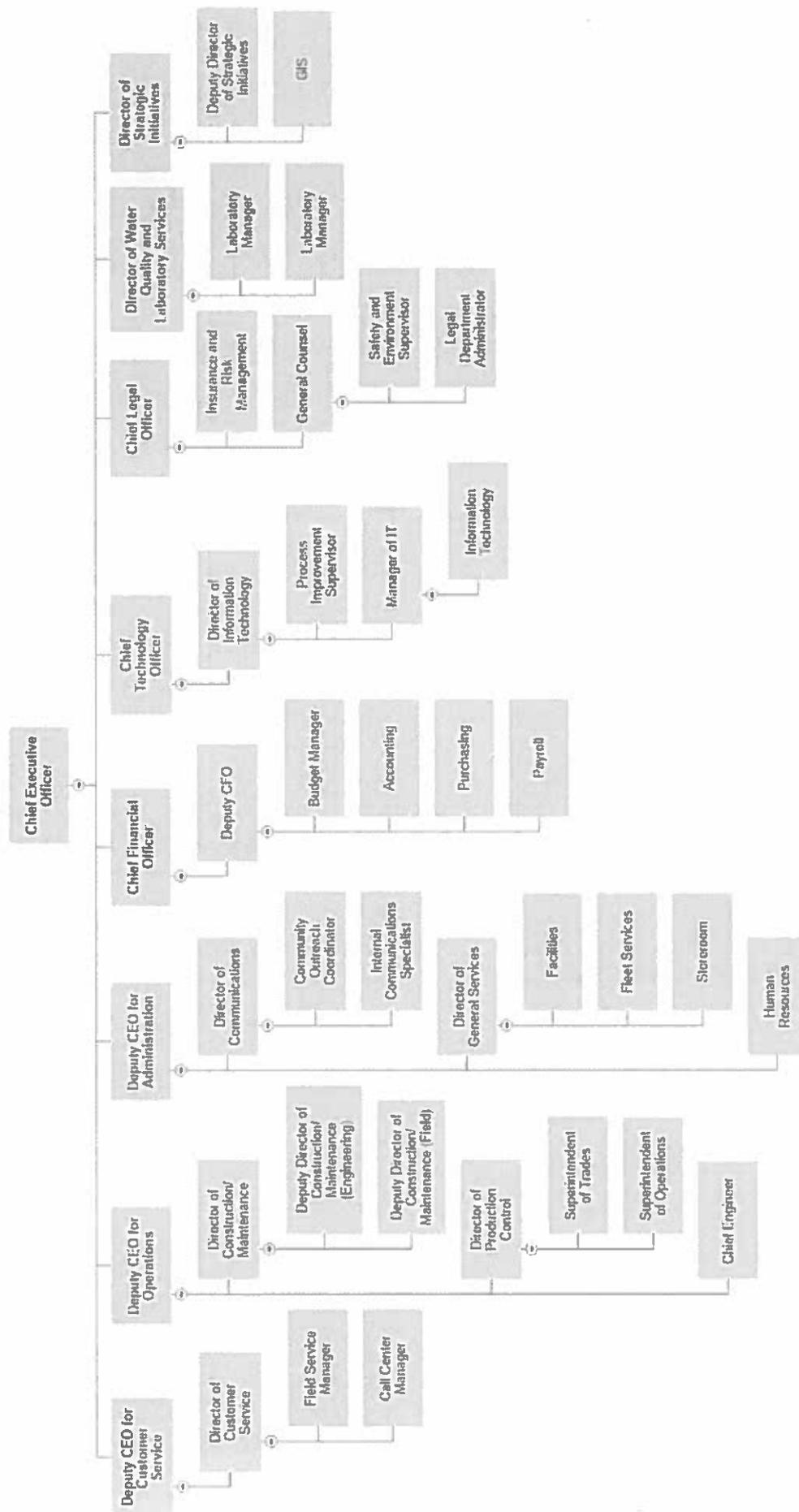
**Production Control:**

Abolish position of Deputy Director of Production Control and create the positions of a Superintendent of Trades and Superintendent of Operations in Production Control. These positions are currently posted.

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### **Information Technology:**

Maintain the title of Chief Technology Officer. Create a Manager of IT (see job description) (recommendation is on agenda for August) and a Process Improvement Supervisor (see job description). These changes will take effect immediately.



## **SCWA Communications Strategy:**

I am seeking approval to implement recommendations to reduce the existing gaps in top down communication between the SLT and all employees.

The Communications Unit has developed an SCWA communications strategy (see attached). This plan will outline enhanced efforts both internally and externally to improve communications.

The recommendation to hold monthly department head meetings to share information has already been adopted. The goal is to share timely important information across department and reduce divisional silos.

Develop individuals in each department to be Change Agents. The individuals will be part of the messaging and communication initiatives.

Weekly Message from the CEO to All Employees provides an opportunity to share information of interest with staff. The weekly Message from the CEO was expanded to include via email a question and answer format.

SCWA will implement an annual employee engagement survey. This survey will be conducted by the Human Resource Division.

All Employees have been provided access to SCWA email. Activation of all accounts will be contingent upon the roll out of our mobile workforce platform.

## **Short Term Goals**

Adopt management compensation program based on performance and merit

Develop an Internal Committee comprised of HR staff and representatives from each department to conduct an SCWA Title Review Committee to create a career ladder for employees based on performance, education and tenure. The Committee will ensure that all supervisor, manager, director and executive job descriptions are revised to include requirements for effective oral and written communication.

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

**DATE:** January 29, 2020

**TO:** Jeffrey W. Szabo, Chief Executive Officer

**FROM:** Tim Motz, Director of Communications  
Seth Wallach, Community Outreach Coordinator

**SUBJECT:** Ernst & Young Communications Review and Communications  
Department Recommendations

---

Ernst & Young's Communications Review focused on a number of facets of the Suffolk County Water Authority's internal communications processes. Below is our assessment of the key aspects of the review and our thoughts on how to proceed to improve SCWA internal communications.

In short, we found the review to be very helpful in identifying areas in need of improvement in the way employees share information and/or provide feedback—between departments, from supervisors to employees and from employees to their supervisors. We feel that a great number of the suggestions have merit and should be implemented, but in some cases, in the form of more practical remedies than offered in order to improve internal communications without placing additional time stresses on busy employees throughout the organization.

Below are issues identified in the review, E & Y's thoughts on potential remedies, and the assessment of SCWA's Communications Department on the efficacy of each recommendation and, where applicable, our thoughts on alternative solutions.

**Top-Down Communications**

The review identifies the bulk (but not all) of SCWA's current methods of communicating information from senior staff to employees (for instance, it does not reference the CEO's all-employee memos updating staff on important new developments or his regular meetings with department heads and other supervisors). It does, however, note the importance of reinforcing formal communications roles for supervisors within their departments and a formal communication structure. We firmly agree with this.

One aspect of the review we disagree with concerns the importance of every department following the same model for departmental meetings (as opposed to *inter-*departmental meetings, which is covered later). We don't think this is a "one size fits all" issue; we have different departments with different logistics, staff sizes, responsibilities and issues of time sensitivity.

Our recommendation: Reinforce formal communications roles for supervisors within each department and work with each to establish a regular, formal communications structure that makes sense for the department, whether it involves daily, weekly or monthly meetings and whether those meetings are with senior staff (with the understanding that all information is subsequently cascaded to those not present in a manner to be agreed upon) or with as many members of the department's staff as possible. We recommend the Communications Department take on the responsibility of meeting with each department head to establish this formal communication structure and report the agreed upon plan to the CEO for approval. Once a plan for each department has been approved, the department head will be responsible for updating the CEO on a regular basis on how it is being carried out.

Additionally, we feel that Town Hall meetings should become a regular feature of the calendar, perhaps on a bi-monthly basis rotating around to each of SCWA's offices. The Town Halls would include every member of the executive staff and be held, on a rotating basis, at the primary SCWA offices (Hauppauge, Bay Shore, Oakdale, Westhampton, Great River and Coram). We also think, outside brief introductions and perhaps a brief summary of latest developments, the emphasis should shift from presentations from panelists to almost entirely on taking questions and/or receiving feedback from attendees. And—as E & Y astutely notes—it is essential that all such feedback is recorded, answered (where applicable) and communicated to the full SCWA staff.

### **Interdepartmental Communications**

Interdepartmental communications is both the issue we feel is our most glaring need to address and also the one that we feel can be addressed most easily.

As E & Y notes, departments depend on each other for the vital information necessary to do their jobs; when departments don't get that information, it inhibits productivity and leads to mistakes. The Communications Department recently met with senior staff of Customer Service to see how we could better help arm them with information they need, and the result of the meeting was both a new communications tool that is already benefitting all departments and an idea for how a similar communications tool can be used to improve interdepartmental communications as a whole.

We started providing a "MEDIA BULLETIN," which is essentially a brief email that goes to all employees via email encapsulating any issue relevant to SCWA (water quality, water rates, proactive measures to be issued via press release) that the media is, or likely will, cover. Each email is branded "MEDIA BULLETIN" in capital letters so it stands out from other emails and readers know what to expect and features a brief (one or two sentences) summary of the story or press release's key points and a second brief paragraph detailing the context we want Customer Service clerks, field staff and other employees to relay to inquiring customers. The bulletins also encourage recipients to follow up with Communications Department staff with any questions about the material. This process enables all SCWA employees to be prepared with the information needed to act as "SCWA ambassadors," as it was put by the SCWA chairman.

These bulletins are put out as needed. The amount of time that goes into putting one out (very little) in relation to the positive impact spreading such information throughout the organization can have led us to believe that a similar approach to other interdepartmental communications could be a key step in addressing issues between other departments.

Our recommendation: We think each department head should create a similar template and assign a department staff member with communications skills to draft and disseminate bulletins from their respective departments. These bulletins should be branded (PC BULLETIN, C/M BULLETIN, etc.) so that the reader immediately knows what they are getting—a bulletin from a given department with *timely information* that may impact their department, so no one is caught off guard and no decision is made without all essential input, organization-wide. As with the MEDIA BULLETIN, these bulletins should be brief and crisply written, with both basic information and its significance, as well as contact information for additional questions. At the recommendation of the CEO, we'd like to assign Record Retention Officer Deborah Pfeiffer to coordinate this aspect of the communications plan (as well as work on other key components).

This small effort in each department should greatly foster interdepartmental information sharing, updates and collaboration, a key point made in E & Y's review.

These bulletins would supplement the monthly interdepartmental meetings run by the CEO, at which each department head is allotted time to share with all other department heads anything going on or coming down the pike in his or her department that could impact anyone else and to take questions from other departments.

All bulletins and key information provided at interdepartmental meetings should also be made available on the communication screens located in the public areas of SCWA buildings. The Communications staff would assume responsibility for ensuring this.

### **Two-Way Communication Channels**

As noted above, one way to immediately improve the input of employees to leadership is to make Town Hall events a regular feature of the SCWA calendar, change the emphasis to audience participation, and, most importantly, record that input and get it out to all employees along with any questions raised answered by senior staff.

We also feel that the departmental bulletins referenced above would go a long way to address the lack of a "frequent, formal and coordinated" two-way communication method noted by E & Y, since such bulletins will be both informational and provide contact information for any needed follow up (both via email and on the public area communication screens).

We would also like to seek to implement an idea for the *Main Connection* newsletter we came up with a few years back—a bonafide "Letters to the Editor" section, including responses, where warranted, from senior staff so everyone had the benefit of learning about the issue at hand and the perspective of leadership. (We sought to institute this but were unable to find willing letter writers to get the initiative off the ground). In the

meantime, though, we have already instituted a regular Q&A feature with employees pertaining specifically to questions about the COVID-19 pandemic. As questions come in, we seek the answers from various SCWA personnel and distribute both the questions and answers via email and text messages to all employees (as all employees now have official SCWA email accounts and we have mobile phone numbers for all employees).

Of the other potential improvements to two-way communication recommended by E & Y—utilizing surveys, conducting polls and engaging in “World Cafes”—we feel that an institutional annual survey is the most practical and potentially beneficial. The Communications Department could develop, distribute and analyze such a survey, which would both give all employees a means of providing vital feedback and give leadership vital information to make improvements. Conducting such surveys on an all annual basis would provide benchmark information for assessing organizational progress.

### **Instituting Enabling Platforms to Facilitate Consistent and Timely Messaging**

Implementing and utilizing enabling platforms to facilitate employee communications and provide an easily accessible repository of key SCWA information and knowledge will require more study, and the Communications Department would be happy to perform this task. E & Y did not feel the Employee Portal is presently a viable platform for employees to store and share information; the portal is currently being upgraded by Human Resources to address this concern. We do have, as part of our recent software upgrade, existing access to the collaborative platform SharePoint, which can serve as a broad-based repository of information and even a venue for informal employee communications. We could in addition, as suggested by E & Y, purchase and incorporate into our operations the mobile app Bonfyre, which is similar, but based more around employee communications with each other. But either or both would require a substantial investment of employee time for implementation and training as well substantial oversight from the IT department. More evaluation is required to determine whether senior staff feel the benefits are worth it.

### **Formalizing Means of Reviewing and Implemented Internal Communications Improvements**

As E & Y makes clear, any change made should be formalized, including review of the overall incorporated internal communications plan. We suggest that an annual meeting chaired by the CEO and attended by all stakeholders in the plan be held to accomplish this task.

### **Recommended EY Communications Structure**

(See following attachment.)

# Recommended communications structure

Communication	Existing communication channels						Channels to be introduced			Enabling platforms		Target audience	Feedback mechanism (formal)	Effectiveness measurement
	Face to face/ presentation	Email	Printed handout	Desktop/ digital screen announcement	Employee Portal	Conference calls	Webcast/video conference	Focus group discussion	SharePoint	Mobile platform				
											Cadence			
SCW & Town Hall	●	○	○	○	○	○	●	○	○	○	Annually (values)	○	●	Number of attendees, Satisfaction
Leadership team breakfast discussions	●	○	○	○	○	○	○	○	○	○	Annually (December)	○	●	Transparency attitude
"Main Connection" newsletter	○	●	●	●	●	○	○	○	●	○	Quarterly	○	●	Awareness, understanding, relevance
Lunch and learns	●	○	○	○	●	○	○	○	○	○	Monthly	○	○	Knowledge, understanding, relevance
Mobile workforce memo (for change management)	○	●	●	●	○	○	○	○	●	○	Monthly (during implementation)	○	○	Information retention, advocacy
Executive leadership communications	○	●	●	●	●	○	○	○	○	○	As needed	○	○	Awareness
Ad hoc messaging (policies and procedures)	○	●	●	●	●	○	○	○	○	○	As needed	○	○	Awareness, understanding
Communication to provide response to employee input/feedback	○	●	●	●	●	○	○	○	●	○	Monthly	○	●	Trust, fairness
Feedback zone (initiative based, for impacted stakeholders)	●	○	○	○	○	○	○	○	○	○	As needed (event based)	○	●	Continuous improvement, innovation
Employee experience survey	○	●	○	○	○	○	○	○	○	○	Quarterly	○	●	Continuous improvement, innovation, reputation

● Future state channel

★ Future state communication

○ Current state channel

● Formal feedback mechanism



## JOB DESCRIPTION

**Position:** Deputy CEO for Administration

**FLSA Status:** Exempt - Executive

**Division:** Executive

**Organizational Unit:** Human Resources

**Location:** Oakdale

**Reports to:** Chief Executive Officer

**Hours of Work:** 8:30-5:00 pm Monday-Friday

### JOB SUMMARY

Manages the daily operations of administration within SCWA and departments including HR, Communications and General Services. This position contributes to the development of staff, department goals, objectives and systems and reviews, recommends, and implements policy changes.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Plan, organize and oversee the activities of the Human Resources Department-including employment, employee relations, benefits, leaves of absence, workers compensation, HRIS reporting and training
- Work with Executive staff and Board Members to develop organizational goals and objectives
- Make high-level organizational decisions on topics including hiring, leaves, benefits administration, employee relations, etc.
- Oversee the Director of General Services and the Director of Communications and maintain a working knowledge of department projects. Make decisions on priority of projects.
- Contribute to the development of department staff through training, goal setting and process/system changes
- Support Directors, Managers and Supervisors with implementation of CBA rules, policies and procedures; suggest changes and improvements. Leads Policy Review committee.
- Conduct high-level escalated Employee Relations consultations.
- Establish annual O&M and Capital Budget expenses for departments.
- Generate RFP's for HR related vendors/services; evaluate responses and make recommendations on selection of vendor.
- HR office administration -approve all department invoices, PO's, time management, reporting, unemployment claims, etc.
- Develop and maintain the Employee Development Program for all employees.
- Ensure compliance with existing federal, state and local regulations related to employment law.

#### Non-Essential Duties and Responsibilities:

- Maintain knowledge of all department functions and roles to provide support and training necessary.
- All other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of Federal/State Employment laws (remain current on all law changes/updates); Standard HR practices; CBA; Health and Welfare benefit programs.
- Proficient in MS office, SAP, strong verbal/written communication skills, well organized, multi-tasking ability, integrative thinking.
- Ability to develop strong rapport with employees, retirees, vendors, and ability to identify problems and suggest resolutions; ability to make necessary decisions; and work with minimal supervision.
- Ability to make quick decisions and handle multiple department functions.
- Provide motivation and direction to department.

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
10 years' supervisory experience in Human Resources	15+ years' experience managing the HR functions of an organization
	Experience working with a union environment

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
Bachelor's Degree in Business Management or Human Resources concentration	Master's Degree in HRM or related field

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>
	SHRM Certification
	PHR Certification

**Driver's Licenses and Endorsements:**

<u>Minimum Required</u>	<u>Preferred</u>
Standard Driver's License	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors:                      1    
 Indoors:                      4    
 Vehicle Operation:         1  

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	0
Heat	0
Dampness	0
Heights	0
Vibration-Noise	0
Water	0
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	2
Sitting	3
Walking	2
Climbing	2
Bending	2
Crouching	1
Laying (prone)	0
Pushing-Pulling	0
Carrying	2
Twisting-Turning	0
Reaching Above	2
Lifting-Lowering	
1-15 lbs.	2
15 – 30 lbs.	0
30 lbs. +	0
Audio-Visual Needs	
Hearing	4
Near Vision	4
Peripheral Vision	0
Color Discrimination	0
Depth Perception	0
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY:	DATE:
ECL	08/11/2020
APPROVED BY:	DATE:



## JOB DESCRIPTION

<b>Position:</b>	<b>Director of General Services</b>
<b>FLSA Status:</b>	<b><u>EXEMPT-ADMINISTRATIVE</u></b>
<b>Division:</b>	Facilities Management
<b>Organizational Unit:</b>	General Services
<b>Location:</b>	Oakdale
<b>Reports to:</b>	Deputy CEO for Administration
<b>Hours of Work:</b>	7:30 am – 4:30 pm Monday - Friday

### Job Summary:

Primary responsibility is to provide direction and leadership to staff toward adherence to the department's strategies, goals and objectives. Plan, organize, direct and coordinate activities of the General Services Department, which includes the Storeroom, Facilities and Transportation. Works under the general guidance of the Deputy CEO of Administration.

Assures that assigned areas of responsibility are performed within the budget, performs cost control activities, prepares annual budget requests, and assures effective and efficient use of budgeted funds, personnel, materials, facilities and time management.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Oversees the overall day-to-day operation of the Division and manages its staff to ensure the goals, objectives and day to day staff work responsibilities are carried out in an optimal, cost effective and efficient manner.
- Oversee and manage capital projects related to SCWA's buildings and facilities from assessing needs to planning and implementing solutions.
- Work with various departments to identify issues to be addressed and develop action plans to correct them.
- Take proactive action to find and correct potential issues within SCWA in relation to the buildings and facilities possibly including HVAC, aging infrastructure, or business continuity plans.
- Oversees personnel issues within the department and works with HR to reach solutions.
- Performs annual reviews of staff performance.
- Supervise and coordinate the preparation and administration of the various department budgets.
- Establish and maintain effective working relationships with other department heads, employees, officials, general contractors and the general public.
- Works with the Fleet Manager for the preparation of the annual fleet replacement plan through management of a coordinated fleet assessment process involving all SCWA departments.
- Reviews written and oral instructions, assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Develop, budget and write contracts, works with architect and engineers and over sees all capital improvements involved with General Services.

**Non-Essential Duties and Responsibilities:**

- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Supervisory experience within a union environment with experience in progressive discipline and CBA guidelines and procedures.
- Professional level knowledge of management, department level accounting and budgeting, cost control principles, fleet control policies and procedures.
- Professional knowledge of building maintenance i.e. HVAC, plumbing, electrical, construction.
- Knowledge of fleet control, fleet maintenance, vehicle maintenance and building maintenance policies and procedures.
- Through knowledge of supervisory techniques/discipline practices.
- Skills in dealing with the public, subordinate supervisors and employees.
- Proficient in MS Office, verbal and written communication.
- Ability to develop a successful leadership style to establish and achieve exceptional organization performance and the ability to handle multiple responsibilities in a fast paced environment.
- Ability to establish and maintain effective working relationships with fellow department heads, subordinate supervisors, employees and the general public.

**Work Experience:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
5 Yrs. In building maintenance	10 years in Building Maintenance or Construction Trade and 5 years supervisory experience.

**Education Requirements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
Bachelors in Engineering or related field	Bachelors in Facilities Engineering

**Certifications and/or Professional Licenses:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
Building Operator Certificate	NYS basic code school
	Professional Engineer License

**Driver's Licenses and Endorsements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
Standard drivers license	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors: 3  
 Indoors: 3  
 Vehicle Operation: 3

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	3
Heat	3
Dampness	3
Heights	3
Vibration-Noise	2
Water	2
Chemicals	2

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	3
Sitting	2
Walking	3
Climbing	2
Bending	3
Crouching	2
Laying (prone)	1
Pushing-Pulling	1
Carrying	1
Twisting-Turning	2
Reaching Above	2
Lifting-Lowering	2
1-15 lbs.	2
15 – 30 lbs.	2
30 lbs. +	1
Audio-Visual Needs	
Hearing	4
Near Vision	4
Peripheral Vision	4
Color Discrimination	4
Depth Perception	4
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 07/21/2020
APPROVED BY:	DATE:



## JOB DESCRIPTION

<b>Position:</b>	Communications Specialist
<b>FLSA Status:</b>	<u>EXEMPT - Administrative</u>
<b>Division:</b>	Communications
<b>Organizational Unit:</b>	Communications
<b>Location:</b>	Hauppauge
<b>Reports to:</b>	Director of Communications
<b>Hours of Work:</b>	37.5 hrs/week 8:30 a.m. – 5:00 p.m. M-F

### Job Summary:

The Communications Specialist will be responsible for internal communications content delivered within the organization, including reminders, memos, executive correspondence, internal events, etc. The individual will work with the other members of the Communications team and various departments to ensure a successful communication strategy throughout the Authority.

### Duties and Responsibilities

#### Essential (Primary) Duties and Responsibilities:

- Develop short term and long term approaches for effective communication with employees including a strategic communications plan
- Manage internal communications by working with staff from various departments including, Executive Staff, HR, Legal, Emergency Management, etc. to get the needed information out timely
- Ensure that the strategic plan is executed consistently and effectively and reflects the Authority's overall mission.
- Work with the employees to ensure content understanding
- Develop content for the Employee Portal including memos, video correspondence, photos and other information.
- Assist with the design/writing of quarterly Authority employee/retiree newsletter
- Ensure that employees are receiving and engaging in company initiatives
- Maintain records within the records retention center
- Work with HR to administer and evaluate change impact assessments and employee surveys
- Applying for grants pertaining to records management
- Making recommendations for changes as needed to SCWA Records Management
- Ensure SCWA complies with NYS Archives MI-1 schedule of records retention and disposition
- Act as liaison between NYS archives and SCWA
- Coordinate SCWA's Fire Department outreach and education program
- Coordinate and participate in events and tours both virtually and in-person in the SCWA Education Center

#### Non-Essential Duties and Responsibilities:

- Working with the community outreach/public relations coordinator and assisting on larger projects/initiatives.

- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Strong working knowledge of MS Office Suite.
- Knowledge of website management
- Excellent communication skills both written and verbal
- Strong personal skills
- Working knowledge of Change Management and best practices

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
Five plus years in communications	Experience working with a utility or government agency.
	Familiarity with a unionized environment

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
Bachelor's Degree in related field	Bachelor's Degree in communications

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>

**Driver's Licenses and Endorsements**

<u>Minimum Required</u>	<u>Preferred</u>
Standard Drivers License	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors:   2  

Indoors:   4  

Vehicle Operation:   2  

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	2
Heat	2
Dampness	0
Heights	3
Vibration-Noise	0
Water	0
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	3
Sitting	3
Walking	3
Climbing	3
Bending	3
Crouching	0
Laying (prone)	0
Pushing-Pulling	1
Carrying	2
Twisting-Turning	1
Reaching Above	2
Lifting-Lowering	
1-15 lbs.	3
15 – 30 lbs.	2
30 lbs. +	0
Audio-Visual Needs	
Hearing	4
Near Vision	0
Peripheral Vision	0
Color Discrimination	4
Depth Perception	0
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 08/11/2020
APPROVED BY:	DATE:



## JOB DESCRIPTION

**Position:** DIRECTOR OF CUSTOMER SERVICE

**FLSA Status:** EXEMPT-EXECUTIVE

**Division:** Customer Service

**Organizational Unit:** Customer Service

**Location:** Coram

**Reports to:** Deputy CEO for Customer Service

**Hours of Work:** 8:00 AM – 5:00 PM

### JOB SUMMARY

Oversee the daily operations of all areas within Customer Service including call center staff and field personnel. Responsible for assisting and overseeing directors, managers, supervisors and union personnel in productivity and performance of all Customer service aspects.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Oversee, direct and monitor performance, productivity and accountability including overtime usage of all management and unionized Customer Service field and office staff.
- Directly oversee the Call Center Manager, Field Service Manager – CRO and ERO, Field Service Manager – WRO and Workforce Technology Manager.
- Assist Deputy CEO for Customer Service with the implementation of company's strategic goals and objectives.
- Coach and provide direction to managerial and unionized staff.
- Identify areas within CS for improvement and automation.
- Prepare reports, memos, directives, etc. for staff and Deputy CEO, as needed.
- Plan and project staffing needs.
- Track and ensure staff's adherence to all company policies, including but limited to, time and attendance, appearance, work rules, etc.
- Prepare and provide annual, or as needed, written evaluations of individual managerial staff.
- Report and provide feedback to Human Resources addressing staff concerns – issue discipline and praise as necessary.
- Monitor and ensure proper deployment and usage of new technology.
- Monitor and ensure all internal installation goals and objects are met.
- Provide daily direction and support to customer service management and unionized personnel.
- In conjunction with Deputy CEO and HR, handle disciplinary concerns.
- Maintain professional interaction with personnel throughout SCWA.
- Investigate and respond to concerns of management staff, other SCWA personnel and customers.
- Track and ensure department is operating within annual budget.

**Non-Essential Duties and Responsibilities:**

- Member AWWA – Customer Service Committee
- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Must have working knowledge of ground water industry to include meter repairs/installations, blow-offs, complaint triage, etc.
- Must have working knowledge of customer service office operations
- Proficient in MS Office; verbal, written, communication and organizational skills
- Ability to work well with others, direct staff, advance planning for staffing and job completion

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
5 Years – Utility Industry Field Services/ Maintenance	10 years – Utility Industry Field Services/ Maintenance
1 Year – experience working in call center management	10 years experience working in a call center/CS environment

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
High School with at least 10 years experience	MBA - Management

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>
None	Any related certifications

**Driver's Licenses and Endorsements:**

<u>Minimum Required</u>	<u>Preferred</u>
Standard Drivers License	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors: 2  
 Indoors: 3  
 Vehicle Operation: 3

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	2
Heat	2
Dampness	2
Heights	2
Vibration-Noise	1
Water	2
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	2
Sitting	3
Walking	3
Climbing	1
Bending	1
Crouching	1
Laying (prone)	1
Pushing-Pulling	1
Carrying	1
Twisting-Turning	1
Reaching Above	1
Lifting-Lowering	1
1-15 lbs.	1
15 – 30 lbs.	0
30 lbs. +	0
Audio-Visual Needs	
Hearing	4
Near Vision	4
Peripheral Vision	4
Color Discrimination	2
Depth Perception	2
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 8/17/2020
APPROVED BY:	DATE:



## JOB DESCRIPTION

**Position:** MANAGER OF FIELD SERVICES – CRO and ERO

**FLSA Status:** EXEMPT-EXECUTIVE

**Division:** Customer Service

**Organizational Unit:** Field Services

**Location:** Coram

**Reports to:** Director of Customer Service

**Hours of Work:** 8:00 AM – 5:00 PM

### JOB SUMMARY

Oversee the daily operations of all areas within Customer Service Field Operations for CS Coram office as well as office staff in Westhampton and East Hampton. Departments included are: Meter Reading/Collectors and Field Services - Central and Eastern Regions. Responsible for productivity and performance of both management and unionized staff.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Oversee, direct and monitor performance, productivity and accountability including overtime usage of all management and unionized Customer Service field staff. This includes, (1) Meter Shop Supervisor and Staff and CRO/ERO Field Supervisor and staff.
- Oversee and ensure all duties of field service staff are completed both timely and accurately
- Report directly to Director of Customer Service
- Coach and provide direction to managerial and unionized staff
- Prepare reports, memos, directives, etc. for staff and Director of Customer Service, as needed.
- Plan and project staffing needs
- Track and ensure staff's adherence to all company policies, including but limited to, time and attendance, appearance, work rules, etc.
- Prepare and provide annual, or as needed, written evaluations of individual managerial staff
- Report and provide feedback to Human Resources addressing staff concerns – issue discipline and praise as necessary
- Monitor and ensure proper deployment and usage of new technology
- Monitor and ensure all internal installation goals and objects are met
- Provide daily direction and support to field service unionized personnel in absence of field supervisor or Meter Reading supervisor
- Work in conjunction with Call Center Staff
- In conjunction with Director of Customer Service, Deputy CEO and HR, handle disciplinary concerns
- Maintain professional interaction with personnel throughout SCWA
- Investigate and respond to concerns of superiors, other SCWA personnel and customers
- Prepare annual budget for Field Services with assistance from head of the various branches (workforce, meter shop, field services)
- Track and ensure department is operating within annual budget

**Non-Essential Duties and Responsibilities:**

- Member of Safety Committee
- Member AWWA – Customer Service Committee
- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Must have working knowledge of ground water industry to include meter repairs/installations, blow-offs, complaint triage, etc.
- Proficient in MS Office; verbal, written, communication and organizational skills
- Ability to work well with others, direct staff, advance planning for staffing and job completion

**Work Experience:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
5 Years – Utility Industry Field Services/ Maintenance	10 years – Utility Industry Field Services/ Maintenance

**Education Requirements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
High School with at least 10 years experience	MBA - Management

**Certifications and/or Professional Licenses:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
None	

**Driver's Licenses and Endorsements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
Standard Drivers License	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors: 2  
 Indoors: 3  
 Vehicle Operation: 3

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	2
Heat	2
Dampness	2
Heights	2
Vibration-Noise	1
Water	2
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	2
Sitting	3
Walking	3
Climbing	1
Bending	1
Crouching	1
Laying (prone)	1
Pushing-Pulling	1
Carrying	1
Twisting-Turning	1
Reaching Above	1
Lifting-Lowering	1
1-15 lbs.	1
15 - 30 lbs.	0
30 lbs. +	0
<b>Audio-Visual Needs</b>	
Hearing	4
Near Vision	4
Peripheral Vision	4
Color Discrimination	2
Depth Perception	2
<b>Communication Ability</b>	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 8/17/2020
APPROVED BY:	DATE:



## JOB DESCRIPTION

**Position:** MANAGER OF FIELD SERVICES – WRO

**FLSA Status:** EXEMPT-EXECUTIVE

**Division:** Customer Service

**Organizational Unit:** Field Services

**Location:** Hauppauge

**Reports to:** Director of Customer Service

**Hours of Work:** 8:00 AM – 5:00 PM

### JOB SUMMARY

Oversee the daily operations of all areas within Customer Service Field Operations for CS Hauppauge office. Departments included are: Field Services Western Region and the Meter Shop. Responsible for productivity and performance of both management and unionized staff.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Oversee, direct and monitor performance, productivity and accountability including overtime usage of all management and unionized Customer Service field staff. This includes Meter Shop Supervisor and Staff and WRO field technicians.
- Oversee and ensure all duties of field service staff are completed both timely and accurately
- Report directly to Director Customer Service
- Coach and provide direction to managerial and unionized staff
- Prepare reports, memos, directives, etc. for staff and Director of Customer Service, as needed.
- Plan and project staffing needs
- Track and ensure staff's adherence to all company policies, including but limited to, time and attendance, appearance, work rules, etc.
- Prepare and provide annual, or as needed, written evaluations of individual managerial staff
- Report and provide feedback to Human Resources addressing staff concerns – issue discipline and praise as necessary
- Monitor and ensure proper deployment and usage of new technology
- Monitor and ensure all internal installation goals and objects are met
- Provide daily direction and support to field service unionized personnel in absence of field supervisor or Meter Shop supervisor
- Work in conjunction with Call Center Staff
- In conjunction with Director of Customer Service, Deputy CEO and HR, handle disciplinary concerns
- Maintain professional interaction with personnel throughout SCWA
- Investigate and respond to concerns of superiors, other SCWA personnel and customers
- Prepare annual budget for Field Services with assistance from head of the various branches (workforce, meter shop, field services)
- Track and ensure department is operating within annual budget

**Non-Essential Duties and Responsibilities:**

- Member of Safety Committee
- Member AWWA – Customer Service Committee
- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Must have working knowledge of ground water industry to include meter repairs/installations, blow-offs, complaint triage, etc.
- Proficient in MS Office; verbal, written, communication and organizational skills
- Ability to work well with others, direct staff, advance planning for staffing and job completion

**Work Experience:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
5 Years – Utility Industry Field Services/ Maintenance	10 years – Utility Industry Field Services/ Maintenance

**Education Requirements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
High School with at least 10 years experience	MBA - Management

**Certifications and/or Professional Licenses:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
None	

**Driver's Licenses and Endorsements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
Standard Drivers License	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors: 2  
 Indoors: 3  
 Vehicle Operation: 3

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	2
Heat	2
Dampness	2
Heights	2
Vibration-Noise	1
Water	2
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	2
Sitting	3
Walking	3
Climbing	1
Bending	1
Crouching	1
Laying (prone)	1
Pushing-Pulling	1
Carrying	1
Twisting-Turning	1
Reaching Above	1
Lifting-Lowering	1
1-15 lbs.	1
15 – 30 lbs.	0
30 lbs. +	0
Audio-Visual Needs	
Hearing	4
Near Vision	4
Peripheral Vision	4
Color Discrimination	2
Depth Perception	2
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 8/17/2020
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**APPROVED BY:**

**DATE:**



## JOB DESCRIPTION

**Position:** Deputy Director of CM - FIELD

**FLSA Status:** EXEMPT-ADMINISTRATIVE

**Division:** Construction - Maintenance

**Organizational Unit:** Operations

**Location:** CM Oakdale

**Reports to:** Director of CM

**Hours of Work:** 40 Hours/Week

### JOB SUMMARY

The Deputy Director assists the Director with the overall monitoring of the operations of the CM Oakdale office as well as CM satellite offices in Huntington, Coram, East Hampton, Westhampton. Providing administrative support and direction for Superintendents, Assistant Superintendents, supervisors, and assistant engineers so they may complete their work assigned work in a timely and efficient manner. The work includes new construction, (limited new main and installation & replacement main installation, water main offset, pump station piping. Hydrant installations service installation) and planned and emergency maintenance (valve replacement, hydrant repair, main and service leak repair, valve box repair, leak survey detection, hydrant inspections etc. All of which is completed by the SCWA crews or contractors under contract with SCWA.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Distribute and prioritize projects
- Handle escalated employee and project issues that may arise
- Maintain project scopes
- Supervise staff
- Supervise scheduling of work
- Enforce company policy
- Oversee training and development of all CM staff in things like Mobile Work Force, HR Topics, new field technologies, etc.
- Work with Superintendent to evaluate employee performance
- Create monthly benchmark report
- Approve requisitions and assist with budgeting of new projects
- Evaluate equipment, materials, new products new technology
- Participate in applicant interviews

#### Non-Essential Duties and Responsibilities:

- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Must have knowledge and experience relation to all phases of new construction and maintenance of mains and appurtenances
- Solid knowledge of underground infrastructure and a working water system
- Individual should possess excellent communication and organizational skills and be proficient in MS Word and SAP, Excel and Outlook
- This individual must possess the ability to interact with people of varying backgrounds

**Work Experience:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
10 years construction and maintenance of water distribution system including 2 years in a supervisory capacity	15 years in construction and or maintenance of water distribution systems including 5 years in a supervisory capacity

**Education Requirements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
High School Diploma/GED	Associates degree in Engineer or Applied Sciences Construction management

**Certifications and/or Professional Licenses:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
Water System Operator Grade D	Water Treatment Plant Operator

**Driver's Licenses and Endorsements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
CDL B and DOT	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors:	2
Indoors:	3
Vehicle Operation:	3

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	0
Heat	0
Dampness	0
Heights	0
Vibration-Noise	0
Water	0
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	3
Sitting	3
Walking	3
Climbing	0
Bending	1
Crouching	0
Laying (prone)	0
Pushing-Pulling	0
Carrying	1
Twisting-Turning	1
Reaching Above	1
Lifting-Lowering	
1-15 lbs.	2
15 – 30 lbs.	1
30 lbs. +	0
Audio-Visual Needs	
Hearing	4
Near Vision	4
Peripheral Vision	2
Color Discrimination	2
Depth Perception	2
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY:	DATE:
ECL	8/11/2020
APPROVED BY:	DATE:



## JOB DESCRIPTION

**Position:** DEPUTY DIRECTOR OF CONSTRUCTION MAINTENANCE - Operations

**FLSA Status:** TO BE COMPLETED BY HUMAN RESOURCES

**Division:** Construction Maintenance

**Organizational Unit:** Operations

**Location:** Oakdale

**Reports to:** Director of Construction Maintenance

**Hours of Work:** \_\_\_\_\_

### JOB SUMMARY:

The Deputy Director, with wide latitude for independent judgment and processes, supports the Director in the administration and day-to-day oversight of the Construction Maintenance Department in maintaining, improving, and expanding the distribution infrastructure for SCWA. Duties include writing construction, maintenance, and material contracts, special projects, and aiding in the establishment of metrics to improve departmental efficiencies and overall distribution system quality.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Provide oversight to the day to day operations of the Construction Maintenance Department which is involved with the maintenance, improvement, and expansion of the SCWA underground distribution infrastructure.
- Work with Supervisors and assist in the personnel management of the department in regard to scheduling, collective bargaining issues and overall development.
- Write construction, maintenance and material contracts, special projects, and aid in the establishment metrics to improve departmental efficiencies and overall distribution system quality.
- Planning and developing programs for workplace efficiency, system reliability, future expansion, and fire flows.
- Assist with the preparation and administration of a capital budget of approximately \$22 million.
- Assist in labor relations issues/collective bargaining agreement administration.
- Act as a liaison with outside agencies and community organizations.

#### Non-Essential Duties and Responsibilities:

- Liaison with outside agencies, attend HOA meetings
- All other duties as assigned

#### Knowledge, Skills, and Abilities:

- Working knowledge of public works and utility construction techniques and laws
- Proficient in MS Office, SAP, ability to use GIS systems, hydraulic model software

- Working knowledge of public works and utility construction techniques and laws – 7 years' experience preferred.
- Strong operational management skills – 5 years' supervisory experience preferred within a union environment.

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
10 years of water system experience	10-15 years of water system experience
5 years of supervisory experience	10 years of supervisory experience within a union environment

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
Bachelors degree	Masters in Business or Engineering

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>
Grade D – Distribution System Water System Operator	WTPO 1B Certification
Current PE License	

**Driver's Licenses and Endorsements:**

<u>Minimum Required</u>	<u>Preferred</u>
Class D	
	Class A CDL

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors: 2  
 Indoors: 3  
 Vehicle Operation: 3

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	1
Heat	1
Dampness	1
Heights	0
Vibration-Noise	1
Water	2
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	2
Sitting	3
Walking	2
Climbing	0
Bending	1
Crouching	1
Laying (prone)	0
Pushing-Pulling	1
Carrying	0
Twisting-Turning	0
Reaching Above	0
Lifting-Lowering	0
1-15 lbs.	0
15 – 30 lbs.	0
30 lbs. +	0
Audio-Visual Needs	4
Hearing	3
Near Vision	4
Peripheral Vision	3
Color Discrimination	4
Depth Perception	2
Communication Ability	4
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 08/11/2020
APPROVED BY:	DATE:



## **JOB DESCRIPTION**

**Position:** **BUDGET MANAGER**

**FLSA Status:** **EXEMPT-ADMINISTRATIVE**

**Division:** FINANCE

**Organizational Unit:** ACCOUNTING

**Location:** OAKDALE

**Reports to:** Deputy CFO

**Hours of Work:** 37.5 PER WEEK

### **JOB SUMMARY**

The Budget Manager develops, oversees, and analyzes the Authority's operating and capital budget needs. This role works closely with department heads to review annual budget proposals and is responsible for compilation of all department budgets into the overall organization-wide budget. The Budget Manager analyzes and evaluates the status of the budgets throughout the year and is responsible for all budgetary compliance related matters.

### **DUTIES and RESPONSIBILITIES**

#### **Essential (Primary) Duties and Responsibilities:**

- Administer the Authority's organization-wide budgeting process, including compilation of all department budgets and preparation of the annual budget document
- Collaborate with and guide department heads to forecast future departmental needs, including capital project budgeting
- Work directly with senior Finance professionals to ensure annual budgets are supported by rate structuring forecasts
- Evaluate current and historical budget trends in comparison to actuals, present analysis to senior management
- Monitor all capital and operating budgets to proactively identify and address potential budget and cash flow matters
- Ensure budgetary compliance with State and Federal agencies, including the annual submission to the New York State Public Authority Reporting Information System (PARIS)
- Design, implement, and ensure internal compliance with budgeting policies and procedures

#### **Non-Essential Duties and Responsibilities:**

- All other duties as assigned

#### **Knowledge, Skills, and Abilities:**

- Advanced skill set using Microsoft Excel, Word, and PowerPoint
- Ability to handle sensitive and confidential information with discretion
- Interact and communicate effectively with individuals within and outside the organization
- Ability to work under pressure and meet deadlines
- Experience in SAP a plus

**Work Experience:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
5+ years of accounting or finance experience	5+ years of budgeting experience

**Education Requirements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
Bachelors Degree in Accounting	Masters Degree in Accounting or Business

**Certifications and/or Professional Licenses:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
	Any related certifications

**Driver's Licenses and Endorsements:**

<b><u>Minimum Required</u></b>	<b><u>Preferred</u></b>
N/A	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors: 0  
 Indoors: 4  
 Vehicle Operation: 0

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	0
Heat	0
Dampness	0
Heights	0
Vibration-Noise	0
Water	0
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	2
Sitting	3
Walking	2
Climbing	0
Bending	1
Crouching	1
Laying (prone)	0
Pushing-Pulling	0
Carrying	0
Twisting-Turning	0
Reaching Above	1
Lifting-Lowering	
1-15 lbs.	0
15 – 30 lbs.	0
30 lbs. +	0
Audio-Visual Needs	
Hearing	3
Near Vision	3
Peripheral Vision	0
Color Discrimination	0
Depth Perception	0
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY:	DATE:
ECL	08/17/2020

APPROVED BY:

DATE:



## JOB DESCRIPTION

<b>Position:</b>	<b>SUPERINTENDENT OF TRADES</b>
<b>FLSA Status:</b>	<u>Exempt - Admin</u>
<b>Division:</b>	Operations
<b>Organizational Unit:</b>	Production Control
<b>Location:</b>	Bay Shore
<b>Reports to:</b>	Director
<b>Hours of Work:</b>	7:30 AM – 4:30 PM Mon – Fri

### JOB SUMMARY

The Superintendent of Trades is responsible for the management of the Maintenance Division of Production Control and reports directly to the Director of Production Control. Provide management to the Electrical Supervisor, Instrumentation and Control Supervisor, Mechanical Supervisor, and the Assistant Trades Supervisor. The Superintendent is responsible for maintaining the proper operation of all SCWA mechanical and electrical water supply assets in Production Control. Responsible for planning and completing preventative and corrective maintenance to these assets to ensure a continued safe and reliable water supply. Coordinate with other SCWA departments when necessary to ensure timely project implementation and continued operations. Coordinate with the Superintendent of Operations to ensure that assets are available to meet water supply demands. Act as the Material Master for the Bay Shore Warehouse and ensure that materials are available for continued maintenance and operations and inventory is properly maintained. Supervise the Bay Shore storekeepers that work in the warehouse. Ensure that Maintenance Division Employees are properly trained and educated to perform the tasks they are required to do. Prepare and manage an annual division budget. Conduct long term planning for minor capital projects and departmental needs as well as short term decision making to meet current requirements. Must be available to respond to emergencies 24 / 7.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Management of the Maintenance section of Production Control
- Communicate to all employees direction and information from the CEO, Executive Staff and Admin
- Direct supervision of Trades Supervisors and unionized Maintenance staff
- Coordinates with PC Superintendent of Operations and supervisors, Engineering and Construction Maintenance on planning and implementing pump station construction projects
- Identifies maintenance needs, makes recommendations for repairs or potential capital improvements
- Inspection of SCWA water supply and treatment assets to ensure proper operation and maintenance. Troubleshoot operational problems. Generate work orders as needed
- Material Master for Production Control responsible for the operation of the Bay Shore warehouse and acquisition of materials for all of Production Control

#### Non-Essential Duties and Responsibilities:

- Training of new and existing PC personnel on maintenance topics
- Analyze staffing levels to ensure workforce capacity is adequate for relevant workload
- Perform the functions of Production Control Director during periods of absence
- Prepare contracts for minor pump station maintenance work
- Review miscellaneous reports to ensure accuracy
- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Must have a solid knowledge base of water supply operations and maintenance. Understanding of water supply hydraulics, mechanical systems, electrical systems as well as instrumentation and control.
- Ability to forecast work priorities, as well as respond to rapidly changing priorities based upon needs of the water system and the needs of SCWA
- Highly organized to follow-through skills to see projects to completion
- Good oral and written communication skills. Ability to supervise and motivate management and union personnel
- Ability to work with other disciplines within SCWA to meet the Department's goals.
- Knowledgeable in the use of computers and working with MS Office, SAP computer software.
- Must be able available for emergencies 24/7.
- Be mechanically inclined with excellent troubleshooting ability.

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
10 years in the operation of a water supply system or related field.	10 years in the operation of the SCWA water supply system.
2 years of supervisory experience.	5 years of supervisory experience.

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
High School Diploma/ GED	Bachelor's Degree in Engineering or related.
Some technical training	

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>
NYS Water Treatment Plant Operator - Grade 2B	NYS Water Treatment Plant Operator - Grade 1B

**Driver's Licenses and Endorsements:**

<u>Minimum Required</u>	<u>Preferred</u>
NYS Class D	NYS CDL B w/ Haz-Mat Endorsement

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors: \_\_\_\_\_ 3 \_\_\_\_\_

Indoors: \_\_\_\_\_ 3 \_\_\_\_\_

Vehicle Operation: \_\_\_\_\_ 3 \_\_\_\_\_

**Working With:** Specify the frequency (please refer to table on right).

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

Cold	3
Heat	3
Dampness	3
Heights	1
Vibration-Noise	2
Water	3
Chemicals	3

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	3
Sitting	3
Walking	3
Climbing	2
Bending	2
Crouching	2
Laying (prone)	1
Pushing-Pulling	2
Carrying	2
Twisting-Turning	3
Reaching Above	2
Lifting-Lowering	
1-15 lbs.	2
15 – 30 lbs.	2
30 lbs. +	1
Audio-Visual Needs	
Hearing	3
Near Vision	3
Peripheral Vision	2
Color Discrimination	3
Depth Perception	3
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 7/29/202
APPROVED BY:	DATE:



## JOB DESCRIPTION

<b>Position:</b>	<b>SUPERINTENDENT OF OPERATIONS</b>
<b>FLSA Status:</b>	<u>Exempt - Admin</u>
<b>Division:</b>	Operations
<b>Organizational Unit:</b>	Production Control
<b>Location:</b>	Bay Shore
<b>Reports to:</b>	Director
<b>Hours of Work:</b>	7:30 AM – 4:30 PM Mon – Fri

### JOB SUMMARY

The Superintendent of Operations is responsible for the management of the Operations Division of Production Control and reports directly to the Director of Production Control. Responsible for the daily functions of the Operations Division offices in Bay Shore, Coram, Westhampton, and East Hampton. Direct management of all Assistant Superintendents, Field Supervisors, and the Water Quality Supervisor. The Superintendent is responsible for ensuring that SCWA water supply assets in Production Control are operated in an efficient and safe manner while complying with all regulatory standards and SCWA guidelines. Coordinate with other SCWA departments when necessary to ensure continued operations. Coordinate with the PC Superintendent of Trades to ensure that assets are available to meet water supply demands. Ensure that Operations Division Employees are properly trained and educated to perform the tasks they are required to do. Prepare and manage an annual division budget. Conduct long term planning to meet current and future departmental needs. Must be available to respond to emergencies 24 / 7.

### DUTIES and RESPONSIBILITIES

#### Essential (Primary) Duties and Responsibilities:

- Management of the Operations section of Production Control
- Direct supervision of Assistant Superintendents, Operations Field Supervisors and Operations Union staff.
- Ensures adequate staffing to meet daily workload while optimizing operations to manage costs
- Coordinates with the Laboratory to ensure water quality and regulatory compliance.
- Coordinates with PC Superintendent of Trades and supervisors, Engineering and Construction Maintenance on planning and implementing pump station maintenance and construction projects
- Interface with local regulatory agencies to ensure compliance of SCWA facilities
- Identifies maintenance needs, makes recommendations for repairs or potential capital improvements
- Inspection of SCWA water supply and treatment assets to ensure proper operation and maintenance
- Troubleshoot problems in the distribution system related to pump operation or chemical treatment etc.
- Coordinate with Customer Service and Investigate customer complaints
- Communication of all communications from the CEO and Admin to all employees to ensure everyone is informed properly

#### Non-Essential Duties and Responsibilities:

- Training of new and existing PC personnel

- Review and completion of all required operational reports
- Review water system operations via SCADA to identify and correct operational problems
- Review and modify operational settings to optimize pump operations to meet demand
- Prepare contracts for minor pump station maintenance
- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- Must have a solid knowledge base of water supply operations and maintenance. Understanding of water supply hydraulics
- Ability to forecast work priorities, as well as respond to rapidly changing priorities based upon needs of the water system and the needs of SCWA
- Highly organized with follow-through skills to see projects to completion
- Good oral and written communication skills. Ability to supervise and motivate management and union personnel
- Ability to work with other disciplines within SCWA to meet the Department’s goals
- Knowledgeable in the use of computers and working with MS Office, SAP computer software
- Must be able available for emergencies 24/7
- Be mechanically inclined with excellent troubleshooting ability

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
10 years in the operation of a water supply system or related field.	10 years in the operation of the SCWA water supply system.
2 years of supervisory experience.	5 years of supervisory experience.

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
High School Diploma/ GED	Bachelor’s Degree in Engineering or related.
Some technical training	

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>
NYS Water Treatment Plant Operator - Grade 2B	NYS Water Treatment Plant Operator - Grade 1B and D

**Driver’s Licenses and Endorsements:**

<u>Minimum Required</u>	<u>Preferred</u>

NYS Class D

NYS CDL C w/ Haz-Mat Endorsement

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors:     3    

Indoors:     3    

Vehicle Operation:     3    

0 = Never

1 = Not Often

2 = Occasionally

3 = Often

4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	3
Heat	3
Dampness	3
Heights	1
Vibration-Noise	2
Water	3
Chemicals	3

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	3
Sitting	3
Walking	3
Climbing	2
Bending	2
Crouching	2
Laying (prone)	1
Pushing-Pulling	2
Carrying	2
Twisting-Turning	3
Reaching Above	2
Lifting-Lowering	
1-15 lbs.	2
15 – 30 lbs.	2
30 lbs. +	1
Audio-Visual Needs	
Hearing	3
Near Vision	3
Peripheral Vision	2
Color Discrimination	3
Depth Perception	3
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY:  
ECL

DATE:  
7/29/2020

APPROVED BY:

DATE:



## JOB DESCRIPTION

<b>Position:</b>	<b>IT Manager</b>
<b>FLSA Status:</b>	Exempt –Computer
<b>Division:</b>	Information Technology
<b>Organizational Unit:</b>	IT Systems and Applications
<b>Location:</b>	Oakdale
<b>Reports to:</b>	Director of Information Technology
<b>Hours of Work:</b>	37.5 hours /week 8:30 a.m. - 5:00 p.m. M-F

### Job Summary:

This person will assist the IT Director in the coordination, direction and implementation of IT related projects for various groups. This person will also be responsible for the development of future plans to enhance the strategic goals for the IT Department and the Authority as a whole.

### Duties and Responsibilities

#### Essential (Primary) Duties and Responsibilities

- Provide leadership and vision to the Information Technology Department; oversee the day-to-day responsibilities/assignments and productivity of the IT staff.
- Plan and implement solutions to known issues.
- Work with various department groups to oversee and distribute projects including Technicians, Systems, Networking, Telephony etc.
- Evaluate and improve the current network security to protect Authority Information.
- Assist IT Director with direct supervision of employees including scheduling, performance evaluation process, and overall department development.
- Experience working with Microsoft Windows Architecture - MS Windows Active Directory (AD), and Group Policy Objects (GPO).
- Proactively monitor system performance and perform system health checks.

#### Non-Essential Duties and Responsibilities

- Experience working with Ansible or Ansible Tower, or an equivalent platform (such as Chef or Puppet).
- Experience working with Red Hat Satellite patch/configuration management.
- Understanding of storage area networks and replication/backup solutions. Experience with file operations and file storage.
- Knowledge of VMWare ESX (preferred) or other virtual server environments.
- Familiarity with Microsoft Windows Server 2012/2016 including core system administration capabilities.
- All other duties as assigned

### Knowledge, Skills, and Abilities:

- Bachelor's degree in Information Technology. Master's/advanced degree preferred.
- Four to five years (or more) of relevant work experience in system administration, networking, Telephony etc.
- Knowledge of one or more scripting technologies (PowerShell, Python, Bash, etc.) and demonstrated ability to use these for automation, orchestration, or DevOps environment support.
- Experience using or supporting public cloud (AWS or Azure) infrastructure, technologies, and capabilities.
- Work experience supporting middleware technologies such as load balancers and web servers.
- Strong project management skills, with documented experience conceiving/proposing, championing, and leading significant technology projects that advance the state of infrastructure or architecture within an organization.
- Ability to troubleshoot and interact effectively with vendor support offerings.
- Ability to balance system security with the needs of a variety of stakeholder needs.
- Excellent verbal, written, interpersonal, and customer service skills and ability to establish good working relationships with a wide range of people.
- Hands-on experience with Networking, Systems, Technician work and overall project management.
- Experience maintaining Exchange/Office 365, SQL, WSUS and MS file and print services.
- Extensive knowledge and understanding of networking infrastructure; DHCP, DNS, and TCP/IP protocols.
- Experience with documentation for system builds, configurations, support procedures.
- Hands-on experience with VMware ESX.
- Strong understanding Backup & Disaster Recovery.
- Strong understanding of Internet and network security including Firewall/VPN/Internet Appliances.

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
7+ years experience with MS Server maintenance and support	10+ years of systems experience
7+ years managerial experience	

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
Bachelor's Degree in Computer Science	Master's Degree

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>
	Any Computer related certificates

**Driver's Licenses and Endorsements**

<u>Minimum Required</u>	<u>Preferred</u>
Standard driver's license	

**Working Conditions: Specify the frequency (please refer to table on right).**

Outdoors:              0  

Indoors:               4  

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

Vehicle Operation:   3  

**Working With:** Specify the frequency (please refer to table on right).

Cold	0
Heat	0
Dampness	0
Heights	0
Vibration-Noise	1
Water	0
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	1
Sitting	4
Walking	2
Climbing	1
Bending	1
Crouching	2
Laying (prone)	1
Pushing-Pulling	1
Carrying	3
Twisting-Turning	1
Reaching Above	1
Lifting-Lowering	
1-15 lbs.	3
15 – 30 lbs.	1
30 lbs. +	1
Audio-Visual Needs	
Hearing	3
Near Vision	4
Peripheral Vision	4
Color Discrimination	3
Depth Perception	3
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY: ECL	DATE: 08/4/2020
APPROVED BY:	DATE:



## **JOB DESCRIPTION**

**Position:** TECHNICAL IMPROVEMENT PROJECT MANGER

**FLSA Status:** EXEMPT-COMPUTER

**Division:** Information Technology

**Organizational Unit:** IT Systems and Applications

**Location:** Oakdale

**Reports to:** Chief Technology Officer

**Hours of Work:** 8:30 AM to 5:00 PM

### **JOB SUMMARY**

The Technical Improvement Project Manager acts as a project management technical lead and business analysis subject matter expert and is responsible for working with all key business functional areas to deliver technical solutions in line with the Authority's strategic goals. The manager is also responsible for providing technical project planning, management and oversight for key initiatives and implementation projects, and these projects are completed on-time, within scope and budget.

### **DUTIES and RESPONSIBILITIES**

#### **Essential (Primary) Duties and Responsibilities:**

- Technical Improvement Project Manager deals with the availability and capacity of IT services, installation of new versions of programs and changes in IT
- Support Information Technology in identifying, verifying, analyzing, and implementing process improvement and process re-engineering opportunities.
- Develop SAP and business process solutions to meet the business team's project objectives
- Designs and implements processes to monitor and control resources, budget, risks and value to Business Objectives
- Evaluates technological options by understanding enough about implications to make choices for the organization that have an appropriate balance between cost /benefit today and future implications and limitations
- Define necessary projects within the organization and create and implement feasibility plans
- Monitor project progress and ensure technical process functionality
- Assist various departments with the identification of necessary projects, IT feasibility and monitor scope
- Make recommendations to the CTO to increase efficiency within the departments systems
- Communicate and lead IT process changes to the various departments

#### **Non-Essential Duties and Responsibilities:**

- All other duties as assigned

**Knowledge, Skills, and Abilities:**

- General understanding of the technical side of information technology including Telephony, Networking, Systems Administration, etc.
- Experience in IT project management as independent lead
- Experience and knowledge of SAP modules a plus
- Experience working in a utility organization
- Excellent verbal and written communication skills are required.
- Individual must be able to interact with all levels of end-users abilities and skill levels
- The ability to multi-task and prioritize projects and tasks and make deadlines
- Work independently and follow projects/tasks to their completion

**Work Experience:**

<u>Minimum Required</u>	<u>Preferred</u>
6 years of experience involved in Information Technology	8 years of experience involved in Information Technology
3 years of management experience of a staff of 3 or more	5 years of management experience of a staff of 5 or more

**Education Requirements:**

<u>Minimum Required</u>	<u>Preferred</u>
Bachelors Degree in Computer Science (or equivalent)	Master's Degree in Computer Science (or equivalent)

**Certifications and/or Professional Licenses:**

<u>Minimum Required</u>	<u>Preferred</u>
	PMP (Project Management Professional)

**Driver's Licenses and Endorsement:**

<u>Minimum Required</u>	<u>Preferred</u>
Standard drivers license	

**Working Conditions:** Specify the frequency (please refer to table on right).

Outdoors:     0      
 Indoors:     4      
 Vehicle Operation:     1    

0 = Never
1 = Not Often
2 = Occasionally
3 = Often
4 = Always

**Working With:** Specify the frequency (please refer to table on right).

Cold	0
Heat	0
Dampness	0
Heights	0
Vibration-Noise	0
Water	0
Chemicals	0

**Physical Requirements:** Specify the frequency (please refer to table on right).

Standing	1
Sitting	4
Walking	2
Climbing	0
Bending	0
Crouching	0
Laying (prone)	0
Pushing-Pulling	0
Carrying	1
Twisting-Turning	0
Reaching Above	0
Lifting-Lowering	
1-15 lbs.	2
15 – 30 lbs.	1
30 lbs. +	1
Audio-Visual Needs	
Hearing	3
Near Vision	4
Peripheral Vision	4
Color Discrimination	3
Depth Perception	3
Communication Ability	
Read English	4
Write English	4
Speak English	4

**TO BE COMPLETED BY HUMAN RESOURCES/LEGAL**

REVIEWED BY:	DATE:
ECL	08/14/2020
APPROVED BY:	DATE:

SUFFOLK COUNTY WATER AUTHORITY  
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 17, 2020  
TO: Jeffrey Szabo, CEO  
FROM: Timothy J. Kilcommons, P.E., Chief Engineer/Director of R&D  
SUBJECT: Softwright Terrain Analysis Package (TAP) Software



As you know, the current SCADA system is aging out and the Authority is currently working on the re-design and upgrade to a new ethernet SCADA system. The process will require our Engineering Department to layout, plan, and perform RF path studies.

Robert Dickman was previously approved to attend a 2 day seminar on the use of Softwright's TAP soft package. This software will be used to model and perform RF path studies. This software will be necessary as the Authority continues toward re-designing the SCADA radio system. A quote from Softwright is attached. In addition, the software was approved under the FY2021 IT Capital Budget. Quote is attached for review.

The cost is a total of \$8,284.00

If this meets with your approval, please place this on the agenda for Board approval at their July 2021 meeting. If you have any further questions regarding the above, please contact me.

Cc: J. Pokorny, P.E.  
R. Dickman, P.E.  
File

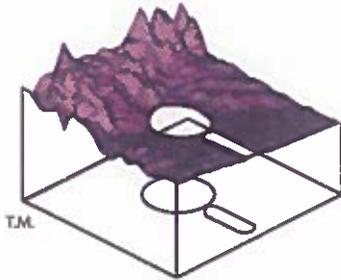
Approved by :

  
\_\_\_\_\_  
Joseph M. Pokorny, P.E.  
Deputy CEO for Operations

7/29/20

\_\_\_\_\_  
Date

# Quote



SoftWright, LLC  
 P.O. Box 7205  
 CHARLOTTESVILLE, VA 22906 US  
 (800) 728-4033  
 sales@softwright.com  
 www.softwright.com

**ADDRESS**  
 Mr. Robert Dickman  
 Suffolk County Water Authority  
 PO BOX 38  
 Oakdale, NY 11769  
 USA

**SHIP TO**  
 Mr. Robert Dickman  
 Suffolk County Water Authority  
 PO BOX 38  
 Oakdale, NY 11769  
 USA

QUOTE #	DATE	EXPIRATION DATE
2073	06/17/2020	09/17/2020

**SHIP VIA**  
 FedEx

ACTIVITY	QTY	RATE	AMOUNT
The below is for a new TAP license and data.			
<b>C-BM-B</b> TAP Basic Mapping Module-New	1	1,316.70	1,316.70T
<b>C-RF-B</b> TAP RF Facilities Module-New	1	1,821.60	1,821.60T
<b>C-3DD-B</b> TAP 3D Display Module-New	1	569.25	569.25T
<b>C-SM-B</b> TAP Shadow Map Module-New	1	480.15	480.15T
<b>C-MR-B</b> TAP Microwave Reliability Module-New	1	1,197.90	1,197.90T
<b>C-AE-B</b> TAP Antenna Elevation Module-New	1	405.90	405.90T
<b>C-VUR-B</b> TAP VHF/UHF Reliability Module-New	1	1,197.90	1,197.90T
<b>C-AP-B</b> TAP AutoPath Module-New	1	405.90	405.90T
<b>C-LU-B</b> TAP Land Use Module-New	1	623.70	623.70T
<b>C-DEMSQDEG-E</b> Digital Elevation Model data by square degree: Suffolk County, New York - 41n072w, 41n073w , 41n074w and 42n072w, 42n073w, 42n074w	6	25.00	150.00T
<b>C-NLQDSQDEG-E</b> Land Use Files by Square Degree: Suffolk County, New York - 41n072w, 41n073w , 41n074w and 42n072w, 42n073w, 42n074w	6	15.00	90.00T

# SUFFOLK COUNTY WATER AUTHORITY MEMORANDUM

**DATE:** August 14, 2020  
**TO:** Jeffrey Szabo, CEO  
**FROM:** Kevin Durk, Director of Water Quality & Lab Services  
**SUBJECT:** Request for Approval – Purchase of SteamScrubber Glassware Washer

---

The Lab Department is requesting the approval to purchase an additional Labconco SteamScrubber Glassware Washer.

SCWA has purchased and is currently utilizing this model in the Lab for sterilizing glassware. The vendor we have previously purchased these items from is Government Scientific Source. This vendor formerly held a New York State contract, that has since expired. As a result, we have solicited numerous vendors for quotes on this item to ensure pricing was competitive.

As a result of the above, a Request for Quotations were sent to three vendors, the Authority received back three quotes (attached).

Government Scientific Source	Grainger	Fisher Scientific
<b>\$7,412.00</b>	<b>\$9,442.00</b>	<b>\$8,143.89</b>

The lowest quote was submitted by Government Scientific Source, which happened to be the same supplier, for a total amount of \$7,412.00. In accordance with the Authority's Procurement Policy since the total amount of the purchase exceeds \$5,000 it is subject to Board approval.

With your approval we wish to present this to the Board for their approval.

# PRICE QUOTATION

# Government Scientific Source, Inc.

Small Business  
12351 Sunrise Valley Drive, Reston, Virginia 20191  
(800) 248-8030 \* (703) 734-1805  
Fax (703) 734-1803

Sales Quote Date: 07/21/20  
Sales Quote Number: Q427450

Sales Person: MICHAEL SPONG  
Customer ID: SUFFOLK COUNTY WATER  
E-Mail: mspong@govsci.com

Page 1

### Requested For Shipment To:

SUFFOLK COUNTY WATER  
ACCOUNTS PAYABLE  
Marion Brown  
PO BOX 38  
accountspayable@scwa.com  
OAKDALE, NY 11769  
United States

### Requested By:

Name: MARION BROWN  
Phone: 631-218-1112  
Fax: 631-563-0357  
E-Mail: Marion.Brown@SCWA.com

### Notes and Comments:

Part No.	Description	UOM	Qty	Unit Price	Extended Price
LABCONCO CORP 4400320	SteamScrubber Glassware Washer undercounter 115V 6	Each	1	7,412.00	7,412.00

FOB Destination  
Quotation valid for 30 days from date of issuance  
Estimated delivery time from date of issuance is 4 to 6 Weeks

Subtotal: 7,412.00  
Tax: 0.00  
Total: 7,412.00

## Sales Quotation

*Quote Nbr	Creation Date	Due Date	Page
0203-7387-66	07/21/2020		1 of 1
Payment Terms		Delivery Terms	
NET 30 DAYS		DEST	
Valid To		Prepared By	
11/18/2020		MASH, GREG E	
Customer Reference		Sales Representative	
LAB WASHER QTE 7.21.20		GREGORY MASH	
To place an order	Ph: 800-766-7000	Fx: 800-926-1166	
Submitted To:		Customer Account: 808789-003	
MARION BROWN GREGORY.MASH@THERMOFISHER.COM  631-218-1112		SUFFOLK COUNTY WATER AUTHORITY 260 MOTOR PKWY HAUPPAUGE NY 11788-5132 ATTN: BITTNER	



FISHER SCIENTIFIC COMPANY LLC  
4500 TURNBERRY DRIVE  
HANOVER PARK IL 60133-5491



[Click here or go through your purchasing system to fishersci.com quotes](#)

**\*Please reference this Quote Number on all correspondence.**

Don't have a profile? Register on [fishersci.com](http://fishersci.com)

For complete Terms and Conditions, please [click here.](#)

**Quote Comments:** \*\*FREE SHIPPING APPLIES... INSTALLATION IS NOT INCLUDED AND IS THE RESPONSIBILITY OF THE CUSTOMER\*\* NY CONTRACT PC68663 PRICING APPLIES\*\*

Nbr	Qty	UN	Catalog Number	Description	Unit Price	Extended Price
1	1	EA	10 359 100	STEAMSCRUBBER UNDERCOUNTER 120  Labconco SteamScrubber Glassware Washer, Electrical Requirements: 115V 60Hz, Includes: Two open rack, Inlet Water Temperature Max.: 82 deg.C, 180 deg.F, Undercounter SteamScrubber, Certifications/Compliance: UL 61010-1, CAN CSA C22.2 No. 61010.1, ETL, Depth: 27.4 in., 69.6cm Vendor Catalog # 4400320 This item is being sold as 1 per each List Price: 9,999.00 CDC: 010	8,143.89	8,143.89

**MERCHANDISE TOTAL** 8,143.89

**NOTES:**

We now offer highly competitive financing with low monthly payments. Please contact your local sales representative for more information.

Tell us about your recent customer service experience by completing a short survey. This should take no longer than three minutes. Enter the link into your browser and enter the passcode: USA-PGH-CS2

<http://survey.medallia.com/fishersci>



# Quotation

827 Fisher Drive  
 Waterloo, IA 50701  
 www.grainger.com  
 (800)472-4643

**Customer Information**  
 SUFFOLK COUNTY WATER AUTH  
 4060 SUNRISE HWY  
 OAKDALE NY 11769-1005

**Billing Information**  
 SUFFOLK COUNTY WATER AUTH  
 4060 SUNRISE HWY  
 OAKDALE NY 11769-1005

**Shipping Information**  
 SUFFOLK COUNTY WATER AUTH  
 4060 SUNRISE HWY  
 OAKDALE NY 11769-1005

**Information**

Grainger Quote Number	2045045714
Validity Start Date	07/31/2020
Validity End Date	08/31/2020
Creation Date	07/31/2020
Grainger EIN Number	36-1150280
PO #	QUOTE
PO Create Date	
PO Release #	
Customer Number	807212071
Department Number	
Project/Job Number	
Requisitioner Name	
Attention	
Caller	MARION BROWN
Telephone Number	6312181112
Page	1 / 2

**Freight Forwarder**

We will deliver according to the following terms and conditions:

Incoterms® 2020: FOB ORIGIN  
 Freight Terms: Prepaid  
 Carrier: \* See line item detail  
 Payment Terms: Net 30 days after invoice date

**Special Instructions:**

Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
10	8FYM8	Undercounter Glassware Washer,115V,6A Mfg Brand Name: LABCONCO Manufacturer Part No: 4400320 Carrier:		1.00	EA	9,442.00	9,442.00
<b>Sub Total</b>							9,442.00
<b>Total USD</b>							\$ 9,442.00



# Quotation

827 Fisher Drive  
Waterloo, IA 50701  
www.grainger.com  
(800)472-4643

### Information

Grainger Quote Number	2045045714
Creation Date	07/31/2020
Customer Number	807212071
Page	2 / 2

Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
-----------------	----------	-------------	----------------------	-----	------	-------	-----------------

Please reference our Grainger Quote Number, your Grainger Customer Number, and method of payment when remitting payment.

These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.

This transaction is subject to W.W. Grainger, Inc. sales terms and conditions. For a copy, please visit the website at <http://www.grainger.com> or refer to the current catalog.

Thank you for the opportunity to provide this quotation. Please note that all the prices are based on products and quantities quoted. Any changes to the products and/or quantities may result in different pricing. The non-catalog freight policy applies unless freight amount is listed above. Please contact the Grainger office shown above if you have further questions or need to submit a new request.

# SUFFOLK COUNTY WATER AUTHORITY MEMORANDUM

**DATE:** August 13, 2020  
**TO:** Jeffrey Szabo, CEO  
**FROM:** Marlon Torres, Director of Purchasing  
**SUBJECT:** Request for Approval – Purchase of Cooper Tubing, “Type K”

---

The Purchasing Department received a request from Stores for the purchase of Cooper Tubing, Type “K”.

SCWA had purchased Copper Tubing, Type “K” under Suffolk County DPW contract PS-041620 for plumbing supplies. Suffolk County issued a new contract that did not include copper. As a result, the Authority included this additional product in a recent Bid issued, SCWA plumbing supplies contract 7714. The Authority received no bids for that line item.

As a result of the above a Request for Quotations were sent to four vendors, the Authority received three quotes (attached)

T Mina Supply Inc, Medford NY	Mayer Malbin Co., LI City NY	Ferguson Enterprises, LLC, Hauppauge NY
\$19,534.20	\$23,451.23	\$25,540.20

The lowest quote was submitted by T. Mina Supply of Medford, NY., for a total amount of \$19,534.20. In accordance with the Authority’s Procurement Policy since the total amount of the purchase exceeds \$5,000 it is subject to Board approval.

With your approval we wish to present this to the Board for their approval.



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0249

Suffolk County Water Authority (SCWA) Request for Quotation (RFQ)

**Furnish and Delivery of Seamless Copper Tubing Type "K"**

**Specifications:**

The seamless copper water tubing shall be supplied in *sixty (60') foot SINGLE ROLL* or "Pancake Style" coils and shall be individually packaged for protection during shipment, handling and for storage in approved-type packages. The copper tubing shall be of domestic manufacture, Type "K", soft temper, annealed tube, suitable for use with flared fittings and shall meet the American Society for Testing and Materials (ASTM) Designation B88-89

Copper tubing shall be delivered on sturdy pallets and securely banded from floor level.

**COPPER MUST BE FLAT ROLLED NOT STACK ROLLED**

Copper tubing ¾" and 1" must be 1,500 feet per pallet.

Copper tubing 1 ½" and 2" must be 480 feet per pallet.

Damaged, not properly strapped, or collapsed pallets will be reason for refusing the entire shipment.

**Delivery:**

FOB delivered: Suffolk County Water Authority Warehouse, 4060 Sunrise Highway, Oakdale, NY 11769  
Hours of delivery are **9:30 am to 3:00 pm**

Please note the deadline for bid submission is on or before Thursday, August 14, 2020 3:00pm  
Email quote [Lisa.Hohenberger@scwa.com](mailto:Lisa.Hohenberger@scwa.com)

Sincerely,

Lisa Hohenberger

Item Number	SCWA Number	Description	Quantity	Unit Price PER FOOT	Amount
1	10298	3/4" Copper Tubing Type "K" Soft (60' Roll)	960 ft	\$ 2.55	\$ 2,448.00
2	10299	1" Copper Tubing Type "K" Soft (60' Roll)	4,500 ft	\$ 3.39	\$ 15,255.00
3	10300	1 1/4" Copper Tubing Type "K" Soft (60' Roll)	60 ft.	\$ 4.07	\$ 244.20
4	10301	1 1/2" Copper Tubing Type "K" Soft (60' Roll)	300 ft.	\$ 5.29	\$ 1,587.00
TOTAL Items 1 thru 4.....					\$ 19,534.20
Copper Tubing Manufactured By: <u>Cambridge-Lee Industries</u>					

The undersigned hereby submits the bid for the items stated in this bid sheet. Vendor acknowledges the following:

\* Suffolk County Water Authority (SCWA) is tax exempt.

Sales Tax Exempt Certificate Number A-109779

\* Bid Price shall remain firm for ninety (90) days after Bid Due Date. Bid submissions may not be withdrawn for ninety (90) days from Bid Due Date.

Name: Roberto Cano Title: Vice President

Company: T. Mina Supply Inc.

Address: 17 Expressway Drive North, Medford, NY 11763

EMAIL roberto.cano@tmina.com FED EIN / SSN: 11-2777029

Telephone: 631-475-7400

Fax: 631-475-7774

## Hohenberger, Lisa

---

**From:** Sam Gordon <sam@mayermalbin.com>  
**Sent:** Friday, August 07, 2020 1:31 PM  
**To:** Hohenberger, Lisa  
**Subject:** Re: Suffolk County Water Authority Request for Quote - Copper Tubing Type K  
**Attachments:** Q067471.pdf

**CAUTION: This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Please see quote attached. 

Best,  
Sam

On Fri, Aug 7, 2020 at 1:13 PM Sam Gordon <sam@mayermalbin.com> wrote:

We will get you a quote, thanks 

On Fri, Aug 7, 2020 at 11:54 AM Hohenberger, Lisa <Lisa.Hohenberger@scwa.com> wrote:

Good Morning,

We have attached request for quote *Copper Tubing Type "K"*.

Please note bid is due back on or before Thursday, August 13, 2020.

Thank you,

***Lisa Hohenberger***

Procurement Agent III

Suffolk County Water Authority

631 563 0249

[lisa.hohenberger@scwa.com](mailto:lisa.hohenberger@scwa.com)



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(718) 937-5100 • FAX (718) 937-3095

WWW.MAYERMALBIN.COM • EMAIL: OFFICE@MAYERMALBIN.COM

NEW YORK'S PREMIER SUPPLIER OF PIPE, VALVES & FITTINGS

**PRICE QUOTE**

Page 1

Printed 08/07/20 SJG

**Quoted**

SUFFOLK COUNTY WATER AUTHORITY  
 ACCOUNTS PAYABLE  
 PO BOX 38  
 OAKDALE NY 11769

**Ship To**

SUFFOLK COUNTY W.A.  
 4060 SUNRISE HIGHWAY  
 OAKDALE NY 11769

Quote # <b>0067471</b>	Quote Date 08/07/2020	Exp Date 11/07/2020	Customer # 0005389	Customer P/O #	Ship Via	Writer SJG
Job ID			Customer Terms NET 30 DAYS		Salesman SAMMY HSAINE	

Product	Description	UM	Quant	Unit Price	Extension
*****					
* DELIVER HOURS ARE 9:30AM-3PM *					
* Taxes to be added later. *					
*****					
CO-T-K603Q	Coil 3/4" x 60'	TYPE "K" EA	16	184.0165	2944.26
CO-T-K601	Coil 1" x 60'	TYPE "K" EA	75	244.1224	18309.18
CO-T-K601Q	Coil 1 1/4"x 60'	TYPE "K" EA	1	292.9006	292.90
CO-T-K601H	Coil 1 1/2"x 60'	TYPE "K" EA	5	380.9788	1904.89

X: _____ (Accepted by)	Sub Total	\$23,451.23	<b>T o t a l</b>
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
			<b>\$23,451.23</b>

**MESSAGE**

ITEMS MARKED \*NOT FOR USE ON POTABLE WATER\*  
 CONTAIN LEAD AND ARE PROHIBITED BY THE SAFE  
 DRINKING WATER ACT OF 2011 FROM BEING APPLIED TO  
 ANY POTABLE WATER SYSTEM.

**TERMS**

THIS IS NOT A BINDING COMMITMENT TO SELL. THIS  
 QUOTE WILL EXPIRE ON THE EXPIRATION DATE ABOVE.



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0249

Suffolk County Water Authority (SCWA) Request for Quotation (RFQ)

**Furnish and Delivery of Seamless Copper Tubing Type "K"**

**Specifications:**

The seamless copper water tubing shall be supplied in **sixty (60) foot SINGLE ROLL** or "Pancake Style" coils and shall be individually packaged for protection during shipment, handling and for storage in approved-type packages. The copper tubing shall be of domestic manufacture, Type "K", soft temper, annealed tube, suitable for use with flared fittings and shall meet the American Society for Testing and Materials (ASTM) Designation B88-89

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Copper tubing 1 ½" and 2" must be 480 feet per pallet.

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**Delivery:**

FOB delivered: Suffolk County Water Authority Warehouse, 4060 Sunrise Highway, Oakdale, NY 11769

Hours of delivery are **9:30 am to 3:00 pm**

Please note the deadline for bid submission is on or before Thursday, August 14, 2020 3:00pm

Email quote [Lisa.Hohenberger@scwa.com](mailto:Lisa.Hohenberger@scwa.com)

Sincerely,

Lisa Hohenberger

Item Number	SCWA Number	Description	Quantity	Unit Price PER FOOT	Amount
1	10298	3/4" Copper Tubing Type "K" Soft (60' Roll)	960 ft	\$ 3.34	\$ 3206.40
2	10299	1" Copper Tubing Type "K" Soft (60' Roll)	4,500 ft	\$ 4.43	\$ 19,935.00
3	10300	1 1/4" Copper Tubing Type "K" Soft (60' Roll)	60 ft.	\$ 5.33	\$ 319.80
4	10301	1 1/2" Copper Tubing Type "K" Soft (60' Roll)	300 ft.	\$ 6.93	\$ 2,079.00
<b>TOTAL Items 1 thru 4.....</b>					<b>\$ 25,540.20</b>
<b>Copper Tubing Manufactured By: Cambridge-Lee Industries</b>					

The undersigned hereby submits the bid for the items stated in this bid sheet. Vendor acknowledges the following:

\* Suffolk County Water Authority (SCWA) is tax exempt.

Sales Tax Exempt Certificate Number A-109779

\* Bid Price shall remain firm for ninety (90) days after Bid Due Date. Bid submissions may not be withdrawn for ninety (90) days from Bid Due Date.

Name: Rick Gambone Title: Branch Manager

Company: Ferguson Enterprises, LLC. - Waterworks

Address: 2619 Medford Avenue

EMAIL: nym.waterworks@ferguson.com FED EIN / SSN: 54-1211771

Telephone: 516-479-2089

Fax: 516-874-7595

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

**DATE:** August 13, 2020  
**TO:** Jeffrey Szabo, CEO  
**FROM:** Timothy J. Kilcommons, P.E., Chief Engineer/Director of R&D  
**SUBJECT:** Interfacing Existing Administrative Offices with SCADA



---

As you know, our SCADA system allows us to monitor our emergency backup generators at pump stations. Many of SCWA's offices are also protected by emergency power, but currently are only monitored through our IT network. The final phase of this project is to tie these generators into SCADA so that Production Control's Control Center may monitor and control these generators, similar to our Pump Stations.

As indicated in the attached memo dated April 10, 2017, Engineering had proposed to purchase ASCO's 5750 management system which would interface with the Automatic Transfer Switches (ATS) at our office locations with our IT network to provide status conditions and alarms to SCADA. ASCO is the manufacturer of the automatic transfer switches at these locations and the ethernet switches are proprietary to their hardware. There is no other system that provides the same functionality as the ASCO system.

The scope of work indicated in the April 10, 2017 memo was completed, but during the SCADA integration process some additional ASCO upgrades are required to complete the SCADA connection. To complete the SCADA connection, three (3) Automatic Transfer Switch (ATS) units need an ethernet switch upgrade, which will allow generator remote start through SCADA. The following sites are proposed to be upgraded:

- 4040 Sunrise Highway, Oakdale
- 4050 Sunrise Highway, Oakdale
- 4060 Sunrise Highway, Oakdale (Oakdale Stores)

The cost is a total of \$6,645.00

If this meets with your approval, please place this on the agenda for Board approval at their August 2020 meeting. If you have any further questions regarding the above, please contact me.

Cc: J. Pokorny, P.E.  
M. O'Connell  
S. Galante  
R. Dickman  
File

Approved by :

  
\_\_\_\_\_  
Joseph M. Pokorny, P.E.  
Deputy CEO for Operations

8/13/20  
Date

\_\_\_\_\_  
Jeffrey Szabo, CEO

\_\_\_\_\_  
Date

August 4, 2020

Proposal # 8853247

Robert Dickman  
Suffolk County Water Authority  
4060 Sunrise Highway  
General Services Stores  
Oakdale, NY 11769

ASCO Power Services Inc. is pleased at the opportunity to offer the following proposal. Our proposal consists of the following scope of supply and is based entirely on our understanding of the requirements as presented to ASCO Power Services.

<b>Quantity</b>	<b>Item # (Description)</b>	<b>Unit Price</b>	<b>Extended Price</b>
3	ATS MODIFICATION (DETAILS BELOW) ASCO Power Services to add accessory 72EE2 (communication module) to three ATS's stated below:	\$2,215.00	\$6,645.00

Cat# J7ADTSA20400F5XC  
Ser# 1113512 RE  
Switch location: 4040 Sunrise Highway, Oakdale

Cat# J7ADTSA30400C5XC  
Ser# 1111051-002 RE  
Switch location: 4050 Sunrise Highway, Oakdale

Cat# J7ADTSA30400N5XC  
Ser# 1111050-002 RE  
Switch location: 4060 Sunrise Highway, Oakdale

**Notes:**

- This is an ASCO installation
- Price includes parts and labor
- Lead time for parts approx. 1 week
- Installation to be performed Mo-Sat at any time

In adherence to current NFPA 70E requirements, the work will require the transfer switch to be safely de-energized for the Field Service Technician to perform the work. The transfer switch will not operate automatically during the work.

**Total Price:       \$6,645.00**

If I can provide you with additional information, or you need to discuss this proposal, please contact me at (973)966-2595.

Sincerely,

Ralf Erlenhoff  
Account Representative  
Asco Power Services, Inc.  
160 Park Avenue, Florham Park, NJ 07932

Phone: (973)966-2595  
Fax: (732)791-1460  
E-mail: Ralf.Erlenhoff@ascopower.com

**SUFFOLK COUNTY WATER AUTHORITY**  
**Oakdale, Long Island, New York**

**I N T E R O F F I C E   C O R R E S P O N D E N C E**

**DATE:** April 10, 2017  
**TO:** Jeffrey Szabo, CEO  
**FROM:** Timothy J. Kilcommons, P.E., Chief Engineer/Director of R&D  
**SUBJECT:** Interfacing Existing Administrative Office Generators with IT Network/SCADA

---

As you know, our SCADA system allows us to monitor our emergency backup generators at pump stations. Many of SCWA's offices are also protected by emergency power, but currently have no alarms, notification of power loss or generator status tied into the SCADA system. This means that if an outage occurs during non-business hours, we do not know if power has been lost and if so, whether a generator is running.

As indicated in the attached memo dated March 20, 2017, Engineering has proposed to purchase ASCO's 5750 management system which will interface the automatic transfer switches at our office locations with our IT network to provide status conditions and alarms to SCADA. ASCO is the manufacturer of the automatic transfer switches at these locations and this software is proprietary to their hardware. There is no other system that provides the same functionality as the ASCO system. The system also allows for real time monitoring, automated email alerts, and trending so that IT can monitor the status of these systems without the need for SCADA access. Making this interface in this way will be a cost effective means to ensure our ability to keep our computer equipment at these offices in continuous operation during power outages. The ASCO management system cost together with their startup and professional services is a total of \$38,756.00.

Monitoring of these generators through SCADA could be accomplished similar to the way it is currently done at pump stations, but this approach would be more costly. The overall cost of this project using the ASCO option will be about \$90,000 versus the more traditional SCADA radio network option at \$180,000. As stated above, the ASCO management system is the only alternative available, because the existing transfer switches are manufactured by ASCO and have an available data jack which allows for communication to the IT network once the management system is installed. The management system will allow for connection of up to 64 devices or transfer switches.

In light of the above we are requesting approval to purchase the ASCO 5750 management system directly from ASCO at a cost of \$38,756.00. This will save the Authority approximately \$90,000 over the alternate means of performing the same function. If this meets with your approval, please place this on the agenda for Board approval at their April 2017 meeting. If you have any further questions regarding the above, please contact me.

Approved by

  
\_\_\_\_\_  
Joseph M. Pokorny, P.E.  
Deputy CEO for Operations

4/17/17  
Date

\_\_\_\_\_  
Jeffrey Szabo, CEO

\_\_\_\_\_  
Date

Cc: M. O'Connell  
M. Litka  
R. Dickman  
File

# SUFFOLK COUNTY WATER AUTHORITY MEMORANDUM

**DATE:** August 13, 2020  
**TO:** Jeffrey Szabo, CEO  
**FROM:** Marlon Torres, Director of Purchasing  
**SUBJECT:** Request for Approval – Purchase of Cooper Tubing, “Type K”

---

The Purchasing Department received a request from Stores for the purchase of Cooper Tubing, Type “K”.

SCWA had purchased Copper Tubing, Type “K” under Suffolk County DPW contract PS-041620 for plumbing supplies. Suffolk County issued a new contract that did not include copper. As a result, the Authority included this additional product in a recent Bid issued, SCWA plumbing supplies contract 7714. The Authority received no bids for that line item.

As a result of the above a Request for Quotations were sent to four vendors, the Authority received three quotes (attached)

T Mina Supply Inc, Medford NY	Mayer Malbin Co., LI City NY	Ferguson Enterprises, LLC, Hauppauge NY
\$19,534.20	\$23,451.23	\$25,540.20

The lowest quote was submitted by T. Mina Supply of Medford, NY., for a total amount of \$19,534.20. In accordance with the Authority’s Procurement Policy since the total amount of the purchase exceeds \$5,000 it is subject to Board approval.

With your approval we wish to present this to the Board for their approval.



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0249

Suffolk County Water Authority (SCWA) Request for Quotation (RFQ)

**Furnish and Delivery of Seamless Copper Tubing Type "K"**

**Specifications:**

The seamless copper water tubing shall be supplied in *sixty (60') foot SINGLE ROLL* or "Pancake Style" coils and shall be individually packaged for protection during shipment, handling and for storage in approved-type packages. The copper tubing shall be of domestic manufacture, Type "K", soft temper, annealed tube, suitable for use with flared fittings and shall meet the American Society for Testing and Materials (ASTM) Designation B88-89

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Copper tubing 1 ½" and 2" must be 480 feet per pallet.

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Email quote [Lisa.Hohenberger@scwa.com](mailto:Lisa.Hohenberger@scwa.com)

Sincerely,

Lisa Hohenberger

Item Number	SCWA Number	Description	Quantity	Unit Price PER FOOT	Amount
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3	10300	1 1/4" Copper Tubing Type "K" Soft (60' Roll)	60 ft.	\$ 4.07	\$ 244.20
4	10301	1 1/2" Copper Tubing Type "K" Soft (60' Roll)	300 ft.	\$ 5.29	\$ 1,587.00
TOTAL Items 1 thru 4.....					\$ 19,534.20
Copper Tubing Manufactured By: <u>Cambridge-Lee Industries</u>					

The undersigned hereby submits the bid for the items stated in this bid sheet. Vendor acknowledges the following:

\* Suffolk County Water Authority (SCWA) is tax exempt.

Sales Tax Exempt Certificate Number A-109779

\* Bid Price shall remain firm for ninety (90) days after Bid Due Date. Bid submissions may not be withdrawn for ninety (90) days from Bid Due Date.

Name: Roberto Cano Title: Vice President

Company: T. Mina Supply Inc.

Address: 17 Expressway Drive North, Medford, NY 11763

EMAIL roberto.cano@tmina.com FED EIN / SSN: 11-2777029

Telephone: 631-475-7400

Fax: 631-475-7774

## Hohenberger, Lisa

---

**From:** Sam Gordon <sam@mayermalbin.com>  
**Sent:** Friday, August 07, 2020 1:31 PM  
**To:** Hohenberger, Lisa  
**Subject:** Re: Suffolk County Water Authority Request for Quote - Copper Tubing Type K  
**Attachments:** Q067471.pdf

**CAUTION: This email originated from outside of SCWA. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Please see quote attached. 

Best,  
Sam

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We will get you a quote, thanks 

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Please note bid is due back on or before Thursday, August 13, 2020.

Thank you,

***Lisa Hohenberger***

Procurement Agent III

Suffolk County Water Authority

631 563 0249

[lisa.hohenberger@scwa.com](mailto:lisa.hohenberger@scwa.com)



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WWW.MAYERMALBIN.COM • EMAIL: OFFICE@MAYERMALBIN.COM

NEW YORK'S PREMIER SUPPLIER OF PIPE, VALVES & FITTINGS

**PRICE QUOTE**

Page 1

Printed 08/07/20 SJG

**Quoted**

SUFFOLK COUNTY WATER AUTHORITY  
 ACCOUNTS PAYABLE  
 PO BOX 38  
 OAKDALE NY 11769

**Ship To**

SUFFOLF COUNTY W.A.  
 4060 SUNRISE HIGHWAY  
 OAKDALE NY 11769

Quote # <b>0067471</b>	Quote Date 08/07/2020	Exp Date 11/07/2020	Customer # 0005389	Customer P/O #	Ship Via	Writer SJG
Job ID			Customer Terms NET 30 DAYS		Salesman SAMMY HSAINÉ	

Product	Description	UM	Quant	Unit Price	Extension
***** * DELIVER HOURS ARE 9:30AM-3PM * * Taxes to be added later. * *****					
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X: _____ (Accepted by)	Sub Total	\$23,451.23	<b>T o t a l</b>
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
			<b>\$23,451.23</b>

**MESSAGE**

ITEMS MARKED \*NOT FOR USE ON POTABLE WATER\*  
 CONTAIN LEAD AND ARE PROHIBITED BY THE SAFE  
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**TERMS**

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 QUOTE WILL EXPIRE ON THE EXPIRATION DATE ABOVE.



Office of Financial Services  
Purchasing Department

P.O. Box 38  
Oakdale, New York 11769-0901  
(631) 563-0249

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Lisa Hohenberger

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<b>TOTAL Items 1 thru 4.....</b>					<b>\$ 25,540.20</b>
<b>Copper Tubing Manufactured By: Cambridge-Lee Industries</b>					

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\* Suffolk County Water Authority (SCWA) is tax exempt.

Sales Tax Exempt Certificate Number A-109779

\* Bid Price shall remain firm for ninety (90) days after Bid Due Date. Bid submissions may not be withdrawn for ninety (90) days from Bid Due Date.

Name: Rick Gambone Title: Branch Manager

Company: Ferguson Enterprises, LLC. - Waterworks

Address: 2619 Medford Avenue

EMAIL: nym.waterworks@ferguson.com FED EIN / SSN: 54-1211771

Telephone: 516-479-2089

Fax: 516-874-7595

**INVOICE BREAKDOWN**  
**August 20, 2020**

<u>Heslin Rothenberg Farley &amp; Mesiti P.C.</u> Intellectual Property Counsel	\$1,140.50
<u>Putney, Twombly, Hall &amp; Hirson LLP</u> (Labor Counsel) Services Rendered July, 2020	\$7,307.00