

AGENDA

REGULAR MEETING ON JUNE 25, 2020
3:00 P.M. AT HAUPPAUGE, NEW YORK

PUBLIC COMMENT

**PRESENTATION: ORGANIZATIONAL ASSESSMENT
BY RAM VENKATRAMAN, OMER ILTER and
CHIVONNE WILLIAMS OF ERNST & YOUNG**

MINUTES FOR APPROVAL

1. Regular Meeting – May 21, 2019

CONTRACTS – EXTEND – ITEMS TO BE CONSIDERED ON CONSENT

Items 2a. through 2g. on Agenda Approved with one Resolution on Motion made by _____, duly seconded by _____, and unanimously carried.

CONTRACTS – EXTEND

- 2a. Contract 7536 - for furnishing and delivery of “no lead” meter settings during the one-year period beginning September 1, 2020 – extend with Cambridge Brass (Group I [Items 6,9]; Group II [Items 15-17]; Group III [Item 20]; Group IV [Item 23]); with Ford Meter Box Company, Inc. (Group I [Items 2, 5]; Group IV [Items 24]; Group V [Items 25, 28, 30]; Group VI [Item 32]; and with AY McDonald Mfg. Co., (Group I [Items 1, 3]; Group II [Items 11-13]; Group IV [Item 21]; Group V [Item 29]).
- 2b. Contract 7538 – for furnishing and installation of Team insert valves 4” to 12” during the one-year period beginning October 1, 2020 – extend with ZC Utility Services LLC d/b/a Carner Brothers.
- 2c. Contract 7539 – for furnishing and delivery of wide range couplings and flange adapters during the one-year period beginning October 1, 2020 –

extend with Smith-Blair Inc.

- 2d. Contract 7629 – for furnishing and delivery of soda ash during the one-year period beginning September 1, 2020 – extend with Independent Chemical Corp.
- 2e. Contract 7630 – for electrical work at various Authority office buildings during the one-year period beginning September 1, 2020 – extend with New York Trenchless Inc.
- 2f. Contract 7642 – for fuel tank sludge removal during the one-year period beginning September 1, 2020 – extend with AARCO Environmental Service Corp.
- 2g. Contract 7646 – for snow removal services during the period November 1, 2020 through April 30, 2020 – extend with B & B Maintenance Inc. (Hauppauge Office; with CJL Landscape & Design (Coram Office); with DGB Landscaping Inc. (Huntington Office).

CONTRACTS – CONFIRM AWARD

- 3a. Contract 7676 – for roofing and carpentry on chemical treatment buildings at various pump stations during the one-year period beginning May 1, 2020.

CONTRACTS – AWARD/REJECT

- 4a. Contract 7689 – for coating of pre-engineered building metal roofs at various well field sites.
- 4b. Contract 7692 – for repair of underground locating devices during the one-year period beginning July 1, 2020.
- 4c. Contract 7694 – for furnishing and delivery of underground locating devices during the one-year period beginning July 1, 2020.
- 4d. Contract 7702 – for furnishing and delivery of enclosed soft starters.
- 4e. Contract 7705 – for welding fabrication and repairs during the one-year period beginning August 1, 2020.

GENERAL

- 5. Special Services
 - a) RFQ 1408 – Information Technology Department Procurements Under NYS, GSA Contracts and Cooperative Purchasing Consortium Agreements
Authorize the purchase of hardware and software for the Information Technology Department under NYS, GSA contracts and Cooperative

Purchasing Consortium Agreements during the one-year period beginning June 1, 2020.

- b) RFQ 1409 – Laboratory Procurements Under New York State Contracts
Authorize the purchase of equipment and supplies for the Laboratory under NYS contracts during the one-year period beginning June 1, 2020, in the aggregate amount of approximately \$1,537,000.
- c) RFQ 1411 – Transportation Department Procurements Under NYS and Suffolk County Contracts and Cooperative Purchasing Agreements
Authorize the purchase of equipment, parts, vehicles, gasoline and biodiesel fuel under NYS and Suffolk County Contracts and Cooperative Purchasing Consortium Agreements during the one-year period beginning June 1, 2020.
- d) RFQ 1412 – Oakdale Stores Procurements Under NYS and Suffolk County Contracts and Cooperative Purchasing Agreements
Authorize the purchase of various office supplies and supplies/parts used in the field under NYS and Suffolk County Contracts and Consortium Contracts during the one-year period beginning June 1, 2020.
- e) RFQ 1413 – Bay Shore Stores/Production Control Procurements Under NYS and Suffolk County Contracts and Cooperative Purchasing Agreements
Authorize the purchase of various office supplies and supplies/parts used in the field under NYS and Suffolk County Contracts and Cooperative Purchasing Consortium Agreements during the one-year period beginning June 1, 2020.
- f) RFQ 1520 – Facilities - Procurements Under NYS Contracts and Purchasing Consortium Agreements
Authorize the purchase of products/services under NYS contracts and Purchasing Consortium Agreement during the one-year period beginning June 1, 2020.
- g) RFP 1516 – Inspection Services for Authority Pipeline and Road Restoration Projects
Extend Agreement No. 1516 with H2M Architects & Engineers Inc. for inspection services for Authority pipeline and road restoration projects during the one-year period beginning June 1, 2020.
- h) RFP 1518 – Intellectual Property Counsel
Extend Agreement No. 1518 with Heslin Rothenberg Farley & Mesiti P.C. for Intellectual Property Counsel services during the one-year period beginning August 1, 2020.

- i) RFP 1555 – Rate Analysis & Design Services
Accept the proposal of Raftelis Financial Consultants for rate analysis and design services during the three-year period beginning April 1, 2020, in the estimated annual amount of \$91,590.
 - i) RFP 1560 – Pre-Employment DOT, PFT Physical Examinations
Accept the proposal of Industrial Medicine Associates, PC of Bohemia, New York, for a two-year period beginning July 1, 2020, with an option to extend, for an estimated annual cost of \$15,000.
 - j) RFP 1561 – Maintenance of CNG Station
Accept the proposal of Clean Energy for a three -year period beginning August 1, 2020, with an option to extend, for an estimated annual cost of \$13,560.
 - k) COVID-19 Response Plan
Adopt COVID-19 Phase II Response Plan.
 - l) Organizational Assessment
Adopt the report prepared by Ernst & Young in accordance with the attached Resolution.
6. DEC Applications
- a) Commercial Boulevard Well No. 2A, Central Islip
7. Rules and Regulations
- a) Refund - Surcharge
Authorize a refund Barbara McLaughlin of 29 Payne Avenue, Sag Harbor, New York, for incorrectly billed surcharge in the amount of \$6,119.37
 - b) Open Loop Geothermal Systems
Authorize a modification to the Authority's Rules & Regulations Section 18 prohibiting any future connection of open loop geothermal systems to the public water system, as per attached.
 - c) Revision of COVID-19 Collections Procedures
Authorize revisions to the Authority's current COVID-19 collections procedures in accordance with attached memo.
8. Policies
- a) Policy and Procedures – Policy 112 –Revision
Approve revisions and adopt Policy 112 - pursuant to attached outline.
 - b) Policy and Procedures – Policy 107-A
Approve new Policy 107-A – Families First Coronavirus Response Act (FFCRA), Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act – pursuant to attached outline.

9. Equipment
 - a) Learning Management System (LMS)

Authorize entering into a License Agreement with Accord LMS of Boise, Idaho, for a Learning Management System for a one-year term at a cost of \$6,200.

10. Meetings, Seminars, Training, Conferences
 - a) 2020 Service Awards Luncheon

Authorize the expenditure of approximately \$10,000 for the service awards luncheon to be held at a suitable venue at a date to be determined in late 2020, honoring 67 employees who have attained 20, 25, 30 and 35 years of service.

INVOICES - To be paid from the Operating Fund:

11a. The Bank of New York Mellon	\$94,000.00
11b. Dvirka & Bartilucci (tank engineers)	\$43,583.25
11c. Heslin Rothenberg Farley & Mesiti P.C.	\$250.00
11d. Putney, Twombly, Hall & Hirson LLP (Labor Counsel)	\$1,691.67
11e. Sobel Pevzner, LLC	33,665.70

NEXT MEETING – Scheduled for July 30, 2020, at 3:00 p.m. at the Administration Building, Oakdale.

NEW BUSINESS & PUBLIC COMMENT

EXECUTIVE SESSION

From: Torres, Marlon
Sent: Tuesday, May 19, 2020 7:59 AM
To: Fox, Linda; Costa, Juanita
Subject: FW: : Contract No. 7536A - Furnish and Deliver No Lead Meter Settings September 1, 2018 Through August 31, 2020

FYI.

Marlon Torres
Director of Purchasing
Suffolk County Water Authority
4060 Sunrise Highway
Oakdale, NY 11769
Telephone: 631-563-0334
Email: Marlon.Torres@SCWA.com



From: Patricia Emberley <pemberley@cbrass.com>
Sent: Tuesday, May 19, 2020 7:53 AM
To: Torres, Marlon <Marlon.Torres@SCWA.com>
Cc: Beatrice Snook <bsnook@cbrass.com>
Subject: FW: : Contract No. 7536A - Furnish and Deliver No Lead Meter Settings September 1, 2018 Through August 31, 2020

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.

Good Morning Marlon,

I hope you are doing well and staying healthy. Cambridge Brass agrees on this extension on Contract 7536A from Sep 1, 2020 to Aug 31, 2021. Please accept this email as confirmation to extend.

Thanks
Have a great day

Patricia Emberley | Customer Service Manager

Please send inquiries to pemberley@cbrass.com

Sales inquiries to: cbsales@cbrass.com

Canada 1.800.265.6638 | US: 1.800.724.3906 | Fax: 519.621.8038

www.cambridgebrass.com



From: Tom J. Philippsen <TPhilippsen@fordmeterbox.com>
Sent: Tuesday, May 26, 2020 10:11 AM
To: Torres, Marlon
Cc: Fox, Linda
Subject: RE: Contract No. 7536B - Furnish and Deliver No Lead Meter Settings September 1, 2018 Through August 31, 2020
Attachments: Bid #7536 Extension Offer.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.

Good Morning,

Thank you for the opportunity to continue to service your needs in regards to Contract #7536B. We would like to offer an extension of the original prices given for the awarded material from this contract. Please see attached extension letter.

We originally submitted a cashier's check on this bid. Would this hold for the extended period as well?

Thank you,

Tom Philippsen
Assistant Quotation Department Manager
The Ford Meter Box Company, Inc.
tphilippsen@fordmeterbox.com
Direct: 260.569.3529
Fax: 800.826.3487



From: Fox, Linda [<mailto:Linda.Fox@SCWA.com>]
Sent: Thursday, May 14, 2020 9:02 AM
To: Casey Sausaman <CSausaman@fordmeterbox.com>; Tom J. Philippsen <TPhilippsen@fordmeterbox.com>
Cc: Torres, Marlon <Marlon.Torres@SCWA.com>
Subject: : Contract No. 7536B - Furnish and Deliver No Lead Meter Settings September 1, 2018 Through August 31, 2020

CAUTION: EXTERNAL EMAIL

Attached is a Performance Evaluation Report for the above subject contract, and an Offer of Extension for the same. Please respond via email to marlon.torres@scwa.com, if you intend to extend/or not extend this agreement.

If you have any question with regard to this Evaluation or offer of contract extension, please contact Marlon Torres at 631-563-0334.

Thank you,

From: Torres, Marlon
Sent: Tuesday, May 19, 2020 4:43 PM
To: Fox, Linda; Costa, Juanita
Subject: FW: Contract No. 7536C - Furnish and Deliver No Lead Meter Settings September 1, 2018 Through August 31, 2020
Attachments: 7536C AY McDonald Ext Letter.pdf

FYI.

Marlon Torres
Director of Purchasing
Suffolk County Water Authority
4060 Sunrise Highway
Oakdale, NY 11769
Telephone: 631-563-0334
Email: Marlon.Torres@SCWA.com



From: Jenny Harrington <JHarrington@aymcdonald.com>
Sent: Tuesday, May 19, 2020 4:39 PM
To: Torres, Marlon <Marlon.Torres@SCWA.com>
Cc: Jenny Harrington <JHarrington@aymcdonald.com>
Subject: FW: Contract No. 7536C - Furnish and Deliver No Lead Meter Settings September 1, 2018 Through August 31, 2020

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.

RE: Contract No. 7536C – Furnish and Deliver No Lead Meter Settings

Dear Mr. Torres,

If Suffolk County Water Authority should decide to extend the above referenced contract for another year, we would agree to hold same quoted price.

Please let me know if you agree to the extension of this contract. Also, feel free to contact me with any questions. Thank you!

**Best regards,
Jenny**

DID YOU KNOW...that if you need to crossover a competitor's part number, A.Y. McDonald Mfg. Co. has an online tool to help with that? The Water Works Product Cross-Reference Guide can be found at www.aymcdonald.com/page/product-cross-reference-tool

Jenny Harrington
Assistant Customer Service Manager
A.Y. McDonald Mfg. Co.

JHarrington@aymcdonald.com
P: 800-292-2737
O: 563-583-7311, 5206
F: 800-832-9296
aymcdonald.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: June 8, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7538 – Furnishing & Installation of Team Insert Valves 4” to 12”
October 1, 2020 to September 30, 2021

ZC Utility Services LLC dba Carner Brothers, by way of the attached letter, has agreed to extend to subject contract for a third and final year.

Original contract award, August 2018, was in the total estimated amount of \$107,575.

As of June 1, 2019 (FY20), approximately \$15,450 has been paid under the subject contract.

Carner Brothers holds no additional current contracts.

Contractor’s performance 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	—

Attachments: 1 memo & 1 tabulation



"The Underground Specialists"

P. O. Box 116
10 Steel Court
Roseland, New Jersey 07068

Telephone
(973) 226-1840
Fax
(973) 226-5872

May 18, 2020

Suffolk County Water Authority
PO Box 38
Oakdale, NY 11769-0901\
M. Torres, Purchasing Director

Re: Contract No. 7538 – Furnish & Install TEAM Insert Valves 4" to 12"

Mr. Torres –

Please accept this letter as acknowledgement of our interested in accepting an extension of the current provisions of Contract No. 7538. We agree to extension and agree to maintain and honor our current prices.

Regards,

Todd R. Zartman
President

TABULATION OF BIDS
 CONTRACT NO. 7538

F & Inst Team Insert Valve 4" to 12"

Bid Opening, 08/03/2018

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	6000004796 10 106000 CARNER BROS 10 STEEL COURT ROSELAND NJ 07068 Bid Bond F & Install Insert Valves
10 3003197 4" Team Insert Valve-Furn & Install 1 EA	Total Val.: Unit Price: Rank:	7,000.00 7,000.00 1
20 3003198 6" Team Insert Valve-Furn & Install 4 EA	Total Val.: Unit Price: Rank:	31,100.00 7,775.00 1
30 3003199 8" Team Insert Valve-Furn & Install 4 EA	Total Val.: Unit Price: Rank:	39,500.00 9,875.00 1
40 3003200 10" Team Insert Valve-Furn & Install 1 EA	Total Val.: Unit Price: Rank:	13,775.00 13,775.00 1
50 3003211 12" Team Insert Valve-Furn & Install 1 EA	Total Val.: Unit Price: Rank:	15,450.00 15,450.00 1
60 3003213 Payment for work day exceeds 8 Hr Day 1.0 HR	Total Val.: Unit Price: Rank:	250.00 250.00 1
70 3003216 Furn&Inst Single Team I/valve Emergency 2 EA	Total Val.: Unit Price: Rank:	500.00 250.00 1
Total Services	Val.: Rank:	107,575.00 107,575.00

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received,
 08/03/2018
 for F & Install Insert Valves, 11:00 AM, prevailing time, Oakdale, New York

Marlon Torres, Purchasing Director

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: June 8, 2020

TO: Chairman/Board Members

FROM: Jeff Szabo, Chief Executive Officer

SUBJECT: Extension of Contract No. 7539 – Furnish & Deliver Wide Range Couplings and Flange Adapters - October 1, 2020 to September 30, 2021

Smith-Blair Inc., by way of the attached notifications, has agreed to extend the subject contract for a third and final year.

Original contract award, August 2018, was in the total estimated amounts of \$22,644.

As of June 1, 2019 (FY20), the Authority has paid approximately \$18,582 to Smith-Blair Inc., under the subject contract.

Smith-Blair Inc., holds one (1) additional contract (#7527 – Furnish & Deliver Stainless Steel Repair Clamps, Iron Saddles & Bell Joint Leak Clamps, expires June 2021, amount: \$13,983). In fiscal year ending 5/31/19 (FY19), they were paid \$29,168 (under contract# 7460 – Furnish & Deliver Wide Range Couplings and Flange Adapters, expired September 2018, amount: \$21,566; #7348[Partial] – Furnishing & Delivery of Stainless Steel Repair Clamps, Iron Saddles & Bell Joint Leak Clamps, expired June 2018, amount: \$13,758).

Contractor’s performance on the above referenced contracts has been satisfactory.

Reviewed by:

Jeff. Szabo, Chief Executive Officer	—
M.Torres, Purchasing Director	—
J. Pokorny, Deputy, CEO Operations	—
M. O’Connell, Director of Production Control	—

Attachments: 1 memo & Bid tabulation

From: quotes <quotes@smith-blair.com>
Sent: Wednesday, May 13, 2020 4:50 PM
To: Fox, Linda
Cc: Torres, Marlon; Irwin, Scott
Subject: RE: Contract No. 7539 - Furnish & Deliver Wide Range Couplings and Flanged Adapters October 1, 2019 to September 30, 2020 Ext letter and Perf Eval

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.

Hello,

Thank you very much for the positive evaluation and the opportunity to extend. We are honored to extend until 9-30-2021.

Please advise if further assistance is required.

With Regards,

Jackie McCaney

Quotations Specialist

30 Globe Ave, Texarkana, AR 71854

Phone: 800-643-9705

Fax: 800-648-6792

quotes@smith-blair.com



Smith-Blair is celebrating 75 years of offering superior products and unmatched customer service in the water, gas, and oilfield industries.

For current product listings and up to date list prices please check out our website at www.smith-blair.com.

Just a reminder: Please send orders and questions about purchase orders to insidesales@smith-blair.com

From: Fox, Linda [mailto:Linda.Fox@SCWA.com]

Sent: Tuesday, May 12, 2020 8:30 AM

To: quotes <quotes@smith-blair.com>

Cc: Torres, Marlon <Marlon.Torres@SCWA.com>

Subject: Contract No. 7539 - Furnish & Deliver Wide Range Couplings and Flanged Adapters October 1, 2019 to September 30, 2020 Ext letter and Perf Eval

Attached is a Performance Evaluation Report for the above subject contract, and an Offer of Extension for the same. Please

respond via email to marlon.torres@scwa.com, if you intend to extend/or not extend this agreement.

If you have any question with regard to this Evaluation or offer of contract extension, please contact Marlon Torres at 631-563-0334.

Thank you,

Linda Fox

Purchasing Department

Phone 631-563-0255

Fax 631-589-5268

lfox@scwa.com

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 9, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7629 – Furnishing & Delivery of Soda Ash
September 1, 2020 to August 31, 2021

Independent Chemical Corp., by way of the attached letter, has agreed to extend the subject contract for a second year representing the first of three possible one-year extensions.

Original contract award, July 2019, amount: \$30,500.

As of June 1, 2019 (FY20), the Authority has spent approximately \$18,117 under the subject contract.

Independent Chemical Corp., holds no additional contract.
In fiscal year ending 5/31/19 (FY19) they were paid \$19,466.

Contractor's performance on the above referenced contracts 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 –
M. O'Connell, Director of Production Control –

Attachments: memo & tabulation

From: Torres, Marlon
Sent: Monday, June 8, 2020 3:48 PM
To: Jonathan Spielman
Cc: Erika Sheahan; Costa, Juanita; Fox, Linda
Subject: RE: Contract No. 7629 - Furnishing & Delivery of Soda Ash

Thank you.

Marlon Torres
Director of Purchasing
Suffolk County Water Authority
4060 Sunrise Highway
Oakdale, NY 11769
Telephone: 631-563-0334
Email: Marlon.Torres@SCWA.com



From: Jonathan Spielman <Jonathan@independentchemical.com>
Sent: Monday, June 08, 2020 2:09 PM
To: Torres, Marlon <Marlon.Torres@SCWA.com>
Cc: Erika Sheahan <ErikaS@independentchemical.com>
Subject: FW: Contract No. 7629 - Furnishing & Delivery of Soda Ash

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.

Hi-

We are pleased to accept your offer to extend the contract.

Re: Contract No. 7629 - Furnishing & Delivery of Soda Ash September 1, 2019 to August 31, 2020
Extension of Contract – September 1, 2020 to August 31, 2021

Thank you-

Jonathan

Jonathan Spielman
President
Independent Chemical Corporation
71-19 80th Street, Suite 8-202
Glendale, NY 11385
718-326-6620 Office
917-418-9199 Cell

Email: Jonathan@independentchemical.com

Good Chemistry for over 70 years

Order Entry: 718-894-0700 or Orders@Independentchemical.com

Corporate video: <https://player.vimeo.com/video/219786952>



From: Torres, Marlon <Marlon.Torres@SCWA.com>
Sent: Monday, June 8, 2020 1:18 PM
To: Jonathan Spielman <Jonathan@independentchemical.com>
Subject: FW: Contract No. 7629 - Furnishing & Delivery of Soda Ash

Jonathan,

Any updates regarding our offer to extend your contract?

Marlon Torres
Director of Purchasing
Suffolk County Water Authority
4060 Sunrise Highway
Oakdale, NY 11769
Telephone: 631-563-0334
Email: Marlon.Torres@SCWA.com



From: Fox, Linda <Linda.Fox@SCWA.com>
Sent: Tuesday, May 12, 2020 8:32 AM
To: jonathan@independentchemical.com
Cc: Torres, Marlon <Marlon.Torres@SCWA.com>
Subject: Contract No. 7629 - Furnishing & Delivery of Soda Ash

Attached is a Performance Evaluation Report for the above subject contract, and an Offer of Extension for the same. Please respond via email to marlon.torres@scwa.com, if you intend to extend/or not extend this agreement.

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

DATE: June 9, 2020

TO: Chairman/Board Members

FROM: Jeff Szabo, Chief Executive Officer

SUBJECT: Extension of Contract No. 7630 – Electrical Work at Various SCWA Office Buildings -
September 1, 2020 to August 31, 2021

New York Trenchless Inc., by way of the attached letter, has agreed to extend the subject contract for a second year representing the first of three possible one-year extensions.

Original contract award, July 2019, amount: \$25,875.

As of June 1, 2019 (FY20), the Authority has spent approximately \$78,151 under the subject contract.

New York Trenchless Inc. holds one (1) additional contract (#7655 – Electrical Work at Various Authority-Owned Sites, expires February 2021, amount: \$377,809). In fiscal year ending 5/31/19 (FY 19), they were paid \$85,017.

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 —
D. Mancuso, Chief Human Resources Officer —
J. Rinker, Facilities Manager —

Attachments: 1 memo & 1 tabulation

From: Torres, Marlon
Sent: Tuesday, June 9, 2020 12:07 PM
To: Fox, Linda
Subject: RE: Contract 7630

-----Original Message-----

From: Torres, Marlon
Sent: Thursday, May 14, 2020 3:56 PM
To: John <nytrenchless@optonline.net>
Subject: RE: Contract 7630

Thank you.

Marlon Torres
Director of Purchasing
Suffolk County Water Authority
4060 Sunrise Highway
Oakdale, NY 11769
Telephone: 631-563-0334
Email: Marlon.Torres@SCWA.com

-----Original Message-----

From: John <nytrenchless@optonline.net>
Sent: Thursday, May 14, 2020 3:27 PM
To: Torres, Marlon <Marlon.Torres@SCWA.com>
Cc: Kiersten Kenny <nytrenchless@optonline.net>
Subject: Contract 7630

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.

Good afternoon,

We would like to extend this agreement.

Thank you ,
John Kenny
NYT

Sent from my iPhone

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 8, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7642 – Fuel Tank Sludge Removal
September 1, 2020 to August 31, 2021

AARCO Environmental Service Corp., by way of the attached letter, has agreed to extend the subject contract for a second and final year.

Original contract award, in August 2019, was in the total estimated amount of \$344,500.

As of June 1, 2019 (FY20), the Authority has not received any invoices presented for payment.

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

AARCO Environmental Service Corp., holds one (1) additional contract (#7681 – Environmental Services, expires April 2021, amount: \$24,870). In FY19, they were paid \$159,928, under contract# 7425 (Standby Spill Response) and #7508 (Excavating & Backfilling Construction Holes).

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

Reviewed by:

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

Attachments: 1 memo & 1 tabulation



AARCO Environmental Services Corp.

May 27, 2020

Suffolk County Water Authority,
P.O. Box 38
Oakdale, NY 11769-0901
Attn: Marlon Torres
(631) 563-0334
marlon.torres@scwa.com

RE: Extension of Contract: 7642

I, Steven Plofker, Chief Operating Officer of Aarco Environmental Services Corp. (AARCO) would like to submit this letter with intent to extend Contract No. 7642 that will be expiring on August 31, 2020. Extension of Contract will be September 1, 2020 to August 31, 2021.

If you have any questions and/or concerns please feel free to contact me.

Thank you,

Steven Plofker
Steven Plofker
(631) 586-5900
splofker@aarcoenvironmental.com

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

DATE: June 8, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Extension of Contract No. 7646 – Snow Removal Services November 1, 2019 to April 30, 2020

B & B Maintenance Inc. (Hauppauge Office); CJL Landscape & Design (Coram Office); DGB Landscaping Inc. (Huntington Office), by way of the attached notifications, have agreed to extend their subject contract for an additional six (6) month period.

The above referenced contracts were awarded in October 2019 for an undetermined amount. Payment for services rendered is based on the pricing on a per plow basis for various snowfall amounts at the office locations noted above. SCWA personnel maintain all other locations.

Although minimal snow accumulations resulted this past winter (2019 -2020), all three contractors still want to continue to be able to service the Authority. In fiscal year ending 5/31/2020 (FY20), the Authority paid a total of \$14,880 for snow removal.

All three (3) contractors have provided satisfactory service to the Authority under their contracts.

We are requesting contract extension 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: 1 memo & 1 tabulation

Torres, Marlon

From: Corey Lohr <coreylohr343@gmail.com>
Sent: Thursday, June 04, 2020 12:43 PM
To: Torres, Marlon
Subject: Re: FW: Contract No. 7646A - Performance Evaluation Report & Extension 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.

Yes I'm sorry I never saw the email, I Corey Lohr want to extend contract no. 7646A.

On Thu, Jun 4, 2020 at 12:41 Torres, Marlon <Marlon.Torres@scwa.com> wrote:

Any updates concerning our offer to extend your contract?

Please advise,

Thank you.

Marlon Torres

Director of Purchasing

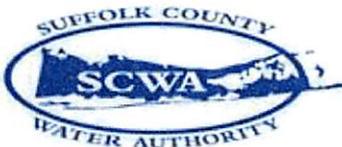
Suffolk County Water Authority

[4060 Sunrise Highway](#)

[Oakdale, NY 11769](#)

Telephone: 631-563-0334

Email: Marlon.Torres@SCWA.com



Torres, Marlon

From: David Bergmann <dgbland20@yahoo.com>
Sent: Monday, May 04, 2020 4:17 PM
To: Torres, Marlon
Subject: DGB Landscaping - Contract#7646B

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 Torres,

We are in receipt of your letter offering to extend Contract #7646B - Snow Removal for the Huntington Office. We are notifying you that we would like to extend Contract#7646B and maintain the same prices. Please accept this written acknowledgment. If any other information is needed please don't hesitate to contact me.

Please confirm receipt of this email.

Thank you,
Cindy

Torres, Marlon

From: B & B Maintenance <bbmaintenance@optonline.net>
Sent: Monday, May 04, 2020 8:43 PM
To: Costa, Juanita
Cc: Torres, Marlon
Subject: RE: Contract No. 7646C - Performance Evaluation Report & Extension 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.

Please be advised that B & B Maintenance Services is interested in accepting an extension of the current provisions of Contract No. 7646C. Please confirm. Thanks

Bob Jr.
B & B Maintenance Services, Inc.
Long Island Firewood & Mulch
Office: (631) 213-9703
24/7 Snow Hotline: (631) 960-SNOW
Cell: (631) 335-4058
<http://www.BBMaintenanceServices.com>
<https://www.BBSnowli.com/>
<http://www.LIFirewoodandMulch.com>

From: [Costa, Juanita](#)
Sent: Monday, May 4, 2020 9:34 AM
To: bbmaintenance@optonline.net
Cc: [Torres, Marlon](#)
Subject: Contract No. 7646C - Performance Evaluation Report & Extension Letter

Attached is a Performance Evaluation Report for the above subject contract, and an offer of extension for the same. Please respond via email to marlon.torres@scwa.com, if you intend to extend/or not extend this agreement.

If you have any question with regard to this Evaluation or offer of contract extension, please contact Marlon Torres at 631-563-0334.

Juanita Costa



Purchasing Department
Suffolk County Water Authority
4060 Sunrise Highway
Oakdale, NY 11769
Tel: 631-563-0268 Fax: 631-589-5268
Juanita.costa@scwa.com

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

INTEROFFICE CORRESPONDENCE

DATE: June 18, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7676 – Roofing and Carpentry on Chemical Treatment Buildings at Various Pump Stations - May 1, 2020 to April 30, 2021

At the April 23, 2020 Board Meeting (attachment), the Board approved the award of the above referenced contract, Board Resolution# 086-04-2020, to Preferred Exterior (Award dependent upon compliance with OCP Insurance). The April resolution allowed for award by the CEO or any Board member to Bensin Contracting if Preferred Exterior was unable to obtain the required OCP. Preferred has notified the Authority that they are unable to obtain an OCP policy for proposition 1. This memo is to notify the Board that we are rescinding the award of proposition 1 to Preferred Exterior and awarding it to Bensin Contracting in the amount of \$324,295 in accordance with the resolution.

JS
MT
JP
TK

SUFFOLK COUNTY WATER AUTHORITY**INTEROFFICE MEMORANDUM**

DATE: April 23, 2020

SUBJECT: *BOARD MEETING OF April 23, 2020*

Resolution Number	Description
085-04-2020	<u>Contract 7617</u> – for inspection of fire hydrants during the one-year period beginning August 1, 2020 – extend with Building Services Industries of Lindenhurst, New York.
086-04-2020	<u>Contract 7676</u> – for roofing and carpentry on chemical treatment buildings at various Authority pump stations during the one-year period beginning May 1, 2020 – under Proposition No. 1 – award to Preferred Exterior in the amount of \$299,040 (award dependent upon compliance with OCP Insurance) – if unable to comply then award to 2 nd low responsive bidder, Bensin Contracting Inc. in the amount of \$324,295; under Proposition No. 2 & 3 – award to Preferred Exterior in the amount of \$57,796; (award dependent upon compliance with OCP Insurance) – if unable to comply, then award to 2 nd low responsive bidder – LoDuca Associates Inc. in the amount of \$59,052.50.
087-04-2020	<u>Contract 7678</u> – for painting of the 2,300,000-gallon Middleville Road standpipe – award to JPI Painting Inc. in the amount of \$2,425,000 (with alternate bid items).
088-04-2020	<u>Contract 7679</u> – for repainting and repair work of Granular Activated Carbon (GAC) Systems at various Authority owned properties. – award to Essemce Enterprises Inc. in the amount of \$598,400.
089-04-2020	<u>Contract 7680</u> – for furnishing and installing carpet tile and cove base at various Authority locations – award to Taubs Carpet & Tile in the estimated amount of \$10,619.70.
090-04-2020	<u>Contract 7681</u> – for environmental services during the one-year period beginning May 1, 2020 – award to AARCO Environmental Service Corp. in the amount of \$24,870..
091-04-2020	<u>Contract 7682</u> – for furnishing and delivery of compressed gas cylinders during the one-year period beginning June 1, 2020 – award to AirGas USA LLC in the amount of \$47,121.92.
092-04-2020	<u>Contract 7683</u> – for fire extinguisher maintenance during the one-year period beginning June 1, 2020 – award to Professional Fire Service Inc. in the amount of \$14,211.25.
093-04-2020	<u>Contract 7684</u> – for maintenance and installation of overhead garage doors and various sites during the one-year period beginning May 1, 2020 – award to Superior Overhead Door Inc. in the amount of \$36,975.
094-04-2020	<u>Contract 7688</u> – for furnishing and delivery of ultra-low sulfur diesel fuel to various pumping stations and office buildings during the one-year period beginning May 1, 2020 – award to single bidder, Romeo Enterprises Inc. - for Groups A, B, C; Groups F (on road use/emergency) in the estimated amount of \$171,450.
095-04-2020	<u>Contract 7690</u> – for furnishing, installation and cleanout of overflow drain pits and other miscellaneous work during the one-year period beginning May 1, 2020 – award to D.F. Stone Contracting Ltd. in the amount of \$170,700.

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

INTEROFFICE CORRESPONDENCE

DATE: April 22, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7676– Roofing and Carpentry on Chemical Treatment Buildings at various Pump Stations – May 1, 2020 to April 30, 2021

Opened:	<u>February 20, 2020</u>	Published:	<u>January 23, 2020</u>
No. of Bids received:	<u>11</u>	Documents Sent:	<u>14</u>

Proposition No. 1

Low Bidder: Preferred Exterior

Total Amount: \$299,040 (Award dependent upon compliance with OCP Insurance)

2nd Low Responsive Bidder: Bensin Contracting, Inc.

Total Amount: \$324,295 (Award only if low bidder cannot comply with Insurance Requirements)

Proposition No. 2 (No Award)

Low Bidder: Statewide Roofing, Inc. (Withdrew Bid)

Total Amount: \$8,000

Second Low Bidder: Milcon Construction (Non-Responsive)

Total Amount: \$14,500

Proposition No. 2 & 3 (Combined Award)

Low Bidder: Preferred Exterior (Award dependent upon compliance with OCP Insurance)

Total Amount: \$57,796

2nd Low Responsive Bidder: LoDuca Associates Inc.

Total Amount: \$59,052.50

Recommendation: Award to Low Bidders, as noted above.

Comments: Fourteen (14) prospective bidders were sent the Invitation to Bid document. As a result, the Authority received a total of eleven (11) bids. Proposition# 1; ranged from \$299,040 to \$823,015. Proposition# 2; ranged from \$8,000 to \$85,000. Proposition# 3; ranged from \$27,796 to \$93,094.

This contract involves the replacement of roofing at 17 Pump Station Sites. Proposition 1 and 3 also includes miscellaneous carpentry at other sites in Suffolk County. **The contract was structured to be awarded by Proposition.** Noted below is a summary of the Bid Evaluation process which resulted in the recommendations noted above.

Proposition No. 1 includes replacement of Roofs, Fascias and Soffits in Control Buildings at various sites.

Low Bidder is Preferred Exterior. This bidder has not worked for the Water Authority in the past. Engineering and Purchasing met with them and checked their references and it was determined that they have the experience and are capable of performing this roofing work. Preferred Exterior was briefed on the OCP provisions in the Insurance Requirements of the Contract and have stated that they can obtain the required coverage. **Therefore, it is recommended that Proposition No. 1 be awarded to Preferred Exterior, award is contingent upon contractor securing an acceptable OCP Policy. If Preferred Exterior is unable to obtain the required insurance, award will be rescinded and contract award will be issue to Bensin Contracting, Inc. (2nd Low Responsive Bidder).**

Proposition No. 2 and 3

Proposition No. 2 includes the removal and legal disposal of Asbestos roof shingles on the Meetinghouse Road Control Building Roof. Proposition No. 3 includes replacement of the Meetinghouse Road Control Building Roof shingles and gutters and leader.

Proposition No. 2 and 3 were bid and could be awarded separately. However, the Contract also allows us to award the Propositions in what is in the best interest of the Authority, a combined award.

On Proposition No. 2, the low bidder Statewide Roofing in a letter dated March 11, 2020 (see attached) claimed to have made an error in their bid related to the asbestos abatement and as a result withdrew their bid. The second low bidder Milcon Construction also indicated they could not do the Asbestos abatement alone and told us they figured the work as both Proposition 2 and 3 together, as result the bid submitted by Milcon Construction was determined "Non-Responsive".

Therefore, we decided to look at awarding both Proposition No 2 and 3 together and see who had the lowest responsive bid. **In looking at both Proposition 2 and 3 together Preferred Exterior had the lowest bid. We recommend awarding Proposition No. 2 and 3 combined to Preferred Exterior. Award is contingent upon contractor securing an acceptable OCP Policy. If Preferred Exterior is unable to obtain the required insurance, award will be rescinded, and contract award will be issue to LoDuca Associates Inc. (2nd Low Responsive Bidder).**

The Engineering Department has reviewed the bids and recommends the award of this contract to the bidders noted above.

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



STATEWIDE ROOFING, INC
2120 Fifth Avenue, Ronkonkoma, NY 11779
Tel: 631.277.1610 / Fax: 631.277.6654
www.statewideroofingli.com

March 11, 2020

Mr. Marlon Torres
Purchasing Director
Suffolk County Water Authority
4060 Sunrise Highway
Oakdale, NY 11769-0901

RE: SCWA Bid - Contract 7676

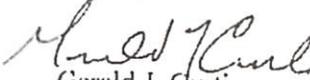
Dear Mr. Torres,

In follow up of our recent discussion today regarding the above-mentioned bid:

Statewide hereby seeks to withdraw our bid due to the interpretation regarding Proposition 2. In our estimating, we assumed the asbestos abatement would be in conjunction with the work in Proposition 1 and not an individual award due to the fact we couldn't find a reference to who would be installing a temporary roof once we completed the asbestos demolition. i.e. once we completed demolition at 4:30 on a Friday, how would a contractor make the section watertight if it were to be completed by another contractor.

Therefore, we regretfully withdraw on the bid due to an error.

Regards,


Gerald J. Curtin
President

Item 11: Miscellaneous Equipment, Parts, and Materials

The Authority has estimated the lump sum price for miscellaneous equipment, parts and materials to be furnished by the Contractor in connection with Items 9 and 10.

The Authority will reimburse the Contractor for "out of the ordinary" equipment, parts and materials based on the actual manufacturer's/vendor's invoiced cost to the Contractor, plus a fixed percentage of 15% markup of the invoice.

In order for reimbursement to occur, the equipment, parts and materials must be incorporated into the work and the Engineer must have required the Contractor to purchase them.

As a requirement for payment, original invoices must accompany any billing for parts and materials. Original invoices will remain in Authority files. Requests for payment which include reimbursement for parts and materials that are not accompanied with original Manufacturer's/Vendor's invoices for the parts and materials will not be processed.

Additional work due to unforeseen conditions encountered at Water Authority Sites included in Items 1,2,3,4,5,6,7, and 8 shall be paid for under Items 9 and 11. Items 10 and 11 will be used to maintain and improve other Water Authority buildings In Suffolk County as directed by the Engineer.

Proposition 2: Removal and Disposal of Asbestos Roof Shingles on the Chemical Treatment Building at Meeting House Road

Item 1: Removal and Disposal of Asbestos Roof Shingles on the Chemical Treatment Building

The unit bid price under this Item shall include proper removal and disposal of asbestos roof shingles as per section 07408 of the specifications. The roof shingles on the front only, of the main roof as indicated on the drawing are the ones which have been determined to contain asbestos as indicated in the laboratory analysis report provided in Appendix A. This work shall be coordinated with the roof replacement described in Proposition 3, Item 1. Therefore, this item shall include the responsibility of protecting the roof with tarps until the contract work of Proposition 3, Item 1 has begun. See drawing A09 for geometry and dimensions of roof containing asbestos roof shingles.

Proposition 3: Roofing and Carpentry at The Meeting House Road Pump Station

Item 1: Replace Roofing on Chemical Treatment Building (not including Removal and Disposal of Asbestos Roof Shingles)

The unit bid price under this Item shall include the following:

Removing and disposing of all roofing material other than the asbestos shingles indicated on drawing A09 as per contract specifications. The removal and disposal of asbestos shingles shall be paid for in Proposition 2, Item 1 above.

Installation of ice guard, tar paper, step flashing, roof shingles, and ridge vent as per Section 07311 of the Specifications. See drawing A09 for geometry and dimensions of roof and for further details.

Documents To:

All Brothers Roofing and Chimney
Bensin Contracting, Inc.
Essemce Enterprises, Inc.
KJB Industries, Inc.
KS Construction of NY Inc.
LoDuca Associates, Inc.
Milcon Construction Corp.
More Consulting Corp.
Murtha Construction
National Installation & GC Corp.
Pioneer Construction Co. of Northport, Inc.
Preferred Exterior
RK Best Construction, Inc.
Statewide Roofing, Inc.

Notices To:

Double B Associates, Inc.
Ed Broidy Contractors, Inc. d/b/a E.B.C. Co.
Quintal Contracting Corp.
S.J. Hoerning Construction, Inc.
SJS Construction Co., Inc.
WEB Construction Corp.
Bid Reporter
Construction Information Systems

Represented at Opening of Bids by:

M. Torres, SCWA
J. Costa, SCWA
Sajid Yaqoob, KS Construction of NY Inc
Scott Christ, Essemce Enterprises, Inc.
Vito Garofelo, Statewide Roofing, Inc.
Chris Penders, Pioneer Construction Co. of Northport, Inc.
Sheryl Regan, LoDuca Associates, Inc
Kamran Bashir, RK Best Construction, Inc.
Steve Grgas, National Installation
Patrice Hayden, Milcon Construction Corp.

All Brothers Roofing and Chimney
366 Railroad Avenue
Center Moriches, NY 11934
Attn: Fetah Rapi
631-772-5561
allbrothersrc@gmail.com

Bensin Contracting, Inc.
652 Union Avenue
Holbrook, NY 11742
Attn: Sue Sanchez
631-758-7000
631-758-7219 – FX
631-758-7200 – Cell
sue@bensincontracting.com

Essemce Enterprises, Inc.
PO Box 512
Remsenburg, NY 11960
Scott Christ
631-325-2119
631-325-6971 - FX
s.christ26@hotmail.com

KJB Industries, Inc.
14 Center Drive
Riverhead, NY 11901
Attn: Patricia Panchak
631-727-5600

KS Construction of NY Inc.
266 Jericho Tpke. Suite 206
Floral Park, NY 11001
Attn: Maninder Singh
516-519-8960
516-519-8691 – FX
347-608-8398 – Cell
ksconstofny@gmail.com

LoDuca Associates
113 Division Avenue
Blue Point, NY 11715
631-567-3144
631-567-3371 - FX
www.loducagc.com
richard@loducagc.com

Milcon Construction corporation
142 Dale Street
West Babylon, NY 11704
JoAnn Petrullo
631-756-9530
jpetrullo@milconconstruction.com

More Consulting Corp.
19 Old Dock Road
Yaphank, NY 11980
Attn: Brian J. Morrell
631-924-1414
516-790-7275 Cell
631-924-5514 – FX
office@morecontracting.com

Murtha Construction
1100 Prospect Avenue
West Islip, NY 11795
631-422-4922

National Installation & GC Corp.
337 W. John Street
Hicksville, NY 11801
Attn: Mariana Grgas
516-931-3500
516-931-3600 – FX
516-643-6980 – Cell
national.installation@yahoo.com

Pioneer Construction Co. of Northport, Inc.
217 Woodbine Avenue
Northport, NY 11768
631-757-3989
631-757-5360
pioneer.northport@gmail.com

Preferred Exterior
1998 Hillside Avenue
New Hyde Park, NY 11040
Attn: Matthew Notarnicola
516-354-7252
516-437-8773 – FX
516-351-3278 – Cell
matthew.nicola@preferredexterior.com

RK Best Construction, Inc
1665 76th Street Apt. 3
Brooklyn, NY 11214
Attn: Kamran Bashir
646-944-6250
929-393-9900 - FX
646-944-6250 – Cell
rkbestinc@gmail.com

Statewide Roofing, Inc.
2120 5th Avenue
Ronkonkoma, NY 11779
Attn: Tina Curtin
631-277-1610
631-676-2050 – FX
631-445-7902 – Cell
tcurtin@statewidferoofingli.com

Double B Associates, Inc.
10 Gnarled Oak Drive
East Setauket, NY 11733
Attn: Kevin Broderick
631-689-2865
kmbrods@aol.com

Ed Broidy Contractors, Inc.
d/b/a E.B.C. Co.
686 Albany Avenue
Amityville, NY 11701

Quintal Contracting Corp.
359 Main Street, Suite 1B
Islip, NY 11751

S.J. Hoerning Construction, Inc.
1471 Fifth Avenue
Bay Shore, NY 11706
631-968-0344 - FX
joe@sjhoerning.com

SJS Construction Co., Inc.
271 Skip Lane
Bay Shore, NY 11706
Robert L. Morris
631-893-3060
631-893-3062 - FX
631-885-5433 - cell
bmorris@sjsconstruction.us

WEB Construction Corp.
147 E. 2nd Street
Mineola, NY 11501
516-739-8398
516-739-8691 - FX
516-343-3978 - Cell
rmucha@webconstructioncorp.com

Bid Reporter
Email Only: kimkmg724@aol.co
P.O. Box 250
Yonkers, NY 10710

Construction Information Systems
Email Only: cis@cisleads.com
170 Kinnelon Road
Kinnelon, NJ 07405

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 9, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7689 – Coating of Pre-Engineered Building Metal Roofs at Various Well Field Sites

Opened: April 13, 2020 **Published:** March 13, 2020

No. of Bids received: 7 **Documents Sent:** 13

Bids Opened: Mayne Construction of LI, Inc.: \$80,300.00
Scholar Painting, LLC: \$116,395.00
Patalan 650 Mechanical: \$127,170.00
Ralph Plotke, Inc. d/b/a Roof Services: \$164,205.00
Keystone Contracting Corp.: \$198,000.00
DME Construction Associates: \$204,353.00
Enecon Northeast APS, Inc.: \$350,000.00

Recommendation: Reject All Bids and Re-Bid

Comments: We are seeking the Board's approval to reject all the bids received for the above referenced contract based on the following:

- Error in the Bidding process.

The Authority will re-issue a new bid for this service.

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

Documents To:

Manolis Painting, Inc.
Milcon Construction Corp.
More Consulting Corp.
Murtha Construction
Patalon "650" Mechanical Corp.
Sherwani Contracting, Inc.
Statewide Roofing, Inc.

Manolis Painting, Inc.
PO Box 9710
Baldwin, MD 21013
info@manolispainting.com

Milcon Construction Corp.
142 Dale Street
West Babylon, NY 11704
Attn: Scott Miller
631-756-9530
631-756-9537
smiller@milconconstruction.com

More Consulting Corp.
19 Old Dock Road
Yaphank, NY 11980
Attn: Brian J. Morrell
631-924-1414
631-924-5514 – FX
office@morecontracting.com

Murtha Construction
1100 Prospect Avenue
West Islip, NY 11795
info@murthaconstruction.com

Patalon "650" Mechanical Corp.
1350 Akron Street
Copiague, NY 11726
Jerry Sears
631-957-0844
631-957-0854 - FX
516-617-0016 – cell
jerry@patalan650.com

Sherwani Contracting, Inc.
1863 Flatbush Avenue
Brooklyn, NY 11210
Attn: Ghulam H. Khan
718-360-0762
347-308-5766 – FX
Sherwani.inc@gmail.com

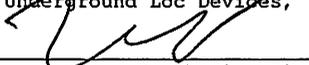
Statewide Roofing, Inc.
2120 Fifth Avenue
Ronkonkoma, NY 11779
Attn: Timothy Curtin
631-445-7902
631-676-2050 – FX
tcurtain@statewideroofingli.com

REPAIR OF UNDERGROUND LOCATING DEVICES

Bid Opening, 05/20/2020

Line Item Service Sh. Text Qty	Quot. Item: Bidder: Name: Address: City State Zip Code Item Text: Description:	6000005393 10 103719 Pollardwater 200 ATLANTIC AVENUE NEW HYDE PARK NY 11040 REPAIR OF UNDERGROUND LOCATING DEVICES Underground Loc Devices	6000005392 10 102088 MOHAWK LTD PO BOX 340 CHADWICKS NY 13319 REPAIR OF UNDERGROUND LOCATING DEVICES Underground Loc Devices
10 3002471 Repair Underground Locating Devices 200.000 H	Total Val.: Unit Price: Rank:	14,600.00 73.00 1	16,000.00 80.00 2
20 3002472 Repair Undgrd Loc Dev Parts & Materials 5,000 %	Total Val.: Unit Price: Rank:	5,250.00 1.05 1	5,750.00 1.15 2
Total Services	Val.: Rank:	19,850.00 19,850.00 1	21,750.00 0.00 2

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 05/20/2020
 for Underground Loc Devices, 11:00 AM, prevailing time, Oakdale, New York


 Marlon Torres, Purchasing Director

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

DATE: June 11, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7694– Furnish & Deliver Underground Locating Devices
July 1, 2020 to June 30, 2021

Opened: May 22, 2020 Legal Notice: Newsday
Received 3 Published: May 1, 2020
Documents Sent: 5

Low Bidder: Item#: 1
Ferguson Enterprises Inc. dba Pollardwater
Bid Amount: \$14,500

Item#: 2
Mohawk
Bid Amount: \$16,332

Item#: 3 & 4
USA Bluebook
Bid Amount: \$2,178

Recommendation: Award to Low Bidders.

Comments: Total bid price comparison to the previous contract (#7438, awarded May 2017 – USA Bluebook, Pollardwater, total estimated amount: \$30,545) reflects an average unit cost comparison reflects an average increase of 7.6%, refer to cost comparison document.

Pollardwater currently holds three (3) additional contract (#7621[Partial] – Furnishing & Delivery of Waterworks Supplies, Tools & Equipment, expires June 2021, amount: \$111,764; #7609[Partial] – Furnishing & Delivery of Chemical Pumps and Parts, expires April 2021, amount: \$18,907; #7639[Partial] – Furnishing & Delivery of Plumbing Valves, Fittings, Pipe & Associated Supplies, expires September 2020, amount: \$12,881). In fiscal year ending 5/31/19 (FY19) they were paid \$6,025.

Contractor's performance on the above referenced contract has been satisfactory.

Mohawk Ltd., holds one (1) additional contract (#7437 – Repair of Underground Locating Devices, expires June 2020, amount: \$20,750). In fiscal year ending 5/31/19 (FY19) they were paid \$34,268.

Contractor's performance is satisfactory.

USA Bluebook currently holds one (1) additional contract (#7621[Partial] – Furnishing & Delivery of Waterworks Supplies, Tools & Equipment, expires June 2021, amount: \$5,511). In fiscal year ending 5/31/19 (FY19), USA Bluebook was paid \$134,811 (held contracts: #7407[partial] – Furnishing & Delivery of Products & Equipment for Water Quality Analysis, expired January 2019, amount: \$52,354;

#7517[Partial] – Furnishing & Delivery of Chemical Pumps and Parts, expired April 2019, amount: \$28,782).

Contractor’s performance on the above referenced contract has been satisfactory.

Reviewed by:
Jeff Szabo, Chief Executive Officer 
M. Torres, Purchasing Director 
J. Pokorny, Deputy, CEO Operations 
P. Kuzman, Director of Construction Maintenance 

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

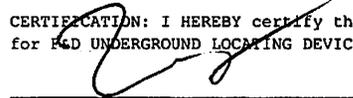
TABULATION OF BIDS
 CONTRACT NO. 7694

F&D UNDERGROUND LOCATING DEVICES

Bid Opening, 05/22/2020

Line Item Sh. Text Qty. in Base Unit	Material	Quot. : Bidder: Name: House No: Street: City: Region: Post Code: Item Text:	600005394 102088 MOHAWK LTD PO BOX 340 CHADWICKS NY 13319 F&D UNDERGROUND LOCATING DEVICES	600005396 103719 Pollarwater 200 ATLANTIC AVENUE NEW HYDE PARK NY 11040 F&D UNDERGROUND LOCATING DEVICES	600005395 107175 HD SUPPLY FACILITIES MAINTENACE 3781 BURWOOD DR WAUKEGAN IL 60085 F&D UNDERGROUND LOCATING DEVICES
00010 14489 LOCATOR, VALVE BOX, FERRO MAGNETIC WAND 20 EA		Total Val. : Unit Price: Rank:	17,920.00 896.00 3	14,500.00 725.00 1	15,710.00 785.50 2
00020 14490 LOCATOR, LINE TRACER WITH CASE 6 EA		Total Val. : Unit Price: Rank:	16,332.00 2,722.00 1	18,840.00 3,140.00 3	17,934.00 2,989.00 2
00030 14511 LOCATOR, MAGNETIC VB, (DIP NEEDLE) 6 EA		Total Val. : Unit Price: Rank:	No Bid	1,854.00 309.00 2	1,803.00 300.50 1
00040 16938 LOCATOR, MAGNETOMATIC, (WIRE) 15 EA		Total Val. : Unit Price: Rank:	No Bid	435.00 29.00 2	375.00 25.00 1
Total Quot.		Total Val. : Rank:	34,252.00 1	35,629.00 2	35,822.00 3

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 05/22/2020
 for F&D UNDERGROUND LOCATING DEVICES, 11:00 AM, prevailing time, Oakdale, New York


 Marlon Torres, Purchasing Director

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

INTEROFFICE CORRESPONDENCE

DATE: June 15, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7702 – Furnish and Delivery of Enclosed Soft Starters

Opened:	<u>June 11, 2020</u>	Published:	<u>May 20, 2020</u>
No. of Bids received :	<u>1</u>	Documents Sent:	<u>3</u>

Bid Opened: Conserve Lighting & Electrical Supplies

Recommendation: Reject Single Bid and Re-Bid

Comments: We are seeking the Board's approval to reject the single bid received for the above referenced contract based on the following:

- Insufficient bids received.

The Authority will conduct an outreach and re-issue this bid in anticipation of receiving more than one (1) bid.

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: June 15, 2020
TO: M. Torres, Purchasing Director
FROM: T.J. Kilcommons, P.E., Chief Engineer/Director of R&D
SUBJECT: Contract No. 7702
Furnishing and Delivery of Enclosed Soft Starters



Recommendation:

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

Total Estimated Amount: \$ 72,902.00

Award to: Reject all bids.

Comments:

Conserve Lighting & Electrical Supplies was the only bidder. Therefore, it is recommended to reject all bids. This Contract will be re-bid in the future.

TJK:??/attachments

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

TABULATION OF BIDS
CONTRACT NO. 7702

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

Bid Opening, 06/11/2020

Line Item	Material Mat. Group	Quot.:	6000005404
Sh. Text		Bidder:	107295
Qty. in Base Unit		Name:	Conserve Lighting & Electrical Supplies
		House No:	3905
		Street:	Crescent Street
		City:	Long Island City
		Region:	NY
		Post Code:	11101
		Item Text:	Cashier's Check \$1,000.00
00010	19053	Total Val.:	2,823.00
STARTER, SOFT, 77A, 60HP, COMPLETE		Unit Price:	2,823.00
1 EA		Rank:	1
00020	19054	Total Val.:	15,740.00
STARTER, SOFT, 125A, 100HP, COMPLETE		Unit Price:	3,148.00
5 EA		Rank:	1
00030	19055	Total Val.:	27,070.00
STARTER, SOFT, 180A, 150HP, COMPLETE		Unit Price:	5,414.00
5 EA		Rank:	1
00040	19056	Total Val.:	5,993.00
STARTER, SOFT, 242A, 200HP, COMPLETE		Unit Price:	5,993.00
1 EA		Rank:	1
00050	18891	Total Val.:	3,144.00
STARTER, SOFT, 77A, 60HP, STARTER REPL		Unit Price:	3,144.00
1 EA		Rank:	1
00060	18892	Total Val.:	4,275.00
STARTER, SOFT, 125A, 100HP, STARTER REP		Unit Price:	4,275.00
1 EA		Rank:	1
00070	18893	Total Val.:	4,420.00
STARTER, SOFT, 180A, 150HP, STARTER REP		Unit Price:	4,420.00
1 EA		Rank:	1
00080	18894	Total Val.:	4,455.00
STARTER, SOFT, 242A, 200HP, STARTER REP		Unit Price:	4,455.00
1 EA		Rank:	1
00090	19284	Total Val.:	545.00
STARTER, SOFT, 77A, 60HP, 100A CB REPL		Unit Price:	545.00
1 EA		Rank:	1
00100	19285	Total Val.:	790.00
STARTER, SOFT, 125A, 100HP, 150A CB REP		Unit Price:	790.00
1 EA		Rank:	1
00110	19286	Total Val.:	915.00
STARTER, SOFT, 180A, 150HP, 250A CB REP		Unit Price:	915.00
1 EA		Rank:	1
00120	19287	Total Val.:	2,038.00
STARTER, SOFT, 242A, 200HP, 400A CB REP		Unit Price:	2,038.00
1 EA		Rank:	1
M009		Total Val.:	23.00
F & D of LUGS: - 52A to 77A RANGE		Unit Price:	23.00
1 EA		Rank:	1
M009		Total Val.:	230.00
F & D of LUGS: - 99A to 125A RANGE		Unit Price:	46.00
5 EA		Rank:	1
M009		Total Val.:	441.00
F & D of LUGS: - 156A to 242A RANGE		Unit Price:	73.50
6 EA		Rank:	1
Total Quot.		Total Val.:	72,902.00
		Rank:	1

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received,
06/11/2020
for F & D Enclosed Soft Starters for the Period 8/1/20 - 7/31/21,
11:00 AM, prevailing time, Oakdale, New York

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

DATE: June 12, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: Contract No. 7705 – Welding Fabrication & Repairs
August 1, 2020 to July 31, 2021

Opened: June 9, 2020

No. of Bids received : 3

Published: May 18, 2020

Documents Sent: 6

Low Bidder: Retro Fit Inc.
Bid Amount: \$24,805

Recommendation: Award to Low Bidder

Comments: This is a re-bid of contract# 7699 for which a single bid was received which offered high unit pricing as a result the bid was rejected. The new solicitation resulted in the receipt of three (3) bids, **the low bidder, Retro Fit Inc., offered favorable unit pricing.** This contract covers repairs/fabrication of various cast iron, aluminum and steel items. Items for repair/fabrication might be tools, storage boxes, curb box keys, specialized hydrant parts, shelving, and chlorine tank containment and hold down brackets for chlorine tanks. Labor rates for type of work are subject to NY State Prevailing Wage Rates, which explains the high rates provided for labor cost. **Typically, this type of contract in the past has generated a limited response. Service will be provided on a as need basis.**

Retro Fit Inc., holds the current contract (#7445, issued May 2017, due to expire July 2020, amount: \$24,805). **Unit pricing comparison against the new proposed contract reflect no increase in unit pricing.**

Contractor's performance on previous contract is satisfactory.

In fiscal year ending 5/31/2019 (FY 19), Retro Fit Inc., was paid \$12,309.

Reviewed by:

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



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

**SUFFOLK COUNTY WATER AUTHORITY
INTEROFFICE CORRESPONDENCE**

DATE: June 12, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: File No. 1408 Procurements Under Various Federal General Services Administration (GSA), New York State (NYS) and Cooperative Purchasing Consortium Contracts for SCWA's Information Technology – June 1, 2020 to May 31, 2021 (FY 21)

The Authority utilizes various New York State, Federal General Service Administration contracts, and Cooperative Purchasing Agreements to purchase hardware and software. In utilizing these competitively bid contracts, we are taking advantage of the volume discounts offered through these contracts. These costs are included in the Authority's Capital and Operating Budgets

Groups that have been used under NY Contracts:

Information Technology Umbrella Contract *Distributor* Based (Group 73600)
Information Technology Umbrella Contract *Manufacturer* Based (Group 73600)
Intelligent Facility and Security Systems & Solutions (Group 77201)

Federal GSA Contracts:

Institutional Furniture/Storage Systems (Category 337127)
Information Technology – IT Hardware (Category 33411)
Perpetual Software License (Category 13233)

Consortium Contracts

NCPA (National Cooperative Purchasing Alliance)
Technology Solutions (NCPA 01-50)
Sourcewell (Cooperative Purchasing)
Office Equipment: Copiers, Printers, Software & Specialty Products (83116-KON)
PEPPM (Pennsylvania Education Purchasing Program for Microcomputers)

We respectfully request the Board to authorize the Authority to purchase hardware and software under NYS, GSA Contracts and Cooperative Purchasing Consortium Agreements for the period June 1, 2020 to May 31, 2021 (FY 21). In addition NYS, GSA and Purchasing Consortiums thru the fiscal year add to their list of approved contracts additional manufactures and suppliers, the Authority seeks approval to procure the products / services from manufacturers and suppliers as they are Identified in compliance with our procurement policy.

Reviewed by:

Jeff Szabo, Chief Executive Officer _____
M. Litka, Chief Technology Officer _____
S. Galante, Information Technology Director _____
M. Torres, Purchasing Director _____

**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: June 8, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: File# 1409 Laboratory Procurements under New York State Contracts – June 1, 2020 to May 31, 2021 (FY 21)

All major manufacturers of laboratory instrumentation, supplies and equipment are on New York State (NYS) contracts provided by the NYS Office of General Services (OGS).

State contracts are utilized to purchase the Laboratory's instrumentation authorized through the capital budgeting process. NYS OGS has gone through an extensive process ultimately approving multiple vendors to choose from. Each vendor has a line of instruments based on capabilities, ranging from research grade to production grade. Additionally, each vendor's product may function differently based on design and be more suitable for a particular application. When assessing instruments for purchase, the Laboratory meets with two or three vendors, all under NYS Contract, to discuss their products which allows for a competitive atmosphere. In choosing the successful vendor, we consider the lowest priced product that can best meet our application's requirements, such as the required detection limit and other testing method specifications, and consider attributes such as instrument ruggedness, ease of use as well as the vendor's support and service. The capital budget for fiscal year ending May 31, 2021 is \$445,000 (\$839,500 for fiscal year ending May 31, 2020).

The Laboratory also purchases environmental testing grade chemicals, reagents and supplies through the Authority's operating budget. The catalogues of the major chemical suppliers are on NYS contract, and they often provide additional discounts. Whereas, specific supply requirements are not known until needed, a blanket purchase order for these items is issued with an approximate annual amount for each vendor based on past history. The total of all purchase orders does not exceed the amount which was budgeted. When purchasing a particular item, prices offered by each vendor are compared and the lowest priced item that meets the required testing method specifications is chosen. The estimated annual amount to be purchased from the operating budget for fiscal year ending May 31, 2021 is \$1,092,000 (\$1,050,000 for fiscal year ending May 31, 2020).

Currently, the Authority purchases under the following NYS Contracts:

- Scientific Equipment - Spectroscopy, Chromatography, Instruments/Accessories, Consumables, Extended Equipment Maintenance Warranties (Group 38700)
- Laboratory Supplies and Equipment (Group 12000)

In the event that a contract expires, and the vendor agrees to honor the pricing, we will continue to purchase under the expired contract until it is either extended or a new one is issued.

We respectfully request the Board authorize the Authority to purchase Laboratory Equipment and Supplies under the above referenced NYS Contracts for the period June 1, 2020 through May 31, 2021 in an aggregate amount of approximately \$1,537,000. In addition, we procure consumables and other items thru NYS, Suffolk County and Purchasing Consortiums periodically through the fiscal year and continuously add to their list approved contracts for products and services. The Authority seeks approval to purchase the products and services as they are identified in compliance with our procurement policy.

Reviewed by:
J. Szabo, Chief Executive Officer ___
M Torres, Purchasing Director ___
K. Durk, Director of Water Quality & Lab Services ___

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 2, 2020

TO: Chairman/Board Members

FROM: Jeff Szabo, Chief Executive Officer

SUBJECT: File No. 1411 - Procurements under Various New York State (NYS) and Suffolk County (SC) Contracts, Cooperative Purchase Agreements for SCWA Transportation – June 1, 2020 to May 31, 2021 (FY 21)

The Authority utilizes various New York State (NYS), Suffolk County (SC), Town contracts, and Cooperative Purchasing Consortium Agreements to purchase transportation equipment, parts, vehicles, gasoline, and bio-diesel fuel. This takes advantage of the volume discounts offered through these contracts. These costs are included in the Authority's Capital and Operating Budgets.

Groups that have been used under NYS Contracts:

Gasoline & E85 (Group 05600) Diesel Engine Fuel (Group 05602)
Vehicles (Including Alternative Fuel Passenger cars, Sport Utility Vehicles, Passenger/Cargo Vans and Pickups (Group 40450)
Trucks (Medium Duty – Class 5, 6, and 7):
Cab-Chassis with Various Bodies, Snowplows and Associated Options/Accessories (Group 40580)
Pallet/Forklift Truck (Group 39101)
International Truck Replacement Parts (Group 40510)
Tires (new) and Related Services (Group 30600)
Industrial and Commercial Supplies and Equipment (Group 39000)
Oil, Lubricating, High Detergent (Group 05700)
Hydraulic Oil, High Detergent, Returnable Drums (Group 05701)
Filters, Automotive (Group 30310)

Suffolk County Contracts:

Automotive- Ford Vehicles Parts and services (Commodity Code 92815)
Automotive – Towing (commodity Code 96890)
Batteries, Automotive (Commodity Code 06012)
Emergency Road Tire Service (Commodity Code 92882)
International Truck Parts (Commodity Code 06073)
Industrial and Commercial Equipment and Supplies (Commodity Code 545)
Heavy Duty Brake Parts (Commodity Code 76505)
Heavy Duty Parts and Repairs (Commodity Code 06000)
Heavy Duty Suspension Repair (Commodity Code 92876)
Medium & Heavy-Duty Vehicle Parts & Labor (Commodity Code 92887)
Removal of Waste Oil (Commodity Code 92856)
Rental of Heavy Equipment (Commodity Code 97534)
Repair of Lifts & Jacks (Commodity Code 9247)
Steel and Aluminum Supplies (Commodity Code 57066)
Welding Supplies (Commodity Code 895)
Tires/Passenger Cars, Light, Medium & Heavy (Commodity Code 86305)
Vehicle Warning Lights and Sirens (Commodity Code 05557)
Welding – Fabrication & Repairs (Commodity Code 91076)
Welding Supplies (Commodity Code 895)

Town Contracts:

Miscellaneous Automotive Parts/Equipment (Town of Islip Contract 319-238)
Hydraulic Hoses (Town of Huntington Contract 19-11-051)

Consortium Contracts:

National Joint Powers Alliance (NJPA) – Auto and Support Equipment, Replacement Parts for Fleet Services, Construction Maintenance

Tractors, Utility Vehicles and Construction Contract# 070313-KBA

US Communities – Auto Parts and Accessories Items Contract 1101149

Sourcewell

Automotive Replacement Parts (062916-GPC)

We respectfully request the Board to authorize the Authority to purchase transportation equipment and supplies under NYS, Suffolk County, Town Contracts and Cooperative Purchasing Consortium Agreements for the period June 1, 2020 to May 31, 2021 (FY 21). In addition NYS, SC and Purchasing Consortiums thru the fiscal year add to their list of approved contracts additional manufactures and suppliers, the Authority seeks approval to procure the products / services from manufacturers and suppliers as they are Identified in compliance with our procurement policy.

Reviewed by:

Jeff Szabo, Chief Executive Officer _____

D. Mancuso, Chief Human Resources Officer _____

M. Torres, Purchasing Director _____

S. Monahan, Fleet Manager _____

R. Lehning, Assistant Fleet Manager _____

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: June 2, 2020

TO: Chairman/Board Members

FROM: Jeff Szabo, Chief Executive Officer

SUBJECT: File No. 1412 - Procurements under various New York State (NYS), Suffolk County (SC) Contracts, and Cooperative Purchasing Agreements for SCWA Oakdale Stores June 1, 2020 to May 31, 2021 (FY 21)

The Authority utilizes various New York (NYS), Suffolk County (SC) contracts, and Cooperative Purchasing Consortium Agreements to purchase various office supplies and supplies/parts used in the field.

Groups that have been used under NYS Contracts:

Hazardous Incident Response Equipment (Group 38232)
Industrial and Commercial Supplies and Equipment (Group 39000)
Information Technology Umbrella Contract Mfg. Based (Group 73600)
Mailing Machines, Scales, Folder, Inserters, Meter Rental and Other Items (Group 22812)
Motor Oil (Group 05700)
NYSID (NYS Industries Disabled) and NYSPSP (NY Preferred Source Program) (Miscellaneous Office, Cleaning, Safety, and Green Products)
Printing and Imaging Equipment (Group 75525)
Treated Salt (Group 32100)

Suffolk County Contracts:

Asphalt & Bituminous Material, Sand, Stone, Topsoil, and Bank Run (Commodity Code 75000)
Concrete Products (Commodity Code 21015)
Envelopes (Commodity Code 31000)
Fine Paper (Commodity Code 64521)
Forestry Supplies (Commodity Code 57838)
Groundskeeping Equipment (Commodity 54509)
Grounds Keeping – Repair Parts and Services (Commodity Code 93446)
Industrial and Commercial Supplies Equipment (Commodity Code 57805)
Office Supplies (Commodity Code 61560)
Plumbing Supplies (Commodity Code 67000)
Plumbing – Backflow Prevention Devices and Rebuilding Kits (Commodity Code 89003)
Suction/Sewer Cleaning Hoses (Commodity Code 46085)
Wastewater Supplies (Commodity Code 890)

Consortium Contracts:

NCPA (National Cooperative Purchasing Alliance)
Janitorial Supplies (NCPA 02-28)
Technology Solutions (NCPA 01-44)

PEPPM (Pennsylvania Education Purchasing Program)
Desktops, Laptops, Tablets, Software and Related Services (528897-113)

Sourcewell (Cooperative Purchasing former NJPA)
Office Supplies and Equipment (010615-SCC)

We respectfully request the Board to authorize the Authority to purchase these type items under NYS, Suffolk County Contracts, and Consortium Contracts for the period June 1, 2020 to May 31, 2021 (FY 21). In addition, NYS, Suffolk County and Purchasing Consortiums periodically through the fiscal year add to their list of approved contracts for products and services. The Authority seeks approval to purchase the products and services as they are identified in compliance with our procurement policy.

Reviewed by:

Jeff Szabo, Chief Executive Officer _____

D. Mancuso, Chief Human Resources Officer _____

M. Torres, Purchasing Director _____

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

INTEROFFICE CORRESPONDENCE

DATE: June 2, 2020
TO: Chairman/Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: File No. 1413 - Procurements under Various New York State (NYS), Suffolk County (SC) Contracts, and Cooperative Purchasing Agreements for SCWA Bay Shore Stores/Production Control June 1, 2020 to May 31, 2021 (FY 21)

The Authority utilizes various New York State (NYS), Suffolk County (SC) contracts, and Cooperative Purchasing Consortium Agreements to purchase various office supplies and supplies/parts used in the field.

Groups that have been used under NYS Contracts:

Hazardous Incident Response Equipment (Group 38232)
Industrial and Commercial Supplies and Equipment (Group 39000)
Medical and Laboratory Supplies and Equipment (Group 12000)
NYSID (NYS Industries Disabled) and NYSPSP (NY Preferred Source Program) (Miscellaneous Office, Cleaning, Safety, and Green Products)

Suffolk County Contracts:

Automotive – Ford Vehicles Parts and Services (Commodity Group 92815)
Batteries, Automotive (Commodity Group 06012)
Electric Motor Purchase (Commodity Group 28568)
Electrical Supplies (Commodity Group 28501)
Industrial and Commercial Equipment and Supplies (Commodity Group 545)
Plumbing Supplies (Commodity Group 67000)
Snowplow and Spreader Parts (Commodity Group 76466)
Wastewater Supplies (Commodity Group 890)
Water Laboratory Equipment and Supplies (Commodity Group 49043)

Consortium Contracts:

NCPA (National Cooperative Purchasing Alliance)
Janitorial Supplies (NCPA 02-28)

We respectfully request the Board to authorize the Authority to purchase these type items under NYS and Suffolk County Contracts, and Cooperative Purchasing Consortium Agreements for the period June 1, 2020 to May 31, 2021 9FY 21). In addition, NYS, Suffolk County, and Purchasing Consortiums periodically through the fiscal year add to their list of approved contracts for products and services. The Authority seeks approval to purchase products and services as they are identified in compliance with our procurement policy.

Reviewed by:

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

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

INTEROFFICE CORRESPONDENCE

DATE: June 4, 2020
TO: Jeff Szabo, Chief Executive Officer
FROM: Marlon Torres, Director of Purchasing
SUBJECT: File No. 1520 - Procurements under Various New York State (NYS) Contracts, Purchasing Consortiums - June 1, 2020 to May 31, 2021 (FY 21)

The Facilities Department seeks approval from the Board to utilize several New York State (NYS) and Purchasing Consortium Contracts (examples: NJPA, US Communities, Sourcewell), to acquire various products / services. Listed below are the following products / services from vendors / contractors that our Facilities Department uses:

Waste Removal - Group#79013; Award# 22760-SW – Annual Estimated Expenditure: \$75,000 - \$77,000

Unarmed Guard Services - Group#710011; Award#22436 - Annual Estimated Expenditure: \$50,000

The above referenced contracts have been competitively bid and are in compliance with NY State Finance Law, GML 103 and NY State Procurement Guidelines. Totals of course vary based on how often we call for service that is not typically scheduled. **The Authority is permitted to utilize such contracts in accordance with our Purchasing Policy Section III. Purchasing will utilize the “Mini-Bid” process as per the NY State Contract Guidelines to obtain the most favorable pricing.**

Unit prices offered under the NYS / Purchasing Consortium Contracts are competitively bid. Purchasing will continue to perform “spot checks” to validate unit pricing to ensure that the Authority is obtaining the “Best Value” and that the pricing offered is “Fair & Reasonable”. A non public bid was not solicited since the “Mini-Bid” process addresses the requirement that a competitive solicitation be issued to ensure compliance with SCWA’s Procurement Policy.

We respectfully request the Board to authorize the Authority to procure the products / services offered under the NYS and Purchasing Consortium Contracts for use by our Facilities Department, as noted above.

Reviewed by:

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

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

INTEROFFICE CORRESPONDENCE

DATE: June 8, 2020
TO: Jeff Szabo, Chief Executive Officer
FROM: Marlon Torres, Director of Purchasing
SUBJECT: Extension of RFP 1516 – Inspection Services for Authority Pipeline and Road Restoration Projects
June 1, 2020 to May 31, 2021

H2M Architects & Engineers Inc., by way of the attached letter, has agreed to extend the subject agreement for a third and final year.

As of June 1, 2019 (FY 20) the Authority paid \$179,532 to H2M under the various contracts they hold. In FY19, they were paid \$93,683.

H2M holds two (2) additional contracts (#1525 - Consulting Engineering Services for Five Year Report, awarded September 2018, estimated value: \$129,000; #1547 – Water Tank Inspection Services, \$145,245).

Contractor’s performance on the above referenced contracts is satisfactory.

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

Reviewed by:

Jeff Szabo, Chief Executive Officer	–
M. Torres, Purchasing Director	–
J. Pokorny, Deputy, CEO Operations	–
P. Kuzman, Director of Construction Maintenance	–

Attachments: 1 memo & 1 tabulation

Extend



architects + engineers

538 Broad Hollow Road, 4th Floor East
Melville, NY 11747 | tel 631.756.8000

June 3, 2020

Marlon Torres
Purchasing Director
Suffolk County Water Authority
P.O. Box 38
Oakdale, New York 11769-0901

Re: RFP# 1516 – Inspection Services for Authority Pipeline as Road Restoration Projects

Extension of Contract – June 1, 2020 to May 31, 2021

Dear Mr. Torres:

We have received your email letter of June 3, 2020 regarding our referenced contract for Inspection services.

In accordance with our current agreement, we hereby acknowledge an offer to extend the agreement for an additional year with no change in the terms of the agreement. We are interested in accepting the offer to renew.

Thank you for this opportunity and we look forward to continuing to work with you on this project.

Sincerely,

H2M architects + engineers

William H. Rockensies, P.E.
Vice President

TABULATION OF BIDS
 CONTRACT NO. 1516

Inspection Services for Authority Pipeline and Rd Restoration Projects

Bid Opening, 03/19/2018

Line Item	Material Mat. Group	Quot.:	6000004780
Sh. Text		Bidder:	104768
Qty. in Base Unit		Name:	H2M ARCHITECTS + ENGINEERS
		House No:	538
		Street:	BROADHOLLOW RD 4TH FL EAST
		City:	MELVILLE
		Region:	NY
		Post Code:	11747
		Item Text:	Inspection Services for Authority
G001		Total Val.:	558.00
Project Manager		Unit Price:	558.00
Srv.Specs	1 AU	Rank:	1
G001		Total Val.:	643.00
Sr Construction Inspector NICET IV		Unit Price:	643.00
Srv.Specs	1 AU	Rank:	1
G001		Total Val.:	500.00
Construction Inspector NICET III		Unit Price:	500.00
Srv.Specs	1 AU	Rank:	1
Total Quot.		Total Val.:	1,701.00
		Rank:	1

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received,
 03/19/2018
 for Inspection Services for Authority Pipeline and Rd Restoration Projects,
 11:00 AM, prevailing time, Oakdale, New York

 Marlon Torres, Purchasing Director

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 12, 2020
TO: Jeff Szabo, Chief Executive Officer
FROM: Marlon Torres, Director of Purchasing
SUBJECT: Extension of RFP 1518 – Intellectual Property Counsel
August 1, 2020 to July 31, 2021

Heslin Rothenberg Farley & Mesiti P.C., 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.

The purpose of this contract is to review the Authority's practices and determine whether any method(s) developed by the Authority may qualify for patent, trademark, copyright or other intellectual property protection. In addition, the firm will prosecute applications for intellectual property protection of novel SCWA methods, licensing arrangements and infringement actions.

Original contract award, in June 2018, was not for a specified amount, this is an "On Call, Requirements Contract".

To date, the Authority has paid approximately \$52,389, under the subject contract.

Contractor's performance is satisfactory.

We are requesting contract extension for the one-year period commencing July 1, 2021, as noted above.

Reviewed by:

Jeff Szabo, Chief Executive Officer
M. Torres, Purchasing Director
T. Hopkins, General Counsel
J. Milazzo, Special Counsel

Handwritten signature marks consisting of four slanted lines, likely representing initials or a signature.

Torres, Marlon

From: Nick Mesiti <Nick.Mesiti@hrfmlaw.com>
Sent: Tuesday, March 24, 2020 11:50 AM
To: Costa, Juanita
Cc: Torres, Marlon
Subject: RE: RFP#1518 - Intellectual Property Counsel - Extension of Contract

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.

Hi,

We are interested in extending the contract.

Thank you,

Nicholas Mesiti
Managing Partner
Heslin Rothenberg Farley & Mesiti



5 Columbia Circle
Albany, New York 12203
Telephone: (518) 452-5600
E-mail: nick.mesiti@hrfmlaw.com

Connect with us:   

Visit our website at: www.hrfmlaw.com

CONFIDENTIALITY NOTICE

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 **Please consider the environment before printing this e-mail**

From: Costa, Juanita <Juanita.Costa@SCWA.com>
Sent: Thursday, March 19, 2020 11:42 AM
To: Nick Mesiti <Nick.Mesiti@hrfmlaw.com>
Cc: Torres, Marlon <Marlon.Torres@SCWA.com>
Subject: RFP#1518 - Intellectual Property Counsel - Extension of Contract

The above subject contract is due to expire July 31, 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, if you intend/or not extend this agreement.

Thank you.

TABULATION OF BIDS
 CONTRACT NO. 1518

Intellectual Property Counsel

Bid Opening, 04/27/2018

Line Item	Quot. Item:	6000004794 10
Service	Bidder:	106840
Sh. Text	Name:	HESLIN ROTHENBERG FARLEY
Qty	Address:	5 COLUMBIA CIRCLE
	City	ALBANY
	State	NY
	Zip Code	12203
	Item Text:	Intellectual Property Counsel
	Description:	Intellectual Property Counsel
10		
3003879	Total Val.:	500.00
Sr Partner	Unit Price:	500.00
1.0 HR	Rank:	1
20		
3003886	Total Val.:	400.00
Partner	Unit Price:	400.00
1.0 HR	Rank:	1
30		
3003880	Total Val.:	280.00
Sr Associate	Unit Price:	280.00
1.0 HR	Rank:	1
40		
3003888	Total Val.:	240.00
Associate	Unit Price:	240.00
1.0 HR	Rank:	1
50		
3003881	Total Val.:	160.00
Jr Associate	Unit Price:	160.00
1.0 HR	Rank:	1
60		
3003887	Total Val.:	175.00
Paralegal	Unit Price:	175.00
1.0 HR	Rank:	1
70		
3003882	Total Val.:	160.00
Law Clerk	Unit Price:	160.00
1.0 HR	Rank:	1
Total Services	Val.:	1,915.00
	Rank:	1 1,915.00

CERTIFICATION: I HEREBY certify that this is a correct Tabulation of Bids, received, 04/27/2018 for Intellectual Property Counsel, 11:00 AM, prevailing time, Oakdale, New York

Marlon Torres, Purchasing Director

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: May 29, 2020
TO: Chairman / Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: RFP# 1555 – Rate Analysis & Design Services

Solicitation Process:

The Authority issued a Request for Proposal (RFP) on December 2, 2019 to seek proposals from qualified firms to provide for Rate Analysis & Design Services. This procurement was posted on the Authority's website in addition to the NY State Contract Reporter and NY State Purchasing Group (Bid Net) Websites. The procurement was advertised in Newsday on December 2, 2019. As a result, the Authority received three (3) proposals:

- Concentric Energy Advisors
- Raftelis Financial Consultants
- NewGen Strategies & Solutions (formerly Municipal Financial Services Corp)

Description / Background of Project:

The Authority's schedule of rates, fees, and charges are continually reviewed and adjusted, when necessary, to ensure that rate and revenue levels are adequately funding the overall goals and objectives of the Authority. Periodically, SCWA seeks the services of a qualified independent consultant to conduct a comprehensive rate study in accordance with the specifications outlined in the RFP.

Evaluation / Selection Process:

An Evaluation / Selection Committee was formed which included representatives of senior management. The criteria for selection of the successful consultant were based on the following:

1. Quality & Approach of Proposal (Proposed Methodology). The degree in which the proposal meets or exceeds the general requirements of the RFP. Demonstrating a complete understanding of the requirements associated with conducting a comprehensive water utility cost of service and rate design study.
 2. Experience, Quality, extent, and relevance of firm's current and prior experience with other Public Entities (i.e., Water Entities). Experience in conducting rate analysis and design services
 3. The Fee Proposal
- Each criteria listed above was assigned a weight for scoring, representatives meet as a group to discuss the proposals received but individually evaluated and scored the technical portion of each proposal received. All scores were tallied and a ranking of scores was established, refer to attachment A.
 - The Authority requested Virtual Presentations be conducted by the highest-ranking proposers (Raftelis Financial Consultants, NewGen Strategies & Solutions), presentations were held on May 28th. **As a result of the presentations the Committee has recommended that the proposal submitted by Raftelis Financial Consultants be awarded the contract.**

Term & Cost:

The proposed contract term is for an initial three (3) year period beginning April 1, 2020 to March 30, 2023. This may be extended for an additional two (2) one (1) year periods at the same prices if agreed upon in writing by both parties within sixty (60) days of the expiration of this contract. Initial cost proposal was for an estimated annual amount of \$98,650. **The Authority request "Best & Final" offer which resulted in the submission of a revised cost proposal for an amount of \$91,590, refer to cost proposal, attachment B.**

The Authority contacted the references provided by Raftelis Financial Consultants and the responses were favorable. **Based on the above we seek the Boards approval to proceed with the execution of an agreement as presented above.**

Reviewed by: Jeff Szabo, Chief Executive Officer; E. Vassallo, Chief Finance Officer; M. Torres, Purchasing Director

-

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: June 2, 2020

TO: Jeffrey Szabo, Chief Executive Officer

FROM: Donna Mancuso, Chief Human Resources Officer *DM*

SUBJECT: *RFP 1560 – PRE-EMPLOYMENT, DOT, PFT PHYSICAL EXAMINATIONS
DURING THE TWO-YEAR PERIOD BEGINNING 7/1/2020*

As a condition of employment, the Authority requires all candidates to receive a pre-employment physical examination. Additionally, our current employees utilize the vendor for DOT physicals and drug testing, Lyme disease tests and pulmonary function tests (PFT). Our contract with HealthSure Medical Services will expire June 30, 2020.

A request for proposals was conducted and we received quotes from two vendors, including the incumbent:

- HealthSure Medical Services, Islandia and Medford
- Industrial Medicine Associates, PC, Bohemia

A committee reviewed the proposals and the highest score was given to Industrial Medicine Associates of Tarrytown, NY with a physical office in Bohemia. They guarantee appointments within 5 days and notification of pass/fail results within 24-48 hours. They are able to provide all required testing as specified.

It is my recommendation to accept the proposal of Industrial Medicine Associates, PC for a two-year period beginning July 1, 2020, with an additional option to extend. Industrial Medicine Associates, PC is headquartered in Tarrytown, NY with their Suffolk County office centrally located on Veterans Highway in Bohemia. Their references include the County of Suffolk, The City of Yonkers, and NYC Department of Transportation. SCWA typically administers 175 DOT/PFT physicals and 25-30 pre-employment physicals annually. The estimated annual cost for these services is \$15,000.

If you approve, please add this item to the agenda for the Board's consideration. Thank you.

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 9, 2020
TO: Chairman / Board Members
FROM: Jeff Szabo, Chief Executive Officer
SUBJECT: RFP# 1561 – Maintenance of the CNG Station

Solicitation Process:

The Facilities Department Manager contacted Purchasing to commence the process for soliciting cost proposals from qualified firms for the Maintenance of the CNG Station at our Oakdale location. There is a limited pool of vendors that are authorized by the manufacturers of the CNG compressors and associated electronic components that can provide for maintenance. As a result, the Purchasing Department's Director conducted an outreach and as a result we contacted these three (3) vendors listed below:

- Trillium (currently has numerous publicly bid contracts for this type of service)
- Air & Gas Technologies (Vendor who provided the CNG Station, current provider of maintenance, month to month service)
- Clean Energy (currently has numerous publicly bid contracts for this type of service)

A site tour was conducted with the above referenced vendors and proposals were submitted from these qualified firms to provide for monthly maintenance.

Listed below is a summary of the overall cost proposals submitted:

- **Trillium – Option 1:** Fixed Price of **\$3,000/month** based upon a contract term of five years.
 - Includes monthly preventative maintenance service visits, all parts and labor costs**Option 2:** Fixed Price of **\$1,450/month** based upon a contract term of five years.
 - Includes a monthly preventative maintenance service visit
 - Labor billed at \$110/Hr.
 - Parts billed at Cost Plus 10%
- **Air & Gas Technologies – Monthly Inspection \$1250.00 PER VISIT ***
The pricing above is for inspection only. It does not include pm parts or emergency services.
Standard Labor rate is \$ 125.00 per hour during normal business
- **Clean Energy – Monthly Maintenance - \$1,130, Labor billed at \$130.00/Hr.**
 - Monthly inspection of Station: check levels, change fluids, minor repairs, basic maintenance
 - All labor, service and support to perform the services in the Scheduled R&M Program
 - Incremental additional oil (topping off)
 - Supply and maintain all required standard and specialty tools to efficiently maintain and service the equipment
 - CE's 24/7 Callout Service Center
 - Inspect and record overall condition and operation of the equipment and maintain an electronic service log for SCWA

It is important to note that the pricing offered from two (2) of the three (3) vendors (Trillium, Clean Energy) is based on existing pricing offered under existing publicly bid contracts. In accordance with the Authority's Procurement Policy, The Procurement Officer may select a vendor from an existing United States General Services

Administration, State of New York, Municipal Contract or pursuant to Public Authorities Law Section 2881 (A Public Contract), in addition for validation of pricing offered, we obtain at least one non Public Contract response (Air & Gas Technology).

Based on the above we seek the Boards approval to award a contract to Clean Energy.

Term & Cost:

The proposed contract term is for an initial three (3) year period beginning August 1, 2020 to July 30, 2023. This may be extended for an additional two (2) one (1) year periods at the same prices if agreed upon in writing by both parties within sixty (60) days of the expiration of this contract. Contract is for an estimated annual amount of \$13,560 this is a good faith estimate, refer to cost proposal, Attachment A.

Clean Energy has current contracts with other public entities such as:

Suffolk County Public Works Department: Operation & Maintenance on Two CNG Stations in Commack and Westhampton

Nice Bus: Design, Build Operate and Maintain a new CNG Station

Town of Smithtown - Solid Waste and Recycling Contract: design, build, operate and maintain a new CNG Station for all the refuse haulers servicing this contract

Town of Brookhaven – Solid Waste and Recycling Contract: design, build, operate and maintain a new CNG Station for all the refuse haulers servicing this contract

Town of Huntington – Solid Waste and Recycling Contract: design, build, operate and maintain a new CNG Station for all the refuse haulers servicing this contract

Town of Islip – Solid Waste and Recycling Contract

Cc: E. Vassallo, Chief Finance Officer; J. Milazzo, General Counsel; Donna Mancuso, Chief Human Resource Officer; Jeff Rinker, Facilities.
M. Torres, Purchasing Director

Suffolk County Water Authority

Interoffice Memorandum

To: Chairman and Board Members

From: Jeff Szabo, Chief Executive Officer

Re: COVID-19 Response Plan - Phase II Office Return Plan

Date: June 12, 2020

SCWA responded to the COVID-19 pandemic by significantly modifying its work practices, allowing employees to work remotely, staggering shifts, preventing employees from congregating, shifting work stations to create social distance between employees, disinfecting shared surfaces, curtailing public access to its facilities and limiting non-emergency services. As essential employees, all SCWA employees are expected to return to their workstation unless they qualify for telework under the Families First Coronavirus Response Act (FFCRA), as a Worker at High Risk due to age or a qualifying underlying medical condition or are providing substantial care to a High Risk individual. Phase II of SCWA's COVID-19 Response Plan governs their return.

On May 21, 2020 SCWA adopted Phase I of its COVID-19 Response Plan. Under Phase I, SCWA instituted structural changes needed to create a workplace that conforms to the Centers for Disease Control and Prevention's recommendations. Phase II allows employees to return, in accordance with the applicable regulatory framework, to their changed workplace. By necessity, Phase II builds on the measures implemented in the immediate response to the COVID pandemic and identifies those practices that will be continued throughout the phase. These are fluid and can - and likely will - be modified as conditions change. SCWA, through the Phases of its COVID Response Plan, is building layer upon layer of best practices to create and maintain a safe working environment.

As in the SCWA response throughout Phase I, in Phase II SCWA relies on the tensile strength of its employees to inform its response. Our employees' adaptability and professionalism allowed SCWA to weather the COVID crisis without an interruption in service to our customers and more importantly without a loss of life among SCWA staff.

It is yet again a time to pivot, from remote work arrangements and minimalism, to a fully staffed and dynamic SCWA ready to respond to our customer's changing needs. Phase II begins the process.

Suffolk County Water Authority

Guidance – COVID-19 Response Plan - Phase II – Office Return Plan

- Components of Phase II Protocol:
- I. SCWA-Wide Protocols
 - II. Departmental Return to Work Protocols
 - III. Duration of Phase II

I. SCWA Wide Protocols

A. Families First Coronavirus Response Act (FFCRA) Leave

Employees qualifying for FFCRA Leave will be permitted to work remotely in a manner consistent with the U.S. Department of Labor’s FFCRA Guidance. The Chief Human Resources Officer or her designee will determine an employee’s eligibility for a FFCRA leave based on the documentation submitted by the employee. The employee shall cooperate in providing materials to CHRO as requested. FFCRA determination appeals shall be to the Chief Executive Officer. SCWA may cancel an employee’s remote work arrangement under FFCRA leave if it determines that the employee is unable to work remotely successfully. If cancelled, the employee may apply for a FFCRA leave but not work remotely. If approved the employee will receive a prorated salary as provided under FFCRA.

B. High Risk Employees

Employees at a High Risk for severe illness, as defined under the Centers for Disease Control and Prevention’s Interim Guidance For Employers with Workers at High Risk, will be permitted to work remotely in a manner consistent with the Guidance. The Chief Human Resources Officer or her designee will determine a High Risk Employee’s eligibility based on the documentation submitted by the employee. The employee shall cooperate in providing materials to CHRO as requested. High Risk Employee determinations may be appealed to the Chief Executive Officer. Information submitted by the employee will be maintained in accordance with applicable privacy laws and regulations. SCWA may cancel a High Risk employee’s remote work arrangement under FFCRA leave if it determines that the employee is unable to work remotely successfully. If cancelled, the employee may apply for a FFCRA leave but not work remotely. If approved the employee will receive a prorated salary as provided under FFCRA.

C. Employees Providing Substantial Care for High Risk Individuals

Employees working remotely successfully and simultaneously providing substantial care for a High Risk Individual as defined under the FFCRA may continue to work remotely during Phase II. The Chief Human Resources Officer

or her designee will determine an employee's eligibility based on the documentation submitted by the employee. The employee shall cooperate in providing materials to CHRO as requested. Substantial care for High Risk Individuals determinations may be appealed to the Chief Executive Officer. Information submitted by the employee will be maintained in accordance with applicable privacy laws and regulations. SCWA may cancel an employee's accommodation at any time or for any reason.

D. Adoption and Incorporation of Phase I Protocols

The measures instituted under Phase II are additive and complementary to those implemented under Phase I. SCWA through its COVID Response Plan is building layer upon layer of best practices to create and maintain a safe working environment. The Office Return Team shall resolve conflicts between the two.

E. Remote Work

The CEO is authorized to permit remote work for the Chief Financial Officer, Chief Human Resources Officer, Chief Legal Officer, Chief Technology Officer, Deputy Chief Executive Officers for Customer Service and Operations, Deputy CFO, General Counsel, Chief Engineer and Director of Research and Development, Directors of Communication, Construction Maintenance, Field Services, Information Technology, Laboratory, Production Control, Pine Barrens, Purchasing, Risk and Strategic Initiatives on a periodic and limited basis. Approvals of request will contain the remote work schedule. Employees approved for remote work must appropriately document the work performed remotely. Applications for remote work shall be submitted for the CEO's review and determination. Remote Work determinations are not appealable.

F. Remote Work Requirements

Employees approved to work remotely shall record their activities and submit the record to their supervisor weekly. A remote work agreement may be terminated by SCWA if an employee is not sufficiently productive or fails to adequately document their productive time.

G. Enhanced Flex Time

Enhanced Flex Time will be available to all management employees provided operational efficiency can be maintained. Enhanced Flex Time allows employees to alter their work schedule by reporting to work up to one and half (1.5) hours earlier, leaving work up to one and half (1.5) hours earlier and/or reducing their lunch break by thirty (30) minutes. Enhanced Flex Time may allow for childcare, family care or to reduce the number of employees entering or exiting a building at

the same time while Phase II is in effect. Requests for Enhanced Flex Time must be approved by the Executive in charge of the employee's department and the CHRO. Appropriate documentation must accompany each request.

H. SCWA Return to Work Date

By June 22, 2020, all SCWA employees will return to work full time, have a date certain for their return that allows required workplace modifications to be completed, or have an approved FFCRA leave or FFCRA remote work arrangement or an approved leave as a substantial care provider for a High Risk individual.

II. Departmental Return to Work Protocols

A. CEO

1. Communications

No changes required because implementation of Phase I protocols meet CDC guidelines.

2. Internal Audit

No changes required because implementation of Phase I protocols meet CDC guidelines.

3. Laboratory

a. Three Shifts – Lab staff has been divided into three shifts, 7 am to 3 pm, 8:30 am to 5 pm, and 3 pm to 11 pm, and this will continue. Scientists work the early and late shifts to allow for a head count reduction. A secondary benefit of this change is the increase in same day testing capacity. Management shifts begins at 7 am and overlap both the early and late scientist's shifts. Supervisors, Assistant Supervisors and Project Management, will continue to work on the early and late shifts to provide oversight and to troubleshoot problems, as necessary.

b. Sample collectors – No changes required because implementation of Phase I protocols meet CDC guidelines.

4. Safety

Safety's office has been relocated from the 4040 Sunrise Highway building to the Oakdale Administration building to enable members of the

Finance Department to work in the 4040 Building to increase social distancing within the Finance Department. Safety will prepare and distribute information and a video detailing how to properly employ personal protection equipment.

B. Customer Service

1. Customer Service

Call center staff temporarily relocated to the Hauppauge building will move back to the Coram campus. Call center staff will deploy in Building 1 and other areas of Building 5 of the Coram campus to provide head count reduction in Building 5 and to increase social distancing among staff in the call center.

No public access to either Building 1 or Building 5 will be allowed during Phase II without an appointment. SCWA will increase customer payment options and locations by leveraging Kubra's payment network to receive SCWA payments.

2. Field Operations

Technicians will continue to report directly to their vehicles. On June 15, SCWA will resume in-premises service calls. Employees entering a premise will be required to wear a SCWA-supplied face, appropriate to the level of risk and protective of both the employee and the public, covering in accordance with SCWA's written instruction. On the day of the service call, Customer Service will call the customer requesting the service and determine whether anyone in the premises is actively COVID sick. Technicians will document their time using Timeclock Plus on SCWA-issued devices.

Access limits to the storeroom instituted to prevent employee congregation will be maintained.

3. Meter Shop and Workforce Technology Operations

Meter Shop employees entering a premise will be required to wear a SCWA supplied face covering. Employees entering a premise will be required to wear a SCWA-supplied face, appropriate to the level of risk and protective of both the employee and the public, covering in accordance with SCWA's written instruction. On the day of the service call, Customer Service will call the customer requesting the service and

determine whether anyone in the premises is actively COVID sick. Meter Shop employees will document their time using Timeclock Plus on SCWA issued devices as directed by their supervisor.

Limits on the access to the storeroom instituted to prevent employee congregation will be maintained.

C. Finance

1. Finance

Members of Finance will be deployed to the 4040 Building to reduce head count and provide social distancing among staff in the Finance building in accordance with CDC recommendations.

2. Purchasing

Bid openings will continue to be closed to the public consistent with Executive Orders of the New York State Governor. Purchasing will explore providing remote video access to bid openings.

D. Human Resources

1. Facilities

No changes required because implementation of Phase I protocols meet CDC guidelines.

2. Human Resources

Remote office visits will remain paused until the end of Phase II. Appointments will continue to be required before an employee may meet with Human Resources staff to avoid the congregation of employees. Job postings and bidding shall continue remotely. Initial prospective employee interviews will be conducted using remote meeting technology. Candidates meriting a second interview will be interview in person. Tests shall be scheduled in locations providing for adequate social distancing between individuals taking a test.

3. Stores

Non-SCWA delivery personnel shall not be permitted access into SCWA Stores facilities. Portable toilets will remain available for non-SCWA personnel at the Oakdale, Westhampton and Bay Shore facilities for the

duration of Phase II. A rule limiting the number of members of a crew that may enter the Storerooms will remain in place throughout Phase II. Westhampton stores, using a shift change employee will continue to fill Construction Maintenance and Production Control supply orders before the CM and PC shifts start. Restrictions on intra-SCWA mail delivery which limit clerk access to SCWA buildings will remain in place throughout Phase II. Intra-SCWA mail and deliveries for each SCWA building will continue to be made to one central location in each building.

4. Transportation

Mechanics will continue to wear gloves while operating SCWA vehicles. Interior surfaces of vehicles operated by mechanics will be wiped and sanitized before and after the work.

E. Information Technology

1. Information Technology

IT will support and maintain remote work platforms and teleconference services. Instructions for each type of service utilized will be prepared and new technologies will be tested before they go live for a public meeting. Timeclock Plus functionalities allowing employees to clock in across different platforms will be deployed across the departments.

2. Geographic Information Systems

GIS, currently housed in the Construction Maintenance building, will relocate to Building 1 on the Coram campus to increase social distancing among staff and reduce head count within the Construction Maintenance building.

F. Legal

1. Legal

No changes required because implementation of Phase I protocols meet CDC guidelines.

2. Risk

Seating arrangement changes to increase social distancing will be implemented.

G. Operations

1. Construction Maintenance

Crew members will continue to report directly to their SCWA vehicles to avoid employee congregation. Timeclock Plus capabilities will be expanded to allow crew members to clock in remotely at the discretion of their supervisors. Some CM supervisors in Oakdale will relocate their offices into leased construction trailers to increase social distance within the supervisor's office. Pipeline and paving inspectors were permitted under Phase I to stagger their work schedules to coincide with the contractors they were inspecting. This practice will continue. On June 15, Cross Connection Control inspections will resume. Employees entering a premise will be required to wear a SCWA-supplied face, appropriate to the level of risk and protective of both the employee and the public, covering in accordance with SCWA's written instruction. On the day of the service call, Cross Connection Control will call the customer requesting the service and determine whether anyone in the premises is actively COVID sick. Draftperson's workstations shall be rearranged to increase social distance. Portable signs will be provided to crews that instruct members of the public to maintain safe social distances from work crews.

2. Engineering

The Chief Engineer is authorized to allow staff to take a SCWA vehicle to their residence on the evening before a jobsite inspection and to use the vehicle the following workday or authorize an employee to report directly from home to a jobsite.

3. New Service

No changes required because implementation of Phase I protocols meet CDC guidelines.

4. Production Control

Alternative starting times for shifts for Field Operators implemented in Phase I will terminate on June 23 unless an employee has a FFCRA qualifying circumstance that requires maintain an alternative start time that is approved by CHRO and Director of Production Control . Supervisors may continue to report to jobsites using their SCWA vehicles. Field employees issued SCWA laptops will be permitted to clock in remotely using Timeclock Plus or by swipe card at the discretion of their

supervisor.

H. Pine Barrens

Commonly used facilities will be moved away from workstations to avoid congregation of employees and provide recommended social distancing between employees.

III. Phase II Duration

The CEO, in consultation with the Board, Senior Leadership Team and Office of Emergency Management, shall determine the duration of the Phase II protocols. The CEO is authorized to modify Phase II protocols as conditions require.

Modified practices established in this Guidance shall terminate upon the expiration of Phase II unless expressly extended by the CEO.

Whereas, Suffolk County Water Authority (“SCWA”) issued a Request for Proposals seeking proposals from consultants to conduct a SCWA wide, top to bottom, 360 degree review, assessment and examination of SCWA’s organizational structure and functions to identify change opportunities to allow SCWA to maximize its efficiency in performing its essential function, and

Whereas, the consultant was also required to specify structural modifications to SCWA culture and practices that would leverage existing staff and work practices to drive efficiencies, increase productivity, and to equip SCWA to manage the impending generational change among staff, and

Whereas, SCWA selected Ernst & Young (“EY”) to perform the comprehensive assessment, and

Whereas, EY staff imbedded in SCWA offices to conduct 27 interviews, 5 focus groups, 551 employee surveys, weekly senior leadership meetings, and biweekly check-in meetings, and the results of this effort is synthesized in the attached Report, and

Whereas, SCWA has reviewed the Report and deems EY’s assignment complete, now therefore be it

Resolved, SCWA deems the EY Report complete and authorizes payment to EY, and be it further

Resolved, the CEO and the Senior Leadership Team will develop an implementation plan to enact the recommendations, in part or in whole, contained within the EY Report, and be it further

Resolved, given the scope and breadth of the EY Report, this Board desires to implement the plan in stages, in an iterative process, that allows each phase to drive and inform the successive phase, and be it further

Resolved, the first actionable items of the implementation plan will be delivered to this Board and will be considered at its July meeting, and be it further.

Resolved, that no actionable item shall be implemented without review and approval from this Board.

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 1, 2020
TO: Chairman/Members
FROM: T.J. Kilcommons, P.E., Chief Engineer/Director of R&D 
SUBJECT: Resolution – Commercial Boulevard Well No. 2A, Central Islip

It is proposed to construct a new well with an authorized capacity of 1,200 GPM at the Commercial Boulevard well field located in Central Islip to replace existing well no. 2. The existing well no. 2. The existing Well No. 2 is 52-years old and of an antiquated well design.

The new replacement well is part of a proactive plan to revitalize the water system by replacing wells that utilize bronze screens.

Kindly place the above-captioned on the Agenda for the June 25th Board Meeting.

Approved by :



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

6/2/20
Date

TJK:tcf
Enclosures

cc: J.M. Pokorny, P.E.
S.R. Colabufo, P.G.
R. G. Bova, P.G.

The undersigned, Chairman of the Suffolk County Water Authority, hereby certifies that at a regular meeting of the Members of said public benefit corporation, duly called and held at the Authority's principal office at 4060 Sunrise Highway, Oakdale, County of Suffolk, New York, on June 25, 2020, the following resolution was adopted and that the same is in full force and effect:

"RESOLVED, To construct Well No. 2A at the Commercial Boulevard Well Field, 2.518 acre site, located on the N/S of Bedford Avenue (Bushwick Avenue), W/O Intersection of Commercial Boulevard, Central Islip, 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."

WITNESS my hand and seal of the Authority this 25th day of June, 2020, at Oakdale, New York.

Patrick G. Halpin, Chairman

(SEAL)

**SUFFOLK COUNTY WATER AUTHORITY
OAKDALE**

INTEROFFICE MEMORANDUM

DATE: June 9, 2020
TO: Jeffrey Szabo, CEO
FROM: Janice E. Tinsley, Deputy CEO for Customer Service
SUBJECT: Request Approval to Refund Customer for Incorrectly Billed Surcharge

Between 11/2015-5/2019, Barbara McLaughlin, the customer of record at 29 Payne Avenue, Sag Harbor, was incorrectly billed for a surcharge. Ms. McLaughlin paid the billed amount of \$ 6,119.37. However, the surcharge had been satisfied in 2010 by the previous owner. This account has been reviewed by Internal Audit and recommended for a full refund.

Payments on this account where as follows:

Active Date: 4/16/2013-6/27/2019

Posting Date	Surcharge	Tapping Fee	Total
5/17/2019	\$ 713.04	\$ 55.34	\$ 768.38
2/21/2019	\$ 356.52	\$ 27.67	\$ 384.19
11/19/2018	\$ 356.52	\$ 27.67	\$ 384.19
8/20/2018	\$ 356.52	\$ 27.67	\$ 384.19
5/18/2018	\$ 356.52	\$ 27.67	\$ 384.19
2/21/2018	\$ 356.52	\$ 27.67	\$ 384.19
11/17/2017	\$ 356.52	\$ 27.67	\$ 384.19
8/22/2017	\$ 356.52	\$ 27.67	\$ 384.19
5/18/2017	\$ 356.52	\$ 27.67	\$ 384.19
2/22/2017	\$ 356.52	\$ 27.67	\$ 384.19
11/18/2016	\$ 356.52	\$ 27.67	\$ 384.19
8/22/2016	\$ 356.52	\$ 27.67	\$ 384.19
5/19/2016	\$ 356.52	\$ 27.67	\$ 384.19
2/23/2016	\$ 356.52	\$ 27.67	\$ 384.19
11/18/2015	\$ 356.52	\$ -	\$ 356.52

Refund Due to Customer \$ 6,119.37

If this meets with your approval, please place it on the next meeting of the board.

SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York

INTEROFFICE CORRESPONDENCE

DATE: June 16, 2020
TO: Jeff Szabo, CEO
FROM: J.M. Pokorny P.E., Deputy CEO for Operations
SUBJECT: Open Loop Geothermal Systems



Open loop geothermal heating and cooling systems utilize a water source for the heat pumps that condition residential or commercial space. In a typical open loop system, the water flows once through the heat pump and is discharged to a dry well or injection well on site. The source of water is typically a small private well but over the years we have been made aware of installations where the source of water has been the public water system either at the outset of the installation or later on after the private well has failed and the owner connects to the public water system. The number of these systems we supply is unknown and the amount of water used by them varies but in a recent application for service, a design engineer advised us that the system for her client's residential home would require a flow of 45 GPM. This proposed installation was for a home in Southampton, where development continues at a brisk pace and where we struggle to keep pace with demand. Our recently constructed Deerfield Road pump station in Southampton cost the Authority's customers approximately \$2,100,000 and added a total of 1300 GPM in capacity to the system. Doing the math, you can easily see the portion of that capital cost that would be serving this new geothermal connection would be over \$72,000. Further, it would take less than 30 similar homes with new open loop geothermal systems to deplete all the capacity added from this one new pump station.

Besides the cumulative impact these systems have on demand, there is an environmental cost that has gone unnoticed in all but a few places. The Town of Shelter Island has banned these systems as it is widely understood there that the use of these systems depletes a precious resource. In the main body of our County, the environmental impact is similar but less recognized because there is more water available. There is a significant impact however because the water we provide has gone through the pumping and treatment process which is energy intensive and produces greenhouse gasses. The treated water is then run through an open loop geothermal system and simply discharged to the shallow glacial aquifer. All the energy, chemicals and Authority labor used to produce this high-quality water is simply dumped overboard. Compounding the environmental impact is the fact that many of the houses that utilize these systems are located near the shores where their small on-site wells have fouled and failed. Connecting to the public water supply for open loop geothermal purposes in these locations means that water that was pumped from the deeper upland areas is now being recharged in large quantities near the shore. As such, this water never replenishes the deeper aquifer from where it came, it is simply wasted. The environmental impacts together with the cost of providing service to these installations make it clear that we need to make a change.

We are requesting that the Board approve a modification of the Authority's rules and regulations to prohibit any future connection of open loop geothermal systems to the public water system. Our legal department has drafted the attached resolution for the Board's consideration. If you concur, please place this on the June Board meeting agenda.

Whereas, on February 14, 2020, the Long Island Commission for Aquifer Protection issued its Groundwater Resources Management Plan, and

Whereas, Chapter 4 of the Plan, Groundwater Quality and Quantity Threats, provided extensive information on regional and localized groundwater threats, and

Whereas, one of the localized groundwater threats identified by LICAP was open loop geothermal heating, ventilation and air conditioning systems that utilize groundwater or public water as their thermal source, and

Whereas, LICAP estimates that there are between 4,000 to 5,000 geothermal systems in use in Nassau and Suffolk Counties and 70% of these systems are open loop systems, and

Whereas, open loop geothermal systems operate by using a heat exchange pump to use groundwater or water from a public water supplier as a thermal source to condition air within an enclosed space, and

Whereas, open loop systems typically cycle the groundwater or public water through its system once and then discharge the water back into the aquifer through an onsite injection or dry well system, and

Whereas, open loop systems have the effect of shifting water from its point of extraction to its point of discharge, and

Whereas, LICAP estimates that open loop systems use significant volumes of water, on average between 1.5-3 gallons per minute per ton of HVAC rated capacity which can condition approximately 400 square feet of enclosed space, (LICAP GRMP at 98 (prefinal page), and

Whereas, based on LICAP's data, an open loop geothermal system treating a 4,000 square foot residence would require a 10 ton system that would consumptively consume 15 to 30 gallons of water per minute, and

Whereas, other geothermal systems, such as closed loop systems, re-circulate fluids through a network of underground pipes to passively cool the fluids instead of consumptively using groundwater or public water as a thermal source, and

Whereas, in 1988 SCWA adopted its first conservation plan, in 2011 SCWA comprehensively revised and modernized the plan and has since 2017 updated the plan annually, and

Whereas, a goal of SCWA's conservation plan is to reduce the amount of water withdrawn from the aquifer and to increase the conservation of water so withdrawn, and

Whereas, in 2017, the New York State Department of Environmental Conservation declared that it was the policy of the State to require public water supplies to reduce their peak season pumpage amount by 15% by 2021, and

Whereas, providing SCWA water for use in open loop systems causes production, distribution and recharge impacts to the SCWA system, Long Island's aquifer system, and increases peak seasonal pumpage, and

Whereas, production impacts are created because the amount of water utilized by an open loop system far exceeds the amount of domestic water consumed by a typical resident, and can be on the order of 15-30 gallons per minute for a 4,000 square foot residence, and in areas where SCWA typical well have a 600 gpm capacity, represents 2.5% to 5% of the wells capacity, and

Whereas, distribution impacts are created because SCWA needs to develop a distribution system able to efficiently transfer large amounts of water to single points of use over a large distance, which may require booster pumps, costing on average \$250,000, or larger mains, and

Whereas, recharge impacts are created because the water consumptively used by an open loop system may be recharged to the aquifer a large distance from its extraction point or if the open loop system serves a home near a shoreline, the recharge is to the adjoining surface waters rather than the aquifer system, and

Whereas, water demands created by supply to open loop geothermal systems increase during the summer months, SCWA peak pumpage season and thus supplying water to these systems cuts against the State's policy of reducing peak pumpage, and

Whereas, municipalities throughout Nassau and Suffolk, including the villages served by the Water Authority of Great Neck North, the Village of Sands Point, the Town of Shelter Island banned geothermal systems completely, the Town of Oyster Bay has, as of December 2019, a moratorium prohibiting new geothermal systems, and the Towns of North Hempstead and Hempstead prohibit open loop systems and permit closed loop systems, and

Whereas, LICAP identified 20 Priority Recommendations for immediate implementation including "establishing guidelines for use of water by geothermal systems; distinguish open loop geothermal systems using public supply from open and closed loop systems including well installation," and

Whereas, the impacts of providing water to open loop systems conflicts with the normal SCWA operations increasing the need for extensive infrastructure improvements, and counters SCWA's conservation goals, is inconsistent with LICAP's recommendations and conflicts with New York State's policy of reducing the volume of water withdrawn from Long Island aquifer system, now therefore be it

Resolved, based on the foregoing, effective immediately it shall be SCWA policy not to approve applications for water to be used as a thermal source in open loop geothermal systems, and be it further

Resolved, SCWA's Rules and Regulations are modified as per the attached schedule to prohibit the use of SCWA water in open loop system not served by SCWA as of the date of this Resolution.

SUFFOLK COUNTY WATER AUTHORITY
RULES & REGULATIONS – SECTION 7

GENERAL RULES

1. Water service may be discontinued by the Authority for any one of the following reasons:
 - (a) For use of water other than as represented in customer's application, or through branch connections on the street side of the meter or place reserved therefor.
 - (b) For willful waste by use of water through improper and imperfect pipes, or by any other means.
 - (c) For molesting any service pipe, seal, meter, or any other appliance owned by the Authority.
 - (d) For nonpayment of bills for water or services rendered by the Authority in accordance with this tariff.
 - (e) For cross-connecting pipes carrying water supplied by the Authority with any other source of supply, or with any apparatus which may endanger the quality of the Authority's water supply and for non-compliance of Section VII (4) of the General Rules.
 - (f) For refusal of reasonable access to the property for the purpose of reading, repairing, testing, removing or replacing meters or inspecting water pipes and other fixtures. If after reasonable attempts to access an inside meter or other fixture, the Authority is denied access to the property, the Authority may install an outside meter vault on the customer's property, at the customer's expense, in accordance with the prevailing fee(s).
 - (g) For failure to comply with testing procedures as outlined in the New York State Sanitary Code 5-1.31.
 - (h) For violation of the rules of the Authority as filed with the Secretary.

Where two or more premises are now supplied with water through one service pipe, under the control of one curb stop, if any of the parties so supplied shall violate any of the above rules, the Authority reserves the right to apply its shut-off regulations to the joint service line, except that such action shall not be taken until the innocent customer, who is not in violation of the Authority's rules, has been given reasonable opportunity to attach the service pipe leading to his premises to a separately controlled service connection.

SUFFOLK COUNTY WATER AUTHORITY
RULES & REGULATIONS – SECTION 7

*See Miscellaneous Fees & Other Charges

2. After a Final Notice has been sent to a customer for nonpayment and the account remains unpaid beyond the due date as specified on the customer's Final Notice, continuance of service will be subject to collection by an Authority representative for payment in full of the amount due, plus a charge* for the expense incurred by the Authority for such collection. If the customer refuses to pay this charge*, the charge will be added to the customer's account and billed with the customer's next regular billing. If the charge is not received at that time, service shall be discontinued.

When water service to any premises has been turned off upon the order of the customer, or for any of the above reasons, and service at any premises is again desired by the same customer, a charge will be made for the restoration of service during regular business hours and during other than regular business hours, provided that the discontinuance of service has not required the removal of the Authority's equipment from the customer's premises, but only the closing of the curb stop, or turning off the water elsewhere not involving any unusual expense. If, however, by the willful acts of the customer it becomes necessary to shut off or disconnect the service pipe at the Authority's main, the charge to the customer for restoration of service will be the actual cost incurred by the Authority incident to the disconnection and reconnection of the service pipe or a charge of the meter set fee as stated in paragraph 10*.

3. No person, except as specifically authorized by the Authority, shall take water from any fire hydrant under the Authority's jurisdiction for any use whatsoever, other than for fire purposes. The use of such fire hydrants for washing streets or flushing sewers is not permitted except upon specific authorization from the Authority, and for such uses the municipality or others will be billed at meter rates set forth in the rate schedule. If water is used from such fire hydrants without specific authorization by the Authority, the quantity so used will be estimated and the user will be billed at the meter rates set forth in the rate schedule and the user shall be subjected to prosecution under County Law 1-1984.
4. In compliance with the New York State Sanitary Code 5-1.31, the Authority requires complete containment of water on customers property by use of an approved backflow device to all commercial customers or where a potential hazard exists. **A potential hazard** shall be that as defined by the New York State Sanitary Code 5-1.31, and as further outlined in the Cross Connection Control policy statement of the Suffolk County Water Authority. Where an aesthetically objectionable hazard

*See Miscellaneous Fees & Other Charges

SUFFOLK COUNTY WATER AUTHORITY
RULES & REGULATIONS – SECTION 7

exists, the Authority requires the installation of a double check valve. **Aesthetically objectionable hazard** is that as defined by the New York State Sanitary Code 5-1.31.

5. Upon receipt of an application for a new service or for the reinstatement of any existing service, the Authority will assume that the piping and fixtures which the service will supply are in proper order to receive same, and the Authority will not be liable in any event for any accident, breaks, or leakage arising in any connection with the supply of water or failure to supply same.
6. The Authority undertakes to use reasonable care and diligence to provide a constant supply of water at a reasonable pressure to customers, but reserves the right, at any time, without notice, to shut off the water in its mains for the purposes of making repairs or extensions, or for other purposes, and it is expressly agreed that the Authority shall not be liable for a deficiency or failure in the supply of water or the pressure thereof for any cause whatsoever, nor for any damage caused thereby, or by the bursting or breaking of any main or service pipe or any attachment to the Authority's property. All applicants having boilers upon their premises depending upon the pressure in the Authority's pipes to keep them supplied are cautioned against danger of collapse and all such damage shall be borne exclusively by the applicant.
7. Any customer excepting those excluded by Special Provision may have service discontinued by giving written notice to the Authority at least five days prior to the date of discontinuance and be entitled to a refund equal to the difference between the charges for excess water and any advance payments after pro-rating such payments to the expired and unexpired periods.
8. An initiation fee applies when there is a change in responsibility for water service billing. A credit is made for customers who qualify for social services.*

*See Miscellaneous Fees & Other Charges

9. The interest rate applicable to Construction Revenue Contracts and tapping fee installation payments shall be a variable interest rate adjusted annually and calculated on the Municipal Bond Index rate published at the beginning of each calendar year rounded to the next whole percentage point.

SUFFOLK COUNTY WATER AUTHORITY
RULES & REGULATIONS – SECTION 7

10. Fire, Fire Protection, and/or similar districts may have one (1) hydrant removed per calendar year at no cost. All other removals shall be paid for by the district at the hydrant removal fee* in effect.
11. Professional services rendered to consulting engineers and other "for profit" entities shall be charged as indicated on the "Miscellaneous Fees & Other Charges" schedule.
12. If a customer requests a service call outside normal business hours, a service call fee* will apply. The Authority will allow one free service call for the investigation of a no water complaint due to a freeze-up per year. If the service call indicates that the problem is the responsibility of the Authority, there will be no charge.
13. The Authority requires the inspection of certain installations, such as service lines and backflow devices, prior to acceptance. There is no charge for the initial inspection. The customer, the installer, or their representative must be present and be able to provide inside access at the time of the inspection. If any additional inspections are required, an inspection fee* will apply for each reinspection. This fee must be paid before the reinspection.
14. A 60-day notification for **required** backflow prevention devices installed **due to hazardous conditions** will be mailed to the consumer. If the test is not performed within 60 days, the Authority will arrange testing by a certified New York State Tester. The cost of this test will be added to the water bill. Testing for devices two-inch and under will be billed at \$75, and devices over two-inch will be billed \$125.
15. If a customer requests the Authority to inspect their existing privately-owned hydrant(s), the Authority will access a hydrant inspection fee at the time of inspection. If the customer subsequently contracts with the Authority to repair the hydrant(s) or permanently maintain the hydrant(s), the inspection fee will be applied to that cost.
16. The Authority may require, as a condition of service, that a monitoring well or wells be installed by a customer at approved location(s) and that an approved monitoring program be implemented if the Authority determines the customer's use at the place of service poses a risk to Authority sources of water supply.
17. If requested by a private residential community, SCWA will consider a take-over of the ownership, operation and maintenance of the private distribution system that serves that community. Prior to entering into the take-over agreement, SCWA will assess the viability of that system to determine if there are any existing deficiencies. The deficiencies could include inadequate fire flows, shallow or under sized water

SUFFOLK COUNTY WATER AUTHORITY
RULES & REGULATIONS – SECTION 7

main, below SCWA standard for physical condition of hydrants and main, and other such items. After the assessment, an estimate will be prepared of the costs to correct these deficiencies. This cost will be borne by the community.

In addition to the above cost, under the agreement, the community would be responsible for the one-time private system takeover fee*, the cost to install meters on all services, the retirement of the master meter vault, additional required backflow device installation cost and other costs related to SCWA's take-over of the private distribution system. All of these costs can be paid over time up to a period of 10 years in accordance with SCWA's Rules and Regulations.

18. The Authority is responsible for the review, inspection, and approval for reduced pressure zone (RPZ) devices. A fee for these services is found in the Miscellaneous Fees and Other Charges section.
19. On or after July 1, 2020, the Authority shall not approve an application for water service to provide water for use in an open loop geothermal system. On or after July 1, 2020, SCWA shall not provide water for use in an open loop geothermal system that did not utilize Authority water as its thermal source on or before June 30, 2020.

SUFFOLK COUNTY WATER AUTHORITY
OAKDALE

I N T E R O F F I C E M E M O R A N D U M

DATE: June 23, 2020

TO: Jeffrey Szabo, CEO

FROM: Janice E. Tinsley, Deputy CEO for Customer Service

SUBJECT: Revision of Current COVID19 Collections Procedures

On April 23, 2020, the board approved revisions to our normal collection procedures due to the current pandemic. The newly adopted COVID19 collection procedures included the suspension of collections activity through July 31, 2020, suspension of service disconnections due to non-payment, waiver of late fees as of March 1, 2020 (upon request), suspension of collections calls and approval of long-range installment plans, some with a 30% down payment.

In accordance with recent revisions to NYS Public Service Law §89-b and §89-1, the following amendments are necessary to SCWA's current COVID19 collections procedures:

- 1) Provide notice to all residential customers of the amendments to PSL §89 by inclusion in the bill, or where appropriate, via electronic means
- 2) Remove down-payment requirement
- 3) Revise the expiration date to be coterminous with PSL §89-b and §89-1 which remain in effect for 180 days after the end of the current state of emergency in New York has been terminated or expired.

If this meets with your approval, please arrange to have it placed on the next meeting of the Board.

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

INTEROFFICE CORRESPONDENCE

DATE: June 15, 2020
TO: Jeffrey W. Szabo, Chief Executive Officer
FROM: Donna Mancuso, Chief Human Resources Officer
**SUBJECT: POLICY 112 - REVISION
DUE TO CHANGE IN NEW YORK'S ELECTION LAW**

Due to the revision to New York's election law passed with the budget on April 3, 2020, we have revised our Policy 112 relating to personal leave for voting.

Please place on the agenda for the June board meeting for the Members' consideration.
Thank you.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: ABSENT FOR PERSONAL BUSINESS

FILE UNDER SECTION NO.: 1

EFFECTIVE DATE: June 25, 2020

POLICY NO.: 112

SUPERSEDES: May 21, 2019

APPROVED:

The Suffolk County Water Authority recognizes the importance of personal time in providing employees with the opportunity to address matters of a personal nature. Therefore, the Authority grants personal time off to full-time employees as well as excused time to attend breast/prostate cancer screenings, blood donations and voting as further outlined in this policy.

POLICY:

An employee should give his/her immediate supervisor reasonable notice (preferably one week but no later than one day prior to the personal leave date). We recognize that emergency situations arise but the supervisor must consider workload priorities before granting such requests. Consideration will be given to requests for holidays of religious significance where a reasonable accommodation is possible. Personal days may not be taken the day immediately before or immediately after a vacation day or a holiday, without prior permission from the employee's immediate supervisor.

For excused personal time (breast/prostate cancer screenings, blood donations and voting) employees must complete the appropriate leave request form and submit it to their manager at least ten days prior to the date they are requesting time off for breast/prostate cancer screenings and at least two (2) working days before an election for voting.

PROCEDURE:

All employees will be given leave for personal purposes of not more than three (3) days each year (non-cumulative) with pay. However, no leave for personal purposes shall be available to employees who have continuous permanent employment of less than one (1) year.

Under New York State Civil Service Law, employees of a Public Authority may be granted up to four (4) hours of **paid** excused time (including travel time) for mammography and prostate cancer screenings on an annual basis (calendar year). The leave request form must be completed and submitted to the manager at least ten (10) days prior to the date of the screening.

Under New York State Labor Law, employees may be granted one leave period per calendar year of no more than three (3) hours of **unpaid** excused time for offsite blood donations. Accruals can be utilized to supplement this time off. If the Authority holds an "on site" blood drive, employees who volunteer to donate blood will be given paid excused time to attend the donation event.

Under New York State Election Law, employees will only be granted time off to vote if the registered voter does not have sufficient time outside his/her working hours to vote at any election. This time cannot exceed two (2) hours of **paid** excused leave. If an employee has four consecutive

hours either between the opening of the polls and the beginning of his/her shift, or between the end of his/her working shift and the closing of polls, he/she shall be deemed to have sufficient time outside working hours within which to vote. This time is allowed at the beginning or the end of the working shift, as designated by the manager. The employee is required to **advise the manager in writing by completing the attached form** not less than two (2) working days before the day of the election that he or she requires time off to vote.

~~Under New York State Election Law, employees who are registered voters will be granted up to three (3) hours paid excused time (including travel time) to vote. This time is allowed at the beginning or the end of the working shift, as designated by the manager. The employee is required to **advise the manager in writing by completing the attached form** not less than two (2) working days before the day of the election that he or she requires time off to vote.~~

NOTE:

Employees whose date of hire is prior to January 1, 1996, will receive their three personal days on January 1 of each year.

Employees whose date of hire is after January 1, 1996, will receive their three personal days on their anniversary date each year.

Personal days not used by the end of the calendar year or anniversary year will be transferred to the employee's accumulated sick leave.

If employment is terminated or if an employee retires, please refer to Policy 801 "Termination of Employment" and/or Policy 802 "Retirement Benefits" for information regarding personal days.

SUFFOLK COUNTY WATER AUTHORITY

POLICIES AND PROCEDURES

SUBJECT: ABSENT FOR PERSONAL BUSINESS

FILE UNDER SECTION NO.: 1

EFFECTIVE DATE: June 25, 2020

POLICY NO.: 112

SUPERSEDES: May 21, 2019

APPROVED:

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Personal days not used by the end of the calendar year or anniversary year will be transferred to the employee's accumulated sick leave.

If employment is terminated or if an employee retires, please refer to Policy 801 "Termination of Employment" and/or Policy 802 "Retirement Benefits" for information regarding personal days.

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

INTEROFFICE CORRESPONDENCE

DATE: June 17, 2020

TO: Jeffrey W. Szabo, Chief Executive Officer

FROM: Donna Mancuso, Chief Human Resources Officer

SUBJECT: POLICY 107A – Families First Coronavirus Response Act (FFCRA)

As you are aware, the federal government passed legislation approving Emergency Paid Sick Leave and the Emergency Family and Medical Leave Expansion Act.

We have implemented procedures in response to this legislation, posted information on bulletin boards, developed codes in SAP for proper documentation and would like to place all details as an addition to our Policy 107 for Leaves of Absence. This policy will then be sent to employees who request leave covered by this legislation.

If you approve, please place on the agenda for the board's consideration.

SUFFOLK COUNTY WATER AUTHORITY
POLICIES AND PROCEDURES

SUBJECT: FAMILIES FIRST CORONAVIRUS REPOSE ACT (FFCRA)
Emergency Paid Sick Leave and
Emergency Family and Medical Leave Expansion Act

FILE UNDER SECTION NO.: 1

EFFECTIVE DATE: April 1, 2020

POLICY NO.: 107-A

SUPERSEDES: NEW

APPROVED:

POLICY

In response to COVID-19, the federal government passed legislation approving Emergency Paid Sick Leave and the Emergency Family and Medical Leave Expansion Act.

- Applies to leaves taken between April 1, 2020 and December 31, 2020 and is not retroactive.
- Two provisions – Emergency Paid Sick Leave (EPSL) and Expanded Family Medical Leave Act (EFMLEA).
- EPSL will pay up to 80 hours maximum (equal to the number of regularly scheduled hours) over a two-week period.
- Employees cannot stack paid sick leave, i.e., using 80 hours of paid sick leave for one qualifying reason, and then an additional 80 hours for another qualifying reason. If an employee has been quarantined and the leave designated as COVID-Excused, that time will be deducted from the 80 hours maximum. If, however, employee was provided paid sick leave for a qualifying reason prior to April 1, 2020, the employee is entitled to the full amount of paid sick leave (up to maximum of 80 hours) beginning April 1, 2020.
- Employees may take both paid sick leave and expanded family medical leave to care for a child whose school or place of care is closed for COVID-19 reasons for a total of twelve weeks of paid leave.

EMERGENCY PAID SICK LEAVE (EPSL)

EPSL can be taken because an employee is unable to work because:

1. Employee is subject to a federal, state, or local order of quarantine or isolation related to COVID-19.
2. Employee has been advised by a health care provider to self-quarantine.
3. Employee is experiencing symptoms of COVID-19 and are seeking a medical diagnosis.

Rate of pay for reasons one, two and three will be the employee's regular hourly rate of pay up to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period.

The reasons 1-3 listed above are also covered by NYS law which requires at least 14 days paid leave. SCWA will code this time as COVID-EXCUSED. There is no limit on rate of pay for NYS law.

EMPLOYER RECORDS

The following documentation is required for any application (approved or denied) for paid leave:

- Name of employee requesting leave
- Date(s) for which leave is requested
- Reason for leave; and
- Statement from employee that he/she is unable to work because of the reason

If an employee requests leave because of a quarantine or isolation order or advice from a health care provider, employers must additionally document:

- Name of government entity that issued the order or the name of the health care provider

If an employee requests leave to care for a child whose school or place of care is closed or the childcare provider is unavailable, the employer must additionally document:

- Name of child being cared for
- Name of school, place of care or child provider that has closed or become unavailable
- Statement from the employee that no other suitable person is available to care for the child

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

INTEROFFICE CORRESPONDENCE

DATE: June 17, 2020
TO: Jeffrey W. Szabo, Chief Executive Officer
FROM: Donna Mancuso, Chief Human Resources Officer 
SUBJECT: Learning Management System - Accord

As per the attached recommendation of Mike DiLeone, Employee Relations and Training Manager, I am requesting approval to enter into a license agreement for a Learning Management System (LMS). We have been piloting the system for free for several months and have been able to develop and upload several trainings. When SAP is fully upgraded, we will utilize the LMS that is included with their software. However, due to COVID and changes in the way we will deliver training, we need a system in place as soon as possible.

Quotes were obtained from several companies and ranged from \$6,000 to over \$15,000 per year. After testing several systems and speaking with LMS providers, the solution that is most affordable and offers what we need is Accord LMS of Boise, ID. The company has spent several hours testing and assisting Mike to build the prototype site and he is pleased with their responsiveness. A brief video of the SCWA prototype site will be presented to the board members.

Accord's LMS provides the features we are looking for including being SCORM-compliant which will allow us to transfer our trainings to SAP when the upgrade is complete. Their system is easy-to-use and also offers mobile access. We are able to personalize trainings for employees by department or by title. The system will also track employee training and offers transcripts and other custom reports.

The license fee for 200 active learners is \$4,200 and there is a one-time implementation set up fee of \$2,000, for a total cost of \$6,200 for the year.

I recommend that we enter into an agreement with Accord LMS for a one-year term at a cost of \$6,200. If this meets with your approval, please place on the agenda for the board's consideration at the next meeting.

**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: June 10, 2020

TO: Donna Mancuso, CHRO

FROM: Mike DiLeone, Employee Relations & Training Manager

SUBJECT: Accord Learning Management System (LMS)

Learning Management Systems are a key component to the Learning and Development function of our organization. The COVID pandemic that we are currently facing highlights their importance. There are several benefits to offer SCWA employees a library of training that can be completed remotely (and not in-person).

- 1) Lower costs- saving money on travel, gas, paper, ink, mileage, wear and tear etc. that are incurred for in-person events.
- 2) A great way to capture knowledge for succession planning (a need we currently have).
- 3) The ability to continue to offer learning opportunities despite situations beyond our control (such as pandemics, natural disasters, etc.)
- 4) Providing a diverse selection of content created both in-house and purchased from vendors, that can be accessed any time to solidify knowledge retention. Content can be stored on our servers or Accord's cloud (recommended and more cost effective).
- 5) Live and on-demand training can be taken at work, at home and on mobile devices. Especially helpful with our 24/7/365 workforce and various locations.
- 6) The ability to offer synchronous and asynchronous learning programs, including employee and leadership development (a need we currently have).
- 7) A centralized location to store training materials and track history and attendance.

After testing and speaking with several LMS providers, the solution that is most affordable and has superior customer service is Accord LMS. Pricing is attached and is thousands to tens of thousands less per year than the others. The amount of time they have spent answering questions, testing and building the prototype site with me- when we are not a paying customer – has been unparalleled. This is unequivocally my recommendation for our LMS provider, and I seek Board approval to move forward and expand and enhance our training offerings.

LMS Feature Overview

Rapid course deployment, automated enrollment, easy administration and blended learning come together at an affordable price.



Time Saving Learning Management

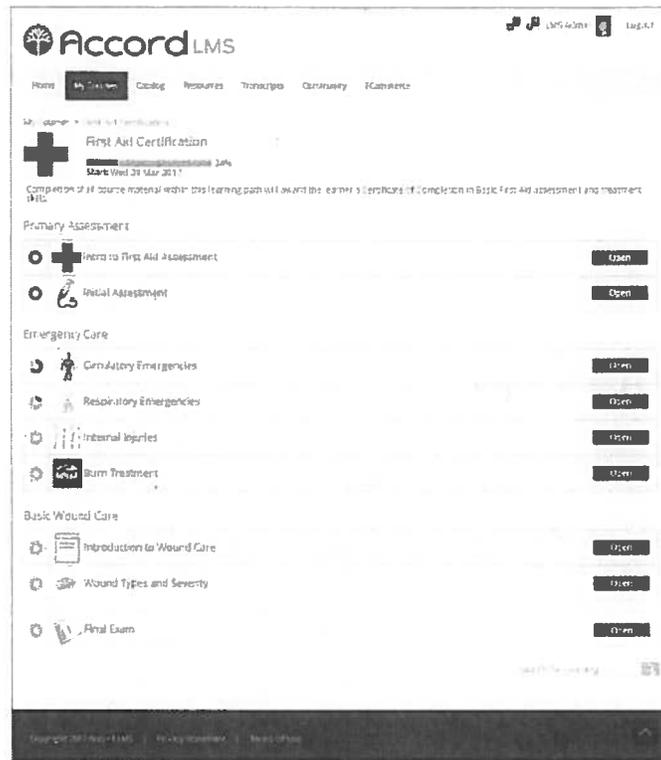
Whether you are a small organization or a multinational enterprise, Accord LMS provides all the features and security you need today and tomorrow. The easy-to-use, SCORM-compliant Accord delivers and tracks all types of learning assets, provides role and profile based training enrollment and can launch in days, not weeks or months. Learn more about Accord LMS features by scheduling a free demonstration today!

[Schedule Free Demo](#)

Engage your Learners

“ From end to end, the Accord LMS was simpler to work with. Being able to assign training based on roles, instead of individuals, without any behind-the-scenes coding was a selling point.

— **Mark Taylor**, Vice President for IT/New Media at Catalyst Learning Company



- ✓ Attractive and well organized learning experience
- ✓ Mobile access from any device, anytime, anywhere
- ✓ Gamification points, badges, and leaderboards
- ✓ Community features facilitate peer learning
- ✓ Blended learning includes online, classroom, virtual training and more
- ✓ Personalized training plans automatically adjust to their needs
- ✓ Dashboard for quick overview and access to popular training and resources
- ✓ Transcript includes course history, certificates and badges

Empower your Administrators

“ *The time-savings to manage our training with the Accord LMS might be as high as 75 percent.*

— **Bob Welty**, Program Manager for Learning & Development at ZeOmega

- ✓ Manage hundreds to hundreds of thousands of learners
- ✓ Provide employee, partner, customer and franchisee training
- ✓ Powerful team features to organize your learners and distribute administration
- ✓ Membership rules automate training assignment
- ✓ Quickly create responsive quizzes and surveys
- ✓ LMS Admin dashboard with informative charts
- ✓ Custom reports with grouping, filtering and sorting
- ✓ Scheduled report delivery for individual managers

- ✓ Award winning support and online resources
- ✓ Robust enterprise features included for no additional cost
- ✓ Affordable licensing for both SaaS and on premise



Get Ready to Grow

“ Accord’s team helped us develop a strategy and plan for where we should go with our investment in training technology before we even signed a contract; they were that willing to help, which we found incredible.

— Shawn Kennedy, Lead Clinical Research Trainer and Clinical Research Associate for IMARC

Enterprise LMS Features

Keep it simple to start and ramp up without penalty. Accord has everything you need. Full enterprise functionality is included with all licensees at no additional cost. [Learn more about Enterprise LMS Features .](#)

Extended Enterprise

Extend eLearning across your enterprise. Serve content from a central catalog and deliver to any number of portals branded for employees, franchisees, customers and partners. [Learn more about Extended Enterprise .](#)

System Integration

Capitalize on existing infrastructure and assets. Single Sign On, Active Directory and SharePoint connector keep you connected. Authoring Tools and Courseware bring your LMS alive. HRIS and Web Farm support when you need it. [Learn more about LMS Integration .](#)

Your Success is Our Success

All clients face unique challenges. A cookie cutter LMS will only get you so far. We have helped launch hundreds of successful online training programs. If you have the vision, we have the technology and the expertise. [Learn about our Implementation Management .](#)

Simple. Smart. Affordable.

Experience the ease and agility of the Accord LMS.

Contact a Solution Specialist

Latest Blogs

- ▶ Tech Tips: Expiring Course Content
- ▶ Accord LMS 2020 Updates
- ▶ Only One month left for Free Access to COVID-19 and Work from Home Courses
- ▶ Excel Tips for LMS Administrators
- ▶ Accord LMS Keys to Setup
- ▶ FREE Coronavirus prevention and remote working courses from OpenSesame
- ▶ What is Extended Enterprise?

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- Q What are Enterprise Features?
- Q LMS Gamification and Badges
- Q Competitor Comparisons
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- Q Internal and External Training

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: May 18, 2020
TO: Jeffrey W. Szabo, Chief Executive Officer
FROM: Donna Mancuso, Chief Human Resources Officer *DM*
SUBJECT: *2020 SERVICE AWARDS AND LUNCHEON*

It has been a tradition to reward employees who have attained milestones in service to the Authority with a luncheon and a token gift of appreciation. This year we have 67 honorees, with 30 attaining 20 years, 19 attaining 25 years, 10 attaining 30 years, and 8 attaining 35 years of service. We typically hold this event in mid-September, although due to the pandemic, it may be delayed for several months.

For the past several years, we have held this event at Captain Bill's Restaurant in Bay Shore. We have been pleased with their service. As they are currently closed, we are using last year's cost and anticipating the cost to be slightly higher at \$31 per person. Based upon typical attendance at the luncheon, the catering totals approximately \$2,800. Including the awards and miscellaneous expenses, we project the total cost of the event to be approximately \$10,000.

I recommend that we hold the 2020 Authority Service Awards Luncheon at Captain Bill's Restaurant in Bay Shore, at a date to be determined in late 2020, for an approximate total cost of \$10,000.

If this meets with your approval, please present this request to the board at their next meeting. Thank you.

INVOICE BREAKDOWN
June 25, 2020

INVOICES NOT INCLUDED ON MAY'S AGENDA:

<u>Dvirka & Bartilucci (tank engineers)</u>	
Cell Installation –New York Avenue	\$185.75
Middleville Road	401.29
Jayne Boulevard	888.00
Astor Avenue	1,690.50
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<u>Bank of NY Mellon</u>	\$94,000.00
<u>Dvirka & Bartilucci (tank Engineers)</u>	
Cell Installation – Fifth Ave	\$592.25
Arnold Drive	53.50
Albany Avenue V02R	212.50
Carlson Avenue S17	160.50
Carlson Avenue V13R	993.50
Moore's Lane	674.00
Kings Park Road B14	2,093.25
Jayne Blvd. V08R	761.00
Jayne Blvd. A25	3,426.25
Albany Avenue A16	1,521.75
Kings Park Road B14	453.25
Middleville Rd	3,051.50
Middleville Rd. Standpipe #7	986.75
Middleville Rd. Standpipe #5	25,437.75
<u>Heslin Rothenberg Farley & Mesiti P.C.</u>	\$250.00
<u>Putney, Twombly, Hall & Hirson LLP (Labor Counsel)</u>	
Services Rendered May, 2020	\$1,691.67
<u>Sobel Pevzner, LLC</u>	
Hartmann v. SCWA	\$6,237.00
LILCO v. SCWA	884.50
Lopez v. SCWA	12,801.70
Holland v. SCWA	5,852.00
Mincieli v. SCWA	1,761.00
Grant v. SCWA	1,182.00
Flores v. SCWA	1,577.00
Wlazlo v. SCWA	715.00
Pettigrew v. SCWA	109.00
Muta-Ali v. SCWA	2,546.50