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

Contract: 
Project No.: 201900009

Project Description: Chemistry and Microbiology Proficiency Samples and Chemistry Standards for Three Years from February 1, 2019 to January 31, 2022

Item Description:
☐ Agreement ☐ Professional Service Contract ☐ Amendment ☐ Change Order
☐ BCD ☐ NYSDOT Agreement ☒ Contract Documents ☐ Addendum
☒ Recommendation for Award of Contract ☐ Recommendation to Reject Bids
☐ Request for Proposals
☐ Other ______________________________________

Action Requested:
☒ Board Authorization to Execute ☐ Legal Approval
☒ Board Authorization to Award ☒ Execution by the Chairman
☐ Board Authorization to Advertise for Bids ☐ Execution by the Secretary to the Authority
☐ Board Authorization to Solicit Request for Proposals
☐ Other ______________________________________

Approvals Needed:
APPROVED AS TO CONTENT:
☒ Department Head Date: 4/1/19
☒ Risk Manager Date: 4/11/2019
☒ Director of Administration Date: 4/23/2019
☒ Executive Engineer Date: 4/1/19

APPROVED AS TO FORM:
☒ Legal Date: 4/2/2019

APPROVED FOR BOARD RESOLUTION:
☒ Secretary to the Authority Date: 4/24/19

Remarks: Unit Price Contract

Resolution Date: ___________________________ Item No: ___________________________
To: Terrence D. McCracken, Secretary to the Authority

From: David M. Patton, Senior Production Engineer

Subject: Chemistry and Microbiology Proficiency Samples and Chemistry Standards, for Three Years from February 1, 2019 through January 31, 2022
ECWA Project No. 20190009

On Tuesday, March 19, 2019, the Authority received one bid for the above referenced contract. The qualified low bidder is Phenova, Inc. The bid has been reviewed and mathematical check performed. Phenova was a reliable and competent vendor for the previous contract. I recommend award of the contract Phenova, Inc. in the amount of $26,896.00.

Since this is Invitation to Bid ("Short Form"), the contract is already executed by the contractor and can be awarded and executed by ECWA Chairman pending review by the Risk Manager and Legal Department.

The following documents are attached to process the contract award and execution:

- Blue Authorization Form.
- Recommendation for Award of Contract Form.
- ECWA Production Department Bid Analysis Sheet.
- Bid Tab.
- Three copies of Invitation to Bid for execution by ECWA Chairman.
**ERIE COUNTY WATER AUTHORITY**

**RECOMMENDATION FOR AWARD OF CONTRACT**

<table>
<thead>
<tr>
<th>Contract:</th>
<th>Project No.: 201900009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description: Chemistry and Microbiology Proficiency Samples and Chemistry Standards</td>
<td></td>
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<tr>
<td>From Three Years from February 1, 2019 to January 31, 2022.</td>
<td></td>
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</tbody>
</table>

**CONTRACT AWARD**

- Contractor/Supplier: Phenova, Inc.
- Award Amount: $26,896.00

**BID SUMMARY**

- Date Advertised for Bids: 02/26/2019
- Bidder: Phenova, Inc.
- Date of Bid Opening: 03/19/2019
- Total Bid Amount: $26,896.00

**Attachments:**
- [ ] Bid Tabulation
- [ ] Consultant’s Recommendation

**BUDGET**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td>O &amp; M</td>
</tr>
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<td>O &amp; M</td>
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<tr>
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<td>O &amp; M</td>
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</table>

**APPROVALS (Select applicable)**

- [ ] WMBE APPROVAL
  - Affirmative Action Officer: N/A Date: __________

- [ ] NYS CERTIFIED APPRENTICESHIP PROGRAM APPROVAL
  - Coordinator of Employee Relations: N/A Date: __________

**Remarks:**

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Rev.02/14/2019
Chemistry and Microbiology Proficiency Samples and Chemistry Standards

PN 201900009 Bid Analysis

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity per Year *</th>
<th>U/M</th>
<th>Unit Price</th>
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<td>Ea.</td>
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Total $26,896.00
BID OPENING

PROJECT:CHEMISTRY AND MICROBIOLOGY PROFICIENCY SAMPLES AND CHEMISTRY STANDARDS FOR THREE YEARS FROM FEBRUARY 1, 2019 TO JANUARY 31, 2022.

ADVERTISED SOURCE:NYS CONTRACT REPORTER

DATE:2/26/2019

BID OPENING:March 19, 2019 at 11:00 a.m.

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Total Bid Amount</th>
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<tbody>
<tr>
<td>Phenova, Inc.</td>
<td>$26,896.00</td>
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<tr>
<td>6390 Joyce Drive #100</td>
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<tr>
<td>Golden, CO 80403</td>
<td></td>
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<tr>
<td>No bid bond required</td>
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M. Gil
Files

L. Lester