



*City of Saratoga Springs
Department of Public Works
5 Lake Avenue
Saratoga Springs, NY 12866*

RECEIVED
JUN 13 2013
ACCOUNTS DEPARTMENT

Office: (518) 587-3550 ext. 2574
Fax: (518) 587-2417

MEMORANDUM

TO: Commissioner John Franck
FROM: Commissioner Skip Scirocco
SUBJECT: Extension of Bid Contract
DATE: 6/13/13

Please add to the June 18, 2013 City Council Agenda, the award of bid contract for "Pre-Cast Curbs" to The Fort Miller Co., Inc.

The annual estimated total amount of the bid is \$15,400.

Anthony J. "Skip" Scirocco



City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS

474 Broadway - City Hall
Saratoga Springs, New York 12866

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JOHN P. FRANCK
COMMISSIONER

SHARON J. KELLNER-CHILLE
DEPUTY COMMISSIONER

Award of Bid Sign-Off Form

Prior to an award of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the award of bid be placed on Commissioner Franck's agenda; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance for review and indicate by signing below that the vendor meets all insurance requirements for the City of Saratoga Springs; and
- certification of funds (if applicable) **must** be obtained and a copy **must** be attached to request an award of bid; and
- the budget line item **must** be identified and indicated below.

An item to award a bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.

Department of Bid: _____ Department of Public Works

Project or Item Being Awarded: _____ Pre-Cast Curbs

Vendor Who Won the Bid: _____ The Fort Miller Co., Inc.

Budget Line Item: _____ A3335014 54180

Assistant Purchasing Agent: Purchasing policy has / has not _____ been followed in the selection of the winner of the bid.

Stephan Voigt
Assistant Purchasing Agent

6/13/13
Date

Director of Risk and Safety: Vendor being awarded the bid has _____ / has not _____ met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.

Director of Risk and Safety

Date

Granite & Pre-Cast Curbs 2013-16

Granite Curbing No Bids

Pre-Cast Curbing

<u>#1PC</u>	<u>#2PC</u>	<u>#3PC</u>
Straight HT Curb	Radius Curbing	Driveway Drop Curbing

The Fort Miller Co
P.O. Box 98, Schuylerville, NY 12871
518-695-5000
H. John Marcelle
ejohnson@fmgroup.com

\$10/lf

\$13/lf

\$10/lf