



City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS

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JOHN P. FRANCK
COMMISSIONER

SHARON J. KELLNER-BYRNES
DEPUTY COMMISSIONER

Award/Extension of Bid Sign-Off Form

Award of Bid

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
- A copy of the bid tabulation sheet with all vendors names, addresses, and contact person; 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 (if applicable) for review and indicate by signing below that the vendor meets all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an award of bid; and
- budget line item **must** be identified and indicated below.

Extension of Bid

Prior to an extension 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 extension of bid be placed on Commissioner Franck's agenda; and
- A copy of the page from the previous year's bid showing the bid can be extended; 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 (if applicable) for review and indicate by signing below that the vendor continues to meet all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an extension of bid; and
- budget line item **must** be identified and indicated below.

Department That Owns Award/Extension of Bid: Public Works

Project or Item Being Awarded: Pipes, Fittings, Hydrants, and Valves

Item Being Extended: _____

Vendor Who Won the Bid: Ferguson Waterworks

Budget Line Item: A363 8144 54180 \$ 5,000.00

Budget Line Item: F363 8354 54180 \$ 45,000.00

F363 8374 54180 \$ 3,000.00
G363 8114 54180 \$ 9,000.00

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

Stephanie Richards
Assistant Purchasing Agent

4/27/15
Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended 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

****An award/extension of 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.**

Pipe, Fittings, Hydrants and Valves

Ti-Sales Inc.

Donald Ladd
36 Hudson Rd., Sudbury, MA 01776
Phone 978-443-2002
agoodwin@tisales.com

No Bid

The Vellano Corporation

William Hopper
7 Hemlock Street, Latham NY 12110
Phone 518-785-5537
billh@vallano.com
stevea@vellano.com

\$245, 639.00

Chemung Supply Co.

Carl Perine
PO Box 527, Elmira, NY 14902
Phone 607-733-5506
cperine@chemungsupply.com

Disqualified, incomplete bid.

Ferguson Waterworks

Keith Holmes
612 Pierce Road, Clifton Park, NY 12065
Phone 518-877-3086
keith.holmes@ferguson.com

\$221, 857.62



City of Saratoga Springs

OFFICE OF PUBLIC WORKS

CITY HALL

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ANTHONY J. SCIROCCO
COMMISSIONER

TIMOTHY J. COGAN
DEPUTY COMMISSIONER

MEMO

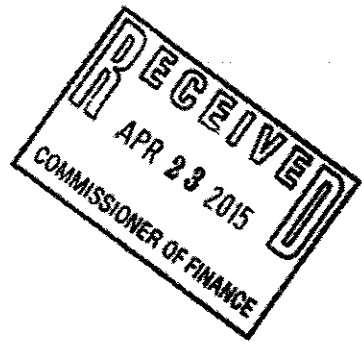
To: COMMISSIONER OF ACCOUNTS, JOHN FRANCK
From: COMMISSIONER OF PUBLIC WORKS, ANTHONY SCIROCCO
Date: APRIL 23, 2015
Re: AWARD OF BID – FERGUSON WATERWORKS

The Department of Public Works would like to award the following bid for the year 2015. This Vendor has bid the lowest overall price, that best meet the specifications, in accordance to contract procedures. Hence, we are asking you to put this on your next Council Meeting Agenda, May 5, 2015.

Thank you for your cooperation in this matter.

Signature *Anthony J. Scirocco* Date 4/23/15
Anthony Scirocco, Commissioner of Public Works

Request for Certification of Sufficient Funds



Submittal Date:

The Department of Public Works requests certification that sufficient funds are or will be available to cover the claim to meet the following obligation when it becomes due and payable.

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):

Ferguson Waterworks
Annual bid for water/sewer and storm infrastructure materials

Appropriation – Current Budget Expense Org/Object/Proj(s): A3638144 54180 (\$11,500), F3638354 54180 (\$55,000), F3638374 54180 (\$7,500), G3638114 54180 (\$19,678)

Amount Requested for Approval: \$ 62,000.00 ✓

Current Amount Available: \$ 93,678.00 ✓

Transfer/Amendment Pending: \$

Transfer/Amendment Date: _____

Cathy J. ... 4/22/15
Department Head Signature Date

Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.

Michelle ... 4/23/15
Commissioner of Finance Approval Date