



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

MAIRE MASTERSON
 DEPUTY COMMISSIONER

Award of Bid Sign-Off Form

Department Requesting Award of Bid: Department of Public Works

Project or Item Being Awarded: Vernon Rink Lower Roof Replacement

Item Being Extended: _____

Vendor Who Won the Bid: AMZ Construction Services, Inc.

Budget Line Item: H3567182 52000 1193

Budget Line Item: H3031492 52000 1141

Mayor/Commissioner: Please add to the Sept 15, 2015 City Council Agenda, the award of bid for "Vernon Rink Lower Roof Replacement" to AMZ Construction (lowest bidder).

Anthony J. Franck
 Commissioner of Public Works

9/12/15
 Date

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

9/10/15
 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

**award pending approval from risk & safety*

An award 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.

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:

- o A memo from your department's Commissioner/Mayor requesting the award of bid be placed on Commissioner Franck's agenda; and
- o A copy of the bid tabulation sheet with all vendors names, addresses, and contact person; and
- o 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
- o 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
- o Approved certification of funds by the Finance Department (if applicable) **must** be obtained and the copy **must** be attached to this request; and
- o Budget line item **must** be identified and indicated below.

Vernon Rink Lower Roof Replacement 2015-35

AMZ Construction

Annalisa Zappia

\$99,400.00 Base Bid

299 McDougall Road

\$2,500.00 Alternate

Pattersonville, NY 12137

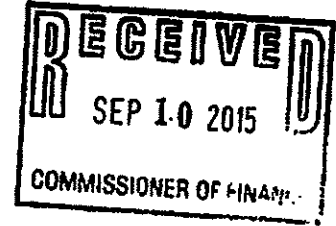
\$5,000.00 Allowance

518-987-2919

\$106,900.00 Total Bid

AMZConstructionServices@hotmail.com

Request for Certification of Sufficient Funds



Submittal Date: 9/10/2015

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):

Vendor: AMZ Construction Services, Inc. ✓
Project: Ice Rinks Rehabilitation ✓

Vernon Rink Lower Roof Replacement-Construction Contract

Appropriation - Current Budget Expense Org/Object/Proj(s):	54,026.67 H3567182 ✓	52000 ✓	1193 (\$54,026.67) ✓
	52,813.33 H3031492	52000	1141 (\$278,408.22) ✓

Amount Requested for Approval \$106,900.00 ✓
Current Amount Available: \$332,434.89 ✓

Transfer/Amendment Pending:
Transfer/Amendment Date _____

Department Head Signature Date 9/10/15

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.

Commissioner of Finance Approval Date 9/10/15