



**City of Saratoga Springs**  
**OFFICE OF COMMISSIONER OF ACCOUNTS**  
 474 Broadway - City Hall  
 Saratoga Springs, New York 12866  
 Telephone 518-587-3550  
 Fax 518-587-6512

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:** Pinewood Avenue Sewer Improvements

**Item Being Extended:** \_\_\_\_\_

**Vendor Who Won the Bid:** Jablonski Excavating, Inc.

**Budget Line Item:** H3638122 52000 1137

**Budget Line Item:** H3638122 52000 1183

**Mayor/Commissioner:** Please add to the Sept 15, 2015 City Council Agenda, the award of bid for "Pinewood Ave Sewer Improvements" to Jablonski Excavating, Inc. (lowest bidder).

*[Signature]*  
 Commissioner of Public Works

9/9/15  
 Date

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

*[Signature]*  
 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:

- 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 the copy must be attached to this request; and
- Budget line item must be identified and indicated below.

Pinewood Avenue Sewer Improvements

|                               | <u>Purchasing</u>       | <u>Risk and Safety</u> |
|-------------------------------|-------------------------|------------------------|
| Anjo Construction Ltd.        |                         |                        |
| <b>Total Bid \$421,791.00</b> | Rejected                | Approved               |
| Allowance \$5,000.00          | (only one set)          |                        |
| Base Bid \$416,791.00         |                         |                        |
| Jablonski Excavating, Inc.    |                         |                        |
| <b>Total Bid \$318,000.00</b> | Approved                | Rejected               |
| Allowance \$5,000.00          |                         |                        |
| Base Bid \$313,000.00         |                         |                        |
| Kubricky Construction Corp.   |                         |                        |
| <b>Total Bid \$355,000.00</b> | Approved                | Rejected               |
| Allowance \$5,000.00          |                         |                        |
| Base Bid \$350,000.00         |                         |                        |
| Pollard Excavating Inc.       |                         |                        |
| <b>Total Bid \$526,580.00</b> | Rejected                | Rejected               |
| Allowance \$5,000.00          | (incomplete second set) |                        |
| Base Bid \$521,580.00         |                         |                        |
| Reale Const. Co. Inc.         |                         |                        |
| <b>Total Bid \$427,000.00</b> | Rejected                | Approved               |
| Allowance \$5,000.00          | (incomplete second set) |                        |
| Base Bid \$422,000.00         |                         |                        |

Request for Certification of Sufficient Funds



Submittal Date: 9/9/2015

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: Jablonski Excavating  
Project: Pinewood Ave Sewer Improvements  
Construction-Original Contract (Bid 2015-37)

|  |              |         |            |           |
|--|--------------|---------|------------|-----------|
| Appropriation - Current Budget Expense Org/Object/Proj(s): | H3638122     | 52000   | 1137       | 42,500    |
|  |              | avail # | 42,500     |           |
|  | H3638122     | 52000   | 1183       | 289,372.- |
|  |              | avail # | 857,493.73 |           |
| Amount Requested for Approval                              | \$331,872.00 | ✓       |            |           |
| Current Amount Available:                                  | \$899,993.73 | ✓       |            |           |

Transfer/Amendment Pending:

Transfer/Amendment Date \_\_\_\_\_

[Signature]  
Department Head Signature

9/9/15  
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.

[Signature: Michele W. Clark-Madigan]  
Commissioner of Finance

9/10/15  
Approval Date