



## City of Saratoga Springs

MAYOR'S OFFICE

CITY HALL

474 Broadway

Saratoga Springs, New York 12866

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MEG KELLY

Mayor

LISA SHIELDS

Deputy Mayor

M LYNN BACHNER

Executive Assistant to the Mayor

# Memo:

To: Commissioner John Franck

From: Deputy Mayor Lisa Shields:

Re: Award of bid – Natural Resource Inventory

Date: August 17, 2018

On behalf of the Mayor's Department and the Office of Planning & Economic Development, I hereby request that the award of bid to LaBella Associates for the Natural Resource Inventory be placed on your agenda for the August 21, 2018 City Council meeting.

Thank you,

Lisa Shields

Deputy Mayor

**Natural Resource Inventory RFP 2018-03 Bid Results**

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	<b>Total Bid</b>	<b>Purchasing</b>	<b>Risk and Safety</b>
<b>AKRF, Inc.</b> Nina Peek, AICP 120 Defreest Drive, Room 104 Troy, NY 12180 <a href="mailto:npeek@akrf.com">npeek@akrf.com</a>	\$40,000.00	Meets requirements.	City needs to be additional insured primary and non-contributory.
<b>LaBella Associates, D. P. C.</b> Robert Pepe 25 Delaware Ave. Delmar, NY 12054 <a href="mailto:bjohnston@labellapc.com">bjohnston@labellapc.com</a>	\$29,420.00	Meets requirements.	City needs to be additional insured primary and non-contributory.
<b>CHA Consulting, Inc.</b> Erin Crotty 3 Winners Circle Albany, NY 12205 <a href="mailto:ecrotty@chacompanies.com">ecrotty@chacompanies.com</a>	\$97,000.00	Meets requirements.	City needs to be additional insured primary and non-contributory.

Department That Owns Award/Extension of Bid: Mayor

Project or Item Being Awarded: Natural Resource Inventory

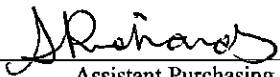
Item Being Extended: \_\_\_\_\_

Vendor Who Won the Bid: LaBella Associates

Budget Line Item: A3517024\_ 54\_ 788

Budget Line Item: \_\_\_\_\_

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

  
Assistant Purchasing Agent

8/17/18  
Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has \_\_\_\_\_ / has not \_\_\_\_\_ met all risk and 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.**

Zimbra

christina.carton@saratoga-springs.org

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**Re: Award of Bid-LaBella for Natural Resource Inventory: Help?!**

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**From :** Marilyn Rivers <marilyn.rivers@saratoga-springs.org>

Fri, Aug 17, 2018 09:36 AM

1 attachment

**Subject :** Re: Award of Bid-LaBella for Natural Resource Inventory: Help?!

**To :** Lynn Bachner <m.lynn.bachner@saratoga-springs.org>

**Cc :** Lisa Ribis <lisa.ribis@saratoga-springs.org>, Stefanie Richards <stefanie.richards@saratoga-springs.org>, tina carton <tina.carton@saratoga-springs.org>, Maire Masterson <maire.masterson@saratoga-springs.org>

The Award of Bid is approved. Insurance documents are contained in the contract process in NOVUS.

*Sent from my Verizon 4G LTE Droid*

On Aug 17, 2018 9:33 AM, Lynn Bachner <m.lynn.bachner@saratoga-springs.org> wrote:

Now its my turn to ask for help:. Lisa Ribis requires an email from you (in lieu of your signature) in order to allow this Award of Bid onto the Agenda. There are other items dependent on this award of bid (contract, grant award) which I believe that you have already approved. Could I trouble you to review and AOK. Many thanks!

Sincerely,

Lynn

M. Lynn Bachner  
Executive Assistant to the Mayor  
Mayor's Office-Room 9  
City Hall  
474 Broadway  
Saratoga Springs, NY 12866  
518.587.3550 x2520