

**RESOLUTION – RFP (PHEASANT RUN)**

At a meeting of the Rensselaer County Water and Sewer Authority, held at 1600 Seventh Avenue, Troy, New York, on the 15<sup>th</sup> day of January, 2014, at 4:00 p.m. local time, the following Members of the Authority were:

	<b>PRESENT:</b>	<b>ABSENT:</b>
Robert Pasinella, Jr.	_____	_____
Kenneth M. Harting	x	x
Edward J. Patanian	x (via phone)	_____
John Mooney	x	_____
John Fetscher	x	_____

**ALSO PRESENT:**

Robert Hotz, Chief Financial Officer  
James W. White, Secretary  
Philip H. Dixon, Authority Counsel  
Henry V. LaBarba, P.E., Authority Consulting Engineer

After the meeting had been duly called to order, the following Resolution was offered by Mr. Harting, and seconded by Mr. Patanian, to wit:

**WHEREAS**, the Rensselaer County Water and Sewer Authority has determined that it is appropriate to retain a septic maintenance service and a plumbing service for its Pheasant Run septic system in the Town of Schodack; and

**WHEREAS**, the Authority has prepared requests for proposals for such services, copies of which are annexed hereto.

**NOW, THEREFORE**, it is hereby

**RESOLVED**, the Rensselaer County Water and Sewer Authority hereby approves the annexed requests for proposals for septic maintenance service and plumbing service for the Pheasant Run septic system in the Town of Schodack.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Robert Pasinella, Jr.	voting	<u>Absent</u>
Kenneth M. Harting	voting	<u>Yes</u>
Edward J. Patanian	voting	<u>Yes</u>
John Mooney	voting	<u>Yes</u>
John Fetscher	voting	<u>Yes</u>

The foregoing Resolution was thereupon declared duly adopted.

# RENSSELAER COUNTY WATER AND SEWER AUTHORITY

## REQUEST FOR PROPOSAL

The Rensselaer County Water and Sewer Authority (the “Authority”) requests proposals for services by a local septic system plumbing and maintenance firm to serve its fifteen home Pheasant Run Septic System in the Town of Schodack, Rensselaer County, New York.

### BACKGROUND

The Rensselaer County Water and Sewer Authority is a public benefit corporation established in 1986 by the State Legislature. The primary function of the Authority is to foster public health and well-being and promote economic development through the financing, management and operation of public water and sewer facilities in Rensselaer County.

Because the Authority is performing a public purpose in the exercise of its powers, property owned by the Authority or under its jurisdiction, control or supervision is exempt from taxes and assessments. The activities of the Authority are also exempt from taxes and assessments.

Approximately 20 years ago, the Authority was given a privately built fifteen-housing unit septic system, comprised of central leach fields and individual unit holding tanks, effluent pumps and alarm systems, known as the Pheasant Run System, in the Town of Schodack to operate and maintain (see attached list of home addresses within the system). The homeowners are required to pay the Authority an annual maintenance fee to cover the costs of maintenance, operation and repair of the system. The annual fees collected are the sole source of revenues for these purposes. Under the terms of the contract between the Authority and the homeowner, the Authority is not responsible for costs associated with any repair or replacement determined to be a result of negligence or intentional act of the homeowner or costs associated with repairs or replacements of obstructions to the tank and grinder pumps, such as walls, fences, partitions and landscaping added by the homeowner that make repair and maintenance difficult.

### SCOPE OF SERVICES

The individual or firm selected will be required to:

Submit for the Authority’s review and approval recommendations for the maintenance the sewer lines from the homes to the holding tanks, grinder pumps, alarm systems and leach fields of the Pheasant Run System, including the specific items listed below. The recommendations shall cover the three (3) year period ending January 31, 2017, and shall include the specific items listed below:

1. Execution of a contract for a three (3) year period, ending January 31, 2017. The contract may be terminated by the Authority or the selected person/firm on thirty (30) days' written notice to the other. It is contemplated that contract(s) for future periods, subject to mutually acceptable terms, may be entered into.
2. Be available for emergency repairs and maintenance at the direction of the Authority in accordance with a mutually agreed-upon notification and action procedure.
3. Work in cooperation and conjunction with the Authority selected septic system cleaning service provider for maintenance and repairs outside the scope of expertise of the septic system plumbing service provider.
4. Present to the Authority's Secretary all vouchers and receipts associated with repairs and maintenance performed, including evidence that prevailing wage rates have been applied in cases of paid employees and any other information requested by the Authority to assure proper reimbursement.
5. Inspect and recommend necessary upkeep of the grinder pumps, lines, tanks and leach fields.

#### SELECTION PROCESS

The proposals will be judged on the following criteria:

1. Expertise of the applicant and of the individuals performing the services;
2. Cost of services; and
3. Availability of services in terms of timing and location.

#### INSTRUCTION FOR SUBMISSION

Each proposal should include:

- (a) The individual's or firm's resume, stating its experience as a residential Septic System maintenance and repair service.
- (b) The names and resumes of the individuals who will be performing and supervising the work;
- (c) A proposed plan for providing for the scope of services outlined above; and
- (d) Proposed fees for services, including wage rates, travel charges, and any other charges or mark-ups for equipment or supplies.

Proposals must be received by 4:00 p.m. on January 31, 2014.

Proposals should be sent to:

Robert Pasinella, Jr., Chairman  
Rensselaer County Water and Sewer Authority  
Ned Pattison Government Center  
1600 Seventh Avenue, 5<sup>th</sup> Floor  
Troy, New York 12180  
(518) 270-2914

# RENSSELAER COUNTY WATER AND SEWER AUTHORITY

## REQUEST FOR PROPOSAL

The Rensselaer County Water and Sewer Authority (the “Authority”) requests proposals for services by a local septic system cleaning and maintenance firm to serve its fifteen-home Pheasant Run septic system in the Town of Schodack, Rensselaer County, New York.

### BACKGROUND

The Rensselaer County Water and Sewer Authority is a public benefit corporation established in 1986 by the State Legislature. The primary function of the Authority is to foster public health and well-being and promote economic development through the financing, management and operation of public water and sewer facilities in Rensselaer County.

Because the Authority is performing a public purpose in the exercise of its powers, property owned by the Authority or under its jurisdiction, control or supervision is exempt from taxes and assessments. The activities of the Authority are also exempt from taxes and assessments.

Approximately 20 years ago, the Authority was given a privately built fifteen-housing unit septic system, comprised of central leach fields and individual unit holding tanks, effluent pumps and alarm systems, known as the Pheasant Run System, in the Town of Schodack to operate and maintain (see attached list of home addresses within the system). The homeowners are required to pay the Authority an annual maintenance fee to cover the costs of maintenance, operation and repair of the system. The annual fees collected are the sole source of revenues for these purposes. Under the terms of the contract between the Authority and the homeowner, the Authority is not responsible for costs associated with any repair or replacement determined to be a result of negligence or intentional act of the homeowner or costs associated with repairs or replacements of obstructions to the tank and grinder pumps, such as walls, fences, partitions and landscaping added by the homeowner that make repair and maintenance difficult.

### SCOPE OF SERVICES

The individual or firm selected will be required to:

Submit for the Authority’s review and approval recommendations for maintenance, cleaning and other appropriate actions to optimize the performance of the individual holding tanks and the central leach fields of the Pheasant Run System. The recommendations shall cover the three (3) year period ending January 31, 2017, and shall include the specific items listed below:

6. Execution of a contract for a three (3) year period, ending January 31, 2017. The contract may be terminated by the Authority or the selected person/firm on thirty (30) days’ written notice to the other. It is contemplated that contract(s) for future periods, subject to mutually acceptable terms, may be entered into.
7. Develop a schedule of holding tank cleaning, based on industry standards and historical information, so that each tank of the system is pumped/cleaned in accordance with such standards.

8. Be available for emergency repairs and maintenance at the direction of the Authority in accordance with a mutually agreed-upon notification and action procedure.
9. Work in cooperation and conjunction with the Authority-selected plumbing service provider for repairs outside the scope of expertise of the septic system service provider.
10. Present to the Authority's Secretary all vouchers and receipts associated with repairs and maintenance performed, including evidence that prevailing wage rates have been applied in cases of paid employees and any other information requested by the Authority to assure proper reimbursement.
11. Inspect and recommend necessary upkeep of the central leach fields and associated equipment.

### SELECTION PROCESS

The proposals will be judged on the following criteria:

2. Expertise of the applicant and of the individuals performing the services;
3. Cost of services; and
4. Availability of services in terms of timing and location.

### INSTRUCTION FOR SUBMISSION

Each proposal should include:

- (e) The individual's or firm's resume, stating its experience as a residential septic system maintenance and repair service.
- (f) The names and resumes of the individuals who would be performing and supervising the work;
- (g) A proposed plan for providing for the scope of services outlined above; and
- (h) Proposed fees for services, including wage rates, travel charges, and any other charges or mark-ups for equipment or supplies.

Proposals must be received by 4:00 p.m. on January 31, 2014.

Proposals should be sent to:

Robert Pasinella, Jr., Chairman  
Rensselaer County Water and Sewer Authority  
Ned Pattison Government Center  
1600 Seventh Avenue, 5<sup>th</sup> Floor  
Troy, New York 12180  
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