

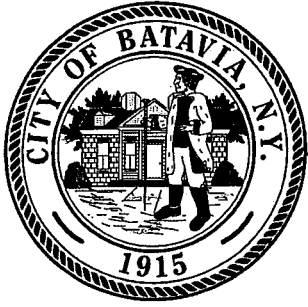
## BATAVIA CITY COUNCIL SPECIAL CONFERENCE MEETING

City Hall - Council Board Room  
One Batavia City Centre  
October 10<sup>th</sup> 2023 at 7:00 p.m.

### AGENDA

- I. Call to Order
- II. Invocation – Councilmember Canale
- III. Pledge of Allegiance
- IV. Public Comments
- V. Council Response to Public Comments
- VI. Communications
  - a. Ever Present Church Men’s Conference – 10/27/2023-10/28/2023
- VII. Council President Report
  - a. Announcement of the next City Council Meeting to be held on Monday, October 23<sup>rd</sup>, 2023 at 7:00 p.m. at the City Hall Council Board Room, 2<sup>nd</sup> Floor, City Centre
- VIII. Ice Rink Refrigerant Emergency Purchase\*\*\*
- IX. Bank Street Reserve Funding\*\*\*
- X. Bank Street Water Bid Award\*\*\*
- XI. City Centre Renovation Project Bid Award – General Contractor\*\*\*
- XII. City Centre Renovation Project Bid Award – HVAC\*\*\*
- XIII. City Centre Renovation Project Bid Award – Electrical\*\*\*
- XIV. Car Seat Grant\*\*\*
- XV. Adjournment

\*\*\*Move to Tonight’s Business Agenda



# City of Batavia

## **MEMORANDUM**

**To:** Rachael Tabela, City Manager  
**From:** Heidi J. Parker, Clerk-Treasurer  
**Date:** 10/4/23  
**Subject:** **Event Summary**

Below please find the summary for the events to be reviewed by City Council on October 10, 2023:

### **(City Centre Event)**

#### **Everpresent Church Men's Conference – 10/28/23**

There were no costs from the departments.

**\*\*NOTE** – Event sponsors are responsible for costs that may be incurred because of their event and have been made aware of estimated costs, if any. For final approval, all applicants must submit a certificate of liability insurance to the Clerk's Office prior to the event date.



City of Batavia  
Batavia, New York 14020  
(585) 345-6300

**PAID**  
SEP - 6 2023  
CITY OF BATAVIA  
CLERK-TREASURER

**Official Use Only:**

2023-52  
Event Application #:

**Event Application Fee - \$25.00 (non-refundable)**  
(A separate permit must be issued for each item requested)

Event Sponsor Ever Present Church

Type of Event Men's Conference

Day and Date of Event Oct 27<sup>th</sup> 28<sup>th</sup>

Time of Event (don't include set up time here - just actual event time) 9am

Location of Event Concourse By Ever Present Church

Details of Event (be as specific as possible!) Men's Conference & Lunch

**Contact Information:**

**Primary contact:**

Name Pastor Michelle Norton  
Phone # 585-297-3155  
Mailing address 4 Batavia City Centre  
E-mail address Pastormichelle@EverPresentChurch.com

**Secondary contact:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Events will be posted on the City's website calendar. If there is a website you would like to include that people can visit for more information or registration, if applicable, note website here: www.everpresentchurch.com

Will there be alcohol at your event? Yes  No  If yes, complete the following:

Type of alcoholic beverage to be served: Liquor  Wine  Beer

Will you be providing alcohol to your group? Yes  No

Will you be selling alcohol to your group? Yes  No  Insurance certificate **WILL BE** required with Liquor Legal.

Will people be allowed to bring alcohol to the event? Yes  No

Who will be applying to the NYS Liquor Authority for the permit to sell? N/A

Is the Sponsor requesting waiver of the Open Container law per §34-7 of the City Code? Yes  No

**It is the Applicant's responsibility to police the area during the gathering to make sure all Alcohol Beverage Control rules are followed. Also, after the event Applicant is responsible to dispose of all empty bottles and debris.**

**\*\* If you are contracting with a group to sell alcohol during your event on city property, separate insurance is required from them with Liquor Legal in addition to your insurance. \*\***

**EVENT INFORMATION (required):**

Set up date: Oct 27th

Set up time: 3:00pm

Tear down date: Oct 29th

Tear down time: 6pm

**PLEASE LIST ALL DATES / TIMES AND CROWD INFORMATION BELOW:**

Date: 10-28 Start time: 9am End time: 3pm

Estimated crowd size: 100 # of Vendors/Displays \_\_\_\_\_

**WILL THE EVENT INCLUDE:**

- Block Party: Yes  No  (MAP OF STREET CLOSURE MUST BE ATTACHED)
- Parade: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Run or Walk: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)
- Music: Yes  No  (SITE DRAWING OF STAGE OR DJ LOCATION ATTACHED)
- Street Closure(s): Yes  No  (MAP OF CLOSED STREETS AND DROP LOCATION OF BARRICADES)
- Other: Yes  No  (MAP OF DESIRED ROUTE MUST BE ATTACHED)

Fireworks or Hazardous Materials? Yes  No  Carnival or Amusement Rides? Yes  No

\_\_\_\_\_  
Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Music: Live Group  Recorded/DJ

\_\_\_\_\_  
Name of Company Providing Above: \_\_\_\_\_ Company Contact/Representative \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Address, Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**CITY SERVICES SUPPORT:**

**City Code 66-15, D-2** The City reserves the right, as part of the permitting process, to require the applicant to pay for additional operational costs of the City associated with the event.

FOR EVENTS IN CITY PARKS, GARBAGE PICK-UP WILL BE MADE ONLY TO GARBAGE CANS ON SITE. ADDITIONAL GARBAGE MUST BE BAGGED AND REMOVED FROM PREMISES BY EVENT SPONSOR.

**ELECTRIC:**

Will electric be needed for the event? Yes  No

What will you be providing electric to? Crock Pots & Lights

Will generators be used? Yes  No  \*see Special Events Inspection list for compliance\*

If yes, INCLUDE SITE DRAWING INDICATING PLACEMENT/LOCATION OF GENERATOR

SIZE OF GENERATOR(S) \_\_\_\_\_ FUEL SOURCE - GAS -  - DIESEL -  - PROPANE -

**TENTS/CANOPIES/POP-UPS: See appendices for compliance checklist – all tents will be inspected \*\***

Will Tents/Canopies or other membrane structures be erected at event? Yes  No   
Will a bounce house or other air supported structures be erected at event? Yes  No

**NOTE** – Appropriate anchoring is required for all tents, canopies, and pop-up structures

Please list size(s) of Tents/Canopies or other temporary structures erected\* N/A

**ANCHORING INTO PAVEMENT IS PROHIBITED!**

If anchoring in grass, soil areas please contact the NYS Dig Safe # at: 1-800-962-7962 or 811

**STREET CLOSURE(S):**

**ANY EVENT REQUIRING A STREET CLOSURE REQUIRES 90 DAY ADVANCE NOTICE**

Will street(s) need to be closed for the event? Yes  No  Reason: \_\_\_\_\_

**List Street(s) and Cross Street(s) that will be affected:**

_____	&	_____
Street to be closed	Cross Streets	
_____	&	_____
Street to be closed	Cross Streets	
_____	&	_____
Street to be closed	Cross Streets	
_____	&	_____
Street to be closed	Cross Streets	

Will street barricades be requested from the City? Yes  No  How Many? 4 For inside

Will traffic cones be requested from the City? Yes  No  How Many? \_\_\_\_\_  
*(Drop off locations of requested items must be identified on the site drawing)*

**BANNERS, SIGNS OR OTHER DECORATIONS ARE NOT TO BE ATTACHED TO STREET BARRICADES, TRAFFIC CONES, LIGHT POLES OR ANY OTHER CITY PROPERTY**

Are there any other city materials or personnel requested for the event? Identify below: *(there may be additional costs)*  
No

**Block parties must allow local traffic and driveways cannot be blocked. Initial here: \_\_\_\_\_ (if hosting block party)**

**POLICE**

Will City Police Officers be requested for the event? Yes  No   
If yes, what type of request? Traffic control  Security  Community Policing   
Other : Specify \_\_\_\_\_

**FINAL DETERMINATION FOR NUMBER OF POLICE OFFICERS and UTILIZATION WILL BE AT THE DISCRETION OF THE CITY.**

**PLEASE NOTE:**

1. Be as specific as possible in the description so we have the best understanding of your event. Also, be clear as to what you would like provided by the City. **Applications should be submitted at least 30 days in advance.**
2. Fire hydrants, Cross Streets/Alleys and Store Fronts **Shall Not Be Blocked** by any Vehicle or Concession at any time.
3. An Emergency Vehicle Safety Lane Must be Maintained at All times at All Locations
4. Fuel Containers Must be of an Approved type and Must be Properly Secured
5. Deep Fryers Must Be Approved. Commercial Types Require a Type "K" Portable Fire Extinguisher
6. All Food Vendors Must Have a Type ABC Fire Extinguisher. All Fire Extinguishers Must Be Inspected Within The Last Year. **A Valid Health Department Permit Must Be Displayed.**
7. No grease or substance of any kind may be discharged upon the streets, sidewalks, or into the storm drains and/or sewers
8. City Sign Ordinances Shall Be Complied With At All Times And In All Regards
9. No paint or other markings may be placed on the street surface.
10. Additional operational costs of the City, as determined by City Departments, must be paid by the event sponsor at the conclusion of the event. The application fee is due at time of submission and is non-refundable.
11. Vendor/participants must also follow all inspection/temporary structure rules found in the appendices (pg 6-7)
12. For block parties, sponsors must notify all affected neighbors and local traffic/driveway access must be maintained.
13. If approved, a Certificate of Liability Insurance of at least \$1,000,000 naming the City of Batavia as an additional insured for at least the day(s) of the event must be submitted to the City Clerk prior to the event date.

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**Hold Harmless Agreement**

Pastor Michelle Norton, the organizer/sponsor, shall indemnify, hold harmless, assume liability for and defend the City of Batavia, its employees, officers and agents from any and all damages, costs and expenses including but not limited to, attorney's fees, court costs, and all other sums which the City of Batavia its employees, officers and agents may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim founded thereon, arising or alleged to have arisen out of the activities described in this special event application and sanctioned by the permit issued by the City of Batavia or by any act or omission of the EverPresent Church (Organizer/Sponsor), its members, agents, employees, volunteers, officers, or directors in relation to activities described in this application and sanctioned by the issuance of a special event permit.

9-6-23  
Date:

EverPresent Church  
Name of Event Sponsor

Pastor Michelle Norton  
Authorized Signature, Title

Pastor Michelle Norton  
Name - Printed or Typed

The rules and information contained within this application have been read and will be adhered to.

Date:

Signature of Applicant:

**Please forward this application to:**

**City Clerk's Office  
Attention: Events Applications Department  
One Batavia City Centre  
Batavia, New York 14020**

**SPECIAL EVENT APPLICATION  
DEPARTMENT APPROVAL SUMMARY**

**FOR OFFICIAL CITY USE ONLY**

<b>OFFICIAL USE ONLY</b>				
Department Recommendations:	Approved	Denied	Additional Costs	Department Initials
DPW (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Fire Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Police Dept. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

*If recommendation is denied, please attach a brief explanation*

<b>OFFICIAL USE ONLY</b>	
_____	_____
<i>Date Received</i>	<i>Council Action: (Approved / Disapproved)</i>
_____	_____
<i>Date of Council Action:</i>	<i>Insurance Received (if applicable)</i>

**Event Application #:** \_\_\_\_\_

**Department:** \_\_\_\_\_  
*List Department Name Here*

Department Approval	YES	NO
DPW	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>
Police	<input type="checkbox"/>	<input type="checkbox"/>

**Department Cost Estimate:** \_\_\_\_\_  
*If applicable*

**Estimate based on:** *Fillable table – type your response here:*  
\_\_\_\_\_

**If Application not Approved, Provide Reason Here:** *Fillable table – type your response here:*  
\_\_\_\_\_

**Submitted By:** \_\_\_\_\_ *Name / Title* \_\_\_\_\_ *Date Submitted*

**TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST (tent and membrane structures)**

YES	Item to Verify	NO	Corrective Action
	Is structure at least 20 feet from any property lines?		Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
	Is structure within 20 feet of any building?		Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
	Is structure within 20 feet of another structure?		Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
	Is structure within 20 feet of parking?		Restrict parking or relocate structure at least 20 feet from parking.
	Is structure within 20 feet of any internal combustion engines?		Do not use internal combustion engine until relocated at least 20 feet from structure.
	Are "No Smoking" signs posted inside and outside?		Do not occupy or use structure unless no smoking signs are posted and enforced.
	Are fireworks and unapproved open flames prohibited inside and outside the structure?		Do not occupy or use structure unless fireworks and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
	Are all points in the structure within 100 feet of an exit?		Do not occupy or use structure unless sufficient nearby exits are provided.
	Ensure "Exit" signs are posted and clearly visible.		Do not occupy or use structure unless required "Exit" signs are provided.
	Ensure "Exit" signs are illuminated.		Do not use or occupy structure unless illuminated exits are provided.
	Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.		Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
	Are exits open and uncovered?		Do not occupy or use structure unless all required exits are functional.
	Are all aisles at least 44 inches wide? Do aisles increase in width where required?		Do not occupy or use structure unless proper aisle widths are maintained.
	Is the Occupant Load posted appropriately?		Do not occupy or use structure unless the correct occupant load is posted appropriately.
	Ensure emergency lighting is provided.		Do not use or occupy structure unless emergency lighting is provided.
	Is a label permanently affixed to the structure bearing the identification of size and material type?		Do not use or occupy structure unless label is present.
	2A:10BC Fire extinguishers are provided (see information packet for minimum number required).		Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
	At least one 40BC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.		Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
	Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.		Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
	The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.		Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
	Such waste shall be stored in approved containers until removed from the premises.		Do not use or occupy the structure unless trash containers have been emptied from the previous day.
	Outdoor cooking that produces sparks or grease-laden vapors. Must be outside tent.		Do not use cooking source under tent
	Is tent secure		20 lbs per leg or tent stakes
Inspection performed by:		Date:	





# City of Batavia

## *Memorandum*

To: Honorable City Council

From: Tom Phelps, Superintendent of Water & Wastewater

Date: September 21, 2023

Subject: Ice Rink R22 Refrigerant and Repairs

On September 20<sup>th</sup>, 2023 Carrier informed the City that 375lbs. of refrigerant (\$28,000) and oil (\$17,900) was needed to keep the chiller operational for the 2023/2024 season.

The emergency purchase was made and I am requesting the use of Ice Rink Reserves to cover the cost of the purchase and to make the necessary budget amendments.

Supporting Documentation:  
Quotes from Carrier

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)

**Department of Public Works  
One Batavia City Centre  
Batavia, New York 14020**

**Phone: 585-345-6324  
Fax: 585-345-1385  
[tphelps@batavianewyork.com](mailto:tphelps@batavianewyork.com)**

#XXX-2023

**A RESOLUTION TO USE ICE RINK RESERVE FUNDS FOR AN EMERGENCY  
PURCHASE OF R22 REFRIGERANT AND OIL FOR THE ICE RINK CHILLER  
SYSTEM**

**Motion of Councilmember**

**WHEREAS**, pursuant to General Municipal Law 6-c, the City of Batavia has an established Ice Rink Capital Reserve Fund; and

**WHEREAS**, the Ice Rink Capital Reserve Fund has a current balance of approximately \$375,000.00; and

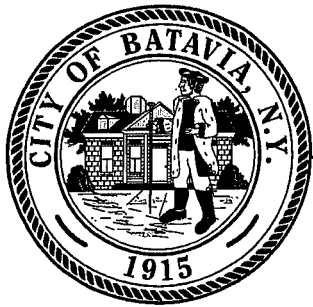
**WHEREAS**, the system needs 375 pounds of refrigerant, at a cost of \$28,000.00, in addition \$17,900 in repairs; and

**WHEREAS**, this was not a budgeted item and is an emergency purchase.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Batavia that the City Manager is hereby authorized the utilize Ice Rink Reserves of \$45,900.00 for emergency purchases.

**Seconded by Councilmember  
And on the roll call**

**DRAFT**



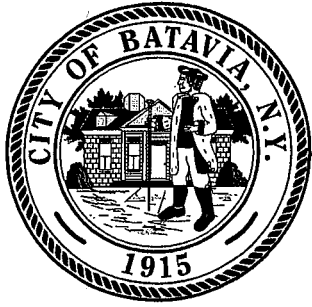
# City of Batavia

## *Memorandum*

**To:** Rachael Tabelski, City Manager  
**From:** Brett Frank, Director of Public Works  
**Date:** October 3, 2023  
**Subject:** Use of Water Reserve Funds for Bank Street NBRC Water Improvement Project

The City has successfully applied for and received funding through the Northern Border Regional Commission's (NBRC) program for the Bank Street Water Improvement Project. This project will involve the installation of an 8" NPS water main and the connection of existing customers as well as provisions for future development. The project includes the design, bid and construction of a water main improvement on Bank Street in the location between Main Street on the South and Washington Avenue on the North. The project had an estimated cost of \$418,000 with \$334,000 being grant funded, however after receiving bids from 5 contractors the actual total cost of the project is now \$646,788.16. In order to fund the project it will be necessary to use a larger reserve amount than the originally anticipated amount of \$84,000. To fully fund the project it will now be necessary to use \$312,788.16 from reserves.

The water main replacement on Bank Street from Main Street to Washington Avenue will involve installing a 950 linear feet of 8-inch diameter water main. This will include connection to the existing 12-inch water main at Main Street and a connection to the junction on an 8-inch and a 6-inch water main at Washington Avenue. There are six existing service connections that vary from 6-inch to 1-inch, that will be transferred to the new water main. A portion of Alva Place will be served by a short section of 8-inch water main for future development and added fire protection with a new fire hydrant. A new 6-inch service line will be stubbed to the site of a new police headquarters for both domestic and fire flows. Two existing fire hydrants will be replaced with new fire hydrants.



# City of Batavia

I am recommending that City Council approve the appropriation of Water Reserve Funds in the amount of \$312,788.16 to be utilized to offset the project's increased construction expenses for the Bank Street NBRC Water Improvement project. The current balance of the Water Capital Reserve is approximately \$3,162,455.

#XXX-2023

**A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO UTILIZE WATER RESERVE FUNDS AS A LOCAL MATCH TO NBRC GRANT**

**Motion of Councilmember**

**WHEREAS** the City received a \$334,000 Northern Border Regional Commission (NBRC) economic development and infrastructure grant to install 950 linear feet of 8-inch diameter water main along Bank Street; and

**WHEREAS**, the project will replace 90+ year old pipe, improving reliability, increasing firefighting flows, and supply water needed for redevelopment projects including the new police facility on Alva and Bank; and

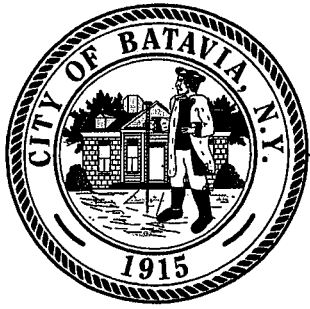
**WHEREAS**, the City of Batavia originally authorized a local match of \$84,000 from the Water Reserve Fund; and

**WHEREAS**, after bidding the project the total project cost has risen from \$418,000 to \$646,788.16; and

**WHEREAS**, the City commits to a local match of \$312,788.16 and will utilize the Water Reserves to fund the match.

**NOW THEREFORE, BE IT RESOLVED**, City Council authorizes the City Manager to utilize Water Reserves as a local match to the NBRC grant.

**Seconded by Councilmember  
and on the roll call**



# City of Batavia

## *Memorandum*

To: Honorable City Council

From: Tom Phelps, Superintendent of Water & Wastewater

Date: September 29, 2023

Subject: Bank Street Water Main Replacement Project Award

The Bureau of Water and Wastewater issued a Request for Bids in August of 2023 for the Bank Street Water Main Replacement Project.

On September 20, 2023, bids documents were opened and reviewed by City and TY Lin staff. We received a total of five bidders on the project. After reviewing all of the proposals, we chose to move forward with Rochester Pipeline as the winning bidder for the project in the amount of \$566,988.00.

We recommended City Council to award the contracts at the October 10<sup>th</sup>, 2023 business meeting.

Supporting Documentation:  
Bid Tabulation  
Resolution

**#XXX-2023**

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH ROCHESTER  
PIPELINE FOR CONSTRUCTION SERVICES FOR THE BANK STREET  
WATER PROJECT**

**Motion of Councilmember**

**WHEREAS**, The Council of the City of Batavia authorized a project for the replacement of a water main on Bank Street from Main Street to Washington Avenue; and

**WHEREAS**, a request for construction bids was released for a contractor to construct the project as specified in the project construction documents. The lowest responsible bidder is Rochester Pipeline of Rochester, New York.

**NOW, THEREFORE, BE IT RESOLVED**, be it resolved that City Council approves the award of a contract for construction for the Bank Street Water Main Replacement Project to Rochester Pipeline of Rochester, New York in the amount of \$566,988.00.

**Seconded by Councilmember  
And on roll call**

**DRAFT**



September 28, 2023

City of Batavia  
1 City Centre  
Batavia, NY 14020

ATTN: Brett J. Frank  
Director of Public Works

RE: Bank Street Water Main Replacement  
Contract No.: NBRC21GNY08  
Bid Results and Contract Award Recommendation

Dear Mr. Frank:

The City of Batavia opened bids for the Bank Street Water Main Replacement project on Wednesday, September 20<sup>th</sup> at 2:00 p.m. local time, as advertised. A total of (5) bids were received and opened. The following is a summary of the bidders and their respective bid amounts (corrected values):

	<u>Base Bid Amount</u>	<u>Alternate Bid Amount</u>
Double A Services	\$533,913.79	\$48,180.44
Rochester Pipeline	\$566,998.00	\$31,449.00
Randsco	\$643,727.00	\$41,924.00
Rochester Earth	\$715,420.63	\$47,618.00
Mark Cerrone	\$835,500.00	\$63,055.00
Engineer's Estimate	\$555,969.96	\$39,610.00

#### Completeness of Bids

The bids were reviewed for completeness. It was found that Rochester Earth's bid was not received prior to the 2 PM deadline, so they were disqualified. It was also found after detailed review that the original apparent low bidder (Double A Services) did not sign the accepted Addendum No. 1 form or submit their bids sheets on the revised Addendum No. 1 bid sheets. Double A Services also had numerous errors and omissions on the submitted bid sheets. This has led Double A Services to be disqualified from award of this project.

#### Verification of the Low Bidder

The apparent responsible low bidder is Rochester Pipeline, Inc. with a submitted base bid of \$566,998.00 and \$31,449.00 for the alternate project bid. All the bids were checked for mathematical errors. There were no mathematical errors found in the bid submitted by Rochester Pipeline. A summary of the Engineer's Estimate and the bid tabulations for all the contractors was previously submitted.



# TYLin

## Low Bid Analysis

The low bid submitted by Rochester Pipeline, Inc. was reviewed mathematically for consistency and to make sure the unit prices are in line with the current state of the construction industry. The base bid amount of \$566,998.00 is approximately 2% higher than the Engineer's Estimate of \$555,969.96. The alternate bid amount of \$31,449.00 is approximately 21% lower than the Engineer's Estimate of \$39,610.00. Each Item was analyzed individually to determine if any deviations between the bid unit price and estimated unit price indicate a potential error in estimated quantities. There were no items that were significantly lower / higher that would indicate any potential errors in the estimated quantities.

Unit prices included in the Engineer's Estimate were derived from the NYDSOT database for unit costs within and outside the Region 4 area, as well as from past street improvement projects and engineering judgement. Overall the unit prices are in line with the current state of the market.

## Addendums

There was one addendum dated September 14, 2023. The signed addendum was submitted with Rochester Pipeline bid package. Double A Services, the original apparent low bidder did not submit the signed addendum, leading them to be disqualified from award of this project.

## Bidder Responsibility

T.Y. Lin International Engineering & Architecture, P.C. (TYLin PC) has reviewed the qualifications of the low bidder, Rochester Pipeline, Inc. and determined that they are qualified for this type of project, having completed several water main projects in the past, and have the capacity to complete this work within the designated project schedule.

## Project Shares

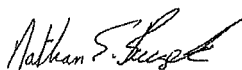
This project is Federally funded with NBRC grant funding.

## Recommendation of Award

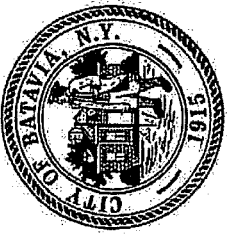
It is our recommendation that the Bank Street Water Main Replacement Project be awarded to Rochester Pipeline, Inc. in the amount of \$566,998.00 for the base bid project, and \$31,449.00 for the alternate bid project.

Should you have any questions, please don't hesitate to contact me.

Sincerely,  
T.Y. Lin International Engineering & Architecture, P.C.



Nathan Buczek, P.E.



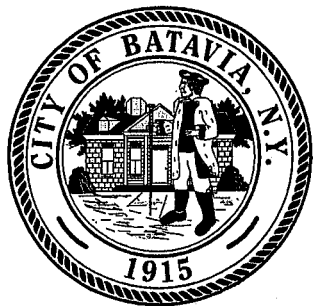
Bank Street Water Main Replacement Project  
 RECEIVED September 20, 2023 @ 2:00 P.M.

CONTRACT NO. NBRC21GNY08

Company	Bid Amount
ROCHESTER PIPELINE	BASE \$566,998 ACT \$31,449
RANDSCO	BASE \$643,727 ACT \$43,924
MARK CERONE, INC.	BASE \$835,500 ACT \$65,055
DOUBLE A SERVICES	BASE \$536,332.58 ACT \$35,889.44
ROCHESTER EARTH INC.	BASE \$301,559.63 ACT \$47,600

Received by: *[Signature]*

Witnessed by: *[Signature]*



# City of Batavia

## *Memorandum*

To: Honorable City Council

From: Brett Frank, Director of Public Works

Date: September 29, 2023

Subject: City Centre Renovations Bid Awards

The Department of Public Works issued a Request for Bids in August of 2023 for the City Centre Renovations Project.

On September 26, 2023, bids documents were opened and reviewed by City and Hunt Engineers staff. We received a total of five bidders on the general contracting portion of the project. After reviewing all of the proposals, we chose to move forward with Steve General Contractor Inc. as the winning bidder for the project in the amount of \$1,019,900.00. We received a total of two bidders on the mechanical portion of the project. After reviewing all of the proposals, we chose to move forward with Michael Ferraulo Plumbing & Heating as the winning bidder for the project in the amount of \$97,000.00. We received a total of two bidders on the electrical portion of the project. After reviewing all of the proposals, we chose to move forward with Erie Electric as the winning bidder for the project in the amount of \$54,500.00.

In addition, the project will have a 7.5% contingency of \$89,355.00 and fire suppression, not to exceed \$20,000.00.

We recommended City Council to award the contracts at the October 10<sup>th</sup>, 2023 business meeting.

Supporting Documentation:  
Bid Tabulation  
Resolutions

**#XXX-2023**

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH STEVE  
GENERAL CONTRACTOR INC. FOR CONSTRUCTION SERVICES FOR THE  
CITY CENTRE RENOVATIONS PROJECT**

**Motion of Councilmember**

**WHEREAS**, The Council of the City of Batavia authorized a project for the City Centre Renovations project; and

**WHEREAS**, a request for construction bids was released for contractors to construct the project as specified in the project construction documents. The lowest responsible bidder is Steve General Contractor Inc. of Caledonia, NY.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the award of a contract for construction for the City Centre Renovations project to Steve General Contractor Inc. of Caledonia, NY in the amount of \$1,019,900.00.

**BE IT FURTHER RESOLVED**, that the City Council approves \$109,355.00 in project contingency (7.5%) and fire protection services for the entire capital project.

**Seconded by Councilmember  
And on roll call**

**DRAFT**

#XXX-2023

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH MICHAEL  
FERRAULO PLUMBING & HEATING FOR CONSTRUCTION SERVICES  
FOR THE CITY CENTRE RENOVATIONS PROJECT**

**Motion of Councilmember**

**WHEREAS**, The Council of the City of Batavia authorized a project for the City Centre Renovations project; and

**WHEREAS**, a request for construction bids was released for contractors to construct the project as specified in the project construction documents. The lowest responsible bidder is Michael Ferraulo Plumbing & Heating of Rochester, NY.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the award of a contract for construction for the City Centre Renovations Project to Michael Ferraulo Plumbing & Heating of Rochester in the amount of \$97,000.00.

**Seconded by Councilmember  
And on roll call**

DRAFT

**#XXX-2023**

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH ERIE ELECTRIC  
FOR CONSTRUCTION SERVICES FOR THE CITY CENTRE RENOVATIONS  
PROJECT**

**Motion of Councilmember**

**WHEREAS**, The Council of the City of Batavia authorized a project for the City Centre Renovations project; and

**WHEREAS**, a request for construction bids was released for contractors to construct the project as specified in the project construction documents. The lowest responsible bidder is Erie Electric of Rochester, NY.

**NOW, THEREFORE, BE IT RESOLVED**, that City Council approves the award of a contract for construction for the City Centre Renovations Project to Erie Electric of Rochester in the amount of \$54,500.00.

**Seconded by Councilmember  
And on roll call**

**DRAFT**

October 4<sup>th</sup>, 2023

Brett J. Frank  
Director of Public Works  
City of Batavia  
1 City Centre  
Batavia, NY 14020

**Re: Recommendation of Award of Bids  
Batavia City Centre Renovations  
HUNT 3394-001**

Dear Mr. Frank

The City of Batavia received bids for the Batavia City Centre Renovations on September 26<sup>th</sup> 2023 that were publicly opened and read on this date. The attached Tabulation of Bids reflects the outcome of the bids that were received.

We have reviewed that all bid forms and required documents as specified have been included per the bid documents. Based on our review, we present the following summary and information for Board review and action.

**A. SUGGESTED CONTRACT AWARDS**

**GC Work – Contract 1:**

**Steve General Contractor, Inc.  
3774 Telephone Road  
Caledonia, NY 14423**

Base Bid	<b>\$998,000.</b>
<b>Total Recommended Contract Award</b>	<b>\$998,000.</b>

October 4<sup>th</sup>, 2023

Brett J. Frank  
Director of Public Works  
City of Batavia  
1 City Centre  
Batavia, NY 14020

**Re: Recommendation of Award of Bids  
Batavia City Centre Renovations  
HUNT 3394-001**

Dear Mr. Frank

The City of Batavia received bids for the Batavia City Centre Renovations on September 26<sup>th</sup> 2023 that were publicly opened and read on this date. The attached Tabulation of Bids reflects the outcome of the bids that were received.

We have reviewed that all bid forms and required documents as specified have been included in the bid documents. Based on our review, we present the following summary and information for Board review and action.

**A. SUGGESTED CONTRACT AWARDS**

**HVAC Work – Contract 2:**

**Michael A. Ferrauilo  
1600 Jay Street  
Rochester, NY 14611**

Base Bid	<b>\$ 97,000.</b>
<b>Total Recommended Contract Award</b>	<b>\$ 97,000.</b>



October 4<sup>th</sup>, 2023

Brett J. Frank  
Director of Public Works  
City of Batavia  
1 City Centre  
Batavia, NY 14020

**Re: Recommendation of Award of Bids  
Batavia City Centre Renovations  
HUNT 3394-001**

Dear Mr. Frank

The City of Batavia received bids for the Batavia City Centre Renovations on September 26<sup>th</sup> 2023 that were publicly opened and read on this date. The attached Tabulation of Bids reflects the outcome of the bids that were received.

We have reviewed that all bid forms and required documents as specified have been included in the bid documents. Based on our review, we present the following summary and information for Board review and action.

**A. SUGGESTED CONTRACT AWARDS**

**Electrical Work – Contract 3:**

**Erie Electric  
56 Locust Hill Drive  
Rochester, NY 14618**

Base Bid	<b>\$ 52,000.</b>
<b>Total Recommended Contract Award</b>	<b>\$ 52,000.</b>

**B. OTHER CONSIDERATIONS**

As noted in the attached Bid Tab, Alternates were also included in the bids. Since award of any combination of additional Alternates does not change the low bidders noted above, we recommend that the Board withhold taking action on the Alternates until a later date. Please note that the bidding documents allow the Board to accept or reject Alternate prices up to 120 days after acceptance of the bid.

**C. BUDGET SUMMARY**

General Trades	\$ 1,019,900.	
HVAC Contract	\$ 97,000.	
Fire Protection Contract	\$20,000. Estimated	
Electrical Contract	\$ 54,500.	
Total Recommended Contract Award		\$1,191,400.
Contract Award, Alternates & Contingency Budget of 7.5% (\$89,355)		\$1,280,755.

**D. CONCLUSIONS**

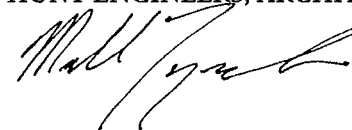
In conclusion, we suggest that the Board, in conjunction with the City of Batavia take the following action at the next Board Meeting:

1. Award contracts as noted in Paragraph A above.
2. Postpone action on additional Alternates for all contracts until a later date.

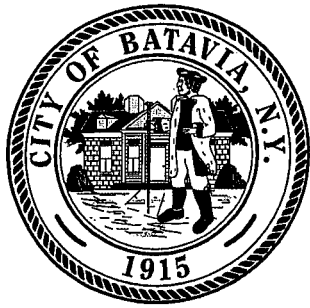
We hope that the above information will allow the Board to complete its review and take appropriate action. Please do not hesitate to call me if additional information is needed to assist the Board in its considerations.

Sincerely,

HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECT



Michael Trapanovski, AIA  
Architect, Project Manager



# City of Batavia

## *Memorandum*

To: Rachel Tabelski, City Manager

From: Josh Graham, Fire Chief

Date: 9/28/23

Subject: Council Resolution

Rachel, attached is a resolution to amend the Fire Department 2023-2024 budget to reflect the receipt of a Child Safety Seat Program through the NYS Governors Traffic Safety Committee. The grant is for \$3500.00.

This amendment will reflect the following budget lines:

Increase Revenue Accounts:	
A.00.0000.0000 3389-211198	\$3,500.00
Increase Expense accounts:	
A.05.3410.3410 299-211198	\$3,400.00
A.05.3410.3410 499-211198	\$100.00



#XXX-2023

**A RESOLUTION TO AMEND THE 2023-24 FIRE DEPARTMENT BUDGET TO  
REFLECT THE RECEIPT OF A CAR SEAT GRANT**

**Motion of Councilmember**

**WHEREAS**, the City of Batavia Fire Department has received a grant in the amount of \$ 3,500.00 for Award period October 1, 2023 through September 30, 2024 from the New York State Governor's Traffic Safety Committee related to Car Seat Safety for increased child passenger safety and proper installation training of caregivers in an effort to reduce serious injury and death to children; and

**WHEREAS**, to properly account for the expenditure of this money, a budget amendment needs to be made; and

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the City of Batavia that the City Manager is authorized to make the following budget amendment to the 2023-2024 budgets effective September 30, 2023 to cover various Car Seat Program details, equipment purchases:

Revenue: A.00.0000.0000 3389-211198	State Aid - Other public safety	\$3,500
Expense:		
A.05.3410.3410 299-211198	Fire Department Small Equipment	\$3,400
A.05.3410.3410 499-211198	Fire Department Supplies & Materials	\$100

**Seconded by Councilmember  
and on roll call**