



# LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: WAYS AND MEANS

DATE: APRIL 24, 2017

TIME: 1:30 P.M.

|                          |
|--------------------------|
| <u>Committee Members</u> |
| D. Pangrazio, Chairman   |
| D. Mahus, Vice Chairman  |
| D. Fanaro                |
| D. Knapp                 |
| W. Wadsworth             |
| E. Gott                  |
| D. LeFeber               |

## 1:30 CLERK OF THE BOARD – MICHELE REES

### Action Item(s) To Be Reported

#### PROCLAIMING MAY 7-13, 2017 AS MUNICIPAL CLERKS WEEK

WHEREAS, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community, and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations, and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk, now, therefore be it

RESOLVED, that the Livingston County Board of Supervisors do recognize the week of May 7-13, 2017 as Municipal Clerks Week, and further extend appreciation to our Clerk of the Board and to all Livingston County Town and Village Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Director's Comments: Both the Board Clerks and the Municipal Clerks associations have been working very hard to create a line of contact within each organization to seek and share information that will help their municipality. I have learned so much from the more experienced clerks.

## 1:35 COUNTY ADMINISTRATOR – IAN COYLE (2 Attachments)

### Action Item(s) To Be Reported

#### 1. APPROVING ABSTRACT OF CLAIMS #4B-APRIL 26, 2017

#### 2. AUTHORIZING TRANSFER OF FUNDS – DEPARTMENT OF HEALTH

RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested transfers per the Budget Transfer Request Forms on file in the Office of the Clerk of the Board which have been approved by the Livingston County Administrator.

#### 3. AMENDING 2017 LIVINGSTON COUNTY BUDGET - HIGHWAY

RESOLVED, that the 2017 Highway budget be amended as follows:

| Account                | Dept. | Code | Description      | Amount       |
|------------------------|-------|------|------------------|--------------|
| Increase Revenue       | D5136 | 3501 | State Aid CHIPS  | \$224,248.34 |
| Increase Appropriation | D5136 | 4170 | Contract Expense | \$224,248.34 |

#### 4. DECLARING SURPLUS PROPERTY – EMERGENCY MEDICAL SERVICES

cc: BOS, Administration, Amy Mann, Jason Parker, Tish Lynn, Bill Fuller, Heather Grant



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WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it

RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

### Emergency Medical Services

| Quantity | Item Description (Year, Make & Model) | Mileage, Hrs, etc. | Serial #   |
|----------|---------------------------------------|--------------------|------------|
| 1        | Ferno Power Flexx Hydraulic Stretcher | 2011               | 11N.204621 |

### 5. AWARDING BID FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT FOR BUILDING 2 1<sup>ST</sup> FLOOR LOBBY AND BASEMENT RENOVATION PROJECT-GENERAL CONSTRUCTION – KIRCHER CONSTRUCTION, INC.

WHEREAS, after the proper legal advertisement seeking bids for Building 2 1<sup>st</sup> Floor Lobby And Basement Renovation Project-General Construction, three bids were received and opened on March 23, 2017, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contract, which is hereby accepted as the lowest responsible bid, subject to review by the County Attorney and County Administrator:

| Contractor   | Term | Amount       |
|--|------|--------------|
| <b>Kircher Construction, Inc.</b><br>28 Mill Street<br>Mt. Morris, NY 14510                      | N/A  | \$390,000.00 |
| For: Building 2 1 <sup>st</sup> Floor Lobby And Basement Renovation Project-General Construction |      |              |

| Funding Source | Local Share | Budgeted? |
|----------------|-------------|-----------|
| CIP            | 100%        | Yes X No  |

### 6. AWARDING BID FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT FOR BUILDING 2 1<sup>ST</sup> FLOOR LOBBY AND BASEMENT RENOVATION PROJECT-ASBESTOS ABATEMENT & DEMOLITION – AKTOR CORPORATION

WHEREAS, after the proper legal advertisement seeking bids for Building 2 1<sup>st</sup> Floor Lobby And Basement Renovation Project- Asbestos Abatement & Demolition, four bids were received and opened on March 23, 2017, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contract, which is hereby accepted as the lowest responsible bid, subject to review by the County Attorney and County Administrator:

| Contractor   | Term | Amount      |
|--|------|-------------|
| <b>Aktor Corporation</b><br>44 Tivoli Street<br>Albany, NY 12207   | N/A  | \$87,500.00 |
| For: Building 2 1 <sup>st</sup> Floor Lobby And Basement Renovation Project- Asbestos Abatement & Demolition |      |             |

| Funding Source | Local Share | Budgeted? |
|----------------|-------------|-----------|
| CIP            | 100%        | Yes X No  |

### 7. AWARDING BID FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT FOR BUILDING 2 1<sup>ST</sup> FLOOR LOBBY AND BASEMENT RENOVATION PROJECT-MECHANICAL CONSTRUCTION – NAVALIS COMPANY dba COGENIC MECHANICAL

cc: BOS, Administration, Amy Mann, Jason Parker, Tish Lynn, Bill Fuller, Heather Grant



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WHEREAS, after the proper legal advertisement seeking bids for Building 2 1<sup>st</sup> Floor Lobby And Basement Renovation Project-Mechanical Construction, six bids were received and opened on March 23, 2017, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contract, which is hereby accepted as the lowest responsible bid, subject to review by the County Attorney and County Administrator:

| <u>Contractor</u>   | <u>Term</u> | <u>Amount</u> |
|---|-------------|---------------|
| <b>Navalis Company dba<br/>Cogenic Mechanical</b><br>405 Lyell Avenue<br>Rochester, NY 14606        | N/A         | \$109,700.00  |
| For: Building 2 1 <sup>st</sup> Floor Lobby And Basement Renovation Project-Mechanical Construction |             |               |

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| CIP                   | 100%               | Yes X No         |

## 8. AWARDING BID FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT FOR BUILDING 2 1<sup>ST</sup> FLOOR LOBBY AND BASEMENT RENOVATION PROJECT-PLUMBING CONSTRUCTION – M. A. FERRAULO PLUMBING AND HEATING, INC.

WHEREAS, after the proper legal advertisement seeking bids for Building 2 1<sup>st</sup> Floor Lobby And Basement Renovation Project-Plumbing Construction, three bids were received and opened on March 23, 2017, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contract, which is hereby accepted as the lowest responsible bid, subject to review by the County Attorney and County Administrator:

| <u>Contractor</u>   | <u>Term</u> | <u>Amount</u> |
|---|-------------|---------------|
| <b>M.A. Ferraulo</b><br>1600 Jay Street<br>Rochester, NY 14611                                    | N/A         | \$49,200.00   |
| For: Building 2 1 <sup>st</sup> Floor Lobby And Basement Renovation Project-Plumbing Construction |             |               |

| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| CIP                   | 100%               | Yes X No         |

## 9. AWARDING BID FOR THE LIVINGSTON COUNTY CENTRAL SERVICES DEPARTMENT FOR BUILDING 2 1<sup>ST</sup> FLOOR LOBBY AND BASEMENT RENOVATION PROJECT-ELECTRICAL CONSTRUCTION – CONCORD ELECTRIC CORP.

WHEREAS, after the proper legal advertisement seeking bids for Building 2 1<sup>st</sup> Floor Lobby And Basement Renovation Project-Electrical Construction, six bids were received and opened on March 23, 2017, now, therefore, be it

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is authorized to sign the following contract, which is hereby accepted as the lowest responsible bid, subject to review by the County Attorney and County Administrator:

| <u>Contractor</u>   | <u>Term</u> | <u>Amount</u> |
|---|-------------|---------------|
| <b>Concord Electric Corp.</b><br>705 Maple Street<br>Rochester, NY 14611                            | N/A         | \$168,000.00  |
| For: Building 2 1 <sup>st</sup> Floor Lobby And Basement Renovation Project-Electrical Construction |             |               |

cc: BOS, Administration, Amy Mann, Jason Parker, Tish Lynn, Bill Fuller, Heather Grant



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| <i>Funding Source</i> | <i>Local Share</i> | <i>Budgeted?</i> |
|-----------------------|--------------------|------------------|
| CIP                   | 100%               | Yes X No         |

## **10. ADOPTING CIVIL RIGHTS ACT OF 1964 TITLE VI POLICY STATEMENT**

RESOLVED, that the Livingston County Board of Supervisors adopts the attached Livingston County title VI Policy statement and authorizes the Chairman of the Livingston County Board of Supervisors to execute any and all documents necessary to implement the policy.

## **11. RESOLUTION ESTABLISHING LIVINGSTON COUNTY LAND BANK CORPORATION**

WHEREAS, in 2011, the new York State Legislature enacted a new Article 16 of the Not-for-Profit Corporation Law authorizing the creation of land bank corporations to combat community deterioration by facilitating the return of vacant, abandoned, and tax-delinquent properties to productive use in order to eliminate the harms and liabilities caused by such properties; and

WHEREAS, by virtue of State law and local legislation, the County of Livingston guarantees the tax collection of all town, village, and school taxes within the County of Livingston, and acts as the sole foreclosing governmental unit for all local governments within the County, thereby making the County an ideal candidate for approval of a single county-wide land bank corporation; and

WHEREAS, Livingston County staff is preparing an application to Empire State Development (ESD) for approval of a land bank corporation in Livingston County, and to be considered for approval, the County Board of Supervisors must adopt a resolution approving the establishment of a land bank; now therefore be it

RESOLVED, That the Livingston County Board of Supervisors hereby establishes and authorizes a land bank in Livingston County, as follows:

1. The name of the land bank shall be "Livingston County Land Bank Corporation."
2. The number of members of the Board of Directors shall consist of an odd number of members, and shall not be less than five (5) members and no more than eleven (11) members. The number of initial members of the Board of Directors shall be seven (7).
3. The initial individuals to serve as members of the Board of Directors, with a term of two (2) years:

Ian M. Coyle  
6539 Florence Lane  
Livonia, NY 14487  
(Livingston County Administrator)

Angela Ellis  
4994 Lima Road  
Geneseo, NY 14454  
(Director, Livingston County Planning Department)

William Fuller  
5121 Reservoir Road  
Geneseo, NY 14454  
(Director, Livingston County Real Property Tax Services)

William Bacon  
6244 Dugway Road



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Dansville, NY 14437  
(Executive Director, Livingston County Industrial Development Agency)

Amy Mann  
11 Melodee Lane  
Nunda, NY 14517  
(Livingston County Treasurer)

Shannon Hillier  
19 North Church Street, PO Box 263  
Nunda, NY 14517  
(Livingston County Attorney)

Daniel L. Pangrazio  
531 Feeley Road  
Caledonia, NY 14423  
(Supervisor, Town of Caledonia)

- 4. Qualifications, manner of appointment, and term of office of members of the Board:  
Members of the Board of Directors must be residents of or be employed in the County of Livingston. Appointments shall be made by the County Administrator, subject to confirmation by the Livingston County Board of Supervisors. The term of office of members of the Board shall be two (2) years.
- 5. The proposed articles of incorporation of the Livingston County Land Bank Corporation on file with the Clerk of the Board of Supervisors are hereby approved for inclusion in the County's application to Empire State Development.

## 12. AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR DEFERRED COMPENSATION ADVISORY SERVICES-STIFEL

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract, which is determined to be the most qualified to provide said services, subject to review by the County Attorney and County Administrator:

| <u>Contractor</u>  | <u>Term</u>     | <u>Amount</u> |
|--|-----------------|---------------|
| <b>Stifel</b><br>375 Woodcliff Drive<br>Fairport, NY 14450   | 4/26/17-4/25/18 | \$10,000.00   |
| For: 3(21) Fiduciary Services for Deferred Compensation Plan |                 |               |

| <i>Funding Source</i>      | <i>Local Share</i> | <i>Budgeted?</i> |
|----------------------------|--------------------|------------------|
| Deferred Compensation Fund | 100%               | Yes X No         |

### Pre-approved Informational Item(s) To Be Reported

- 1. Q1 Sales Tax Performance
- 2. Shared Services Panel
- 3. NYS Budget - Assessment of Impacts
- 4. Q1 2017 Quarterly Report - The Ferguson Group

### 2:00 ADJOURNMENT

cc: BOS, Administration, Amy Mann, Jason Parker, Tish Lynn, Bill Fuller, Heather Grant



April 11, 2017

Mr. William Cavalier  
Livingston County- Central Services  
6 Court Street  
Geneseo, New York 14454

Re: Department of Public Health- Building 2, Mt. Morris Campus  
1<sup>st</sup> Floor Lobby and Basement Renovations  
CPL Project No. 13528.00  
**Letter of Recommendation**

Bill:

On Thursday, March 23, 2017 at 11:00 a.m., the Livingston County Department of Purchasing closed bidding for the above referenced project and began to publicly read closed bids. A total of 21 bid proposals were received and read aloud, the results of which are recorded on the attached Official Bid Tabulation Sheet. The Department of Purchasing via Lisa Grosse, provided CPL with copies of the bid proposals. All of the apparent responsible low bidders were cross-referenced to New York State Department of Labor's "List of Employers Ineligible to Bid on or Be Awarded Any Public Work Contract", and it was verified that none of these apparent low bidders are currently on said list.

On Friday April 7, 2017 and Tuesday April 11, 2017, the apparent low bidders for each Contract Let, were interviewed at the Project Site; Department of Public Health, Building 2, Livingston County Mt. Morris Campus, 2 Murray Hill Drive. Concorde Electric Corp was later interviewed via a telephone conference call on the April 11 date. Representatives of these apparent low bid Construction Companies were interviewed by Michael Laco from CPL and Livingston County Representatives Bill Cavalier and James Montesano. The low bidders were asked a number of questions regarding their bids as outlined on the CPL "Post Bid Screening Agenda" distributed to each interviewed Bidder. Topics covered were, their level of comfort with the scope, project schedule, project phasing and coordination of construction with the County. We also discussed their Livingston County project experience, and their ability to meet the security intent assigned to the project.

***Contract No. 1: General Construction (3 Bids Received and Opened):***

Kircher Construction Inc is the apparent low General Construction bidder and interviewed for this summary. During their interview, they expressed that they were comfortable with their bid, with the scope, schedule and coordination for the work involved with the Lobby Project. They are prepared to enter into an agreement with Livingston County, based on their March 23, 2017 proposal for this work.



At the bid opening, Kircher Construction acknowledged receipt of the Bid Addendum No.1, and included the following items required by Livingston County: Non-Collusion Bidding Certification, Livingston County Appendices A, B and C, Livingston County Attachment D, Asbestos Workers Notification, Subcontractor list in a sealed envelope and a list of project references. Kircher Construction also included the required Bid Security with their proposal. Kircher Construction also had completed the requested Alternates Pricing, Signage Unit Prices are included in their Bid. At the Bid Interview Meeting with Wayne Swede and Jon Flannery, it was verified that the General Construction Bid Allowances are included in their Bid. It was discussed with Kircher Construction that the County does not wish to incorporate Alternate Work and that their Base Bid cost will be used to process the County Agreement.

In Summary of the submitted General Construction Work Bids received; Bids ranged from \$390,000 to \$530,000, all General Work Contractors submitted completed Bid Packages per the requirements of Livingston County, using the correct Bid Proposal Documents, and submitted the required Bid Security

Clark Patterson Lee recommends that the County award to Kircher Construction, Inc., the General Construction Contract No. 1, in the amount of \$390,000.00 (Base Bid).

***Contract No. 2: Asbestos Abatement and Demolition (4 Bids Received and Opened):***

Aktor Corporation is the apparent low General Construction bidder and interviewed for this summary. During their interview, they expressed that they were comfortable with their bid, with the scope, schedule and coordination for the work involved with the Lobby Project. They are prepared to enter into an agreement with Livingston County, based on their March 23, 2017 proposal for this work.

At the bid opening, Aktor Corporation acknowledged receipt of the Bid Addendum No.1, and included the following items required by Livingston County: Non-Collusion Bidding Certification, Livingston County Appendices A, B and C, Livingston County Attachment D, Asbestos Workers Notification and a list of project references. The required Subcontractor list was provided but was not included with a sealed envelope. Aktor Corporation also included the required Bid Security with their proposal. Aktor also completed the requested Abatement Unit Prices DC-1 and DC-2 and are included in their Bid. There were no Alternates proposed for the Abatement/ Demolition Contract. At the Bid Interview Meeting with Jeremy Buell, it was verified that the Abatement and Demolition Allowances are included in their Bid.

In Summary of the submitted Asbestos Abatement and Demolition Work Bids received; Bids ranged from \$87,500 to \$357,783. From the Bid Tabulations received, it should be noted that Arric Corporation did not provide the requested Project Reference List, or the Subcontractors list in a sealed envelope. All Abatement and Demolition Bidding Contractors submitted Bid Packages per the requirements of Livingston County, using the correct Bid Proposal Documents,



and submitted the required Bid Security. Based upon follow up discussions and recommendations with Livingston County, it was determined that the submitted Subcontractors List would be acceptable.

Clark Patterson Lee recommends that the County award to Aktor Corporation, the Asbestos Abatement and Demolition Contract No. 2, in the amount of \$87,500.00 (Base Bid).

***Contract No. 3: Mechanical Construction (6 Bids Received and Opened):***

Navalis Company Inc dba Cogenic Mechanical is the apparent low General Construction bidder and interviewed for this summary. During their interview, they expressed that they were comfortable with their bid, with the scope, schedule and coordination for the work involved with the Lobby Project. They are prepared to enter into an agreement with Livingston County, based on their March 23, 2017 proposal for this work.

At the bid opening, Navalis Cogenic acknowledged receipt of the Bid Addendum No.1, and included the following items required by Livingston County: Non-Collusion Bidding Certification, Livingston County Appendices A, B and C, Livingston County Attachment D, Asbestos Workers Notification, Subcontractor list in a sealed envelope and a list of project references. Navalis Cogenic also included the required Bid Security with their proposal. There were no proposed Alternates or Unit Prices included in the Mechanical Contract Proposal. At the Bid Interview Meeting with Keith Chapman, it was verified that the Mechanical Construction Bid Allowances are included in their Bid.

In Summary of the submitted Mechanical Construction Work Bids received; Bids ranged from \$109,700 to \$158,400, all Mechanical Work Contractors submitted completed Bid Packages per the requirements of Livingston County, using the correct Bid Proposal Documents, and submitted the required Bid Security, except for Willet Builder who excluded the requested Project Reference list

Clark Patterson Lee recommends that the County award to Navalis Company dba Cogenic Mechanical, the Mechanical Construction Contract No. 3, in the amount of \$109,700.00 (Base Bid).

***Contract No. 4: Plumbing Construction (3 Bids Received and Opened):***

M.A. Ferrauilo Plumbing and Heating Inc., is the apparent low Plumbing Construction bidder and interviewed for this summary. During their interview, they expressed that they were comfortable with their bid, with the scope, schedule and coordination for the work involved with the Lobby Project. They are prepared to enter into an agreement with Livingston County, based on their March 23, 2017 proposal for this work.





At the bid opening, Ferrauilo Plumbing and Heating acknowledged receipt of the Bid Addendum No.1, and included the following items required by Livingston County: Non-Collusion Bidding Certification, Livingston County Appendices A, B and C, Livingston County Attachment D and Subcontractor list in a sealed envelope and a list of project references. M.A. Ferrauilo excluded an executed copy of the requested Asbestos Workers Notifications form. M.A. Ferrauilo also included the required Bid Security with their proposal. There were no proposed Alternates or Unit Prices included in the Plumbing Contract Proposal. At the Bid Interview Meeting with Michael Ferrauilo, it was verified that the Plumbing Construction Bid Allowances are included in their Bid. Based upon follow up discussions and recommendations with Livingston County, it was determined that the excluded Asbestos Workers Notification will not dismiss the Bid, but that an executed Asbestos Workers Notification can and was submitted at the Post Bid Screening Interview.

In Summary of the submitted Plumbing Construction Work Bids received; Bids ranged from \$49,200 to \$67,000, all Plumbing Work Contractors submitted completed Bid Packages per the requirements of Livingston County, using the correct Bid Proposal Documents, and submitted the required Bid Security, except for the noted Asbestos Workers Notification referenced above for M.A. Ferrauilo and Willet Builders who also excluded the requested Asbestos Workers Notification

Clark Patterson Lee recommends that the County award to M.A. Ferrauilo Plumbing and Heating Inc., the Plumbing Construction Contract No. 4, in the amount of \$49,200.00 (Base Bid).

***Contract No. 5: Electrical Construction (6 Bids Received and Opened):***

Concord Electric Corp is the apparent low Electrical Construction bidder and interviewed for this summary via telephone conference call Tuesday April 11, 2017. During their interview, they expressed that they were comfortable with their bid, with the scope, schedule and coordination for the work involved with the Lobby Project. They are prepared to enter into an agreement with Livingston County, based on their March 23, 2017 proposal for this work.

At the bid opening, Concord Electric acknowledged receipt of the Bid Addendum No.1, and included the following items required by Livingston County: Non-Collusion Bidding Certification, Livingston County Appendices A, B and C, Livingston County Attachment D. Concord Electric excluded an executed copy of the requested Asbestos Workers Notifications Form, Project Reference List and sealed Subcontractor List, however a subcontractor list was provided. Concord Electric did include the required Bid Security with their proposal. Concord also included in their Bid, the requested Alternate Construction costs. There were no proposed Unit Prices included in the Electrical Contract Proposal. It was discussed with Concord Electric that the County does not wish to incorporate Alternate Work and that their Base Bid cost will be used to process the County Agreement.



At the Bid Interview discussions with Roger Swanton, it was verified that the Electrical Construction Bid Allowances are included in their Bid. Based upon follow up discussions and recommendations with Livingston County, it was determined that the excluded Asbestos Workers Notification, Project Reference List and unsealed Subcontractors List will not dismiss the Bid, but that an executed Asbestos Workers Notification, submitted Project Reference can and was submitted via e-mail after the Post Bid Screening Interview. The Subcontractors List is acceptable to the County as received at Bid.

In Summary of the submitted Electrical Construction Work Bids received; Bids ranged from \$168,000 to \$217,990, all Electrical Work Contractors submitted incomplete Bid Packages ranging from unsubmitted Project References and incomplete Asbestos Workers Notifications, per the requirements of Livingston County. Contractors did use the correct Bid Proposal Documents, and submitted the required Bid Security.

Clark Patterson Lee recommends that the County award to Concord Electric Corp., the Electrical Construction Contract No. 5, in the amount of \$168,000.00 (Base Bid).

### *Summary*

One Construction Alternate was included in the Bidding Documents. Based on follow up discussions with County Department of Public Health Administration, Mt. Morris Facilities and Livingston County Central Services, our knowledge of the existing and proposed construction for this project, it has been determined to exclude the proposed Construction Alternates GC-1 and EC-1 for a new automatic door operator at the North west ramp entrance, and approve the General Work and Electrical Work Contracts based upon their Base Bid proposals.

The Contractors identified below are the apparent low responsible bidders. Based on our review of their bid packages, interviews with their representatives, and cross-referencing their names with the New York State Department of Labor's "List of Employers Ineligible to Bid on or Be Awarded Any Public Work Contract," we have no reason to believe these contractors are not responsible bidders. Absent a finding of lack of responsibility by the lowest bidders, and consistent with New York State law, we recommend that the County award the contracts to the Contractors listed below.

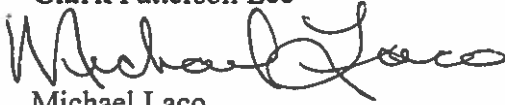
The budget goal for this Project per Clark Patterson Lee was \$798,697 based upon preliminary Project Estimate Updated January 25, 2017.



| Contract                           | Bidder               | Base Bid Amount | Alternate GC-1 | Alternate EC-1 | Total Contract Value |
|------------------------------------|----------------------|-----------------|----------------|----------------|----------------------|
| 1. General Construction            | Kircher Construction | \$390,000.00    | n/a            | n/a            | \$390,000.00         |
| 2. Asbestos Abatement & Demolition | Aktor Corp           | \$87,500.00     | n/a            | n/a            | \$87,500.00          |
| 3. Mechanical Construction         | Navalis Cogenic      | \$109,700.00    | n/a            | n/a            | \$109,700.00         |
| 4. Plumbing/ Construction          | M.A. Ferrauilo       | \$49,200.00     | n/a            | n/a            | \$49,200.00          |
| 5. Electrical Construction         | Concord Electric     | \$168,000       | n/a            | n/a            | \$168,000.00         |
| TOTALS:                            |                      | \$804,400.00    | \$0.00         | \$0.00         | \$804,400.00         |

Sincerely,

Clark Patterson Lee

  
Michael Laco

Enc. Official Bid Tabulation Sheet













## **LIVINGSTON COUNTY TITLE VI POLICY STATEMENT**

As a recipient of federal and state funds, Livingston County is subject to the requirements and provisions of Title VI of the Civil Rights Act of 1964, as amended. The provisions include, but are not limited to, prohibiting discrimination on the grounds of race, color or national origin (being denied the benefits of, or being otherwise subjected to discrimination under any program or activity administered by federal or state assisted programs, services, or activities). Non-compliance with this mandate can affect federal financial assistance.

The Civil Rights Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and consultants, whether such programs and activities are federally assisted or not.

Livingston County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

Livingston County assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. The Livingston County Administrator's Office is responsible for monitoring the Title VI activities for Livingston County.

Anyone who has a discrimination complaint against Livingston County with regard to transportation services, or any other program or activity, should complete a complaint form available at the Livingston County Administrator's Office. Complaints should be made in writing and mailed or brought to:

**Livingston County Administrator's Office  
6 Court Street, Room 302  
Geneseo, NY 14454**

Livingston County will respond and may request further information with the goal of obtaining an appropriate resolution. Formal complaints related to transportation projects may also be initiated by filing a complaint with the US Department of Transportation or Federal Transit Administrative Office of Civil Rights. All formal complaints can also be initiated with the New York State Division of Human Rights. Those agencies can be contacted at the following addresses:

**Federal Transit Administration Office of Civil Rights  
Attention Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor —TCR  
1200 New Jersey Ave., SE  
Washington DC 20590**

**NYS Division of Human Rights  
One Monroe Square,  
259 Monroe Ave., Suite 308  
Rochester, New York 14607  
Telephone No. (585) 238-8250  
[InfoRochester@dhr.ny.gov](mailto:InfoRochester@dhr.ny.gov)**

**US Department of Transportation  
1200 New Jersey Ave, SE  
Washington DC 20590**

## **Public Notification Process**

### ***Title VI Information Dissemination***

Title VI information shall be prominently and publicly displayed in Livingston County facilities. The name of the Title VI coordinator is available on the Livingston County website at [www.co.livingston.state.ny.us](http://www.co.livingston.state.ny.us). Additional information relating to nondiscrimination obligation can be obtained from the Livingston County Administrator's Office or his/her designee.

Title VI information shall be disseminated to Livingston County employees annually, via a payroll stuffer. This form reminds employees of the Livingston County Policy statement, and of their Title VI responsibilities in their daily work and duties.

## **Title VI Complaint Procedures**

### ***How to file a Title VI Complaint?***

The complainant may file a signed, written complaint up to thirty (30) days from the date of the alleged discrimination. The complaint should include the following information:

- Name of complainant, mailing address, and how to contact the complainant (i.e. telephone number, e-mail address, etc.).
- How, when, where, and why the complainant believes he or she was discriminated against. The complainant shall include the location, names, and contact information of any witnesses.
- Other information that is deemed significant by the complainant.

The Title VI Complaint Form (attached) should be used to submit the complaint information. The complaint may be filed in writing to Livingston County at the following address:

**Livingston County Administrator's Office  
6 Court Street, Room 302  
Geneseo, NY 14454**

### ***What happens to the complaint once it is submitted?***

All complaints alleging discrimination based on race, color, or national origin in a service or benefit provided by Livingston County will be directly addressed by Livingston County. Livingston County shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Livingston County shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed within seven days to the complainant. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

### ***How will the complainant be notified of the outcome of the complaint?***

Livingston County shall send a final written response letter to the complainant. If a complaint is not substantiated the complainant will be advised of his or her right to:

1. File a complaint externally with the US Department of Transportation and/or the Federal Transit Administration and/or
2. File a complaint with the New York State Division of Human Rights.

In addition to the complaint process above, a complainant may file a Title VI complaint with the following offices:

**Federal Transit Administration Office of Civil Rights**  
**Attention Title VI Program Coordinator**  
**East Building, 5<sup>th</sup> Floor —TCR**  
**1200 New Jersey Ave., SE**  
**Washington DC 20590**

**NYS Division of Human Rights**  
**One Monroe Square,**  
**259 Monroe Ave., Suite 308**  
**Rochester, New York 14607**  
**Telephone No. (585) 238-8250**

**US Department of Transportation**  
**1200 New Jersey Ave, SE**  
**Washington DC 20590**

## **Community Outreach**

As an agency receiving federal financial assistance, Livingston County makes significant community outreach efforts. These efforts include open access to public meetings, social media (Facebook, Twitter, etc.), print media, television, radio, billboards, press releases, the County webpage ([www.Livingstoncony.org](http://www.Livingstoncony.org)) and others. In addition, the public is invited to attend and participate in the legislative process, Title VI statements are posted in all County facilities for public viewing, and Livingston County's Title VI plan is available to the community on the website.

**Policy Approved By:**

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**Livingston County Board of Supervisors**  
**Eric R. Gott, Chairman**



# Livingston County Complaint of Discrimination Form

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Basis of Complaint:**

Race \_\_\_\_\_

Color \_\_\_\_\_

Sex \_\_\_\_\_

National Origin \_\_\_\_\_

Age \_\_\_\_\_

Disability (ADA) \_\_\_\_\_

Low-Income \_\_\_\_\_

Limited English Proficiency \_\_\_\_\_ yes \_\_\_\_\_ no

**Who allegedly discriminated against you?**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**If an organization, what is its name?**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Name of Contact \_\_\_\_\_

**How were you discriminated against?**

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

**Where did the alleged discrimination occur?**

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

**Date/s and times discrimination occurred?**

First time: \_\_\_\_\_ Second Time: \_\_\_\_\_

Were there any other witnesses to the discrimination?

| Name | Title | Work Telephone | Home Telephone |
|------|-------|----------------|----------------|
|      |       |                |                |
|      |       |                |                |
|      |       |                |                |
|      |       |                |                |
|      |       |                |                |

What can be done to resolve the complaint?

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Have you filed your complaint with anyone else?

Who \_\_\_\_\_

When \_\_\_\_\_

Complaint number, if known \_\_\_\_\_

Do you have an Attorney in this matter?

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

When did you acquire? \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

MAIL COMPLETED FORMS TO:

Livingston County Administrator's Office  
6 Court Street, Room 302  
Geneseo, NY 14454