

TOWN OF RIVERHEAD

TB Resolution 2024-139

**AWARDS BID - MECHANICAL MAINTENANCE AND EMERGENCY SERVICES
CONTRACT RIVERHEAD WATER DISTRICT**

Councilwoman Merrifield offered the following resolution,
which was seconded by Councilwoman Waski

WHEREAS, this Town Board did authorize the advertisement for bids for the Mechanical Maintenance and Emergency Services Contract on behalf of the Riverhead Water District, and

WHEREAS, all bids were received opened and read aloud on the date and time advertised in the notice, and

WHEREAS, H2M Group, consulting engineers to the Riverhead Water District, by attached letter dated January 12, 2024 did determine that the lowest responsible bid was provided by Philip Ross Industries, Inc. and accordingly recommended that the bid be awarded to Philip Ross Industries, Inc. for the unit prices set forth on the attached pages for 2024 and that extension of the contract for additional years be done at District discretion by formal letter, pursuant to the unit prices on the attached pages.

NOW, THEREFORE, BE IT RESOLVED, that the bid for Mechanical Maintenance and Emergency Services Contract on behalf of the Riverhead Water District be and is hereby awarded to:

Philip Ross Industries, Inc.
88 Duryea Road
Melville, New York 11747
stephanie@philiprossind.com

BE IT FURTHER RESOLVED, that the Town Clerk forward a certified copy of this resolution to the above-named contractor, and


BE IT FURTHER RESOLVED, that pursuant to this bid award, the Town Supervisor be and is hereby authorized to execute a contract with Philip Ross Industries, Inc. for provision of Mechanical Maintenance and Emergency Services, on behalf of the Riverhead Water District and

RESOLVED, all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Denise Merrifield, Councilwoman
SECONDER:	Joann Waski, Councilwoman
AYES:	Hubbard, Rothwell, Kern, Merrifield, Waski

FISCAL IMPACT STATEMENT OF PROPOSED RIVERHEAD TOWN BOARD LEGISLATION

A. Type of Legislation Resolution <u> X </u> Local Law		
B. Title of Proposed Legislation: Awards bid – Mechanical Maintenance and Emergency Services Contract RWD		
C. Purpose of Proposed Legislation: awards bid		
D. Will the Proposed Legislation Have a Fiscal Impact? Yes <u> X </u> No		
E. If the answer to section D is "yes", select (a) or (b) below and initial or detail as applicable: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> (a) The fiscal impact can be absorbed by Town/department existing resources set forth in approved Town Annual Budget <u>RH</u> (example: routine and budgeted procurement of goods/services)*if selecting E(a), please initial then skip items F, G and complete H, I and J; </div> <div style="width: 10%; text-align: center;">or</div> <div style="width: 45%;"> (b) The description/explanation of fiscal impact is set forth as follows: </div> </div>		
F. If the answer to E required description/explanation of fiscal impact (E(b)), please describe total Financial Cost of Funding over 5 Years		
G. Proposed Source of Funding Appropriation Account to be Charged: EW1-8-8320-402-000-00000 Grant or other Revenue Source: Appropriation Transfer (list account(s) and amount):		
H. Typed Name & Title of Preparer: Robin Halpin	I. Signature of Preparer <div style="text-align: center;">  <hr style="width: 100%;"/> Robin Halpin </div> <div style="text-align: right;">2/6/2024</div>	J. Date 1/16/24
K. Accounting Staff Name & Title William Rothaar, Accounting Department	L. Signature of Accounting Staff <div style="text-align: center;">  <hr style="width: 100%;"/> William Rothaar </div>	M. Date 1/31/24

January 12, 2024

Town Board
Town of Riverhead
4 West Second Street
Riverhead, NY 11901

**Re: Riverhead Water District
Mechanical Maintenance and Emergency Services Contract
Recommendation of Award
H2M Project No.: RDWD2302 (M)**

Dear Board Members:

On Thursday, December 7, 2023, on behalf of the Riverhead Water District (District) bids were received by the Town for the Annual Mechanical Maintenance & Emergency Services contract. This contract included services as described for the 2024 calendar year with a District option to extend the contract for two additional years. Two bids were received with the lowest responsible bid submitted by Philip Ross Industries, Inc. of 88 Duryea Road, Melville, New York. A copy of the unit price schedule for each of the three years is attached to this letter for reference.

Based on the unit prices submitted, the total bid comparison amount submitted for the first year (January 1, 2024 – December 31, 2024) is \$94,242.00.

Philip Ross Industries, Inc. has successfully completed similar maintenance work for the District as well as many other Long Island Water suppliers. It is our opinion that Philip Ross Industries, Inc. is qualified, and their unit bid prices are fair and reasonable. Therefore, we recommend the contract be awarded to **Philip Ross Industries, Inc.** for 2024 based on the unit prices submitted. The extension of the contract for additional years, shall be done at District discretion by formal letter.

If you have any further questions regarding the above letter, please contact our office.

Very truly yours,

H2M architects + engineers

John R. Collins, P.E.

JRC:hfc

ecc: Supt. Frank Mancini
Robin Halpin
Christopher Abbott, esq.
Teresa Baldinucci

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MECHANICAL MAINTENANCE AND
EMERGENCY SERVICES CONTRACT
H2M PROJECT NO.: RDWD2302 (M)

RIVERHEAD WATER DISTRICT
TOWN OF RIVERHEAD
SUFFOLK COUNTY, NEW YORK
BID DATE: NOVEMBER 2, 2023

A. Bid Form:

Item No.	Description	Hourly Rates					
		Jan. 1, 2024 through Dec. 31, 2024		Jan. 1, 2025 through Dec. 31, 2025		Jan. 1, 2026 through Dec. 31, 2026	
1A	Minimum Basic Service Mobilization Charge (Non-Emergency Work)	\$ 300.00		\$ 300.00		\$ 300.00	
2A	Minimum Emergency Service Mobilization Charge	\$ 300.00		\$ 300.00		\$ 300.00	
3A	Straight Time Hourly rate, including all equipment and transportation, for mechanical service or repair, either scheduled or emergency of District facilities, <i>weekdays Monday through Friday (exclusive of holidays), between the hours of 7:30 A.M. and 4:00 P.M.</i>	Journeyman \$ 147.00	Apprentice \$ 113.00	Journeyman \$ 149.00	Apprentice \$ 115.00	Journeyman \$ 151.00	Apprentice \$ 117.00
4A	Overtime Hourly rate, including all equipment and transportation, for emergency mechanical service or repair of District facilities, <i>weekdays Monday through Friday (exclusive of holidays), between the hours of 4:00 P.M. and 7:30 A.M.</i>	Journeyman \$ 192.00	Apprentice \$ 144.00	Journeyman \$ 194.00	Apprentice \$ 146.00	Journeyman \$ 196.00	Apprentice \$ 148.00
5A	Overtime Hourly rate, including all equipment and transportation, for mechanical maintenance of District facilities, <i>Saturday and Sunday – All Hours.</i>	Journeyman \$ 192.00	Apprentice \$ 144.00	Journeyman \$ 194.00	Apprentice \$ 146.00	Journeyman \$ 196.00	Apprentice \$ 148.00
6A	Overtime Hourly rate, including all equipment and transportation, for emergency mechanical service or repair of District facilities, <i>Holidays – All Hours. Provide list of holidays with your bid.</i>	Journeyman \$ 238.00	Apprentice \$ 176.00	Journeyman \$ 240.00	Apprentice \$ 178.00	Journeyman \$ 242.00	Apprentice \$ 180.00
7A	Scheduled Preventative Maintenance inspection as described in these proposal documents. Lump Sum Price Per Site – (6 hour maximum per site)	\$ 882.00		\$ 894.00		\$ 906.00	

SECTION 004116 - PROPOSAL

H2M

MECHANICAL MAINTENANCE AND
EMERGENCY SERVICES CONTRACT
H2M PROJECT NO.: RDWD2302 (M)

RIVERHEAD WATER DISTRICT
TOWN OF RIVERHEAD
SUFFOLK COUNTY, NEW YORK
BID DATE: NOVEMBER 2, 2023

B. Bid Comparison:

Item No.	Description	Number of Units	Total Price					
			Jan. 1, 2024 through Dec. 31, 2024		Jan. 1, 2025 through Dec. 31, 2025		Jan. 1, 2026 through Dec. 31, 2026	
1B	Minimum basic service (non-emergency) charge	10 units	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00	
2B	Minimum emergency service charge	2 units	\$ 600.00		\$ 600.00		\$ 600.00	
3B	Straight time hourly labor rate per man	64 hours	Journeyman \$ 9,408.00	Apprentice \$ 7,232.00	Journeyman \$ 9,536.00	Apprentice \$ 7,360.00	Journeyman \$ 9,664.00	Apprentice \$ 7,488.00
4B	Overtime hourly labor rate weekdays per man	16 hours	Journeyman \$ 3,072.00	Apprentice \$ 2,304.00	Journeyman \$ 3,104.00	Apprentice \$ 2,336.00	Journeyman \$ 3,136.00	Apprentice \$ 2,368.00
5B	Overtime hourly labor rate weekends per man	16 hours	Journeyman \$ 3,072.00	Apprentice \$ 2,304.00	Journeyman \$ 3,104.00	Apprentice \$ 2,336.00	Journeyman \$ 3,136.00	Apprentice \$ 2,368.00
6B	Overtime hourly labor rate holidays per man	16 hours	Journeyman \$ 3,808.00	Apprentice \$ 2,816.00	Journeyman \$ 3,840.00	Apprentice \$ 2,848.00	Journeyman \$ 3,872.00	Apprentice \$ 2,880.00
7B	Equipment and materials (See notes on following page)	Lump Sum	\$ 40,000.00		\$ 45,000.00		\$ 50,000.00	
8B	Preventative Maintenance Inspections (Appendix C)	18 sites	\$ 15,876.00		\$ 16,092.00		\$ 16,308.00	
9B	Performance Bond (based on sum of Items 1B through 8B) Max. Bid \$750.00	Lump Sum	\$ 750.00		\$ 750.00		\$ 750.00	
Bid Comparison Totals: (Sum of Items 1B through 9B)			\$ 94,242.00		\$ 99,906.00		\$ 105,570.00	