

County Facilities – Buildings and Grounds  
Department of Public Works  
**AGENDA**  
June 18, 2018 – 11:10 am

*Committee Members: Diamond, Beaty, Leggett, Loeb, Geraghty, Strough, Simpson,  
 Frasier, Wild, McDevitt, Sokol*

**I. Committee Meeting Call to Order.....** Chairman Diamond

**II. Motion to Approve Minutes of Prior Committee Meeting.....** Chairman Diamond

**III. Action Agenda/New Business**

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- 2 Request to ratify the actions of the Supt of Public Works..... Kevin Hajos  
 Rationale: Approval of Change Orders for the new Court.
- 3 Request to rescind Resolution 601 of 2008..... Kevin Hajos  
 Rationale: To allow the Supt of Public Works authority to execute change orders based on a percentage of the total contract.
- 6 Request for Notice of Intent to Backfill ( Bldg Maint. Work.#2.) Frank Morehouse  
 Rationale: Due to resignation
- 7 Request for Notice of Intent to Backfill ( Cleaner #12)..... Frank Morehouse  
 Rationale: Cleaner needed when new family court comes on line.
- 8 Request to enter into New contract for Plumbing Service..... Frank Morehouse  
 Rationale: Periodic plumbing service when needed

**IV. Referral/Pending Items**

Committee tabled action on the request to renew lease agreement with D&G Recycling pending determination as to whether the lease was behind on payments for the current lease, and consideration of whether the lease should include language relating to how the property should be maintained. (07.25.17) Update: Committee authorized a one month extension for D&G Recycling lease agreement to allow Committee members time to review the terms on annual renewal and the County Attorney to draft a revised lease renewal which will include language concerning property maintenance for review and consideration at the next Committee meeting. (08.21.17) Update: Mr. Diamond indicated discussion pertaining to whether a contract renewal was in the best interest of the County would take place at the next Committee meeting. (02.27.18) Update: The County Attorney to email the contract with D&G Recycling to the Committee members for review and discussion at the next meeting. (03.19.18) Update: County Attorney advised she had revised the contract as directed, but had not received any further instructions. (04.24.18) Update: Supervisor Wild is working with D&G Recycling on a long-term agreement. (05.21.18)

**V. Information for Discussion/Review**

- Court Project Update ..... Frank Morehouse
- D&G Update – Executive Session..... Supervisor Wild

**VI. Privilege of the Floor to discuss any additional items to come before the Committee**

**VII. Motion to Adjourn .....** Chairman Diamond  
 Attachments - None

## RESOLUTION REQUEST FORM NO. 20

### MISCELLANEOUS

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Facilities

DATE: 6/18/18

- (a) Purpose of Request: Ratify the actions of the Superintendent of Public Works approving Change Order No. 4 for Bunkoff General Contractors, Inc. and Change Order No. EC-04 for Kasselmann Electric relating to the Warren County Court Addition and Renovation Project (H350).
  
- (b) Details: To date, the Warren County Court Addition & Renovation Project has required the execution of over 40 change orders to address changed conditions, add unforeseen work to contracts or remove unnecessary work from contracts. During the fall of 2017, two change orders were executed by the Superintendent to increase the contracts for Bunkoff General Contractors and Kasselmann Electric by \$11,023.00 and \$16,471.03, respectively. In both cases, the increases were required to cover additional work caused by unanticipated logistics between the various trades working on the project. In order to avoid delays, the Superintendent approved the change orders that are in excess of \$10,000 without prior approval from the DPW Committee and subsequently the Board of Supervisors in accordance with Resolution 601 or 2008. This request is to ratify the actions of the Superintendent approving said change orders and incorporate the changes into the respective contractor's contracts.
  
- (c) Previous Resolution Number: n/a
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: H350.9550 280

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME:**

**DATE:**

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS



10/13/2017

Change Order

BUNKOFF CONTRACTORS, INC.

PROJECT (Name and address): Warren County Phase I Court Addition & Phase II Court Renovation 1340 State Route 9 Lake George, NY 12845	CHANGE ORDER NUMBER: 004 DATE: 09-28-2017	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Bunkoff General Contractors, Inc. 790 Watervliet-Shaker Road Latham, NY 12110	ARCHITECT'S PROJECT NUMBER: 13260.00 CONTRACT DATE: September 19, 2016 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)  
Credits for COR 30 related to Additional Time For Windows and Doors Installation After the Majority of the wall was Installed. Hold-up due to Security Keys Final Lay-out

The original Contract Sum was	\$	8,196,000.00
The net change by previously authorized Change Orders	\$	-33,502.00
The Contract Sum prior to this Change Order was	\$	8,162,498.00
The Contract Sum will be increased by this Change Order in the amount of	\$	11,023.00
The new Contract Sum including this Change Order will be	\$	8,173,521.00

The Contract Time will be unchanged by Zero (0) days.  
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Clark Patterson Lee</u> ARCHITECT (Firm name)	<u>Bunkoff General Contractors, Inc.</u> CONTRACTOR (Firm name)	<u>Warren County</u> OWNER (Firm name)
<u>30 Century Hill Drive, Suite 104</u> Latham, NY 12110 ADDRESS	<u>790 Watervliet-Shaker Road</u> Latham, NY 12110 ADDRESS	<u>1840 State Route 9</u> Lake George, NY 12845 ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
<u>Pasquale Marchese, AIA - LEED AP</u> BD+C Project Architect (Typed name)	<u>Nathan Bunkoff</u> President (Typed name)	<u>Kevin Hajos</u> Supervisor (Typed name)
<u>10-12-2017</u> DATE	<u>10.16.17</u> DATE	<u>10/17/17</u> DATE

# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

PROJECT (Name and address): Warren County Phase I Court Addition & Phase II Court Renovation 1340 State Route 9 Lake George, NY 12845	CHANGE ORDER NUMBER: EC-04 DATE: 10/24/2017	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Kasselmann Electric Co., Inc. P.O. Box 984 Albany, NY 1220	ARCHITECT'S PROJECT NUMBER: 13260.00 CONTRACT DATE: November 17, 2016 CONTRACT FOR: Electrical Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*  
 National Grid Requested the Installation of two Pull Boxes along their Primary Line - With this change the Electrical Contractor will Provide and Install Two NEC Rated Pull Boxes/Man Holes

The original Contract Sum was	\$ 1,395,189.00
The net change by previously authorized Change Orders	\$ 12,041.17
The Contract Sum prior to this Change Order was	\$ 1,407,230.17
The Contract Sum will be increased by this Change Order in the amount of	\$ 16,471.03
The new Contract Sum including this Change Order will be	\$ 1,423,701.20

The Contract Time will be unchanged by Zero (0) days.  
 The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Clark Patterson Lee ARCHITECT (Firm name) 30 Century Hill Drive, Suite 104 Latham, NY 12110 ADDRESS BY (Signature) Pasquale Marchese, AIA Project Architect (Typed name) 10-30-2017 DATE	Kasselmann Electric Co., Inc. CONTRACTOR (Firm name) P.O. Box 984 Albany, NY 12201 ADDRESS BY (Signature) Kyle Rose Project Manager (Typed name) 11-14-17 DATE	Warren County OWNER (Firm name) 1340 State Route 9 Lake George, NY 12845 ADDRESS BY (Signature) Kevin Hajos Supervisor (Typed name) 11/28/17 DATE
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# RESOLUTION REQUEST FORM NO. 12

## Schedule "A"

### NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

#### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.10  
Title of Position: Building Maintenance Worker #2 Base Salary of Position: \$31,017 Grade: 6  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1620 Building Maintenance Worker #2 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 12176 Barry Johnson Date of Vacancy: 6/08/18  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

#### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. \_\_\_\_\_  
Human Resources Director has approved this form when initialed. \_\_\_\_\_

#### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

#### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

#### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.10  
Title of Position: Cleaner #12 Base Salary of Position: \$26,743 Grade: 2  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1620 - General Buildings Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: Created in 2018 Budget Date of Vacancy: \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State 100%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. \_\_\_\_\_  
Human Resources Director has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: BUILDINGS & GROUNDS**

**DATE: JUNE 18, 2018**

- (a) Is this a Result of a Bid or Request for Proposal?  
**BID WC 40-18**
- (b) Purpose of Contract:  
**Plumbing Services - Rejecting lowest bid submitted by Eckert Mechanical LLC and contracting with Rozell East Inc. due to lesser emergency response time and mark-up percentage for equipment, materials and parts.**
- (c) Name of Contractor:  
**Rozell East Inc.**
- (d) Address of Contractor: **45 Casey Road  
Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:  
**Tim Guidon (518) 793-2634**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:  
**upon execution**
- (h) Termination Date of Contract:  
**July 31, 2019 with two additional one year extension possible**
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

**Funding source varies depending on project**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

**WARREN COUNTY BID TABULATION SHEET**

<b>BID NO.:</b> WC 40-18  <b>ITEM(S):</b> PLUMBING SERVICES  <b>DATE:</b> JUNE 14, 2018  <b>TIME:</b> 3:00 P.M.	<b>NAME &amp; ADDRESS OF BIDDER</b>	<b>NAME &amp; ADDRESS OF BIDDER</b>	<b>NAME &amp; ADDRESS OF BIDDER</b>
	Eckert Mechanical LLC Attn: Russell Lincoln 1062 Central Avenue Albany, NY 12205 Ph: 518-459-4116 Fx: 518-459-1208	Rozell East Inc. Attn: Tim Guidon 45 Casey Road Queensbury, NY 12804 Ph: 518-793-2634 Fx: 518-615-0162	R.F. Gordon Mechanical Attn: Timothy J. Dillon 1 Commerce Drive Wilton, NY 12831 Ph: 518-747-8426 Fx: 518-747-8432

<b>DESCRIPTION OF ITEM</b>	<b>BID PRICE/ HOURLY RATE</b>	<b>BID PRICE/HOURLY RATE</b>	<b>BID PRICE/HOURLY RATE</b>
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**SCHEDULE #1 LABOR:**

Plumber, Master - Standard Rate:	\$96.72	\$102.55	\$109.57
Plumber, Master - Overtime Rate:	\$128.53	\$140.25	\$143.25
Plumber, Master - Emergency Rate:	\$160.33	\$177.95	\$176.93
Plumber, Journeyman - Standard Rate:	\$96.72	\$98.00	\$104.88
Plumber, Journeyman - Overtime Rate:	\$128.53	\$133.09	\$136.50
Plumber, Journeyman - Emergency Rate:	\$160.33	\$168.40	\$168.13
Plumber, Apprentice - Standard Rate:	No Bid	\$74.91	\$97.30
Plumber, Apprentice - Overtime Rate:	No Bid	\$99.53	\$125.76
Plumber, Apprentice - Emergency Rate:	No Bid	\$124.25	\$154.22

**SCHEDULE #2 - RESPONSE TIME & MARK-UP PERCENTAGE**

Response Time for Repairs During Normal Work Hours:	2 Hours	2 Hours	4 Hours
Response Time for Emergency / After Hours Repairs:	4-6 Hours	2 Hours	6 Hours
Specialized Equipment Furnished; Percent Mark-UP:	20%	10%	15%
Materials Furnished; Percent Mark-UP:	20%	15%	15%
Parts Furnished; Percent Mark-Up:	20%	15%	15%

Resolution No. xx of 2018	<b>TERM OF BID: August 1, 2018 through July 31, 2019</b>
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**BID AWARDED TO:**

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**JULIE A. BUTLER, PURCHASING AGENT**