

SCHENECTADY CITY COUNCIL COMMITTEE AGENDA

for
Monday, November 07, 2016
5:30 p.m.
Room 110

The Council President reserves the right to add or delete any agenda item prior to Committee Meeting.

SURA Meeting

Public Service & Utilities

1 ABAC - Snow Plowing

Paul LaFond

Public Safety

1 RFP - Towing Contract

Asst. Chief Michael Seber

2 Ceremonial Resolution - Michelle & Hal Bergeron

John Mootoveren

Finance

1 Ceremonial Resolution - Alpha-1 Awareness

Leesa Perazzo

Government Operations

1 Security Breach & Notification Policy

Carl Falotico

Administrative Efficiency

1 Ceremonial Resolution Recognizing Small Business Saturday (11/26/16)

John Polimeni

City Development & Planning

1 CPH - DSAD 2017 Budget

2 CPH - Upper Union Street BID 2017 Budget

3 Board of the Schenectady/Nijkerk Council - Appointments

Mayor McCarthy

4 Final Review - Ceremonial Naming of Streets

Leesa Perazzo

5 Transfer of 115 Prospect Street to the Capital Region Land Bank

Jaclyn Mancini

6 ABAC - Demolition & Debris Removal of Select Vacant Properties

Jaclyn Mancini

7 Sale of 18 Elder Street

Rachael Ward

8 Sale of 819 Locust Avenue

Rachael Ward

9 Sale of 32 Chiswell Road

Rachael Ward

10 Sale of 10 Chestnut Street

Rachael Ward

11 Sale of 1736 Albany Street

Rachael Ward

12 Sale of 2217 Turner Avenue

Rachael Ward

13 Sale of Tremont Avenue (49.67-2-32)

Rachael Ward

Friday, November 04, 2016

CITY OF SCHENECTADY
LEGISLATIVE REQUEST FORM

PS.1

COMMITTEE ASSIGNMENT: Pub. Sec. 14.1 DATE: November 7, 2016

TO: City Council

FROM: Paul LaFond, Commissioner of General Services

SUBJECT: Award of Snow Plowing to A. Potts Construction Co., Inc.

TO BE PLACED ON COUNCIL AGENDA OF: November 14, 2016

Background Information:

The City of Schenectady contracts annually with private companies to assist with snow plowing on an as needed basis.

Evaluation/Analysis:

A Request for Bids was issued on October 20, 2016 for Snow Plowing 2016-2017. The term of the contract is December 1, 2016 through November 31, 2017. The specifications were viewed by 10 (ten) contractors and there was 1 (one) qualified bidder. The plowing is done on an hourly rate of \$160.00 per hour. It is recommended the Snow Plowing 2016-2017 be awarded to A. Potts Construction Co., Inc. of Schenectady, NY.

Recommendation:

Award the Snow Plowing 2016-2017 to A. Potts Construction Co., Inc. on an hourly basis as per Bid Specifications from the following Budget Code: A5142-404.

LEGISLATION WILL BE PREPARED BY: Water Department

PL/pg

***CITY OF SCHENECTADY
DEPARTMENT OF GENERAL SERVICES***



SPECIFICATION FOR:

***SNOW PLOWING
2016 – 2017***

SPECIFICATION

DUE: November 2, 2016

PREPARED BY:
CITY OF SCHENECTADY
DEPARTMENT OF GENERAL SERVICES

NOTICE TO BIDDERS

Sealed proposals will be received by the Committee on Bids of the City of Schenectady, New York until 10:30 A.M. Eastern Daylight Savings Time on Wednesday, the **2nd** day of **NOVEMBER, 2016**, in the office of the City Clerk, Room #107, City Hall, Jay Street, where they shall be time and date stamped before depositing in the bid proposal box. Any bid must be in a sealed envelope clearly endorsed on the outside with a description of the work for which the bid is being submitted. This project shall be referenced as: "**SNOW PLOWING 2016 -2017**" in the City of Schenectady, in accordance with the plans and specifications on file in Room 206, City Hall.

Each bid must be submitted on Bidding Sheets that may be obtained either from the City or through the Capital Region Bid System (www.EmpireStateBidSystem.com). The plans, specifications, bidding sheets and envelopes may be examined in Room #206, City Hall, Jay Street, Schenectady, N.Y., 12305, and a copy thereof obtained or mailed by parcel post for an additional non-refundable postage-and-handling charge of \$10.00. If a copy by mail is sought, a check for amounts due shall be made payable to the "City of Schenectady" and mailed to Room 206 at the above address as far in advance of the Bid Receipt date as possible. The plans and specifications may also be obtained through the Capital Region Bid System referenced above.

One-half (1/2) hour after the time named for the receipt of bids, the bids will be publicly opened by the Clerk and read and the award of the Contract made according to law as soon thereafter as practicable.

Each bid must be accompanied by cash, bid bond, or certified check or bank check, in the amount of five percent (5%) of the gross amount of the total bid payable to the order of the City of Schenectady as guarantee of the good faith and intention of the bidder to enter into the Contract, should the Contract be awarded to the bidding entity within the stipulated time. All the bid deposits, except those of the lowest bidders, will be returned to the bidding entities making the bids within three (3) days after the opening of the bids. Within three (3) days after the execution of the Contract by the lowest qualified bidder. The remaining deposits will be returned to the bidding entities making the bids, including the bid deposit of the lowest bidder.

Bidders are hereby notified that they are exempt from the payment of manufacturers' excise taxes for materials purchased for the exclusive use of the City, provided the manufacturer has complied with the rules and regulations of the Commissioner of Internal Revenue. Exemption Certificates will be supplied by the City Clerk upon request.

The New York State Sales Tax does not apply to the Contract for the construction of this project. Consequently, the contractors will be exempt from payment on purchase of materials and supplies for the execution of this Contract, and such taxes shall not be included in bids. If purchases by Contractors for the construction of this project shall be determined by the appropriate court to be subject to such taxes, the City of Schenectady will reimburse the Contractors for the payment of such taxes.

As indicated on the Proposal, each bidder must submit a separate bid for (a) all the

supplies and materials required, necessary or proper for or incidental to the completion of each Bid Item, and a separate bid for (b) all work except supplies and materials necessary or proper for or incidental to the completion of each Bid Item.

Unless otherwise noted on Bidding Sheet, each bidder is required to state a price as specified for each and every item enumerated on the proposal upon which the bid is made. Any bid which fails to name a price per unit of measurement for each of the items for which quantities are given may be held to be informal and may be rejected.

The Council reserves the right to reject any and all bids not deemed to be in the best interest of the City and may reject as informal such bids as, in its opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind, including unbalanced bids.

Each bidder is required to state in his bid the names and places of residence of any and all persons interested in the bid; that the bid is made without any connection with any person making another bid for the same Contract; that it is in all respects fair and without collusion or fraud and that no member of the Council or other officer of the City of Schenectady or any person in the employ of the said City is directly or indirectly interested in the bid or in the materials, supplies or the work to which it relates or in any other portion of the profits thereof.

No bid may be withdrawn for any reason whatever after it has been deposited with the Clerk of the Council.

No bid will be accepted from, or Contract awarded to, any person who is in arrears to the City of Schenectady upon debt or Contract or who is in default, as surety or otherwise, upon any obligation to the said City, nor shall a bid be accepted or Contract awarded to any Contractor whose performance of any previous Contract has been unsatisfactory. The bidder whose bid has been accepted will be required to attend at the Office of the Clerk of the Council and execute the Contract within three (3) days from the date of the service of a notice delivered to him in person or mailed to the address given in the bid that the Contract has been awarded to him. In case of failure to execute the Contract within the time stated, he or they shall be deemed to have abandoned the Contract and the amount of the deposit made by him or them will be forfeited to and retained by the City of Schenectady as liquidated damages.

The work proposed or the furnishing of materials or supplies and installation required herein must be begun within ten (10) days from the date of the execution of the Contract and will progress therewith to its completion within the number of days fixed by the Contractor in his proposal according to the terms of the Contract, specifications and plans on file in the office of the City Engineer.

The bidder to whom the award is made shall furnish three (3) original copies of two (2) bonds. The first bond shall be a bond equal to the full amount of the Contract to guarantee the faithful performance of all terms, covenants and conditions of the contract. The second bond shall be equal to the full amount of the Contract to guarantee the faithful payment, payment bond, as required by law of all persons supplying labor and materials in the execution of the work provide for in the Contract. Both the payment bond and the performance bond shall be obtained from some responsible surety company authorized to do business in the State of New York and they shall be maintained in full force and effect until this Contract is fully completed and accepted.

Each bidder is required to form his own opinion of the quantities and character of

construction work by personal examination of the ground where it is to be done and of the plans and specifications relating to it or by such other means as he may prefer.

The approximate quantities will be used as a basis in determining the lowest bidder. They are based upon an approximate estimate of the quantities of work to be performed. The Contractor shall not, at any time after the execution of this Contract, dispute the accuracy of the estimate or make any claims whatever against the City of Schenectady based upon their alleged accuracy or claim any misunderstanding in regard to the nature of the condition or the amount of work to be done or the quantities of materials to be furnished under this Contract. Bids will be compared, computed and canvassed on the basis of the gross sum obtained by multiplying the approximate quantities by the respective bid under unit price (c) on the proposal, the unit price (c) being the total unit price equal to the sum of unit price (a) plus unit price (b) where applicable.

All bids received shall be with the understanding that they are based on our specifications. Such specifications shall be deemed an invitation to bid, and the bid shall be deemed an offer to the City based on those terms and specifications.

1.0 SUMMARY OF THE WORK

1. This request for proposals is not an offer to enter into an agreement for Plowing Services, and the determination to award a contract for such services is subject to approval by the City Council and shall be in the sole discretion of the City.
2. The City expects the Contractor to be able to comply with the expectations listed in this specification. While explained in greater detail below, those expectations are summarized as follows:
 - a. A term starting December 1, 2016 and ending on November 31, 2017; and
 - b. Snow plowing a designated route(s), street(s), alley(s) and/or dead-end street(s), for each storm with operators and front end loaders equipped with minimum 10 ft., 4 way plow blades.

2.0 START AND COMPLETION OF WORK

The Commissioner of General Services or his authorized representative of the Bureau of Service shall order part or all of the contract plows into service when in his or his authorized representative's judgment, the streets on any specific plow route(s) shall require plowing. An authorized City representative of the Bureau of Service shall notify the plow contractor indicating the time that the Contractor shall start.

The Contractor shall meet with the authorized City representative of the Bureau of Service at the location designated by the City within two (2) hours from the time the Contractor is notified by the Bureau of Service. In the event the Contractor is notified to start at a specific time which is more than two (2) hours after the time of notification, then he shall start at that specific time. The Contractor's operator shall contact the representative of the Bureau of Service and/or City Plow Chaser upon completion of plowing his route. The plowing of the route will not be considered complete until the Contractor's operator has signed the City's Plow Chaser performance report. All plowing will be inspected by the City of Schenectady Plow Chaser or Inspectors.

In the event he fails to start at such specified time, for any cause whatsoever, the Contractor shall notify the Bureau of Service, and/or City Plow Chaser, and the City will plow the route or cause it to be plowed and the Contractor shall not be entitled to receive any remuneration therefore. Also, City Plow Chasers assigned to routes will report immediately if a Contractor has not reported at the specific time.

In the event plowing of the route is started and thereafter interrupted because of failure of the Contractor's equipment, the City will allow the Contractor one-half hour to resume plowing. If the Contractor cannot resume plowing within the allotted one-half (½) hour, the City will have the right to complete plowing the route or to cause it to be plowed and the Contractor shall receive no credit for the part of any route not completed by him, and there shall be no obligation on the part of the City to pay for the same.

In the event plowing of route is interrupted for any reason, the Contractor's operator shall notify the Bureau of Service, or the City Plow Chaser by telephone as soon as the

interruption occurs and again after the plowing has been resumed.

During the snow plowing season, if the Commissioner's representative cannot contact the Contractor's representative by telephone within a thirty (30) minute period of the starting time for any route, then the City shall cause the route to be plowed. Any additional cost above the agreed rate incurred by the City will be withheld from monies due the Contractor.

Contractors shall be subject to penalties for non-performance as set forth in the Bid Specifications. Detailed records of non-performance shall be maintained by the Commissioner of General Services.

3.0 PLOWING SPECIFICATIONS - GENERAL STATEMENT

The City has been divided into roadway plow routes, alley plow routes and dead-end street plow routes. Each route is comprised of several streets, several alleys or several dead-end streets. For the purpose of this bid, eight (8) routes have been identified for contract services.

The City reserves the right to treat each route independently and distinctly from other routes with the right to order service on one more routes at any given time, for the duration of the contract.

The City reserves the right to assign plow routes at its sole discretion. Sample routes are attached as Exhibit 'A'.

If the City receives responses and enters into Agreements with more than one contractor, routes will be awarded based on best-value factors including, but not limited to: experience of the Contractor, timely delivery of services, and the participation of small, minority, and women-owned businesses.

4.0 RESPONSIBILITIES OF THE CONTRACTOR

A. Insurance Requirements

1. The Contractor agrees to provide and maintain insurance throughout the duration of this Agreement and in the following amounts:
 - a. General Public Liability: \$1,000,000.00 for injuries, including death, to any person and \$1,000,000.00 for damages on account of any one accident.
 - b. Property Damage: \$300,000.00 for damage on account of any one accident and \$1,000,000.00 for damages on account of all accidents.
 - c. Umbrella Liability: \$1,000,000.00, thereby providing additional liability

coverage for claims against the Contractor and coverage for those claims that may be excluded under the General Public Liability Policy.

2. The Contractor agrees that with respect to the required insurance:
 - a. The Contractor will name the City of Schenectady as an Additional Insured under the General Liability Policy; and
 - b. The Contractor will have a Waiver of Subrogation issued favoring the City on the General Liability Policy; and
 - c. The Contractor will provide thirty (30) days advance written notice of cancellation and/or material change; and
 - d. The Contractor will provide the City of Schenectady with Certificates of Insurance evidencing that the insurance requirements have been met prior to the assignment of work by the City and, thereafter, with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.
3. The Contractor shall submit Certificates of Insurance to the Commissioner of Finance, 105 Jay Street, Rm. 103, Schenectady, New York 12305.

B. The Contractor shall be responsible for the plowing as follows:

1. The City streets, and alleys within the described boundaries of the route, unless noted on the boundary sheets as being excluded from the Contract.
2. All turn-arounds and dead-ends on streets plowed by the Contractor.
3. All CDTA Bus turnouts within the described boundaries of the route, unless noted as being excluded from this Contract.

C. The Contractor shall NOT be responsible for the plowing as follows:

1. Any roadway within the described boundaries of the route as noted on the boundary description sheet.
2. Any City street outside the described boundary.
3. Any private road, street, alley or drive within the described boundary.
4. Any City park, drives, unless noted on the boundary description sheet.

5. Any service road, exit ramp, entrance ramp, main lines of the Interstate Route 890 or Crosstown Arterial, unless noted on the boundary description sheets.
 6. Any school drives, unless noted on the boundary description sheets.
- D. The Contract will report for a mandatory dry run specified by the Bureau of Services with all his equipment and operators. (This day will be a Saturday or Sunday for convenience).
- E. The Contractor will maintain his equipment in a ready condition.
- F. General Plowing Requirements
1. The Contractor shall start within two (2) hours of notification unless a later starting time is ordered. The Contractor's operator shall report to the Bureau of Services to sign in. In the event they fail to show up within the prescribed time, his route will be given to another Contractor or a City crew.
 2. The Contractor's operator will check in and sign in, on route, every two (2) hours with a City Plow Chaser or inspector.
 3. Preferred speed is fifteen (15) miles an hour.
 4. Plow street from center and to the curb or edge of pavement.
 5. Clean all intersections and curb radius, so that there is no snow left in intersections and corners rounded to curb.
 6. Do not turn around in private drives. On streets which have been center islands, plow the snow to the island. Plow all streets the full width of the pavement. No windrow in the middle of the street.
 7. Use caution on streets where sidewalk is close to the curb. Do not push snow onto sidewalk.
 8. Raise plow blades sufficiently to clear all railroad tracks and traffic signal detector pads.
 9. Plow all streets to the full width of the pavement.
- G. Report to the Bureau of Service or Plow Chaser immediately:
1. In the event plowing for any reason stops (i.e., breaks for food, fuel). (Report back when the unit is again plowing.)
 2. If equipment breaks down while plowing.
 3. If any street cannot be plowed, indicate the reasons why when making contact.

4. If any damage is done to other vehicles or property.
5. At completion of route.
6. Stand by until release by Chaser. The streets must be plowed to the Chaser or inspection satisfaction.

5.0 RESPONSIBILITIES OF CITY

- A. The Commissioner of General Services or his authorized representative shall contact the Contractor, particularly during Winter Storms where more than three (3) to four (4) inches of snow accumulation is expected, to inform them that its services are required under this Agreement.
- B. The City's authorized representative or Plow Chaser assigned to the routes plowed by the Contractor will inspect each route completed by the Contractor to determine if it meets specifications. The Contractor will be notified of any streets or sections of the route that do not meet specifications and will be required, at his own expense, to bring all streets and sections of the route up to specifications. The Contractor will not be released from the route until it meets specifications.

6.0 SPECIAL PLOWING REQUIREMENTS

A. STREETS WITH TURNAROUNDS

All turn arounds shall be plowed.

B. ONE-WAY STREETS

One-way streets shall be plowed to each curb or boundary.

C. ALTERNATE PARKING ZONE, ONE SIDE PARKING

On streets that are posted for alternate one side parking, the Contractor's operator shall plow between vehicles on the side where parking is permitted.

D. PLOWING DEAD-END STREETS AND ALLEYS

The Contractor's operator shall not push snow into the end of a dead-end street or alley. Near the end of a street or alley he shall raise the plow blade, then proceed to the end of the street or alley and then drop the blade and pull the snow back from the end of the street or alley far enough so that he can turn around and push the snow out from the end of the street or alley.

E. BLOCKED STREETS

If a street is blocked, the Contractor's operator shall make every attempt to bypass the blockage. If unable to by-pass the blockage, the Contractor's operator shall immediately inform the City's representative or Plow Chasers of the blockage. If

the blockage is removed within a reasonable time, the Contractor's operator will then plow the street.

F. TURNING LANES

The Contractor's operator shall clear all turning lanes to ensure that the intersections and curb radii are properly cleared.

7.0 QUALITY CONTROL, QUALITY ASSURANCE

A. SUMMARY

This section specifies the administrative and procedural requirements to ensure snow plowing operations meet the specifications of this contract and the quality standards established by the City of Schenectady's Bureau of Service.

B. QUALITY STANDARDS

The following quality standards are established and make part of this contract:

1. All streets will be plowed to their full pavement width.
2. All curbed streets are to be plowed curb line to curb line.
3. All intersections are to be cleared for their entire width and length. No windows or islands of snow are to be left in intersections.
4. All turning lanes are to be cleared to the curb line or radii.
5. All island tips will be cleared to allow clear lines of sight in all directions.

C. MINIMUM REQUIREMENT FOR EQUIPMENT AND OPERATORS

All plow equipment must be in good running order and meet all State inspection and safety standards.

All operators must have a minimum of two (2) years plowing experience and have a valid New York State driver's license of the class required for the vehicle they are operating.

D. QUALITY ASSURANCE PROCEDURES

Upon notification by the Contractor's operator that a route has been completed, the City's authorized representative or Plow Chaser will inspect and rate each street in the route to determine if all streets on the route meet quality standards and determine if action is required to correct any deficiencies.

The Contractor's operator will be given a copy of the Quality Control Sheet and will be directed to take any necessary corrective action.

- E. The Contractor is responsible for meeting the specifications and quality standards on each street, alley or dead-end street on the first cycle through the route.

When the route is reported as complete, the Contractor is responsible to ensure that all streets, alleys or dead-end streets on the route meet the specifications and quality standards without undue delay or excessive time for plowing the route.

The Contractor will be responsible, at his own expense, to go back into the route and take all corrective action required by the City's Plow Chaser. If the Contractor refuses or fails to take the corrective action, the City will have the quality deficiencies corrected and deduct the cost of correcting these quality deficiencies from the monies owed the Contractor.

8.0 EQUIPMENT

All Contractor's vehicles and equipment must be inspected by the City prior to award of the Contract to determine if the vehicle or equipment is the proper quality and is in the proper condition to perform the required work.

Bids for vehicles and equipment not passing this inspection will not be awarded.

9.0 PAYMENT FOR SERVICES

1. The City will pay at the rate of \$160.00 per hour, per machine and operator, for up to four (4) hours worked.
2. If additional time is needed to complete the assignment, the Contractor must notify the authorized City representative in the Bureau of Service. The Supervisor may elect to authorize extensions in two (2) hour blocks, at the rate of \$160.00 per hour.
3. The City **will not** pay the Contractor without an invoice from the Contractor. This invoice for services rendered must include the routes that were plowed, as well as dates and times worked. Contractors with multiple routes may submit one (1) invoice, but must list dates and times for each route on the invoice.

MISCELLANEOUS TERMS AND CONDITIONS

1. Indemnification: The Using organization agrees to indemnify and hold harmless the City, its officers, agents, and employees from and against any and all claims, demands, actions damages, losses, costs, liabilities, expenses, and judgments including Death Claims recovered from or asserted against the City, for personal injury court costs or damage to persons or property incidental to, arising out of, or caused directly or indirectly in whole or in part by an act, omission, negligence, or misconduct by the Using organization or any of its agents, servants, employees, contractors, patrons, guests, or invitees whether based upon the alleged joint and or concurrent negligence of the City and Using organization arising out of the incident to Using organization's use of the facilities covered by this Agreement.
2. Force Majeure: If City facilities, or any portion thereof, are destroyed or damaged by fire or other calamity so as to prevent the use of Facilities for the purposes intended and during periods specified by this Agreement, or if the use of the Facility by the Using Organization will be prevented by an act of God, strike, lockout, material or labor restrictions by any governmental authority, civil riot, flood or any other cause beyond the control of the City then this Agreement will terminate. The City will not be liable or responsible to the Using Organization for any damages caused thereby and the Using Organization hereby waives any claim against the City for damages by reason of such termination.
3. Governing Law: The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties, shall be governed by the laws of the State of New York and venue for any action concerning this Agreement shall be in the Supreme Court of Schenectady, New York.
4. Termination: This Agreement may be terminated by either party by providing the other Party with thirty (30) days prior written.
5. Notice: Any notice required or permitted to be delivered hereunder shall be deemed received when sent in the United States Mail Postage Prepaid Certified Mail Return Receipt Requested or by hand delivery or facsimile transmission addressed to the respective party at the address set forth opposite the signature of the party.
6. Severability: In the event that any section, subsection, paragraph, sentence, phrase, or word herein is held invalid, illegal, or unconstitutional, the balance of the Agreement shall stand, shall be enforceable, and shall be read as if the parties intended at all times to delete said invalid section, subsection, paragraph, sentence, phrase, or word.
7. Assignment: This Agreement may not be assigned by the Using organization without the Express written consent of the City.

CITY OF SCHENECTADY
DEPARTMENT OF GENERAL SERVICES

SNOW PLOWING AND HAULING APPLICATION FORM ~ 2016-2017

PLEASE USE ONE FORM PER VEHICLE - PLEASE PRINT

PERSONAL:

Name of Contractor: _____

Address: _____

Telephone Number:

Home: _____

Work: _____

Social Security or Federal I.D. #: _____

Name of Operator: _____

Address: _____

Telephone Number: _____

VEHICLE:

Type of Vehicle: _____

Color of Vehicle: _____

Plate Number: _____

Type and Size of Plow: _____

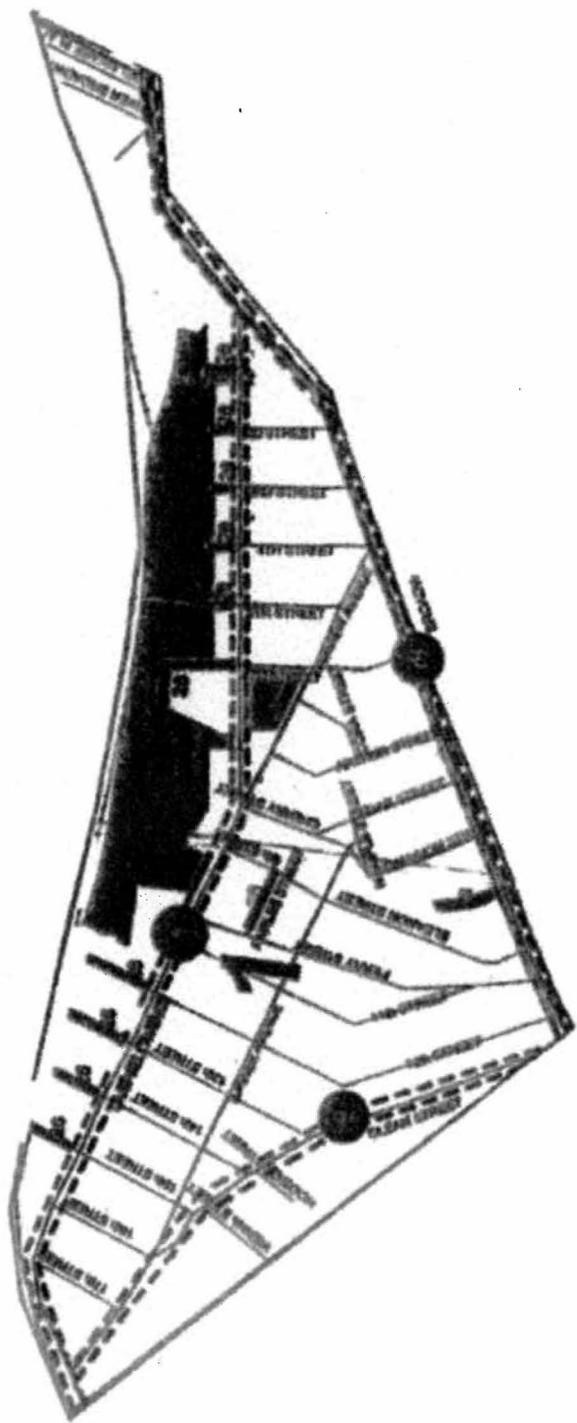
Type and Size of Dump Truck: _____

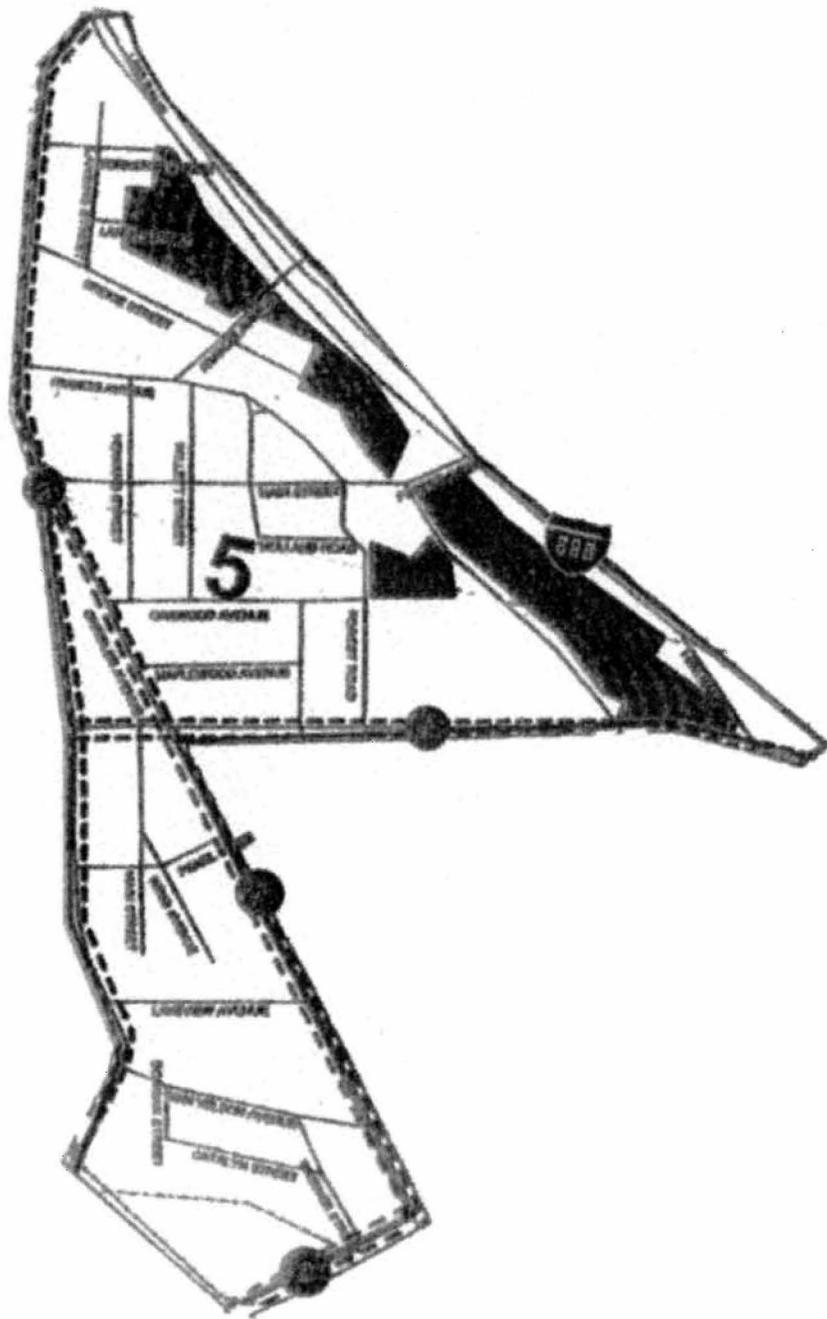
Insurance Policy Number: _____

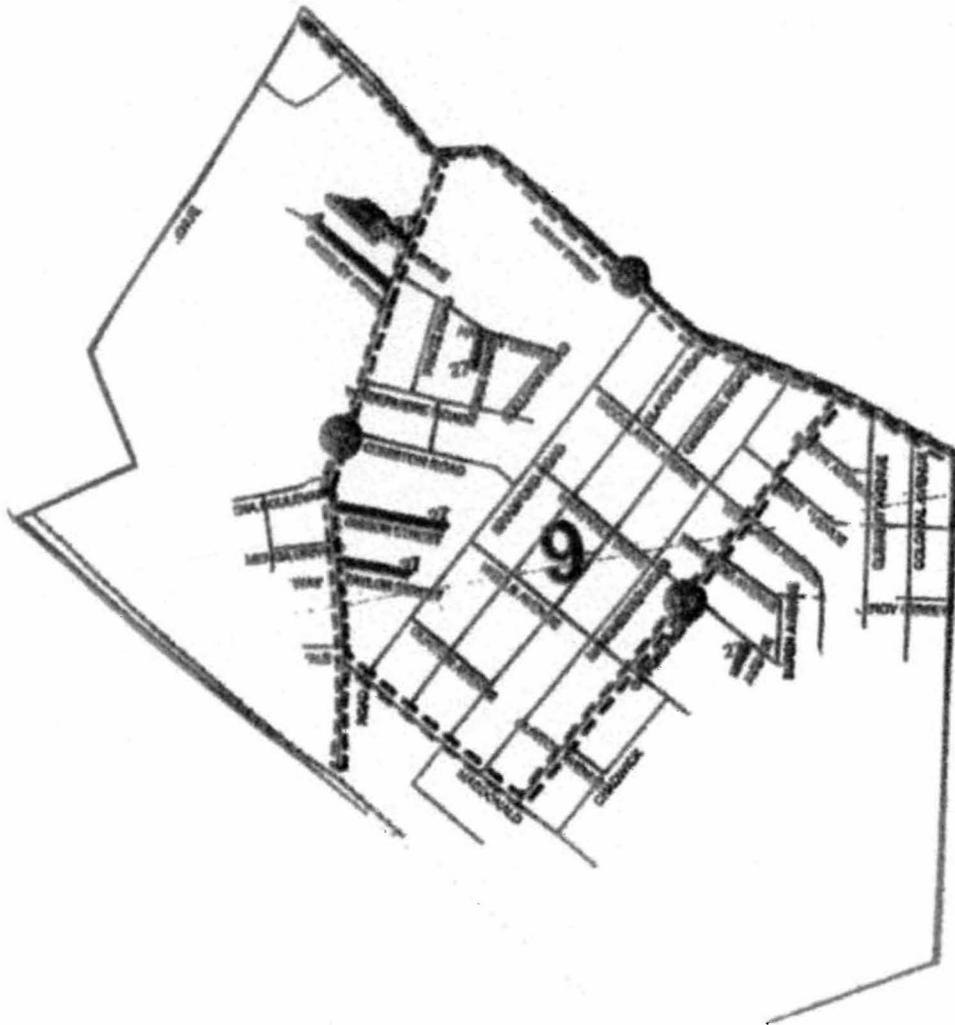
Hours of Availability: _____

Comments: _____

NOTE: *Be sure to attach a copy of your driver's license, vehicle registration and insurance card.*









CITY OF SCHENECTADY - DEPARTMENT OF WATER AND WASTEWATER BIDDERS LIST

PROJECT TITLE: Snow Plowing - 2016-2017

BID DUE DATE: November 2, 2016

FEE FOR SPECIFICATIONS (NON-REFUNDABLE):

No Charge

CONTRACTOR:	Helderberg Excavating & Trucking, Inc.		
STREET ADDRESS	PO Box 518		
CITY, STATE, ZIP	Altamont, NY 12009		
TELEPHONE NO.	518-616-8431		
EMAIL:	fw.hetinc@yahoo.com		
CHECK NO.	n/a		
MAILED/PICKED UP	emailed		
CONTRACTOR:	Carver Construction, Inc.		
STREET ADDRESS	494 Western Turnpike		
CITY, STATE, ZIP	Altamont, NY 12009		
TELEPHONE NO.	518-355-6034		
EMAIL:	wharbacz@carverston.com		
CHECK NO.			
MAILED/PICKED UP			
CONTRACTOR:			
STREET ADDRESS			
CITY, STATE, ZIP			
TELEPHONE NO.			
EMAIL:			
CHECK NO.			
MAILED/PICKED UP			

Downloading History / Vendor Activity Report

The information below provides vendor activity for solicitation number **RFB-PG-16-171** posted by City of Schenectady as of **11/3/2016**. You can use the button below to change the type of information you are viewing (received a notice vs. accessed attachments).

Solicitation Information

Document Title: Snow Plowing 2016-2017
 Date Issued: 10/17/2016
 Deadline: 11/02/2016 prior to 10:30 AM E.D.T.
 Specification Attachments: [Click Here for Details](#) 1 File
 Addendum Attachments: [Click Here for Details](#) 1 Issued (Includes 1 File)

[Show All Companies That Accessed Attachments or Received a Notice \(536 Companies\)](#)

You are currently viewing only companies that accessed attachments to this solicitation (including addenda), whether they received a notice or not. To change your view use the button above.

Company Information (links show company information)

Specification Documents

Addenda

[A & J Construction of NY, Inc.](#)

Main Contact: Jimmy John, 914-403-3702
 Bid Signer: Jimmy John Puthumana, 914-403-3702
 Location: West Nyack, NY
 Account Type: E-mail Service

Viewed Files: 1 of 1
[Details](#)

Viewed Addenda: 0 of 1
 Viewed Files: 0 of 1
[Details](#)

[A Potts Construction Company, LLC](#)

Main Contact: Suzanne Perry-Potts, 518-393-0958
 Bid Signer: Suzanne Perry-Potts, 518-393-0958
 Location: Schenectady, NY
 Account Type: E-mail Service

Viewed Files: 1 of 1
[Details](#)

Viewed Addenda: 1 of 1
 Viewed Files: 1 of 1
[Details](#)

[Constantine Construction & Farm](#)

Main Contact: Richard Szesnat, 518-458-8294
 Bid Signer: Laura Szesnat, 518-365-4317
 Location: Loudonville, NY
 Account Type: E-mail Service

Viewed Files: 1 of 1
[Details](#)

Viewed Addenda: 0 of 1
 Viewed Files: 0 of 1
[Details](#)

[Cristo Demolition, Inc.](#)

Main Contact: Antoinette Cristo, 518-463-6985
 Bid Signer: Antoinette Cristo, 518-463-6985
 Location: Albany, NY
 Account Type: E-mail Service

Viewed Files: 1 of 1
[Details](#)

Viewed Addenda: 0 of 1
 Viewed Files: 0 of 1
[Details](#)

[North America Procurement Council, Inc. PBC](#)

Main Contact: Lyra de Asis, 302-450-1923
 Bid Signer: Lyra de Asis, 302-450-1923
 Location: Grand Junction, CO
 Account Type: Search Only Access

Viewed Files: 1 of 1
[Details](#)

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[Details](#)

[suburban maintenance and landscaping inc](#)

Main Contact: Demetrio caridi, 914-960-7190
 Bid Signer: Demetrio caridi, 914-960-7190
 Location: Hawthorne, NY
 Account Type: E-mail Service

Viewed Files: 1 of 1
[Details](#)

Viewed Addenda: 0 of 1
 Viewed Files: 0 of 1
[Details](#)

[Wats International, Inc.](#)

Main Contact: Jim Watts, 845-473-2106
 Bid Signer: Jim Watts, 845-473-2106
 Location: Poughkeepsie, NY
 Account Type: E-mail Service

Viewed Files: 1 of 1
[Details](#)

Viewed Addenda: 0 of 1
 Viewed Files: 0 of 1
[Details](#)

[William M. Larned & Sons, Inc.](#)

Main Contact: Colleen Ganey, 518-372-1261

Viewed Addenda: 0 of 1

Bid Signer: Gretchen Edwards, 518-374-6961
Location: Schenectady, NY
Account Type: E-mail Service

Viewed Files: 1 of 1

Viewed Files: 0 of 1

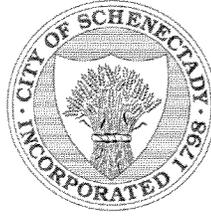
[Details](#)

[Details](#)

Total Number of Companies that Viewed this Solicitation: 8

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**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

COMMITTEE ASSIGNMENT: Public Safety

DATE: November 3, 2016

TO: COUNCILMEMBERS

FROM: Assistant Chief Michael Seber

SUBJECT: Towing Contract - Request for Proposal

TO BE PLACED ON COUNCIL AGENDA OF: November 7th, 2016

Background Information:

The City issued a "Request for Proposal" (RFP) for interested parties with the capacity to tow motor vehicles of varying size and in all weather conditions as directed by the Schenectady Police Department. The RFP contained specific requirements for each agency to meet or exceed. The City received a total of three proposals and wishes to enter into an agreement with two (2) of the responding agencies.

The three (3) proposal are attached

Recommendation/Action

The City recommends acceptance of the two (2) proposals. H & K Towing and Interstate Towing. AC Seber and two traffic supervisors will be at the Committee meeting to review our findings for all three and outline the reasons why only these two are qualified and recommended.

LEGISLATION WILL BE PREPARED BY: Assistant Chief Michael Seber



H & K Towing Inc.

533 Van DerBogart Street.
Schenectady, NY 12308
518-374-8374

March,21,2016

The following letter is informational so as to help the City of Schenectady better understand our bid and resulting fees.

H&K TOWING INC. ORIGINAL

This correspondence to help familiarize the City of Schenectady with the overall contract requirements as indicated.

First a storage lot of the size required overall for up to 150 vehicles, has expenses of property taxes, Insurance and maintenance of approximately \$11000 annually. This does not include personal to main said lot on a daily basis.

It has been a substantial time since this contract was reviewed or fees increased to meet current costs. Example of such increases in equipment and insurance are as follows. Between 2011 and today the cost of a flatbed tow truck has risen from \$55000 to \$92000 as well as insurance increases from \$1700 to \$2900 yearly per vehicle. These are just an idea of what we face in expenses for an example of the city to understand what is required.

Based on information provided by the city in years past approximately 1900 vehicles are towed annually. This does not take into consideration 30% THIRTY PERCENT of these vehicles towed are impounded at no charge or never paid for left abandoned with the tower.

Based on our proposal for the city towing contract it would yield the following income to the city.

1. Thirty dollars per vehicle towed to towers yard \$54,900
2. Twenty-dollar city charge per redeemed vehicle \$26,600
3. Ten dollars per day of storage up to ten days on collected fees \$12,800
4. Fifteen dollar per administrative fee collected \$4500

These numbers are a reflection of the average taken from 2013 from H&K Towing and Bobars Interstate towing.



H & K Towing Inc.

533 Van DerBogart Street.

Schenectady, NY 12308

518-374-8374

518-374-3860

March,21,2016

City Towing Service proposal

To Richard McIlravy-Ackert

Purchasing Supervisor

Department of Finance

City of Schenectady

105 Jay St. Room 102

Schenectady, New York 12305

H&K Towing company information for city towing proposal.

Principal owner is Dennis Kugler, H&K TOWING is located at 533Vanderbogart St. Schenectady New York. The principal business is the towing and storage of automobiles. It is a family owned business operating since 1931 in the city of Schenectady with the addition of Holmes towing in 1980. Since then we have provided towing service for the Schenectady police department.

The location of our storage facility is 533 Vander bogart St Schenectady with a capacity of 180 vehicles. Hours of operation which is a manned facility Monday to Friday 8AM to 530 PM daily Saturday 8 Am to 430 Pm.

There are 10 drivers employed full time.

Currently types of tow truck include 2-wheel lift auto loaders, 8 flatbed car carriers and 1 16-ton medium duty tow truck.

The company has in place computer software available to track and account for towed vehicles. To include date towed vehicle identification reason for tow date of redemption and total fees charged which would include fees due to city of Schenectady.

We currently have in place New York state dial in to the state DMV for retrieval of vehicle information. As well as working knowledge of the New York State 901A process which is the procedure for handling of unclaimed vehicles.

Vehicle Towing Contract City of Schenectady

Towing fees:

Contractor agrees to tow all city owned vehicles with a GVW under 8700 pounds within ten miles of the city limit at no charge to the city.

Contractor is authorized to charge up to one- hundred seventy-five dollars \$175 with thirty dollars' payable to the city \$30 on each vehicle towed to the contractor facility. There will be no charge for storage or redemption within 24 hours of the original tow.

Use of special equipment to adequately complete the assignment must be approved by the city prior to use.

Additionally, a twenty-dollar fee \$20 will be collected on behalf of the city. This is on vehicles towed and redeemed only and remit funds to the city.

Storage and Associated fees:

Contractor shall store vehicles in a secure, fenced and illuminated storage facility located in the city of Schenectady. Said facility will be manned Monday through Saturday at a minimum of 8:00 am to 5:30 pm, except legal holidays.

If the owner or person legally entitled to the towed vehicle does not retrieve that vehicle within twenty-four hours of the tow, then storage would incur. Storage rate in the amount of fifty – five dollars \$55 per calendar day with ten dollars' payable to the city for the first ten days of storage on redeemed vehicles under a GVW of 8700 lbs.

Exception of vehicles towed under scoff law or impounded at the request of the Schenectady police Department with the storage capped at ten days per month. The vehicle will not be released until the owner of the vehicle abandoned prior to receipt of the necessary papers or letter from the Schenectady Police Department, for release of said vehicles. Vehicles not redeemed under such circumstance and deemed abandoned the Schenectady police department will release such vehicles in a timely manner.

An administrative fee for the purpose of completing the policy and procedures mandated by the New York State Motor Vehicles relating to vehicles towed by the city of Schenectady Police

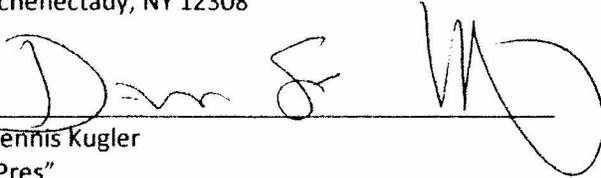
department said fee at one hundred-thirty dollars \$130. The contractor acknowledges that fifteen dollars of said fees on redeemed vehicles to be paid to city of Schenectady.

Invoices and Records:

The contractor must maintain accurate records of all towed vehicles and remit said fees collected and remit same to the City of Schenectady on a monthly basis. Provide invoices on all vehicles released and associated charges of said vehicles.

The proposal for towing services for the City of Schenectady is a joint proposal from H&K Towing and Bobar's Interstate Towing LTD. .

H&K Towing Inc.
533 Van Der Bogart St.
Schenectady, NY 12308

X 
Dennis Kugler
"Pres"

Bobar's Interstate Towing, LTD
2201 Broadway
Schenectady, NY 12306

X 
Danny Rubin 2nd
"Pres"



3020 E. Highway 80, Mesquite, TX 75149

March,17,2016

To whom it may concern:

H&K Towing Inc. located at 533 Van Der Bogart St. Schenectady, NY 12308 is one of the companies' we use for the purpose of picking up, delivering and storing vehicles. Services included are detailed condition reports cleaning and towing of the vehicles for DAS, we highly recommend them as they have been a provider for us for over 8 years or more to present without any problems. They do anywhere from 20 or more vehicles per month and we continue to use their services.

Thanks,

A handwritten signature in black ink, appearing to be "Shannon Klempa", written over a faint, illegible printed name.

Shannon Klempa: NJ Dispatch Manager
908-290-1590 direct 908-249-2079 mobile
800-826-1083 / 908-474-0855 fax

Dependable Auto Shipper, Inc. (DAS)
Driven to Deliver, Since 1954



March,17,2016

To whom it may concern:

H&K Towing Inc. located at 533 Van Der Bogart St. Schenectady, NY 12308 is one of the companies' we use for the purpose of picking up, delivering vehicles. Services included are detailed condition reports and towing of the vehicles for IAA, we recommend them as they have been a provider for us for over 1 year or more to present without any problems. They do anywhere from 60 or more vehicles per month and we continue to use their services.

Thanks,

A handwritten signature in black ink, appearing to read 'Ralph Denison'.

Ralph Denison
Branch Manager
IAA Albany NY

Bobar's Interstate Towing, LTD

2201 Broadway, Schenectady, NY 12306

Phone# (518) 372-7555 Fax# (518) 372-0107

3/21/2016

City Towing Service Proposal

To Richard McIlravy-Ackert

Purchasing Supervisor

Department of Finance

City of Schenectady

105 Jay St. Room 102

Schenectady, New York 12305

Bobar's Interstate Towing, LTD company information for the city towing proposal;

Bobar's Interstate Towing, LTD is a family owned towing and recovery company. We specialize in light – heavy duty towing. We can handle anything from a motor scooter to a fully loaded tractor trailer with 24-hour road service. We work very closely with municipality in the sounding counties along with New York State Fire and Stratton Air National Guard. We are contracted with the New York State Thruway Authority - Albany Division. We have the largest heavy incident management recovery vehicle in the Tri - State area. We have a full service repair facility and Body repair shop. We are also preferred providers for many motors clubs including AAA Northway. All of the drivers are trained and experience, they are constantly trained with new techniques in the towing and recovery industry. All Drivers are drug tested as well.

We have been in business since June 26th 2012. Danny L Rubin II is the president of the company. The company headquarters is located at 2201 Broadway, Schenectady, NY 12306.

Storage lots include:

2201-2203 Broadway, Schenectady, NY 12306 (can hold 30 cars)

2155 Broadway, Schenectady, NY 12306 (can hold 10 cars)

694 Mariaville Rd, Schenectady, NY 12306* (can hold 200 cars)

*If transportation is needed for the owner (register/title) we will provide free transportation.

The hours of operation of all lot are 8am-5:30pm Monday- Friday, 8am-4:30pm Saturday.

We have 8 drivers on at all time along with 3 on calls.

2 light duty flatbeds

2 light duty wreckers

4 medium duty flatbed

1 medium duty wrecker

1 medium/heavy duty wrecker

1 heavy incident management recovery wrecker

1 road service truck

1 53' enclosed trailer

This Correspondence to help familiarize the City of Schenectady with the overall contract requirements as indicated.

First a storage lot of the size required overall for up to 150 vehicles, has an expenses of property taxes, insurance, and maintenance of approximately of \$11000.00 annually. This does not include personal to man said lot on a daily basis.

It has been a substantial time since this contract was reviewed or fees increased to meet current costs. Example of such increases in equipment and insurance are as follows. Between 2011 and today the cost of a flatbed tow truck has risen from \$55000.00 to \$92000.00 as well as insurance increases from \$1700.00 to \$2900.00 yearly per vehicle. These are just an idea of what we face in expenses for an example of the city to understand what is required.

Based on information provided by the city in years past approximately 1900 vehicles are towed annually. This does not take into consideration 30% **THIRTY PERCENT** of these vehicles towed are impounded at no charge or never paid for and left abandoned with the tower.

Based on our proposal for the city towing contract it would yield the following income to the city;

- 1) Thirty dollars per vehicle towed to towers yard \$54,900.00
- 2) Twenty dollars city charge per redeemed vehicle \$26,600.00
- 3) Ten dollars per day of storage up to ten days on collected fees \$12,800.00
- 4) Fifteen dollars per administrative fee collected \$4,500.00

These number are a reflection of the average taken form 2013 Bobar's Interstate Towing, LTD and H & K Towing.

Vehicle Towing Contract City of Schenectady

Towing Fees:

Contractor agrees to tow all city owned vehicles with a GVW under 8,700 pounds within ten miles of the city limit at no charge.

Contractor is authorized to charge up to one-hundred seventy-five dollars (\$175) with thirty dollars (\$30) payable to the city on each Vehicle towed to the contractor facility. There will be no charge for storage or redemption within 24 hours of the original tow.

Use of special equipment to adequately complete the assignment must be approved by the city prior to use.

Additionally, a twenty dollar (\$20) fee will be collected on behalf of the city. This is on vehicles towed and redeemed only and remit funds to the city.

Storage and Associated fees:

Contractor shall store vehicles in a secure, fenced and illuminated storage facility located in the City of Schenectady. Said facility will be manned Monday through Saturday at a minimum of 8:00 am to 5:30 pm, except legal holidays.

If the owner or person legally entitled to the towed vehicle does not retrieve that vehicle within twenty-four (24) hours of the tow, then storage would incur. Storage rate in the amount of fifty-five (55) dollars per calendar day with ten (10) dollars payable to the city for the first ten day of storage on redeemed vehicles under a GVW of 8,700 pounds.

Exception of vehicles towed under scoff law or impounded at the request of the Schenectady Police Department with the storage capped at ten days per month. The vehicle will not be released until the owner of the vehicle abandoned prior to receipt of the necessary papers or letter from the Schenectady Police Department, for release of said vehicles. Vehicles not redeemed under such circumstance and deemed abandoned the Schenectady Police Department will release such vehicles in a timely manner.

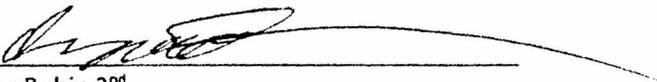
An administrative fee for the purpose of completing the policy and procedures mandated by the New York State Motor Vehicles relating to vehicles towed by the City of Schenectady Police Department said fee at one-hundred thirty (130) dollars. The contractor acknowledges that fifteen (15) dollars of said fees on redeemed vehicles to be paid to the City of Schenectady.

Invoices and records:

The contractor must maintain accurate records of all towed vehicles and remit said fees collected and remit same to the City of Schenectady on a monthly basis. Provide invoice on all vehicles released and associated charges of said vehicles.

The proposal for towing services for the City of Schenectady is a joint proposal from H&K Towing and Bobar's Interstate Towing LTD.

Bobar's Interstate Towing, LTD
2201 Broadway
Schenectady, NY 12306

X 

Danny Rubin 2nd
"Pres"

H&K Towing Inc.
533 Van Der Bogart St.
Schenectady, NY 12308

X 

Dennis Kugler
"Pres"

FLINT & GRANICH, PLLC

Attorneys at Law
21 COLVIN AVENUE
ALBANY, NY 12206

CHRISTOPHER P. FLINT*
JOSEPH A. GRANICH

DARCY L. POPPEY
PARALEGAL

*ALSO ADMITTED IN VERMONT

(518) 862-7181
FAX: (518) 862-7185

April 29, 2016

VIA FIRST CLASS MAIL

MAY 4 2016

Krystina K. Smith, Esq.
Corporation Counsel's Office
Schenectady City Hall
105 Jay Street, #201
Schenectady, New York 12305

RE: AC 's Towing & Recovery Bid Addendum

Dear Ms. Smith:

Pursuant to the bid sent to your office and our meeting, please find this letter as further explanation of the terms required for the RFP for the towing contract for the city of Schenectady.

With respect to maintaining the inventory for the vehicles towed on behalf of the City of Schenectady, once a call is dispatched, AC's on-call operator/tow driver (herein the "operator") will complete an invoice with the vehicle year make and model together with the reason for the tow. When the operator returns to the garage, the paperwork will be logged into AC's computer system; the keys will be tagged and stored in a lock box. On the first day of each month, an itemized statement will be printed showing all of the vehicle towed within that month. The statement will include information detailing the date and time of each tow and the reason for the tow. This statement, or report, will be submitted with a check to the city of Schenectady on the first of each month for the "per vehicle" tow fee.

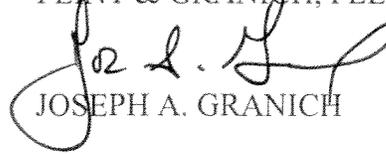
With respect to the procedure upon a vehicle deemed abandoned, Ac's will provide the City of Schenectady the first right of refusal to own and re-purpose the vehicle for municipal use. Upon the City accepting such right, AC's will be paid reasonable towing and storage fees of the vehicle.

If the City declines the first right of refusal, the vehicle will be determined a junk vehicle and will be sold as scrap and AC's will receive the proceeds from the scrap sale.

Should require any further information, please do not hesitate to call. Thank you for your consideration in this matter.

Respectfully yours,

FLINT & GRANICH, PLLC



Handwritten signature of Joseph A. Granich in black ink, featuring a large, stylized initial 'J' and a long horizontal flourish.

JOSEPH A. GRANICH

JAG/dlp

cc: AC's Towing and Recovery

CERTIFIED

Request for Proposal

For

City Towing Services

AC'S Towing and Recovery LLC

The original & 3
copies were hand
delivered 3/18/16

Thank You!

March 23, 2016

AC'S Towing and Recovery L.L.C

March 17, 2016

Owner: Karen Caprara

Business Name: AC'S Towing and Recovery L.L.C

Company information:

AC'S Towing and Recovery is a towing and recovery service company that serves the greater capitol region and outlying counties. Originally founded in 1957 we are now under new ownership, however we still collaborate with the original owner allowing us to still provide quality service with over 65 years of experience. We are safety oriented and pride ourselves on delivering professional service with expedient response times. We have obtained a five star business rating resulting from our strive for excellence and solid commitment to our customers. Along with providing reliable towing services for private entities we also currently work in conjunction with The New York State Police, Albany County Sheriff and Municipal agencies for towing operations. (Town's of Guilderland and Rotterdam)

500 STERLING AVE.
4

We presently have four (4) location with our headquarters located at 2970 Guilderland Ave, Schenectady, NY 12306. Our Schenectady satellite office is located at 411 Grand St. Schenectady, NY 12306. This location is capable of handling both inside and outside vehicle storage. The capacity of the outside storage is 50 vehicles and 20 inside. This location also utilizes an overflow lot located one mile away that has the ability to accommodate 150+ vehicles. All locations operate 24hours a day seven days a week. —

AC'S Towing and Recovery operates under a rotational staff model. Drivers work staggered shifts with some on-call hours to adequately provide service for daily operations. Currently we have six (6) drivers on staff, all qualified and highly skilled in all aspects of towing. We offer a diverse service fleet of trucks that are all well maintained and road worthy. Our fleet consists of eight (10) trucks total; all trucks are equipped with CB Radios which allow direct communication to dispatch.

- 4 Flatbed tow trucks - 3 light-duty and 1 medium-duty
- 3 tow wreckers – 1 light-duty, 1 medium-duty and 1 heavy-duty
- 1 tractor – used to haul trailers and other heavy equipment as needed.
- 2 service vehicle – used for service calls (tire change, jump starts, fuel delivers..ect). Service vehicles also assist on towing operations, they aid with traffic control and also carry necessary supplies for accident/road cleans ups.

Accounting and Tracking of Towed Vehicles:

AC'S Towing and Recovery utilize a hand written tow slips that produces triplicate copies. Each tow truck is stocked with sufficient tow slips and writing utensils at all times. Every tow slips provides a designated area to insert the following information,

- Vehicles License Plate Number
- Vehicle Identification Number (VIN)
- Date and Time of tow
- Commence time of tow/ arrival time
- Completion time of tow/ departure time
- Who requested the tow
- Owner and/or customer name and address
- Towing manifest, to and from
- Equipment used and type of tow
- Damage release/disclaimer
- Itemized charge layout
- General comment section for any other applicable information

Once the vehicle arrives back at the lot it is unloaded and secured if possible. The drivers will then fill out a key tag with the vehicle year, make and model and place them in a secured key box. Next the drive will file the tow slip in a secured file cabinet by type of call either customer or police. When the vehicle is requested for release the owner must be present to sign a release form and the driver must be licensed. We accept cash or credit card as forms of payment and all prices are posted inside the office. Once payment is made and release form signed owner will be given a copy of the corresponding tow slip as a receipt of payment of all charges.

For the purpose of this RFP and in regards to this agreement, AC'S Towing and Recovery is willing to provide a 15% return under the label of "administrative fee" to the City of Schenectady on each unit (tow) derived from this towing contract. The allotments of these fees are only possible if the City of Schenectady is willing to increase the current assessed value of towing services by 37%. AC'S Towing and Recovery will accurately record all tows preformed for the City of Schenectady in a given month. Once the total number of tows and charges accrued from said tows are calculated, the 15% administrative fee will be deducted from the total of each tow and returned to the City of Schenectady on a monthly basis.



CERTIFIED

PETER G. BARBER
SUPERVISOR

CAROL J. LAWLOR
CHIEF OF POLICE

March 14, 2016

To Whom It May Concern:

AC's Towing and Recovery LLC has been participating on the Guilderland Police Department rotational towing list since their contract was signed on November 12, 2012. This towing agency, under the direction of Rafael Nieves, has been in good standing for the duration of this contract and provides prompt and professional service. Proof of insurance is provided and his vehicles have been inspected and registered with our department.

Should you have any questions, please feel free to contact me at the above number.

Sincerely,

Carol J. Lawlor
Chief of Police

**ROTTERDAM POLICE DEPARTMENT***The Joseph S. Dominelli Public Safety Building*

101 Princetown Road – Rotterdam, N.Y. 12306

(518) 355-7739 – Fax (518) 355-0817



Joseph S. Dominelli
Chief of Police Emeritus
1963-1983

James J. Hamilton – Chief of Police

Leonard C. White
Chief of Police
1942-1963

Anthony W. Jasenski
Immediate Past
Chief of Police
1996-2001

Paul F. Mantica
Chief of Police
1983-1987
Alfred T. DeCarlo
Chief of Police
1987-1996

March 17, 2016

To whom it may concern:

AC's Towing and Recovery LLC has been participating on the Rotterdam Police Department rotational towing list for decades. This towing agency, under the direction of Rafael Nieves, has been in good standing for this time and always provides prompt and professional service. Should you have any questions, please feel free to contact me

Sincerely,

Lt. Jeffrey R. Collins
Rotterdam Police Department

MOHAWK COLLISION CENTER

SARATOGA ROAD, SCOTIA NY, 12302

March 14 2016

To The City of Schenectady,

For the past two years, Mohawk Collision Center has been using AC'S Towing and Recovery for all our service's needs. They have proven to be most reliable to us at any time whenever we need them. We can always count on them to handle all of our emergencies at any hour when we call them. AC'S Team is professional and takes care of all of our customers with the upmost respect. We recommend their services to any organization or business.

Best Regards,

A handwritten signature in cursive script, appearing to read "Gary Rasbe", followed by a horizontal line extending to the right.

MOHAWK COLLISION CENTER

PS



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: Public Safety
DATE: 11/07/2016**

TO: COUNCILMEMBERS

FROM: John Mootoveren

SUBJECT: Ceremonial Resolution - Michelle & Hal Bergeron

Background Information:

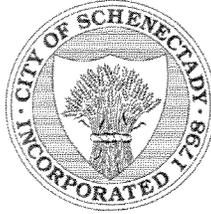
Community Service

Evaluation/Analysis:

Recommendation:

LEGISLATION WILL BE PREPARED BY _____

F



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

COMMITTEE ASSIGNMENT: Finance
DATE: 11/07/2016

TO: COUNCILMEMBERS

FROM: Leesa Perazzo

SUBJECT: Ceremonial Resolution - Alpha-1 Awareness

Background Information:

Evaluation/Analysis:

Recommendation:

LEGISLATION WILL BE PREPARED BY _____



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

COMMITTEE ASSIGNMENT: Government Operations

DATE: November 3, 2016

TO: COUNCILMEMBERS

FROM: Krystina K. Smith

SUBJECT: City of Schenectady Security Breach and Notification Policy

Background Information:

The New York State Information Security Breach and Notification Act, NYS Technology Law Section 208, requires all counties, villages, cities, and towns to develop an information breach notification policy or local law for the disclosure of a breach of private personal information.

Evaluation/Analysis:

The Law Department, together with Bawan Karn and John Coluccio, has drafted a sample policy for the City to adopt in order to comply with the directive from the State.

Recommendation:

Consider the Security Breach and Notification Policy submitted for approval/adoption by the Schenectady City Council

LEGISLATION WILL BE PREPARED BY _____

AE



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

COMMITTEE ASSIGNMENT: Administrative Efficiency
DATE: 11/07/2016

TO: COUNCILMEMBERS

FROM: Leesa Perazzo

SUBJECT: Ceremonial Resolution - Recognizing Small Business Saturday

Background Information:

Small Business Saturday (11/26/16)

Evaluation/Analysis:

Recommendation:

LEGISLATION WILL BE PREPARED BY _____

W.P.



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

COMMITTEE ASSIGNMENT: City Development & Planning
DATE: 11/07/2016

TO: COUNCILMEMBERS

FROM: Downtown Schenectady Improvement Corporation (DSIC)

SUBJECT: CPH - DSAD 2017 Budget

Background Information:

See attached timeline

Evaluation/Analysis:

Recommendation:

LEGISLATION WILL BE PREPARED BY _____

Chuck Thorne

From: Colleen Merays [colleen@downtownschenectady.com]
Sent: Tuesday, October 25, 2016 2:18 PM
To: Chuck Thorne
Subject: DSAD Budget Timeline for City Council

Chuck,

Below is the proposed timeline for the Downtown Special Assessment District (DSAD). Please let me know if you have any questions. Thanks – Colleen

2017 DSAD BUDGET TIMELINE

- Monday, November 7, 2016 – DSAD Budget asked to be moved to public hearing
- Monday, November 14, 2016 - City Council calls for public hearing
- Monday, November 21, 2016 – DSAD Budget presented at City Council Committee meeting
- Monday, November 28, 2016 – DSAD Budget public hearing
- Monday, December 12, 2016 – DSAD Budget voted on at City Council Meeting

Colleen Merays

Assistant Director

Downtown Schenectady Improvement Corp.
143 State Street • Schenectady, NY 12305
P: 518-377-9430 • F: 518-377-9433
www.downtownschenectady.org



Get a convenient weekly summary of Downtown Schenectady's events, performances, dining, shopping, news and much more....delivered directly to your in-box! Sign up to receive the *Downtown Schenectady This Week* e-newsletter.

YES! I WANT TO RECEIVE DOWNTOWN SCHENECTADY THIS WEEK

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CSA



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

COMMITTEE ASSIGNMENT: City Development & Planning
DATE: 11/07/2016

TO: COUNCILMEMBERS

FROM: Upper Union Street Bid

SUBJECT: CPH - Upper Union Street BID 2017 Budget

Background Information:

Public hearing to occur on November 28, 2016

Evaluation/Analysis:

Recommendation:

LEGISLATION WILL BE PREPARED BY _____

CSOP



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

**COMMITTEE ASSIGNMENT: City Development & Planning
DATE: 11/07/2016**

TO: COUNCILMEMBERS

FROM: Mayor McCarthy

SUBJECT: Board of the Schenectady/Nijkerk Council - Appointments

Background Information:

See attached letter

Evaluation/Analysis:

Recommendation:

LEGISLATION WILL BE PREPARED BY _____



CITY OF SCHENECTADY
OFFICE OF THE MAYOR
City Hall - Jay Street
Schenectady, New York 12305

Gary R. McCarthy
Mayor

November 2, 2016

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The Honorable Leesa Perazzo
President, Schenectady City Council
105 Jay Street, Room 107
Schenectady, NY 12305

Dear Leesa:

I am appointing the following individuals to the Board of the Schenectady/Nijkerk Council pursuant to Section 97 of the Code of the City of Schenectady, subject to confirmation by the City Council.

Alden Doolittle, 112 Maplewood Drive, Scotia, NY 12302

Laura Lee, 1019 Phoenix Avenue, Schenectady, NY 12308

Shirlie Maitland, 20 Christman Place, Amsterdam, NY 12010

Jenny Overeynder, 1033 Mohegan Road, Schenectady, NY 12309

And will be re-appointing:

Conololo Colangelo, 111 North Ferry Street, Schenectady, NY 12305

Laura Erano, 7 Denhelder Drive, Ballston Lake, NY 12027

George Trimarco, 6224 Randomwood Drive, Schenectady, NY 12303

B. Donald Ackerman, 806 Pinewood Avenue, Schenectady, NY 12309

Michael Brockbank, 1494 Wendell Avenue, Schenectady, NY 12308

Amy Brule, 1078 Mohawk Road, Schenectady, NY 12309; and

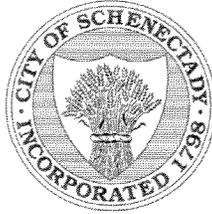
Ronald Lagasse, 138 Acorn Drive, Scotia, NY 12302

Favorable consideration of their appointment by the City Council is appreciated.

Very truly yours,

Gary R. McCarthy

CS-P



**CITY OF SCHENECTADY
LEGISLATION REQUEST FORM**

COMMITTEE ASSIGNMENT: City Development & Planning
DATE: 11/07/2016

TO: COUNCILMEMBERS

FROM: Leesa Perazzo

SUBJECT: Final Review - Ceremonial Naming of Streets

Background Information:

See attached letter

Evaluation/Analysis:

Recommendation:

LEGISLATION WILL BE PREPARED BY _____

Criteria for the Ceremonial naming of a portion of a City street

Any individual or organization may apply to the City to ceremonially name a portion of a City street that has not already be ceremonially named. City streets may only be ceremonially named after a prominent person. Such prominent person must be:

1. A real person
2. A person who has achieved prominence as a result of his or her significant, positive contribution to the United States of America, the City of Schenectady and/or a local community.

The portion of the street proposed for ceremonial renaming must start and terminate in less than two blocks.

Application guidelines and submission.

Applications and official petition forms are available in the City Clerk's office.

The cost of naming the street will be set by resolution by the City Council and will directly reflect the cost of sign materials and labor.

The applicant shall, after filing a completed application form and paying applicable fees:

1. Obtain a minimum of 500 signatures of adults 18 years or older in support of the proposal. All signatures must be from legal residents of the City at large and at least 75% of which must be from the neighborhood of the street proposed for ceremonial renaming.
2. Provide the City Clerk supporting information including a complete biography of the proposed honoree with references of substantiation: honors received, contributions to the national and/or local community.

This process must be completed within six months (180 days)

The Clerk's office will submit the application and supporting documents to the City Council for review. A public hearing will be called for within two weeks of receiving the completed application. Two weeks after the call for public hearing, the hearing will be held. Two weeks after the public hearing, the Council will hold a formal vote.

The Council may approve or deny application for a ceremonial street name change upon determination of the best interest of the City. If Council denies the application, it is filed with no further consideration, and the subject name and street shall not be considered again under this policy for a period of at least two years.

Names to be avoided:

- street names being duplicated from an existing street
- curse words or derogatory terms
- cumbersome, corrupted or modified names, discriminatory or derogatory names from the point of view of race, sex, color, creed, political affiliation or other social factors
- reuse of former street names

After Council approval of the ceremonially naming, the Signal and Traffic Division shall install the new name signs adjacent to the existing street name signs. All signs will be created by the City of Schenectady and be uniform in appearance.

CS/P

**CITY OF SCHENECTADY
LEGISLATIVE REQUEST FORM**

COMMITTEE ASSIGNMENT: *City Dev Plan* **DATE:** November 2, 2016

TO: City Council

FROM: Jaclyn Mancini, Director of Development

SUBJECT: Transfer of 115 Prospect Street to the Capital Region Land Bank

Background Information:

The City, County, SURA, Capital Region Land Bank and other agencies entered into an intermunicipal agreement to manage and administer the removal and redevelopment of blighted properties in the City of Schenectady.

Evaluation/Analysis:

The Capital Region Land Bank has requested site control of the property at 115 Prospect Street to enable the reuse of the property.

Recommendation:

I recommend that the City Council transfer 115 Prospect Street to the Capital Land Bank for the reuse of the property.

LEGISLATION WILL BE PREPARED BY Law Department

CD-P

CITY OF SCHENECTADY
LEGISLATIVE REQUEST FORM

COMMITTEE ASSIGNMENT: *City Demolition* DATE: November 2, 2016

TO: City Council

FROM: Jaclyn Mancini, Director of Development

SUBJECT: Award the Bid and Contract for the "Demolition and Debris Removal of Select Vacant Properties in the City of Schenectady" to Jackson Demolition Service, Inc. in the Amount of \$223,500

Background Information:

The City of Schenectady is utilizing CDBG funding to acquire and demolish blighted and/or distressed properties citywide.

Evaluation/Analysis:

Two bids were submitted and bids were opened on October 28, 2016. This bid included the following properties:

- 532 Schenectady Street
- 518 Schenectady Street
- 421 Schenectady Street
- 923 Delamont Avenue
- 830 Strong Street
- 1492 Broadway
- 1496 Broadway
- 844 Emmett Street
- 1688 Carrie Street

A bid evaluation team reviewed the received bids. The lowest qualified bidder was Jackson Demolition Service, Inc. of Schenectady, NY at \$223,500.

Recommendation:

I respectfully recommend that the City Council authorize the Mayor to enter into an agreement with Jackson Demolition Service, Inc. for the demolition and removal of debris of select vacant buildings in the amount of \$223,500 to be charged to code CD219072.

LEGISLATION WILL BE PREPARED BY Law Department

Smoking in motor vehicles prohibited.

a. Smoking shall not be permitted and no person shall smoke within a motor vehicle, as defined by the vehicle and transportation law, where a minor under sixteen years of age is a passenger in any such vehicles.

b. a person who holds an electronic cigarette or electronic smoking device, a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other plant or matter that can be smoked to, or in the immediate proximity of his or her mouth, while in such vehicle is presumed to be engaging in smoking with- in the meaning of this section. the presumption established by this paragraph is rebuttable by evidence showing that the person was not smoking a lighted cigar, cigarette, pipe or other matter or substance which contains tobacco or any other plant or matter that can be smoked.

Penalties.

A. Any person who violates this article shall, upon conviction thereof, be liable to a fine of \$50 for a first offense within a one-year period.

B. For a second offense within a one-year period, the fine shall \$100.

C. For a third offense within a one-year period, the fine shall be \$150.

BID SUMMARY TABULATION SHEET**BUREAU OF PURCHASE**

Received by the COMMITTEE ON BIDS of The City of Schenectady, NY at 10:30 A.M. Eastern Standard Time on the 28th day of October, 2016

Bids for: Demolition and Debris Removal of Select Vacant Properties - Phase 8

	PAY ITEM DESCRIPTION	BASE BID	NYS DOL Filing Fee	BIDDER NO . <u>1</u> EXTENSION	BASE BID	NYS DOL Filing Fee	BIDDER NO . <u>2</u> EXTENSION
	532 Schenectady Street	\$32,400	\$4,000	\$36,400	\$19,300	\$4,000	\$23,300
	518 Schenectady Street	\$31,500	\$4,000	\$35,500	\$21,500	\$4,000	\$25,500
	421 Schenectady Street	\$25,400	\$4,000	\$29,400	\$18,700	\$4,000	\$22,700
	923 Delamont Avenue	\$32,800	\$4,000	\$36,800	\$20,800	\$4,000	\$24,800
	830 Strong Street	\$17,900	\$4,000	\$21,900	\$17,000	\$4,000	\$21,000
	1492 Broadway	\$32,900	\$4,000	\$36,900	\$24,000	\$4,000	\$28,000
	1496 Broadway	\$21,460	\$4,000	\$25,460	\$18,300	\$4,000	\$22,300
	844 Emmett Street	\$32,500	\$4,000	\$36,500	\$25,400	\$4,000	\$29,400
	1688 Carrie Street	\$34,100	\$4,000	\$38,100	\$22,500	\$4,000	\$26,500
	Total	\$260,960	\$36,000	\$296,960	\$187,500	\$36,000	\$223,500
Bidder	Company Name	Address		Bid Bond	CAP	Section 3	
1	Cristo Demolition, Inc.	PO Box 1636, Albany, NY 12201		Yes	Yes	Yes	
2	Jackson Demolition Service, Inc.	275 Aqueduct Road, Schenectady, NY 12309		Yes	Yes	Yes	

Richard McIlravy-Ackert, Purchasing Supervisor