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BOSTON, MA

MEETING OF THE
BOSTON WATER AND SEWER COMMISSION
980 HARRISON AVENUE
BOSTON, MA 02119

SEPTEMBER 23, 2013

MEETING NO. 2013-09

REVISED AGENDA

AMENDED AGENDA

- I. Call to Order
 - A. Minutes of the Meeting
 - 1. Minutes of the August 27, 2013 Meeting
 - B. Executive Director's Report
 - C. Information Report
 - 1. Disbursement Ratification for the period August 28, 2013 through September 23, 2013
 - 2. Public Education and Outreach Program Update
- II. General Management Issues
 - 1. August 2013 Capital Improvement Program Budget Variance Report
 - 2. August 2013 Revenue and Expense Analysis
 - 3. August 2013 Monthly Management Report
 - 4. Informational Report on Change Orders Granted August 1, 2013 through August 31, 2013

III. Proposals and Contracts

A. Engineering Department

1. Commission authorization requested for additional funds for BWSC Contract No. 08-309-001, Rehabilitation and Relay of Existing Sewer, Drain and Water Mains in the Back Bay, East Boston Fenway/Kenmore, Hyde Park, Roslindale, Roxbury, South End and West Roxbury. The additional funds are requested to cover the cost of additional work on School Street. Two prior amendments have been authorized for the contract. The original contract value was \$3,750,420.80. Amendment No. 1 authorized \$546,787.53 or 14.6% of the original contract value for two item overruns and nine claims. Amendment No. 2 authorized \$542,692.95 or 14.5% of the original contract value for twelve item overruns and additional work. The total of the three amendments will increase the contract amount by 30.8% to a new contract value of \$4,903,895.28
2. Commission authorization requested to participate in the Water Environment Research Foundation.
3. Commission authorization requested to advertise for bids for Contract No. 12-308-003, Water, Drainage and Sewerage Works Improvements in Dorchester, Jamaica Plain, Mattapan, Roxbury and South End.
4. Commission authorization requested to authorize the Executive Director to amend Contract No. 11-206-004 for additional funding to support Amendment No. 3, as part of the Wastewater and Storm Drainage Facilities Plan Project. The total estimated cost of the amendment is \$246,765.00 and will increase the contract price to \$5,997,459.00.
5. Commission authorization is requested to solicit proposals for a Program to Improve the Commission's Collection System Models.

B. Operations

1. Commission authorization requested to authorize the Executive Director/CFO & Treasurer to reject the award of Contract No.13-201-005 for carpet cleaning services to the apparent low bidder, All Time Service, Inc., of Jamaica Plain, Massachusetts, on the ground that their bid is non-responsive and award Contract No. 13-201-005 to Hexagram of Boston, Inc., of Woburn, Massachusetts, the next lowest eligible and responsive bidder in an amount not-to-exceed \$44,700.00. The contract would be effective for period commencing October 1, 2013 through July 31, 2016.
2. Commission authorization requested to authorize the Executive Director/ CFO & Treasurer to award Contract No. 13-103-010 for the purchase of Ford Brass Parts to Stiles Company, Inc. of Norwood, Massachusetts, the lowest responsible and responsive bidder of three (3) bidders, in an amount not-to-exceed \$54,587.94.
3. Commission authorization requested to authorize the Executive Director/CFO & Treasurer to utilize the United States Postal Service for mail-related services in 2014 in an amount not-to-exceed \$200,000.00.
4. Commission authorization requested to authorize the Executive Director/CFO & Treasurer to advertise a three-year contract for solid waste disposal services for the Commission's facilities. The cost of the three-year service contract is estimated to be \$50,000.00. The contract period would be January 1, 2014 through December 31, 2016.
5. Commission authorization requested to authorize the Executive Director/CFO & Treasurer to advertise a three-year contract for preventive maintenance and repair services for heating, ventilation and air conditioning (HVAC) systems at the Commission's Headquarters Building and Material Handling Facility. The cost of the three-year HVAC service contract is estimated to be \$350,000.00 The contract period would be January 1, 2014 through December 31, 2016.

6. Commission authorization requested to authorize the Executive Director/ CFO & Treasurer to amend Contract No. 13-303-002, "Emergency Repairs to Sewer and Drains". The contract would be amended by increasing the contract amount by \$200,000.00 for a new total contract amount of \$735,075.10. This is an increase of approximately 37% over the original contract amount of \$535,075.10.

C. Administration

D. Finance

1. Commission authorization requested to publicly advertise and solicit proposals to provide Customer Mailing Services for a period of three (3) years.
2. Commission authorization is requested to advertise for bids for fiscal year 2014, contracts of repetitively purchased goods and non-professional services, which are necessary to maintain continuing operations of the Commission.

E. Planning and Development

F. Miscellaneous

IV. Personnel Actions

1. New Hires
2. Sexual Harassment Prevention Training
3. Personnel
4. Delegation of Authority
5. Best Practice Audit for Diversity Initiatives

V. Legal

A. Litigation

B. Contracts

C. Hearings

VI. Other Business

VII. Executive Session

1. Litigation
2. Personnel
3. Consent Decree Compliance