

**TOWN OF BRIGHTON TOWN BOARD  
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE  
MEETING AGENDA**

**Meeting Date: Tuesday, January 2, 2018 (1:00 p.m.)  
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the December 19, 2017 meeting.
2. Bid Award for Bucket Truck Rental with Operator (Public Works) – Request from Tim Keef for Town Board action to award a bid for bucket truck rental (inclusive of operator) for 2018 to the lowest responsive bidder, Davey Tree Expert Company, for an amount not to exceed \$38,976 (see letter from T. Keef).
3. Bid Award for HVAC (Public Works) – Request from Mike Guyon for Town Board action to award a bid to furnish and install two rooftop HVAC units at the DPW Operations Center to EMCOR Service Betlem at a cost of \$24,186 plus authorization of the Supervisor to execute any change orders up to 10% (collectively) of the bid award (see letter from M. Guyon).
4. Agreement for Animal Boarding and Veterinary Services (Police Dept.) – Request from Chief Mark Henderson for Town Board action to authorize the Supervisor to execute an agreement for boarding and veterinary services with the Animal Hospital of Pittsford for 2018 (see letter from M. Henderson).
5. Executive Session – employment of particular people.

**The next regularly scheduled meeting of the FASC will be held Tuesday, January 16, 2018 at 3:30 p.m. in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.**

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## Public Works Department



**Brighton**

**Tim Keef, P.E.**  
Commissioner of Public Works

December 28, 2017

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, New York 14618

re:     Award of Contract  
          Rental of Bucket Truck with Operator

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Dear Chairman DiPonzo and Committee Members:

I recommend that a bid be awarded for the above equipment rental to the low, responsive bidder, Davey Tree Experts Company, in the base bid amount of \$168.00/hour, not to exceed 232 hours and \$38,976.00.

The bid was publicly advertised and publicly opened, all as required by law. A copy of the bid tabulation is attached for your reference. Funds are available in the 2018 budget, A.DPW 8560 4.43 account, for this purpose.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 2, 2017 meeting in the event that you have any questions regarding this matter.

Very truly yours,

  
Timothy E. Keef, P.E.  
Commissioner of Public Works

TEK/wp

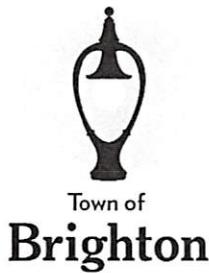
cc:     T. Anderson  
          A. Banker  
          S. Zaso  
          M. Hussar  
          K. Gordon

FASC.HWY.BUCKET.TRUCK.TREES.AWARD.JAN.2018.01

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## BID TABULATION

Project Name:		2018 Bucket Truck					Work Order #:	
Contract For:		Highway					Time:	10:00 AM
COMPANY INFO								
Company:	Terry Tree Service							
Contact:								
Address:	225 Ballantyne Road							
City:	Rochester	State:	NY	Zip:	14623			
Phone:		Fax:						
email:								
website:								
Comments:								
Base Bid:	\$	225.00						
Alt 1:								
Alt 2:								
Grand Total:	\$	225.00						
SECTION CHECKLIST								
<input type="checkbox"/>	300-1.3 Bid Security 5%							
<input type="checkbox"/>	300-1.4 Addendums							
<input type="checkbox"/>	300-2.4 Signatures							
<input type="checkbox"/>	410 Bid Security Form							
<input type="checkbox"/>	440 EEO							
<input type="checkbox"/>	450 Bidder Responsibility							
<input type="checkbox"/>	470 Corporate Resolution							
<input checked="" type="checkbox"/>	480 Non-Collusive							
<input type="checkbox"/>	485 MacBride							
<input type="checkbox"/>	490 Site Investigation							
Base Bid:	\$	168.40						
Alt 1:								
Alt 2:								
Grand Total:	\$	168.40						
SECTION CHECKLIST								
<input type="checkbox"/>	300-1.3 Bid Security 5%							
<input type="checkbox"/>	300-1.4 Addendums							
<input type="checkbox"/>	300-2.4 Signatures							
<input type="checkbox"/>	410 Bid Security Form							
<input type="checkbox"/>	440 EEO							
<input type="checkbox"/>	450 Bidder Responsibility							
<input type="checkbox"/>	470 Corporate Resolution							
<input checked="" type="checkbox"/>	480 Non-Collusive							
<input type="checkbox"/>	485 MacBride							
<input type="checkbox"/>	490 Site Investigation							
Base Bid:	\$	168.00						
Alt 1:								
Alt 2:								
Grand Total:	\$	168.00						
SECTION CHECKLIST								
<input type="checkbox"/>	300-1.3 Bid Security 5%							
<input type="checkbox"/>	300-1.4 Addendums							
<input type="checkbox"/>	300-2.4 Signatures							
<input type="checkbox"/>	410 Bid Security Form							
<input type="checkbox"/>	440 EEO							
<input type="checkbox"/>	450 Bidder Responsibility							
<input type="checkbox"/>	470 Corporate Resolution							
<input checked="" type="checkbox"/>	480 Non-Collusive							
<input type="checkbox"/>	485 MacBride							
<input type="checkbox"/>	490 Site Investigation							
Base Bid:	\$	195.00						
Alt 1:								
Alt 2:								
Grand Total:	\$	195.00						
SECTION CHECKLIST								
<input type="checkbox"/>	300-1.3 Bid Security 5%							
<input type="checkbox"/>	300-1.4 Addendums							
<input type="checkbox"/>	300-2.4 Signatures							
<input type="checkbox"/>	410 Bid Security Form							
<input type="checkbox"/>	440 EEO							
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<input type="checkbox"/>	470 Corporate Resolution							
<input checked="" type="checkbox"/>	480 Non-Collusive							
<input type="checkbox"/>	485 MacBride							
<input type="checkbox"/>	490 Site Investigation							
Base Bid:								
Alt 1:								
Alt 2:								
Grand Total:								



# Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

**Michael Guyon, P.E.**  
Town Engineer

December 27, 2017

The Honorable Finance and Administrative Services Committee  
Town of Brighton  
2300 Elmwood A venue  
Rochester, New York 14618

Re: Town of Brighton Operation Center  
HVAC Rooftop Unit Replacement  
Contract Award

Dear Councilperson DiPonzo and Committee Members:

The bids for the above referenced project were publicly advertised and publicly opened, all as required by law. Bids were received and opened on December 22, 2017 at 10:00 AM.

Thirteen HVAC contractors obtained bidding documents. However, only three contractors submitted bid proposals. Table-1 lists the contractors and their corresponding bid pricing. EMCOR Services Betlem whose bid amount is \$24,186.00 is the low bidder.

Table-1

Contractor	Bid Price
EMCOR Service Betlem	\$24,186.00
Triple O Mechanical Inc.	\$42,926.00
Pipitone Enterprises, LLC	\$28,890.00

Town staff reviewed the bids for completeness and accuracy and contacted EMCOR Services Betlem to confirm that their bid was complete. Based upon staff's review the low bid submitted by EMCOR Service Betlem is a true representation of the costs to complete the project and the contractor is qualified to complete the works of the Contract.

The bid amount is less than the amount budgeted for the building improvements, \$44,000. Therefore, I am requesting that FASC recommend that the Town Board award the bid to replace the two rooftop HVAC units on the Town of Brighton Operations Center to the low, responsible and responsive bidder, EMCOR Service Betlem for a bid cost not to exceed \$24,186.00. I further recommend that the Supervisor be authorized to execute any necessary change orders that do not collectively exceed ten percent of the awarded contract price.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled January 2, 2018 meeting in the event that you have any questions regarding this matter.

Respectfully,  
  
 Michael E. Guyon, P.E.  
 Town Engineer

cc: T. Keef  
S. Zaso  
T. Anderson



# Town of Brighton

**POLICE DEPARTMENT**  
2300 Elmwood Avenue  
Rochester, New York 14618-2196



4a.

**Mark T. Henderson**  
Chief of Police

Emergency 911  
Administrative (585) 784-5150  
Fax: (585) 784-5151

December 26, 2017

Honorable Town Board  
Finance/Administrative Services Committee  
Town of Brighton  
2300 Elmwood Avenue  
Rochester, NY 14618

## **RE: 2018 Boarding and Veterinary Services Agreement**

Dear Board Members:

I recommend that the Supervisor be authorized to execute an agreement between the Animal Hospital of Pittsford and the Town of Brighton for the provision of boarding and veterinary services. This contract is for the period beginning January 1, 2018 through December 31, 2018. This year's proposed contract represents a slight increase in some of the fees for services provided by the Pittsford Animal Hospital.

Possible alternatives to Pittsford Animal Hospital have been researched; however no other animal hospital offers a 24 hour emergency service site to compare to the Animal Emergency Services. AES is a division of Pittsford Animal Hospital.

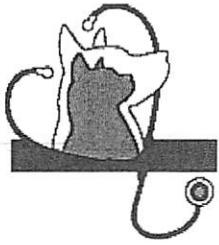
Thank you for your consideration. I would be happy to answer any questions you may have regarding this request.

Respectfully,

Mark T. Henderson  
Chief of Police

MTH:jpo  
Attachment

c: Captain David Catholdi  
Bruce Blackman, Animal Control Supervisor



Animal Hospital of Pittsford  
2816 Monroe Avenue  
Rochester, NY 14618  
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Telephone (585) 271-7700  
Fax (585) 244-7287  
[www.pittsfordvet.com](http://www.pittsfordvet.com)

4c  
Hospital Director:  
Todd W. Wihlen, DVM

December 5, 2017

The following proposal is submitted to **Town of Brighton** Animal Control by Pittsford Animal Hospital (AHOP)/Veterinary Specialists and Emergency Service (AES), (hereafter referred to as “provider”) for providing leased space for shelter and professional veterinary services under contract with the Town of Brighton.

1. The contract will be for one year, ending **December 31, 2018**.
2. Provider will provide shelter for stray dogs, cats, and/or injured animals picked up by Brighton Animal Control or good Samaritans within the Town of Brighton. Provider will contact Brighton Animal Control when a Good Samaritan or police officer brings an animal to the hospital. The number of animals sheltered at one time will not exceed six without specific approval of the Hospital Director.
3. Animals placed in the shelter will be provided food, water, and exercise on a scheduled basis. Medical treatment will be administered under the supervision of the hospital veterinarians as approved by the Animal Control Officers.
4. Immediate emergency care, on a minimal life support basis, will be provided for any animal in critical condition or experiencing undue suffering at the veterinarian’s discretion. In these cases, the Animal Control Officer will be notified as soon as possible.
5. The Brighton Animal Control Officers will communicate directly with the doctor assigned to the injured animal, or Dr. Wihlen at AHOP in regard to the medical care disposition of the animal.
6. Animals with chronic medical problems will not be treated for their problems at Town of Brighton expense.
7. Emergency care for animals picked up after the hospital is closed will be handled by the Veterinary Specialists and Emergency Service at 825 White Spruce Blvd. **However, all strays must be picked up from Veterinary Specialists and Emergency Service and transferred to Animal Hospital of Pittsford by 10AM on the first morning that Animal Hospital of Pittsford is open for business.** Well animals picked up by the town may be brought to Pittsford Animal Hospital for impounding on Sundays and holidays when a kennel worker is present to admit the Animal Control Officer to the hospital.
8. All initial communication with the public will be handled through the Brighton Animal Control. This will include initial lost dog inquiries, initial injured animal inquiries, and updated vaccinations information. The hospital will release animals to owners/harborers only when the proper release forms have been obtained, fees have been satisfied, and/or on direct instructions from the Animal Control Officers.
9. Fees to be collected by the Brighton Town Clerks Office or Brighton Animal Control Officers prior to the release of any animals include charges for seizure, boarding, and license fees.

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10. All fees owed to the Provider for services rendered, except boarding, will be paid directly to the Hospital by the animal owner/harborer.
11. Provider will bill the Town of Brighton on a monthly basis for boarding, euthanasia, and cremation fees accrued during the month.
12. All adoptable animals that are not claimed upon completion of the required impound period are to be taken to the Monroe County Humane Society by Brighton Animal Control, dependent upon the Humane Society's willingness to accept the animals.
13. A schedule of fees is attached.

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## SCHEDULE OF FEES FOR PROFESSIONAL SERVICES

Leased space and proposed fees for the boarding of stray/injured animals and professional veterinary services for the Town of Brighton Are as follows:

1. Sheltering of animals to include caging, food, and limited exercise (calculated on a 24 hr basis).

Dogs--\$28.00 per day at Veterinary Specialists and Emergency Service

Dogs--\$15.00 per day at Animal Hospital of Pittsford

Cats--\$17.00 per day at Veterinary Specialists and Emergency Service

Cats--\$9.00 per day at Animal Hospital of Pittsford

2. Emergency care at the Veterinary Specialists and Emergency Services with Animal Control Officer having direct access to the facility and a veterinarian available in residence 24 hours a day including all weekends and holidays, physical examinations, and recommendations for further diagnosis and treatment.

Emergency exam--\$50.00

3. Minimal life support will have to be determined on a per case basis dependent on the extent of injuries in need of immediate medical attention. In all cases, Brighton Animal Control will be notified immediately of the anticipated expenses.

If paid by owner/harborer--standard hospital charges.

If paid by Town of Brighton--20% professional services discount of standard hospital fees.

4. A standard fee of \$22.00 will be charged for all animal euthanizations, regardless of size, requested by Brighton Animal Control.

5. A standard cremation fee of \$ 65.00 per dog and \$40.00 per cat will be charged for all animal cremations, if requested by Brighton Animal Control.

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Todd Wihlen, D. V. M.  
Director, Pittsford Animal Hospital

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William Moehle  
Supervisor, Town of Brighton