

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

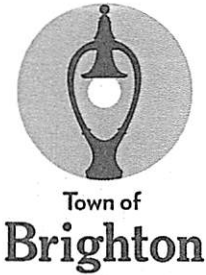
**Meeting Date: Wednesday, August 7, 2019
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the July 17, 2019 meeting and the Special Meetings held on July 19 and July 26, 2019.
2. Authorization for the solicitation of a Request for Qualifications for wireless telecommunications update (Public Works) - Request from Mike Guyon for Town Board action to authorize a solicitation of a Request for Qualifications to assist the Town in updating its local laws with regard to wireless telecommunications and small cell regulations. When the Town Laws were adopted in 1997 and codified, wireless cell infrastructure was not anticipated. The FCC's Small Cell Order 18-133 (effective 1/14/2019) should be compared to the Town regulations (see letter from M. Guyon).
3. Bids for Replacement Ambulance (Finance Dept.) – Request from Paula Parker for Town Board authorization to seek bids for one replacement ambulance for the Ambulance Services Special District (see letter from P. Parker and memo from D. Mietz (BVA)).
4. Recommend adoption of the 2020-2022 Capital Improvement Program (Finance Dept.) – Request from Paula Parker for Town Board action to approve and adopt the 2020 – 2022 Capital Improvement Program financial plan (see letter from P. Parker).
5. Authorize contract with Sirness Vending Services (Finance Dept.) – Request from Paula Parker for Town Board action to approve and authorize the Supervisor to execute a contract with Sirness Vending Services for the placement of vending machines in Town Hall. SVS will contribute \$250 to the Town annually (see letter from P. Parker).
6. Budget Workshop Schedule: Wednesday, August 14th and Wednesday, August 21st at 4:00 PM. Discuss the 2020 Tax Cap and budgets with the FASC Committee.

The next regularly scheduled meeting of the FASC will be held on **WEDNESDAY, August 21st, 2019 at 8:30 a.m.** in the Stage Conference Meeting Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.

****AS PER THE REGULAR SCHEDULE****

****NOTE NEW DAY AND TIME AS PER THE SUMMER SCHEDULE****



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Public Works
Department

Mike Guyon, P.E.
Commissioner of Public
Works

July 25, 2019

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

Re: Request for Qualifications
Wireless Telecommunications and Small Cell
Regulations Update

Dear Councilperson DiPonzio and Committee Members:

The Town of Brighton's wireless telecommunication facility regulations were originally adopted in 1997 and codified as Article VIII in Chapter 207 of the Town of Brighton Comprehensive Development Regulations. Recently, the Town has been approached by "small cell" providers seeking to locate infrastructure both in the Town's right-of-way and on private property. Small cell technology was not contemplated when regulations were adopted in 1997. In addition, the Town is aware of the FCC Small Cell Order 18-133 that became effective on January 14, 2019. This order may conflict with the Town's current Wireless Communication Structures and Devices code.

Mindful of the need to undertake a comprehensive review of the federal regulatory trends in this area, the Town staff is requesting that the FASC recommend that the Town Board authorize the solicitation of a Request for Qualifications seeking specialized services of a consultant to assist the Town in updating its local laws with regard to wireless telecommunications and small cell regulations. The objective of this evaluation is to adopt new regulations that are reflective of modern practices, new and emerging technologies, and are compliant with all applicable regulations and case law.

No action as to awarding a contract will be considered without returning to this committee.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled August 7th, 2019 meeting in the event that you have any questions regarding this matter.

Respectfully,

Michael E. Guyon, P.E.
Commissioner of Public Works

cc: R. Boehner
S. Parker

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Finance Department



Paula Parker
Director of Finance

August 7, 2019

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

RE: Authorization to Seek Bids for a Replacement Ambulance

Dear Board Members:

I am requesting that Your Honorable Body authorize the Administration to seek bids for the purchase of a replacement ambulance by the Ambulance Services Special District. This ambulance would be utilized by Brighton Volunteer Ambulance, Inc. to respond to calls for service primarily in the District.

Once again, Brighton Volunteer Ambulance will be purchasing the smaller, sprinter style chassis. The bid specs for this purchase have been developed by BVA's rig committee and this committee will also review the bids submitted and make a recommendation to the Town Board.

I would be happy to respond to any questions that members of the Committee or other members of the Town Board may have regarding this matter.

Sincerely,

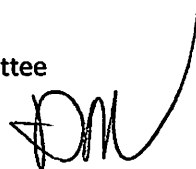
Paula Parker
Director of Finance



OFFICIAL MEMORANDUM

DATE: August 7, 2019

TO: Town of Brighton Finance Committee

FROM: Dennis Mietz, Vice President 

SUBJECT: AMBULANCE REPLACEMENT #3079

Due to a major mechanical failure of the air-conditioning system with 3079, we are recommending not to incur a \$7,000.00 repair on this vehicle we will surrender in May of 2020. Anything else which could go wrong would add to this unjustifiable expense.

In order to avoid said repair, I am asking the Town to move up the purchase of the replacement 3079 from May 2020 to January 2020. In order to complete the legally required process and respect the town budget, we cannot take a delivery prior to December 31, 2019.

In the bidding process, we will request a loaner ambulance, so we can retire 3079 as soon as possible since it cannot be used without air-conditioning.

Please find attached the rig committee specification requiring approval so we can begin the process. I formally request we move the delivery of the replacement 3079 to January 1, 2020. The future replacement schedule will also be unchanged. The next vehicle will be seven years and eleven months to keep the schedule the same.

BRIGHTON VOLUNTEER AMBULANCE 2019 RIG SPECIFICATION

One 2019 or Newer and Unused 2019 Type II Mercedes Sprinter Ambulance

The following specification describes a new ambulance to be acquired by the Brighton Ambulance District. This specification details the needs of this department relevant to the chassis requirements and patient compartment design. This department requires a modern, state-of-the-art vehicle with similar electronic, mechanical, and structural design that uses no absorbent degradable materials at exposed points. Prototype work with previously unproven manufacturing success will not be considered.

The standard for the configuration and design of this ambulance will meet or exceed current NFPA specifications for ambulance manufacturing. Manufacturers who are unwilling or unable to meet the requirements herein will not be considered.

The purpose of this specification is to provide a minimum standard which meets the requirements of the Brighton Ambulance District. The bidder is responsible for understanding that this specification establishes critical design criteria for design, performance, equipment, and appearance of the ambulance. This specification calls for a fully sealed exterior, as well as interior surfaces that are non-porous and impervious to materials including water, cleaning products, and bodily fluids.

Any areas which do not comply with the specification must have a supplemental detailed explanation to the reason the bidder is taking exception.

Does bid comply with specification as written? *Yes* *No*

The award of this bid does not call solely on the price alone. Award will be based on submitting all required/requested information, clarity of bid, and adherence to all specified terms.

The dealer must supply the following supplemental documentation with their sealed bid:

- Dealer name
- Dealer number
- Address
- Sales contact
- Sales phone number

The bidder must have been in the business of ambulance sales for no less than five (5) years. The bidder shall provide, with their bid, a list of at least twenty-five (25) clients who have taken delivery of units by the bidder within the last five (5) years, with a further minimum of ten (10) references (with contact information) whom have taken delivery of units by the bidder within the last two (2) years in the State of New York.

Does bid comply with specification as written? *Yes* *No*

This specification requires the production of a new commercially produced ambulance with all aspects meeting or exceeding the latest specifications of KKK-A-1822F and NFPA 1917, particularly where indicated. Furthermore, the bidder shall ensure that the manufacturer of this vehicle has the ability to build a complete ambulance within their

manufacturing facility. This specifically calls for all patient compartment components to be built by the manufacturer with only accessories such as lighting, sirens, and other add on components allowed by third party manufacturers.

To ensure this agency is receiving the safest possible ambulance, the bidder will ensure the body of the ambulance will meet or exceed NFPA 1917 6.3.3-6 and 6.4.2-3. Furthermore, the bidder will provide proof of testing of compliance with AMD 001, "Ambulance Body Structure Test". NO EXCEPTION.

Lastly, the bidder shall demonstrate proof that it is a "member in good standing" with the Ambulance Manufacturers Division (AMD) of the National Truck Equipment Association (NTEA). NO EXCEPTION

Does bid comply with specification as written? *Yes* *No*

Due to the inevitability of contact with materials that create unacceptable hazardous conditions in the patient compartment, there shall be no porous surfaces capable of absorbing such hazards. NO EXCEPTION

Does bid comply with specification as written? *Yes* *No*

The bidder will provide the customer an estimated delivery date within fourteen (14) days of award of the bid, as well as a selection of flooring, upholstery, and graphics colors to make appropriate selections at a pre-build conference. The conference location will be selected by the Town of Brighton and/or Brighton Volunteer Ambulance. No more than a week after the conference, the bidder will present a final approval packet inclusive of drawings, documentation of all exceptions taken and approved, and an estimated timeline and delivery date. These will become part of the bidder's manufacture document. Should the Town determine, by its sole discretion, that the bidder has not properly interpreted these specifications, or does not intend to manufacture the ambulance as specified, or that the service facility is inadequate, the purchase contract will be deemed null and void and the bid bond or check forfeited as liquidated damages.

Does bid comply with specification as written? *Yes* *No*

This specification calls for accepted industry manufacturing procedures and components, with standardization being of utmost importance to the needs of the agency. In certain places, specific components and brands of components have been detailed. Should the bidder utilize brands other than what is specified,, the bidder will provide applicable documentation demonstrating that the utilized brand meets or exceeds the specified brand.

Does bid comply with specification as written? *Yes* *No*

Bidder will supply three (3) complete technical drawings of the ambulance, as well as supporting documentation, advertising, and complete specifications pertaining to the ambulance detailed in the bidders package. NO EXCEPTION

Does bid comply with specification as written? *Yes* *No*

All bid prices shall be complete and include warranty and delivery of the completed vehicle to the purchaser. Payment shall be made in accordance with the terms and conditions of these specifications. Payment will be made upon delivery and acceptance of the vehicle(s) and equipment specified herein. All bid prices and conditions must be specified on the Bid Proposal Form. Bid prices shall be valid for 30 days from the date of the bid opening, or as

otherwise specified in the bid proposal. Payment in full will be made as each unit is received, inspected, and found to comply with these specifications. The vehicles(s) shall be free of damage and properly invoiced.

The minimum acceptable required warranties are: Conversion Warranty, Electrical Warranty, Modular Structural Warranty, and Paint Warranty. The bidder shall include a copy of these warranties within the proposal package. If the bidder does not include a copy of the warranties, the bid will automatically be rejected.

Does bid comply with specification as written? *Yes* *No*

By submission of this signed bid response, the bidder certifies, under penalty of perjury, that to the best of his/her knowledge that the pricing in this bid response has been prepared independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such pricing with any other bidder or competitor. The bidder also acknowledges that the pricing quoted has not been discussed with or disclosed by the bidder prior to the opening of the bid, either directly or indirectly.

Does bid comply with specification as written? *Yes* *No*

In addition, the commitment of the dealership to support the customer after delivery of the new ambulance is imperative. Therefore, as part of their primary business operations, the successful bidder shall have a full-time licensed parts and service center with a valid New York State license number. The service center must have a dedicated customer service telephone number, for technical assistance and parts distribution. This number must be answered from 7:00 A.M. to 5:00 P.M. Eastern Standard Time. Additionally, there must be an after hours contact number allowing the customer to reach a representative 24 hours a day, seven days a week, in the event of an emergency. This number must be a direct number to the manufacturer's representative and not an answering service.

The dealer's brick and mortar service facility shall be no more than two hundred fifty (250) miles from the Town of Brighton. A subcontracted brick and mortar service facility shall not be acceptable. The parts department shall have an inventory of industry related parts that allows the dealership to provide parts "On Call" and/or provide distribution within 24 hours. The dealership shall maintain a full time parts representative who is knowledgeable and responsive to the industry and understands the urgency associated with the timely distribution of the parts and equipment required by their customers.

Does bid comply with specification as written? *Yes* *No*

Should the customer have accessories or materials that will be added to the new ambulance, the purchaser will supply the manufacturer with a list of the components at the time of bid award, along with a delivery schedule for each piece of supplied material. The manufacturer shall provide a complete set of sales drawings for the proposed ambulance.

Does bid comply with specification as written? *Yes* *No*

The manufacturer shall include documentation of all warranties pertaining to the new ambulance. Each warranty shall be specifically detailed, describing what is covered and for how long. Warranties must be described in exact times, and "Lifetime" or "Limited Lifetime" will not be considered acceptable. The warranty information for this ambulance shall be as follows:

- Paint Five (5) year non prorated / 150,000 miles
- Rust Protection Five (5) year non prorated / 150,000 miles
- Electrical Five (5) year / 150,000 miles

- Materials & Workmanship Five (5) year / 150,000 miles
- OEM Materials Two (2) year / 75,000 miles

A written statement of each of the manufacturer's warranties shall be provided with this bid.

Does bid comply with specification as written? *Yes* *No*

The bidder will include the following documentation and equipment upon delivery:

- Aforementioned warranty information
- Chassis maintenance and operating tips
- Four (4) complete sets of keys
- OEM Chassis Manual
- Schematics for all systems
- Warranty and parts list
- Ambulance manufacturer and serial number
- Chassis make, model, and VIN
- GAWR of front and rear axles
- GVWR
- Tire size and air capacity (rated in pounds)
- Engine make and model, with fluid specifications
- Fuel type and capacity
- Paint manufacturer and paint code
- Certification of slip resistance for all stepping, standing, and walking surfaces

Does bid comply with specification as written? *Yes* *No*

Chassis Requirements

The chassis will be a 2019 or newer Type II. The chassis shall have a minimum 144" wheelbase with a Gross Vehicle Weight Rating of minimally 8,850 pounds. The chassis will include the following:

- All OEM features in place
- Chassis application for ambulance
- Premium driver's and passenger seat
- Remote entry key fob
- Warning system for seat belts
- Outside temperature gauge
- Minimum 26-gallon fuel tank
- Front and rear mudflaps
- Front and rear tow hooks
- Steel wheels
- High roof
- Full airbag complement
- Driver and passenger armrests
- Rubber or plastic floor (no carpet in driver compartment)
- DOT/FMVSS required lighting and standard equipment
- Daytime running lights

- Front bumper with integrated siren speakers
- Flip up rear bumper with slip resistant surface
- Running board on passenger side with slip resistant surface
- Running board on drivers side with slip resistant surface

Does bid comply with specification as written? *Yes* *No*

The paint color will be white with clearcoat, as applied by the manufacturer.

Does bid comply with specification as written? *Yes* *No*

A 15-amp automatic eject shoreline will be installed on the driver's side of this vehicle which, when plugged into an external source, shall energize all 125V AC outlets. An indicator light shall be mounted one (1) inch above the auto-eject to positively indicate the vehicle is receiving shore power.

Does bid comply with specification as written? *Yes* *No*

A 1000W inverter will be installed for mobile power of the AC outlets.

Does bid comply with specification as written? *Yes* *No*

The ambulance shall have three (3) 12V outlets: two (2) located in action area and one (1) in front wall cabinetry.

Does bid comply with specification as written? *Yes* *No*

Drivers Compartment Controls

The driver compartment shall contain an emergency vehicle control panel mounted in manufacturers recommended area. Controls for emergency lighting, siren, and radios will be located here. Switches mounted within easy reach of the vehicle operator, for control of the following will be included:

- Module disconnect
- Three-position primary/secondary lighting
- White light cancel
- Left scene lights
- Rear scene lights
- Right scene lights
- Back-up alarm cancel
- Rear dome lights
- Rear Heat/AC
- Siren/Horn selection
- Airhorn (may be manufacturer specific)
- Anti-theft switch (may be manufacturer specific)

This control area will include visual warning devices to indicate that the patient compartment door is open.

Does bid comply with specification as written? *Yes* *No*

The bidder shall install one (1) antenna on the roof of the ambulance for a 700 Mhz antenna. Antenna wires will be run and terminated in the driver compartment for installation of BVA radio equipment.

Does bid comply with specification as written? *Yes* *No*

The entire underbody of the vehicle shall have undercoating for rust prevention and corrosion resistance.

Does bid comply with specification as written? *Yes* *No*

A standard console shall be installed between the driver's compartment seats. It will have two (2) cupholders.

Does bid comply with specification as written? *Yes* *No*

Patient Compartment

The patient compartment doors shall be original in OEM chassis design. The side door shall be sliding, with hold-open feature, and an automotive style window. The rear doors shall be full-size-dual-entry doors with one (1) OEM handle on the primary door. These exterior doors will incorporate two hold-open points to keep doors open: one (1) at ninety (90) and one (1) at two hundred seventy (270) degrees. These doors will have graphics applied in accordance with graphics specification.

Does bid comply with specification as written? *Yes* *No*

Rear entry doors shall allow for a maximum load height of twenty-eight (28) inches.

Does bid comply with specification as written? *Yes* *No*

Interior lights in the patient compartment shall illuminate when an exterior door is opened.

Does bid comply with specification as written? *Yes* *No*

Handrails, to assure providers are able to maintain three points of contact, must be included at all entry and exit points.

Does bid comply with specification as written? *Yes* *No*

All interior components shall be mounted in the structure to prevent separation during normal use of the ambulance. Interior cabinets should be mounted and manufactured in such a fashion to prevent separation from the structure in the event of an accident.

Does bid comply with specification as written? *Yes* *No*

Non-slip floor covering will be applied to the manufacturer's floor design, and extend at least three (3) inches up the sides of the patient compartment. Areas where the floor and sidewalls meet shall be sealed and impervious to fluid to promote infection control.

Does bid comply with specification as written? *Yes* *No*

The patient compartment will include an action area control panel to include the following via tactile rocker switch, rotating switch, or touchpad control:

- Entry light timer
- Main lights high/low
- Cot side light high/low
- Bench side light high/low
- LED cabinet lighting
- Electric O2 controls
- Vent control
- Climate control

Does bid comply with specification as written?

Yes

No

Additional patient compartment specifications:

- Airway seat
- Bench seat
- Center grab rail mounted to ceiling
- Rear entry light on/off (Mercedes specific, if available)
- Rear entry lock/unlock (Mercedes Specific, if available)
- Two (2) centrally-located IV product hangers
- One (1) 110V outlet on roadside wall in action area
- One (1) 110V outlet inside ALS cabinet

Patient Compartment Storage

The interior streetside cabinetry shall provide a minimum volume of thirty (30) cubic feet of enclosed cabinet, compartment, or shelf space. The purchaser prefers fiberglass and aluminum construction. All cabinets shall be mildew resistant, easy to clean, impervious to soap, water, body fluids, and disinfectants. Each cabinet shall include a small white LED strip light (on a switch in action area).

Does bid comply with specification as written?

Yes

No

Interior cabinetry shall include cabinets on the streetside, storage under the bench seat on the curbside, cabinets on the front wall, and glove storage above the bench seat on the curbside.

Streetside Cabinetry

The streetside cabinets will have a three (3) inch allowance (+/-) from stated dimensions. All cabinets will be the maximum allowable depth (per manufacturer). There will be two columns of cabinets, front and rear, and one rear-facing compartment for large equipment storage.

Front Cabinets:

Top- 10" x 42" with sliding lexan doors, holes drilled for sealing cabinets

Middle (above action area)- 10" x 42" with sliding lexan doors, holes drilled for sealing cabinets

Bottom (below action area)- 10" x 42" with sliding lexan doors, holes drilled for sealing cabinets

Does bid comply with specification as written? *Yes* *No*

Rear Cabinets:

Top- 10" x 42" with sliding lexan doors, holes drilled for sealing cabinets

Middle Top- 10" x 42" with sliding lexan doors, holes drilled for sealing cabinets

Middle Bottom- 17" x 42" with sliding lexan doors, holes drilled for sealing cabinets

Bottom- 10" x 17" with sliding lexan doors, holes drilled for sealing cabinets

Does bid comply with specification as written? *Yes* *No*

Rear Facing Compartment:

This will be a full allowable height compartment with a minimal depth of 16 inches, and width to match the above cabinetry. A strap with seat buckle fastener to hold contents within will be affixed to the compartment. This cabinet does not require LED light.

Does bid comply with specification as written? *Yes* *No*

Front Wall

The four (4) front wall cabinets will have a three (3) inch allowance (+/-) from stated dimensions. All cabinets will be the maximum allowable depth per manufacturer.

Top- 25" x 33" with double door, adjustable height shelf, top and bottom latch on the primary door.

Middle- 25" x 16" open shelf with two (2) seat buckle fasteners to secure contents will be added.

Bottom- open access for tracked stair chair, minimum height of 10"

Does bid comply with specification as written? *Yes* *No*

Curbside Cabinetry

Above the bench seat will be storage for medical gloves. The surrounding area will be padded.

Does bid comply with specification as written? *Yes* *No*

A sharps container bracket will be mounted on curbside wall, adjacent to the door. The bracket must accommodate a 5-quart container, rectangular in design.

Does bid comply with specification as written? *Yes* *No*

Bench Seat

The bench seat will be capable of seating and securing two (2) providers. Storage under the bench will be accessed via latches. When the latch is released, the bench seat shall open via gas pistons. Storage for two (2) Medical Oxygen D-Tanks will be located under the bench seat to the rear portion of the compartment, with an access door on the rear aspect of the storage box, accessible from the rear of the vehicle.

Two (2) sets of seatbelts will be located at the back of the squad bench, permanently bolted through mounting plates or better design.

Two (2) straps, from the curbside wall to the face of the bench storage, will be included to allow for transport of a second patient.

Does bid comply with specification as written? *Yes* *No*

Other Patient Compartment Specifications

An exhaust fan will be installed, controlled by a three-speed switch mounted in the action area and curbside control panel.

Does bid comply with specification as written? *Yes* *No*

HVAC equipment will be controlled at the streetside action area control panel via thermostat control. The Heating system will meet the requirements of AMD 012, "Interior Climate Control". The air conditioning system will be capable of a cooling rate of 35,000 BTUs per hour. The blower will be capable of 500 CFM.

Does bid comply with specification as written? *Yes* *No*

A Medic Catcher retention system of mounted webbing will be mounted to the frontmost portion of the bench seat to provide additional protection to providers in the event of sudden stops.

Does bid comply with specification as written? *Yes* *No*

Oxygen and Suction

A main oxygen tank which feeds oxygen to two (2) oxygen ports shall be installed. The tank will be located to the rear of the vehicle on the curbside and held with a universal tank bracket accepting of multiple tank sizes. Two (2) oxygen ports capable of one-hundred (100) liters per minute shall be installed: one (1) located curbside wall adjacent to the side door, and one (1) within the action area. These ports shall include t-style oxygen ports adjustable up to fifteen (15) liters per minute, with threading to allow direct application of different style oxygen tubing.

Does bid comply with specification as written? *Yes* *No*

This bid does not specifically state any onboard suction, as the buyer will install currently owned suction after delivery.

Does bid comply with specification as written? *Yes* *No*

Two (2) IV Hangers will be ceiling mounted: one (1) over the cot to the rear of the vehicle and one (1) over the bench toward the front of the vehicle.

Does bid comply with specification as written? *Yes* *No*

A garbage can will be installed into the bench cabinet.

Does bid comply with specification as written? *Yes* *No*

A Stryker Model 6371 will be mounted according to manufacturer instruction to accept a Stryker PowerPro cot. This retention system must meet or exceed requirements set in AMD 004, "Litter Retention System Static Test". A cot hook will also be factory installed as well. NO EXCEPTION.

Does bid comply with specification as written? *Yes* *No*

Emergency Lighting

The minimum flash rate of any optical source shall be one hundred fifty (150) flashes per minute. All emergency lighting shall comply with NFPA 1917 and AMD 024, "Perimeter Illumination Testing".

Does bid comply with specification as written? *Yes* *No*

Forward Facing Lights

Two (2) Red LED lights will be affixed to the grill of the ambulance.

Five (5) LED lights shall be installed in an aerodynamic cab riser. The colors will be Red/Red/Clear/Red/Red, and mounted within a lexan housing of the cab riser.

Two (2) Red LED lights shall be housed within the cab riser under shatterproof material, facing laterally: One (1) light to the driver's side and one (1) light to the passenger side.

Does bid comply with specification as written? *Yes* *No*

Side Warning Lights

The following section shall be applied to both the street and curbside of the ambulance:

One (1) Red LED light will be installed on the forward fender to provide intersection clearance. This light will work in primary and secondary mode.

Two (2) Red LED upper warning lights will be installed minimally seventy-five (75) inches from the bottom of the chassis. This light will work in primary and secondary mode.

Two (2) White LED upper scene lights will be installed minimally seventy-five (75) inches from the bottom of the chassis. These lights will be activated only by "Scene Light" switches.

Does bid comply with specification as written? *Yes* *No*

Rear Warning Lights

One (1) Blue LED light will be installed in the rear body.

One (1) Red LED light will be installed in the rear body.

Two (2) white LED scene lights will be installed between the red and blue corner lights.

Two (2) Amber LED lights will be installed beneath the two middle white LED scene lights.

Does bid comply with specification as written?

Yes

No

Furthermore, LED emergency lights will be affixed within the rear of the ambulance to be displayed when the rear doors are open. Affixed to the roofline of the ambulance within the patient compartment, these lights shall be mounted in a padded surround. Scene lights will be activated when the doors are open. This light area will include:

Five (5) LED lights, from left to right, Blue/White Scene/Amber/White Scene/Red.

The full light cluster will activate when the primary or secondary lights are engaged, and the rear doors are open.

Does bid comply with specification as written?

Yes

No

Audible Warning Devices

The ambulance shall be equipped with a back-up alarm that activates when the vehicle is placed in reverse. This device will sound intermittently at no less than eighty (80) decibels.

Does bid comply with specification as written?

Yes

No

A 200-watt siren with dual speakers shall be installed. The siren control head will be affixed adjacent to the driver's compartment control panel within easy reach of the driver, so that there is no need to remove the operator's eyes from the road during use. The siren will offer multiple sounds. The siren boxes will be mounted within the front bumper.

Does bid comply with specification as written?

Yes

No

Miscellaneous

The bidder will provide a timeline, in days, for the build. Delivery will be no greater than 120 days from the award notification. The timeline will start with the bid award, and include:

- Bid Award Notification, *Day 0*
- Pre Build Conference, *Day XX*
- Chassis Purchased, *Day XX (Includes color pallet and graphics review)*
- Build Commence, *Day XX*
- Build Completion for Inspection, *Day XX*
- Graphics Application, *Day XX*
- Vehicle Complete, *Day XX*
- Vehicle Delivery, *Day XX*

Does bid comply with specification as written?

Yes

No

The bidder will ensure a delivery procedure to review the vehicle and components, as well as specific features, and allow for the installation of equipment as indicated. The bidder will provide a service technician and primary sale representative to ensure the positive transfer of the vehicle. The bidder will also provide and review the required documents and information from the buyer at the time of delivery.

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Does bid comply with specification as written? Yes No

Bid Alternates

The bidder will provide the following items as Bid Alternates, priced as groups:

Group A: (Attachment A)

- Remove and re-mount hand sanitizer station from existing unit
- Remove and re-mount SSCOR VX-2 Suction unit from existing unit
- Remove and re-mount thermometer mount from existing unit
- Remove and re-mount Harris Mobile radio and speaker from existing unit
- Remove and re-mount two (2) Harris portable radio chargers from existing unit

Group B: (Attachment B)

- Graphics Package completion in accordance with the supplied design

Group C: (Attachment C)

- Pricing and procedures for Loaner Ambulance from date of award notification to receipt of final delivered ambulance as per specification.

The bidders response will include these bid alternates from details found in attachments a & b.

End of Specification

Attachment A: Big Group A

One (1) hand sanitizer station supplied by BVA will be removed from the existing vehicle numbered 3079 and installed in the new vehicle. Its location will be on the forward facing wall of the main oxygen tank enclosure.

One (1) SSCOR VX-2 Suction supplied by BVA will be removed from the existing vehicle numbered 3079 and installed in the new vehicle. Its location will be on the streetside wall in the action area.

One (1) thermometer base supplied by BVA will be removed from the existing vehicle numbered 3079 and installed in the new vehicle. This will be mounted in the action area adjacent to the suction unit.

One (1) Harris Mobile radio and one (1) speaker with associated wiring supplied by BVA will be removed from existing vehicle numbered 3079 and installed in the new vehicle. This will be mounted in a location specified at the time of delivery of the new vehicle. The bidder should be prepared with additional wire should lengths of wire runs vary from vehicle to vehicle.

Two (2) Harris portable chargers supplied by BVA will be removed from existing vehicle 3079 and installed in the new vehicle. These will be mounted to the rear of the console.

Does bid comply with specification as written?

Yes

No

Attachment B: Bid Group B

Striping shall be reflective meeting or exceeding NFPA 1917 requirements. Striping in design will match the existing fleet of ambulances, unless otherwise specified. Striping and lettering shall be applied in the following areas. There are to be no seams in the decals. The bid winner may make slight location alterations no greater than three inches in variance to allow improved appearance if the specified location is interfered with by components of the ambulance such as doors, seams, welds, lights, etc.

1. Variance from existing fleet:
 - a. Rear windows will be totally covered with perforated vinyl in matching chevron pattern with star of life centered within. The perforated vinyl will not be reflective material.
 - b. Add the following, "Facebook Logo", "Twitter Logo" logo in line horizontally with each other centered beneath www.brightonambulance.org, on both street and curbside.

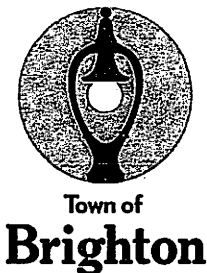




Attachment C: Loaner Ambulance Price and Procedure.

The vendor will supply a price and procedure for utilization of a loan-ambulance from the date of bid award notification to the date of actual final vehicle delivery. This will include:

- Price per day
- Requirements with loaned unit



Finance Department

Paula Parker
Director of Finance

August 7, 2019

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

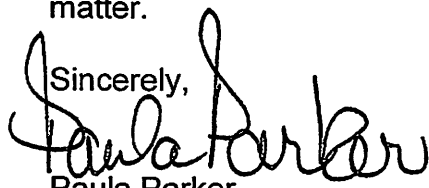
RE: Capital Improvement Plan Adoption for 2020-2022

Dear Board Members:

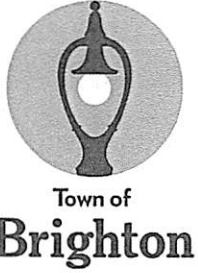
I am recommending that Your Honorable Body adopt the attached proposed 2020-2022 Capital Improvement Plan (CIP). This annually updated planning tool has been subject to the review of the Finance and Administrative Services Committee, the Supervisor's Budget Review Task Force and the Sustainability Oversight Committee.

We believe the proposed 2020-2022 CIP meets all critical Town and Special District capital needs for infrastructure management, park planning and development, major equipment purchases and replacements, and Town facility improvements and repairs. However, it is important to note that the CIP serves primarily as a financial planning tool and that the Capital Budget for each of these years ultimately determines the level of cash capital funding to be provided in each year.

I would be happy to respond to any questions that the Town Board may have regarding this matter.

Sincerely,

Paula Parker
Director of Finance

5a



Finance Department

Paula Parker
Director of Finance

August 7, 2019

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

RE: Sirness Vending Services

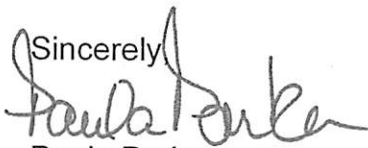
Dear Board Members:

Gary Donofrio from the Facilities Department and I am recommending that Your Honorable Body approve and authorize the Supervisor to execute a contract with Sirness Vending Service. Said contract will allow placement of two vending machines in Town Hall to make available vending machine type refreshments (snacks and drinks) to staff and patrons.

This contract will be effective on September 19, 2019 for a two-year term with additional renewals of two additional one-year terms.

Sirness Vending Services will remit \$250 to the Town annually for placement of these machines.

I would be happy to respond to any questions that the Town Board may have regarding this matter.

Sincerely,

Paula Parker
Director of Finance



STANDARD SERVICE AGREEMENT

This Agreement is made on **07/30/2019** between **SIRNESS VENDING SERVICES**, located at 3595 Buffalo Road, Rochester, NY 14624, and its successors and **Town of Brighton** assigns whose facilities are located at 2300 Elmwood Ave Rochester, NY 14618.

Each Party agrees to the terms set forth below:

Customer does hereby grant SIRNESS VENDING SERVICES exclusive rights to sell and provide coffee, food, beverages, snacks, fruit, ice cream, and related items in automated vending machines and/or micro markets in ~~all mutually agreed upon~~ the following locations:

The term of this agreement shall be for **24 months**, commencing on **09/12/2019**. ~~This agreement shall continue on a month to month basis after conclusion of the above stated term, unless notice to terminate is given.~~ This agreement may be renewed for two one-year-terms, upon written agreement of Each Party.

SIRNESS VENDING SERVICES at its sole expense agrees to provide the following:

- Install vending locations within Customers facilities.
- Repair and Maintenance of Provided Equipment
- Workers' Compensation and Liability Insurance covering equipment, vehicles, and property.
- Quarterly reporting indicating sales and marketing data for each segment of the operations.
- Sirness Vending Service will ~~donate~~ pay \$250.00 annually to the Town of Brighton at the beginning of each 12 month contract period.

CUSTOMER is to provide adequate space, all necessary utilities, and reasonable access to its premises for Sirness Employees as necessary for the operation and maintenance of Provided Equipment.

Termination of this agreement may be made by either party upon sixty days' written notice via registered mail under the following conditions: Customer's right to terminate shall only be exercised in the event that Sirness Vending Services has not fulfilled its obligation to provide proper service and equipment maintenance. Written notification of said failure, with thirty days to correct any deficiency must be given, and if Sirness Vending Services has not made reasonably satisfactory corrections within this time period, termination notice may be served. Sirness Vending Services may terminate with sixty days' notice in the event these services prove to be unprofitable. In no event shall termination of the contract relieve Sirness Vending of its obligation to make its \$250.00 annual payment to the Town nor shall said termination entitle Sirness Vending to any refund of any amount of said annual payment.

This agreement shall be construed and legal relationships between the parties thereto, shall be determined in accordance with the laws of the State of New York. Each Party represents and warrants that its signatory whose signature appears below has been and is on the date of this Agreement duly authorized to execute this Agreement.

5c

FOR: _____

FOR: Sirness Vending Services, Inc.

(signature)

(signature)

(print name)

(print name)

(title)

(title)

(date)

(date)

PRELIMINARY - DRAFT

2020 "Tax Cap" Calculation (Town & Special Districts)

per Chapter 97 of the Laws of 2011

Calculation Component		Amount		Description
1	Prior Year Total Tax Levy (2019)	\$19,961,655	X	Total Levied in 2019 for Town and Special Districts
2	Tax Base Growth Factor	1.0000	+	Adjustment from NYS (takes into account growth of real property base)
3	PILOTS Receivable in 2019	\$495,600	x	Total Payments-in-lieu of Taxes for 2019
4	Allowable Levy Growth Factor	1.02	-	Lesser of Inflation or 2% (the State Comptroller's tax inflation amount is published at 2.0%)
5	PILOTS Receivable in 2020	\$495,600	+	Total Payments-in-lieu of Taxes for 2020
6	Available Carryover from 2019	\$74,875	+	Lesser of 2019 Tax Levy Limit minus actual 2019 Levy, or 1.5% of 2018 Tax Levy Limit before Exclusions, which ever is less
7	Exclusion – Pension	\$0	=	Employee Retirement (ERS) and Police & Fire (PFRS) system contribution rates decreased over previous year
8	2020 Tax Levy Limit	\$20,445,675		The maximum allowable under the State Tax Cap Law without a Town Board override
9	Allowable Increase from 2019	\$484,020		
10	Allowable % Increase from 2019	2.42%		Allowable percentage increase in Total Tax Levy
11	<i>2020 Town Funds Preliminary Tax Levy</i>	<i>\$15,386,870</i>		<i>Town Funds (General, Highway, Library, Debt Service)</i>
	<i>2020 Special District Preliminary Tax Levy</i>	<i>\$5,058,805</i>		<i>All Special Districts</i>
	Total 2020 Preliminary Tax Levy (All Funds)	\$20,445,675		Total Preliminary Tax Levy for all Funds controlled by Town Board
12	2020 Preliminary Budget % Increase	2.42%		Preliminary Budget Tax levy percentage increase for 2020

TOWN OF BRIGHTON

2020 BUDGET PREPARATION - BUDGET WORKSHOP

WORKSHOP AGENDAS ***DRAFT***

Wednesday, August 14, 2019 4:00 PM

Downstairs Meeting Room

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	10 Minutes	Undistributed Revenues
4:10 PM	10 minutes	Brighton Volunteer Ambulance and Ambulance District (3600)
4:20 PM	5 Minutes	Assessor (1355)
4:25 PM	20 Minutes	Public Works, Fire Marshal, Bldg / Planning (1490/3410/8020)
4:45 PM	10 minutes	Facility Operations (1620)
4:55 PM	10 Minutes	Parks (7021-7125 & 8984)
5:05 PM	20 Minutes	Highway Department (A/D HWY)
5:25 PM	15 Minutes	Sanitary Sewer Districts and Extensions (8120 – 8135)
5:40 PM	5 Minutes	Consolidated Sidewalk District (5411)
5:45 PM	15 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session

Wednesday, August 21, 2019 4:00 PM

Downstairs Meeting Room

<u>Time</u>	<u>Allotment</u>	<u>Budget to be Reviewed</u>
4:00 PM	20 Minutes	Brighton Memorial Library (7410)
4:20 PM	5 Minutes	Town Board, Supervisor, Town Attorney (1010,1220,1420)
4:25 PM	10 Minutes	Town Clerk / Rec. of Taxes / Elections / Central Services
4:35,PM	5 Minutes	Town Historian, Historic Preservation Comm. (7510/7515)
4:40 PM	5 Minutes	Personnel Office (1430)
4:45 PM	5 Minutes	Information Systems (1680)
4:50 PM	20 Minutes	Police Dept. and Animal Control (3120 & 3510)
5:10 PM	15 minutes	Recreation Department (6772 - 8983)
5:25 PM	10 Minutes	Justice (1110)
5:35 PM	10 Minutes	Finance (1310, 1320)
5:45 PM	5 Minutes	Brighton Cable Commission (8060)
5:50 PM	10 Minutes	Question and Answer Period, Open Issues
6:00 PM		End of Budget Workshop Session