



D&B ENGINEERS AND ARCHITECTS

330 Crossways
516-364-9890 • 718-460-3634

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Principals

Steven A. Fangmann, P.E., BCEE
President & Chairman

Robert L. Raab, P.E., BCEE, CCM
Senior Vice President

William D. Merklin, P.E.
Senior Vice President

Joseph H. Marturano
Senior Vice President

September 7, 2022

Louis Saulino, P.E., Director
Department of Public Works
City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

Re: Proposal for Engineering Services
Permanent Packed Tower Aeration System at Duck Pond Road Station
BODR, Design and Permitting Services

Dear Mr. Saulino:

In accordance with our on-call agreement, D&B Engineers and Architects, D.P.C (D&B) is pleased to submit this proposal to prepare plans and specifications, assist with permitting and to provide bidding services for the construction of a packed tower aeration system (PTAS) for Wells 30, 31 and 32 at the Duck Pond Road site to address Freon 22 contamination in Wells 30 and 31. A separate proposal will be submitted for the bidding and construction phase services upon request by the City.

PROJECT UNDERSTANDING

Because all three wells are screened at similar depths in the Magothy aquifer, it is likely that Well 32 will be impacted by Freon 22 at some time in the future. Therefore, the facility will be designed to treat all three wells located at the Duck Pond Road site.

Although the existing facility currently includes granular activated carbon (GAC) filtration, it is not capable of removing Freon 22 without being quickly exhausted. Therefore, a PTAS must be constructed to address this contaminant. An evaluation of the historical water quality will be performed during the Basis of Design Report (BODR) preparation. This will include proposed regulatory changes that are expected within the next year. The final design will be based on the recommendations of the BODR. It is our understanding at this time, that no treatment for 1,4-dioxane or nitrates is anticipated at this facility in the future. However, the existing GAC treatment may need to remain in operation downstream of the PTAS to address proposed PFAS regulations.

It is recommended that a single treatment facility be constructed with two separate treatment trains. Each treatment train will be designed with sufficient capacity to treat two of the three wells. Piping and valves will be provided to allow operation of any two wells through either treatment train. This provides operational redundancy which allows the continuous operation of at least two wells in the event of a failure that renders one of the treatment trains inoperable.

Louis Saulino, P.E., Director
Department of Public Works
City of Glen Cove
September 7, 2022

Because this facility is located in a residential neighborhood, it is our understanding that the City would like the packed tower and associated equipment to be installed inside a building enclosure. The building design will include architectural features appropriate for the location and in accordance with the direction of the City. Additionally, the design will include sound attenuation features to mitigate potential complaints from neighbors relating to noise.

The existing chemical storage and feed equipment includes sodium hypochlorite for disinfection and sodium hydroxide for pH adjustment. These chemicals are injected in a central location for Wells 30 and 31, after the GAC treatment and before the water enters the on-site storage tank. A separate chemical storage and feed system exists for Well 32. The chemicals for Well 32 are injected after its dedicated GAC treatment system and treated water is discharged directly into the distribution system. To simplify the future plant operation, these systems will require the following modifications:

- The existing sodium hydroxide storage tank, feed pumps, chemical safety panel and injection locations for Wells 30 and 31 will remain as is.
- The existing sodium hydroxide storage tank, feed pump and chemical safety panel for Well 32 will remain as is. The injection location will be relocated to the well discharge pipe before it leaves the well house.
- A new sodium hypochlorite storage and injection system will be provided in the proposed PTAS building. Treated water from the existing GAC facilities will be routed through the PTAS building before being discharged to either the on-site storage tank or distribution system.
- The existing sodium hypochlorite storage and injection systems for all three wells will be demolished.

The existing facility is designed such that the flow from Wells 30 and 31 is discharged directly into the ground level water storage tank. Booster pumps are used to pump the water from the tank into the distribution system. Well 32 is designed to discharge directly into the distribution system. The proposed facility will include clearwells that collect the partially treated water downstream of the PTAS. Booster pumps will draw water from the clearwells and pump it through the existing GAC systems and proposed chemical injection systems. The proposed booster pumps will be designed to allow the treated water in each treatment train to be discharged to either the ground level water storage tank or the distribution system. This will allow flexibility in the operation that currently does not exist. For example, if the existing ground level storage tank or booster pumps are out of operation for any reason, the facility will still be capable of producing the full capacity of all three wells. The well pump and motor starter for Well 32 will be downsized for the proposed treatment arrangement. It is our understanding that the well pumps and motor starters for Wells 30 and 31 do not need to be modified for this project. Therefore, the design of new pumps for these wells is not included in this proposal.

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Based on a cursory review of the recent water quality data, it is anticipated that treatment of the air discharge will not be required to meet New York State Department of Environmental Conservation (NYSDEC) or NCDH regulations. The design of off-gas treatment is therefore not included in this proposal. However, the design will include provisions for adding off-gas treatment in the future should regulations change.

The City has indicated that the project should include the expansion of the existing entrance and driveway to a width of 24 feet. The contract documents will include a separate bid item for this work as the City may have the opportunity to obtain funding from another source for this portion of the work.

It is our understanding that the existing blowoff system has adequate capacity for the proposed improvements. No blowoff improvements are anticipated or included in this project.

The City has indicated that the existing site and access road drainage system shall be evaluated and improved, if required. D&B will perform this evaluation and design on-site improvements as required. No off-site conveyance system is anticipated or included.

D&B will retain the services of a third-party markout company to locate the existing underground utilities. D&B will retain the services of a licensed land surveyor to prepare a full property line and as-built topographic survey of the existing site and access road.

D&B will retain the services of a licensed Landscape Architect to prepare a landscaping plan to provide a visual buffer from adjacent properties. It is assumed that this will include a combination of retaining a portion of the existing natural growth and additional plantings as required to maintain a visual buffer from adjacent properties.

The electrical service to the site will be upgraded to accommodate the additional loads associated with the PTAS. A new generator will be included suitable to power all the existing and proposed electrical loads. A new motor control center (MCC) and controls will be provided within the new facility and as required for the PTAS equipment. The existing electrical equipment in the Booster Station will not be upgraded as part of this project. However, power for this equipment will be provided from the new electrical distribution equipment within the PTAS.

It is our understanding that the City is working on a separate project to perform systemwide SCADA improvements. D&B will coordinate with the selected SCADA vendor to integrate the PTAS controls with the proposed SCADA system. It is assumed that improvements to the existing on-site SCADA system will be included in the systemwide project. These improvements are not included in this project.

It is assumed that this project will be considered a Type 2 Action under the SEQR process. D&B will prepare the required form for the City's use. This proposal does not include any other environmental permitting work.

D&B ENGINEERS AND ARCHITECTS

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A temporary PTAS facility was constructed at the site in 2018. It is our understanding that this facility is to remain in operation throughout the duration of the construction of the permanent facility. The project will include the demolition and removal of this facility upon completion of the permanent facility. In the interim, it is our understanding that City staff will construct a temporary enclosure over the blower equipment to reduce the noise that can be heard on adjacent residential properties. D&B will assist the City with developing the proposed sound attenuating enclosure configuration.

Because this project does not include any demolition of existing facilities beyond that described above, it is not anticipated that any hazardous materials investigation or remediation work will be required. This proposal therefore does not include any hazardous materials investigation or remediation design effort.

It is our understanding the City has been awarded grants through the Water Infrastructure Improvements Act (WIIA) totaling \$6,000,000. Per our discussion, it is the City's intent to use these funds to pay only for the construction contracts related to this project. Therefore, this proposal does not include compliance with any of the Minority or Woman Owned Business (MWBE) or Disabled Veteran Owned Business (SDVOB) requirements associated with the grant funding. However, the contract documents will include the required documents for MWBE and SDVOB participation in the construction contracts.

The Design Report and Bid Documents will be submitted to the Nassau County Department of Health (NCDH) and the New York State Department of Health (NYSDOH) for approval prior to starting construction. No other regulatory permits or approvals are required or included in this proposal.

The estimated project cost included in the grant application report prepared in July 2021 was \$16,300,000, including engineering fees. Based on recent bid results and because of significant inflation experienced in the past year, it is possible that the actual cost will be higher. The actual cost will depend on the type of architectural finishes and other features selected by the City. D&B will evaluate alternatives to reduce the construction cost while meeting the treatment objectives. An updated cost estimate will be included in the final BODR to allow the City to plan for the required funding.

Because the cost of the project exceeds \$1,500,000, the bid documents will be prepared for public bidding with multiple prime contractors. It is expected that this project will include general construction, plumbing construction and electrical construction contracts.

SCOPE OF SERVICES

Basis of Design Report (BODR)

1. Meet with the City to obtain necessary data and to discuss the project details.
2. Procure a radius search of known contamination sites surrounding the wells.

D&B ENGINEERS AND ARCHITECTS

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Department of Public Works
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3. Request documentation from NYSDEC and/or USEPA for relevant contamination sites.
4. Evaluate treatment alternatives.
5. Prepare a draft design report for review by the City.
6. Prepare a cost estimate for the recommended treatment system.
7. Meet with the City to discuss their comments on the draft report.
8. Prepare a final design report incorporating the City's comments and submit the report to NCDH for approval.

Detailed Design and Permitting Services

1. Retain a third-party company to mark out the underground utilities at the site.
2. Retain a licensed land surveyor to prepare a property line and topographic survey of the site.
3. Solicit bids for soil borings and geotechnical report for the proposed PTAS building.
4. Prepare conceptual architectural plans and elevations for review by the City.
5. Meet with the City to review the conceptual architectural plans and elevations.
6. Prepare draft plans and specifications for review by the City.
7. Meet with City to review comments on the draft submittal.
8. Finalize contract documents for bidding.
9. Submit the necessary forms, drawings and specifications to the NCDH and NYSDOH for approval.
10. Prepare SEQR Short Form for Type 2 Action.

FEES

The fees for the engineering services described in above, will not exceed the following:

Basis of Design Report (BODR)	\$30,630.84
Detailed Design and Permitting Services	\$557,850.17
TOTAL	\$588,481.01

D&B ENGINEERS AND ARCHITECTS

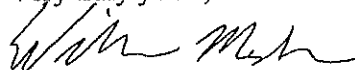
Louis Saulino, P.E., Director
Department of Public Works
City of Glen Cove
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In accordance with our on-call agreement, a manhour and fee summary are attached showing the estimated labor costs and expenses for each task. The above fees include the cost for subconsultant costs for utility markout, surveying, landscaping, soil borings and geotechnical report. Costs for postage, mileage and reproduction are also included in the above fees.

We appreciate the opportunity to work with you on this project. D&B understands that time is of the essence for this important project. We are prepared to commence work immediately upon receipt of your authorization. If this proposal meets with your approval, please sign, and return this letter to authorize the work. If you have any questions, please feel free to call me.

Very truly yours,



William Merklin, P.E.
Senior Vice President

WDMt/kb
attachment
♦PX11557AWDM090722LS-Ltr

ACCEPTED BY:

Signature

Date

Name

D&B ENGINEERS AND ARCHITECTS, D.P.C. - COST PROPOSAL

City of Glen Cove

Duck Pond Road PTAS (2022 Revision)

MANHOURLY AND FEE SUMMARY

ON-CALL CONTRACT ALLOWABLE RATES						
		Max Allowable Rate = \$		195.00	\$	160.00
		Allowable Multiplier =		3.0		2.3
Initials	Name	Base Rate	Design & Construction Rate	Inspection Rate		
WM	William D. Merklin	155.87	155.87	127.17		
YO	Dirr, Kurt	55.29	155.87	127.17		
BG2	Gleason, Ben	33.65	100.95	77.40		
KA	Alesius, Keith	59.14	177.42	135.02		
RD	Dickman, Robert	84.13	195.00	160.00		
JC	Castro, Jonathan	32.65	97.95	75.10		
ACZ	Cucuzzo, Anthony	62.51	187.53	143.77		
JM	Marlin, Jacob	57.89	155.87	127.17		
IK	Kozik, Ed	51.87	155.87	127.17		
EH	Hofgren, Michael	64.90	194.70	149.27		
MR	Hofgren, Michael	79.59	195.00	160.00		
CD	Desmond, Chris	71.21	195.00	160.00		
CC	Collaro, Christopher	38.46	115.38	88.46		
BB	Bayoneto, Ben	56.11	168.33	128.08		
JG2	Grob, John	35.00	108.00	82.80		
MP	Purgar, Matthew	42.77	128.11	95.82		
LP	Lau, Stephen	31.48	94.44	72.40		
SL1	Lau, Stephen	55.29	155.87	127.17		

		STAFF NAME																NOT-TO-EXCEED FEES					
Task	Description	Merklin, William D.	Dirr, Kurt	Gleason, Ben	Alesius, Keith	Dickman, Robert	Castro, Jonathan	Cucuzzo, Anthony	Marlin, Jacob	Byers, Meredith	Kozik, Ed	Hofgren, Michael	Desmond, Chris	Collaro, Christopher	Bayoneto, Ben	Grob, John	Purgar, Matthew	Lackner, Joe	Lau, Stephen	Labor Cost	Expenses	Total Fee	
1	BOOR	4	40	32	32	24	8	8	8	8	4	0	24	0	0	0	0	0	2	24	\$ 22,130.84	\$ 1,500.00	\$ 30,630.84
2	Design and Permitting	35	444	436	352	172	424	196	316	0	0	24	0	114	344	202	392	91	6	80	\$ 503,350.17	\$ 54,500.00	\$ 557,850.17
3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -
4		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -
5		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -
TOTALS		39	484	468	376	180	432	204	324	4	24	24	24	114	344	202	392	91	8	104	\$ 532,481.01	\$ 56,000.00	\$ 588,481.01
Billing Rate		\$ 195.00	\$ 165.87	\$ 100.95	\$ 177.42	\$ 195.00	\$ 97.95	\$ 187.53	\$ 113.94	\$ 155.87	\$ 194.70	\$ 195.00	\$ 195.00	\$ 115.38	\$ 168.33	\$ 108.00	\$ 128.81	\$ 94.44	\$ 165.87				
Subtotals		7,605.00	80,281.08	47,244.60	66,709.52	35,100.00	42,314.40	38,255.12	35,916.56	622.44	4,672.80	4,680.00	22,230.00	39,690.72	34,002.66	42,336.00	11,812.71	755.52	17,250.48				

BREAKDOWN OF SUBCONSULTANT EXPENSES (INCLUDED ABOVE)		
Utility Markout	\$	10,000.00
Soil Boring and Geotech Report	\$	12,000.00
Surveyor	\$	25,500.00
Landscape Architect	\$	5,000.00
Subtotal	\$	52,500.00

**LiRo Engineers, Inc.**

A LiRo Group Company

235 East Jericho Tpke, Mineola, NY 11501 Telephone 516.746.2350 Facsimile 516.747.1396 www

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August 29, 2022

Louis Saulino, P.E., Director of Public Works
City of Glen Cove
Glen Cove City Hall
9 Glen Street
Glen Cove, NY 11542

Re: Engineering Services for the Design Phase of the 2022 Road Program
Addendum No. 1

Dear Mr. Saulino:

In accordance with our meeting of 8/9/22, the City will incorporate additional improvements into the 2022 Road Improvement Program. The additional sites are described as follows:

1. Pedestrian enhancements at the connection to the Brewster Street garage building from School Street including improving existing ADA ramps and reconstructing when necessary to bring to code. Providing signage to direct pedestrian traffic to the garage building access and signage for pedestrian safety at crossings and other locations.
2. In addition to pedestrian enhancements, several bump outs (curb extensions) are proposed to be removed or altered to allow for an additional five parking spaces on the east side of School Street.

As requested, we respectfully submit this proposal for professional design engineering services to include these sites.

Scope and Fees

Our estimate to provide engineering services for the design phase for the project is as follows:

- | | | |
|----|---|-----------|
| A. | <u>Survey Services</u>
In-field design road survey and preparation of base maps
and construction layout preparation
School Street and adjacent to Garage | \$ 6,040 |
| B. | <u>Engineering Design Services</u>
Preparation of drawings and specifications,
plans, cross sections, and details. | \$ 27,984 |



STAFFING TABLE

<u>Task</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Hours</u>	<u>Total</u>
Design	Engineer	\$210	16	\$3,360
	Snr. Engineering Technician	\$162	120	\$19,440
	Draftsperson	\$162	32	\$5,184
Survey	Survey Crew	\$125	40	\$5,000
	Survey Technician	\$130	8	<u>\$1,040</u>
			TOTAL	\$34,024

Engineering Services shall be in accordance with the City of Glen Cove/LiRo On-Call Agreement.

We are therefore requesting the currently approved authorization of \$170,300.00 be increased to \$204,324.00.

Should you approve, please indicate your authorization below and return a signed copy to this office.

Please advise if you have any questions.

Sincerely,

Paul F. Stevens, P.E.
Associate Vice President

Authorization

Date



LiRo Engineers, Inc.

A LiRo Group Company

235 East Jericho Tpke, Mineola, NY 11501 Telephone 516.746.2350 Facsimile 516.747.1396 www.lro.com

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August 30, 2022

Louis Saulino, P.E.
Director of Public Works
City of Glen Cove
Glen Cove City Hall, 9 Glen Street
Glen Cove, NY 11542

Re: Brewster Street Parking Garage - Structural Condition Assessment Report

Dear Mr. Saulino:

LiRo is pleased to submit this proposal upon your request for Engineering Services to assess the structural condition of the Brewster Street Municipal Parking Garage. LiRo conducted a structural assessment for the same structure in 2015, recommended repairs, and provided support on construction inspection for the repairs conducted in 2018. Hence, LiRo is intimately familiar with the structure and can perform the structural assessment work seamlessly and effectively.

Approach

- I. A visual inspection of the existing primary and secondary structural elements and non-structural components of the Municipal Parking Garage will be conducted. Deficiencies will be reported and measured.
- II. A draft condition assessment report will be prepared and submitted to City of Glen Cove for review. The report will document all observed deficiencies, their extent, and location on an appended deficiency plan. A priority repair list will be prepared and submitted as part of the condition assessment report to help the City phase construction based upon available funding. The report will also include recommendations for the repairs.
Upon receipt of comments, LiRo will revise the report and submit it as Final.
- III. ADA compliance will be incorporated into the inspection and report recommendations.

Assumptions

1. The structure's function is per original design, load and capacity analysis are not included.
2. No mechanical or electrical systems, if present, are included in the structural assessment.
3. Construction Documents and Specifications, Bid Support and Construction Support Services are not included in this proposal and can be provided separately upon request.

Timeline

LiRo is prepared to start inspection within ten (10) days of notice to proceed. Inspection is anticipated to take three to four business days. The Draft Conditions Assessment Report can be submitted six weeks from inspection completion. Final Condition Assessment Report can be submitted six weeks from the date LiRo receives the City's comments.

**LiRo Engineers, Inc.**

A LiRo Group Company

235 East Jericho Tpke, Mineola, NY 11501 Telephone 516.746.2350 Facsimile 516.747.1396 www.lro.com

Fee

The hourly/not to exceed (NTE) cost to complete the scope of work above is \$43,635.

The staffing effort per task is shown below. The work is anticipated to be completed in two phases: Phase A - Inspection and Data Analysis (\$22,905); and Phase B – Parking Garage Inspection Report (\$20,730). A summary memo will be submitted at the conclusion of Phase A to summarize the overall condition and highlight any immediate action if necessary.

Phase	TASK	DESCRIPTION	PROJECT MANAGER	SR. ENGR.	STRUCTURAL ENGR.	JR ENGR.	CAD DRAFTING	TOTAL HOURS	TOTAL PER TASK
A	1A	General (Project Management/Coord)	16					16	\$ 1,120.00
	2	Data Collection & Analysis		2	57	53		112	\$ 6,515.00
	<i>Condition Assessment Memo</i>								
B	1B	General (Project Management/Coord)	16					16	\$ 1,120.00
	3	Preliminary Report		2	27	20		49	\$ 2,930.00
	4	Final Report		4	24	20		48	\$ 2,860.00
TOTAL ENGINEERING HOURS			32	8	108	93	-	241	
DIRECT LABOR/HR.			70	70	70	45	50		
DIRECT LABOR			\$ 2,240	\$ 560	\$ 7,560	\$ 4,185	\$ -		

PHASE A **TOTAL DIRECT (UNLOADED) LABOR:** \$ 7,635
 OVERHEAD AND FEES: \$ 15,270 \$ 22,905

PHASE B **TOTAL DIRECT (UNLOADED) LABOR:** \$ 6,910
 OVERHEAD AND FEES: \$ 13,820 \$ 20,730

TOTAL DESIGN COST: \$ 43,635

This proposal is subject to the terms and conditions of our on-call contract for engineering services dated February 08, 2022.

LiRo appreciates the opportunity to support the City of Glen Cove in the condition assessment task of the Brewster Street Garage Building. Please do not hesitate to reach me at gennaweya@lro.com or 516-636-3708 if you have any questions.

Sincerely,

Abba Gennawey, P.E.

 Approved

 Date



architects + engineers

538 Broad Hollow Road, 4th Floor East
Melville, NY 11747 | tel 631.756.8000



September 6, 2022

Mr. Louis Saulino, P.E.
Director of Public Works
City of Glen Cove
9 Glen Street
Glen Cove, New York 11542

**Re: HVAC Upgrades at
City of Glen Cove Senior Center
Glen Cove, New York
H2M Proposal No.: LP221103**

Dear Mr. Saulino:

H2M architects + engineers (H2M) is pleased to provide this proposal for additional design services and bid support services for the design of the upgrades to the existing HVAC (heating, ventilating, and air-conditioning) systems at the City of Glen Cove Senior Center.

The proposed design includes removal and replacement of the existing air handling unit (AHU) serving the first floor and the associated air-cooled condensing units. H2M has designed for the replacement of the existing through-wall AC units serving the 1st floor perimeter spaces with ductless split heat pump units which can provide both heating and air-conditioning. The design also includes the replacement of the existing ductless split air-conditioning unit which serves the kitchen and the replacement of the existing split system air handling unit serving the west side of the lower level.

H2M completed the design drawings and specifications under the assumption that all work would be bid under the base contract. Due to limitations on current funding of the project, H2M will now need to modify the drawings so that a smaller portion of the work is bid as the base bid contract. We will then organize the remaining work as add-alternates for the contractor to bid. This will allow the City to complete some work based upon the available budget while also having a possible opportunity to award additional work should more funding become available.

Based on the above, H2M proposes to provide the following services:

TASK 1 – ADDITIONAL DESIGN SERVICES

1. H2M will attend a meeting with the City to review the design documents and discuss which work will be base bid and which work will be developed into add-alternates.
2. H2M will modify the mechanical and the electrical drawings to identify base bid vs add alternate work. The drawing set will then require an additional internal coordination review.
3. H2M will update our construction cost estimates to reflect the proposed base bid – add alternate design.
4. H2M will attend a final meeting with the City to review the documents prior to bidding.

TASK 2 – BIDDING AND SOLICITATION PHASE

1. H2M will send the drawings and technical specifications to the City via pdf. The City will handle the advertisement of the bid and distribution of the documents. The City will prepare all front end documents.
2. H2M will coordinate with the City to ensure that the pricing sheets are properly set up to match the base bid and add alternates that have been set up on the drawings.
3. Conduct pre-bid meeting with prospective bidders.
4. Solicit bids from prospective bidders.
5. Provide clarification of construction documents during the bidding phase.
6. Attend the bid opening. Record bids.
7. Provide a review of low bid contractor qualifications.
8. Provide a detailed bid tabulation review and recommendations for award of contract.

REIMBURSABLE EXPENSES

H2M recommends an allowance of **\$500.00** and shall be reimbursed for all normal and customary out of pocket expenses required to complete the work on this phase of the project. Reimbursable expenses shall include the following:

1. Drawing and document reproduction and copies
2. Requested Express mail and delivery
3. Mileage

FEE SCHEDULE FOR BASE SERVICES AGREEMENT

Task 1 – Additional Design Services Phase	Not to Exceed:	\$6,200.00
Task 2 – Bidding and Solicitation Phase	Not to Exceed:	\$5,500.00
Reimbursable Expenses	Not to Exceed:	\$500.00
TOTAL ESTIMATED FEE:		\$12,200.00

All terms and conditions shall be as set forth in the agreement for professional engineering services between H2M and the City of Glen Cove dated February 8, 2022. Once the contract is awarded, H2M can provide a proposal for Construction Support Services.



We appreciate the opportunity to work with the City of Glen Cove on this project. If you have any questions or require further clarification prior to our meeting, please feel free to contact the undersigned at (631) 756-8000, extension 1142.

Very truly yours,

H2M architects + engineers

A handwritten signature in black ink, appearing to read 'Joseph A. Manzella'.

Joseph A. Manzella, P.E., LEED AP
Vice President

PROPOSAL AGREED & ACCEPTED BY:

Signature: _____

Print Name: _____

Title: _____

Client: City of Glen Cove
Address: 9 Glen Street
Glen Cove, New York 11542

Date: _____



AARCO Environmental Services Corp.

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September 02, 2022

City of Glen Cove
9 Glen St
Glen Cove NY 11542

Attn: Vincent Martinez
516-322-4219
VMartinez@glencoveny.gov

Re: Secure NCDHS Approved Plans
Location: 1 McLoughlin St, Glen Cove

Dear Vincent Martinez

SCOPE:

AARCO Environmental Services Corp. is pleased to provide you with the following proposal to address the following scope of work utilizing BOCES bid 2022-020-1228 at the above referenced location. AARCO will supply the manpower, equipment, and material to perform the following scope of work. All work will be performed in accordance with local, state and federal regulations.

Secure plans from Nassau County Department of Health Services for installing (1) 280-gallon double wall AST.

- Work with NCDHS and engineering firm to draw, submit, and secure approved plans
- Submit application forms and fees including tank registration

COST

				Total Price
Line 112: Environmental Engineer	8.00 @	\$100.00	Hr	\$800.00
Line 115: Supervisor	8.00 @	\$160.00	Hr	\$1,280.00
Material: NCDHS Engineering plans at fees	1.00 @	\$6,800.00		\$6,800.00
Material markup (10%)	1.00 @	\$680.00		\$680.00
Total Estimated Cost				<u>\$9,560.00</u>

NOTES

- Labor rates are based on prevailing wages.
- Any work or material beyond scope will be agreed upon by both parties before proceeding.
- Areas must be accessible for men and equipment.

TERMS & AGREEMENTS:

As per BOCES bid 2022-020-1228.

ACCEPTANCE OF PROPOSAL

Date.....

Print.....

Sign.....

Service Quote

Continued...

Job #: 216330

Date: 09/02/2022

If you have any questions or concerns please don't hesitate to contact me @ (631) 586-5900.

Sincerely,

Mike Sepe
Project Manager
AARCO Environmental Services Corp.



July 19, 2022

City of Glen Cove W.D.
Attn: Michael Colangelo
City Hall, 9 Glen Street
Glen Cove, NY 11542

6K

RE: SCADA Remote Access Upgrade & Cellular Backup

Dear Mr. Colangelo:

In reference to your recent request for quotation for a SCADA system remote access upgrade we are pleased to offer the following quotation:

- Quantity (2): SCADA remote access tablets complete with ruggedized cases, SCADA VPN connectivity and SCADA remote access software.
- Quantity (1): New SCADA licensing to accommodate up to five simultaneous SCADA remote access connections.
- Lot Labor: Configure new SCADA remote access tablets for secure access. Re-program existing City Hall VPN to accommodate new SCADA remote access tablets. Add individual user SCADA credentials for all water department personnel. Demonstrate operation of new SCADA remote access tables to water department personnel.
- Lot Labor: Install new cellular data modems and antennas provided by the Water Department at all remote stations to facilitate backup cellular communications. Re-program all existing station VPNs to accommodate new backup cellular modems.

Total: \$15,975.00

If you have any questions regarding this proposal, please do not hesitate to call. We thank you for this opportunity to quote and look forward to working with you in the future.

This quote is valid for 30 days

Respectfully,

Dean R. Zahradka
22-021B



July 19, 2022

City of Glen Cove W.D.
Attn: Michael Colangelo
City Hall, 9 Glen Street
Glen Cove, NY 11542

RE: SCADA Workstation Upgrade at City Hall

Dear Mr. Colangelo:

In reference to your recent request for quotation for a SCADA workstation upgrade at the City Hall Water Department office we are pleased to offer the following quotation:

- Quantity (1): New SCADA workstation complete with Microsoft Windows 10 Pro, MS Office, mouse, keyboard, 1080P monitor and upgraded SCADA license.
- Lot Labor: Install new SCADA workstation at the City Hall Water Department as directed. Transfer existing SCADA system application to new SCADA workstation complete with remote SCADA access, alarm dialer system interface and pumpage reporting system.
- Quantity (1) 55" SCADA large format monitor.
- Lot Labor: Install new SCADA large format monitor at the City Hall Water Department office as directed. Run new Cat 5E and HDMI video cabling to new SCADA workstation as required.

Total: \$30,500.00

If you have any questions regarding this proposal, please do not hesitate to call. We thank you for this opportunity to quote and look forward to working with you in the future.

This quote is valid for 30 days.

Respectfully,

Dean R. Zahradka
22-020B



July 19, 2022

City of Glen Cove W.D.
Attn: Michael Colangelo
City Hall, 9 Glen Street
Glen Cove, NY 11542

RE: SCADA Workstation & VPN Upgrade at Duck Pond Road

Dear Mr. Colangelo:

In reference to your recent request for quotation for a SCADA workstation upgrade and new SCADA VPN appliance at the Duck Pond Road station we are pleased to offer the following quotation:

- Quantity (1): New SCADA workstation complete with Microsoft Windows 10 Pro, MS Office, mouse, keyboard, 1080P monitor and upgraded SCADA license.
- Lot Labor: Install new SCADA workstation at the Duck Pond Road station as directed. Transfer existing SCADA system application to new SCADA workstation complete with remote SCADA access software, alarm dialer system interface and pumpage reporting system.
- Quantity (1): New SCADA VPN appliance.
- Lot Labor: Install new SCADA VPN appliance into existing enclosure at Duck Pond Road station. Program new SCADA VPN appliance for secure remote access. Add individual user accounts for all Water Department personnel. Update existing remote station SCADA VPN appliances to accommodate new VPN appliance at Duck Pond Road station.

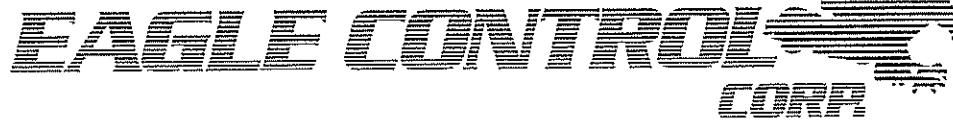
Total: \$32,500.00

If you have any questions regarding this proposal, please do not hesitate to call. We thank you for this opportunity to quote and look forward to working with you in the future.

This quote is valid for 30 days.

Respectfully,

Dean R. Zahradka
22-019B



July 19, 2022

City of Glen Cove W.D.
Attn: Michael Colangelo
City Hall, 9 Glen Street
Glen Cove, NY 11542

RE: SCADA System Server Upgrade

Dear Mr. Colangelo:

In reference to your recent request for quotation for a SCADA system server upgrade at the City Hall Water Department office, we are pleased to offer the following quotation:

- Quantity (1): New rack mounted SCADA server complete with Microsoft Windows Server 2016, remote access software, alarm dialing system and pumpage reporting system. Upgrade existing SCADA licensing to latest revision.
- Lot Labor: Install new SCADA server into existing server rack in Water Department office IT closet. Run Cat5E cabling as required. Transfer existing SCADA application from Duck Pond Road station to new SCADA rack server. Re-configure Duck Pond Road and City Hall SCADA workstations as SCADA clients. Reprogram existing remote station SCADA VPNs to accommodate SCADA server relocation. Upgrade SCADA reporting package to include system pressure, pH level, chlorine level minimum, maximum and average reports.

Total: \$39,975.00

If you have any questions regarding this proposal, please do not hesitate to call. We thank you for this opportunity to quote and look forward to working with you in the future.

This quote is valid for 30 days.

Respectfully,

Dean R. Zahradka
22-018B



September 7, 2022

City Hall of Glen Cove
Vincent Martinez
9 Glen St.
Glen Cove, NY 11542

RE: Pest Control

Dear Mr. Martinez,

Rest Easy Pest Control (REPC) is pleased to submit the following proposal for pest control at the above location. It is understood that the following proposal does not include treatment for fabric, grain, parasitic, and wood destroying insects.

Specifications:

- Rest Easy Pest Control Proposes a **one-time** dusting of 6 Rodent Burrows in the amount of **\$550 plus tax, if applicable.**
- Rest Easy Pest Control proposes an initial service setup of 32 weighted Tamper Resisted Bait Stations. The cost of the bait stations with installation will be \$70 plus tax, if applicable, per unit. **The total for this one-time service will be \$2,240.**
- Rest Easy Pest Control recommends **2x monthly** rodent control service and maintenance of exterior bait stations (32) in the amount of **\$610 total per month, plus tax, if applicable.**
- The pest control technician shall check in with a person designated by City Hall of Glen Cove. REPC reserves the right to determine and implement the most effective and efficient control method or methods within the perimeters of Federal and local regulations. REPC shall be duly certified by New York State to perform in all areas of work that may be required. REPC shall provide all necessary Certificates of Insurance upon request.
- City Hall of Glen Cove agrees not to employ or engage the services, directly or indirectly of any person employed by Rest Easy Pest Control, for the period of (2) two years from the date of this contract.

This contract may be canceled by either party at any time with a (30) thirty-day written notice. Please sign and return the enclosed copy.

Sincerely,

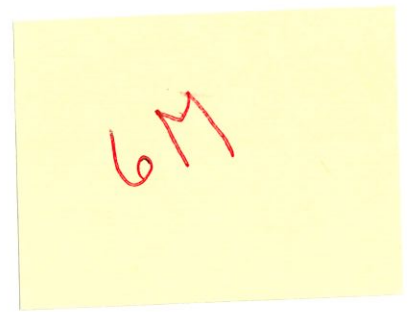
Donna Kaminski

Donna Kaminski, Commercial Account Manager

Approved By:

Start Date:

9/7/2022



August 30th, 2022

City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

Re: Tax Exempt Municipal Lease Proposal

Dear Sir or Madam:

Lease Servicing Center, Inc. dba NCL Government Capital ("NCL") is pleased to propose to City of Glen Cove the following Tax Exempt Municipal Lease transaction as outlined below. Under this transaction, City of Glen Cove would enter into a Tax Exempt Municipal Lease agreement with NCL for the purpose of acquiring a Copiers. This transaction is subject to formal review and approval by both the Lessor and Lessee.

LESSEE: City of Glen Cove

LESSOR: Lease Servicing Center, Inc. dba NCL Government Capital

EQUIPMENT: Copiers

EQUIPMENT COST: \$156,290.02

DOWN PAYMENT / TRADE-IN \$0

AMOUNT FINANCED: \$156,290.02

FUNDING DATE: September 30th, 2022

EQUIPMENT DELIVERY DATE: February, 2023

FIRST PAYMENT DUE: March, 1st, 2023

TERM: 5 Years

MONTHLY LEASE PAYMENTS: \$3,017.34

PRICING: The Rates and Payments outlined above are locked, provided this proposal is accepted by the Lessee and the transaction closes/funds prior to September 30th, 2022. After these days, the final Rate and Payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.

DOCUMENTATION FEE: \$250 paid to Lessor at closing

DOCUMENTATION:

Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of lessee.

TITLE / INSURANCE:

Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

TAX STATUS:

This transaction must be designated as Tax-Exempt under Section 103 of the IRS code of 1986 as amended.

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (866) 763-7600. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Katie Vangsness - (866) 763-7600

katiev@nclgovcap.com

ACCEPTANCE

As a duly authorized agent of City of Glen Cove, I hereby accept the terms of this proposal as outlined above and intend to close this financing with NCL, subject to final approval.

ACCEPTED: _____ DATE: _____
NAME: _____ TITLE: _____
PHONE: _____

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOUR OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.



Business Solutions for Today and Tomorrow

25 Banfi Plaza North • Farmingdale, NY 11735
631 845-9500 • Fax 631 845-9504

292 Fifth Avenue • New York, NY 10001
212 714-3508 • Fax 212 714-3510

www.northeasternoffice.com

ORDER ☒ 8/15/2022

PROPOSAL ☐

PURCHASE AGREEMENT

S O L D T O	NAME <u>The City of Glen Cove</u>	S H I P T O	NAME <u>Same</u>
	ATTN <u>Yelena Quiles</u>		ATTN <u>(Z096/Z094/Z080/Z895/Z093/Z095/B009/Z601/Z092</u>
	ADDRESS <u>9 Glen Street</u>		ADDRESS <u>Z084/Z749/Z085/)</u>
	CITY <u>Glen Cove</u> STATE <u>NY</u> ZIP <u>11542</u>		CITY <u>Glen Cove</u> STATE <u>NY</u> ZIP <u>11542</u>
	TELEPHONE <u>516-676-2108</u> EXT <u></u>		TELEPHONE <u></u> EXT <u></u>
	FAX # <u>P/U old copiers to be returned to Leasing Co.</u>		FAX # <u></u>
	CUSTOMER P.O. # <u></u>		CUSTOMER P.O. # <u></u>

QTY.	MODEL/STOCK #	DESCRIPTION	UNIT COST-EACH	LINE TOTAL
(12)	418300 IMC3500	35 PPM Digital Color System W/	\$ 8,381.12	\$ 100,573.44
(12)	418337/418345	Finisher/Stapler/B/U	Inc.	
(12)	418349/418600	Paper Bank PB-3280/Fax Option	Inc.	
(1)	418376	1 Bin Tray	Inc.	
Total :	\$ 156,290.02			
(12)	Network Type	LINE CONDITIONER	Inc.	

WARRANTY PERIOD- NORTHEASTERN OFFICE EQUIPMENT, WARRANTS THE EQUIPMENT FOR A PERIOD OF 60 Mo. FROM THE DATE OF INSTALLATION EXCEPT AS NOTED ON REVERSE.

Usage can be billed Monthly or Quarterly at the CPC listed. The only items not covered by this Full Coverage Maintenance Agreement are Paper & Staples. All Copies/Prints to be billed as per the current CityofGlen Cove Plan.

	DELIVERY / STAIR CHARGES	N/A
Page	SUBTOTAL	\$ 100,573.44
	SALES TAX	Exempt
Page (1)	TOTAL	\$ 100,573.44

N. O. E.	SALESPERSON <u>Joe Munnie jr.</u> <u>8/15/2022</u> DATE	C U S T O M E R	X	<u></u>	X
	ACCEPTED BY <u></u> AUTHORIZED SIGNATURE DATE			AUTHORIZED SIGNATURE	DATE
			X	<u></u>	
				NAME (PRINT)	
			X	<u></u>	
				TITLE	

THIS AGREEMENT SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE



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631 845-9500 • Fax 631 845-9504

292 Fifth Avenue • New York, NY 10001
212 714-3508 • Fax 212 714-3510

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ORDER ☒ 8/15/2022

PROPOSAL ☐

PURCHASE AGREEMENT

S O L D T O	NAME <u>The City of Glen Cove</u>	S H I P T O	NAME <u>Same</u>
	ATTN <u>Yelena Quiles</u>		ATTN <u>Senior Citizens Z-115 & Senior Citizens S. Z-809</u>
	ADDRESS <u>9 Glen Street</u>		ADDRESS <u>Senior Citizens Z086 Pub.Works Yard Z931</u>
	CITY <u>Glen Cove</u> STATE <u>NY</u> ZIP <u>11542</u>		CITY _____ STATE _____ ZIP _____
	TELEPHONE <u>516-676-2108</u> EXT _____		TELEPHONE _____ EXT _____
	FAX # <u>P/U old copiers to be returned to Leasing Co.</u>		FAX # _____
	CUSTOMER P.O. # _____		CUSTOMER P.O. # _____

QTY.	MODEL/STOCK #	DESCRIPTION	UNIT COST-EACH	LINE TOTAL
(2)	418284 IMC2500	25 PPM Digital Color System W/	\$ 4,394.63	\$ 8,789.26
	418600/418376 25PPM	Fax Option/1 Bin Tray/Cabinet Type F	Inc.100478FNG	(Z115) Z809
(1)	418284/418378/418352	IM C2500/IntFin/PB3300/FaxM37/1Bin	/418600/418376	\$ 5,593.79 (Z086)
(1)	418284/418352/418600	1 Bin Tray	418376	\$ 5,196.85 (Z931)
Total :	\$ 156,290.02			
(2)	Network Type	LINE CONDITIONER	Inc.	

WARRANTY PERIOD- NORTHEASTERN OFFICE EQUIPMENT, WARRANTS THE EQUIPMENT FOR A PERIOD OF 60 Mo. FROM THE DATE OF INSTALLATION EXCEPT AS NOTED ON REVERSE.

Usage can be billed Monthly or Quarterly at the CPC listed. The only items not covered by this Full Coverage Maintenance Agreement are Paper & Staples. All Copies/Prints to be billed as per the current CityofGlen Cove Plan.

	DELIVERY / STAIR CHARGES	N/A
Page	SUBTOTAL	\$ 19,579.90
	SALES TAX	Exempt
Page (2)	TOTAL	\$ 19,579.90

N. O. E.	SALESPERSON <u>Joe Munnie jr.</u> <u>8/15/2022</u> DATE	C U S T O M E R	X _____ X AUTHORIZED SIGNATURE DATE
	ACCEPTED BY _____ AUTHORIZED SIGNATURE DATE		X _____ NAME (PRINT)
			X _____ TITLE

THIS AGREEMENT SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE



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www.northeasternoffice.com

ORDER ☒ 8/15/2022

PROPOSAL ☐

PURCHASE AGREEMENT

SOLD TO	NAME <u>The City of Glen Cove</u>	SHIP TO	NAME <u>Same</u>
	ATTN <u>Yelena Quiles</u>		ATTN <u>IM C300F to: (B028/B146/Z122/Z106/Z105/Z893)</u>
	ADDRESS <u>9 Glen Street</u>		ADDRESS <u>IM2500A to Z145 & Z090</u>
	CITY <u>Glen Cove</u> STATE <u>NY</u> ZIP <u>11542</u>		CITY <u>Glen Cove</u> STATE <u>NY</u> ZIP <u>11542</u>
	TELEPHONE <u>516-676-2108</u> EXT <u></u>		TELEPHONE <u></u> EXT <u></u>
	FAX # <u>P/U old copiers to be returned to Leasing Co.</u>		FAX # <u></u>
	CUSTOMER P.O. # <u></u>		CUSTOMER P.O. # <u></u>

QTY.	MODEL/STOCK #	DESCRIPTION	UNIT COST-EACH	LINE TOTAL
(6)	418569/418583/52800	IMC300F/PB1170/CabTypeW	\$ 2,464.32	\$14,785.92
(2)	418819/418378/418352	IM2500A/Int./PB/M45/1 Bin/418871	/418376 (\$4,332.39)	\$ 8,664.78
(1)	Total: \$ 143,603.93	1 Bin Tray		
	Leaf B/O to return:\$ 12686.09			
	Total :	\$ 156,290.02		
(8)	Network Type	LINE CONDITIONER	Inc.	

WARRANTY PERIOD- NORTHEASTERN OFFICE EQUIPMENT, WARRANTS THE EQUIPMENT FOR A PERIOD OF 60 Mo. FROM THE DATE OF INSTALLATION EXCEPT AS NOTED ON REVERSE.

Usage can be billed Monthly or Quarterly at the CPC listed. The only items not covered by this Full Coverage Maintenance Agreement are Paper & Staples. All Copies/Prints to be billed as per the current CityofGlen Cove Plan.

	DELIVERY / STAIR CHARGES	N/A
Page	SUBTOTAL	\$ 23,450.70
	SALES TAX	Exempt
Page (3)	TOTAL	\$ 23,450.70

N.O.E.	SALESPERSON <u>Joe Munnie jr.</u> <u>8/15/2022</u> DATE	CUSTOMER	X <u></u> X AUTHORIZED SIGNATURE DATE
	ACCEPTED BY <u></u> AUTHORIZED SIGNATURE DATE		X <u></u> NAME (PRINT)
			X <u></u> TITLE

THIS AGREEMENT SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE

Westar Construction Group Inc.

6800 Jericho Turnpike
Suite 120W
Syosset, NY 11791

Estimate

Date	Estimate #
9/15/2022	1294

Name / Address
City of Glen Cove 9 Glen Street Glen Cove, NY 11542 Attn: Stephanie Soter

			Project
Description	Qty	Rate	Total
RE: Glen Cove Senior Center Work Location #1 Coat Room 130 Glen Street, Glen Cove, NY 11542 SCOPE OF WORK: LOCATION #1 COAT ROOM 1. Furnish and Install Temporary Protection 2. Frame New Coat Room 3. Furnish and Install New Moisture Resistant Sheetrock 4. Furnish and Install Cornerbead on New Sheetrock 5. Provide (3) Coats of Spackle on New Sheetrock 6. Furnish and Install New 3'-0" x 6'-8" Door, with Associated Hardware & Locking Door Knob 7. Furnish and Install New Door Trim 8. Furnish and Install New Chrome Metal Closet Pole 9. Furnish and Install New Shelf above Closet Pole 10. Fabricate New Double Drawer System on Base of Coatroom 11. Furnish and Install New Handles on Drawers 12. Paint New Shelving and Drawer System with Semi-Gloss Paint			
		Total	

Phone #
(516) 342-1766

E-mail
WestarConstructionGroup@gmail.com

Westar Construction Group Inc.

6800 Jericho Turnpike
Suite 120W
Syosset, NY 11791

Estimate

Date	Estimate #
9/15/2022	1294

Name / Address
City of Glen Cove 9 Glen Street Glen Cove, NY 11542 Attn: Stephanie Soter

Project

Description	Qty	Rate	Total
13. Paint New Door and Trim with Semi-Gloss Paint			
14. Paint New Sheetrock with Egg- Shell Finish Paint			
15. Furnish and Install Cove Base			
16. Final Clean Up			
All Labor to be at NYS Prevailing Wage Rates Certified Payroll Reports Included			
Proposal is based on ESBOCES Contract #2019-023-0222 2nd Extension of Contract May 1, 2021- April 30, 2022			
Material:			
1. Lumber, Sheetrock, Door w/ Hardware, Closet Pole, Hardware for Drawers, Trim, Cove Base, Spackle, Paint		1,124.00	1,124.00
Material Mark Up 5%		56.00	56.00
Labor:	43	122.00	5,246.00
Exclusions:			
1. Overtime, weekend, holiday work			
2. Engineer stamped drawings			
3. Building permits and/or associated fee's			
4. Building inspections			
5. Sales tax			
		Total	\$6,426.00

Phone #
(516) 342-1766

E-mail
WestarConstructionGroup@gmail.com

Westar Construction Group Inc.

6800 Jericho Turnpike
Suite 120W
Syosset, NY 11791

Estimate

Date	Estimate #
9/15/2022	1295

Name / Address
City of Glen Cove 9 Glen Street Glen Cove, NY 11542 Attn: Stephanie Soter

Project

Description	Qty	Rate	Total
RE: Glen Cove Senior Center Location #2 Large Shelving Wall w/ Double Doors 130 Glen Street, Glen Cove, NY 11542 SCOPE OF WORK: LOCATION #2 LARGE SHELVING WALL w/ DOUBLE DOORS 1. Furnish and Install Temporary Protection 2. Frame New Walls 3. Furnish and Install New Moisture Resistant Sheetrock 4. Furnish and Install Cornerbead on New Sheetrock 5. Provide (3) Coats of Spackle on all New Sheetrock 6. Furnish and Install New 6'-0" Double Door System, with Associated Hardware & Locking Door Knob 7. Furnish and Install New Locking Astragal on New Doors 8. Install Custom Shelving Across Wall from Floor to Ceiling 9. Furnish and Install Trim on all New Shelving 10. Furnish and Install New Door Trim 11. Paint all Shelving and Trim Work with Semi-Gloss Paint			
		Total	

Phone #
(516) 342-1766

E-mail
WestarConstructionGroup@gmail.com

Westar Construction Group Inc.

6800 Jericho Turnpike
Suite 120W
Syosset, NY 11791

Estimate

Date	Estimate #
9/15/2022	1295

Name / Address
City of Glen Cove 9 Glen Street Glen Cove, NY 11542 Attn: Stephanie Soter

			Project
Description	Qty	Rate	Total
12. Paint New Double Doors with Semi-Gloss Paint			
13. Paint New Sheetrock with Egg-Shell Finish Paint			
14. Furnish and Install Cove Base			
15. Final Clean Up			
All Labor to be at NYS Prevailing Wage Rates Certified Payroll Reports Included			
Proposal is based on ESBOCES Contract #2019-023-0222 2nd Extension of Contract May 1, 2021- April 30, 2022			
Material:			
1. Lumber, Sheetrock, Cornerbead, Double Doors w/ Hardware, Trim, Cove Base, Spackle, Paint, Temporary Protection		1,517.00	1,517.00
2. Material Mark Up 5%		75.00	75.00
Labor:	56	122.00	6,832.00
Exclusions:			
1. Overtime, weekend, holiday work			
2. Engineer stamped drawings			
3. Building permits and/or associated fee's			
4. Building inspections			
5. Sales tax			
Total			\$8,424.00

Phone #
(516) 342-1766

E-mail
WestarConstructionGroup@gmail.com

Board of Cooperative Educational Services
of Nassau County

Please fill out the information below and return this form
Mr. Michael Perina, Nassau BOCES Administrative Office
71 Clinton Road, Garden City, New York 11530
(516) 396-2240

6 Q

COMMODITY: 20/21-040X ROOF MAINTENANCE & REPAIRS - EXT

ANTICIPATED AWARD DATE: / /

Applicable Fee: 450.00

Please Check:

Yes No

☒☐

I wish to participate. A General Resolution will be forwarded under separate cover after Board approval.

☐☒

I am interested in receiving a 'download' file of the bid award. I understand the fee will be: \$75.00

SIGNATURE:

Assistant Superintendent for Business

Please Print Name

Title

Agency/School District

DATE:

Please indicate: ☐ Microcomputer Support (MCS)/NASTECH
☐ Health & Safety Member
☐ Health Office Member

Phone: (516) 676-2108

Fax:

5796

CITY OF GLEN COVE
PURCHASING DEPARTMENT

9 GLEN STREET
GLEN COVE, NY 11542
Att'n: YELENA QUILES

DISTRICTS: NEW REQUIREMENT

In order to obtain accurate district usage please provide the following information:

Projected Annual Expenditure level for
ROOF MAINTENANCE & REPAIRS - EXT.

is approximately: \$ 120,000

You may base this information on
historical or anticipated allocations.

~ Thank you.

GENERAL RESOLUTION
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATION SERVICES OF NASSAU
COUNTY

FOR

Various Commodities and/or Services
As Listed on Pages 1-3 of This Resolution

WHEREAS, the Board of Education, City of Glen Cove, District of New York State (the "Town") wishes to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Nassau County ("Nassau BOCES") for the purchase of various commodities and/or services as authorized by and in accordance with the Education Law and General Municipal Law, Section 119-o; and

WHEREAS, the Town, more particularly, wishes to participate in the joint cooperative bids as listed and checked below (check "yes" or "no"):

	<u>PARTICIPATION</u>	
<u>CORE GROUP:</u>	<u>YES</u>	<u>NO</u>
<i>(NASSAU BOCES PER BID RATE)</i>		
ABATEMENT AND DISPOSAL OF ASBESTOS & LEAD MATERIALS	_____	_____
ARTS & CRAFT SUPPLIES	_____	_____
ASPHALTIC & CEMENT CONCRETE PAVING REPAIR & MAINTENANCE	_____	_____
ATHLETIC UNIFORMS	_____	_____
AUDIO VISUAL EQUIPMENT	_____	_____
AUDIO VISUAL SUPPLIES	_____	_____
AUTO BODY SUPPLIES	_____	_____
AUTO MECHANIC SUPPLIES	_____	_____
AUTOMOBILES – PASSENGER CARS/VANS/TRUCKS	_____	_____
AUTOMOTIVE AIR CONDITIONING REPAIRS	_____	_____
BOILER, DUCT & KITCHEN EXHAUST CLEANING	_____	_____
BUILDINGS & GROUNDS EQUIPMENT	_____	_____
CALCULATORS	_____	_____
CARPENTRY, CABINETRY & BUILDING SUPPLIES	_____	_____
CARPETING & INSTALLATION	_____	_____

CESSPOOL MAINTENANCE SERVICES	_____	_____
CHAIN LINK FENCING	_____	_____
COMPUTER HARDWARE, SOFTWARE, NETWORKING AND SUPPLIES	_____	_____
CUSTODIAL AND GREEN CUSTODIAL SUPPLIES	_____	_____
DOORS: HOLLOW METAL, FRAMES & HARDWARE	_____	_____
FAX & PHOTOCOPY EQUIPMENT, SUPPLIES AND MAINTENANCE	_____	_____
FINANCING & LEASING OF CAPITAL EQUIPMENT	_____	_____
FIRE EXTINGUISHERS & SERVICE	_____	_____
FITNESS EQUIPMENT	_____	_____
FLOOR TILES & INSTALLATION	_____	_____
FOOD & BEVERAGE SUPPLIES	_____	_____
FOOD PREPARATION: PAPER & PLASTIC SUPPLIES	_____	_____
FOOD SERVICE EQUIPMENT	_____	_____
FUEL OIL	_____	_____
FURNITURE: CLASSROOM & OFFICE	_____	_____
GENERAL SAFETY SUPPLIES	_____	_____
GENERAL SCHOOL & OFFICE SUPPLIES	_____	_____
GLAZING SERVICES & SUPPLIES	_____	_____
GYMNASIUM FLOOR REFINISHING	_____	_____
GUARD SERVICE (LICENSED, UNIFORMED, UNARMED)	_____	_____
HAZARDOUS MATERIALS: HANDLING, REMOVAL, TRANSPORTATION & DISPOSAL	_____	_____
HVAC EQUIPMENT	_____	_____
HVAC MAINTENANCE & INSTALLATION	_____	_____
INDUSTRIAL ARTS & WELDING SUPPLIES	_____	_____
INTERSCHOLASTIC ATHLETIC SUPPLIES	_____	_____
IRRIGATION SYSTEMS – REPAIR & MAINTENANCE	_____	_____
LIBRARY SUPPLIES	_____	_____
MEDICAL & DENTAL SUPPLIES	_____	_____
MUSICAL INSTRUMENTS & SUPPLIES	_____	_____
MUSICAL INSTRUMENT RENTALS	_____	_____
MUSICAL INSTRUMENT REPAIRS	_____	_____
OIL & GAS BURNER SERVICE	_____	_____
PAINT & PAINTING SUPPLIES	_____	_____
PAPER: XEROGRAPHIC, FAX & COPIER	_____	_____
PHOTOGRAPHY SUPPLIES	_____	_____
PHYSICAL EDUCATION SUPPLIES	_____	_____
PLUMBING & HEATING SUPPLIES	_____	_____
PLUMBING SERVICES	_____	_____
RECONDITIONING OF ATHLETIC EQUIPMENT	_____	_____
REFRIGERATION & AIR CONDITIONING SUPPLIES	_____	_____
ROOF MAINTENANCE & REPAIR	YES	_____

**SCHOOL BUS AIR CONDITIONING INSTALLATION,
 MAINTENANCE & REPAIRS
 SCHOOL BUS & AUTO PARTS
 SCIENCE SUPPLIES
 SMART BOARDS
 SNACK VENDING SERVICE
 SUBSCRIPTION SERVICES
 TEACHING AIDS
 TOOLS: POWER & HAND
 TREE MAINTENANCE
 UNIFORMS – GENERAL
 VEHICLE REPAIRS
 VENETIAN BLINDS & SHADES**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOW THEREFORE, BE IT RESOLVED that the Town hereby appoints Nassau BOCES as its representative and agent in all matters related to the Cooperative Bidding Program, including but not limited to responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the School District and making recommendations thereon, and

BE IT FURTHER RESOLVED that Nassau BOCES is hereby authorized to award cooperative bids on behalf of the Town to the bidder deemed to be the lowest responsible bidder meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts and to enter into contracts for the purchase of the commodities and/or services as authorized herein, and

BE IT FURTHER RESOLVED, that the Town hereby authorizes its School Business Administrator or his/her designee on behalf of the School District to participate in cooperative bidding conducted by Nassau BOCES and if requested to furnish Nassau BOCES an estimated minimum number of units that will be purchased and such other documents and information which may be reasonably necessary or useful in conducting the Cooperative Bidding Program, and

BE IT FURTHER RESOLVED, that the Town agrees to assume its equitable share of the administrative costs of the cooperative bidding program and all of its obligations and responsibilities pursuant to any contract that may be awarded by Nassau BOCES on behalf of the School District.

 Business Official

 Date

 Town Name

LETTER OF INTENT
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU
COUNTY
FOR
Various Commodities and/or Services

BE IT KNOWN, that by this Letter of Intent that the Town indicated below plans to participate in the comprehensive cooperative bids conducted by the Board of Cooperative Educational Services of Nassau County, in accordance with the terms of the General Resolution.

The executed General Resolution will be forwarded subsequent to the Board approval, as required by New York State General Municipal Law (Section 119.0).

Business Official/Supt.

Date

Town Name



City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

BUDGET TRANSFER

6T

DEPARTMENT: DPW Garage

BUDGET YEAR: 2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	INCREASE BUDGET	DECREASE BUDGET
A1990-55940	Contingency		50,000
A1640-54321	Vehicle Gas/Diesel/Fuel	50,000	

Reason for Transfer: To Cover Shortfall for Gas.

Department Head Signature: [Signature]

Date: 9/7/22

City Controller Approval: [Signature]

Date: 9/8/22

City Council Approval – Resolution Number: _____

Date: _____



CITY OF GLEN COVE
9 Glen Street
Glen Cove, NY 11542
516-676-3345

61

GARVIES POINT EVENT PERMIT

NAME OF APPLICANT: North Country Reform Temple PHONE: _____
ADDRESS OF APPLICANT: 86 Crescent Beach Rd. E-MAIL: _____
NAME OF EVENT TO BE HELD: Tashlich Service
DATE OF EVENT: 9/26/22 TIME OF EVENT: 3:30 pm EVENT LOCATION: Garvies Point Boardwalk overlooking beach
NAME & ADDRESS OF OWNER OF PREMISES: North Country Reform Temple
86 Crescent Beach Rd, Glen Cove, NY 11542
IF THE EVENT IS A ROAD RACE OR A PARADE - INCLUDE A MAP OF THE RACE COURSE OR PARADE ROUTE

EVENT SPONSOR IS: NCR FOR PROFIT ☐ \$25.00 FEE
Check Payable to: Glen Cove IDA

NON-PROFIT ☒

DATE: 9/2/22 SIGNED: Mary Cohen
APPLICANT

DATE: 9/2/22 SIGNED: Joseph J. Barone ADDRESS: 86 Crescent Beach Rd.
OWNER OF PROPERTY Glen Cove, NY 11542
President NCR Board

Maintain commercial general liability insurance for claims resulting from the event, which policy shall name the following as additional insured on a primary and non-contributory basis (include a copy of certificate of liability insurance. Evidencing the below parties and as additional insured.)

1. City of Glen Cove
2. Glen Cove Industrial Development Agency
3. Glen Cove Local Economic Development Corporation
4. RXR Glan Isle Partners LLC
5. The Garvies Point Master Association Inc. (The "Master Association") and any Member, Manager and Officer of the Master Association.

Limits of insurance must be at least \$2,000,000 per occurrence and general aggregate, or limits of liability insurance actually maintained, whichever is greater.

PERMIT APPROVED ON: _____ CITY CLERK _____ PERMIT # _____

****In the event this application will require services to be performed by Glen Cove's Public Safety departments or the Department of Public Works, beyond their customary duties, additional charges will apply.**

****Please contact Lt. Wright at GCPD, 516-676-1000, for further information.**



6AA

CITY OF GLEN COVE
9 Glen Street, Glen Cove, NY 11542
(516) 676-3345

EVENT PERMIT

NAME OF APPLICANT Dom Gabriel Rach PHONE ---

ADDRESS OF APPLICANT 235 Glen St Glen Cove, NY

E-MAIL ---

NAME OF EVENT TO BE HELD Annual Procession - EL Señor de las Milagros

DATE(S) OF EVENT October 9, 2022

TIME(S) OF EVENT 1:30 pm - 4:30 pm

LOCATION OF EVENT Pearsall Ave - Walnut Rd.

NAME & ADDRESS OF OWNER OF PREMISES Dom Gabriel Rach, Can. Reg. Pastor, St Patrick Church, 235 Glen St, Glen Cove

EVENT SPONSOR IS: FOR PROFIT ☐ (\$25.00) NON-PROFIT ☒
Check Payable to: The City of Glen Cove

DATE: _____ SIGNED: _____

DATE: 9/1/22 SIGNED: Dom Gabriel Rach
APPLICANT
OWNER OF PROPERTY

**INCLUDE A COPY OF CERTIFICATE OF LIABILITY INSURANCE NAMING:
THE "CITY OF GLEN COVE" AS ADDITIONAL INSURED FOR \$1,000,000 PER INCIDENT.**

IF THE EVENT IS A ROAD RACE OR PARADE

INCLUDE A MAP OF THE RACE COURSE or PARADE ROUTE

PERMIT APPROVED ON: _____ CITY CLERK _____ PERMIT # _____

****In the event this application will require services to be performed by Glen Cove's Public Safety departments or the Department of Public Works, beyond their customary duties, additional charges will apply.**

****Please contact Lt. Wright at GCPD, 516-676-1000, for further information.**



6BB

CITY OF GLEN COVE
9 Glen Street, Glen Cove, NY 11542
(516) 676-3345

EVENT PERMIT

NAME OF APPLICANT Glen Cove High School PHONE 516-676-1000
ADDRESS OF APPLICANT 150 Dosoris Lane, Glen Cove
E-MAIL glen.cove@nycschools.org
NAME OF EVENT TO BE HELD Homecoming Parade
DATE(S) OF EVENT Saturday, October 15, 2022
TIME(S) OF EVENT 1:30 pm
LOCATION OF EVENT Gibbon School to the High School
NAME & ADDRESS OF OWNER OF PREMISES Glen Cove City School District 14 Dosoris Lane, Glen Cove
EVENT SPONSOR IS: FOR PROFIT ☐ (\$25.00) NON-PROFIT ☒
DATE: 9/16/22 SIGNED: Danielle Corrigan
DATE: 9/16/22 SIGNED: A. Hudson
APPLICANT
OWNER OF PROPERTY

INCLUDE A COPY OF CERTIFICATE OF LIABILITY INSURANCE NAMING:
THE "CITY OF GLEN COVE" AS ADDITIONAL INSURED FOR \$1,000,000 PER INCIDENT.

IF THE EVENT IS A ROAD RACE OR PARADE

INCLUDE A MAP OF THE RACE COURSE or PARADE ROUTE

PERMIT APPROVED ON: _____ CITY CLERK _____ PERMIT # _____

****In the event this application will require services to be performed by Glen Cove's Public Safety departments or the Department of Public Works, beyond their customary duties, additional charges will apply.**

****Please contact Lt. Wright at GCPD, 516-676-1000, for further information.**

622

1

PHONE

30A Glen Street Suite 200, Glen Cove, NY 11542

10

Glen Cove BID Adult Halloween Party

Saturday, Oct. 29, 2022

7:30-9:30pm (street closure 6:30-10pm)

Village Square Plaza

ER OF PREMISES Village Square Plaza, 100 Village Square, Glen Cove, NY

APPLICANT

SIGNED:

**INCLUDE A COPY OF CERTIFICATE OF LIABILITY INSURANCE NAMING:
THE "CITY OF GLEN COVE" AS ADDITIONAL INSURED FOR \$1,000,000 PER INCIDENT.**

INCLUDE A MAP OF THE RACE COURSE or PARADE ROUTE

PERMIT APPROVED ON:

****In the event this application will require services to be performed by Glen**

6 DD

CITY OF GLEN COVE

SYSTEM SAFETY PROGRAM PLAN

FOR CITY BUS PROGRAMS



MAYOR PAMELA D. PANZENBECK

Revised September 2022

Distributed by the Department of Public Works, 9 Glen Street, Glen Cove, NY 11542

SYSTEM SAFETY PROGRAM PLAN

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1 - EXECUTIVE STATEMENT

The City of Glen Cove is committed to providing safe, efficient and courteous service to customers of our Commuter and Loop Bus as well as program participants riding our Senior Center buses. To support and enforce this mission, the City of Glen Cove's primary goal is to provide transit customers, program participants and employees with the safest operating environment as practical. To achieve this goal, all City of Glen Cove personnel involved with the administration, operation, or maintenance of the City's bus programs are responsible for ensuring the safety of employees, ridership and the general public, the protection of the City of Glen Cove's property and the adherence to this policy: the City's System Safety Program Plan.

SIGNED: _____ DATE: _____

TITLE: _____ Mayor _____

2 - GOALS AND POLICIES**2.1 Goals**

The City has established the following goals for this safety program:

To identify hazards associated with the bus program that pose threats to the safety of persons or the protection of property.

To assess solutions to reduce or eliminate threats posed by hazards.

To implement agreed upon solutions to reduce or eliminate threats posed by hazards.

To provide for regular maintenance of bus program vehicles, equipment and facilities.

To provide qualified and trained staff at every level of bus program participation.

To provide for and promote communications to facilitate program goals including periodic distribution of this policy and annual updates to same.

2.2 Policies

Safety awareness is the responsibility of every City of Glen Cove employee. The awareness of safety responsibilities by employees contributes to the prevention of occurrences that may result in customer or employee injury, as well as damage to property or equipment. Further, the lack of a strong safety commitment can be costly. An enhanced awareness of safety in the work place and an ongoing, comprehensive System Safety Program Plan (SSPP) provides a proactive framework that ensures the safety of the City of Glen Cove employees, and ridership and general public.

This document presents the City of Glen Cove's System Safety Program Plan and identifies the safety responsibilities and roles of the City of Glen Cove's Bus staff. In order to support the City of Glen Cove's Mission Statement and goals, the SSPP:

1. Charges each employee with the responsibility for performing his/her job function in the safest manner possible;
2. Requires coordination, integration, communication, and cooperation among all employees regarding safety;
3. Encompasses all fixed facilities, equipment, vehicles, and employee activities;
4. Includes interface with local, state, and federal government entities, regulatory agencies and departments, professional organizations, and citizen's group regarding safety.
5. Provides the process to maintain safety operation by clearly defining employee safety roles and responsibilities, and ensures a systematic approach to managing safety hazards.

3 - HISTORY AND BACKGROUND

The City of Glen Cove is a chartered City and political subdivision of New York State. Located on the north shore of Long Island in Nassau County, the community was originally settled in 1668, and the City was incorporated in 1918.

During the 1980s, the City of Glen Cove instituted a loop bus route for the purpose of providing residents with inexpensive public transportation to the major shopping areas and employment centers within the City as well as to the local railroad stations within City limits.

The Glen Cove Senior Center was founded in 1979-to provide nutrition and social service support to seniors in need. Through the years, as the Senior Center grew, the City recognized the need to provide transportation to the Center's members residing in and around the City of Glen Cove. Today the Center provides bus transportation, picking up and dropping off residents of Glenwood Landing, Glen Head, Sea Cliff, and Glen Cove. The Senior Center buses are also used to take the Center's members grocery shopping twice a week, and the buses are used for trips within the New York State region. The Senior Center bus programs support the mission of the Glen Cove Senior Center to plan, develop, and coordinate programs and services and to provide a continuum of care to meet the needs and interests of area residents sixty years of age and older. Bus transportation is the key to seniors accessing these programs and vital services. The City's bus program is regulated by the New York State Department of Transportation's Public Transportation Safety Bureau, and program employees are covered by both the federal and state Departments of Labor. Aspects of the program are regulated by the federal Department of Transportation and the Federal Transit Authority.

4 - SCOPE OF OPERATION

Commuter and Loop Bus:

The intra-city route consists of 31 stops. Starting at 6:45 a.m. runs are completed in 1 hour and 15 minutes. The route is covered with 3 runs in the morning and 2 runs in the afternoon, the last run ends at 2:45 p.m. The city has a full time Bus Driver to handle the driving, with part-time Bus Drivers for backup. All drivers must maintain a valid CDL license with passenger endorsement. The buses are maintained in the city's garage shop by city employees. Detailed maintenance records are available. This public service is partially funded by a grant from the New York State Department of Transportation Long Island Region Improving Commuting

Innovative Mobility Demonstration Program (LIRIC). Passengers are charged a fare which is collected by the Bus Driver and deposited to the Finance Department daily.

Senior Center Bus Programs:

The Senior Center has two bus programs: The Senior Center Bus program and the Adult Day Care Bus Program. All bus program drivers must maintain a valid CDL license with passenger endorsement. All buses are maintained in the city's garage shop by city employees. Detailed maintenance records are available at the garage.

The Senior Center Bus program has one full time bus driver. The Center bus has two scheduled pick-ups each day from Monday to Friday covering Glenwood Landing, Glen Head, Sea Cliff, and Glen Cove. The first pickup is at 9:30 a.m., the second pickup is at 11:00 a.m. There are also two drop offs. The first drop off leaves the Senior Center at 1:15 p.m. The second drop off leaves at 3:00 p.m. A voluntary contribution is requested and accounted for each day through the Senior Center's Site Manager's Office. This allows for members who do not drive to participate in most activities, trips, lectures, and exercise classes. The buses also allow us to provide food shopping to local supermarkets twice a week, on Monday and Thursday afternoons.

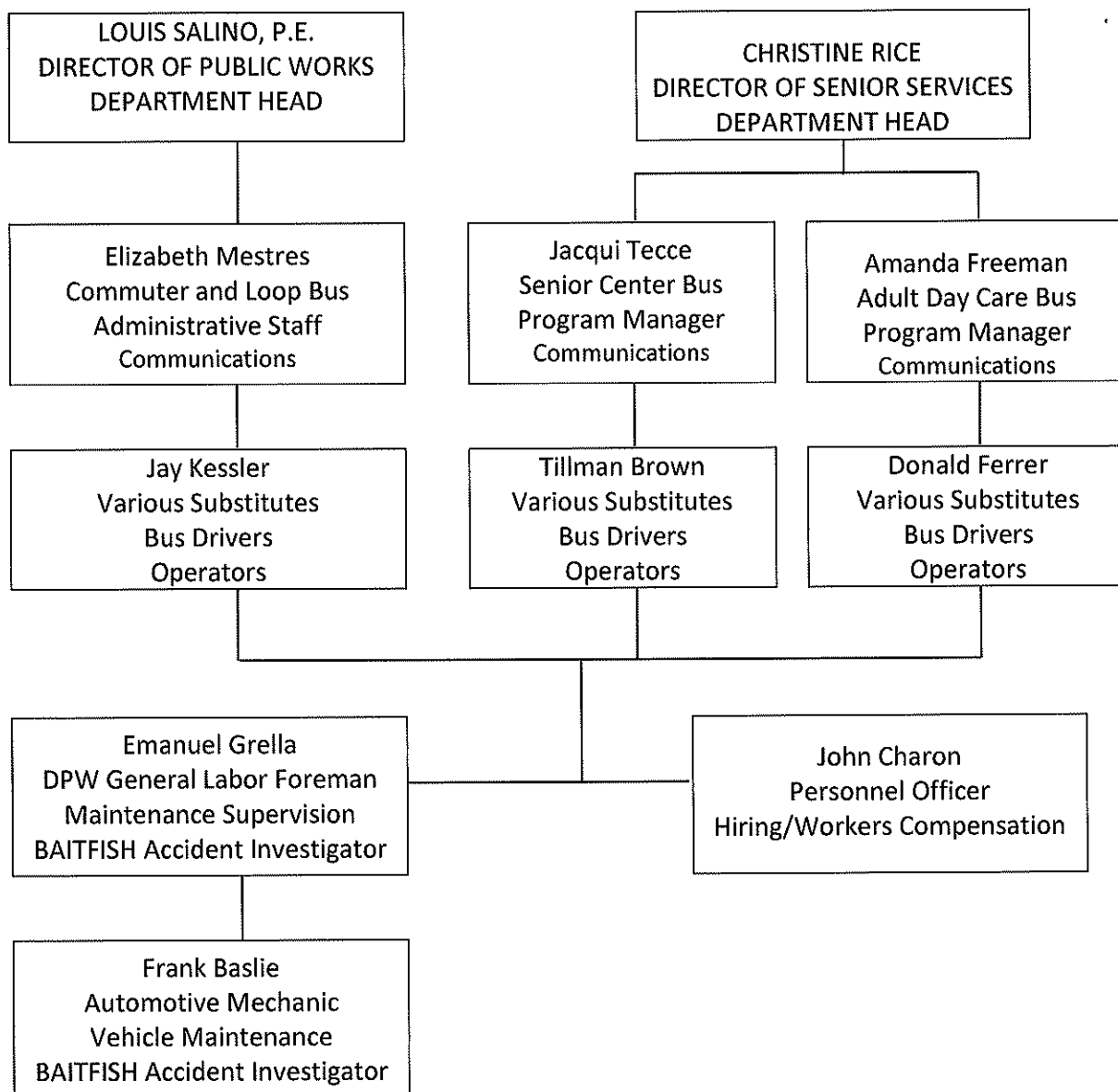
The Adult Day Program has one part time driver. The Program has one scheduled pick up each morning from Monday to Friday and one drop off each afternoon. The program runs from 10:00a.m. to 2:00p.m and has approximately sixteen members each day attending two days per week on average.

5 – ORGANIZATION

The Commuter and Loop Bus programs operate out of the City's Department of Public Works. The Director of Public Works is the department head and reports directly to the City's Mayor who governs the City.

The Senior Center bus programs operate out of the Center's two main programs: the recreation program and the adult day care program. The Director of Senior Services is the department head and reports directly to the Mayor.

5.1 Organizational Chart



5.2 ROLES AND RESPONSIBILITIES FOR IDENTIFYING SAFETY ISSUES

5.2.1 General Employees Safety Responsibilities:

All City of Glen Cove employees associated with the bus program are accountable for safety while conducting their job functions and for preventing accidents. Employees who observe an operation or condition which they believe is potentially unsafe have an obligation to bring the situation to the attention of the Director of Public Works. In the event that an employee is involved in an accident/incident, it is his or her responsibility to comply with City of Glen Cove's reporting requirements.

5.2.2.1 Director of Public Works Safety Responsibilities:

The Director of Public Works of the City of Glen Cove has the overall responsibility for operating and maintaining a safe transportation service and for establishing a comprehensive commitment to safety and has the following responsibilities for the City:

1. Formulates, administers, and enforces a comprehensive and proactive program.
2. Establishes and enforces safety-reporting procedures.
3. Ensures that all City of Glen Cove policies are in accordance with safe operating practices.
4. Ensures that sufficient resources are applied to implementation of safety-related activities, including training, monitoring of safety issues, and hazard resolution.
5. Incorporates safety awareness into all executive decision-making activities regarding operations, policy, and budget issues.
6. After identifying an unsafe activity or situation that presents a potential or actual hazard, ensures that hazard assessments and the resolution process are initiated.
7. Ensures the investigation of all accidents that are required by regulation to be reported to the New York State Public Transportation Safety Board (PTSB). These accidents include, but are not limited to, all fatal accidents, accidents resulting in five (5) or more injuries, a fire on-board a revenue bus to which emergency services responds, and all accidents, regardless of whether or not injuries incurred, caused by mechanical failure (i.e., brake failures, steering, etc.).
8. Regularly evaluates health and safety issues to identify unfavorable practices and conditions for mitigation, and to incorporate safety constraints and preventive procedures into daily operations.

10. Assists personnel in their responsibilities relative to the development and update of safety rules/procedures and emergency preparedness plans.
11. Ensures that the System Safety Program Plan is updated on a biennial basis, or as required due to changes in the program.
12. Ensures that City of Glen Cove is in compliance with all pertinent safety-related federal, state, and local legislation and regulations and manages and reviews all liability (accidents) claims.
13. Maintains records and statistics for all the City of Glen Cove's liability cases.
14. Provides oversight of outside counsel who represents City of Glen Cove relative to its liability cases to ensure that the legal interest of City of Glen Cove is adequately protected.
15. Responds to PTSB accident mandates by ensuring that the PTSB is notified within ninety (90) minutes of all accidents that meet the regulatory reporting criteria and forwards written notification to the PTSB within 48 hours.
16. Prepares and submits required reports to federal and state agencies that have mandated reporting requirements.

5.2.2.2 Department Head Responsibilities:

The Director of Public Works and the Director of Senior Services as Department Heads with oversight of bus programs have the following responsibilities:

1. Enforces safety-reporting procedures with respect to the bus programs in their departments.
2. Ensures that sufficient departmental resources are applied to implementation of safety-related activities, including training, monitoring of safety issues, and hazard resolution.
3. Incorporates safety awareness into all executive decision-making activities regarding departmental operations, policy, and budget issues.
4. After identifying an unsafe activity or situation within their department's bus programs that presents a potential or actual hazard, ensures that hazard assessments and the resolution process are initiated.
5. Ensures the timely reporting of all accidents that are required by regulation to be reported to the New York State Public Transportation Safety Board (PTSB). These accidents include, but are not limited to, all fatal accidents, accidents resulting in five (5) or more injuries, a fire on-board a revenue bus to which emergency services responds, and all accidents, regardless of whether or not injuries incurred, caused by mechanical failure (i.e., brake failures, steering, etc.).

6. Ensures the regular evaluation of health and safety issues related to their department's bus programs to identify unfavorable practices and conditions for mitigation, and to incorporate safety constraints and preventive procedures into daily operations.
7. Assists department personnel in their responsibilities relative to the development and update of safety rules/procedures and emergency preparedness plans.
8. Ensures that their department's bus programs are in compliance with all pertinent safety-related federal, state, and local legislation and regulations.
9. Ensures periodic observation of pre-trip inspections.

5.2.2 Communications/Administrative Staff Safety Responsibilities:

1. Acts as the communication center for the City of Glen Cove bus personnel by monitoring and coordinating all operations.
2. Provides cell phone contact and, when appropriate, instructions to bus operators when there is a report of an accident or incident, mechanic problems with equipment, service interruptions such as detours, and customer illness/injuries that require an emergency response.
3. Coordinates emergency responses to situations that occur on the road by ensuring that all necessary emergency response agencies are contacted, including but not limited to, the appropriate police precinct and/or fire department, emergency rescue squad or ambulance, and/or the necessary environmental control agency in the event of an occurrence such as an oil spill or fuel leak.
4. Coordinates response to emergency situations such as snow storms, floods and hurricanes by ensuring that all necessary City of Glen Cove personnel have been activated and remain in contact with the Communications Center until such time as the situation is no longer characterized as an "emergency", and advising all operations personnel of detours and/or curtailed service as necessary.
5. Maintains the vehicle folders and files the DVIR sheets, PMI records and any service request forms in chronological order, and retains these records for one year.
6. Stores the used DVIR booklets for 6 months.
7. Reviews the DVIRs for accuracy and completeness.
8. Tracks the preventative maintenance schedule on the vehicle folder as based on the mileage and date of service listed on the most recent PMI form (plus three months or 3,000 miles).

5.2.3 General Labor Foreman Safety Responsibilities:

1. Ensures that safety procedures are followed by maintainers in the performance of their maintenance functions.
2. Monitors work area conditions to ensure that maintenance work area constitutes a safe environment in which to perform vehicle repairs, cleaning, body work, and general preventive maintenance on the bus fleet.
3. Ensures that safety equipment is used when required.
4. Ensures that shop tools and equipment are used properly by maintenance personnel and are in good working condition.
5. Monitors maintainers' job performance to ensure that they are adhering to safe work practices. Initiates disciplinary actions when operating procedures, including safety regulations, are violated.
6. Ensures compliance with City of Glen Cove Standard Operating Procedure-Alcohol, Drug, and Substance Abuse and fitness-for-duty drug and alcohol testing criteria.
7. Ensures that the program has the required number of vehicles, in a state of good repair to provide daily service.
8. Responds to all emergency conditions, weather related, etc., when necessary.
9. Makes periodic reviews of vehicle maintenance records to ensure compliance including each repair order and preventative maintenance inspection form are signed, dated and stored in chronological order in the appropriate vehicle folder.

5.2.4 Automotive Mechanics Safety Responsibilities:

1. Conducts and monitors scheduled operations which include the preventive maintenance program.
2. Adheres to all operating rules and regulations, including safety procedures.
3. When requested by a supervisory employee, complies with City of Glen Cove's fitness-for-duty drug and/or alcohol Testing procedures.
4. Maintains a safe work area ensuring that all tools, equipment, and machinery are returned to their proper storage area.
5. Uses safety equipment when required.
6. Uses shop tools and equipment properly.
7. Checks parts and components that seem to experience abnormal usage in order to address potential safety issues.

8. Receives vehicles for servicing, reviews service request forms and DVIRs, assessing the need for and completing the necessary repairs.
9. Completes, signs and dates the DVIRs indicating the repairs performed prior to the vehicle returning to service, keeps the service copy of the DVIR on file in the vehicle and places the DVIR booklet back into the bus.
10. After completing requested repairs, attaches the DVIRs to the service forms and files them in the specific bus folder to be maintained for two years.
11. After completing preventative maintenance inspection, signs, dates and files the PMI form in the appropriate vehicle folder in chronological order giving a copy to the Foreman and a copy to the Bus Driver for the department.

5.2.5 Accident Investigators Safety Responsibilities:

1. Investigates all accidents that are required by regulation to be reported to the New York State Public Transportation Safety Board (PTSB). These accidents include, but are not limited to, all fatal accidents, accidents resulting in five (5) or more injuries, a fire on-board a revenue bus to which emergency services responds, and all accidents, regardless of whether or not injuries incurred, caused by mechanical failure (i.e., brake failures, steering, etc.).
2. Attends bus accident investigation training classes from time to time as offered and required such as the BAITFISH training program.

5.2.6 Bus Drivers Safety Responsibilities:

1. Adheres to all operating rules and regulations, including safety procedures.
 2. Maintains control of the vehicle and customer's conduct at all times.
 3. Conducts a pre-trip and post-trip inspection to ensure that the bus is in proper operating condition and that all mechanical defects are identified and reported and repairs are communicated and reviewed on a Daily Vehicle Inspection Report (DVIR) as follows:
 - 1 – Driver reviews prior DVIR to ensure prior identified defects were addressed.
 - 2 – Driver conducts pre-trip inspection and completes and signs DVIR.
- IF NO DEFECTS ARE FOUND:
- 3 – At the end of the day, Driver completes post-trip inspection and signs DVIR.
 - 4 – Driver submits original (white) DVIR to office for 6 month retention in the specific vehicle folder.
 - 5 – Driver maintains vehicle (yellow) copy in book for six months.

IF ONE OR MORE DEFECTS ARE FOUND:

- 3 – Driver completes the service request form reiterating the defects noted on the DVIR.
 - 4 – Driver delivers the vehicle, DVIR booklet and service request form to the mechanics.
 - 5 – Mechanics assess and perform any necessary repairs.
 - 6 – Mechanics sign DVIR indicating all repairs that were made.
 - 7 – Driver retrieves bus with DVIR and verifies repairs were made and indicates this by signing the DVIR reviewing repairs section and closing out the DVIR.
 - 8 – Driver gives Mechanics the third copy of closed out DVIR for mechanic retention for two years.
 - 9 – Driver begins a new DVIR to document the remainder of the route as the prior DVIR is now closed out.
 - 10 – At the end of the day, Driver completes post-trip inspection and signs DVIR.
 - 11 – The driver submits two original DVIRs (the one with repairs noted on it and the new one started in step 9) to office for 6-month retention in specific vehicle folder.
 - 12 – Driver maintains vehicle (yellow) copy in book for six months.
-
4. Adheres to all motor vehicle laws and regulations, including Commercial Driving License requirements and New York State Vehicle and Traffic Law, Article 19-A rules and regulations.
 5. Complies with all accident reporting procedures following an accident or incident.
 6. Complies with City of Glen Cove fitness-for-duty drug and/or alcohol testing procedures when requested by a supervisory employee.
 7. Ensures that the bus is brought in for scheduled maintenance within three months or 3,000 miles of the prior service date.
 8. Ensures that the Personnel Officer is notified within 5 days of any driving accident for which they were involved. This is important as any driver who fails to notify his employer within the five working day period shall be subject to a five working day suspension as required by section 509-i (1-b) of the VTL. The Personnel Officer will later receive notification of the accident from DMV requiring them to discuss the accident with the driver, and it is important that the notification from the driver was already timely filed.

5.2.7 Personnel Officer Safety Responsibilities:

1. Ensures City of Glen Cove compliance with employment laws, specifically those requirements pertaining to employee licenses and certifications that are necessary to perform daily job functions.

2. Ensures City of Glen Cove compliance with New York State Vehicle and Traffic Law, Article 19-A requirements, which include pre-hire qualification, annual and biennial examination and 19-A file maintenance. Note that appropriately certified examiners will be contracted as necessary to comply with Article 19-A requirements.
3. Manages and reviews all worker's compensation claims maintaining records and statistics as necessary. Contracts with a third-party administrator for the administration of worker's compensation claims.
4. Provides oversight of outside counsel who represents City of Glen Cove relative to its workers' compensation cases to ensure that the legal interest of City of Glen Cove is adequately protected.
5. Investigates all employee work-related injuries that may result in a disability or death, or require immediate hospitalization.

6 - PLANT, EQUIPMENT AND FACILITIES

6.1 Bus Stops Characteristics:

The Senior Center buses are stationed overnight at Morgan's Park. The Loop/Commuter bus is stationed overnight at the DPW Yard on Morris Avenue from which it departs for the early morning commuter bus route (6:45 am to 8:45 am). The standard loop bus route is travelled from 9:00 am to 2:45 pm (see Appendix A). The stops are delineated by curbside signage, but there are no other structures (no benches or shelters) maintained specifically for the bus route. Passengers embark and disembark at curbside location with passenger safety as the priority.

6.2 Dispatching Facility Characteristics:

The Loop Bus and Commuter Bus route operations require minimal communication. Any required communications are made from the Department of Public Works Office in City Hall and are made by cellphone to the driver. City Hall and the DPW office facilities are designed and maintain in accordance with applicable safety standards. Maintenance is performed by DPW staff and contracted vendors when necessary.

6.3 Maintenance Shop Characteristics:

Buses are maintained at the City's Department of Public Works garage on Morris Avenue. The garage has multiple bays and two lifts. Parts are stored onsite in a locked storage room. Advanced repairs may be performed off site by a contracted service provider. The DPW garage and maintenance shop facilities are designed and maintain in accordance with applicable safety standards. Maintenance is performed by DPW staff and contracted vendors when necessary.

Buses are fueled at the DPW garage facility which houses one underground tank and pump equipment. The fuel station is maintained and designed to applicable safety and environmental standards.

6.4 Fleet Characteristics:

The City has a single bus to service the Commuter and Loop Bus routes. When this bus is taken out of service, the City uses a bus from the City's Senior Center or a van from the City's Youth Bureau for the Commuter and Loop Bus routes.

The Senior Center operations require two buses: one to service the Senior Center participant and a second to service the Adult Day Care program participants. An additional bus is in reserve, should either bus need to be removed from service.

All City buses are maintained by the City at the maintenance shop to ensure they meet the necessary safety/operation standards.

7 - SYSTEM MODIFICATIONS

The Director of Public Works is the principal officer responsible for the maintenance and periodic review and revision of the System Safety Program Plan. Recommendations for changes to the plan may be submitted to the Director of Public Works by anyone involved in the program and updates to the SSPP are regularly solicited from those involved in the program.

8 - SYSTEM SAFETY ORGANIZATION

The Director of Public Works is the principal officer responsible for the bus program's operational safety and has direct contact with all elements of the City's emergency response teams (the Mayor, Director of Emergency Management, Police Chief, Fire Chief, Auxiliary Police and Chief of Emergency Medical Services) as necessary in case of an emergency situation.

All employees are responsible to report any safety-related concerns to either the dispatcher or mechanic. At least one employee is certified by the NYS DOT as having completed the BAITFISH program.

9 - PARTICIPATION ON SAFETY COMMITTEES AND BOARDS

The Director of Public Works is responsible for the bus program's System Safety Program Plan and ensures the review of the SSPP by a representative sample of employees engaged in the program on an annual basis – either through a regular review meeting or by soliciting individual input. All Bus Drivers are responsible for communicating safety issues via provided DVIR and service forms to mechanics or via cellphone to dispatch or mechanics as emergent needs require.

10 - MAINTAINENCE OF SYSTEM SAFETY PROGRAM PLAN

The System Safety Program Plan is maintained by the Director of Public Works and distributed to all employees involved in the program upon hire and upon plan revision.

The Director of Public Works is responsible to recertify the SSPP biennially to the PTSB which will include the number of program personnel, the number of passenger fare vehicle, any changes in policies, procedures or practices, any changes in facilities, the number of accident occurrences reported to NYSDMV for each year.

11 - HIRING EMPLOYEE PRACTICES

The Personnel Officer is responsible for ensuring the proper hiring practices are implemented in regard to the City employees associated with the bus program. Candidates for employment apply directly to the Personnel Officer, and the Personnel Officer conducts initial screening and interview. If the candidate possesses the necessary licenses, certificates and experience, the candidate is presented to the Director of Public Works for interview.

If the City is interested in employing the candidate, additional background screenings are conducted by the Personnel Officer prior to appointment by the Mayor and City Council. For Bus Drivers, the additional screening will include at a minimum the required pre-employment drug screening, medical exam and abstract review as well as a review of safety and performance records from the candidate's prior employers. Prior to employment, Bus Driver candidates are entered into the DMV Article 19-A online system which ensures ongoing, timely reporting of license status changes.

Upon hire, the Personnel Officer conducts an orientation which includes an overview of the safety program. Prior to participation in the bus program, new employees are presented with the System Safety Program Plan and receive safety training regarding their role in the program. Employees must sign to acknowledge that they received and reviewed a copy of the SSPP.

Employee performance is periodically reviewed by supervisors, and Bus Drivers participate in the annual and biennial reviews as conducted by the Personnel Officer and a 19-A certified examiner. During the annual review, all accidents during that period are reviewed and any necessary training is initiated.

The Personnel Officer acts as the Designated Employer Representative for the City's Drug and Alcohol Testing Program and all Bus Drivers, CDL operators and safety sensitive employees are enrolled in the random testing program at the FTA mandated 50% testing rate.

12 - HAZARD ASSESSMENT, ANALYSIS AND RESOLUTION

Hazard Assessment Policy - Hazard analysis is performed to identify hazardous conditions for the purpose of their elimination or control. This is a systematic approach to identify hazards

that start with basic parts and subsystems and interprets the possible hazards or failures, which could occur. Once hazards are identified they should be assessed to determine their impact on the total system. Solutions are identified to mitigate the hazard or reduce its severity.

Hazards are any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, or property of the City's transportation system; or damage to the environment. Hazards are identified through safety reviews, operations and maintenance observations, and results of accident investigations in addition to other mechanisms.

Hazards are categorized by the level of severity as follows:

- A. Catastrophic – may cause death
- B. Critical – may cause severe illness, severe injury or major system/environmental damage
- C. Marginal – may cause minor injury or minor system/environmental damage
- D. Negligible – will not result in injury, illness or damage to system or environment

Hazards are further categorized by the likelihood of occurrence as follows:

- 1. Frequent – highly likely reoccurrence
- 2. Probable – expected occurrence
- 3. Occasional – will eventually occur and reoccur
- 4. Unlikely – occurrence not expected
- 5. Improbable – highly unlikely to occur

These categories are used when determining if action is needed to address a potential hazard and when setting priorities. The more severe and more frequent hazards are given priority over less severe and less frequent hazards.

HAZARD ASSESSMENT		Risk Severity			
		Catastrophic	Critical	Marginal	Negligible
Risk Probability		A	B	C	D
Frequent	1	Unacceptable!			
Probable	2				
Occasional	3		Acceptable with Mitigation.		
Remote	4				
Improbable	5	Acceptable.			

On a priority basis, resolutions or controls are identified to prevent potential hazards from becoming incidents or accidents. Cost effectiveness is a consideration when implementing solutions to hazards, but cost considerations should not be permitted to undermine the safety of employees and the public.

12.1 All employees are thoroughly trained in safety awareness and prevention procedures and are also instructed to make management aware of any potential hazards. Hazards identified by residents/riders are brought to the attention of management.

12.2 On-going operations are monitored and reviewed for identification of potential hazards.

12.3 An investigation is done immediately upon the discovery of potential hazards. Identified maintenance hazards are sent to the mechanic for a determination and mitigation.

12.4 Road conditions are monitored and drivers are made aware of any detours prior to their run. During operations, drivers notify dispatch of any potential problems so the proper authorities can be notified.

12.5 Equipment is inspected for potential hazards prior to the use.

13 - SECURITY AND EMERGENCY AWARENESS

The Security and Emergency Response Plan is maintained in a separate document due to its confidential nature. The plan includes information about self-assessments, employee trainings, maintenance and controls for sensitive documents, alert notifications from the FTA and DHS and local emergency preparedness plans.

The COVID-19 Safety Plan for the City of Glen Cove Commuter & Loop Bus Service is as follows:

- Riders are required to wear face coverings when boarding the loop bus. Face coverings must be over the mouth and nose and worn for the duration of time that the rider is on the bus.
- Acceptable face coverings include but are not limited to cloth-based coverings or disposable mask that cover both mouth and nose.
- The driver will have a (plexiglass) barrier between him and the rider. All riders will be seated 6 feet apart seats will be taped off making it easier for passengers to know where they should be seated.
- The bus will be cleaned at the start of the business day & at the end of the day.

14 - ACCIDENT/INCIDENT INVESTIGATIONS

14.1 All accidents/incidents are written up and properly recorded. The Director of Public Works will collect information from both the driver's in-house accident report and the law enforcement's accident report, compile the information and complete the investigation. If the accident is one that requires to be reported to Public Transportation Safety Board, the Director of Public Works will do so.

14.1.1 The safety program is the responsibility of all employees.

14.1.2 All accidents/incidents are subject to an investigation. At least one employee is BAITFISH certified.

14.1.3 All accidents are reported to the appropriate police agencies and insurance companies. The Public Transportation Safety Board and the Director of Public Works or his/her designee is notified immediately upon the occurrence of:

1. One (1) or more fatalities
2. Accidents which result in five (5) or more Injuries
3. Accidents caused by mechanical failure

14.2 Previous investigation records meet the following requirements:

14.2.1 All accident information is to be documented on Form MV-104

14.2.1.1 Estimates of repairs from vehicle repair shops are obtained and the accident is categorized accordingly.

14.2.1.2 In the case of an accident the operator's record is reviewed, cause determined and the operator debriefed. A determination is made as to the need for retraining or possible termination.

14.2.1.3 Follow-up checks are performed on the effectiveness of recommendations by intensifying road supervision, verbal reinforcement and periodic driving reviews.

15 - SAFETY TRAINING

15.1 The City's training program plan is in place and is reviewed prior to recertification (biennially) of the System Safety Program Plan, or as required by recommended changes.

15.2 Safety is the most important part of the City's training program.

15.2.1 Safety training is integrated into the overall training program.

The City's training programs detail safety requirements for all phases, including but not limited to operating a transit vehicle, defensive driving, passenger safety, emergency situations and personal safety (i.e. blood borne pathogens, lock-out/tag-out, etc.).

All training programs are developed and/or approved by the Director of Public Works.

15.2.2 The Director of Public Works directs instruction for all training, with the assistance of qualified outside instructors as necessary and Article 19-A Certified Examiners. Qualified outside instructors are used if specialized training is needed.

15.2.3 City's training program consists of a standardized lesson plan. All new employees are required to complete the training program specific to their job description. All programs include a practical lesson on the specific training.

15.3 City's training goals, objectives and requirements are to provide its employees with the knowledge and skills to provide safe transportation and maintain an excellence in customer service at all times. All employees are required to maintain this level of performance. All training programs completed will be documented and training files are maintained for each employee throughout their employment with the City.

15.3.1 Each employee is supplied with training material and copies of applicable policies as necessary.

15.3.2 After completion of the City's training program each new employee must train with a senior driver for route training. During this initial training period they must demonstrate their ability to follow all safety rules while operating a City's vehicle.

15.3.3 During the driver behind-the-wheel training period the new driver demonstrates their ability to identify, assess and report hazards. A senior driver will conduct the behind-the-wheel training.

15.3.4 All training periods include the use of a probation evaluation form.

15.3.5 The City maintains the training files of trainees who did not complete the training program with a detailed explanation why they were unsuccessful in completing their training period.

15.3.6 The Director of Public Works directs the periodic audit of the effectiveness of the training programs currently in place to ensure the safety goals and objectives are being achieved through employee performance.

15.4 Training requirements for City's passenger bus operators include, but are not limited to the following.

15.4.1 Employee orientation is conducted by the Personnel Officer. The information relayed to all employees during orientation is as follows:

- Departmental structure, chain of command and promotional ladder;

- Employment benefits and paperwork;

- Employee Assistance Program;

- Union contractual benefits;

- Safety Program and employees safety awareness responsibility;

- Drug and Alcohol Testing Programs;

- Driver's License Monitoring (LENS);

- NYSDMV Article 19-A qualification requirements;

- Civil Service employment parameters;

- Civil Service job description;

- Responsibilities of the job;

- Probation and any required training programs that must be completed;

- Required refresher trainings throughout employment

- Necessity of good public relations

- Work schedules and hours of operation

15.5 All bus drivers are required to complete the City's initial training program.

15.5.3 Training covers the City's policies and procedures and explaining management's attitude toward safety.

15.5.5 All new operators are given a tour of the facilities during orientation. The operators are familiarized with the local area during route training.

15.5.6 Throughout the training process the operator is reminded of the role safety takes in the overall organization and in City's operations.

15.5.7 Operator training also includes route training, City map orientation and the location of Hospitals, police and fire facilities.

15.5.8 New operators will be trained on all City's vehicles and safety related equipment prior to driving city bus routes without a trainer.

15.5.8.1 The trainer instructs the trainee on operation of doors, door interlock systems and switches, including all safety features on the vehicles.

15.5.8.3 The trainee is trained on transporting passengers requiring lift equipped vehicles as necessary. The training teaches how to work the vehicle accessible lift, all the safety features and how to properly secure a mobility device using the securement straps and locking devices.

15.5.8.4 Training covers safe operation of the braking systems in each vehicle, safe application of brakes and the safe acceleration/deceleration rates during operation.

15.5.8.5 The trainee will be trained on mirror adjustment, which focuses on proper mirror adjustment to obtain the greatest field of vision and reducing the blind zones created by transit vehicles.

15.5.8.6 Training will focus on the proper use of two-way radio equipment and how to handle emergency situations while operating transit vehicles and transporting passengers.

15.5.9 Operator training on passenger safety is included in all of the City's training.

15.5.9.1 Operator training on passenger safety includes on-board causes of accidents and injuries due to unsafe acceleration/deceleration rates and sudden hard application of brakes.

15.5.9.2 Transporting passengers requiring lift equipped vehicles teaches the importance of safe operation of the vehicle regarding the physical limitations of the elderly and disabled persons.

Passenger sensitivity training is explained in detail including requirements mandated by the American's Disability Act (ADA).

15.5.10 Operator training provided on passenger safety to include, but not limited to the following:

15.5.10.1 Operator training for traffic accidents is reviewed during training.

15.5.10.2 Included in emergency training are instructions for handling different types of accidents/incidents, i.e. collision with fixed objects, other vehicles, pedestrians, etc.

15.5.10.3 On-board fire or smoke training details the use of fire extinguishers and evacuation procedures.

15.5.10.4 Operators are taught what to do if a passenger is injured or becomes ill. The operator is instructed on the importance of safely parking the vehicle first and then responding to the situation. The proper use of radio equipment to summon emergency medical personnel is covered during the emergency training.

15.5.10.5 Emergency training includes what to do and how to react in case of on-board theft, fight or improper conduct occurs. Training includes the necessity to remain calm, communicate the situation to the dispatcher so emergency personnel can respond and above all protect themselves and the passengers.

15.5.10.6 Defensive driving training includes operation of transit vehicles during severe weather, flooding, snow, ice, seasonal dangers and/or route changes. They will be instructed on the procedures to follow if roads are closed and detours are established due to emergencies.

15.5.10.7 In the event an operator notices the odor of raw fumes while driving a vehicle they are instructed to immediately pull the vehicle over in a safe location and call dispatch. They will notify the maintenance garage. The operator will stand by for instructions on how the situation will be handled. If there is imminent dangers of a fire evacuate the passengers to a safe location until help can be sent.

15.5.10.8 Each vehicle is equipped with a First Aid Kit. Operators are given instructions with necessary driver and witness forms in the event they are involved in an accident/incident.

15.5.11 All operators attend a defensive driving class every three years. New hires receive initial defensive driving training during the City's training program.

15.5.12 All City's personnel are required to attend annual refresher training. Safety training classes will be given throughout the year as needed. Record of attendance and refresher/safety training topics are documented and copies placed in each individual employees training file. Safety bulletins are posted throughout the year.

15.5.13 Operator retraining will occur when the Safety Committee's Summary of Remediation determines the need due to their involvement in a preventable accident/incident or recommended by the Safety Officer, Transit Supervisor and/or an Article 19-A Certified Examiner because of an event or situation.

15.5.14 Initial training for operators is required prior to regular assignment.

15.5.15 Retraining procedures are in place for operators in the event of violations of defensive driving, passenger relations, emergency operating procedures, federal, state and local regulations, company rules and regulations, and bus orientation.

15.7 Garage employees provide in-service training for new mechanics. Mechanics participate in ongoing training for specific equipment and recertification required through outside programs or equipment vendors.

15.7.5 The training will cover in detail all procedures and forms used by the maintenance shop, their purpose, how to complete them, record filing and storage.

15.7.10 Training and service manuals are provided for all buses and system/equipment owned and operated by the City and serviced by the Department of Public Works Maintenance Garage.

16 – EMERGENCY DRILLS AND SIMULATIONS

This section defines the relationship safety has concerning emergency response preparedness.

16.1 Emergency response plan in place includes schedule for conducting drills and simulations.

16.2 Emergency planning for drills and simulations includes inputs from and participation of the safety committee.

16.3 Emergency operating procedures already in place prior to the conduct of drills and simulations.

17 - SAFETY TESTS AND INSPECTIONS

17.1 Vehicle Maintenance Policies and Programs:

17.1.1 Drivers complete a daily pre and post trip maintenance form.

17.1.2 The mechanic is informed of all maintenance problems.

17.1.3 Each bus receives preventative maintenance at intervals of 3,000 miles or every 3 months, whichever comes first.

17.2 Preventive maintenance procedures and schedules include, but not limited to the following tests and inspections:

17.2.1 The brake and air systems;

17.2.2 The door system;

17.2.3 On-board communication systems, interior and exterior lights and reflectors;

17.2.4 Tires, lugs and nuts;

17.2.5 Steering assembly;

17.2.6 Wheelchair lift system and tie down systems;

17.2.7 Windshield wipers, mirrors and horns;

17.2.8 Body exterior, interior and steps;

17.2.9 Suspension system;

17.2.10 Fire extinguisher, first aid kit, fuses and triangle reflectors; and

17.2.11 Seat belts.

17.3 Corrective maintenance procedures for equipment and systems in place to include but not limited to the following:

17.3.1 Procedures are current and the revisions are controlled.

17.3.2 Maintainers are provided current corrective maintenance procedure and procedure in place to verify that they are followed.

17.3.3 Corrective maintenance actions are recorded and filed.

17.3.4 Corrective maintenance data is used for analysis and performing trend evaluations.

17.3.5 Operator's defect report is used for corrective maintenance planning.

17.3.6 Maintenance facility inoperative systems/equipment tagged, reported and scheduled for repair.

17.4 Bus stops-The City employs curb to curb service with no bus stop structures beyond signage.

17.5 Parking and storage procedures and equipment testing and inspection to include but not limited to:

17.5.1 Procedures in place for controlling movement, parking and storage of buses.

17.5.2 Parking spots are clear and debris is cleaned up as necessary.

17.5.3 Buses are parked in open spots-fire lanes not necessary.

17.5.4 Procedures and schedule in place for winterization of equipment.

17.6 Revenue service checks conducted to include but not limited to the following:

17.6.1 To determine the operator's general performance and conformance to the standard operating procedures, defensive driving techniques, routes.

17.6.2 To determine the operator's handling of the elderly and disabled passengers and sensitivity to their situation and other passengers' sensitivity issues. All new hires are trained in the proper use of wheelchair lift and securement of wheelchairs. They also receive a copy of the ADA training pamphlet and Transit Operator's Pocket Guide.

17.6.3 Schedule adherence.

17.6.4 Revenue service operation for conformance to V & T laws (speed, following distance, cell phone usage, etc.).

17.6.5 Reports are prepared and submitted for revenue service checks.

18 - INTERNAL REVIEWS

Periodic reviews are done to ensure that operators are following all safety procedures in accordance with all regulations. Preventative maintenance check lists and work orders are reviewed periodically to confirm that vehicles are serviced on schedule.

19 - EXTERNAL REVIEWS

Several governmental and regulatory agencies review sections of or complete reviews of the safety plan and operations including:

NYS Public Transportation Board

NYS Department of Transportation

National Transportation Safety Board

NYS Department of Motor Vehicles

Bus Drivers initial qualifications are subject to external review by the Glen Cove Civil Service Commission. Annual and biennial Bus Driver reviews are conducted by an external 19-A certified examiner.

20 - COLLECT AND MAINTAIN DATA

20.1 The City maintains internal safety data sources to compare with prior reporting periods.

20.2 Accident/incident/defect reports are collected and maintained.

20.3 Inspection reports are collected and maintained in various areas, including but not limited to the following:

- Scheduled maintenance reports;

- Corrective maintenance reports;

- Bus pre and post trip inspections or shift inspection reports;

- Bus safety reports;

- Route inspection reports.

Data collected is indexed, filed and readily retrievable.

21 - PROFESSIONAL DEVELOPMENT

Safety personnel are encouraged to attend safety seminars and drug and alcohol training as needed.

22 - SYSTEM SAFETY PROGRAM PLAN CERTIFICATION

I understand that the City of Glen Cove's primary goal is to provide transit customers and employees with the safest operating environment that is practical. To achieve this goal, I understand that all City of Glen Cove employees are responsible for ensuring the safety of customers, co-workers, those individuals who come in contact with the system, and City of Glen Cove's property and equipment. To support this mission, I acknowledge the responsibility to read and comply with the System Program Plan and to make it available to all employees who report directly to me.

SIGNED: _____ DATE: _____

Louis Saulino, P.E.
Director of Public Works

APPENDIX A

LOOP Bus Schedule	LOOP 1		LOOP 2		LOOP 3		LOOP 4
Landing Road							
Pat's Place / Charlie's Deli	9:00am		10:15am		11:30am		1:30pm
Raymond Street	9:00am		10:15am		11:30am		1:30pm
Carpenter Street	9:00am		10:15am		11:30am		1:30pm
Landing Bakery	9:05am		10:20am		11:35am		1:35pm
Morgan Park	9:05am		10:20am		11:35am		1:35pm
Coles Street							
Mechanic Street	9:05am		10:20am		11:35am		1:35pm
Carpenter Street	9:10am		10:25am		11:40am		1:40pm
Ellwood Street	9:10am		10:25am		11:40am		1:40pm
The Place							
Konica	9:10am		10:25am		11:40am		1:40pm
Hill Street							
Temple	9:10am		10:25am		11:40am		1:40pm
Police Station							
Bridge Street	9:10am		10:25am		11:40am		1:40pm
Glen Street							
Henry's / City Hall	9:15am		10:30am		11:45am		1:45pm
Glen Street							
Senior Center	9:15am		10:30am		11:45am		1:45pm
Wendy's / Orchard Plaza	9:15am		10:30am		11:45am		1:45pm
Hospital							
St. Andrew's Lane	9:20am		10:35am		11:50am		1:50pm
Ford Street							
Forest Avenue	9:20am		10:35am		11:50am		1:50pm
Forest Avenue							
#235, Dr. Office	9:20am		10:35am		11:50am		1:50pm
Rite Aid	9:25am		10:40am		11:55am		1:55pm
Stop & Shop	9:25am		10:40am		11:55am		1:55pm
10 Medical Plaza							
Walnut Road	9:25am		10:40am		11:55am		1:55pm
Forest Avenue							
Walgreens	9:25am		10:40am		11:55am		1:55pm
King Kullen	9:30am		10:45am		12:00pm		2:00pm
CVS	9:30am		10:45am		12:00pm		2:00pm
School Street							
Staples	9:30am		10:45am		12:00pm		2:00pm
Glen Street							
Henry's Diner / City Hall	9:30am		10:45am		12:00pm		2:00pm
Senior Center	9:35am		10:50am		12:05pm		2:05pm
Wendy's / Orchard Plaza	9:35am		10:50am		12:05pm		2:05pm
Elm Avenue							
Smith Street	9:35am		10:50am		12:05pm		2:05pm

APPENDIX A

LOOP Bus Schedule	LOOP 1		LOOP 2		LOOP 3		LOOP 4
Southridge Drive							
Collins Road	9:40am		10:55am		12:10pm		2:10pm
3rd Street							
Nassau Avenue	9:40am		10:55am		12:10pm		2:10pm
Fox Street	9:40am		10:55am		12:10pm		2:10pm
St. Rocco's Church	9:45am		11:00am		12:15pm		2:15pm
Carney Street							
Cedar Swamp Road	9:45am		11:00am		12:15pm		2:15pm
Hazel Street	9:45am		11:00am		12:15pm		2:15pm
Sea Cliff Avenue							
Trousdell Village	9:45am		11:00am		12:15pm		2:15pm
T & D Auto Body	9:50am		11:05am		12:20pm		2:20pm
Glen Cove Avenue							
#164, By Donahue	9:50am		11:05am		12:20pm		2:20pm
Boys & Girls Club	9:50am		11:05am		12:20pm		2:20pm
across from Sorenson Lumber	9:50am		11:05am		12:20pm		2:20pm
Continental Place							
First Baptist Church	9:55am		11:10am		12:25pm		2:25pm
Police Station							
Bridge Street	9:55am		11:10am		12:25pm		2:25pm
Glen Street							
Henry's Diner	9:55am		11:10am		12:25pm		2:25pm
City Hall	10:00am		11:15am		12:30pm		2:30pm
Senior Center	10:00am		11:15am		12:30pm		2:30pm
Wendy's / Orchard Plaza	10:00am		11:15am		12:30pm		2:30pm
Hospital							
St. Andrew's Lane	10:00am		11:15am		12:35pm		2:30pm
Ford Street							
Forest Avenue	10:05am		11:20am		12:35pm		2:35pm
Forest Avenue							
#235, Dr. Office	10:05am		11:20am				2:35pm
Rite Aid	10:05am		11:20am				2:35pm
Stop & Shop	10:05am		11:20am				2:35pm
10 Medical Plaza / Gribbin School							
Walnut Road	10:10am		11:25am				2:40pm
Forest Avenue							
Walgreens	10:10am		11:25am				2:40pm
King Kullen	10:10am		11:25am				2:40pm
CVS	10:10am		11:25am				2:40pm
Woolsey Avenue							
Dosoris Lane	10:15am		11:30am				2:45pm
Landing Road							
Charlie's Deli	10:15am		11:30am				2:45pm

APPENDIX A

COMMUTER Bus Schedule				
Ann Street				6:45am
Forest Avenue				
	Stop & Shop Supermarket			7:00am
Coles Street				
	Mechanic Street			7:10am
	Carpenter Street			
	Ellwood Street			
Bridge Street				
	Police Station			7:15am
Forest Avenue				
	Sunrise Asst'd Living			7:30am
Elm Avenue				
	Smith Street			7:40am
	Russel Place			7:40am
Southridge Drive				
	Collins Road			7:45am
Gribbin School				7:50am
Forest Avenue				
	Stop & Shop Supermarket			8:25am
Bridge Street				
	Police Department			8:30am
Chestnut Street				8:40am
Charles Street				8:45am
Not in Service			8:45am-9:00am	

APPENDIX B

13.1 The City will complete a Self-Assessment.

13.2 Employee awareness training includes familiarization with the property's facilities and surrounding area.

Employees are informed as to what areas are accessible and inaccessible to them and the general public.

13.2.1 Bus parking area is well lit with an occasional police presence

13.2.2 Operators are instructed to check buses before, during and upon ending their routes for any items left on the bus.

13.2.3 All employees are issued City of Glen Cove photo identification tags.

13.2.4 Inventory on file of all assets.

13.3 Recorded safety-sensitive documents are maintained and kept secure in the office of the Director of Public Works.

13.4 The City has registered with NY Alert to receive warnings and alerts during times of emergency.

