



GOVERNMENT SERVICES COMMITTEE

April 10, 2014 – 1:00 PM

Committee Members: Kitty Vetter (Chair), Cora Edwards (Vice Chair), Gene Benson, Cindy Kurpil Geiger, Alan Sorensen

AGENDA

DISCUSSION ITEMS: None

PRESENTATION: None

REPORTS:

1. Purchasing & Central Services - Monthly Report
2. Board of Elections - Monthly Report
3. Cornell Cooperative/Consumer Affairs - Monthly Report
4. County Clerk
5. Sullivan County Community College

RESOLUTIONS:

1. **Rescinding Resolution No. 477-06 and Resolution No. 137-12 and Implementing a new policy for contract agency funding requiring any agency funded by the County to submit detailed budget requests and supporting documentation as a condition of payment.**
2. **To amend the County's Procurement Policy.**
3. **To amend the County Procurement Policy to authorize utilization of the "Best Value" Provisions set forth in Local Law 1 of 2014.**
4. **To amend the County Procurement Policy to authorize utilization of the "Piggyback" Provision of General Municipal Law § 103 (16).**
5. **To authorize award & execution of agreement with Advance Testing Company, Inc. for Quality Assurance Asphalt Plant Inspection for 2014 resurfacing program.**

PUBLIC COMMENT:

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Joshua Potossek

Re: Request for Consideration of a Resolution: Rescind Reso 477-06 & Reso 137-12

Date: 4/07/14

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Rescinding Resolution No. 477-06 & Resolution No. 137-12 and implementing a
new policy for contract agency funding requiring any agency funded by the
County to submit detailed budget requests and supporting documentation as a
condition of payment

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ **Grant(s)** \$ _____

State \$ _____ **Other** \$ _____

Federal Government \$ _____ **(Specify)** _____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: _____

Other: _____

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

not applicable

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: [Signature] Date 4/8/14
- B. Management and Budget: [Signature] Date 4/8/14
- C. Law Department: [Signature] Date 4/8/14
- D. County Manager: [Signature] Date 4/9/14
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee Committee on 04/10/2014

**RESOLUTION INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE
RESCINDING RESOLUTION NO. 477 OF 2006 & RESOLUTION NO. 137 OF 2012
AND IMPLEMENTING A NEW POLICY FOR CONTRACT AGENCY FUNDING
REQUIRING ANY AGENCY FUNDED BY THE COUNTY TO SUBMIT DETAILED
BUDGET REQUESTS AND SUPPORTING DOCUMENTATION AS A CONDITION OF
PAYMENT**

WHEREAS, the County Manager has recommended that any agency or organization requesting funding from the County of Sullivan shall be required to submit a budget request that shall detail the agencies projected budget for the upcoming year, and

WHEREAS, the County Manager has recommended that any agency or organization that enters into a contract as a result of an appropriation of funding in the Adopted Budget shall be required to submit certain documentation prior to receiving funds by the County, and

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Legislature that the following is hereby adopted as the public policy of the County of Sullivan and that all other resolutions relating to contract agency funding are hereby rescinded effective December 31, 2014:

1. All contract agencies listed on the attached schedule "A" shall be required to submit electronically to the County the following:
 - a. A budget request that details the amount and purpose of the requested funds for the upcoming year, including, at a minimum, total revenues itemized by source and total appropriations itemized by category of expense
 - b. A mission statement
 - c. A copy of incorporation documents, bylaws, and a listing of governing board members
2. All contract agencies listed in "Category A" on the attached schedule, shall be required to submit to the County the following:
 - a. At least annually submit in writing to the committee having jurisdiction or attend a meeting of the committee and report recent activity of the organization and upcoming projects, which is to become an official record of the committee meeting
3. All contract agencies listed in "Category B" on the attached schedule, shall be required to submit to the County the following:
 - a. At least quarterly submit in writing to the committee having jurisdiction or attend a meeting of the committee and report recent activity of the organization and

- upcoming projects, which is to become an official record of the committee meeting
 - b. An audit of their financial records, performed by an independent auditor, licensed as a certified public accountant eligible to perform such services in the State of New York
 - c. A copy of all minutes of their governing board
4. In addition to the requirements of item 1, listed above, all contract agencies listed in “Category C” on the attached schedule shall be required to submit to the County the following:
- a. Submit a budget request that additionally provides a description of detailed services that the organization shall perform contractually for the County associated with the appropriation request
 - b. At least annually submit in writing to the committee having jurisdiction or attend a meeting of the committee and report recent activity of the organization and upcoming projects, which is to become an official record of the committee meeting
 - c. An audit of their financial records, performed by an independent auditor, licensed as a certified public accountant eligible to perform such services in the State of New York if the annual appropriation from the County is \$50,000 or more. If the County appropriation is less than \$50,000 the agency is required to submit IRS Form 990-EZ
 - d. A copy of all minutes of their governing board

BE IT FURTHER RESOLVED, that each organization shall be paid at least on a quarterly basis provided that they have complied with the requirements of this policy, and

BE IT FURTHER RESOLVED, that the requirements stipulated in this policy shall be effective beginning with the 2015 County Budget.

Schedule A

AGENCY	Committee Jurisdiction
Category A	
Sullivan County Legal Aid Panel Inc	Public Safety
Sullivan County Conflict Legal Aid	Public Safety
Category B	
Sullivan County Community College - Contribution	Government Services
Sullivan County Visitors Association	Community and Economic Development
Cornell Cooperative Extension	Government Services
Soil and Water Conservation District	Public Works
Category C	
Boys and Girls Club	Health and Family Services
YMCA of Middletown NY INC	Health and Family Services
Partnership for Economic Development	Community and Economic Development
Sullivan Alliance for Sustainable Development	Agriculture and Sustainability
Sullivan County ARC	Health and Family Services
Dream Tank	Public Safety
Head Start	Executive Committee
CACHE	Executive Committee
Delaware Valley Arts Alliance	Executive Committee
C.A.T.S.	Community and Economic Development
Sullivan County Sportsmen's Federation	Executive Committee
Library Alliance	Executive Committee
Delaware Highlands Conservancy(The Eagle Institute)	Executive Committee
Literacy Volunteers	Executive Committee
Sullivan County Long Beards	Executive Committee
Upper Delaware Scenic Byway	Planning and Environmental Management

COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO

To: Sullivan County Legislature

Fr: Kathy Jones, Director, Purchasing and Central Services

Re: Request for Consideration of a Resolution: Amend Procurement Policy (RFP Process Threshold)

Date: April 10, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Amend Procurement Policy to increase FORMAL RFP process from \$10,000.00 to \$50,000.00. This increase will reduce advertising costs and streamline the RFP process for services less than \$50,000.00. Services that are \$10,000.00 - \$49,000.00 will continue to be RFP'd, Quoted or Bid without the restriction of advertising and a specific 2-3 week issuance period.

Is subject of Resolution mandated? Explain:

No.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office:  _____

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: _____ Other: _____

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any: _____

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not applicable *af* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Finn Date 4/8/14
B. Management and Budget: Janet Myer Date 4/8/14
C. Law Department: S. Vasquez Date 4-8-14
D. County Manager: Rob Bond Date 4/9/14
E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. ____-14 INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AMEND THE COUNTY'S PROCUREMENT POLICY

WHEREAS, the County of Sullivan ("County") has a Procurement Policy which has been revised over the years; and

WHEREAS, it is the recommendation of the County Manager that the County's Procurement Policy be revised again: and

WHEREAS, the revisions are contained in Schedule "A" attached hereto; and

NOW THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature does hereby adopt the attached amendment to the Procurement Policy.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014

§140-3.4. Contracting for professional services.

C. Purchases Not Subject to Competitive Bidding.

Professional Service contracts, for licensed professionals and consultants, other than contracts set forth in §140-3.4 “A” above, and contracts for an amount of \$49,999.99 and under, will be awarded at the discretion of the County Manager, Director of Purchasing and Central Services, or the Deputy County Manager / Commissioner of Management and Budget. One of the below methods should be used to acquire the services at the most advantageous price and condition:

- Written Quotes
- Bid
- Request for Proposals

The Department of Purchasing and Central Services shall determine the most advantageous and cost effective process.

In instances where the above methods are not practical, as agreed upon by the requesting department head, the County Manager, and the County Attorney, the County of Sullivan may enter into an agreement after negotiating with the vendor for professional services.

§140-3.4. Contracting for professional services.

(3) Requests for Proposals (RFP's). Purchases and contracts from \$50,000.00 to \$99,999.99 will require the issuance of a formal Request for Proposal, and the approvals of the County Manager, Deputy County Manager / Commissioner of Management and Budget, and Director of Purchasing and Central Services. Purchases and contracts over \$99,999.99 will require the issuance of a formal Request for Proposal, and the approval of the County Manager, Deputy County Manager / Commissioner of Management and Budget and the Legislature.

§140-3.6. Purchases not subject to competitive bidding.

A. The following purchases are not subject to competitive bidding:

- 1) Purchases of \$20,000 or less for commodities, equipment, materials, supplies and services.
- 2) Purchases of \$35,000 or less for public works projects.

COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO

To: Sullivan County Legislature

Fr: Kathy Jones, Director, Purchasing and Central Services

Re: Request for Consideration of a Resolution: Amend Procurment Policy (Best Value Purchasing)

Date:

April 10, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Amend Procurment Policy to include Best Value Purchasing. Local Law 1 of 2014 allows this office an alternative method for evaluating and awarding bid contracts. In accordance with GML103, an objective and quantifiable analysis is required before award is made.

Is subject of Resolution mandated? Explain:

No.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: _____

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: _____ Other: _____

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
Not applicable *af* _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Tony Fox* Date *4/8/14*
B. Management and Budget: *Janet Myer* Date *4/8/14*
C. Law Department: *S. Kasperson* Date *4/8/14*
D. County Manager: *John Row* Date *4/9/14*
E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. _____ INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AMEND THE COUNTY PROCUREMENT POLICY TO AUTHORIZE UTILIZATION OF THE “BEST VALUE” PROVISIONS SET FORTH IN LOCAL LAW 1 OF 2014

WHEREAS, Local Law 1 of 2014 provides an alternative method for evaluating and awarding bid contracts; and

WHEREAS, the County’s Procurement Manual needs to reflect the provisions of the Law and to provide an objective outline for Best Value bid analysis.

NOW THEREFORE BE IT RESOLVED, the existing Procurement Policy is Amended as provided in Attachment “A” hereto, to provide an objective outline of a “Best Value” analysis in a new subsection § 140-3.2.1.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

§140-3.2.1. BEST VALUE

Pursuant to General Municipal Law §103(1) purchase contracts or public works contracts (except those subject to New York State Labor Law Article 8) may be awarded on the basis of the Best Value to the Bidder that optimizes quality, cost and efficiency, among responsive and responsible Bidders. Local Law 1 of 2014 permits the Director of Purchasing to utilize a “Best Value” option when seeking to purchase goods and services on behalf of the County.

Best Value solicitations shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. The basis of award of the solicitation shall identify the relative importance and/or weight of the overall technical criterion to be considered to determine Best Value. The evaluation may also identify a quantitative factor for small businesses or certified minority – or women-owned business enterprises, as defined in Executive Law §300 (1), (7), (15) and (20). The basis of award shall reflect, wherever possible, objective and quantifiable analysis. Documentation in the procurement record shall, where practicable, include a quantification of the application of the evaluation criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that Best Value will be achieved.

Goods and services procured and awarded on the basis of Best Value are those that the County determines will be of the highest quality while being the most cost efficient as offered by responsive and responsible bidders. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: product or service features, quality, durability, reliability, product performance criteria, quality of craftsmanship, cost and extent of maintenance, useful lifespan, availability of replacement parts, availability of maintenance contractors, warranties, proximity to the end user if distance or response time is a significant factor, references, past performance, organization and staffing, and financial capabilities.

If Best Value is authorized as a procurement method eligible for piggybacking consideration, then any potential piggyback contract should be evaluated for substantial compliance with the above. All procurements based upon Best Value are subject to review by the Director of Purchasing or her designee, and approval by the Director of Purchasing, in consultation with County Manager and the impacted Department or Division head.

§140-3.2.3 REPORT REQUIREMENT

For purposes of Best Value and Piggybacking contracts, the Director of Purchasing shall, at least quarterly, provide a written summary to the County Legislature of contracts awarded.

COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO

To: Sullivan County Legislature

Fr: Kathy Jones, Director, Purchasing and Central Services

Re: Request for Consideration of a Resolution: Amend Procurement Policy (Piggybacking)

Date:

April 10, 2014

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Amend Procurement Policy to include Piggybacking as a purchasing tool. Pursuant to GML 103, commodities can be purchased from and by other government entities if in accordance with competitive bidding practices.

Is subject of Resolution mandated? Explain:

No.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

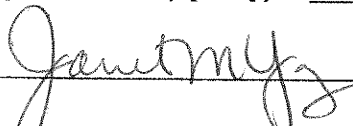
Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: _____



Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of [_____]

Nature of Other Party to Contract: _____ Other: _____

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any: _____

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

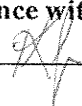
If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Not applicable  _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kathy Lewis* Date *4/8/14*
- B. Management and Budget: *Janet Myg* Date *4/8/14*
- C. Law Department: *S. Masgur* Date *4/8/14*
- D. County Manager: *John Bond* Date *4/9/14*
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. _____ INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO AMEND THE COUNTY PROCUREMENT POLICY TO AUTHORIZE UTILIZATION OF THE “PIGGYBACK” PROVISION OF GENERAL MUNICIPAL LAW § 103 (16)

WHEREAS, General Municipal Law (GML) § 103 (16) authorizes political subdivisions to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the U.S., any agency of the U.S., a state, or any other political subdivision or district therein, and

WHEREAS, the underlying contract must have been let by one of the governmental entities listed in the statute, let in a manner that is consistent with state competitive bidding laws and must be made available for use by other governmental entities, and each proposed procurement must be reviewed to determine whether it falls within GML § 103 (16).

NOW THEREFORE BE IT RESOLVED, the existing Procurement Policy is Amended to provide for “Piggybacking” in a new subsection § 140-3.2.2, and the Director of Purchasing is hereby authorized to purchase and to bid on certain purchases in accordance with GML § 103 (16).

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Kathy Jones

Re: Request for Consideration of a Resolution:

Date: 4/10/14

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

To authorize the award of the Asphalt Plant Testing for Quality Assurance Proposal and execute an agreement with the lowest responsible firm for the quality assurance work.

Is subject of Resolution mandated? Explain:

No - It is the responsibility of the Co. to assure that materials produced and placed on Co. Rds meet specifications to ensure the proper life expectancy is met.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 25,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D5110-45-47-4720 Pndg. Budget Mod.

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ <u>25,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: 

Does Resolution request Authority to Enter into a Contract? Yes No

If "Yes", provide information requested on Pages 2 and 3.

Request for Authority to Enter into Contract with [Advance Testing Company] of
[3348 Route 208 Campbell Hall, N.Y. 10916]

Nature of Other Party to Contract: Out Of County Vendor Other:

Duration of Contract: From 04/28/2014 To 12/31/2014

Is this a renewal of a prior Contract? Yes ___ No

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

The paving contract was bid using NYSDOT Specifications and these specs. require both quality control by the contractor along with quality assurance by the agency. County forces cannot provide this specialized testing work.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$ 25,000

Efforts made to find Less Costly alternative:

A Request for Proposal was issued and the quote from the lowest responsible firm for the quality assurance work was chosen.

Efforts made to share costs with another agency or governmental entity:

By specification the quality assurance testing is required for the placement of hot mix asphalt and all costs to repair the County Roads are bourne by the County.

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
Request for Proposals RFP 14-07 RFP Returned 3/28/2014

Person(s) responsible for monitoring contract (Title): Dermot P. Dowd, Civil Eng.

Pre-Legislative Approvals:

- A. Director of Purchasing: Judy Jones Date 4/8/14
- B. Management and Budget: Janet Myer Date 4/8/14
- C. Law Department: S. Gasque Date 4/8/14
- D. County Manager: John Moran Date 4/9/14
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee Committee on 04/10/2014

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE
RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF AGREEMENT**

WHEREAS, proposals were received for Quality Assurance Asphalt Plant Inspection for 2014 resurfacing program (R 14-07) and

WHEREAS, Advance Testing Company, Inc., 3348 Route 208, Campbell Hall, New York 10916, is the responsible proposer for this project, and

WHEREAS, the Sullivan County Division of Public works has approved said proposal and recommends that an agreement be executed.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with Advance Testing Company, Inc., at a total price not to exceed \$25,000.00, for Asphalt Plant Testing for Quality Assurance, in accordance with R 14-07, said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2014.

KATHLEEN JONES
Director



Tel.: (845) 807-0515
Fax: (845) 807-0526

**SULLIVAN COUNTY DEPARTMENT OF
PURCHASING & CENTRAL SERVICES
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET, P.O. Box 5012
MONTICELLO, NY 12701**

To: Government Services Committee

From: Purchasing & Central Services

Date: April 10, 2014

Re: Monthly Report

1. Bids:

- **Hot Mix Asphalt (F.O.B. Plant) (B-14-07)**
Callanan Industries, Inc. Albany, NY
- **Eggs & Cheese (B-14-08)**
Duso Food Distributors Ellenville, NY
Mivila Foods Paterson, NJ
- **Bridge Construction Materials (B-14-10)**
A.H. Harris & Sons Albany, NY
- **Building Materials (B-14-11)**
Superior Building Supply Neversink, NY
Wyde Lumber Monticello, NY

2. Processed 211 Purchase Orders

3. Recyclables