



GOVERNMENT SERVICES COMMITTEE

March 2, 2017 – 10:00 AM

Committee Members: Catherine Owens (Chair), Nadia Rajs (Vice Chair), Scott Samuelson, Alan Sorensen, Mark McCarthy

AGENDA

DISCUSSION ITEMS: None

PRESENTATION: None

REPORTS:

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

RESOLUTIONS:

1. **To authorize the County Manager to enter into a contract with the New York State Board of Elections to accept a grant.**
2. **Award and execute contract with The Bonadio Group for the risk assessment and audit of compliance of HIPAA/HITECH and other applicable laws, regulations, and standards.**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Allyson Lewis, Assistant Director of Purchasing and Central Services

Re: Request for Consideration of a Resolution: Enter into contract with NYS BOE

Date: February 22, 2017

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 COUNTY MANAGER TO ENTER INTO A CONTRACT WITH
THE NEW YORK STATE BOARD OF ELECTIONS TO ACCEPT A GRANT

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:

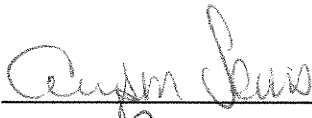
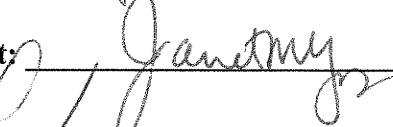

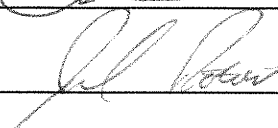
County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

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.

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing:  Date 2/23/17
- B. Management and Budget:  Date 2/27/17
- C. Law Department:  Date 2/23/17
- D. County Manager:  Date 2/27/17
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee on 03/02/2017

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE
TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO A CONTRACT WITH
THE NEW YORK STATE BOARD OF ELECTIONS TO ACCEPT A GRANT**

WHEREAS, in 2007 Sullivan County Board of Elections was awarded a grant from the New York State Board of Election, and

WHEREAS, the total grant is up to \$50,000 for HHS Polling Place Access Improvement, and

WHEREAS, the grant funds can only be accessed to reimburse the County for funds expended by the County in furtherance of the grant purpose, and

WHEREAS, in order to be eligible to access the grant funds the County must enter into a contract with the New York State Board of Elections.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is hereby authorized to enter into this and future contracts with the New York State Board of Elections to accept the award of the grant detailed above.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

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

To: Sullivan County Legislature

Fr: Allyson Lewis, Assistant Director of Purchasing and Central Services

Re: Request for Consideration of a Resolution: Award and Execute Contract

Date: February 22, 2017

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.]

Award and execute contract with the Bonadio Group for the risk assessment and audit of compliance of HIPAA/HITECH and other applicable laws, regulations, and standards.

Is subject of Resolution mandated? Explain:

Yes (45CFR164.308(a)(8))

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information: 2017 2018 2019
Amount to be authorized by Resolution: \$ 32,000.00 \$ 20,000 \$ 18,500

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1230-40-4013

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

Estimated Cost Breakdown by Source:

County	\$ <u>32,000.00</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. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [The Bonadio Group] of
[171 Sully's Trail, Pittsford, NY 14534]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 04/01/2017 To 03/31/2020

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:
(45CFR164.308(a)(8))

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): 2017-2018 \$32,000, 2018-2019 \$20,000, and 2019-2020 \$18,500

Efforts made to find Less Costly alternative:

RFP R-17-01

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

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

RFP R-17-01

Person(s) responsible for monitoring contract (Title): Lorne Green & Michelle Huck

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Cayman Deans Date 2/23/17
- B. Management and Budget: _____ Date _____
- C. Law Department: [Signature] Date 2/27/17
- D. County Manager: [Signature] Date 2/27/17
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee on 03/02/2017

Resolution No. _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE

RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF CONTRACT WITH BONADIO & CO., LLP FOR RISK ASSESSMENT AND AUDIT OF COMPLIANCE

WHEREAS, proposals were received for Risk Assessment and Audit of Compliance, and

WHEREAS, the proposal from Bonadio & Co. LLP, 171 Sully's Trail, Pittsford, New York 14534 (Bonadio Group), will provide said services from 2017 through 2019, and

WHEREAS, the County Manager has approved said proposal and recommends that a contract be executed for a three year period.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a contract with Bonadio & Co. LLP, for a three year period at a cost not to exceed \$32,000 for year 2017, not to exceed \$20,000 for year 2018 and a cost not to exceed \$18,500 for year 2019, in accordance with RFP-17-01, and

BE IT FURTHER RESOLVED, that said contract be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2017.

ALLYSON LEWIS
Assistant Director



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**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: March 2, 2017

Re: Monthly Report

1. Bids:

- **Early Intervention Transportation – Fall & Summer Program (B-16-68)**
Rolling V Bus Corp. South Fallsburg, NY
First Student Pine Bush, NY

- **Meat and Fish (B-17-02)**
Dino Mavros Co., Inc. Montgomery, NY
Ginsberg's Foods Hudson, NY
Mivila Foods Paterson, NJ
Nat Kagan Meat & Poultry, Inc. Woodridge, NY
Nebraskaland Inc. Bronx, NY

- **Stock Medication (B-17-04)**
Medline Industries, Inc. Dubuque, IA

2. Bids Extended:

- **Storage Batteries (B-15-08)**
Shakelton Auto & Truck Center Monticello, NY

- **Copy Paper (B-15-44)**
Paper Mart East Hanover, NJ

- **Elevator Maintenance (B-14-34)**
Automated Elevator System Greenwood Lake, NY

3. RFP'S/Quotes:

- Building Security
- Risk Assessment and Audit of Compliance
- Environmental Site assessment – Greater Catskill
- Psychiatric Services for Community Services
- Consultant Auditing Services for Bridge #45
- Inspection and Monitoring of Underground Bulk Storage Tanks

4. Projects:

- Overhead Doors at the Adult Care Center
- Open Top Ejector Trailers for DPW
- Lease of Space for Voting Machines
- Fuel Testing Unit – Weights & Measures
- Slope Mower – Landfill
- Wellness RFP
- Commercial Mower
- NYS OGS Marketplace for Vehicles

5. Processed 349 Purchase Orders

6. Recyclables