



**GOVERNMENT SERVICES COMMITTEE**

**February 14, 2013 – 2:00 PM**

**Committee Members: Kitty Vetter (Chairman), Ira Steingart (Vice Chair),  
Jonathan Rouis, Cora Edwards, Alan Sorensen**

**AGENDA**

**DISCUSSION ITEMS:**

- 1. Contract Renewal Process**

**PRESENTATION: None**

**REPORTS:**

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

**RESOLUTIONS:**

- 1. To authorize Purchasing and Central Services Department to centralize contract procurement.**
- 2. To authorize award & execution of contract with Info Quick Solutions, Inc.**

**PUBLIC COMMENT:**

Resolution No. \_\_\_\_\_

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE**

**RESOLUTION TO AUTHORIZE PURCHASING AND CENTRAL SERVICES DEPARTMENT TO CENTRALIZE CONTRACT PROCUREMENT**

**WHEREAS**, currently a number of County departments, sometimes individually and sometimes jointly are responsible for the generation of contracts with vendors for the provision of services to the department(s), and

**WHEREAS**, at present there is no centralized oversight of those contracts to assure compliance with the County's procurement requirements, and

**WHEREAS**, it would be in the County's best interest that all procurement of goods and services be done by the County's Department of Purchasing and Central Services to assure compliance with the County's Procurement Policies, and

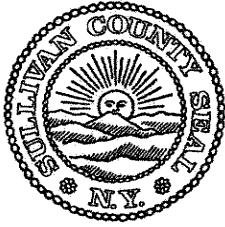
**WHEREAS**, while individual Departments can develop specifications and contract requirements, the Purchasing and Central Services Department should act as the central entity to procure goods and services utilizing the specifications prepared by the Department(s), and

**WHEREAS**, the Purchasing and Central Services Department should maintain a file and/or data base of all contracted goods and services procured by the Purchasing and Central Services Department, and

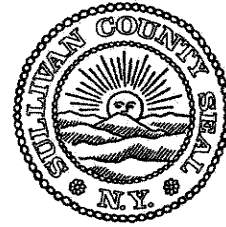
**WHEREAS**, in order to properly perform contract the services set forth above the Purchasing and Central Services Department may require additional staff, increases in annual budget appropriations, additional equipment and office space and changes in staffing responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Purchasing and Central Services Department is hereby authorized to prepare a plan for submission to the County Legislature, for possible implementation by the Legislature, to centralize contract procurement services in the Purchasing and Central Services Department.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2013.



COUNTY OF SULLIVAN  
LEGISLATIVE  
MEMORANDUM



TO: County Legislature  
 FROM: Daniel Briggs  
 TITLE: County Clerk  
 DEPARTMENT: County Clerk's Office

COMMITTEE WITH JURISDICTION

Check all that apply

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Community & Economic Development | <input type="checkbox"/> Public Safety                  | <input type="checkbox"/> Health & Family Services       |
| <input type="checkbox"/> Management & Budget              | <input type="checkbox"/> Executive Committee            | <input checked="" type="checkbox"/> Government Services |
| <input type="checkbox"/> Public Works                     | <input type="checkbox"/> Planning & Environmental Mgmt. | <input type="checkbox"/> Veterans                       |
| <input type="checkbox"/> Personnel                        |   |   |

SUBJECT OF RESOLUTION: Local Government Records Management Improvement Funding (LGRMIF) Grant  
 PURPOSE OF RESOLUTION: Authorization to process and award bid relative LGRMIF Grant  
 DATE OF FIRST SUBMISSION: 2/14/13  
 BRIEF DESCRIPTION: Grant funding enabling County to back-scan records  
 Costs to Other County Programs: None

- Mandated       Budgeted       Budget Revision Necessary

FINAL IMPACT:		Balance of			
Projection:		YR1	YR2	YR3	YR4
County Cost					
State Funds	\$43,050				
Federal Funds					
Other					
Total	\$43,050				

If NONE, check here:

**RESOLUTION NO.                    INTRODUCED BY GOVERNMENT SERVICES  
COMMITTEE TO AUTHORIZE AWARD & EXECUTION OF CONTRACT WITH  
INFO QUICK SOLUTIONS, INC.**

**WHEREAS**, proposals were received for County Land Records Initiative for the County Clerk's Office, and

**WHEREAS**, Info Quick Solutions, Inc., 7460 Morgan Road, Liverpool, New York 13090, best meets the needs for the County Clerk for such work, and was the low quote, and

**WHEREAS**, the County Clerk approves said proposal and recommends that a contract be executed, as the funds may exist,

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute contract with Info Quick Solution, Inc., at a contract price not to exceed \$43,050.00, and in accordance with Resolution 73-12, dated February 16, 2012, said contract to be in such form as the County Attorney shall approve.

**Moved by \_\_\_\_\_, seconded by \_\_\_\_\_**

**Put to a vote, unanimously carried and declared duly adopted on motion**

**\_\_\_\_\_, 2013.**

**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: February 14, 2013**

**Re: Monthly Report**

**1. Bids:**

- **Eggs & Cheese (B-12-78)**  
Duso Food Distributors  
Mivila Foods  
Ellenville, NY  
Paterson, NJ
- **Steel & Aluminum (B-12-79)**  
Chemung Supply Corp.  
Fall Fittings, Inc.  
Newburgh Steel Products, Inc.  
Elmira, NY  
New Paltz, NY  
Newburgh, NY
- **Meat & Fish (B-13-02)**  
Mivila Foods  
Nat Kagan Meat & Poultry, Inc  
Paterson, NJ  
Woodridge, NY

**2. Processed 204 Purchase Orders**

**3. Recyclables**