



GOVERNMENT SERVICES COMMITTEE

October 10, 2013 – 2:00 PM

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

AGENDA

PRESENTATION:

1. **Workforce Development**

DISCUSSION ITEMS:

1. **Cornell Cooperative Extension Building**
2. **“Piggybacking” Exception to Competitive Bidding: General Municipal Law 103 (16)**
3. **Feasibility Study for the Adult Care Center**

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. **To authorize award and execution of contract with Pitney Bowes.**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Kathy Jones, Director, Purchasing & Central Services

Re: Request for Consideration of a Resolution:

Date: October 10, 2013

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.]

Execute lease agreement with Pitney Bowes for a 60 month lease for a automatic digital mail machine for the Department of Central Services (Mailroom). Current lease will expire and the machine needs to be replaced. Current lease payment is \$14,868.00/year and the new lease payment will be \$11,472.00. The savings amounts to \$3,396.00/year.

Is subject of Resolution mandated? Explain:

No, mailroom services are not mandated but with centralized processing of the mail, for all County agenices/deparments, results in savings in postage and staff time.

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 11,472.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1610.47.4728

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

Estimated Cost Breakdown by Source:

County	\$ <u>11,472.00</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 [Pitney Bowes] of
[_____]

Nature of Other Party to Contract: ·

Other:

Duration of Contract: From 11/01/2013 To 10/31/2018

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:

None

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.]:

Centralized mail services for savings in postage and staff time

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$11,472.00/year

Efforts made to find Less Costly alternative:

Quoted various agencies currently using Pitney Bowes Mail Machines

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

Nor applicable. Services are for all County agencies/departments.

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

Quote for lease

Person(s) responsible for monitoring contract (Title): Kathy Jones

Pre-Legislative Approvals:

A. Director of Purchasing: Kathy Jones Date 9/30/13

B. Management and Budget: Janet Myers Date 10/7/13

C. Law Department: [Signature] Date _____

D. County Manager: [Signature] Date 10/9/13

E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO
AUTHORIZE AWARD AND EXECUTION OF CONTRACT WITH PITNEY BOWES**

WHEREAS, a quote was received for the lease of a Pitney Bowes Connect + 3000 Automatic Digital Mailing System, including maintenance and meter rental, for 60 months, and

WHEREAS, Pitney Bowes is the most responsible Contractor for such equipment, and

WHEREAS, the Purchasing & Central Services Department has reviewed the proposal and recommends award.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a lease agreement with Pitney Bowes, in accordance with Quote No. Q-13-33, for an annual amount not to exceed \$11,472.00, for 60 months, and shall be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2013.

KATHLEEN JONES
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: October 11, 2013

Re: Monthly Report

1. Bids:

- **Fresh Fruits and Vegetables (B-13-48)**
Duso Food Distributors, Inc. Ellenville, NY

- **Building Materials (B-13-50)**
Superior Building Supply Neversink, NY
Wyde Lumber Monticello, NY

- **Eggs & Cheese (B-13-53)**
Duso Food Distributors, Inc. Ellenville, NY

- **Paper Goods (B-13-54)**
Calico Industries, Inc. Annapolis Junction, MD
E.A. Morse & Co., Inc. Middletown, NY
I. Zakarin & Sons, Inc. South Fallsburg, NY
Mivila Foods Paterson, NJ
Sanico Inc. Binghamton, NY
Triple A Supplies Newburgh, NY

- **Paint & Paint Related Supplies (B-13-55)**
Absolute Coating, Inc./POR15 Riverdale, NJ
Albert Kemperle Inc. New Windsor, NY
Keystone Automotive Industries, Inc. Newburgh, NY

2. Processed 201 Purchase Orders

3. Recyclables