



GOVERNMENT SERVICES COMMITTEE

November 14, 2013 – 2:00 PM

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

AGENDA

DISCUSSION ITEMS: 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. To authorize award and execution of contract various vendors for lawn mowing services.**
- 2. To authorize award and execution of contract with SJB Services, Inc. for Soil Borings Testing for County Bridge No. 359 and 112.**
- 3. To authorize award and execution of contract with Skyline Drive for Analyzing 2010 Census Data and Developing a Redistricting Plan.**

PRESENTATION:

- 1. Broadband – Frank Yoder, Broadband Services Manager, Pennsylvania State Police**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution: For Lawn Mowing Services

Date: November 14, 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.]

To authorize the County Manager to execute a contract with various contractors
for lawn mowing services on County Properties

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: \$ 57,845.20

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1620-21-40-4015, A1620-22-40-4015, A1620-25-40-4015

If "No", specify proposed source of funds: A7110-22-40-4015, A7110-24-40-4015, A7520-40-4015, A8810-40-4015

Estimated Cost Breakdown by Source: Pending Adoption of 2014 Budget

County	\$ <u>57,845.20</u>	Grant(s)	\$ _____
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State	\$ _____	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 [Various contractors] of

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 04/01/2014 To 10/31/2014

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:

N/A

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.]:

County does not have resources in-house to complete the work

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$57,845.20

Efforts made to find Less Costly alternative:

Contractor chosen by lowest responsible bidder

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

N/A

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

Bid ~~Not Approved~~

As per Bid # B-13-51460

Person(s) responsible for monitoring contract (Title): Edward Mc Andrew

Pre-Legislative Approvals:

- A. Director of Purchasing: *Kathy Jones* Date *11/12/13*
- B. Management and Budget: *Janet Myers* Date *17/12/13*
- C. Law Department: *S. Haggerty* Date *11/12/13*
- D. County Manager: *John Ross* Date *11/13/13*
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT WITH VARIOUS VENDORS FOR LAWN MOWING SERVICES

WHEREAS, bids were received for 2014 Lawn Mowing Services for various locations throughout the County, and

WHEREAS, the following bidders are the lowest responsible bidders for the following sites, and

WHEREAS, the Sullivan County Division of Public Works has approved said bids and recommends that contracts be executed with the following:

Smith Lawn Maintenance, LLC	
.Government Center	= \$285.40/cut
.Courthouse Complex	= \$126.25/cut
.Veteran’s Cemetary	= \$151.25/cut
.Liberty Complex	= \$740.00/cut
Turning Leaves Landscaping, LLC	
.Stone Arch Bridge Historical Park	= \$169.00/cut
Thiele Landscaping	
.Fort Delaware Museum	= \$150.00/cut
Tyler Associates, LLC	
.Lake Superior State Park	= \$444.00/cut

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute contracts with various vendors, in accordance with Bid No. B-13-51 and B-13-60, for the above costs, and shall be in such form as the County Attorney shall approve.

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

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

To: Sullivan County Legislature

Fr: Edward McAndrew, P.E.

Re: Request for Consideration of a Resolution: For Soil Boring Contractor

Date: November 14, 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.]

To authorize the County Manager to execute a contract with SJB Services, Inc. for soil boring services on two (2) bridges

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: \$29,600.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): D-5110-47-40-4038

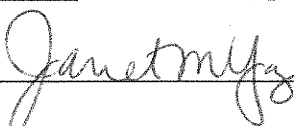
If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ _____
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State	\$ <u>29,600.00</u>	Other	\$ _____
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Federal Government	\$ _____	(Specify)	_____
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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 [SJB Services, Inc.] of

Nature of Other Party to Contract: _____

Other: _____

Duration of Contract: From 01/01/2014 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:

N/A

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.]:

County does not have resources in-house to complete the work

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$29,160.00

Efforts made to find Less Costly alternative:

Contractor chosen by lowest responsible bidder

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

N/A

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

Bid AS per B.13.576

Person(s) responsible for monitoring contract (Title): Edward Mc Andrew

Pre-Legislative Approvals:

- A. Director of Purchasing: Nancy Jones Date 11/12/13
- B. Management and Budget: Janet Myers Date 11/12/13
- C. Law Department: S. Margery Date 11/12/13
- D. County Manager: John Bond Date 11/13/13
- 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 SJB SERVICES,
INC FOR SOIL BORINGS TESTING FOR COUNTY BRIDGE NO 359 AND 112**

WHEREAS, bids were received Soil Borings Testing for County Bridge No 359 and 112, and

WHEREAS, SJB Services, Inc., 5167 South Park Avenue, Hamburg, NY 14075, is the lowest responsible bidder for this project, and

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

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute a contract with SJB Services, Inc., in accordance with Bid No. B-13-56, for an amount not to exceed \$29,160.00, and shall be in such form as the County Attorney shall approve.

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

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

To: Sullivan County Legislature

Fr: Lynda Levine

Re: Request for Consideration of a Resolution:

Date: 11/8/2013

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.]

To authorize a contract with Skyline Demographic Consultants to analyze 2010 Census Data and develop a redistricting plan for the County of Sullivan.

Is subject of Resolution mandated? Explain:

This project is mandated by State law to provide equal representation for the citizens of Sullivan County

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 12,500.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A1010-40-4013 Pending Adoption of 2014 Budget

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

Estimated Cost Breakdown by Source:

County	\$ <u>12,500.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

Verified by Budget Office: Janet M. Yezzer

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 [Skyline Demographic Consult] of [3050 Skyline Drive, Schenectady, New York 12306]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 12/01/2013 To 07/01/2014

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:

N/A

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:

New York State Law requires the County to redistrict its legislative districts every 10 years to ensure equal representation for its citizens.

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): 12,500.00

Efforts made to find Less Costly alternative:

This service was procured by virtue of the RFP process. The County's office of Real Property Tax Services will provide technical assistance and data to keep cost down.

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

N/A

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

Request for Proposals - As per RFP-R-13-54

Person(s) responsible for monitoring contract (Title): Director of Real Property Tax Services

Pre-Legislative Approvals:

- A. Director of Purchasing: *[Signature]* Date 11/12/13
- B. Management and Budget: *[Signature]* Date 11/12/13
- C. Law Department: *[Signature]* Date 11/12/13
- D. County Manager: *[Signature]* Date 11/13/13
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE

RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF CONTRACT WITH SKYLINE DRIVE FOR ANALYZING 2010 CENSUS DATA AND DEVELOPING A REDISTRICTING PLAN

WHEREAS, a proposals were received for Analyzing 2010 Census Data and Developing a Redistricting Plan for Sullivan County, and

WHEREAS, Skyline Demographic Consultants, Inc., 3050 Skyline Drive, Schenectady, New York 12306, is the lowest most responsible firm for such work, and

WHEREAS, the Sullivan County Redistricting Committee has reviewed the proposal and recommends award.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a contract, with Skyline Demographic Consultants, Inc., in an amount not to exceed \$12,500.00, as per RFP R-13-54, said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and 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: November 14, 2013

Re: Monthly Report

1. Bids:

- **Ice Control Materials (B-13-49)**
Callanan Industries, Inc. Albany, NY
Deckelman LLC Fremont Center, NY
R & H Gorr, Inc. Callicoon, NY

- **Snow Plow Blades & Cutting Edges (B-13-57)**
Chemung Supply Corp. Elmira, NY
Wayne's Welding Inc. Yorkville, NY

- **Roll-Off Containers (B-13-59)**
Custom Container Solution Lewisburg, PA

2. Processed 266 Purchase Orders

3. Recyclables