



**GOVERNMENT SERVICES COMMITTEE**

**June 12, 2014 – 2:00 PM**

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

**AGENDA**

**DISCUSSION ITEMS: None**

**PRESENTATION:**

- 1. United Way 2-1-1 Services - Pat Andersen, Director of Outreach and Emergency Management**

**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 & execution of agreement with Peter Holmes d/b/a Peter Holmes Contracting for "T" Hangar Rehabilitation at the Sullivan County International Airport.**
- 2. To authorize award & execution of agreement with Automated Elevator Systems for Elevator Inspection and Maintenance.**
- 3. To authorize award & execution of agreement with Care Environmental Corporation for Household Hazardous Waste Collection.**
- 4. To authorize Inter-Municipal Agreement with the Village of Woodridge.**
- 5. Requiring a thorough analysis of the possible impacts of a private contract prior to outsourcing.**
- 6. Requiring that all contracts that are worth more than \$50,000 in the aggregate be made publicly available.**

**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: Authorize Award of Services

**Date:** June 12, 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.]

To Authorize the County Manager execute a contract for the rehabilitation of the County owned 5 bay T hangar at the Sullivan County International Airport (SCIA)

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**Is subject of Resolution mandated? Explain:**

No

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**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 170,085.42

Are funds already budgeted? Yes  No

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

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>17,008.54</u>	Grant(s)	\$ _____
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State	\$ <u>153,076.88</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 [ \_\_\_\_\_ ] of  
[Peter Holmes Contracting \_\_\_\_\_]

Nature of Other Party to Contract: Local Supplier Other:

Duration of Contract: From 07/01/2014 To 11/30/2014

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 County does not have the resources in-house to complete the project.

\_\_\_\_\_

\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$170,085.42

Efforts made to find Less Costly alternative:

Project was competitively bid. B-14-14 / RJ

\_\_\_\_\_

\_\_\_\_\_

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


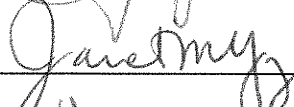

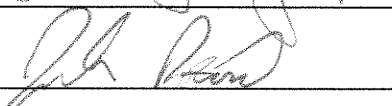
N/A

\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)  
B-14-14

Person(s) responsible for monitoring contract (Title): Mike Mullen, Airport Super'd

Pre-Legislative Approvals:

- A. Director of Purchasing:  Date 6/11/14
- B. Management and Budget:  Date 6/11/14
- C. Law Department:  Date 6/11/14
- D. County Manager:  Date 6/11/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

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

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

**WHEREAS**, bids were received for "T" Hangar Rehabilitation at the Sullivan County International Airport, and

**WHEREAS**, Peter Holmes d/b/a Peter Holmes Contracting, 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 be and hereby is authorized to execute an agreement with Peter Holmes d/b/a Peter Holmes Contracting, at price not to exceed \$170,085.42, Base Bid and Add Alternate No. 2, in accordance with B-14-14, said contract to be in such form as the County Attorney shall approve.

**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:** Edward McAndrew, P.E.

**Re:** Request for Consideration of a Resolution: Authorize award & execution of a contract

**Date:** June 12, 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.]

Authorize the County Manager to execute a contract with Automated Elevator Systems for inspection and maintenance services of County owned elevators

**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: \$ 16,320.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): various Building codes

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>16,320.00</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 [ \_\_\_\_\_ ] of  
[Automated Elevator Systems \_\_\_\_\_]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 07/01/2014 To 06/30/2015

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:

Four (4) - 1 year options

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 in-house staff to perform this work  
\_\_\_\_\_  
\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$16,320 plus any required repairs

Efforts made to find Less Costly alternative:

Competitive bid B-14-341Kf  
\_\_\_\_\_  
\_\_\_\_\_


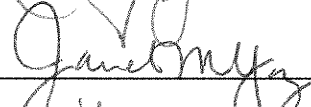


Efforts made to share costs with another agency or governmental entity:

\_\_\_\_\_  
\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)  
B-14-34

Person(s) responsible for monitoring contract (Title): Desi Wisniski, Facilities Bridge

**Pre-Legislative Approvals:**

- A. Director of Purchasing:  Date 6/11/14
- B. Management and Budget:  Date 6/11/14
- C. Law Department:  Date 6/11/14
- D. County Manager:  Date 6/11/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_



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

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

**WHEREAS**, bids were received for Elevator Inspection and Maintenance for various locations throughout the County, and

**WHEREAS**, Automated Elevator Systems, 659 Jersey Avenue, Greenwood Lake, New York 10925, is the lowest responsible bidder for this service, 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 be and hereby is authorized to execute an agreement with Automated Elevator Systems, at an annual price not to exceed \$16,320.00, with additional fees of \$175.00/hour for other than covered items and overtime rate of \$252.00/hour, in accordance with B-14-34, said contract to be in such form as the County Attorney shall approve.

**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:** Edward McAndrew, P.E.

**Re:** Request for Consideration of a Resolution: Authorize award & execution of agreement

**Date:** June 12, 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.]

Authorize and execute an agreement with Care Environmental Corp. for the  
Household Hazardous Waste Collection event

**Is subject of Resolution mandated? Explain:**

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

**Amount to be authorized by Resolution:** \$ 10,000.00

**Are funds already budgeted? Yes  No**

**If "Yes" specify appropriation code(s):** CL 8160-40-4013

**If "No", specify proposed source of funds:** \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>10,000.00</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 [ \_\_\_\_\_ ] of  
[Care Environmental Corporation \_\_\_\_\_]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 08/02/2014 To 08/02/2014

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:

Yes, up to 3 years, pending mutual agreement between Contractor & County

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 provides a service to help prevent Household Hazardous wastes from being improperly disposed of

\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): approximately \$10,000

Efforts made to find Less Costly alternative:

Competitive bid B-14-42 Xf

\_\_\_\_\_

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

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)  
B-14-42

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing: *Cathy Jones* Date 6/11/14
- B. Management and Budget: *Janet Myg* Date 6/11/14
- C. Law Department: *S. Jorgensen* Date 6/11/14
- D. County Manager: *John Kim* Date 6/11/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_

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

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

**WHEREAS**, bids were received for Household Hazardous Waste Collection, and

**WHEREAS**, Care Environmental Corporation, 429 East Blackwell Street, Dover, New Jersey 07801, is the lowest responsible bidder for this event, 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 be and hereby is authorized to execute an agreement with Care Environmental Corporation, to be in accordance with the per unit price, as per B-14-42, said contract to be in such form as the County Attorney shall approve.

**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:** 6/12/14

**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.]

Resolution to authorize an Inter-Municipal Agreement (IMA) with the Village of Woodridge to allow the County to assist the Village by extending our paving contract to include a contiguous 0.21 mile section of Village road at the end of County Road 158 (CR158). Said IMA will facilitate the full reimbursement of all costs incurred to the County for the work within the Village limits.

**Is subject of Resolution mandated? Explain:**

No. The County has already contracted with Sullivan County Paving (SCP) to pave CR 158 and because of proximity the Village can realize significant savings.

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes, provide the following information:**

Amount to be authorized by Resolution: \$ 58,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): \_\_\_\_\_

If "No", specify proposed source of funds: Vill. of Woodridge thru' IMA

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ <u>58,000.00</u>
Federal Government	\$ _____	(Specify)	<u>Vill. of Woodridge IMA</u>

**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 [Village of Woodridge] 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.]:

The County received very competitive pricing by bidding the contract paving early in the season. The Village will realize savings because of this IMA.

\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): No County cost - Fully reimbursable thru' IMA with Vill.

Efforts made to find Less Costly alternative:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

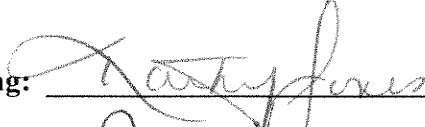
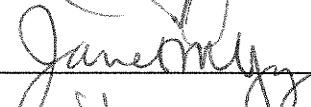


\_\_\_\_\_

\_\_\_\_\_

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)  
Competitively Bid B 14-17 Bid Opened 4/9/2014

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

**Pre-Legislative Approvals:**

- A. Director of Purchasing:  Date 6/11/14
- B. Management and Budget:  Date 6/11/14
- C. Law Department:  Date 6/11/14
- D. County Manager:  Date 6/11/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_



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

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE  
RESOLUTION TO AUTHORIZE INTER-MUNICIPAL AGREEMENT WITH THE  
VILLAGE OF WOODRIDGE**

**WHEREAS**, the Village of Woodridge has approached the County to piggyback on our Bid Contract, B-14-17, Resurfacing of Various County Roads, for paving an additional 0.21 miles of Dairyland Road within the Village limits that is contiguous to our County Road 158, and

**WHEREAS**, unfortunately the bid specifications did not include the provision for political subdivisions to utilize this bid, and

**WHEREAS**, in order to permit the additional paving, on behalf of the Village of Woodridge, a change order amendment is required to the County's Agreement, dated May 22, 2014, with Sullivan County Paving and Construction, Incorporated, Cochection, New York, entered into pursuant to Resolution No. 194-14, adopted by the Sullivan County Legislature on May 15, 2014, and

**WHEREAS**, the Village of Woodridge has offered to reimburse the County for the full cost of the additional paving, and

**WHEREAS**, in order to permit this to occur, the County must enter into an Inter-Municipal Agreement ("IMA"), with the Village of Woodridge.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Legislature hereby authorizes the County Manager to execute an IMA, with the Village of Woodridge, said IMA shall be in such form as the County Attorney shall approve.

**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:**

**Re:** Request for Consideration of a Resolution: Analysis of the Impact of Private contracts

**Date:** 6/12/14

**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.]

Resolution requiring a thorough analysis of the possible impacts of a private contract prior to outsourcing.

**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:**

<b>County</b>	<b>\$</b> _____	<b>Grant(s)</b>	<b>\$</b> _____
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<b>State</b>	<b>\$</b> _____	<b>Other</b>	<b>\$</b> _____
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<b>Federal Government</b>	<b>\$</b> _____	<b>(Specify)</b>	_____
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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 \_\_\_\_\_ 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: Scotty Jones Date 6/10/14
- B. Management and Budget: Janet Myers Date 6/11/14
- C. Law Department: \_\_\_\_\_ Date \_\_\_\_\_
- D. County Manager: John Brown Date 6/11/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Government Services Committee on 06/12/2014

**RESOLUTION NO. INTRODUCED BY GOVERNMENT SERVICES COMMITTEE  
REQUIRING A THOROUGH ANALYSIS OF THE POSSIBLE IMPACTS OF A  
PRIVATE CONTRACT PRIOR TO OUTSOURCING**

**WHEREAS**, outsourcing can have an unintentional negative affect beyond the impact to the outsourced workforce; and

**WHEREAS**, a thorough analysis should be required prior to entering into a private contract for public services and should include, but not be limited to, impacts from loss of employment and income in a local area, impacts on social services and public assistance, economic impact on local businesses, loss or increase of local tax revenue for the local area, and environmental impacts that may result from the private contract, including upgrades or possible degradation; and

**WHEREAS**, the analysis should be made public in order for citizens to have an opportunity to address concerns and obtain information.

**NOW, THEREFORE, BE IT RESOLVED** that a study of the potential impacts of outsourcing will be required prior to entering into any private contracts for public services, effective January 1, 2015; and

**BE IT FURTHER RESOLVED** that the study include a thorough analysis of the possible impacts of the private contract, including but not limited to impacts from loss of employment and income in a local area, impacts on social services and public assistance, economic impact on local businesses, loss or increase of local tax revenue for the local area, and environmental impacts that may result from the private contract, including upgrades or possible degradation; and

**BE IT FURTHER RESOLVED** that the study shall be made public and posted on the Sullivan County website, and the Sullivan County Legislature will conduct public meetings in order for all citizens to have an opportunity to address concerns and obtain information..

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

**To:** Sullivan County Legislature

**Fr:**

**Re:** Request for Consideration of a Resolution: Public Contracts over \$50,000

**Date:** 6/12/14

**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.]

Resolution requiring that all contracts that are worth more than \$50,000 in the aggregate be made publically available.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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:** Janet Mygale

**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.)

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. Director of Purchasing: *Nancy Jones* Date 6/10/14
- B. Management and Budget: *Janet M. Lynn* Date 6/11/14
- C. Law Department: \_\_\_\_\_ Date \_\_\_\_\_
- D. County Manager: *John Brown* Date 6/10/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Government Services Committee on 06/12/2014



**RESOLUTION NO. INTRODUCED BY GOVERNMENT SERVICE COMMITTEE  
REQUIRING THAT ALL CONTRACTS THAT ARE WORTH MORE THAN \$50,000 IN  
THE AGGREGATE BE MADE PUBLICLY AVAILABLE**

**WHEREAS**, taxpayers have a right to know how much Sullivan County (“the County) is spending on contracts for goods and services; and

**WHEREAS**, the County should disclose all contracts issued that are worth more than \$50,000 in the aggregate via a publicly available website.

**NOW, THEREFORE, BE IT RESOLVED** that effective January 1, 2015, the County shall establish and maintain an online database of all contracts issued valued over \$50,000 in the aggregate that is accessible, searchable, sortable, and downloadable to the general public, said database to include but not limited to the following:

1. Description of the contract and services being provided;
2. Name of the agency, department or division contracting the service;
3. Name of the contractor, and any and all subcontractors;
4. Effective and expiration dates of the contract;
5. Annual amount paid to the contractor in the past fiscal years and current fiscal year under the contract by funding source;
6. Annual amount proposed to be paid to the contractor in the fiscal years beyond the approved budget;
7. Total projected cost of the contract for all of the fiscal years by funding source; and

**BE IT FURTHER RESOLVED** that this information shall be compiled in an annual service contractor expenditure budget accompanying the Operating Budget, detailing total spending on total service contracts for the County.

