



GOVERNMENT SERVICES COMMITTEE

October 9, 2014 – 9:15 AM

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

AGENDA

DISCUSSION ITEMS:

- 1. Request for Proposal Overview**

PRESENTATION: 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 Modify Resolution No. 376-14, International Contractors Corporation.**
- 2. To authorize award & execution of agreement with eWorks ESI for collection, removal and recycling of E-Scrap.**
- 3. To authorize award and execution of contract with Thiele Landscaping and Tyler Associates, LLC for 2015 Lawn Mowing Services for various locations throughout the County.**
- 4. To authorize award and execution of agreement with P.N. Fire & Burglar Alarm Company, Inc. for security system at the Emergency Operations Center.**

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:

Date: October 9, 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 award & execution of agreement with International Contractors Corporation for the re-roofing projects at the Sullivan County Adult Care Center and Shared Clinic Facility.

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: \$ 518,900.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): H57-4997-21-2102 ACC / H60-1997-21

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

Estimated Cost Breakdown by Source:

County	\$ <u>518,900.00</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 [International Contractors Corp.] of [20 Hornbeck Road, Neversink, NY 12765]

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:

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 staff in-house to complete this project.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$518,900

Efforts made to find Less Costly alternative:

Competitive Bid B-14-64

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

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
Competitive Bid No. B-14-64

Person(s) responsible for monitoring contract (Title): Edward McAndrew, P.E., Comm

Pre-Legislative Approvals:

- A. Director of Purchasing: *Cynthia Lewis* Date 10/8/14
- B. Management and Budget: *Janet My* Date 10/8/14
- C. Law Department: *Thomas Conley* Date 10/8/14
- D. County Manager: *John P. Moran* Date 10/8/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE

RESOLUTION TO MODIFY RESOLUTION NO. 376-14, INTERNATIONAL CONTRACTORS CORPORATION

WHEREAS, International Contractors Corporation, 20 Hornbeck Road, Neversink, New York 12765, was awarded the Re-roofing projects at the Adult Care Center and Shared Clinic Facility, B-14-64, and

WHEREAS, Resolution No. 376-14, adopted by the Sullivan County Legislature on September 18, 2014, shall be amended to reflect a change in the contract price for Part “B” Shared Clinic Facility, EPDM roof to read: “15,900.00 with additional cost of \$4.00/sq. ft. for removal of existing insulation and installation of new insulation at “soft spots”.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a Modification Agreement with International Contractors Corporation, amending Part “B” Shared Clinic Facility to, \$15,900.00 with additional cost of \$4.00/sq. ft. for removal of existing insulation and installation of new insulation at “soft spots”, said contract modification 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: October 9, 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 award & execution of agreement for collection, removal and recycling of e-scrap.

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: \$ 15,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): CL 8160-47-4717

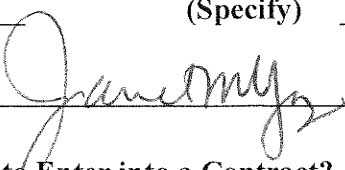
If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ 15,000.00 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 [eWorks ESI] of
[230 Hanse Avenue, Freeport, NY 11520]

Nature of Other Party to Contract: _____ Other: _____

Duration of Contract: From 10/17/2014 To 10/16/2015

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:

Yes - four (4) one (1) year extensions

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 handle e-scrap.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$15,000

Efforts made to find Less Costly alternative:

Competitive Bid - B-14-62

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

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

B-14-62 RF

Person(s) responsible for monitoring contract (Title): Edward McAndrew, Commission

Pre-Legislative Approvals:

- A. Director of Purchasing: K. Ostry Jones Date 10/8/14
- B. Management and Budget: Janet My Date 10/8/14
- C. Law Department: Thomas J. Crowley Date 10/8/14
- D. County Manager: John Polun Date 10/8/14
- 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 Collection, Removal and Recycling of E-Scrap (electronic devices, computers, televisions, laptops, fluorescent bulbs, lamps and batteries), and

WHEREAS, eWorks ESI, 230 Hanse Avenue, Freeport, NY 11520, is the most qualified bidder for these services, commencing on October 17, 2014 through October 16, 2015. Note, this agreement may be extended upon mutual agreement, yearly, for four (4) additional years, under the same terms and conditions, and

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

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with eWorks ESI, to be in accordance with the per unit price, as per B-14-62, 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: Award & Execute Lawn Mowing Services

Date: October 9, 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 award & execute 2015 Lawn Mowing Services contract.

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: \$51,973.00

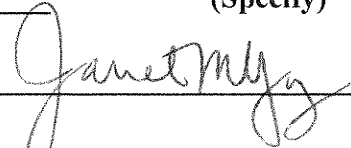
Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): Various locations

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

Estimated Cost Breakdown by Source:

County	<u>\$51,973.00</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 [Thiele Landscaping and Tyler,] 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:

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. _____

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$51,973 _____

Efforts made to find Less Costly alternative:

Competitive Bid _____

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-14-65

Person(s) responsible for monitoring contract (Title): Facilities Bridge Superintendent

Pre-Legislative Approvals:

- A. Director of Purchasing: *Cynthia Sevens* Date 10/8/14
- B. Management and Budget: *Janet Mylon* Date 10/8/14
- C. Law Department: *Thomas Cowley* Date 10/8/14
- D. County Manager: *John Brown* Date 10/8/14
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF CONTRACTS

WHEREAS, bids were received for 2015 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:

Thiele Landscaping – Glen Spey, NY	
.Stone Arch Bridge Historical Park	= \$155.00/cut
.Fort Delaware Museum	= \$145.00/cut
.Lake Superior State Park	= \$425.00/cut
Tyler Associates, LLC – Bethel, NY	
.Government Center	= \$274.99/cut
.Courthouse/Sheriff’s Department Parking Areas, Jail Complex	= \$124.99/cut
.Veteran’s Cemetery	= \$148.99/cut
.Liberty Complex	= \$724.99/cut

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute contracts with the above vendors, in accordance with Bid No. B-14-65 for the above costs, and 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: Richard Martinkovic, Commisioner, Emergency Management

Re: Request for Consideration of a Resolution:

Date: October 9, 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.]

Execute an agreement to purchase and install a security system at the Emergency Operations Center, White Lake, NY, pending approval by the NYS DHSES. Due to the size and function of this facility, security is needed 24/7 due to the building not being occupied full-time.

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: \$ 52,195.00

Are funds already budgeted? Yes No

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

If "No", specify proposed source of funds: NYS DHSES Grant

Estimated Cost Breakdown by Source:

County	\$ _____	Grant(s)	\$ 52,195.00
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 [P.N. Fire & Burglar Alarm Co] of [Monticello, NY 12701]

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.]:

Grant money available for this installation requirement and subject to NYS DHSES approval.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$52,195.00

Efforts made to find Less Costly alternative:

RFP'd and three (3) proposals were submitted and reviewed. The P.N. Fire and Burglar Alarm Company's proposal best met the needs of the Department.

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

Not Applicable

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

RFP R-14-11

Person(s) responsible for monitoring contract (Title): Richard Martinkovic

Pre-Legislative Approvals:

- A. Director of Purchasing: Quynh Lewis Date 10/8/14
- B. Management and Budget: Janet Miller Date 10/8/14
- C. Law Department: Thomas J. Crowley Date 10/8/14
- D. County Manager: John Rose Date 10/8/14
- 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, proposals were received for Security System at the Emergency Operations Center, White Lake, NY, and

WHEREAS, P.N. Fire & Burglar Alarm Company, Incorporated, 31 North Street, Monticello, New York 12701, is the contractor who will best meet the needs of the department, and

WHEREAS, the Sullivan County Division of Emergency Management recommends that an agreement be executed, pending approval from Department of Homeland Security.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute an agreement with P.N. Fire & Burglar Alarm Company, Inc., at price not to exceed **\$52,195.00**, in accordance with R-14-11, said contract to be in such form as the County Attorney shall approve.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2014.

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: October 9, 2014

Re: Monthly Report

1. Bids:

B-14-56 Ice Control Material

.Deckelman LLC, Fremont Center, NY

**B-14-59 Generators for Emergency
Communications Upgrade Project**

.Peak Power Systems, Middletown, NY

2. Processed 191 Purchase Orders

3. Recyclables