



**GOVERNMENT SERVICES COMMITTEE**

**November 20, 2014 – 1:00 PM**

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

**AGENDA**

**DISCUSSION ITEMS: None**

**PRESENTATION:**

- 1. SUNY Sullivan Resource Support– Dr. Karin M. Hilgersom, President of Sullivan County Community College**

**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 execute agreement with Maternal Infant Services Network of Orange, Sullivan and Ulster Counties, Inc. for International Board Certified Lactation Counselor Services.**

**PUBLIC COMMENT:**

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

To: Sullivan County Legislature

Fr: Nancy McGraw, Public Health Director

Re: Request for Consideration of a Resolution: To enter into a contract for International Board  
Certified Lactation Counselor Services

Date: 11/20/2014

**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.]

Sullivan County Public Health Services' Certified Home Health Agency requestst that the County Manager be authorized to execute an agreement with Maternal Infant Services Network of Orange, Sullivan and Ulster Counties, Inc., for an amount not to exceed \$22,342.00, for the contract period November 20, 2014 - September 30, 2015, in accordance with RFP, R-14-15.

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

No, but it's required in order to access the unallocated portion of WIC grant funds that will cover this cost.

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

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

Amount to be authorized by Resolution: \$ 22,342.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A4082-40-4013

If "No", specify proposed source of funds: WIC Grant Funds

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ <u>3,597.06</u>	Other	\$ _____
Federal Government	\$ <u>18,744.94</u>	(Specify)	_____

Verified by Budget Office: \_\_\_\_\_

*Janet Myer*

**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 [ MISN ] of  
[ 10 Little Britain Road, Newburgh, New York 12550 ]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 11/20/2014 To 09/30/2015

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:

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.]:

It's required in order to access the unallocated portion of WIC grant funds that will cover this cost.

\_\_\_\_\_

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \$22,342.00

Efforts made to find Less Costly alternative:

Requests for Proposal were sent out.

\_\_\_\_\_

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

Not applicable

\_\_\_\_\_

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

Request for Proposal (#R-14-15)

Person(s) responsible for monitoring contract (Title): Nancy McGraw, Public Health Director

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Cyrus Soro Date 11/19/14
- B. Management and Budget: Janet Myz Date 11/19/14
- C. Law Department: S. Sasgur Date 11/19/14
- D. County Manager: Janet Myz Date 11/19/14
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

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**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO  
AUTHORIZE AWARD AND EXECUTE AGREEMENT**

**WHEREAS**, Maternal Infant Services Network of Orange, Sullivan and Ulster Counties, Inc., 10 Little Britain Road, Newburgh, New York 12550, submitted a proposal for International Board Certified Lactation Counselor Services, R-14-15, and

**WHEREAS**, the Public Health Services Department has approved said proposal and recommends that a contract be executed.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute an Agreement with Maternal Infant Services Network of Orange, Sullivan and Ulster Counties, Inc., for an amount not to exceed \$22,342.00, for the contract period November 20, 2014 through September 30, 2015, in accordance with RFP, R-14-15, said contract modification to be in such form as the County Attorney shall approve.

**Moved by** \_\_\_\_\_,  
**Seconded by** \_\_\_\_\_,  
**and adopted on motion** \_\_\_\_\_, 2014.

**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: November 20, 2014**

**Re: Monthly Report**

**1. Bids:**

**B-14-68 Snow Plow Blades & Cutting Edges**

**.Chemung Supply Corporation  
.Valk Manufacturing**

**2. Processed 250 Purchase Orders**

**3. Recyclables Report**