



GOVERNMENT SERVICES COMMITTEE

April 9, 2015 – 10:30 AM

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

AGENDA

DISCUSSION ITEMS:

1. Policy for funding of Contracting Agencies

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. **Calling upon New York State Governor Andrew M. Cuomo and members of the State Legislature to require a substantial increase of the County Department of Motor Vehicle revenue with the State.**
2. **Resolution to authorize award & execution of agreement with SunUp Enterprises for Fire Suppression and Bulk Water Storage Tank at the Sullivan County International Airport.**
3. **Resolution to authorize award and execution of agreement with Fred A. Cook, Jr., Inc. for Cleaning of Leachate Collection Lines at Landfill.**
4. **Resolution to modify agreement with Richard Gordon, Social Worker for Community Services.**
5. **Resolution to modify agreement with Prime Rehabilitative Services for Adult Care Center.**
6. **To authorize agreement with Ann Marie E. Kretchik, MS, RD, for Registered Dietician Services for the Office for the Aging.**

PUBLIC COMMENT:

FOR DISCUSSION PURPOSES

DRAFT

April 8, 2015

**COUNTY OF SULLIVAN OUTSIDE
ENTITY ANNUAL DISCRETIONARY FUNDING POLICY**

The County Legislature wishes to streamline and make consistent the process undertaken with respect to the annual discretionary funding of certain outside entities. These entities may be individuals, partnerships, or corporations (hereafter referred to collectively as "Entities") who seek non-mandated government funding from the Legislature to offset the cost of programs or services to various County residents for the greater good of the County. In an effort to provide ample opportunity to review requests for such discretionary funding, the following policy applies:

**FUNDING LIMIT: AT NO TIME SHALL THE AGGREGATE ANNUAL FUNDING FOR ENTITIES COVERED BY
THIS POLICY EXCEED \$365,000.00.**

SECTION ONE: APPLICATION PROCESS

101. ENTITIES SUBJECT TO THE POLICY

Entities that the County is not statutorily required to fund, but may fund, within available limits, based on determinations that such funding would be in the best interest of the County and/or certain of its residents.

102. ENTITY OBLIGATIONS

Entities wishing to be considered for discretionary funding shall submit a formal application to the Office of the County Manager no later than July 31st of each calendar year. Attached to the Application shall be:

- A) Organizational or corporate documents, including but not limited to: certificate of incorporation or similar filing with the Secretary of State, mission statement, by-laws, identification of board members or partners, certificates of good standing, and/or filed DBA certificate. Corporate documents filed in previous years that are not subject to change, amendment, annual review or verification and have not been changed since their initial filing with the County Manager are exempt from the annual filing requirement.

- B) Current filed IRS 990 or 990 EZ form.
- C) An itemized budget detailing the amount and purpose of the requested funds *including, at a minimum, total revenues itemized by category of expense.* [FROM RESOL. 149-14]
- D) Throughout the budget process and for any contract period, Entities shall report any changes to its organizational structure, membership or governing boards within thirty days.

103. COUNTY OBLIGATIONS

- A) On or before **July 31st** of each year the County Manager shall appoint a Committee of no more than five County staff members to convene to review applications that satisfy Section 102 of this Policy.
- B) The Committee will make its recommendation to the County Manager no later than **September 15th**.
- C) At the Legislature's **September** Executive Committee meeting, the County Manager shall provide a list of Entities that have requested funding and complied with the timeframe and reporting requirements set forth in Section 102 of this Policy and make his recommendations for discretionary funding. The Entity list shall be deemed final for purposes of the Tentative County Budget. An Entity's inclusion on the list shall not guarantee funding.
- D) On or before **November 30th**, the Legislature shall provide the County Manager with any amendment to the Entity list as presented.
- E) Funding determinations and general authorizations shall occur upon the Legislature's adoption of the Annual Budget in **December** of each year.

SECTION TWO: CONTRACT AWARD PROCESS

201. CONTRACT ELIGIBILITY. Upon adoption of the County budget, an Entity seeking discretionary funding shall become eligible for funding for the following year, subject to the following:

- A) A fully executed Agreement has been delivered to the County. Each Entity shall have contractual obligations consistent with its services. Payment for services in any given year shall be made in no fewer than two installments to provide for annual reporting at the Legislature's Executive Committee. Contained within each Agreement shall be a REPORTING REQUIREMENT and a VOUCHER REQUIREMENT.

- i) **REPORTING REQUIREMENT:** In addition to any reporting requirement set forth in a particular Agreement, every Entity must either provide a report in writing or appear at a Special Meeting of the Legislature's Executive Committee at least once annually either in the month of May or the month of June of each contract year. The Entity is to provide the Legislature with a written or oral synopsis of its activity and the use to which the County funds have been or will be put. The report and any submissions shall become an official record of the Executive Committee. Failure to provide a report or to timely appear at the Executive Committee shall result in a loss of funding for the remainder of the year and impact the Entity's eligibility for funding the following year.
- ii) **AUDIT REQUIREMENT:** Annual submission of an audit of the financial records by an independent auditor licensed as a certified public accountant in the State of New York.
- iii) **MEETING MINUTES:** A copy of all minutes of its governing Board.
- iv) **VOUCHER REQUIREMENT:** Each Entity shall comply with the specific payment requirements set forth in its Agreement with the County. Failure to comply with the Voucher Requirements shall disqualify an Entity from being paid.
- v) **SPECIALIZED REQUIREMENTS:** From time to time, the County may seek additional information or documentation from an Entity. To the greatest extent possible, such specialized requirements shall be identified in the Agreement between the parties; however, the County shall not be precluded from seeking additional information or documentation at any time throughout the Agreement performance period.
- vi) **ADDITIONAL REPORTING:** In addition to an annual appearance before the Executive Committee, each Entity shall provide written or oral report to the legislative committee having jurisdiction regarding activity and expenditures, including upcoming projects. Specific reporting requirements shall be set forth in the contract between the County and the Entity.

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

To: Sullivan County Legislature

Fr: Daniel L. Briggs, County Clerk

Re: Request for Consideration of a Resolution: Calling upon New York State Governor

Date: April 2, 2015

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.]

Calling upon New York State Governor Andrew M. Cuomo and members of the State Legislature to require a substantial increase of the County Department of Motor Vehicle revenue with the State.

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: 

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 _____ of _____

Nature of Other Party to Contract: Professional _____ 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: *Judy Jones* Date *4/8/15*
- B. Management and Budget: *Janet M. Gray* Date *4/8/15*
- C. Law Department: *S. Yasgur* Date *4/8*
- D. County Manager: *John P. Jones* Date *4/8/15*
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee on 04/09/2015

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE
CALLING UPON NEW YORK STATE GOVERNOR ANDREW M. CUOMO AND
MEMBERS OF THE STATE LEGISLATURE TO REQUIRE A SUBSTANTIAL
INCREASE OF THE COUNTY DEPARTMENT OF MOTOR VEHICLE REVENUE
WITH THE STATE**

WHEREAS, 51 of 62 New York Counties are mandated by the State to operate a local Department of Motor Vehicles Office (“DMV”), and

WHEREAS, local DMV offices process many no fee transactions on behalf of the State and provide numerous customer services, and

WHEREAS, under current law, the Sullivan County Clerk pays 87.3% of all fees collected from the work required by the DMV office, and

WHEREAS, the remaining 12.7% County share has not been increased since 1999, yet the amount of work required by the DMV office has increased in the same time period, and

WHEREAS, increasing the County DMV revenue sharing rate with the State will not result in any increased cost of fees to local residents or taxpayers and will provide counties with the needed revenue to continue to provide necessary local government services, and

WHEREAS, there is a clear inequity present when a County DMV provides all the services, including overhead and staffing to fulfill these DMV needs for State residents, yet the State is paid 87.3% of the revenue generated from said services.

NOW, THEREFORE, BE IT RESOLVED, that the Sullivan County Legislature calls upon Governor Andrew M. Cuomo and members of the State Legislature to require a substantial increase of the County DMV revenue with the State, and

BE IT FURTHER RESOLVED, that the Clerk to the Sullivan County Legislature forward certified copies of this resolution to Governor Andrew M. Cuomo and our representatives in the New York State Legislature

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

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: April 9, 2015

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 & execute an agreement with Sun Up Enterprises for the Fire Suppression and Bulk Water Storage Tank at the SCIA.

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: \$261,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): H03-5997-40-4038 *Pending Budget Mod*

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

Estimated Cost Breakdown by Source:

County \$26,100.00 Grant(s) \$ _____

State \$234,900.00 Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office: *Janet Myron*

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
[Sun Up Enterprises _____]

Nature of Other Party to Contract: Out Of County Vendor 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): \$261,000 _____

Efforts made to find Less Costly alternative:

Competitive Bid B-15-09

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-15-09 _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Lacey Jones Date 4/8/15
- B. Management and Budget: Janet Myers Date 4/8/15
- C. Law Department: S. Yasgur Date 4/8
- D. County Manager: John Rowland Date 4/8/15
- 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 Fire Suppression and Bulk Water Storage Tank at the Sullivan County International Airport, and

WHEREAS, SunUp Enterprises, 1607 Route 376, Wappingers Falls, New York 12590, 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 Sunup Enterprises, at a total price not to exceed \$261,000.00, Base Bid #1, in accordance with B-15-09, said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, **2015.**

**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: April 9, 2015

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 with Fred A. Cook Jr., Inc. for the cleaning of leachate collection lines at the Landfill.

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: \$ _____

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): CL-8160-40-4015 Pending Budget Mod,

If "No", specify proposed source of funds: if needed

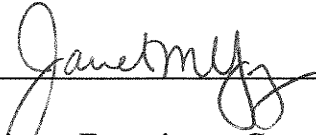
Estimated Cost Breakdown by Source:

County \$ 54,740.80 **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 [Fred A. Cook Jr. Inc.] of
[PO Box 70, Montrose NY 10548]

Nature of Other Party to Contract: _____

Other: _____

Duration of Contract: From 08/01/2015 To 07/31/2017

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:

Additional two (2) year extension through 07/31/2019 under same terms & conditions

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:

NYSDEC does require the County to perform leachate line cleaning at the SCSL as a permit condition.

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): _____

Efforts made to find Less Costly alternative:

Competitive Bid B-15-13

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-15-13 _____

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. Director of Purchasing: Lacey Jones Date 4/8/15
- B. Management and Budget: Janet McJannet Date 4/8/15
- C. Law Department: S. Gasper Date 4/8
- D. County Manager: John Peterson Date 4/8/15
- 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 Cleaning of Leachate Collection Lines at Sullivan County Landfill, and

WHEREAS, Fred A. Cook Jr., Incorporated, PO Box 70, Montrose, New York 10548, is the lowest responsible bidder, and

WHEREAS, these services are mandated by the New York State Department of Environmental Conservation, 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 Fred A. Cook, Jr., Incorporated, as per the unit costs contained in Bid No. B-15-13, for the contract period August 1, 2015 through July 31, 2017, with an additional two (2) extension through July 31, 2019, under the same terms and conditions, said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

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

To: Sullivan County Legislature

Fr: Joseph A. Todora; Director

Re: Request for Consideration of a Resolution: To modify an agreement in Community Services.

Date: April 6, 2015

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 modify an agreement with Richard I. Gordon, LMSW-R who caseload has exceeded expectations and increase his hourly rate from \$50 to \$55 per hour.

Is subject of Resolution mandated? Explain:

No, due to increased caseloads to increase hourly rate.

Does Resolution require expenditure of funds? Yes No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ 73,000.00

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A-4320-40-40-4023

If "No", specify proposed source of funds: Medicare, Medicaid, and 3rd party insurance

Estimated Cost Breakdown by Source: billing

County \$ 0.00 Grant(s) \$ _____

State \$ _____ Other \$ 0.00

Federal Government \$ _____ (Specify) Medicare, Medicaid, and 3rd party insurance

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 [Richard I. Gordon, LMSW-R] of
[_____]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 04/01/2015 To 03/31/2016

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 04/01/2014 To 03/31/2015

Amount authorized by prior contract(s): 0.00

Resolutions authorizing prior contracts (Resolution #s): 113-13

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.]:

No, but is paid through revenue from Medicaid, Medicare, other 3rd party insurance companies.

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.)

R-13-06

Person(s) responsible for monitoring contract (Title): Joseph A. Todora, Director

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 4/8/15
- B. Management and Budget: Janet Myer Date 4/8/15
- C. Law Department: S. J. Sadger Date 4/8
- D. County Manager: Paul Rose Date 2/8/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

Resolution No. _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE
RESOLUTION TO MODIFY AGREEMENT**

WHEREAS, the County of has an agreement with Richard I. Gordon, LCSW-R, 51 Strong Road, Ferndale, New York 12734, dated April 11, 2013, in accordance with Resolution No. 113-13, adopted by the Sullivan County Legislature on March 21, 2013, and

WHEREAS, Richard Gordon has exceeded the caseload expectations, and

WHEREAS, Richard Gordon is temporarily assisting the Adult Care Center at \$55.00/hour, and

WHEREAS, the hourly rate for services shall be increased from \$50.00 to \$55.00, and

WHEREAS, the Sullivan County Department of Community Services has approved said increase and recommends that the agreement be modified.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to modify the agreement with Richard I. Gordon, LCSW-R, \$55.00/hour, in accordance with R-13-06, said contract to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015 .

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

To: Sullivan County Legislature

Fr: Shennoy Wellington, LNHA

Re: Request for Consideration of a Resolution: Prime Rehabilitation Services

Date: March 31st, 2015

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 additional \$447.57 with Prime Rehabilitation Services. The increase is directly related to the increased Medicare A short term rehab residents due to increased census and opening of new rehab unit. The Not to Exceed was modified to \$425,000, but due to the increase in December, an additional \$447.57 is needed. New Not to Exceed will be \$425,447.57.

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: \$425,447.57

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): 6020-68,69,70-40-4015 (Pending Budget Modification)

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

Estimated Cost Breakdown by Source:

County	<u>\$12,763.43</u>	Grant(s)	\$ _____
State	<u>\$263,777.49</u>	Other	<u>\$51,053.71</u>
Federal Government	<u>\$97,852.94</u>	(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 [Prime Rehabilitation Services] of [Yorktown Heights, NY]

Nature of Other Party to Contract: Out Of County Vendor Other:

Duration of Contract: From 01/01/2014 To 12/31/2015

Is this a renewal of a prior Contract? Yes No

If "Yes" provide the following information:

Dates of prior contract(s): From 01/01/2012 To 12/31/2013

Amount authorized by prior contract(s): 500,000.00

Resolutions authorizing prior contracts (Resolution #s): 552-11

Future Renewal Options if any:

3 additional yearly extensions are available

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 provide this service in-house

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): Not to exceed \$425,447.57

Efforts made to find Less Costly alternative:

Prime was lowest responsible bidder per RFP R-13-56

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

N/A

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)
RFP R-13-56 _____

Person(s) responsible for monitoring contract (Title): Director of Rehabilitation

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Jones Date 4/8/15
- B. Management and Budget: Janemly Date 4/8/15
- C. Law Department: S. Yessier Date 4/8
- D. County Manager: John Reed Date 4/8/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE

RESOLUTION TO MODIFY AGREEMENT WITH PRIME REHABILITATION SERVICES

WHEREAS, Prime Rehabilitation Services, 1940 Commerce Street, Suite 210, Yorktown Heights, New York 10598, was awarded the contract for rehabilitation services for the Sullivan County Adult Care Center, and

WHEREAS, Resolution No. 447-14, adopted by the Sullivan County Legislature on December 18, 2014, indicating a total amount not to exceed \$425,000.00, shall be amended to reflect the following changes:

1. Due to the completion of the new Rehabilitation Unit for short term rehab patients, additional services are required and the total amount of the contract must be increased to, “an amount not to exceed \$425,447.57”, for the remainder of 2014.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute a Modification Agreement with Prime Rehabilitation Services, for a total amount not to exceed \$425,447.57, in accordance with RFP, R-13-56, said contract modification to be in such form as the County Attorney shall approve.

Moved by _____,

Seconded by _____,

and adopted on motion _____, 2015.

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

To: Sullivan County Legislature

Fr: Deborah E. Allen, Director, Office for the Aging

Re: Request for Consideration of a Resolution:

Date: 4/2/2015

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 County Manager to enter into agreement with Ann Marie E. Kretchik, MS, RD, for the provision of mandated registered dietitian services as required by the New York State Office for the Aging for Registered Dietitian Services from May 1, 2015 through December 31, 2016.

Is subject of Resolution mandated? Explain:

Yes, Mandated/Budgeted

Does Resolution require expenditure of funds? Yes No

If "Yes", provide the following information:

Amount to be authorized by Resolution: \$ 12,333.36

Are funds already budgeted? Yes No

If "Yes" specify appropriation code(s): A7610-88-40-4005

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

Estimated Cost Breakdown by Source:

County	\$ <u>10,530.36</u>	Grant(s)	\$ <u>0.00</u>
State	\$ <u>1,803.00</u>	Other	\$ _____
Federal Government	\$ <u>0.00</u>	(Specify)	<u>1 year 8 months/ 18,500.00</u> for 2015.

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 [Ann Marie E. Kretchik, MS R] of
[_____]

Nature of Other Party to Contract: Professional

Other: Registered Dietitian

Duration of Contract: From 05/01/2014 To 12/31/2016

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:

A Registered Dietitian for the Sullivan County Office for the Aging to bring the
SCOFA in compliance with the mandates of the New York State Office for the
Aging (NYSOFA).

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): \$12,333.36 for 2015, \$18,500.00 for 2016.

Efforts made to find Less Costly alternative:

N/A

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

N/A

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

N/A *B-15-14*

Person(s) responsible for monitoring contract (Title): Jane Bozan, Nutrition Serv. Coord

Pre-Legislative Approvals:

- A. Director of Purchasing: Kathy Davis Date 4/8/15
- B. Management and Budget: Janet My Date 4/8/15
- C. Law Department: S. Grogan Date 4/8
- D. County Manager: John Poter Date 4/8/15
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO
AUTHORIZE AGREEMENT WITH ANN MARIE E. KRETCHIK, MS, RD**

WHEREAS, a proposal was received for Registered Dietician Services for the Office for the Aging, and

WHEREAS, the Office for the Aging has a need, as mandated by the New York State Office for the Aging (NYSOFA), for nutrition related services for the Nutrition Program, and

WHEREAS, Ann Marie E. Kretchik, MS, RD, is qualified to provide the above services, and

WHEREAS, the Office for the Aging has reviewed the proposal and recommends award.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager is authorized to execute an agreement with Ann Marie E. Kretchik, in an amount not to exceed \$12,333.36, for the period May 1, 2015 – December 31, 2015, of which \$1,803.00, is received from CSI NYS funds and \$10,530.36 from County funds. For 2016 services, the total shall not exceed \$18,500.00, of which \$1,803.00 is received from CSI NYS funds and \$16,697.00 from County funds. The current agreement can be extended for an additional two (2) years, on a yearly basis, under the same terms and conditions as the 2016 services, in accordance with RFP R-15-14, and shall be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2015.

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: April 9, 2015

Re: Monthly Report

1. Bids:

- **Surgical & Sundry Supplies (B-15-04)**
 - Geritrex Corp. Mount Vernon, NY
 - Henry Schein Inc. Melville, NY
 - Home Health Pavilion, Inc. Newburgh, NY
 - Hopkins Medical Products Baltimore, MD
 - JML Medical Inc. Lakewood, NJ
 - Medline Industries, Inc. Mondelein, IL
 - Moore Medical LLC Farmington, NY
 - Redwood Toxicology Laboratory Santa Rosa, CA

- **Storage Batteries (B-15-08)**
 - Shakelton Auto & Truck Center Monticello, NY

- **Concrete Catch Basins, Frames & Grates (B-15-10)**
 - Woodard Concrete Products, Inc. Bullville, NY

- **Building Materials (B-15-12)**
 - Superior Building Supply Neversink, NY
 - Wyde Lumber Monticello, NY

- **Cleaning Leachate Storage Tanks @ Landfill (B-15-14)**
 - Residuals Management Services, LLC/EarthCare Vernon, NJ

- **Eggs & Cheese (B-15-15)**
 - Duso Food Distributors Ellenville, NY

2. Processed 313 Purchase Orders

3. Recyclables