



GOVERNMENT SERVICES COMMITTEE

July 7, 2016 – 10:30 AM

Committee Members: Catherine Owens (Chair), Nadia Rajsz (Vice Chair), Scott Samuelson, Alan Sorensen, Mark McCarthy

AGENDA

DISCUSSION ITEMS: None

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. **Resolution to authorize award & execution of contract with PFM Financial Services LLC, Airport Corporate Center in regards to issuance and utilization of a Procurement Card ("P-Card").**

PUBLIC COMMENT:

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

To: Sullivan County Legislature

Fr: Janet Young, Commissioner of Mngt. & Budget

Re: Request for Consideration of a Resolution: Authorize Award & Execution

Date: July, 05 2016

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 award & execution of contract with PFM Financial Services LLC, Airport Corporate Center in regards to issuance and utilization of a Procurement Card ("P-Card").

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 and 3.

Request for Authority to Enter into Contract with [PFM Financial Services LLC] of
[Bohemia, New York]

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.]:

The use of a P-Card, for Sullivan County, in particular to the new jail construction project, could produce significant savings for the County of Sullivan, in the form of rebates.

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): 0

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.)
Piggyback off of Onandoga County's RFP

Person(s) responsible for monitoring contract (Title): Janet Young

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Cyrus Lewis Date 7/6/16
- B. Management and Budget: Janet Mygale Date 7/6/16
- C. Law Department: Thomas J. Cawley Date 7/6/16
- D. County Manager: [Signature] Date 7/6/16
- E. Other as Required: _____ Date _____

Vetted in Government Services Committee on 07/07/2016

RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE

RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF CONTRACT

WHEREAS, the New York State Association of Counties has endorsed and several Counties have engaged services of PFM Financial Services LLC, Airport Corporate Center, One Corporate Drive, Suite 101, Bohemia, New York, in regards to the issuance and utilization of a Procurement Card (“P-Card”), and

WHEREAS, the use of a P-Card, for the County of Sullivan, in particular to the new jail construction project, could produce significant savings for the County of Sullivan, in the form of rebates, and

WHEREAS, Onandoga County’s Request for Proposal, included “piggyback” language which allows other municipalities, including the County of Sullivan, to utilize their procurement procedure and award, streamlining the process, and

WHEREAS, it is in the best interest of the County of Sullivan to acquire the services of PFM Financial Services LLC, as well as their associated financial institutions, in order to reap the benefits of the P-Card program.

NOW, THEREFORE, BE IT RESOLVED, that the County Manager be and hereby is authorized to execute all agreements necessary to acquire the P-Card services, in accordance with Onondaga County’s RFP, 13-7500-005, Procurement Card Services, dated October 14, 2014, said agreements to be in such form as the County Attorney shall approve.

Moved by _____,
Seconded by _____,
and adopted on motion _____, 2016.

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: July 7, 2016

Re: Monthly Report

1. Bids:

- **Chemicals and Maintenance (B-16-26)**
 - Advanced Chemical Systems
 - E.A. Morse & Co., Inc.
 - Ecolab Inc.
 - Imperial Bag & Paper
 - Jersey Paper Plus

Middletown, NY
Middletown, NY
New York, NY
Jersey City, NJ
Edison, NJ
- **Two (2) Open Top Ejector Trailers (B-16-28)**
 - Spector Manufacturing, Inc.

St. Clair, PA
- **Traffic Paint (B-16-29)**
 - The Sherwin-Williams Company

Manchester, GA
- **Oil & Lubricants for S.C. Public Works (B-16-33)**
 - Bi-Lo Industries
 - Encore Petroleum Management, LLC
 - GH Berlin Windward
 - NOCO Distribution, LLC

Deer Park, NY
Bayonne, NJ
Wilton, NY
Tonawanda, NY
- **Eggs & Cheese (B-16-34)**
 - Duso Food Distributors

Ellenville, NY

2. Bids Extended:

- **Gates, Hydraulic Hoses, Fittings and Equipment (B-15-40)**
 - Ferry, Inc.

Depew, NY

3. Processed 261 Purchase Orders

4. Recyclables