



**GOVERNMENT SERVICES COMMITTEE**

**May 4, 2017 – 10:00 AM**

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

**AGENDA**

**COMMENTS FROM THE CHAIR**

**DISCUSSION ITEMS:**

- 1. County-wide Shared Services Initiative**

**PRESENTATION: None**

**REPORTS:**

1. Cornell Cooperative/Consumer Affairs - Monthly Report
2. Sullivan County Community College
3. County Historian
4. Purchasing & Central Services - Monthly Report
5. Board of Elections - Monthly Report
6. County Clerk

**RESOLUTIONS:**

- 1. To authorize award and execution of contract with Dennis J. Moran, LCSW.**
- 2. To authorize award and execution of contract with Wendy Roosa, RDN, CDN.**

**PUBLIC COMMENT:**

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

**To:** Sullivan County Legislature

**Fr:** Joseph A. Todora, MSW, LMSW; Commissioner/Director

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

**Date:** 04/13/2017

**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 a contract with Dennis J. Moran, LCSW to provide professional social work services for the Department of Community Services for the hourly rates of \$40.00 per hour. This is in accordance with RFP #R-16-37.

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

No, but it is a critical component for the Department of Community Services to serve clients with serious mental illness.

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

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

Amount to be authorized by Resolution: \$ 40,000.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A4320-40-40-4023

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

**Estimated Cost Breakdown by Source:**

County	\$ _____	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	<u>Medicaid, Medicare &amp; Other</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 [ Dennis J. Moran LCSW ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: Professional Other: Social Work

Duration of Contract: From 04/01/2017 To 03/31/2018

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:

Option to extend contract for up to three (3) additional one year terms \_\_\_\_\_

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:

The operation of the Mental Health Clinic requires social work services and signs off on all individual treatment plans. Dennis has been working with our forensic population at the clinic.

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): \$40,000.00

Efforts made to find Less Costly alternative:

We have bid out some social work services with Office of General Services. This is to compensate for vacant social worker positions in the department.

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-16-37

Person(s) responsible for monitoring contract (Title): Commissioner/Director

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: *Amerson Lewis* Date 5/1/17
- B. Management and Budget: *Janet Meyer* Date 5/1/17
- C. Law Department: *[Signature]* Date 5/1/17
- D. County Manager: *[Signature]* Date 5/2/17
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT WITH DENNIS J. MORAN, LCSW**

**WHEREAS**, proposals were received for Social Work Services for Community Services, and

**WHEREAS**, Dennis J. Moran, LCSW, P.O. Box 85, Yulan, New York 12792, will provide said services from April 1, 2017 through March 31, 2018, with an option to extend on a yearly basis, for three (3) additional years, under the same terms and conditions, and

**WHEREAS**, the Sullivan County Community 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 a contract, with, Dennis J. Moran, at a cost of \$40.00 per hour, in accordance with RFP #R-16-37, said contract to be in such form as the County Attorney shall approve.

**Moved by** \_\_\_\_\_,

**Seconded by** \_\_\_\_\_,

**and adopted on motion** \_\_\_\_\_, 2017.

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

**To:** Sullivan County Legislature

**Fr:** Deborah E. Allen-Office for the Aging

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

**Date:** 04/24/2017

**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 a contract with Wendy Roosa to provide professional dietary services for the Office for the Aging Nutrition Program for the yearly rate of \$18,500.00 This is in accordance with RFP #R-17-10.

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

Yes-Required by NYSOFA

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

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

Amount to be authorized by Resolution: \$ 18,500.00

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>16,096.00</u>	Grant(s)	\$ <u>2,404.00</u>
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 [ Wendy Roosa ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: Professional \_\_\_\_\_ Other: Dietician

Duration of Contract: From 05/01/2017 To 04/30/2018

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:

Option to extend contract for up to three (3) additional one years terms

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:

The Nutrition Program requires a dietician per 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): \$18,500.00

Efforts made to find Less Costly alternative:

We have bid out dietary services with Office of General Services.

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

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-17-10

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

**Pre-Legislative Approvals:**

- A. <sup>Assistant</sup> Director of Purchasing: Alyson Lewis Date 5/1/17
- B. Management and Budget: Janetmy Date 5/1/17
- C. Law Department: [Signature] Date 5/1/17
- D. County Manager: [Signature] Date 5/2/17
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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



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

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT WITH WENDY ROOSA, RDN, CDN**

**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**, Wendy Roosa, RDN, CDN, 79 Katrina Falls Road, Rock Hill, New York 12775, will provide said services from May 1, 2017 through April 30, 2018, with an option to extend on a yearly basis, for three (3) additional years, under the same terms and conditions as the 2018 services, and

**WHEREAS**, the Sullivan County Office for the Aging has approved said proposal and recommends that a contract be executed.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager is authorized to execute a contract, with Wendy Roosa, in an amount not to exceed \$12,333.36, for the period May 1, 2017 – December 31, 2017, of which \$2,404.00, is received from CSI NYS funds and \$9,929.36 from County funds. For 2018 services, the total shall not exceed \$18,500.00, of which \$2,404.00 is received from CSI NYS funds and \$16,096.00 from County funds. Services shall be in accordance with RFP R-17-10, and shall be in such form as the County Attorney shall approve.

**Moved by** \_\_\_\_\_,

**Seconded by** \_\_\_\_\_,

**and adopted on motion** \_\_\_\_\_, **2017.**

ALLYSON LEWIS  
Assistant 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: May 4, 2017**

**Re: Monthly Report**

**1. Bids:**

- **Two (2) Open Ejector Trailers (B-17-06)**  
Spector Manufacturing Inc. St. Clair, PA
- **Slip-On Fuel Testing Unit (B-17-08)**  
Pemberton Fabricators Inc. Rancocas, NJ
- **Building Materials (B-17-12)**  
Superior Building Supply Neversink, NY
- **Treatment Chemicals at the Landfill (B-17-13)**  
East Coast Environmental Inc. Bloomingburg, NY  
JCI Jones Chemicals, Inc. Warwick, NY  
Main Pool and Chemical Co. Dupont, PA  
Slack Chemical Co., Inc. Carthage, NY
- **Remote Controlled Articulated Compact Trench Roller (B-17-14)**  
Admar Supply Inc. Rochester, NY
- **Pre-stressed Concrete Slab Unit for County Bridge #98 (B-17-16)**  
Husted Concrete Products, Inc. New York Mills, NY

**2. Bids Extended:**

- **Concrete (B-16-24)**  
Sullivan Concrete Inc. Cochection, NY
- **Recapping & Mounting Tires (B-16-25)**  
Custom Bandag of Newburgh LLC New Windsor, NY
- **Electrical and Plumbing Supplies (B-16-59)**  
Schmidt's Wholesale Inc. Monticello, NY

**3. RFP'S/Quotes:**

- Commuter Vanpool Services for Sullivan County #R-17-12
- Dynamic Pile Testing for County Bridge 98 #Q-17-09
- Dietician Services for Office for the Aging #R-17-10
- Domestic Violence Services #R-17-08
- Sale of Logs at the Sullivan County Landfill #Q-17-10
- Rubber Impregnated Woven Cotton-polyester Bridge Bearings #Q-17-07
- Residential and Commercial inspections for Family Services #R-17-11
- NYS Marketplace for Vehicles – Sheriff's Department

**4. BIDS ISSUED:**

- Replace Guiding Signs and Taxi Lights at the SC Airport #B-17-25
- Slope Mower with Cab #B-17-20
- Office Furniture #B-17-24
- Solid Material Sampling and Laboratory Analysis #B-17-23
- Water Sampling and Laboratory Analysis #B-17-22
- Chainsaw & Small Engine Parts #B-17-21
- Canned Goods & Groceries #B-17-18
- Seasonal Produce #B-17-17
- Printing #B-17-19
- Remove, Transport and Dispose of Leachate @ the SC Transfer Stations #B-17-26

**5. Projects:**

- Cleaning & Sealing of the Government Center
- Lease of Space for Voting Machines
- Piggyback Contract for 2 mowers
- Wellness RFP

**6. Processed 228 Purchase Orders****7. Recyclables**