



**GOVERNMENT SERVICES COMMITTEE**

**October 5, 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:**

**PRESENTATION: None**

**REPORTS:**

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

**RESOLUTIONS:**

1. To ask for an increase of State Support for Cornell Cooperative Extension County Associations in the State of New York.
2. To rescind Resolution No. 392-17 and to authorize award and execution of contract for additional transportation services.
3. To authorize award & execution of agreement with BidNet to increase competitive bidding practice.

**PUBLIC COMMENT:**

**RESOLUTION NO. INTRODUCED BY GOVERNMENT SERVICES COMMITTEE  
TO ASK FOR AN INCREASE OF STATE SUPPORT FOR CORNELL COOPERATIVE  
EXTENSION COUNTY ASSOCIATIONS IN THE STATE OF NEW YORK**

**WHEREAS**, Cornell Cooperative Extension is a formal collaboration between the National Institute of Food and Agriculture at USDA, New York State, County Governments and the Citizens of the State that has served to apply unbiased, research-based knowledge from Cornell, New York's Land Grant University, to the needs of New Yorkers and their communities for over 100 years; and

**WHEREAS**, local extension educators are key community partners in helping to implement state initiatives including maximizing agriculture and local food systems, strengthening the economy, promoting healthier eating habits and access to good nutrition, fighting poverty particularly in rural areas, protecting water quality and stewardship of the York's natural resources, building opportunity through STEM based youth education and leadership skills in 4-H, promoting renewable energy options while protecting farmland resources, and partnering where appropriate in Taste NY initiatives to promote tourism and local food and farm businesses, and

**WHEREAS**, support from Federal, State and County sources is essential to the continued success of locally-governed county cooperative extension associations; and

**WHEREAS**, state appropriations for county cooperative extension associations to match county government appropriations as authorized by Section 224 (8) of the County Law have remained stagnant for seventeen years; and

**WHEREAS**, state funding is needed to ensure that the Cornell Cooperative Extension system can equitably work for all New York residents through increased resources to support rural, suburban, and urban community development needs.

**NOW, THEREFORE, BE IT RESOLVED** that the Sullivan County Legislature hereby supports increasing the State appropriation for Cornell Cooperative Extension associations to \$8 million, such funds to be distributed directly to the associations through Cornell University as agent for the state, as provided by law.

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

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, Sullivan County Manager

**Re:** Request for Consideration of a Resolution: Increase State support for Cornell Coop

**Date:** October 5, 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.]

To increase state support for Cornell Cooperative Extension County Associations in the State of New York.

**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 \_\_\_\_\_ 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:

\_\_\_\_\_

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.)

N/A

Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. Director of Purchasing: Angela Sears Date 10/2/17
- B. Management and Budget: Janet Kelly Date 10/3/17
- C. Law Department: Thomas Conroy Date 10/2/17
- D. County Manager: [Signature] Date 10/4/17
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Government Services Committee on 10/05/2017

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

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO RESCIND RESOLUTION NO. 392-17 AND TO AUTHORIZE AWARD AND EXECUTION OF CONTRACT FOR ADDITIONAL TRANSPORTATION SERVICES**

**WHEREAS**, Resolution No. 392-17 was adopted by the Sullivan County Legislature on September 19, 2017 to enter into a contract with Rolling V Bus Corporation, P.O. Box 110, Route 42, South Fallsburg, New York 12779 (“Rolling V”), and

**WHEREAS**, the content in Resolution No. 392-17 was incorrect in its entirety, and

**WHEREAS**, bids were received for Fall and Summer Early Intervention Transportation Services – Part B – Additional Routes, and

**WHEREAS**, Rolling V was the lowest responsible bidder for such work, and will provide said services at the following rates:

Route #9 – Field of Dreams III	= \$465.00/Vehicle/Day
Route #10 – Learning Together Inc.	= \$465.00/Vehicle/Day

**NOW, THEREFORE, BE IT RESOLVED**, that the Legislature hereby rescinds Resolution No. 392-17 in its entirety, and

**BE IT FURTHER RESOLVED**, that the County Manager be and hereby is authorized to execute an agreement with Rolling V Bus Corporation for the above services and at the above rates, in accordance with Bid No. B-17-42, for the period September 5, 2017 through December 31, 2021, with an option to extend for an additional five (5) year period, and

**BET IT FURTHER RESOLVED**, that said agreement shall 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:** Nancy McGraw, Public Health Director

**Re:** Request for Consideration of a Resolution: To execute a Pre-school transportation contract with Rolling V from 9/5/17 to 12/31/21.

**Date:** September 26, 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.]

We request that the County Manager be authorized to execute an agreement with Rolling V Bus Corp. to add two additional bus routes for the transportation of program children to Field of Dreams III (Route 9) & Learning Together Inc. (Route 10) both at \$465/vehicle/day in accordance with Bid #B-17-42 for the period of 9/5/17-12/31/21. [Note: for the period 9/17 - 6/18, the total projected (gross) cost is \$133,920; the estimates below cover the period 9/17 - 12/17.]

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

Yes, state regulations require municipalities to provide transportation to/from center based services, therapies & other services provided to children enrolled in the Pre-school program.

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

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

Amount to be authorized by Resolution: \$ 37,200.00

Are funds already budgeted? Yes  No

If "Yes" specify appropriation code(s): A4059-40-4021 - Contract - Transportation

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

**Estimated Cost Breakdown by Source:**

County                      \$ 15,066.00                      Grant(s)                      \$ \_\_\_\_\_

State                         \$ 22,134.00                      Other                         \$ \_\_\_\_\_

Federal Government \$ \_\_\_\_\_                      (Specify) Est. costs for 9/17 - 12/17 only

**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 [Rolling V Bus Corp.] of [P. O. Box 110, Route 42, South Fallsburg, New York 12779]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From 09/05/2017 To 12/31/2021

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:

To extend for an additional five (5) year period at a agreed upon rate. \_\_\_\_\_

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:

State regulations require municipalities to provide transportation to/from center based services, therapies & other services provided to children enrolled in the Pre-school program.

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): \$37,200 estimated cost for Sept. 2017 - Dec. 2017; \$133,920 total projection for the period September 2017 - June 2018.

Efforts made to find Less Costly alternative:

The County put this out to 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.)

The County put this out to bid. B-17-42

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



Pre-Legislative Approvals:

- A. Director of Purchasing: Amyson Seuss Date 10/2/17
- B. Management and Budget: Janet Myers Date 10/3/17
- C. Law Department: Thomas J. Cawley Date 10/2/17
- D. County Manager: [Signature] Date 10/4/17
- E. Commissioner: \_\_\_\_\_ Date \_\_\_\_\_
- F. Other: Davey McLean 9/26/17

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

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

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE  
RESOLUTION TO AUTHORIZE AWARD & EXECUTION OF AGREEMENT**

**WHEREAS**, Sullivan County is seeking to increase competitive bidding practice to minimize costs and time delays associated with purchasing procurement process, and

**WHEREAS**, BidNet, a regional purchasing group, is a single, online location for local governments to post, distribute and manage Bids, RFPs, quotes, addendums and awards online. Vendors will benefit by only having to register once to see all local bid opportunities. BidNet provides notification to registered vendors of new relevant solicitations, any addenda and award information, and

**WHEREAS**, the Sullivan County Purchasing and Central Services Department has decided to proceed with joining International Data Base Corporation, doing business under the trade name BidNet, a legally incorporated body having its principal place of business at 15 British American Boulevard, Latham, New York, 12110 for the solicitation/issuance of Bids and Request for Proposals, and

**WHEREAS**, Purchasing and Central Services Department approves 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 BidNet to provide a more competitive bidding practice with an initial one-time fee of \$195.00 cost to the County of Sullivan, 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:** Allyson Lewis; Director, Purchasing and Central Services

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

**Date:** October 5, 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 International Data Base Corp. d/b/a BidNet to increase competitive bidding practice and minimize costs and time delays associated with purchasing procurement process.

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

No, but it will make the office more efficient and reduce paper usage and promote competitive bidding.

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

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

Amount to be authorized by Resolution: \$ 195.00

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	\$ <u>195.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	<u>One time initial fee</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 [                     BidNet                     ] of  
[ 15 British Boulevard, Latham, New York 12110 ]

Nature of Other Party to Contract: Professional Other:

Duration of Contract: From 11/01/2017 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.]:

To streamline Bids, RFP's, Quotes, Addendums, Awards and promote competition.

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

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

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.)

Empire State Purchasing Group

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

Pre-Legislative Approvals:

- A. Director of Purchasing: Angon Lewis Date 10/2/17
- B. Management and Budget: Janet Myggs Date 10/3/17
- C. Law Department: Thomas J. Cowley Date 10/2/17
- D. County Manager: [Signature] Date 10/4/17
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

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

ALLYSON LEWIS  
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 5, 2017**

**Re: Monthly Report**

**1. Bids:**

- **Ice Control Materials (B-17-43)**  
Callanan Industries, Inc. Albany, NY

**2. Bids/Quotes Extended:**

- **Supply & Delivery of Milk & Dairy Products (B-16-53)**  
Sinon Farms Inc. Poughkeepsie, NY
- **Paint and Paint Related Supplies (B-16-54)**  
Albert Kemperle, Inc. Amityville, NY

**3. RFP'S/QUOTES ISSUED:**

- Host Compliance Services for Sullivan County #R-17-39
- Electrical Inspection Complaint Services #R-17-40
- Physician Services for Sexually Transmitted Disease Control Program #R-17-41
- 2018 Calendars #Q-17-30
- Design, Install and Maintain a Large Truck Wash Facility and a Fleet Wash System at S.C. Maplewood Facility #R-17-22 – Under Review
- Wireless Communications Tower Site Development Opportunity #R-17-23 – Under Review
- Cost Allocation Services #R-17-24 – Under Review
- Operation of Café at the Sullivan County International Airport #R-17-30 – Under Review
- Professional Engineering Services for the Development of a Surface and Groundwater Monitoring Plan with Sampling Protocol for the S.C. Landfill #R-17-28 – Under Review
- Engineering Services for the Toasperm Pond Dam in the Town of Highland, NY #R-17-29 – Under Review
- Foster Care Home Finding Services #R-17-31 – Under Review
- Medical Coding and Coding Audit Services for Public Health #R-17-32 – Under Review
- Medicare Revenue Recovery Services for Public Health #R-17-33 – Under Review
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**3. RFP'S/QUOTES ISSUED CONTINUED:**

- Advocacy and Support Services for S.C. Department of Family Services #R-17-36 – Under Review
- Consulting Services for Kauneonga Lake Complete Streets Plan #R-17-37 – Under Review
- Driveway Gate #Q-17-25
- Title Search and Insurance for the Greater Catskill Flood Remediation Program #Q-17-29

**4. BIDS ISSUED:**

- Building Materials #B-17-44
- Eggs & Cheese #B-17-45
- Steel and Aluminum #B-17-46
- Tractor with Attachments #B-17-47

**5. PROJECTS:**

- Advertising Bids and RFP's on County Website
- Empire State Purchasing Group by BidNet

**6. EXECUTED CONTRACTS:**

- R-17-14; Personal Care & Home Health Care Aides for Public Health & Office for Aging – Wellness Home Care
- R-17-14; Personal Care & Home Health Care Aides for Public Health & Office for Aging – Litson Health Care Inc. d/b/a Willcare
- R-17-14; Personal Care & Home Health Care Aides for Public Health & Office for Aging – A & T Healthcare, LLC
- R-17-16; Physical Therapy Services for Public Health – Home P.T. Services, LLC
- R-13-07A; Psychologist Services for Community Services – Sarah Smith, Psy.D.
- R-17-17; Medical Social Workers for Public Health – Rebecca Skoda
- B-15-42; Custodial Cleaning Services – Facilities Maintenance

**7. Processed 236 Purchase Orders****8. Recyclables**