

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
JODY ROSS, DEPUTY

COUNTY CLERK/DMV COMMITTEE
APRIL 22, 2010 – 10:30 AM.

AGENDA

A. Old Business:

1. Motor Vehicle: All appointments to existing positions in DMV have been made; medical leaves have concluded; Delivery of services adequate for quantity and scope of transactions 2010 YTD.
2. Mortgage Tax Expense: No additional information at this time.

B. New Business:

1. Resolution to amend an existing contract with Info Quick Solutions in order to purchase services in the amount of \$ 24,200 , funded in full by LGRMIF Grant # 0580-10-1339 (2009-2010) – Records Management Project. (Res. To submit and accept grant: 741/08.
 - Funds have been received and are on deposit with Treasurer as of 4/1/2010.
 - Appropriation Codes (A1460) and Revenue Codes (A3060) are in place.
 - Unit pricing for services are covered by existing RFP (in effect thru 12/21/2010) – film to image linking to computerized index (Infodex).
 - Work will be completed by June 30, 2010; payment made July 2010.
 - Does not impact regular budget under Clerk/Public Records (A1410425 and A1665425).
2. Attendance at NYS County Clerk's Association – Education Forum: May 5, 2010 – Utica NY Day trip, County Vehicle; Clerk and one other (Sr. Legal).
3. Attendance at NYS County Clerk's Semi-Annual Conference – Chair Records Committee – Vernon, NY: June 15-June 18, 2010. No exact schedule/fee at this point. \$ 153 hotel & meals per day, GSA Max. Anticipate: One overnite. More info to follow.
4. Transfer of Funds – Need to provide replacement staplers for DMV; Transfer from Postage A. 1410424 to A. 1410.220. Installed last remaining on 4/21/10. \$ 180 (3 staplers).

Thank you.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Records Management Project (under County Clerk)

DATE: 4/23/2010

- (a) Purpose of Contract Change: To purchase additional services with funds awarded by the NYS LGRMIF Grant Award - 2009-2010 Project # 0580-10-1339
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 643 of 2008
- (c) Name of Contractor: Info Quick Solutions, Inc
7460 Morgan Rd
Liverpool, NY 13090
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number: Bernard Owens
(315) 463-1400 or 1 800 320 2617
- (f) Commencement Date of Extension: 12/21/09
- (g) Termination Date of Extension: 12/21/2010
- (h) Payment Provisions: i) lump sum amount by invoice
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A. 1460. 425 Reproduction 24,200
Rev. is A.3060

**Sample: A.1010 470 Legislative Board -- Contract \$xx.xx
Capital Project No. H289.9550 480 -- Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

WARREN COUNTY PURCHASING DEPARTMENT

1340 STATE ROUTE 9
LAKE GEORGE, NY 12845
Telephone: (518) 761-6538
Fax: (518) 761-6395

JULIE A. PACYNA
PURCHASING AGENT



*Pam
RFI
and proposal*

ING AGENT

NOTICE TO BIDDERS

The undersigned shall receive sealed bids for sale and delivery to the County of Warren as follows:

WC 94-07 - COMPUTERIZATION OF HISTORICAL RECORDS/LAND RECORDS FOR WARREN COUNTY CLERK'S OFFICE

You may obtain these Specifications either on-line or through the Purchasing Office. If you have any interest in these Specifications on-line, please follow the instructions to register on the Capital Region Purchasing Group website, either for free or paid subscription. Go to <http://co.warren.ny.us> and choose BIDS AND PROPOSALS to access the Capital Region Purchasing Group OR go directly to <http://www.govbids.com/scripts/CRPG/public/home1.asp>. If you choose a free subscription, please note that you must visit the site up until the response deadline for any addenda. All further information pertaining to this bid will be available on this site. Bids which are not directly obtained from either source will be refused.

Bids may be delivered to the undersigned at the Warren County Municipal Center, Warren County Purchasing Department, 2nd Floor, 1340 State Route 9, Lake George, New York during regular business hours. Bids will be received up until **Thursday, November 29, 2007 at 3:00 p.m.** at which time they will be publicly opened and read. All bids must be submitted on proper bid proposal forms. Any changes to the original bid documents are grounds for immediate disqualification.

Late bids by mail, courier or in person will be refused. Warren County will not accept any bid or proposal which is not delivered to Purchasing by the time indicated on the time stamp in the Purchasing Department Office.

The right is reserved to reject any or all bids.

Julie A. Pacyna, Purchasing Agent
Warren County Municipal Center
Tel. (518) 761-6538

Published: Thursday, November 15, 2007

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The County Clerk/DMV hereby authorizes Pamela Vogel

(Supervisory Committee) (Employee Name)

to attend NYS Assoc. of County Clerks: Education

(Name of meeting or organization)

at Utica NY

(Address)

on 5/5/2010 Mode of transportation to be used county vehicle

(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

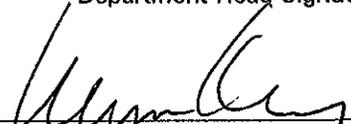
- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ _____ GSA * Rate \$ _____
 Meal costs - GSA *per diem rate \$? if any.
*www.gsa.gov

Date: 4/21/2010 _____


Department Head Signature

Date: 4/22/10 _____


Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

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The County Clerk/DMV hereby authorizes Pamela Vogel

(Supervisory Committee) (Employee Name)

to attend NYS Assoc. of County Clerks: Chmn. Records Mgt Committee

(Name of meeting or organization)

at Vernon, NY

(Address)

on 6/15-6/18/2010 or part _____. Mode of transportation to be used county
vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ See note GSA * Rate \$ 97
 Meal costs - GSA *per diem rate \$ 56 per day Total: \$ 153 per day. Assoc. typically has a combined fee for reg. materials.

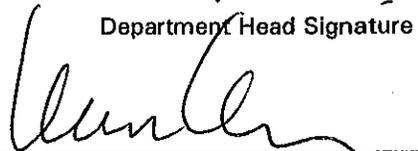
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Date: 4/21/2010



Department Head Signature

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RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: County Clerk

Name of Department

SIGNED: *Samuel J. Ward* DATE: 4-21-10

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1410.424	Postage	A.1410.220	Equipment	\$ 180.00

Please state reason for transfers requested: Replace DMV electric staplers (just used last stapler in reserve.)

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.