

**SUPPORT SERVICES COMMITTEE
PURCHASING AGENDA
AUGUST 24, 2012**

1. New Business:
 - A. Requesting authorization to apply for user name and password to access New York State Surplus equipment listings available to municipalities. Chairman Stec to sign application, with Purchasing Agent as primary contact. See attached.

2. Old Business:

None

3. Motion to Adjourn

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME:

DATE:

- (a) Purpose of Request: Authorizing Chairman Stec to sign application to access New York State Surplus equipment listings available to municipalities. Purchasing Agent will be primary contact.

- (b) Details: See attached.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: N/A

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS



DAVID A. PATERSON
GOVERNOR

JOHN C. EGAN
COMMISSIONER

STATE OF NEW YORK
EXECUTIVE DEPARTMENT
OFFICE OF GENERAL SERVICES
MAYOR ERASTUS CORNING 2ND TOWER
THE GOVERNOR NELSON A. ROCKEFELLER EMPIRE STATE PLAZA
ALBANY, NEW YORK 12242

TRINA MEAD
DEPUTY COMMISSIONER
ADMINISTRATION

BRIAN MOODY
DIRECTOR
SUPPORT SERVICES OPERATIONS

February 1, 2009

TO: NEW YORK STATE MUNICIPALITIES

**RE: AMENDMENTS TO THE STATE FINANCE LAW REGARDING
MUNICIPAL ACQUISITION OF STATE SURPLUS VEHICLES/ITEMS**

Consistent with recent amendments to the State Finance Law, the New York State Office of General Services (OGS) will offer all available New York State surplus vehicles and items to municipalities at fair market value. Effective February 18, 2009, all available state surplus items will be posted on the State of New York Office of General Services website at www.ogs.state.ny.us for seven business days, as specified in Section 167 of the State Finance Law. It will be during this seven day timeframe only that municipalities may bid on a surplus item.

Municipalities that want to take advantage of this new opportunity will be required to request a user name and password in order to view and bid on the items and vehicles listed in the state surplus database. A web user registration form and terms of sale are attached to this letter. Completed user registration forms should be e-mailed to state.surplus@ogs.state.ny.us or faxed to 518-457-4641. Once a municipality has obtained a user name and password, items may be viewed by logging in at <https://www3.ogs.state.ny.us/ssptransfer/logon.asp>. Additional forms and information about the new program can also be found on the OGS website at www.ogs.state.ny.us.

Municipalities that successfully bid on a surplus item will have 30 days in which to complete the sale, make payment, and remove the item from New York State premises, consistent with the new legislation.

Please feel free to contact the OGS Bureau of Surplus Property at (518) 457-6335 with any questions.

**NYS OGS SURPLUS PROPERTY WEB USER
REGISTRATION AND AGREEMENT**

Application must be signed by head elected or appointed official of applicant organization.
Please answer all questions.

County of Warren
Legal Name of County/City/Town/Village

Select Type of Public Agency: County City _____ Town _____ Village _____

1340 State Route 9
Address

Lake George NY 12845 Warren
City State Zip County

CONTACT INFORMATION:

Julie Pacyna
First Name Last Name

518-761-6538 518-761-6395
Phone Fax

pacynaj@warrencountyny.gov
Email

warrencountyny
Requested User ID

Jason Shpur 518-761-6531
Alternate Contact Alternate Contact Phone

By signing below, I certify that:

1. All information in this application is true and correct to the best of my knowledge, and that this organization is authorized and empowered to acquire surplus property as outlined in Section 167 of the State Finance Law; and
2. On behalf of the applicant organization, I have read and agree to observe and comply with all terms and conditions of sale set forth; and
3. I am authorized to obligate this organization for the payment of all charges assessed by the State of New York in relation to the acquisition of the State's surplus property, and that such charges will be paid promptly.

Signature

Date

Printed Name and Title of Head Administrative Official

Please send completed form by email to state.surplus@ogs.state.ny.us or by fax to 518-457-4641.

TERMS OF SALE

PREVIEW: All items will be available to municipalities for a minimum of seven (7) calendar days.

1. All municipalities must be registered with the State of New York prior to negotiation of any sale.
2. **ALL requests must be communicated by the designated official from said municipality, through the OGS State Surplus mailbox at nysstore@ogs.ny.gov. No phone requests will be accepted!**
3. The State of New York reserves the right to add or withdraw any item(s) at any time.
4. All known information, defects, etc. are listed for each item and no further information is available. All goods are available for inspection and are being sold on an “as is” and “where is” basis with no guarantee expressed or implied by the State of New York. Buyers are **encouraged to inspect** all items.
5. Sale will be made on a first-come, first-served basis, subject to the terms of sale and the State of New York’s decision will be absolute.
6. New York State reserves the right to reject any and all offers.
7. When each sale of goods is complete, the risk of loss passes to the buyer when the State of New York designates the purchaser.
8. A bill of sale will be furnished and vehicle titles will be made out to the winning Municipality’s name, **NO EXCEPTIONS!**
9. **All sales are final. No refunds, No returns, No exchanges, No turndowns.**
10. Municipalities may use a purchase order, which must be signed and payable to the State of New York within the 30 day time frame. Payment may also be made by money order or cashiers’s check within 30 days of the completion of the sale. **Payment MUST be made before item/vehicle is removed.**
11. Item numbers are assigned for identification only. **The lotting of items is at the discretion of New York State and will be sold as such. Lots will not be split.**
12. Removal must be made during state business hours within the 30-day period. Notice of at least 24 hours must be made with the releasing agency for removal. A copy of the Bill of Sale **must** be furnished at the time of removal. Loading and removal is the responsibility of the municipality. State equipment, resources or personnel will not be provided.
13. Failure to comply with removal terms will affect future bidding privileges. Items not removed within the time allowed may be forfeited and the buyer will have no recourse.
14. The use of New York State seals or insignias on private vehicles is **prohibited**.
15. By signing this agreement, you acknowledge acceptance of these terms and conditions.
16. **NOTICE:** It is expected that the buyer shall responsibly use this personal property including its disposition in comformance with applicable law, rules and environmentally preferred practices.

(03/12)