

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: BOARD OF ELECTIONS

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? RFP
- (b) Purpose of Contract: Moving Voting Equipment
- (c) Name of Contractor: Mullen Bros. Inc.
- (d) Address of Contractor: Corporate Tech Park;4 Macrae Hill Rd Ballston Spa, NY 12020
- (e) Contractor's Contact Person and Telephone Number: Steve Villardo (local) 885-7676 Martin Mullen (Corporate) (413) 499-0815
- (f) Has or will the Contract be provided, if so, please attach: attached
- (g) Commencement Date of Contract: 09-01-2013
- (h) Termination Date of Contract: 09-01-2014
- (i) Payment Provisions:
 - i) lump sum amount per election event not to exceed \$5,782.00
 - 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.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: \$11,564.00- (2) Elections of 2013. Code 470 Contracts

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

**SUPPORT SERVICES COMMITTEE
PURCHASING AGENDA
AUGUST 27, 2013**

- I. Call meeting to order.
- II. Approve minutes of the previous meeting.
- III. New Business:
 - A. Requesting transfer of funds in the amount of \$600 from Supply and Advertising codes to Office Equipment. New time clock is needed by the end of this year. Current time clock is not fully functional and 2013 is the last year on the wheel. Legally, the Purchasing Department cannot be without a time stamp.
 - B. Request to introduce proposed Local Law No. 8 of 2013 authorizing "Best Value Purchasing".
 - C. Authorizing Mutual Non-Disclosure Agreement with PFM Financial Services, LLC for a vendor review relative to the acceptance of P-Cards.
- IV. Referrals:
 - None
- V. Motion to Adjourn

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Purchasing

SIGNED:

DATE: 8/13/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1345 410	Supplies	A.1345 220	Office Equipment	\$250.00
A.1345 436	Advertising	A.1345 220	Office Equipment	\$350.00

Please state reason for transfers requested: Current departmental time stamp will no longer be viable after 2013. Display is broken and not working properly.

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 Account- Other Payments/Contributions			

Please state reason for transfer request:

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

Toll Free: 800-960-3735

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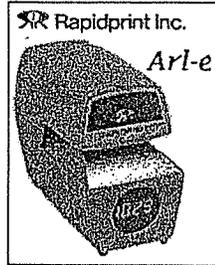
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- [Time America](#)
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Rapidprint Arl-e Time and Date Stamp



In Stock: Usually Ships in 24-48 Hours.
 Manufacturer: Rapidprint
 Item #: Arl-e
 MSRP: \$824.81
 Our Price: \$532.00

Qty 1

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Product Category

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Product Description

Features

Print automatically when paper is inserted.
 Solid-state electronic circuitry assures consistent impressions.
 Adjustable stamping force for multi-copy forms.
 Easy change ribbons advance and reverse automatically.
 Rugged die-cast case has a sturdy lock to prevent tampering.
 Solid brass typewheels provide superior imprint and durability.

Popular applications:

- Incoming mail
- Tax receipts
- Phone messages
- Lab reports
- Court documents
- Restaurant guest checks
- Stock transaction documents

Technical Specifications

Size: H 7 7/16"; W 4 11/16"; D 10 3/16"
 Weight: 16 lbs. (approx.)
 Finish: Taupe hammertone
 Power: 115 volts ac - 60 Hz
 Throat Depth: 1 3/16" standard 1 9/16" maximum; 1/8" minimum (with optional extended trigger.)

#25 shipping

Accept PO's

\$600 total order

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Options

Engraving 1 Line

RECEIVED
NOV 28 20 11:10:27

1 Line Engraving. Prices are per die plate- be sure to specify upper or lower die plate.
 Maximum 24 characters per line- maximum 4 lines per die plate.

Item #:

Our Price: \$25.00

Qty 1

Engraving 2 Line

RECEIVED
NOV 28 20 11:10:27

2 Line Engraving. Prices are per die plate- be sure to specify upper or lower die plate.
 Maximum 24 characters per line- maximum 4 lines per die plate.

Item #:

Our Price: \$28.00

Qty 1

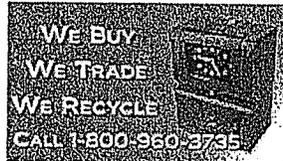
Engraving 3 Line

RECEIVED
NOV 28 20 11:10:27

3 Line Engraving. Prices are per die plate- be sure to specify upper or lower die plate.
 Maximum 24 characters per line- maximum 4 lines per die plate.

Item #:

Our Price: \$39.00



3 Line Engraving. Prices are per die plate- besure to specify upper or lower die plate.
Maximum 24 characters per line- maximum 4 lines per die plate.

Qty 1



Ribbon For Rapidprint Ar-e, Ad-e, Arl-e, An-e

CHOOSE THE COLOR NEXT TO QTY Black, Quantity Price
Purple, Red, Green, Blue. 1 \$ 3.95
FABRIC COTTON, WIDTH 2", LENGTH 6ft 2- Up \$ 3.75
For FABRIC and SPOOL options click on more info.



On US orders over \$50

Qty 1 Black



Item #: 1096-0100

Rapidprint Option / Military Time

Military time - 00-23 hours, 00-59 minutes; prints 31 MAY 29 23 59

Our Price: \$75.00

Rapidprint Option / Iso Standard Sequence

ISO Standard Sequence - numeric month & military time; prints 95 12 32 23 59

Our Price: \$153.00

Rapidprint Option / Sixth Minute

Sixth Minute - advances every ten seconds; prints 03 May 31 A 12:59.20

Our Price: \$135.00

Rapidprint Option / Half Minute

Halh Minute - advances every thirty seconds; prints 03 MAY 31 A 12:59.5

Our Price: \$135.00

Rapidprint Option / Julian Date

Julian Date - numerical date; prints 03 365 AM 15:59

Our Price: \$99.50

Rapidprint Option / French, German, Italian, Or Spanish Month

French, German, Italian, or Spanish month

Our Price: \$41.00

Rapidprint Option / Foreign Am/pm Equivalent

Foreign AM/PM equivalent

Our Price: \$74.00

Rapidprint Option / Reverse Print

Reverse Print - for locating imprint at bottom of document

Our Price: \$129.00

Rapidprint Option / Touch Bar

Touch Bar - can be supplied with or without trigger trip (specify).

Our Price: \$145.00

Rapidprint Option / Paper Guide

Paper Guide - Sample form must be submitted with order - "A" & "V" models

Our Price: \$125.00

Rapidprint Option / Extended Trigger

Extended Trigger - for print locations less than 1 3/16" from edge of paper "A" & "V" models

Our Price: \$53.00

Rapidprint Option / Visual Counter

Visual Counter-5 digit, key reset; not available on "ARC-E" and "ARL-E" models.

Our Price: \$265.00

Rapidprint Option / Word Roll

Word Roll-six sided; takes place of upper die; engraving not included

Our Price: \$145.00

Rapidprint Option / Removable Die

Removable Die- upper (RST) or Lower (RST) position (specity) engraving not included.

Our Price: \$115.00

Rapidprint Option / Electric Security Lock

Electric security lock- Prevents unauthorized stamping individually keyed.

Our Price: \$139.00

Rapidprint Option / Engraving Over 24 Characters Per Line.

Engraving over 24 characters .Prices are per line, per die plate- besure to specify upper or lower die plate.
Maximum 24 characters per line- maximum 4 lines per die plate.

Our Price: \$10.00

Rapidprint Year Wheel 2 digits

Year Wheel from 12-24

Our Price: \$48.00

Related Items

Acroprint Year Wheel
BRAND NEW Year Wheel from 12 to 24

Our Price: \$50.00 



Rapidprint Year Wheel 4 digits
Rapidprint Year Wheel 4 Digits from 2012 to 2024. Brand New!

Our Price:
\$49.00

Qty 1



Item #: RP-YW

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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: PURCHASING

DATE: 8/27/13

- (a) Purpose of Request: Introducing Proposed Local Law No. 8 of 2013 and Authorizing Public Hearing Thereon. (A draft Local Law is attached hereto.)

- (b) Details: General Municipal Law Section 103 has been amended to provide local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work, on the basis of best value. Based on the County's population, a Local Law is required.

- (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

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2013

Resolution introduced by Supervisors Taylor, Strainer, Loeb, McDevitt, Frasier, Mason and Vanselow

INTRODUCING PROPOSED LOCAL LAW NO. 8 OF 2013 AND AUTHORIZING PUBLIC HEARING THEREON

RESOLVED, that proposed Local Law No. 8 of 2013 titled "A Local Law Authorizing the use of a Best Value Award Methodology for Purchase Contracts", attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and a public hearing shall be held at the Supervisors' Room in the Warren County Municipal Center on the 18th day of October, 2013 at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 8 of 2013, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

SCHEDULE "A"

COUNTY OF WARREN

PROPOSED LOCAL LAW NO. 8 OF 2013

A LOCAL LAW AUTHORIZING THE USE OF A BEST VALUE AWARD
METHODOLOGY FOR PURCHASE CONTRACTS

BE IT ENACTED by the Board of Supervisors of the County of Warren, New York as follows:

SECTION 1. Title. This Local Law shall be known and may be cited as "A Local Law Authorizing the use of a Best Value Award Methodology for Purchase Contracts".

SECTION 2. Legislative Intent. General Municipal Law §103 has been amended to provide local governments greater flexibility in awarding contracts by authorizing the award of purchase contracts, including contracts for service work on the basis of best value. The amendments to General Municipal Law §103 require Counties with a population of less than one million to pass a local law authorizing the use of the best value award process. With the increased complexity of the goods and services that the County must obtain in order to serve taxpayers, it is critical to consider selection and evaluation criteria that measure factors other than cost in the strictest sense. Best value procurement links the procurement process directly to the County's performance requirements, including, but not limited to, selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services. Best value procurement can provide much-needed flexibility in obtaining important goods and services at favorable prices, and can reduce the time to procure such goods and services.

SECTION 3. Definitions. As used in this local law, the following term shall have the following meaning:

A. "Best value" means the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect,

wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor of offerers that are small businesses or certified minority- or women-owned business enterprises as defined in subdivision one, seven, fifteen and twenty of section three hundred ten of the Executive Law to be used in evaluation of offers for awarding of contracts for services.

SECTION 4. The Best Value Award Methodology. When developing solicitation documents for competitive bids for the award of purchase contracts including contracts for service work, the Purchasing Agent may, and subject to the requirements herein and the applicable requirements set forth in the County's Purchasing Policy, determine that an award of a purchase contract shall be based upon best value methodology. In making such determination, the Purchasing Agent shall consider the recommendation, if any, of the Department Head or designee of the Department the purchase contract is being procured for. The Department Head or designee shall, in all instances, obtain the approval of the Purchasing Agent to utilize best value methodology prior to issuance of the competitive bid documents.

SECTION 5. Requirements. Where the basis for an award of a purchase contract will be the best value offer, the Purchase Agent shall, in all instances:

A. Document in the procurement record as a component of the competitive award process and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted, and

B. Shall select a formal competitive procurement process in accordance with guidelines established under the County's Purchasing Policy and document the determination in the procurement record. The process of selection shall include, but may not necessarily be limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerers to submit responsive offers;

and a balanced and fair method of award. Where the basis for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.

C. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the County in its determination of best value.

D. The Purchasing Agent shall develop procedures with the approval of the Board of Supervisors that will govern the award of contracts on the basis of best value. The procedures, once approved by the Board of Supervisors, will be incorporated in the County Purchasing Policy and reviewed by the Board of Supervisors as necessary.

SECTION 6. Severability. If any section, subdivision, paragraph, subparagraph, clause or item of this Local Law is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 7. This Local Law shall take effect immediately upon filing in the Office of the Secretary of State.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: PURCHASING

DATE: 8/27/13

- (a) Is this a Result of a Bid or Request for Proposal? Yes. An RFP was issued by Orange County and the resultant contract was extended to all municipalities within New York State.
- (b) Purpose of Contract: Mutual Non-Disclosure Agreement. PFM will be providing a vendor review to determine how many Warren County vendors accept P-Cards.
- (c) Name of Contractor: PFM Financial Services, LLC
- (d) Address of Contractor: Airport Corporate Center, One Corporate Drive, Suite 101, Bohemia, New York 11716
- (e) Contractor's Contact Person and Telephone Number: Kelly Smaldone, Senior Managing Consultant, 800-356-5148
- (f) Has or will the Contract be provided, if so, please attach: County Attorney will draft
- (g) Commencement Date of Contract: Upon Execution by both Parties
- (h) Termination Date of Contract: Upon Completion of the Services
- (i) Payment Provisions:
 - i) lump sum amount No cost to the County
 - 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.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: No cost to the County