

# SHARED SERVICES COMMITTEE AGENDA

JUNE 3, 2016

Committee Members: Beaty, Wood, Frasier, Merlino, Thomas, Conover, Brock, MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
  - A. Consolidated Commodity Purchasing. Opportunity to answer any questions regarding the Intermunicipal Agreement.
  - B. Discuss potential for conducting an informational meeting for Town/Village/City staff to attend regarding expectations of the County Purchasing Department and cooperation from the municipalities.
  - C. Discussion regarding proposed Excel Spreadsheet for Town/Village/City staff to track purchases of commodities. It is anticipated that if this is utilized, providing estimated quantities to the County will be much easier than going through a year's worth of invoices. Comments/suggestions on other ideas for making this process less onerous for Town/Village/City staff.
- IV. Referrals/Pending Items
  - A. None
- V. Information for Discussion/Review
  - A. None
- VI. Privilege of the Floor to discuss any additional items to come before the Committee

**Name of Municipality:**

**Commodity Name (Adding to existing bid or is this a new bid?):**

**Detailed Item Description (include item nos & brands if available)**

**Purchase Date(s)**

**Annual Quantity**

**Most Recent Unit Cost**

**Delivery Location(s)**

**Current and Other Usual Vendors w/Contact Information (if multiple vendors used)**