

SUPPORT SERVICES COMMITTEE
COUNTY ATTORNEY AGENDA
NOVEMBER 29, 2018

Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild, Driscoll, Vacant

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
 - 1.) Contract renewal Request: Bartlett Pontiff Stewart & Rhodes, PC
 - 2.) Awarding RFP 74-18 effective 11/30/18 & Ratifying the Chairman's signature on the contract
- IV. Referrals/Pending Items:

None.
- V. Discussion Items:
 - 1.) Status update regarding all County litigation
 - 2.) Update on staffing in our office
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

Form 03- Request for new contract
Form 04- Request to extend contract

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Law (County Attorney)

DATE: 11/29/18

- (a) Purpose of Contract Change: **to Extend for one (1) additional (1) year Term**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **496/2017 & 84/2018**
- (c) Name of Contractor: **Bartlett, Pontiff, Stewart & Rhodes, P.C.**
- (d) Address of Contractor: **1 Washington Street, PO Box 2168, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **J. Lawrence Paltrowitz 518-832-6443 Ph.; 518-824-1040 Fax**
- (f) Commencement Date of Extension: **JANUARY 1, 2019**
- (g) Termination Date of Extension: **DECEMBER 31, 2019, with the option to extend for 3 additional one year terms**
- (h) Payment Provisions:
 - i) lump sum amount **Flat rate of \$3750 per month plus disbursements**
 - ii) hourly rate amount **with additional costs of \$180/\$150/\$120 per hour for additional services outside scope of flat rate services**
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **monthly upon submission of invoice**
- (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. 1420 440 Legal/Transcript Fees****

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Law (County Attorney)

DATE: 11/29/2018

- (a) Is this a Result of a Bid or Request for Proposal? **Yes - RFP 74-18**
- (b) Purpose of Contract: **Certified Abstracts of Title for Delinquent Parcels for Warren County**
- (c) Name of Contractor: **Lowest Responsible Contractor**
- (d) Address of Contractor: **tba**
- (e) Contractor's Contact Person and Telephone Number: **tba**
- (f) Has or will the Contract be provided, if so, please attach: **no**
- (g) Commencement Date of Contract: **11/30/18**
- (h) Termination Date of Contract: **8/31/19 and may be renewed at the same fee and terms for three additional one year terms**
- (i) Payment Provisions:
 - i) lump sum amount **per RFP specs**
 - 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: **A.1420 437 County Attorney-Counseling Fees****

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

*as listed in budget and LOGOS