

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
FEBRUARY 21, 2023

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Fedler, O'Brien, Haff, Hicks, Rozell, Fisher

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: Shaw

SUPERVISORS: Hall, Nolan, Clary

Debra Prehoda, Clerk of the Board

Melissa Fitch, County Administrator

Roger Wickes, County Attorney

Al Nolette, County Treasurer

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 24, 2023
- 3) Department Requests/Reports
  - A. Buildings & Grounds
    1. Discuss Valmet Area Construction
    2. Updates on Ongoing Projects
  - B. County Clerk – Amend 2022 Budget – Historian Grant
  - C. County Administrator
    1. Employee Handbook 3.006
    2. Procurement Policy – Consider Best Value
- 4) Other Business
- 5) Adjournment

Chairwoman Fedler called the meeting to order at 10:21 A.M. in the Supervisors classroom Room B214, Municipal Center, Fort Edward.

Motion to accept the minutes of the January 24, 2023 meeting was moved by Mr. Fisher, seconded by Mr. Hicks, and adopted.

**DEPARTMENT REPORTS/REQUESTS:**

**BUILDINGS & GROUNDS** – Matt Jones, Superintendent of Buildings and Grounds, addressed the following items with the committee:

- **Staffing Pattern Change** – This is a budget positive change. The night Supervisor is going to days in an open position as a Maintenance Worker. He has someone interested that does not meet the requirements for a Building Maintenance Supervisor but does meet requirements for a Supervising Cleaner. He would hire him as a Helper, currently an open position, he will shadow the Supervisor and if he is the right candidate then promote to Supervising Cleaner which is currently not on the Staffing Pattern. The Supervisor position is at grade 15 and Supervising Cleaner is at Grade 10. Requesting to do away with one (1) Supervisor and add a Supervising Cleaner and then upgrade the Supervising Cleaner from a Grade 10 and to a Grade 12. Currently the person does not have the experience yet to move to a Supervisor position at Grade 15. Motion to move request to amend Staffing Pattern and upgrade title of Supervising Cleaner to the Personnel Committee for consideration was moved by Mr. Hicks, seconded by Messrs. Fisher and O'Brien and adopted.
- The Public Health Director will be coming to the Health and Human Services Committee for approval of the application, Certificate of Need (CON), to move Public Health to the Burgoyne campus. The application fee is \$1,250. The change in location and office space/building needs to be approved by the State.
- Maintenance contracts for the boilers, chillers and roof top units are three year contracts and all are due. He would like to hold off on the roof top units because they are new equipment. Currently engineering for new chillers that will go out to bid so does not want to move forward at this time with a new contract. The contract for the boilers is over \$5,000 requiring to be bid and requested a waiver from the Procurement Policy to continue with the current vendor who has intricate knowledge of the

boilers and are the company that maintains the building maintenance control system. Motion to waive the Procurement Policy for three year contract for the boilers was moved by Mr. Fisher, seconded by Mr. O'Brien, and adopted.

- Valmet Area Construction – Discussion from the Capital Planning Group about the area where the trailer was removed and discussed the possibility of putting up a building for the Meals on Wheels program and space for the Sheriff's Investigators due to lack of space at the Sheriff's Office. Looking at possibly a 4,000 square foot building, 2,000 for each, in the same location where the trailer was removed. Also, would like to explore a cold storage shed, a pre-engineered steel building and the size is unknown until he knows the storage needs. Two buildings that need to be taken down are the Olive Street house and the old barn currently used for storage and neither are heated. He will look at current and future storage needs. He would like the backing of the committee to get some pricing from M&E Engineer that we have under contract to start looking at the property, Phase 1 type study estimating \$10,000, to ensure the area is buildable and will fit on that site and have them draw up the building. This study cost would be part of the capital plan. Just looking for support for moving in this direction and he will come back with a quote from M&E Engineering. Motion to move a budget amendment to the capital project (move funds to cover pre-engineering) to the Finance Committee was moved by Mr. Fisher, seconded by Mr. O'Brien, and adopted.

COUNTY CLERK – Stephanie Cronin, County Clerk, addressed the following item with the committee:

- Amend 2022 Budget Historian Grant – Requesting an additional \$551.68 to cover a grant shortage in the Historian's account. The Historian had a grant to work on old newspapers and village rolls in the amount of \$51,600.22 and the film had more salvageable items than they had expected and only has a budget of \$700 for acid free folders for the material so there is not enough in her budget to cover what is needed to finish. The County Clerk does have funds in her budget but the Treasurer recommended taking the additional funds from the contingency account. Motion to forward budget amendment to cover additional Historian grant expenses to the Finance Committee for consideration was moved by Mr. Rozell, seconded by Messrs. O'Brien and Fisher, and adopted.

COUNTY ADMINISTRATOR – Melissa Fitch, County Administrator, addressed the following items with the committee:

- Employee Handbook 3.006 – Leaving Employment, handout attached. The County Administrator is recommending to delete under Reinstatement: "If an employee leaves County service and then returns to County service their new anniversary date, for County benefit purposes, will be the date of their return and all benefits will be figured using the return date; no credit will be given for past service." This wording would be replaced by the following: "If an employee leaves County service and is re-hired in the same department and title, within one year of leaving County service, the employee will be placed at the step and longevity earned prior to leaving employment. The employee's anniversary date will be the latest date of hire and benefit leave time will accrue as it would for a new employee." This change is proposed to encourage valuable employees who left County employment for example due to child care that may decide to come back and be rehired in their prior department more desirable. She did bring this change up to Department Heads who some commented that they wanted to make it more than one year. Motion to approve recommended change to Employee Handbook Section 3.006 was moved by Mr. O'Brien, and seconded by Mr. Fisher. Discussion. Mr. Haff stated is a year enough or will you be back shortly asking for more time. He recommended eighteen months; it is sufficient and don't come back looking for more time. Motion to amend to eighteen months was moved by Mr. Haff, seconded by Mr. O'Brien and adopted. The motion to approve recommended change to Employee Handbook Section 3.006 and forward to the Personnel Committee was moved by Mr. O'Brien, seconded by Mr. Fisher and adopted as amended.

- Procurement Policy – Consider Best Value, handout attached and the County Administrator provided to all Supervisors last week. The County Administrator went over the proposed changes to the Procurement Policy. Changes considered as follows:
  - Page 1 Section 3 – Best value language added. Currently, the County does not allow for best value. It is becoming more common for bids that go out to be best value than not so what the County is doing is limiting the options that we have by not allowing for best value. If we allow for best value we are able to use Sourcwell as well as many other purchasing cooperatives which allows more choices to get prices. Proposed wording: “The County approved the use best value awards in Local Law XXXX of 2023. Best value, as defined by NYS Finance Law Section 163.1(j), is a “basis for awarding contracts that optimizes quality, cost and efficiency among responsive and responsible offerers.” Questions regarding who makes the decision to go best value and how is the committee informed. Mr. Haff cautioned that you have to be very careful and document why you did not take a low bid. Requesting the change because purchasing would like to open it up to look at more vendors. The monetary limits on purchases will still determine what needs to come to committee. Many purchases for Information Technology are through Sourcwell and now cannot go to Sourcwell because we do not have a best value policy. The State uses Sourcwell, best value. It is the lower priced items where best value will come in to use the most, i.e. printers, scanners. This discussion relates to purchases not bids. Sourcwell has already done the work for best value; the judgement has already been made. The concern is when an agent of the County makes the determination it should be documented. Best value stops at \$20,000 and \$20,000 to \$50,000 committee approval. Sue Claymon, Deputy County Administrator, stated add policy language that says if the county is issuing a bid and if we are putting together our own bid documents, sending it out, we only award to the lowest responsible bidder. When Sourcwell changed to best value then we could not use them and about thirty-five other vendors. The language on page 1 should include \$20,000 – The County approved the use of best value awards up to \$20,000. Motion to insert language on page 1 was moved by Mr. Haff, seconded by Messrs. O’Brien and Rozell and adopted.
  - Removed reference to the Enterprise Technology Group Page 2 – The Enterprise Technology Group was recommended in the Information Technology study but only met twice. Motion to remove reference to the Enterprise Technology Group was moved by Mr. Fisher, seconded by Messrs. O’Brien and Haff, and adopted.
  - Removed language re: Purchasing keeps all backup pgs. 3 & 4 (the backup is reviewed & approved by Purchasing then goes with voucher for payment) – Paperwork is reviewed and approved by Purchasing and then is attached to voucher. Motion to remove language regarding Purchasing keeping all backup on pages 3 and 4 was moved by Mr. Fisher, seconded by Mr. O’Brien and adopted.
  - Added use of Purchasing Cooperative (i.e.: Sourcwell) as alternative to bid pg. 4 - Motion to amend page 4 to add use of Purchasing Cooperative as alternative to bid was moved by Mr. Fisher, seconded by Mr. O’Brien and adopted.
  - Remove “Appendix” and just use form names - Motion to remove Appendix and just use form names was moved by Mr. Fisher, seconded by Mr. O’Brien, and adopted.
  - Raise Quote Limit from \$3,000 to \$5,000 pgs. 3 & 4 - Motion to raise the quote limit from \$3,000 to \$5,000 or less was moved by Mr. Fisher, seconded by Mr. O’Brien and adopted.
  - Remove Verbal Quote Documentation, Written Quotes Only - Motion to remove verbal quote documentation was moved by Mr. Fisher, seconded by Mr. O’Brien and adopted.
  - Add Definition of Public Works to the Document - Motion to clarify section on public works projects 3 & 4 adding definition of public works, define what a public works project is, and remove prevailing wage was moved by was moved by Mr. Haff, seconded by Mr. Hicks and

adopted.

OTHER BUSINESS:

- County Attorney announced the Cyber Security Officer is retiring and the job description will be reviewed.
- County Charge for Assessing – Mr. Haff stated he does not think we have had proper closure on what the County is charging for assessment of parcels for various towns. There is a resolution that states that the County would be made whole on these where the County does the assessment services but we are ignoring that resolution or are we going to rescind it? Chair Fedler stated that the Real Property Tax Services Director is supposed to be documenting very well this year so she can come back with good information and good numbers and have history and address in late summer so that people know whether or not they want to work with the County for assessing the next year. Previously, the numbers are arbitrary on time spent on data collections, car poll use, etc. Employees involved also work on County business. Without the proper documentation, you do not have the data to say what is the 2022 cost and no way to enforce that resolution. Mr. Haff stated all the other towns are covering this lack of making the County whole. Chair Fedler stated this is the best path forward making them document all the costs. The contracts signed for \$12 does not ensure that the resolution can be enforced. The Treasurer stated he has recommended that wording be added to future contracts that allows him to true up at the end. Discussed that the Data Collector was hired for assessing related duties but she also does other county work. Mr. Haff stated things need to be fixed going forward and does not think you can have a multi-year contract because it changes from year to year.

The meeting adjourned at 12:14 P.M.

*Debra Prehoda, Clerk*  
*Washington County Board of Supervisors*

Section: Civil Service	Issue Date: 06/21/93	Section # 3.006
Subsection: Leaving Employment	Revised Date: 04/16/04	Page 1

### **RESIGNATION**

An employee may resign his or her position at any time. The County requests that you notify the department head in writing. A reasonable notification time is expected with a minimum of two (2) weeks preferred. If no date is specified, the resignation will be considered immediate.

Arrangements for returning all keys or County issued equipment and identification must be made with the department head.

### **REINSTATEMENT**

An employee may be reinstated to a position from which they resigned or were laid off.

~~If an employee leaves County service and then returns to County service their new anniversary date, for County benefit purposes, will be the date of their return and all benefits will be figured using the return date; no credit will be given for past service.~~

If an employee leaves County service and is re-hired in the same department and title, within one year of leaving County service, the employee will be placed at the step and longevity earned prior to leaving employment. The employee's anniversary date will be the latest date of hire and benefit leave time will accrue as it would for a new employee.

### **EXIT INTERVIEW POLICY**

Washington County has a policy regarding the conduct of exit interviews for employees leaving County service. The high points are discussed below. For further information, you should consult the full policy which is in the policy manual available in your department or from your department head.

Upon notice of leaving employment for whatever reason, except discharge, the employee's direct supervisor (person who would do report of personnel change) shall distribute the interview forms and make a notation of the date of distribution.

Every attempt shall be made to interview the employee in person. The interviewer and employee should review the form together and both parties shall sign the form in the space provided. The department head shall review form or delegate review to appropriate deputy. Review should be made at highest level possible of agency. Review should not be made by a direct supervisor.

If the form is not completed in person and is not returned by the employee, the department head or designee will make an attempt to contact the employee to determine the reason and will note the reason, or the failure to make contact, in the employee's file.

The employee shall have the right to return the form directly to the County Administrator, Personnel Officer or Department Head at his or her discretion. The exit interview form is to

remain as part of the department personnel record.



# WASHINGTON COUNTY

## Purchasing Policy & Procedures

### **NOTES**

- *Best value language added pg 1*
- *Removed reference to the Enterprise Technology Group pg 2*
- *Removed language re: Purchasing keeps all backup pg 3 & 4 (the backup is reviewed & approved by Purchasing then goes with voucher for payment)*
- *Added use of Purchasing Cooperative (ie: Sourcewell) as alternative to County bid pg 4*
- *Remove "Appendix" and just use form names*
- *\*\*\*\* ADDITIONAL Raise quote limit from \$3,000 to \$5,000 pg 3 & 4*
- *\*\*\*\* ADDITIONAL Require written quotes only, remove verbal quote language and verbal quote documentation form pg 3 & 4*
- *\*\*\*\* ADDITIONAL language added to clarify section on public works projects pg 3 & 4*

## Purchasing Policy & Procedures

- 1) The Washington County Purchasing Agent/Coordinator reports directly to the County Administrator and will be responsible for administering the Washington County Purchasing Program. The Purchasing Agent/Coordinator is responsible for enforcement of the County's Purchasing Policy and Procedures. The County Administrator shall periodically review the policy and procedures and make recommendations to the Government Operations Committee for any changes.
- 2) The Purchasing Agent/Coordinator shall ensure that necessary commodities and professional services are procured at the lowest possible price from responsible providers. The Purchasing Agent/Coordinator shall retain all supporting documentation for these procurements.
- 3) While obtaining commodities and professional services at the lowest possible cost is paramount to the efforts of the Purchasing Agent/Coordinator, the value, quality, and total cost of ownership shall be taken into account whenever practicable by the Purchasing Agent/Coordinator to ensure the residents of Washington County receive the best possible value from procurements executed by the County. **The County approved the use of best value awards in Local Law XXXX of 2023. Best value, as defined by NYS Finance Law Section 163.1(j), is a "basis for awarding contracts that optimizes quality, cost and efficiency among responsive and responsible offerers".**
- 4) The Purchasing Agent/Coordinator shall periodically review the recent purchasing of the County's various Departments to develop a list of frequently purchased goods. Based on this analysis of items frequently purchased by the County, at his/her discretion, the Purchasing Agent/Coordinator shall create a 'catalog' of these items and create a 'store room' containing inventory of these common items to increase the efficiency of frequent purchases by the Departments and decrease costs for these goods by ordering in bulk when possible.
- 5) Whenever possible, for items commonly used in multiple departments, the Purchasing Agent/Coordinator shall impose standardization whenever consistent with operational goals and in the interest of efficiency and economy.
- 6) Every effort shall be made to support the private industries and local businesses of Washington County, so long as the action does not violate Federal, State, Local Laws, or County policies and procedures.
- 7) Washington County strives to ensure the best value of purchases made on behalf of the residents and businesses of the County. It is the belief of Washington County that open and competitive procurement helps to achieve this goal. Every effort should be made to encourage participation from as many vendors and suppliers as possible to maximize this benefit.



### **Procedures:**

The commodities and/or services to be purchased shall be of the quality and in the quantity required to serve the function in a satisfactory manner, as determined by the requisitioner.

A standard 'catalog' of commonly used commodities shall be jointly developed for all categories or groups of supplies by the Purchasing Agent/Coordinator and the appropriate requisitioners. This 'catalog' shall be used as the basis for requisitions whenever possible. A requisitioner submitting a requisition for an item not contained in the standard 'catalog' shall provide adequate justification for requisitioning an item not contained in the standard 'catalog'.

It is the responsibility of the Purchasing Agent/Coordinator and County Administrator to ensure the compliance of all purchases with this policy. Whenever possible, adherence to the requirements of this policy and the various components therein shall be determined prior to the commitment of the County. If, a purchase or purchases are made that do not comply with this policy, it shall be the responsibility of the Audit Committee or the Department's oversight committee to identify that purchase and take corrective action as outlined later in this policy.

### **Thresholds/Requirements:**

Costs should be rounded to the nearest dollar when determining eligibility for applicable cost thresholds as set forth in this policy. (ie: \$3,000.50 round to \$3,001.00)

### **Equipment:**

All purchases of equipment costing more than Two Thousand Dollars (\$2,000) require the prior authorization of the Budget Officer via an *Equipment / IT Authorization Request (Appendix A)* signed by the Budget Officer.

It is not permissible for Departments to segment purchases to avoid this threshold. For example, if four (4) identical items are to be purchased at a cost of \$500 each, the total purchase is for \$2,000 and requires Budget Officer approval. It is not acceptable for the Department to make separate purchases of two (2) items for \$1,000 each to avoid this requirement.

### **Technology:**

All purchases of computer equipment and software must obtain the prior approval of the Chief Information Officer (CIO) via *an Equipment / IT Purchase Authorization Form (Appendix B)* signed by the CIO. The CIO shall ensure that all technology-related purchases requested by Departments have been discussed and considered by the *Information Technology Committee Enterprise Technology Planning Group* when appropriate. ~~— and, when appropriate, the Information Technology Committee of the Board of Supervisors.~~ The CIO, along with the aforementioned *Committee bodies*, shall consider the total cost of ownership, necessity,

compatibility with existing technology infrastructure, security, and other criteria he or she deems appropriate when determining the advisability of a proposed technology purchase.

For the purposes of this policy, the following items shall be considered technology purchases and require the approval of the CIO: copiers, printers, computers, software programs, any device that connects to, or operates on, the County’s computer network, and any device that will require the installation, support or involvement of the Information Technology Department in its installation, operation or maintenance. The list provided above is illustrative in nature and not exhaustive. The Purchasing Agent/Coordinator shall have the authority to require the approval of the CIO for items or services not listed above that he or she feels meet the spirit of this requirement.

**Bidding/Quoting: (General Purchases), non Public Works)**

Aggregate, not individual, purchases made, or anticipated to be made, over the course of a fiscal year for a given service or commodity shall require verbal quotes, written quotes or bids as outlined below. The chart below does not apply to public works projects (see next section).

Cost	Requirement
<del>\$3,000</del> <del><\$5,000</del>	Discretion of Purchasing Agent/Coordinator
\$3,001 to <del>\$10,000</del>	3 Verbal Quotes (must be documented)
\$10,001 <del>\$5,000</del> to \$20,000	3 Written Quotes
\$20,001 and greater	Formal Public Bid

Verbal and written quotes Quotes may be obtained by the requisitioning Department (Appendix E) and must be supplied to the Purchasing Agent/Coordinator prior to the approval of the Purchase Order. The Purchasing Agent/Coordinator shall keep review the supporting documentation for each purchase requiring such.

For purchases costing Twenty Thousand and One Dollars (\$20,001) and greater, the requisitioning Department shall provide the Purchasing Agent/Coordinator with detailed specifications and requirements for the goods and/or services being sought, and the Purchasing Agent/Coordinator shall prepare, post, and advertise the bid and shall receive, open, tabulate and retain all responses to such bids.

It is the responsibility of the requisitioner to provide an adequate description of the commodity(ies) needed in the preparation of their bid/proposal specifications. The specifications should be written so as not to restrict competition or otherwise preclude the most economical purchase of the required commodities.

**Bidding/Quoting: (Public Works Projects)**

A public works project requires payment of prevailing wage and involves the construction, improvement, repair or maintenance of public facilities or infrastructure. Aggregate, not individual, purchases made, or anticipated to be made, over the course of a fiscal year for a given service or commodity shall require ~~verbal quotes~~, written quotes or bids as outlined below.

<b>Cost</b>	<b>Requirement</b>
< \$5,000	None
<del>\$5,001 to \$20,000</del>	<del>3 Verbal Quotes (must be documented)</del>
<del>\$20,001</del> \$5,000 to \$35,000	3 Written Quotes
\$35,001 and greater	Formal Public Bid

~~Verbal and written quotes~~ Quotes may be obtained by the requisitioning Department (Appendix C), and must be supplied to the Purchasing Agent/Coordinator prior to the approval of the Purchase Order. The Purchasing Agent/Coordinator shall ~~keep review~~ the supporting documentation for each purchase requiring such. This documentation is included when the purchase is processed for payment.

For purchases costing Thirty-Five Thousand and One Dollars (\$35,001) and greater, the requisitioning Department shall provide the Purchasing Agent/Coordinator with detailed specifications and requirements for the goods and/or services being sought, and the Purchasing Agent/Coordinator shall prepare, post, and advertise the bid and shall receive, open, tabulate and retain all responses to such bids.

It is the responsibility of the requisitioner to provide an adequate description of the commodity(ies) needed in the preparation of their bid/proposal specifications. The specifications should be written so as not to restrict competition or otherwise preclude the most economical purchase of the required commodities.

**Bidding:**

- 1) Pursuant to GML §103, all purchases of commodities or non-professional services that involve an expenditure over Twenty Thousand and One Dollars (\$20,001) and all Public Works contracts exceeding Thirty-Five Thousand and One Dollars (\$35,001) shall be awarded only after public bidding pursuant to the law for the solicitation of formal bids, unless purchased under State Contract, through a Purchasing Cooperative, or by piggybacking on other municipal bids that have been issued pursuant to GML§103. All public bids issued pursuant to this requirement shall be issued by the Purchasing

Agent/Coordinator. It is the responsibility of the Department Head engaging in such purchases to coordinate with the Purchasing Agent/Coordinator and communicate all requirements and specifications to the Purchasing Agent/Coordinator. The Purchasing Agent/Coordinator shall be responsible for the formulation, posting, receiving, opening and tabulation of all public bids released by the County.

- 2) Purchases shall be evaluated annually by the Purchasing Department for inclusion of the above provision based on the cumulative dollar amount expended on a commodity in any given fiscal year independent of the requesting department or incremental purchases made throughout the year. Past purchase history for regularly purchased commodities can, and should, be used to determine anticipated purchasing levels for an upcoming fiscal year. In cases where it is unclear or uncertain as to whether a formal bid may be required for a given commodity, it is considered best practice to formally bid these purchases.
- 3) It shall be the discretion of the Purchasing Agent/Coordinator and/or County Administrator to consider and require bidding of commodity purchases that are anticipated to fall below these formal thresholds.
- 4) If a commodity or service is available in the form, function and utility required by the County, then the purchase may be made from New York State Preferred Sources in accordance with GML§ 104.
- 5) In order to ensure the best value of expenditures made by the County, when utilizing the piggybacking provisions set forth in State Law, it is hereby recommended that the Purchasing Agent/Coordinator consider issuing local bids to obtain prices specific to the needs of Washington County prior to entering into a contract pursuant to another municipality's bid.
- 6) Bids shall be crafted in such a way so as to maximize competition and vendor participation. Bids shall not be constructed in a way that is intended to benefit a particular vendor or exclude the participation of other vendors.
- 7) Bids for commodities and/or services costing less than Fifty Thousand and One Dollars (\$50,001) for general purchases and less than Seventy-Five Thousand and One Dollars (\$75,001) for Public Works purchases may be awarded, pursuant to GML §103 by the Department Head in consultation with the Purchasing Agent/Coordinator and/or County Administrator. Such awards shall be reported to the Department's oversight committee.
- 8) Bids for commodities and/or services costing Fifty Thousand and One Dollars (\$50,001) or more for general purchases and Seventy-Five Thousand and One Dollars (\$75,001) or more for Public Works purchases shall be approved by the Department's oversight committee or the Finance Committee and awarded by the Board of Supervisors.

### **Leasing and Rentals:**

County Departments shall not enter into leases or financing arrangements for purchases unless expressly permitted by the Department's oversight committee and recommended by the County Administrator. It is in the best interest of the County and its residents to purchase equipment and commodities outright rather than being charged lease or finance charges.

When a Department needs to rent a piece of equipment or item, the estimated cost per month times the number of months of rental anticipated will provide the estimated procurement price for classification in the thresholds outlined above. If the anticipated rental period needs to be unexpectedly extended, the Purchasing Agent/Coordinator must be notified immediately to ascertain what, if any, actions must be taken to ensure continued compliance with this policy.

It is not permissible for a Department to rent an item or piece of equipment and then ask the vendor to apply those rental payments to a purchase of the item or equipment at the end of the rental period. If a Department wishes to rent an item or piece of equipment to evaluate its value and effectiveness prior to purchase, the procurement of the rental (whether through bid or other avenue as outlined above) shall clearly specify that the County wishes to have a purchase option attached to the end of the rental period. This allows all potential vendors to participate in the solicitation and helps ensure the County receives the best value possible.

### **Professional Services:**

Professional Services are exempted from the competitive bidding requirements of GML §103. Professional Services for the purposes of this policy are defined as those services requiring specialized skills, training or expertise, professional discretion or judgement, and/or a high degree of creativity. Examples of such services are: architectural, engineering, and legal services. In general, Professional Services are those services wherein the skills, training, and judgement of the vendor are critical to the outcome of the project.

Pursuant to GML§104, professional services "must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption."

### **Requests for Proposals (RFPs):**

Due to the nature of Professional Services, it is not practicable to procure these services through a formal bidding process. Instead, a Request for Proposals (RFP) should be utilized. A Request for Proposals outlines the proposed project and provides a detailed Scope of Work enumerating the exact deliverables and work product expected from respondents. The RFP should be used to evaluate the skills and proposed approach of each respondent as well as provide cost estimates of the intended work.

Evaluation of RFPs often requires considerable effort, and may require interviews with the leading candidates. The procedure for the evaluation of RFPs and awarding of Professional Services work is outlined below based on the estimated cost of the services sought by the RFP.

Thresholds:

<b>Cost</b>	<b>Requirement</b>
< \$5,000	None
\$5,001 to \$20,000	3 Written Quotes
> \$20,001	Formal RFP unless exempt by Department's Oversight Committee

Professional Services costing less than Five Thousand Dollars (\$5,000) may be procured without a formal RFP. Services in this category must be procured with the involvement of the Purchasing Agent/Coordinator, but do not require a formal RFP. A written Scope of Work, accompanied by a written cost estimate or not to exceed contract amount, must be developed prior to engaging the vendor.

Professional Services costing more than Five Thousand and One Dollars (\$5,001) and less than Twenty Thousand Dollars (\$20,000) may be procured by obtaining three (3) written quotes from qualified sources, where available. When the lowest quote is deemed unacceptable, documentable facts must support such decisions and approval must be obtained from the Purchasing Agent/Coordinator or County Administrator.

Professional Services costing Twenty Thousand and One Dollars (\$20,001) or more shall require an RFP unless exempted from this requirement by the Department's oversight committee. The requesting Department shall take the proposed Scope of Work to their oversight committee and request a waiver from the RFP requirements of this policy if the requesting Department desires to procure services in this category without the issuance of an RFP. If the Department's oversight committee grants such a waiver, a detailed Scope of Work and written cost estimate, or not to exceed contract amount, must be developed prior to engaging the vendor. If the oversight committee has required an RFP be utilized to procure the desired services, the oversight committee shall also indicate at that time whether the Department, in conjunction with the Purchasing Agent/Coordinator and County Administrator shall review the RFP responses, or if the oversight committee would like to evaluate the RFP responses and select the successful respondent.

In such cases where a waiver has not been sought, contracts for Professional Services costing less than Fifty Thousand Dollars (\$50,000) may be awarded by the Department Head, upon approval of the Purchasing Agent/Coordinator and/or County Administrator. Contracts so awarded shall be reported to the Department's oversight committee in advance when circumstances allow. Professional Services Contracts costing more than Fifty Thousand Dollars (\$50,000) shall be awarded by the Board of Supervisors.



Contracts for professional services costing less than Twenty Thousand Dollars (\$20,000) may be signed by the requesting Department Head, upon approval of the County Attorney. Contracts for professional services costing Twenty Thousand Dollars (\$20,000) or more shall be signed by the Chairman of the Board of Supervisors.

**Emergency Purchases:**

Due to the nature of operations undertaken by the County and its various Departments, there are circumstances where the adherence to this policy and its requirements may cause significant detriment to the County and unreasonably interfere with the services it provides to residents. In such cases where a Department Head deems that following the requirements of this policy would unduly delay the remedy of an emergent situation, and that situation, if left unaddressed, would negatively impact the operations of the County and the services it provides in an unacceptable manner, then the requirements of this policy shall not apply.

In such cases where a Department Head has deemed a purchase to be of such importance and immediacy so as to necessitate the circumvention of the requirements of this policy, the County Administrator shall be notified as quickly as practicable. The County Administrator will then notify the Chairman of the Board, Chairman of the Audit Committee and Chairman of the Department’s oversight committee with the details of the purchase and why it was deemed to be an Emergency Purchase by the Department Head.

Should any of the aforesaid officials disagree with the Department Head’s classification of the purchase as an emergency, a brief report shall be submitted by such official to the Audit Committee for their review and potential corrective action as outlined elsewhere in this policy.

**Sole Source Purchases:**

There are certain goods and or services that can only reasonably be purchased from one vendor. These goods and services are not common, but do exist. In the event a Department feels there is only one practicable vendor from which they can obtain a good or service, prior to making such a purchase, the Department must submit a brief written explanation of this justification to the Purchasing Agent/Coordinator (a form is available from the Purchasing Department). The purchase authorization shall be according to the following cost requirements:

---

<b>Cost</b>	<b>Requirement</b>
< \$50,000	Approval of Purchasing Agent/Coordinator
> \$50,001	Approval of Purchasing Agent/Coordinator, Committee Approval and Board Authorization

---

The submitted Sole Source Justification and other approvals as required shall be attached to the voucher when submitted for payment to the Audit Committee.

### **Procurement Card:**

The County maintains and utilizes a procurement card. This procurement card allows the County to make purchases that require a Credit Card rather than a traditional Purchase Order and provides certain rebates to the County based on the amount of purchases made through the Procurement Card in a given period of time.

The Purchasing Agent/Coordinator shall determine in what circumstances it is in the best interest of the County to utilize the Procurement Card for certain transactions. This will include those instances where standard Purchase Orders are not accepted by the vendor, such as, when reserving hotel rooms or booking travel arrangements.

In addition, the Procurement Card allows the County to take advantage of online vendors that have recently shown their ability to routinely beat State Contract pricing for certain goods. When processing requisitions, the Purchasing Agent/Coordinator will endeavor to find the best possible value for the goods being purchased and shall have the authority and ability to utilize online vendors and the Procurement Card when required.

It is the policy of Washington County that the County does not pay sales tax on purchases. Some online vendors and out-of-state hotels, do not recognize the County's tax exempt status and require the County to pay sales tax. The County will pay sales tax as required in these cases. In cases where the total cost of the purchase, plus sales tax, is less than the purchase from a vendor who honors the County's tax exempt status, the Purchasing Agent/Coordinator is hereby authorized to pay sales tax to these vendors, given that the total amount paid must represent a savings to the County and its residents.

Requisitions from Departments that require the use of the Procurement Card for various reasons, shall be accompanied by a *Procurement Card Request Form* (Appendix D). Any Procurement Card Requests for overnight or out-of-state travel must also be accompanied by an *Overnight Trip Authorization Form* (Appendix E).

### **Compliance:**

All Department Heads shall be provided with a copy of this policy upon the commencement of employment as a Department Head. Each Department Head shall, read, and sign the *Department Head Attestation* (Appendix F) to confirm that they have been provided with a copy of this policy and have duly reviewed and understood the same. The completed Department Head Attestation shall be filed with the County Administrator no later than 30 days from the date of appointment.

In the event this policy undergoes substantial amendment or alterations, the Government Operations Committee may require that updated copies of the policy be formally distributed to all Department Heads and that all Department Heads complete and file updated Department Head Attestation Forms with the County Administrator. In such an event, Department Heads



shall have 30 days from the date they receive the updated policy to file such forms with the County Administrator.

Department Heads shall have the ability to designate an employee or employees within their department to carry out purchasing duties. In such cases where a Department Head elects to do so, a *Purchasing Authorization Form* (Appendix G) must be completed and signed by the Department Head and filed with the Purchasing Agent/Coordinator prior to the execution of any purchasing duties by the employee or employees so designated by the Department Head.

In the event that the Purchasing Agent/Coordinator, County Administrator, a Department's oversight committee, or the Audit Committee determine there has been a violation of this policy, they may recommend to the Board that disciplinary action, up to and including termination, be taken against said Department Head.

In such cases where disciplinary action is deemed appropriate, the Board shall consult with the County Attorney and Personnel Director to ensure any disciplinary actions taken conform to all relevant laws, regulations and policies.

DRAFT

Appendix A	Equipment / IT Authorization Request
Appendix B	Quote Form
Appendix C	Procurement Card Request Form
Appendix D	Overnight Trip Authorization Form
Appendix E	Department Head Attestation Form
Appendix F	Purchasing Authorization Form

\*\* FILLABLE FORMS LOCATED SEPARATELY AT P:/Administration/Forms

# Equipment/IT Authorization Form



Pursuant to Board of Supervisors' Resolution#32, dated January 17, 2020,  
I am requesting approval to purchase .2 equipment as follows:

Department \_\_\_\_\_

Item(s) Requested: \_\_\_\_\_  
\_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Quantity: \_\_\_\_\_ Price Each: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Appropriation Account: \_\_\_\_\_ Grant Funded:  Yes  No

Included in current budget:  Yes  No If no, approved by committee on: \_\_\_\_\_

\_\_\_\_\_  
Date Department Head Signature

\*\*\*\*\*  
**Forward signed form along with all documentation to Purchasing**

\_\_\_\_\_  
Purchasing Department

\*\*\*\*\*  
**IT Approval to Purchase:**

Needed for any device that connects to the County's computer network  Yes  No  N/A

Comments: \_\_\_\_\_

\_\_\_\_\_  
Date Chief Information Officer Signature

\*\*\*\*\*  
**Budget Officer Approval to Purchase:**

Needed for purchases of \$2,000 or more  Yes  No  N/A

Comments: \_\_\_\_\_

\_\_\_\_\_  
Date Budget Officer Signature

**This form and all documents are to be attached to your requisition in New World. *Submit originals with voucher***

- Create and save requisition
- Click documents icon
- Upload document by clicking add, upload, choose document, and close document viewer



# PROCUREMENT CARD REQUEST FORM

Purchasing Policy & Procedures

Date:  Department:

**Reason for Request (check all that apply):**

Online Purchase - Credit Card Required

Equipment  
- If over \$2,000 equipment authorization MUST be attached -  
If over \$500 a .2 account MUST be used

Travel  
- If overnight stay, authorization MUST be attached

Other:

Vendor Name/Website:

Item Requested:  Quantity:

Account:  Total Amount:

Additional Information or Instructions (website link if available):

Approved By: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
Department

Approved By: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
County Administrator

**Please include any pertinent backup and send/email this request to  
County Administration  
([procurement@washingtoncountyny.gov](mailto:procurement@washingtoncountyny.gov))**

---

Intended Use: The Procurement Card is intended to take advantage of online purchasing where only a credit card is accepted, where a better price is available, or to avoid sales tax on the reservation of hotel rooms for training. The Procurement Card is not to circumvent the County's Purchasing Department. All Procurement purchases are subject to the County's Procurement Policy.

## OVERNIGHT TRIP AUTHORIZATION FORM

- This form must be completed and submitted to the County Administrator for each overnight trip.
- No travel arrangements should be made before travel has been approved by way of this form.
- This original form must be attached to any voucher(s) submitted for reimbursement.
- If you are requesting use of the procurement card, please indicate below & complete a Procurement Request Form for the County Administrator's Office.

Department Requesting Travel <input style="width: 90%;" type="text"/>				
Arrival Date <input style="width: 100px;" type="text"/>		Departure Date <input style="width: 100px;" type="text"/>		Number of Overnights <input style="width: 50px;" type="text"/>
Staff Traveling <input style="width: 95%;" type="text"/>				
Name of Conference or Event <input style="width: 95%;" type="text"/>				
Location (City, State) <input style="width: 90%;" type="text"/>				NOTE: Overnight out-of-State travel using County funds requires a Board Resolution
Is this trip included in your department's travel and/or training budget? <input type="checkbox"/> Yes - Funds are included in adopted budget for this travel. <input type="checkbox"/> No - Committee approval obtained on: <input style="width: 100px;" type="text"/> (date) If out-of-State: approved by Board Resolution No. <input style="width: 50px;" type="text"/> of <input style="width: 50px;" type="text"/> (date)				
Are costs for this trip entirely (100%) covered by sources other than County funds ? <input type="checkbox"/> Yes, all of the expenses shown below are covered by <input style="width: 80%;" type="text"/> <input type="checkbox"/> No				
EXPENSES	Check if Requesting Payment with Procurement Card (*)	Quantity	Cost per Person (where applicable)	Total Cost
Conference Fee	<input type="checkbox"/>			\$ 0.00
Airfare / Train fare	<input type="checkbox"/>			\$ 0.00
Accommodations	<input type="checkbox"/>			\$ 0.00
Other: <input style="width: 150px;" type="text"/>	<input type="checkbox"/>			\$ 0.00
Car Pool Cost		Round Trip Miles <input style="width: 50px;" type="text"/>	x 0.60 =	\$ 0.00
Meals	Breakfast			\$ 0.00
	Lunch			\$ 0.00
	Dinner			\$ 0.00
				\$ 0.00

Form completed by: \_\_\_\_\_

NOTES:

AUTHORIZATION: The above described overnight trip is hereby authorized under the authority of Local Law #3 year 1983, of Washington County Board of Supervisors, pursuant, to Section 77-B of the General Municipal Law of the State of New York.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by: County Administrator / Chairman  
*Chairman must sign for Elected Officials*

(\*) Procurement Card Request Form must also be completed and submitted to County Administration for approval.



## **Department Head Attestation Purchasing Policy & Procedures**

I have read and I understand this revised version of Washington County's Purchasing Policy & Procedures. I understand that this version supersedes all prior versions of the Purchasing Policy and is effective February 2, 2022.

---

Name

---

Date

---

Signature

---

Department

*The original of this form will be kept on file in County Administration.*



# Purchasing Authorization Form

## Purchasing Policy & Procedures

I \_\_\_\_\_ authorize \_\_\_\_\_  
Department Head Employee

to make purchases/requisitions on behalf of \_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*A separate form should be filled out for each employee allowed to make purchases on behalf of the department. Contact County Administration to remove purchasing authorization.*

*The original of this form will be kept on file in County Administration.*

Resolution No. 215 September 18, 2020

By Supervisors Campbell, O'Brien, Hicks, Fedler, Skellie, Clary, Rozell, Losaw, Ward, Griffith

**TITLE: To Authorize Chairman to Sign Contracts with Various Municipalities for the Provision of Assessing and Data Collecting Services**

WHEREAS, the County currently has contractual agreements with the Towns of Fort Ann and Cambridge for the provision of assessing services and the Town of Argyle for data collecting services, and

WHEREAS, these agreements are either currently up for renewal or coming up for renewal, and

WHEREAS, the County currently charges a per parcel fee for these services that covers the costs to the County, and

WHEREAS, the Board of Supervisors would like to continue providing these services to those municipalities who are interested; now therefore be it

RESOLVED, the Chairman of the Board is hereby authorized to sign and/or renew agreements with any municipality within Washington County for the provision of assessing and/or data collecting services in a form to be reviewed and approved by the County Attorney; and be it further

RESOLVED, the per parcel charge contained in the aforementioned contracts shall be mutually agreed upon by the County and the participating municipality in an amount that will ensure all costs to the County are covered by said fees.

BUDGET IMPACT STATEMENT: None to the County.