

CLINTON COUNTY PURCHASING MANUAL



July, 2014

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INTRODUCTION

Purchasing is a term used to describe the activities of obtaining materials, supplies and equipment that are required for the operation of county business.

The purchasing system is governed by General Municipal Law Sections 103 and 104, the goal of which is the protection of the public's tax dollar from elements of favoritism, improvidence, extravagance, corruption and fraud.

In general, the objectives of purchasing are to buy materials, supplies, equipment and services of the right quality, in the right quantity, from the right source and at the right price.

The County Legislature has delegated the responsibility and authority for purchasing and all of the accompanying functions to the Purchasing Agent, Kimberly A. Currier.

The keynote of any successful purchasing system is cooperation; cooperation between department heads and the Purchasing Agent, cooperation between the Purchasing Agent and the fiscal officer, cooperation between the governing board and all officers and employees of the county.

EVERYONE'S COOPERATION is essential and a positive approach is needed.

DEFINITIONS OF TERMS

As used in this handbook:

1. "Blanket Purchase Order" shall mean a purchase order which is issued to one vendor for a specific period of time for items frequently purchased (maximum period of time is 3 months)
2. "Board" shall mean the County Legislature
3. "Claim" shall mean a vendor's request for payment for materials furnished or for services rendered. The county supplies a standard claim form. Each "claim" must be itemized in sufficient detail to permit proper audit by the auditing staff
4. "Commodities" shall mean standard articles of commerce in the form of material goods, supplies, products or similar items
5. "Invitation for Sealed Bids" shall mean the solicitation process used for competitive, sealed bidding. The response to a sealed bid is an offering which must be accepted or rejected without change
6. "Invoice" shall mean a formal statement or billing submitted by a vendor, showing the amount due and terms of payment for supplies delivered or for services rendered
7. "Piggybacking" shall mean the purchasing of commodities and/or services by utilizing a contract let by another public entity. (Can only be done when certain criteria are met. Contact Purchasing Agent for more information).
8. "Professional Services" are unique, technical functions performed by independent contractors whose occupation is the rendering of such services and whose services often require a license to operate. Examples include but are not limited to the following: medical services, management consultation services, architects and/or engineering services, accounting, appraisal and legal services
9. "Public Emergency" shall mean the need for the procurement of goods or services arising out of an accident or other unforeseen occurrences or conditions whereby circumstances may affect public buildings, public property or the life, health, safety or property of the inhabitants of Clinton County
10. "Public Work" shall mean construction, including major repairs or alterations, or other labor-intensive projects
11. "Purchase Order" shall mean a formal, detailed notice to a vendor to furnish supplies or equipment
12. "Purchasing" shall mean the act of obtaining supplies, equipment or services necessary to carry out a particular function of the county

13. "Purchasing Agent" shall mean the person designated to contract for necessary supplies, equipment and services
14. "Request for Proposals" (RFP) shall mean a more complicated and detailed form of a quote, usually used when acquiring a professional service such as architect or consultant. A RFP should include a work statement or performance specification detailing what is required, the time frames within which the work is to be completed and evaluation criteria by which a proposer will be judged. The firm's experience and ability to perform the specified work, the firm's personnel and past performance may be evaluated. Price is not the sole factor in determining the award of the proposal
15. "Request for Quotation" shall mean the process used for seeking competition on small purchases which do not require competitive sealed bidding. The quotation response shall be accepted as-is, without change or negotiation
16. "Requisition" shall mean a written request to the Purchasing Agent for one or more items or services necessary to carry on or improve a particular function of the county
17. "Requisitioner" shall mean the official or department head, or their authorized subordinate, initiating a request for goods or services
18. "Services" shall mean the furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product
19. "Specifications" shall mean a written description of needed supplies, equipment or services setting forth in a clear and concise manner the characteristics of the items and/or services to be purchased and the circumstances under which the purchase will be made
20. "Vendor" shall mean a supplier of goods or services to the County

PURCHASING POLICY AND CONTROL

1. The Purchasing Agent shall be responsible for developing and administering the purchasing program of Clinton County in conjunction with the Clinton County Legislature.
2. The Clinton County Purchasing Department is hereby authorized to make all purchases of necessary goods and services by any means legally available within the State of New York and within all applicable rules and regulations, in the best interest of the taxpayers of Clinton County.

PROCEDURES FOR THE PURCHASE OF COMMODITIES, EQUIPMENT OR GOODS

Dollar Limit	PROCEDURE
\$1 - \$5,000	At the discretion of the Purchasing Agent
\$5,001 - \$10,000	Documented telephone quotes from at least 3 separate vendors (if available). Confirming fax quotes from at least 3 separate vendors (if available)

SAMPLE QUOTE SHEET ON PAGE 7

\$10,001 - \$20,000	Formal written quotes from at least 3 separate vendors (if available)
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Proper documentation, acceptable to the Purchasing Department, must be given if the required number of quotes cannot be accommodated.

\$20,001 and up	Sealed bids in conformance with Municipal Law, Section 103.
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The following language should be added to applicable bids (those for goods and services which do NOT require prevailing wages):

“The contract, if awarded, will be to the lowest responsive/responsible bidder (s) in part or in whole who meet (s) all the terms of the specifications. Clinton County guarantees no minimum or maximum purchases or contracts as a result of award of this bid. Clinton County reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York to purchase any goods and/or services awarded by the Clinton County Legislature as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the sole discretion of the vendor and the vendor is only bound to any contract between Clinton County and the vendor. Vendor may not look to Clinton County for payment in the event another municipality or authorized entity

piggybacks on a Clinton County awarded bid and orders equipment, materials or supplies, but fails to pay for them. Additionally, Clinton County reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at any time.”

Proper documentation is required when the quote or bid is not awarded to the vendor giving the lowest price. Quotes and/or bids will be awarded to the lowest responsible and responsive vendor.

The Purchasing Agent will determine the time and date of the bid opening of sealed bids. Advertisement for all sealed bids will be arranged by the Purchasing Agent.

Except for emergency circumstances, a minimum of two weeks elapsed time will be required between the publication date of legal advertisement and the opening of bids.

County of Clinton

_____ Department

Date

REQUEST FOR PRICE QUOTE

The Clinton County _____ Department is seeking a price quote for name of project.

Project

Description: _____

Requirements for this project include:

1. _____
2. _____
3. _____

If you are interested in providing commodities/services for this project, please submit the attached Price Quote Sheet (EXHIBIT A) no later than date/time to address. Submission by FAX is acceptable at fax number.

Please contact name at telephone number if you have any questions relative to this project.

Thank you.

County of Clinton
_____ Department
Date

EXHIBIT A. Price Quote Sheet

NAME OF PROJECT

Name: _____
(Individual or Company)

MailingAddress: _____

Telephone Number: _____

Price Quote to complete Name of Project as described in this Request for Price Quote package:

\$ _____

Signature: _____

Date: _____

If you are interested in providing the commodities/services described in this package, please return this sheet to the address by date. Return by Fax is acceptable; the Fax number is fax number.

PROCEDURES FOR PUBLIC WORK PROJECTS/CONTRACTS

Section 220 of the Labor Law requires public work contractors and subcontractors to pay laborers, workers, etc., employed in the performance of a public work contract not less than the prevailing rate of wage and to provide supplements (fringe benefits) in accordance with the prevailing practices in the locality where the work is performed.

Whenever a project is contemplated where labor is involved, the issue of prevailing wages should be considered. Most think of prevailing wages only on construction projects ... not the case. Prevailing wages apply almost wherever there is labor present, regardless of the cost of such project. When embarking on a project that you suspect is covered by the Prevailing Wage Regulation, contact the NYS Labor Department (**518-457-9000, option 4**). They can advise you if, in fact, prevailing wages apply. The prevailing rate schedule must be included in the specifications for the contract to be awarded and is deemed part of the public work contract.

You must send in a request for a Prevailing Wage Schedule for the particular job in question. You will receive a package of current wage schedules, along with forms that must be filled out and returned to the Labor Department. Each job has its own assigned number and name. You cannot just use a Prevailing Wage Schedule for carpenters for each carpenter job that comes along. You must request a Prevailing Wage Schedule for each particular job.

A statement that prevailing wages apply should be in your bid or quote document **as well as the advertisement for bid**. If the schedule is not available at the time of the mailing, state that prevailing wages apply and will be sent (via certified mail) at a later date. If a municipality fails to request a Prevailing Wage Schedule for a covered project, they could be in jeopardy of a fine and a possible court process from the NYS Labor Department.

PUBLIC WORK PROJECTS/CONTRACTS

Dollar Limit	Procedures
\$1 - \$5,000	At the discretion of the Purchasing Agent
\$5,000 - \$15,000	Documented telephone quotes from at least 3 separate vendors (if available). Confirming fax quotes from at least 3 separate vendors (if available)
\$15,000 - \$35,000	Formal written quotes or Request for Proposals from at least 3 separate vendors (if available) are required
\$35,001 and up	Formal sealed bids in conformance with General Municipal Law, Section 103.

In all circumstances, whenever the lowest quote is **not** awarded, there must be written documentation of the reason for the award.

UNDER NO CIRCUMSTANCES CAN A QUOTE THAT EXCEEDS THE BID LIMIT BE AWARDED

PROCEDURES FOR PROFESSIONAL SERVICES AND/OR CONSULTANTS

The intent of General Municipal Law, Section 104-b, also includes the hiring of consultants and professionals. The following policy shall apply:

Dollar Limit	Procedure
\$1 - \$3,000	Award will be upon the recommendation of the department head, and with the approval of the appropriate legislative committee and the governing board
\$3,001 - \$8,000	Documented telephone quotes from at least 3 separate vendors (if available) with confirming fax quotes. The award will be made upon the recommendation of the department head and the approval of the appropriate legislative committee and the governing board
\$8,001 - \$15,000	Prices will be obtained by formal written quotes from at least 3 separate vendors (if available). The award will be made upon the recommendation of the department head and the approval of the appropriate legislative committee and the governing board
\$15,001 - and up	Prices will be obtained by RFP from at least 3 separate vendors (if available). The award will be made upon recommendation of the department head, County Attorney and the approval of the appropriate legislative committee and the governing board.

ALL RFPS SHALL BE REVIEWED BY THE PURCHASING AGENT PRIOR TO DISTRIBUTION TO PROSPECTIVE VENDORS

The County may vary from this policy, with County Administrator and Legislative approval.

Please see RFP guidelines section on the next page for assistance in preparing RFPs.

Awards to someone other than the lowest proposer must be properly documented with the rationale/reason for rejection of the lowest price. Any and all procedures not specifically covered in this policy will be adhered to as covered in General Municipal Law, Section 104-b.

REQUEST FOR PROPOSAL GUIDELINES

A Request for Proposal (RFP) is a formal invitation to submit an offer. The offer is to provide a solution to a problem or a need that an organization has identified. The RFP is used when the County isn't sure what solution would best suit our needs or when we are looking for different solutions. RFP may also be used when procuring professional services which involve a specialized skill, training or expertise (i.e. architects, engineers, consultants, software specialists).

All RFP should contain the following:

- Background Information (provide a brief overview of your organization; provide a brief overview of the procurement subject matter; describe the background surrounding this procurement; list key dates/events, including the due date for the RFP and possibly the time frame for selection of proposal by the County; list definitions)
- Objectives and Technical Requirements (include specific objectives and desired outcomes – also include any specific technical requirements for the contract. List any criteria which are required to qualify vendors for this procurement. This may include past experience requirements, financial statements, staffing and personnel biographies and certification/license requirements)
- Cost Proposal Requirements (describe how you would like the cost proposals submitted (i.e. fixed price, lump sum, cost plus)
- Contractual Terms and Conditions (list the standard terms and conditions – include a sample contract if available)
- Administrative Section (describe how inquiries to the RFP can be handled, pre-proposal conference info, insurance requirements)
- Proposal Format & Content (describe in what format all proposals are to be submitted – can reject a proposal if not submitted in proper format)
- Proposal Evaluation Criteria (describe what criteria will be used to evaluate the RFP)
- Proposal Evaluation Team (List who will be evaluating the RFP)
- Attachments (list what attachments, i.e. non-collusion bidding certificates, that must be returned with the proposal)

POLICY NOTES AND EXCEPTIONS TO POLICY

1. If an emergency exists where the delay caused by soliciting quotes would endanger the health, welfare, or property of the municipality, or more importantly the individual tax payer, then the procurement of goods or services will be at the discretion of the proper department head, with documentation as to the nature of the emergency, and should be sent to the Purchasing Agent, within five (5) working days of such procurement.
2. The Purchasing Agent shall procure supplies and equipment, as needed, at the best possible price and maintain adequate records to show that this was done.
3. Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over \$20,000, and public works contracts involving over \$35,000, shall be awarded only after public advertising and soliciting for formal bids (pursuant to Section 103 of the General Municipal Law).
4. All contracts, which require public advertising and competitive bidding, shall be awarded as provided by law and the rules and regulations of the board. Recommendations for awarding contracts shall be submitted by the appropriate department head and/or employee.
5. Purchases shall be made as required under Section 175 a and b of the State Finance Law and Section 162 of the Procurement Stewardship Act of 1995, through available state contracts of the Office of General Services, Division of Purchasing, the List of Preferred Source offerings from Correctional Industries (Corcraft), Industries for the Blind, Industries for the Disabled (NYSID) and BUY OMFI, or under county contract pursuant to Section 408-a of the County Law, whenever such purchases are in the best interest of the county.

The List of Preferred Source offerings also contain a requirement to notify preferred sources when certain SERVICES are needed. After you have determined a need for a service, you must check with the Purchasing Agent to determine if the service being requested is available from one of the Preferred Sources. If the service is listed, you must contact the Preferred Source and provide them with your requirements. They have 10 days to let you know if they can fulfill your needs. Purchasers are not allowed under the law to solicit bids or award contracts for listed services until the above procedure has been completed.

Purchases made by utilizing New York State Contracts may be done without the requirement of obtaining quotes or bids as New York State has already gone to bid for these items. However, the Department Head may consider obtaining bids or quotes as applicable, even though a State contract may exist for the goods desired as the price obtained may be lower than under the State contract.

6. The Purchasing Agent shall issue purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.

7. Supplies used by various offices and departments shall be uniform whenever consistent with operational goals and in the interest of efficiency or economy. These supplies will be available in Central Stores. The department head must justify the need for a special type of item. The Purchasing Agent must evaluate the request for special supplies or services, for which only one vendor may supply.
8. No official or employee shall be interested financially in any contract entered into by the municipality (as defined in Sections 800 and 808 of the General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to the municipality.

PURCHASING PROCEDURES

GENERAL

1. With the exception of purchases made under blanket purchase orders and/or confirming orders (those requiring immediate action), only the person designated as Purchasing Agent may commit the county for a purchase. Purchase orders will be issued only for orders **over \$500 (\$1,500 for all maintenance - .5465 and .54017 items)**. Regardless of the amount, vendors who require a purchase order will be accommodated. A department may purchase items costing **\$500 (\$1,500 for maintenance items)** or less on an as-needed basis without submitting a purchase requisition, **except for the purchase of office supplies, printing, and equipment.**

The department head will take the responsibility, if they choose, to exercise this option--to obtain competitive prices to insure that the lowest possible price is paid for the merchandise and to avoid purchasing something that can be obtained in our central stores inventory.

The auditing staff and the Purchasing Agent will review these purchases and inform the County Administrator whenever items could have been purchased for a minimal amount, and were not, thereby wasting the taxpayers' dollars.

2. The material, equipment, supplies and/or services to be purchased shall be of the quality and quantity required to serve the function in a satisfactory manner, as determined by the requisitioner and the Purchasing Agent.
3. It is the responsibility of the requisitioner to provide an adequate description of items needed so that the Purchasing Agent may be able to prepare the specifications to procure the desired commodity and/or service. The requisitioner will assist the Purchasing Agent in the preparation of specifications.
4. It is the responsibility of the Purchasing Agent to make alternative suggestions to the requisitioner if, in the judgement of the Purchasing Agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the content of the specifications, the Legislature, after reviewing all available data, shall make the final determination.
5. When a low bidder proposes an alternative as **“an equal”** to what is specified, it is the responsibility of the Purchasing Agent, department head, and the County Attorney, to determine whether the proposed substitution is, in fact, equal.

PURCHASE REQUISITIONS

A purchase requisition is a written request to the purchasing agent for one or more items or services necessary to carry on or improve a particular function. In most instances, there is a need for the requisitioner to complete a purchase requisition form. These forms are supplied by the Purchasing Department and may be obtained from Central Stores or electronically (contact the Purchasing Agent).

The requisition form should be completed by the requisitioner and include the following information:

- a. Date
 - b. Appropriation to be charged
 - c. Recommended vendor and vendor code
 - d. Bill To/Ship To address
 - e. Quantity required
 - f. Description of item requested
 - g. Unit price and line total for each item
 - h. Requisition grand total
 - i. Name of Requisitioner
 - j. Signature of Department Head for approval
 - k. Contract Information (NYS Contract numbers, County Contract information, etc.)
 - l. Quote Information – Quote number and date of quote
 - m. Any appropriate notifications for the vendor and/or Purchasing Department (terms, special delivery information, etc.)
1. Each department head is responsible for compliance with the purchasing procedures adopted.
 2. Only purchase requisition forms provided by the Purchasing Agent shall be used. Purchase requisitions for purchases of office supplies, printing supplies and equipment must be submitted to the Purchasing Agent for approval, regardless of the amount. Monthly submission of requisitions for routinely used vendors is recommended. **Departments are not authorized to make verbal orders in these three categories without the approval of the Purchasing Agent.**
 3. The Purchasing Agent, using the information submitted on the purchase requisition, will prepare the purchase order if required.
 4. The Purchasing Agent will approve all purchase orders/requisitions. The pink copy of the PO will be returned to the originating department.
 5. The number of purchase orders will be kept to a minimum.
 6. Purchase orders/requisitions shall be processed once each week on **Wednesday**. Purchase requisitions are to be sent to the Purchasing Agent by **Monday**.

REQUESTS FOR TRANSFERS

A request for transfer is a memorandum to the Treasurer's Office asking for appropriations to be adjusted so that purchases can be made from the proper account codes.

All requests for transfers shall be made prior to submitting a purchase requisition to the Purchasing Department.

In the event an appropriation balance is insufficient, the Purchasing Agent shall notify the department head of the unavailability of funds. To request an increase in an appropriation account, the department head should proceed as follows:

1. The request for transfer or increase in appropriations shall be in writing and directed to the Deputy County Treasurer (copy to the Purchasing Agent).
2. An explanation as to why the purchase is necessary must be included in the request.
3. The amount needed and the account codes involved must be indicated.

The Deputy County Treasurer's recommendation for approval or disapproval, in writing, shall be obtained.

After accumulation of all related information, the Deputy County Treasurer shall submit the request to the Budget Officer for final approval. If an additional appropriation of funds is required, the request will be forwarded to the full board for action. On approval, the Purchasing Agent shall notify the requisitioner who shall resubmit the requisition. A copy of the board resolution shall be filed with the fiscal officer.

BLANKET PURCHASE ORDER PROCEDURES

Blanket purchase orders are used for items which are frequently purchased from the same vendor on an "as needed" basis during a certain calendar period. A blanket purchase order eliminates the processing of many individual purchase orders and allows the departments flexibility in ordering and receiving commodities. A blanket purchase order will be issued for **up to three months**, to one vendor, for one total dollar amount.

Procedures:

The requesting department initiates a purchase requisition for the calendar months needed. The dollar amount is estimated by the department head (or designee) and is reviewed by the Purchasing Agent. Submit the purchase requisition to the Purchasing Agent one month in advance of the month the department needs the blanket purchase order. **A department must have a purchase order prior to any blanket purchase.** The Purchasing Agent will issue an encumbered purchase order. The purchase order number must be given to the vendor when ordering commodities and must appear on all paperwork received from the vendor. After receiving the last invoice for the month, process the invoices for payment.

If the dollar amount on the blanket purchase order will be used up before the end of the purchase order period and additional purchases must be made, submit a request to the Purchasing Agent to increase the purchase order. **DO NOT EXCEED THE ENCUMBERED BLANKET PURCHASE ORDER DOLLAR AMOUNT.** Exceeding the dollar amount appropriated on a blanket purchase order is, in fact, placing an order without the approved appropriation of funds. The New York State Comptroller's office states that this practice does not conform to accepted accounting principles.

When closing out a blanket purchase order, attach the invoices to the back of the white purchase order, have the department head sign the PO and send to the Auditing Department for payment.

The department(s) submitting blanket purchase requisitions for a particular commodity, (i.e. food), on existing awarded county bid contracts, will not be allowed to purchase any other items on that blanket PO (i.e., dishes, etc.) on the blanket purchase order issued. The requesting department will submit a separate purchase requisition.

CONFIRMING ORDERS

A verbal order, subject to subsequent confirmation by a written purchase order, may be given in cases where immediate action is needed. Naturally, such a deviation from "normal" will have a very limited use.

The individual placing such an order shall justify the need for this action. Lack of proper planning will not be considered a valid reason for this process.

A confirming order shall be issued immediately after the availability of funds is determined and certified. This order shall follow the same procedures as other orders, but shall have priority so that the vendor will receive the order without delay. The order shall be marked "confirming".

The county will not be responsible for orders placed in this manner, unless a confirming order has been cleared through the purchasing office.

RECEIPT OF GOODS

The requisitioning department shall be given the pink department copy of the purchase order.

Upon receipt of the order, the completed and receipted original (white copy) shall immediately be forwarded to the Auditing Department along with any invoices received from the vendor. If this is followed, the County will have the advantage of taking cash discounts offered for prompt payment.

Failure of vendors to make promised deliveries should be reported to the Purchasing Agent for follow-up.

AUDIT OF CLAIMS

A claim submitted to the Auditing Department for payment shall qualify when the following conditions are met:

- a. Itemization is in sufficient detail for audit (any allowable discounts should be noted).
- b. All invoices or other supporting statements are attached.
- c. The official whose action gave rise or origin to the claim approves the claim for payment.

If a claim is presented to the auditor for materials and supplies for which no purchase order was issued, the matter shall be brought to the attention of the Purchasing Agent so she will be aware of deviations in order to take corrective action. The purchase requisition should not be sent to the Purchasing Agent for a useless purchase order--a purchase order after-the-fact is a complete waste of time and effort.

EXCEPTIONS TO PURCHASING SYSTEM

Thus far, we have discussed the procedures to be followed when a purchase order is needed. We reflect on the need for cooperation and control.

Control involves not only compliance with required purchasing procedures, but also affects paperwork. "Over-papering" can ruin the effectiveness of the system almost as quickly as noncompliance.

There are certain expenditures for which the processing of a purchase order/requisition is unnecessary. The following shall be made without purchase orders/requisitions:

1. Contracts for personal services - any encumbrance should be on the basis of contracts
2. Employee expenses such as travel and conference expenses, meals, mileage and other reimbursable expenses in performance of day-to-day duties
3. Reimbursement of petty cash funds
4. Utility bills
5. Service contracts for a fixed monthly or annual amount. (May be encumbered on the basis of contracts)
6. Interdepartmental charges--for instance, Buildings and Grounds billings for materials used to construct bookshelves, cabinets; Highway Department for snow removal; etc.
7. Medical examinations and veterinarian fees
8. Legal notices and classified advertisements
9. Postage Meter Costs

COUNTY PURCHASING

Section 103(3) of the General Municipal Law permits any municipality to purchase materials, equipment or supplies through the county. The Clinton County Legislature has authorized the inclusion of a provision allowing municipalities, and/or subcontract agencies, located wholly or partly within the county, to participate in purchase contracts awarded by them (pursuant to County Law, 408-a).

All purchases shall be subject to audit and inspection by the municipality, and the municipality shall be solely responsible for any payments due.

All printed material relating to the procurement of the item, and subsequent payment to the vendor, shall make reference to the county contract.

CENTRAL STORES PROCEDURES

Pick tickets are requisitions, either paper or electronic, that are submitted to Central Stores for the purpose of ordering supplies and/or printing.

Pick tickets are to be submitted directly to Central Stores the first week of each month. Orders are to be of sufficient quantity to sustain the needs of your department for at least one month.

Your order will be filled and delivered to you in a timely manner. It is your responsibility to check each order for accuracy (example: all items listed are actually received, etc.). The receiving party must sign each order form. Your signature is verification that the order is correct and your department is accepting the listed charges. At the time of delivery, you will be given a copy of the pick ticket, which will contain all the information pertinent to your order, including the prices.

Credit for returned items will only be given on items that are returned within 60 days of their purchase date. The pick ticket listing the original purchase of said item must accompany the item being returned. A credit can then be issued.

A computer printout of all your requisitions for each month will be sent to you within the first five days of the next month. This will give you a complete detail of all supplies ordered for the period and will be a crosscheck on your individual pick tickets. This will be the only record of actual charges for the whole year from Central Stores. Please plan to keep this printout as your official record for the fiscal year.

IMPORTANT: DO NOT combine printing supplies (items with numbers beginning with 5) with office or janitorial supplies (items with numbers beginning with – or 9). Printing supplies must be listed on separate pick tickets.

SALE AND DISPOSITION OF COUNTY-OWNED PERSONAL PROPERTY

The sale or disposition of personal property, which is no longer of use by Clinton County, shall be in accordance with the following rules and regulations adopted by the Clinton County Legislature, except as otherwise provided by law:

1. Notify the Purchasing Agent in writing of the availability of surplus equipment and include the following information for evaluation:
 - a. The estimated current value of the item obtained by a dealer having specific knowledge of the item
 - b. The year, make and model of the equipment
 - c. Fixed Asset information – asset and serial numbers
 - d. Good description of the equipment including any special features
 - e. Condition of the equipment (ex. good, fair, excellent)
 - f. List any equipment faults

2. Items valued at less than \$1,000 will be disposed of by the Purchasing Agent by a means that is most beneficial to the county – to be determined by the Purchasing Agent and the County Administrator and possibly the County Legislature. The methods could include sale to other counties in New York State, public auction and/or sealed bid, employee sealed bid, donation to any not-for-profit agency in the county or immediate disposal.

3. Items valued at \$1,000 or more will be disposed of in order of the following (except in cases where it is determined by the Purchasing Agent and the County Administrator that a public auction is in the best interest of the county):
 - a. Written notice of available items sent to all towns and villages within Clinton County, the City of Plattsburgh and Clinton Community College. These local municipalities will be offered priority in the bidding and purchasing of these items by sealed bid.
 - b. Legal advertisement placed in the official newspaper of the county listing all available items and requesting sealed bids for equipment.
 - c. If no interest is expressed from solicitation using the processes outlined above the item(s) can be donated to not-for profit organizations if approved by the County Administrator.
 - d. County employee sealed bid.
 - e. Remaining items will be given away free of charge to any interested entity or may be disposed of at the discretion of the Purchasing Agent and the County Administrator.

4. If a situation arises that is not contemplated under this policy, the matter is to be discussed by the appropriate Legislative Committee.

SALE AND DISPOSITION OF COUNTY-OWNED SURPLUS COMPUTER EQUIPMENT

The sale or disposition of surplus computer equipment which is no longer of use by Clinton County shall be in accordance with the following rules and regulations adopted by the Clinton County Legislature, except as otherwise provided by law:

1. Notification of available items for sale or disposition will be forwarded from the County to all towns and villages within Clinton County and the City of Plattsburgh. These local municipalities will be offered priority in the bidding and purchasing of these items by sealed bid.
2. Items will then be offered to the employees of Clinton County. Notification of available items will be sent via e-mail and departmental postings. A maximum of two weeks will be allowed for employees to return a sealed bid to the Purchasing department.
3. Remaining items will be offered through donation to public schools, public libraries, private institutions for secular educational use, and not-for-profit institutions for use by individuals with disabilities, pursuant to General Municipal Law, Section 104-c.
4. Items that are of no resale value that remain after all of the above options have been exhausted will be disposed of by the Purchasing Agent.

CONTRACTS AND LEASES

GENERAL INFORMATION

You need Legislative Committee approval, an accompanying resolution and a contract when executing:

Agreements

Grants

Lease/Rental Agreements

Change Orders

Maintenance Agreements - unless the commodity/service is purchased under NYS Contract and the vendor does NOT require an authorized signature on an agreement from the County. The money for such purchase must have been approved in the department's budget.

Note: Before any person or any business renders a service to the County, you need to have an executed contract, current insurance certificates, and an authorizing resolution in place, if required. This procedure must be followed regardless of whether the services to be performed will encompass one day, one week, one month or one year. The County Auditors will not release payments unless these steps have been followed.

Note: Only the Chairperson can enter into an agreement on behalf of the County.

PLEASE REFER TO THE CONTRACT PROCEDURE MANUAL
FOR COMPLETE DETAILED PROCEDURES.