FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 8, 2016

FINANCE COMMITTEE PRESENT: Campbell, LaPointe, Shay, Idleman, Haff, Pitts, O'Brien, Fedler, Shaw
FINANCE COMMITTEE MEMBERS ABSENT: Suprenant, Hogan
SUPERVISORS: Henke, Hicks, Moore, Armstrong
Debra Prehoda, Clerk of the Board
Chris DeBolt, County Administrator
Roger Wickes, County Attorney
Al Nolette, County Treasurer
Laura Chadwick, Real Property Tax Director
Public

AGENDA AS PRESENTED IN COMMITTEE NOTICE:
1. Call to Order
2. Accept Minutes – August 11, 2016
3. Medicare Advantage Health Insurance Renewal – Capital Financial
4. Department Requests/Reports:
   A. Treasurer
      1) Monthly Reports – Sales Tax
      2) Two (2) Parcels RPTL§1138 – Withdrawal of Parcels from Foreclosure
   B. County Administrator
      1) Budget Amendments
         a. Mental Health (2) New Contract/Amend Budget the Addictions Care Center of Albany, Inc. & Amend Budget Council for Prevention
         b. Youth Bureau – Accept STSJP Funding from DSS
         c. Clerk of the Board – Transfer Funds to .2 for Purchase of Recorder
         d. Public Health – Recognize Prevention Agenda Project Funds
         e. Public Safety – Lightning Damage
         f. District Attorney – Recognize Revenue – Crimes Against Revenue Program
         g. Sewer District (2) – Compost & Capital Project 114 Long Term Control Plan
         h. Sheriff – Recognize Grant Revenue
5) Authorize Contract with GPI – RFP Parking Areas & Service Roads
6) 2017 Budget Update
7) Other Business
8) Adjournment

Chairman Campbell called the meeting to order at 9:24 A.M.

A motion to accept the minutes of the August 11, 2016 meeting was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

MEDICARE ADVANTAGE HEALTH INSURANCE RENEWAL – CAPITAL FINANCIAL – John Weber and Kristy Laney - June 1st is the renewal date for our active employees and January 1st for Medicare Advantage/retirees 65 or older. Last year the County switched to Humana, who gave the County a minus 20% premium. This year they went out for RFPs and Humana came in with a 5.3% increase with a monthly rate of $252.76. There was a slight increase in enrollment. The retirees are very pleased with Humana because: in and out of network combined, zero dollar co-pay on all generic drugs, cover compression stockings, and meal, counseling, discount, etc. programs. Updated the committee on the June active employees enrollment. The shift to the Blue Shield debit card plan has significantly dropped the budget cost; health insurance costs before open enrollment $8,868,598.84 and after open enrollment $8,539,588.27 mainly due to shift and two less enrollments, 495 to 493. The employees premium payment is less for this plan. The County Administrator attributed the shift in the debit card plan to himself, the Personnel Director and County Treasurer telling the employees the value of this plan. Capital Financial reported that the employees are using the Wellness debit card; 362 members for a total of $80,315.58. A motion to forward to the full Board a resolution to authorize Chairman to sign Medicare Advantage Health Insurance contract was moved by Mr. O'Brien and seconded by Mr. Shay. Discussion. Capital Financial has found a voluntary dental plan that the retirees could use and there will be no cost to the County. Retirees would have to go directly to Capital Financial to get this dental plan. The motion to forward to the full Board a resolution to

authorize Chairman to sign Medicare Advantage Health Insurance contract was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

DEPARTMENT REQUEST/REPORTS:
TREASURER – Al Nolette, Treasurer, addressed the following items with the committee:

- Sales Tax Report – attached. Sales tax to date totals $12,143,964.45; $818,130.05 under year to date compared to last year. If things do not change, we will not make budget. On October 13th there is another true up and that will provide important information for the budget process.
- Due Town/Due County handouts distributed, attached. Discussion ensued on how these figures are applied to the tax calculations. The Due Town/Due County is comprised of pro rata taxes, shortage on the roll and Article 7 write offs. The Treasurer recommended to Supervisors when talking about their town budgets to talk about dollars not the rate. Towns have the option to pay their Due County to the Treasurer and should let him know by October 1st if they plan to pay direct. If towns need an invoice to pay direct, contract the Treasurer.
- Two (2) Parcels RPTL§1138:
    - To Authorize the Cancellation and Exemption of a Certain Parcel Located in the Town of Kingsbury from Taxation Pursuant to RPTL Article 11- A motion to cancel tax liens because there is no practical method to enforce collection of taxes for the years 2014, 2015 and 2016 on the Kenneth Sullivan parcel 139.-1-14 in the Town of Kingsbury in the amount of $413.60 was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted.
    - To Authorize the Cancellation and Exemption of a Certain Parcel Located in the Town of Granville from Taxation Pursuant to RPTL Article 11 – A motion to cancel tax liens because there is no practical method to enforce collection of taxes for the years 2014, 2015 and 2016 on the Scott Reed parcel 117.14-8-43 in the Town of Granville in the amount of $54.98 was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- To Accept Payment of Returned Village Taxes until November 30, 2016 and after that date levy on the following year's Town and County tax bill was moved by Mr. Shay, seconded by Mr. Pitts and adopted.
- To Accept Payment of Returned School Taxes until November 30, 2016 and after that date levy on the following year's Town and County tax bill was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.

COUNTY ADMINISTRATOR: Chris DeBolt, County Administrator, addressed the following items with the committee:

- BUDGET AMENDMENTS: handout attached.
    - Amend Mental Health Budget and Contract to allow Pass Through of 100% State Funding as a COLA adjustment in the amount of $350 to the Council for Prevention was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.
    - Amend Mental Health Budget and Contract to Allow Pass Through of 100% State Funding as a COLA adjustment in the amount of $435 and authorize a new contract due to the merger of the Addictions Care Center of Albany, Inc. and 820 River St., Inc. was moved by Ms. Idleman, seconded by Mr. Shay and Mrs. Fedler and adopted.
    - Amend Budget – Youth Bureau to reflect the increase in rollover Supervision and Treatment Services for Juveniles Program (STSJS) funding in the amount of $22,874 was moved by Mr. Shay, seconded by Mrs. Fedler and adopted.
    - Amend Budget – Clerk of the Board to purchase a recorder as the current recorder is broken in the amount up to $500 transferring funds between line items was moved by Ms. Idleman, seconded by Mr. Shaw and adopted.

- Amend Public Health Budget recognizing Prevention Agenda Project funding in the amount of $2500 was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.
- Amend Public Safety budget to Cover Damage to Radio Equipment caused by lightning strike in the amount of $5,611 was moved by Mr. O'Brien, seconded by Mr. Shay and adopted.
- Amend Budget – Sewer District No. 2 Compost Facility to cover budget shortfall for disposal fees in the amount of $30,000 transferring funds between line items was moved by Mrs. Fedler, seconded by Messrs. Pitts and Shay and adopted.
- Amend Budget – Capital Project 114 Long Term Control Plan Phase 1 due to change orders in the Force Main Re-Routing resulting in a budget shortfall in the amount of $255,277 transferring funds between line items was moved by Mr. Shay, seconded by Ms. Idleman and adopted.
- Standard Work Day and Reporting Resolution to correct days per month based on record of activities reported for Martin McGuinnes was moved by Mr. Shay and seconded by Mrs. Fedler and Ms. Idleman. Discussion. Mr. Haff mentioned this is a part time employee working full time according to his hours. He will only get the maximum credit for the hours he works. The motion to establish a standard work day and reporting resolution to correct days per month based on record of activities reported for Martin McGuinnes was moved by Mr. Shay, seconded by Mrs. Fedler and Ms. Idleman and adopted.
- Support Adirondack Community College Capital Improvement Plan for 2017 – 2018 in the total amount of $2,600,000 to provide an improved learning environment, necessary repairs to old equipment, and upgrades to existing facilities which have deteriorated was moved by Ms. Idleman and seconded by Mr. O'Brien. Discussion ensued. There is no cost to the County; the local share will be paid by capital chargeback funds received from students attending ACC who reside outside of the sponsor counties. Mr. Haff stated the County approves the ACC budget and then that amount is put into our budget and asked if at our budget time that number could be changed. If we did not appropriate the money then the college would be short. The ACC budget amount has been committed to. The additional mortgage tax request if approved by the State would be reserved for capital project needs. The motion to support Adirondack Community College Capital Improvement Plan for 2017 – 2018 in the total amount of $2,600,000 to provide an improved learning environment, necessary repairs to old equipment, and upgrades to existing facilities which have deteriorated was moved by Ms. Idleman, seconded by Mr. O'Brien and adopted. Mr. Shay opposed.
- To Adopt Introductory Local Law C of 2016 that provides that no exemption under Section 487 shall be applicable for the purpose of County taxation with respect to any solar or wind energy or farm waste energy system and forward to the full Board for consideration was moved by Mr. O'Brien and seconded by Mr. Shaw. Discussion. Questioned if there was another Ag and Markets exemption for a farm energy system but the Real Property Director was unaware of any such exemption. She stated there are exemptions for ag buildings. There is very little probability of a commercial methane digester in the county. Mr. Henke stated digesters work better in areas where the temperature is more consistent. The motion to forward resolution to the full Board to adopt Introductory Local Law C of 2016 that provides that no exemption under Section 487 shall be applicable for the purpose of County taxation with respect to any solar or wind energy or farm waste energy system was moved by Mr. O'Brien, seconded by Mr. Shaw and adopted. Opposed Messrs. Pitts and Shay.

PROCUREMENT POLICY – The County Administrator stated an issue came up at the Government Operations Committee regarding three professional contracts he has with Larry Paltrowitz, Benetech

and auditor services that are all over $5,000 and according to the Procurement Policy he would have to go out for RFPs for all those contracts. He feels it is not in our best interest to change any of those contracts right now. A proposed amendment to the Procurement Policy is indicated in bold on page 17 and the wording to remove is in italics. The purpose of the amendment is that the department head can bring a professional service contract for more than $5,000 to their oversight committee and then the committee can state yes put this out to RFP or indicate we are going to renew the contract. He also made one little edit on page 9 that if a contract is under $5,000 the department head is not going to issue an RFP but needs to run the scope of work through the committee. A motion to approve amendments to the Procurement Policy was moved by Mr. Shaw and seconded by Mr. Haff and Ms. Idleman. Discussion. Mr. Haff asked if the oversight committee approves not going out for RFP will the contract still come to the Board for approval and the County Administrator stated yes because you need a resolution authorizing the Chairman to sign. The motion to approve amendments to the Procurement Policy was moved by Mr. Shaw, seconded by Mr. Haff and Ms. Idleman and adopted.

Budget amendments for District Attorney's CARP (Crimes Against Revenue Program) grant and Sheriff's Livescan grant have not been prepared yet and will be submitted under the Budget Officer's name.

AUTHORIZE CONTRACT WITH GPI – RFP Parking Areas & Service Roads – A motion to present a resolution to authorize the Chairman to sign contract for professional services with GPI to conduct the study of the parking lot was moved by Mr. O'Brien and seconded by Mr. Pitts. Discussion. Mr. Shaw asked if the scope of work has been defined and will it be in the resolution. Mr. O'Brien stated the scope of work was defined in the RFP that went out. Chairman Campbell stated the scope was basically to find all the problem spots in the parking lot and fix them. A copy of the RFP was distributed, attached. Mr. Haff stated the committee voted to award an RFP that the committee has not seen. There were brief presentation by the vendors that submitted proposal but no RFP information distributed. Chairman Campbell stated we moved forward on the recommendations of the Superintendent of Buildings and Grounds and the Superintendent of Public Works. Mr. Shaw feels we are moving too fast on this whole thing. Chairman Campbell stated that GPI's hourly rates were lower and closest on the number of hours it will take to do the study. Roger Wickes, County Attorney, stated the RFP was for a lump sum amount. The hourly rate shows you how you get to the amount. The motion to present a resolution to authorize the Chairman to sign contract for professional services with GPI to conduct the study of the parking lot was moved by Mr. O'Brien, seconded by Mr. Pitts and adopted. Mr. Shaw opposed.

2017 BUDGET UPDATE – Mr. Hicks stated the tax cap without adjustments is .68%. He asked are we going to work with the budget and back into that number so it gets under the cap or work to put together a good budget. He would like to set a public hearing to override the cap. It does not mean we have to override the cap or pass a law to override the cap but be proactive now whether we are overriding the cap or not. He would love to come in under the cap. A motion to present a resolution to set a public hearing on a local law to override the tax cap was moved by Ms. Idleman and seconded by Mrs. Fedler. Discussion. Chairman Campbell stated the projected sales tax revenue for next year is not good and the Treasurer added that he thinks for the first time in five years that we are going to use fund balance The motion to present a resolution to set a public hearing on a local law to override the tax cap was moved by Ms. Idleman, seconded by Mrs. Fedler and adopted. Mr. Haff opposed and Mr. Shay was not present for the vote.

Mr. Henke stated the town of Argyle has passed local laws to override the tax cap and included the following language, paraphrased: Whereas it is completely inappropriate to have the state government mandating what we can charge for property taxes when they are not under the same obligations. Several Supervisors stated the County should add similar wording to our proposed local law.

Mr. Moore asked the Treasurer for the fund balance amount. The Treasurer stated the County's current fund balance is about $14M. He stated a comfortable fund balance is about 20% or two months of your operations. The County should be at around $18M to $20M. Noting, if the County gets below $10M it is not good. Mr. O'Brien stated with declining sales tax and other pressures coming on us maybe it is time to start talking about 8% sales tax. The County Administrator thinks that is a discussion that should be had. Chairman Campbell recommended first having a discussion with Warren and Saratoga Counties to see if they have any plans to increase their sales tax amount. Currently, the three counties are all at 7%.

OTHER BUSINESS:

WORKERS COMPENSATION – The Workers Compensation assessments for the county, towns and villages was distributed last month with substantial increases to those municipalities. The assessments have been recalculated using $250,000 of the $1.4M Workers Compensation fund balance. Workers Compensation Assessment handout attached. A motion to accept 2017 Workers' Compensation Assessments was moved by Mr. Shay, seconded by Mr. O'Brien and adopted.

CAR POOL RATES – The County Administrator stated vehicles not purchased by the Car Pool, this happens with vehicles purchased with federal funds, crime forfeiture, seized and possibly purchasing some through DSS, are charged the forty-five cent mileage rate. The forty-five cent Car Pool mileage rate was based on gasoline, wear and tear maintenance and eventual depreciation and replacement of that vehicle. He is requesting to reduce the Car Pool mileage rate for vehicles not purchased by the Car Pool to thirty five cents per mile and waive daily minimum rate. These vehicles were not taken into account when this new Car Pool budget was established last year. The impact to the Car Pool fund is probably less than $10,000. A motion to approve thirty-five cent Car Pool mileage rate and remove daily minimum rate for vehicles not purchased by the Car Pool fund was moved by Mr. O'Brien, seconded by Mr. LaPointe and adopted.

CHAIRMAN'S SIGNATURE REQUIRED ON IDA PROJECT – The IDA approved an agreement with Hard as a Rock Training Center, dba Rocksport and TSRB Enterprises, LLC. The Agency will provide financial assistance in the form of a payment of lieu of taxes, mortgage tax exemption and sales tax abatements regarding a tourist destination retail construction project. The Chairmen of Warren and Washington Counties need to sign off on any IDA project that includes assistance to retail. A motion to authorize the Chairman's signature on resolution approving this project was moved by Mr. O'Brien, seconded by Mr. LaPointe and adopted.

The meeting adjourned at 12:03 P.M.

Respectfully submitted by
Debra Prehoda, Clerk
Washington County Board of Supervisors

WASHINGTON COUNTY TREASURER
SALES TAX RECAP
FOR THE PERIOD 1/1/2014-12/31/2016

	2014		2015		2016		
Budget:	$17,750,000.00	Budget:	$18,650,000.00	Budget:	$19,450,000.00		
Date	Amount	Date	Amount	Date	Amount	(Under)/Over Prior Year	(Under)/Over Year-to-Date
2/6/2013	$995,094.83	2/6/2015	$1,145,238.10	2/5/2016	$1,176,875.82	$31,637.72	$31,637.72
2/12/2013	$322,790.05	2/13/2015	$331,683.48	2/16/2016	$313,824.52	($17,858.96)	$13,778.76
	$1,317,884.88		$1,476,921.58		$1,490,700.34		
3/6/2013	$856,007.55	3/6/2015	$935,061.44	3/7/2016	$1,014,871.89	$79,810.45	$93,589.21
3/13/2013	$251,942.47	3/13/2015	$256,645.88	3/14/2016	$254,383.55	($2,262.33)	$91,326.88
	$2,425,834.90		$2,668,628.90		$2,759,955.78		
4/5/2013	$1,101,445.21	4/6/2015	$1,151,593.85	4/7/2016	$1,170,840.07	$19,246.22	$110,573.10
4/15/2013	$781,294.55	4/13/2015	$1,287,858.02	4/13/2016	$576,540.94	($711,317.08)	($600,743.98)
	$4,308,574.66		$5,108,080.77		$4,507,336.79		
5/6/2013	$1,056,688.09	5/6/2015	$1,163,351.75	5/6/2016	$1,175,440.60	$12,088.85	($588,655.13)
5/13/2013	$461,874.28	5/13/2015	$330,685.07	5/13/2016	$296,205.44	($34,479.63)	($623,134.76)
	$5,827,137.03		$6,602,117.59		$5,978,982.83		
6/6/2013	$1,062,883.66	6/8/2015	$1,147,143.39	6/7/2016	$1,203,423.70	$56,280.31	($566,854.45)
6/13/2013	$285,274.69	6/12/2015	$319,443.79	6/13/2016	$239,900.81	($79,542.98)	($646,397.43)
6/28/2013	$558,000.00	6/30/2015	$564,000.00	6/30/2016	$651,936.19	$87,936.19	($558,461.24)
7/1/2013	$738,936.58	7/1/2015	$735,777.59	7/1/2016	$695,463.70	($40,313.89)	($598,775.13)
	$8,472,231.96		$9,368,482.36		$8,769,707.23		
7/15/2013	$915,241.27	7/13/2015	$609,100.62	7/13/2016	$571,072.94	($38,027.68)	($636,802.81)
	$9,387,473.23		$9,977,582.98		$9,340,780.17		
8/6/2013	$1,252,452.72	8/6/2015	$1,328,989.67	8/5/2016	$1,262,339.36	($66,650.31)	($703,453.12)
8/13/2013	$313,815.69	8/13/2015	$347,791.89	8/15/2016	$275,315.05	($72,476.84)	($775,929.96)
	$10,953,741.64		$11,654,364.54		$10,878,434.58		
9/6/2013	$1,245,559.72	9/8/2015	$1,307,729.96	9/7/2016	$1,265,529.87	($42,200.09)	($818,130.05)
9/13/2013	$375,967.99	9/14/2015	$343,142.05	9/13/2016			
	$12,575,269.35		$13,305,236.55		$12,143,964.45		
10/7/2013	$1,190,461.95	10/6/2015	$1,222,475.07	10/6/2016			
10/15/2013	$1,025,432.92	10/13/2015	$559,947.79	10/13/2016			
	$14,791,164.22		$15,087,659.41		$12,143,964.45		
11/6/2013	$1,203,837.22	11/6/2015	$1,247,147.32	11/7/2016			
11/13/2013	$272,159.91	11/13/2015	$269,850.44	11/14/2016			
	$16,267,161.35		$16,604,657.17		$12,143,964.45		
12/6/2013	$1,205,980.11	12/7/2015	$1,228,632.68	12/6/2016			
12/13/2013	$339,804.40	12/14/2015	$327,293.21	12/13/2016			
12/31/2013	$490,000.00	12/31/2015	$495,000.00	12/30/2016			
1/2/2014	$646,529.95	1/4/2015	$711,097.77	1/3/2017			
	$18,949,475.81		$19,366,680.83		$12,143,964.45		
1/13/2014	$739,616.29	1/13/2016	$598,160.37	1/13/2017			
	$19,689,092.10		$19,964,841.20		$12,143,964.45		
	$19,689,092.10		$19,964,841.20		$12,143,964.45		
	($1,939,092.10)		($1,314,841.20)		$7,306,035.55		

Washington County Treasurer
Recapitulation of "Due County" Assessments by Town
for the Levy Years 2009-2017

before payments

	2008 for 2009 taxes	2009 for 2010 taxes	2010 for 2011 taxes	2011 for 2012 taxes	2012 for 2013 taxes	2013 for 2014 taxes	2014 for 2015 taxes	2015 for 2016 taxes	2016 for 2017 taxes
Argyle	$2,043.23	$0.00	$4,077.48	$1,498.77	$1,937.54	($3,856.42)	($57.86)	$4,652.63	$2,364.15
Cambridge	$1,337.93	$484.60	$1,632.90	$1,626.62	$5,167.48	($734.58)	$636.70	$763.71	$659.88
Dresden	$488.79	$418.63	$653.88	$39.71	$180.00	$1,581.00	$17,443.60	$1,106.96	($446.18)
Easton	$1,231.84	$146.67	$12,347.85	$451.82	$158.37	$1,128.65	$149.33	$82.72	$110.90
Fort Ann	$3,477.53	$1,974.18	$861.53	$750.73	$7,361.98	$2,035.98	$23,916.98	$2,085.70	($2,016.96)
Fort Edward	$754.88	$2,120.10	$2,494.92	$4,318.48	$1,522.32	$3,057.40	$4,432.82	$5,636.59	$778.46
Granville	$10,027.96	$507.01	$13,897.00	$3,401.64	$4,506.60	$820.62	($3,263.06)	$1,046.94	($1,374.68)
Greenwich	$1,803.93	$20,070.25	$3,156.18	$4,711.42	$1,500.67	$403.25	$5,522.12	$2,948.12	$1,241.20
Hampton	$685.03	$95.38	$1,039.73	$0.00	$0.00	$181.37	$393.62	$337.60	$302.29
Hartford	$970.51	$706.72	$2,242.00	$1,434.86	$2,536.67	$287.70	$3,549.90	$1,261.35	($138.72)
Hebron	$1,094.39	$661.13	$1,705.27	$2,399.76	$429.85	$4,322.66	$1,060.02	$781.54	$588.70
Jackson	$390.37	$367.26	$427.04	$612.63	$557.29	($1.25)	$692.23	$425.47	$659.45
Kingsbury	$1,034.35	$2,335.85	$6,155.37	$2,578.46	$11,693.49	$8,976.30	$4,472.33	$1,132.99	$2,367.31
Putnam	$1,389.57	$167.80	$743.88	$453.48	$4,644.13	$2,979.67	$20,692.79	($816.84)	$479.45
Salem	$1,175.92	$405.58	$705.82	$901.40	$650.55	($156.06)	$67.01	($185.32)	($1,384.94)
White Creek	$805.34	$89.94	$5,415.52	$506.86	$768.48	$6,672.73	($159.98)	$379.23	$557.15
Whitehall	$1,766.11	$1,151.34	$841.07	$1,125.54	$1,324.15	$1,926.94	$13,379.68	$228.90	($5,560.02)
	$30,477.68	$31,702.44	$58,397.44	$26,812.18	$44,939.57	$29,625.96	$92,928.23	$21,868.29	($812.56)

Balance Sheet

Through 09/01/16
Detail Listing
Include Rollup Account/Rollup to

Account	Account Description	Current YTD Balance	
430	**Due from Towns & Cities & Other**		
430.0101	Due from Towns & Cities & Other Argyle Townwide	$2,317.54	
430.0102	Due from Towns & Cities & Other Argyle Highway	($1,069.61)	
430.0104	Due from Towns & Cities & Other Argyle Fire Protection	$1,116.22	$2,364.15
430.0201	Due from Towns & Cities & Other Cambridge Townwide	$504.24	
430.0202	Due from Towns & Cities & Other Cambridge Highway	$707.57	
430.0203	Due from Towns & Cities & Other Cambridge Town General	($180.63)	
430.0204	Due from Towns & Cities & Other Cambridge Fire Protection	($371.30)	$659.88
430.0301	Due from Towns & Cities & Other Dresden Townwide	($881.67)	
430.0302	Due from Towns & Cities & Other Dresden Fire Protection	$435.46	
430.0305	Due from Towns & Cities & Other Dresden Fredericks Pt Swr Dst2	$0.03	($446.18)
430.0401	Due from Towns & Cities & Other Easton Townwide	$102.28	
430.0402	Due from Towns & Cities & Other Easton Highway	($2.66)	
430.0403	Due from Towns & Cities & Other Easton Town General	$31.48	
430.0404	Due from Towns & Cities & Other Easton Fire Protection	($10.78)	
430.0405	Due from Towns & Cities & Other Easton/Middle Falls Fire Protect	($8.04)	
430.0406	Due from Towns & Cities & Other Easton/Schuylerville Fire Prtct	($1.38)	$110.90
430.0501	Due from Towns & Cities & Other Fort Ann Townwide	($3,117.32)	
430.0502	Due from Towns & Cities & Other Fort Ann Highway	$627.36	
430.0503	Due from Towns & Cities & Other Ft Ann Fire District No. 6	($445.21)	
430.0504	Due from Towns & Cities & Other Ft Ann/Pilot Knob Fire Dist 7	$1,075.09	
430.0505	Due from Towns & Cities & Other Ft Ann/West Ft Ann Fire Dist 8	($131.55)	
430.0506	Due from Towns & Cities & Other Fort Ann Hadlock Dam Dist	($25.33)	($2,016.96)
430.0601	Due from Towns & Cities & Other Fort Edward Townwide	$351.47	
430.0602	Due from Towns & Cities & Other Fort Edward Highway	$827.55	
430.0603	Due from Towns & Cities & Other Fort Edward Town General	($800.75)	
430.0604	Due from Towns & Cities & Other Fort Edward Fire Protection	$1,578.46	
430.0605	Due from Towns & Cities & Other Fort Edward Sewer Dist. 2	($940.69)	
430.0606	Due from Towns & Cities & Other Fort Edward Lighting District	($56.73)	
430.0607	Due from Towns & Cities & Other Fort Edward Water Dist No. 1	($140.53)	
430.0608	Due from Towns & Cities & Other Fort Edward Water Dist No. 2	($40.32)	$778.46
430.0701	Due from Towns & Cities & Other Granville Townwide	($1,073.23)	
430.0702	Due from Towns & Cities & Other Granville Highway	$362.57	
430.0703	Due from Towns & Cities & Other Granville Town General	($326.82)	
430.0704	Due from Towns & Cities & Other Granville/S. Granville Fire Dist	($63.28)	
430.0705	Due from Towns & Cities & Other Granville/N Granville Fire Dist	($23.08)	
430.0706	Due from Towns & Cities & Other Granville/M Granville Fire Dist	($198.30)	
430.0707	Due from Towns & Cities & Other Granville/M Granville Light Dist	($10.12)	
430.0708	Due from Towns & Cities & Other Granville/N Granville Light Dist	($28.34)	
430.0709	Due from Towns & Cities & Other Granville/N Granville Water Dist	($14.08)	($1,374.68)
430.0801	Due from Towns & Cities & Other Greenwich Townwide	$500.92	
430.0802	Due from Towns & Cities & Other Greenwich Highway	($591.76)	
430.0803	Due from Towns & Cities & Other Greenwich Town General	$1,493.69	
430.0804	Due from Towns & Cities & Other Greenwich Fire Protection	($319.46)	
430.0805	Due from Towns & Cities & Other Greenwich/Clarks Mills Light	$8.26	
430.0806	Due from Towns & Cities & Other Greenwich/Middle Falls Light	($44.71)	
430.0807	Due from Towns & Cities & Other Greenwich/West Main Light	$5.27	
430.0808	Due from Towns & Cities & Other Greenwich/Academy Park Light	$2.96	
430.0809	Due from Towns & Cities & Other Greenwich/Overlook Light	$1.53	
430.0810	Due from Towns & Cities & Other Greenwich/Middle Falls Fire	$232.69	

Balance Sheet

Through 09/01/16
Detail Listing
Include Rollup Account/Rollup to

Account	Account Description	Current YTD Balance	
430.0811	Due from Towns & Cities & Other Greenwich/Schuylerville Fire	($29.14)	
430.0812	Due from Towns & Cities & Other Greenwich/Cossayuna Fire	($19.05)	$1,241.20
430.0901	Due from Towns & Cities & Other Hampton Townwide	$82.70	
430.0902	Due from Towns & Cities & Other Hampton Fire District No. 1	$239.75	
430.0903	Due from Towns & Cities & Other Hampton Fire District No. 2	($20.16)	$302.29
430.1001	Due from Towns & Cities & Other Hartford Townwide	$381.02	
430.1002	Due from Towns & Cities & Other Hartford Fire Protection	($519.74)	($138.72)
430.1101	Due from Towns & Cities & Other Hebron Townwide	$317.32	
430.1102	Due from Towns & Cities & Other Hebron Fire Protection	$228.81	
430.1103	Due from Towns & Cities & Other Hebron/West Hebron Light	$42.57	$588.70
430.1201	Due from Towns & Cities & Other Jackson Townwide	$793.37	
430.1202	Due from Towns & Cities & Other Jackson/Shushan Fire Protect	($104.38)	
430.1203	Due from Towns & Cities & Other Jackson/Cambridge Fire Protect	$8.04	
430.1204	Due from Towns & Cities & Other Jackson/Salem Fire Protect	($30.58)	
430.1205	Due from Towns & Cities & Other Jackson/Easton Fire Protect	($7.00)	$659.45
430.1301	Due from Towns & Cities & Other Kingsbury Townwide	$357.05	
430.1302	Due from Towns & Cities & Other Kingsbury Highway	$954.51	
430.1303	Due from Towns & Cities & Other Kingsbury Town General	($829.54)	
430.1304	Due from Towns & Cities & Other Kingsbury Fire Protection	$1,682.05	
430.1305	Due from Towns & Cities & Other Kingsbury Sewer District No. 2	$345.03	
430.1306	Due from Towns & Cities & Other Kingsbury Water District No. 1	($130.16)	
430.1307	Due from Towns & Cities & Other Kingsbury Water District No. 2	($11.55)	
430.1310	Due from Towns & Cities & Other Kingsbury Sewer No. 1 (Units)	($0.08)	$2,367.31
430.1401	Due from Towns & Cities & Other Putnam Townwide	$1,245.39	
430.1402	Due from Towns & Cities & Other Putnam Fire Protection	($765.94)	$479.45
430.1501	Due from Towns & Cities & Other Salem Townwide	($231.51)	
430.1502	Due from Towns & Cities & Other Salem Highway	($286.13)	
430.1503	Due from Towns & Cities & Other Salem Town General	($411.38)	
430.1504	Due from Towns & Cities & Other Salem Fire Protection	($390.51)	
430.1505	Due from Towns & Cities & Other Salem/Shushan Light District	($0.46)	
430.1506	Due from Towns & Cities & Other Salem/Shushan Fire Protection	($64.95)	($1,384.94)
430.1601	Due from Towns & Cities & Other White Creek Townwide	$1,259.13	
430.1602	Due from Towns & Cities & Other White Creek Highway	$102.17	
430.1603	Due from Towns & Cities & Other White Creek Town General	($380.68)	
430.1604	Due from Towns & Cities & Other White Creek Fire Protection	($423.47)	$557.15
430.1701	Due from Towns & Cities & Other Whitehall Townwide	($5,475.92)	
430.1702	Due from Towns & Cities & Other Whitehall Highway	$216.42	
430.1703	Due from Towns & Cities & Other Whitehall Town General	($114.87)	
430.1704	Due from Towns & Cities & Other Whitehall Fire Protection	($185.65)	($5,560.02)
	430 - Due from Towns & Cities & Other Totals	($812.56)	($812.56)

Resolution No. **A** September 16, 2016

By Supervisors

TITLE: To Authorize the Cancellation and Exemption of a Certain Parcel Located in the Town of Kingsbury from Taxation Pursuant to RPTL Article 11

WHEREAS, Washington County has tax liens for the years 2014, 2015 and 2016 on the parcel listed below, within the County, and

WHEREAS, it is the finding of the Board of Supervisors that there is no practical method to enforce these liens and that a supplemental proceeding would not be effective, and

WHEREAS, the Board of Supervisors finds that there is no practical method to enforce collection of taxes that would otherwise be levied against these parcels in the future; now therefore be it

RESOLVED, that the tax liens on the following properties be canceled pursuant to Section 1138 of the Real Property Tax Law:

Kingsbury Sullivan, Kenneth 534489; 139.-1-14

Tax Lien Yr.	County	Town	Hudson Falls School	Kingsbury Fire	Total
2014	$35.73	$17.37	$79.22	$3.42	$135.74
2015	$36.79	$17.41	$80.37	$3.36	$137.93
2016	$37.30	$17.75	$81.52	$3.36	$139.93
Total	**$109.82**	**$52.53**	**$241.11**	**$10.14**	**$413.60**

; and be it further

RESOLVED, that pursuant to Article 11 of the Real Property Tax Law, the portion of the canceled tax which was guaranteed to other municipal corporations and school districts be charged back to those parties; and be it further

RESOLVED, that these parcels be made exempt pursuant to RPTL Sect. 1138; and be it further

RESOLVED, that the Treasurer is hereby authorized and directed to issue certificates of prospective cancellations; and be it further

RESOLVED, that a copy of this resolution be filed with the county tax enforcement officer (County Treasurer).

BUDGET IMPACT STATEMENT: This will result in a loss of revenue to the county offset by the charge back amounts applicable to other municipalities.

Resolution No. **B** September 16, 2016

By Supervisors

TITLE: To Authorize the Cancellation and Exemption of a Certain Parcel Located in the Town of Granville from Taxation Pursuant to RPTL Article 11

WHEREAS, Washington County has tax liens for the years 2014, 2015 and 2016 on the parcel listed below, within the County, and

WHEREAS, it is the finding of the Board of Supervisors that there is no practical method to enforce these liens and that a supplemental proceeding would not be effective, and

WHEREAS, the Board of Supervisors finds that there is no practical method to enforce collection of taxes that would otherwise be levied against these parcels in the future; now therefore be it

RESOLVED, that the tax liens on the following properties be canceled pursuant to Section 1138 of the Real Property Tax Law:

Granville Reed, Scott 533201;117.14-8-43

Tax Lien Yr.	County	Town	Granville School	Village of Granville	Total
2014	$3.19	$.96	$8.53	$0.00	$12.68
2015	$3.29	$1.00	$8.92	$7.75	$20.96
2016	$3.34	$1.04	$9.01	$7.95	$21.34
Total	**$9.82**	**$3.00**	**$26.46**	**$15.70**	**$54.98**

; and be it further

RESOLVED, that pursuant to Article 11 of the Real Property Tax Law, the portion of the canceled tax which was guaranteed to other municipal corporations and school districts be charged back to those parties; and be it further

RESOLVED, that these parcels be made exempt pursuant to RPTL Sect. 1138; and be it further

RESOLVED, that the Treasurer is hereby authorized and directed to issue certificates of prospective cancellations; and be it further

RESOLVED, that a copy of this resolution be filed with the county tax enforcement officer (County Treasurer).

BUDGET IMPACT STATEMENT: This will result in a loss of revenue to the county offset by the charge back amounts applicable to other municipalities.

Resolution No. **C** September 16, 2016

By Supervisors

TITLE: To Accept Payment of Returned Village Taxes

WHEREAS, the villages in Washington County are required by statute (Section 1442-Real Property Tax Laws) to return to the County Treasurer a listing of all unpaid village taxes, and

WHEREAS, the Treasurer has the capability to accept payment of these taxes until November 30, 2016; now therefore be it

RESOLVED, that the Treasurer of the County of Washington is directed to accept payment of any returned village taxes until November 30, 2016, and after said date the same be levied on the following year's Town and County tax bill as provided by law.

BUDGET IMPACT STATEMENT: None.

Resolution No. **D** September 16, 2016
By Supervisors

TITLE: To Accept Payment of Returned School Taxes

WHEREAS, the school districts in Washington County are required by statute (Section 1330-Real Property Tax Laws) to return to the County Treasurer a listing of all unpaid school taxes, and

WHEREAS, the Treasurer has the capability to accept payment of these taxes until November 30, 2016; now therefore be it

RESOLVED, that the Treasurer of the County of Washington is directed to accept payment of any returned school taxes until November 30, 2016, and that after said date the same be levied on the following year's Town and County tax bill as provided by law.

BUDGET IMPACT STATEMENT: None.

Resolution No. **E** September 16, 2016
By Supervisors

TITLE: Amend Mental Health Budget and Contract to Allow Pass Through of 100% State Funding

WHEREAS, the Director of the Office of Community Services has requested an amendment to the budget and contract to allow a pass through of 100% state aid from the NYS Office of Alcoholism and Substance Abuse Services as a COLA adjustment in the amount of $350, and

WHEREAS, these funds will be passed through to the Council for Prevention, Inc.; now therefore be it

RESOLVED, that the Washington County Board of Supervisors approves the contract amendment and authorizes the County Treasurer to make the following budget amendment:

Increase Appropriation:		
A.4320.404002	OASAS 100%	350
Increase Revenue:		
A.4320.4490	Federal Aid for Mental Health	350

BUDGET IMPACT STATEMENT: Allows pass through of 100% aid to Council for Prevention, Inc.

Resolution No. **F** September 16, 2016
By Supervisors

TITLE: Establish a New Contract with The Addictions Care Center of Albany, Inc. and Amend Mental Health Budget

WHEREAS, a new contract needs to be established with The Addictions Care Center of Albany, Inc. who is taking over residential substance abuse services previously provided by 820 River St., Inc. due to a merger of the two agencies, and

WHEREAS, the funds for this contract already exist in the budget, as this funding was previously assigned to the 820 River St. contract but the state has given a COLA adjustment in the amount of $435; now therefore be it

RESOLVED, that the Washington County Board of Supervisors authorizes establishment of the new contract with The Addictions Care Center of Albany, Inc. and authorizes the County Treasurer to make the following budget amendment:

Increase Appropriation:		
A.4320.404002	OASAS 100%	435
Increase Revenue:		
A.4320.3490	State Aid Mental Health	435

BUDGET IMPACT STATEMENT: Authorizes new contract and allows pass through of 100% state aid.

Resolution No. **G** September 16, 2016
By Supervisors

TITLE: Amend Budget – Youth Bureau

WHEREAS, a budget amendment has been requested to reflect the increase in rollover Supervision and Treatment Services for Juveniles Program (STSJS) funding, and

WHEREAS, this increase will account for rollover funding received from NYS Office of Children and Family Services through Washington County Social Services and will be used on youth employment and individual incentives for youth who are doing well in the Juvenile Community Restoration Program; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:		
A.7310.4040	Contract Exp. – Youth	22,874
Increase Revenue:		
A.7310.2801.01	Interdepartmental Rev. – Other	22,874

BUDGET IMPACT STATEMENT: Increase the budget to account for rollover funding.

Resolution No. **H** September 16, 2016
By Supervisors

TITLE: Amend Budget – Clerk of the Board to Purchase a Recorder

WHEREAS, the power assembly on the digital audio recorder used in the committee room has broken, and

WHEREAS, a reliable replacement is needed and the Clerk is requesting to transfer funds for this purchase; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:	
A.1040.2010	Office Equipment – Clerk of the Board

Decrease Appropriation:
A.1040.4440.18 Misc. Other – Clerk of the Board

BUDGET IMPACT STATEMENT: Transfer funds to cover purchase of a new recorder.

Resolution No. I September 16, 2016
By Supervisors

TITLE: Amend Public Health Budget for Prevention Agenda Project Funding

WHEREAS, Public Health has requested to recognize Prevention Agenda Project funding in the amount of $2,500; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:

A.4005.4630	Article IV – Family Health	2,500

Increase Revenue:

A.4004.3401	State Aid – Public Health Work	2,500

BUDGET IMPACT STATEMENT: Recognize funding for Prevention Agenda Project.

Resolution No. J September 16, 2016
By Supervisors

TITLE: To Amend Public Safety Budget to Cover Damage to Radio Equipment Caused by Lightning Strike

WHEREAS, on August 12th, 2016 at approximately 4:00 pm, the Washington County Municipal Complex experienced a lightning strike, and

WHEREAS, this strike caused damage to several critical components of the Public Safety, Emergency Management radio system, and

WHEREAS, these components were replaced immediately to provide for the continued operation of the County's emergency radio system, and

WHEREAS, the cost of these repairs was $5,610.50 and was not budgeted for; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment to the 2016 Public Safety budget:

Increase Appropriation:

A.3640.4200	Communications	5,611

Decrease Appropriation:

A.1990.4530	Contingency	5,611

BUDGET IMPACT STATEMENT: This will leave a balance of $412,130 for general expenses and $16,602 for tourism expenses in the Contingency account.

Resolution No. **K** September 16, 2016
By Supervisors

TITLE: Amend Budget – Sewer District No. 2 Compost Facility

WHEREAS, a budget amendment is needed to cover a budget shortfall in the Compost Facility for disposal fees; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to make the following budget amendment:

Increase Appropriation:		
GB.8000.8131.4380	SD #2 Compost – Disposal Fees	30,000
Decrease Appropriation:		
GB.8000.8130.4380	SD #2 O&M – Disposal Fees	30,000

BUDGET IMPACT STATEMENT: Transfer funds between line items to cover budget shortfall in the Compost Facility.

Resolution No. **L** September 16, 2016
Supervisors

TITLE: To Amend Budget - Capital Project 114

WHEREAS, Resolution No. 172 dated May 18, 2012 created a capital project for the purposes of tracking all expenses related to the Long Term Control Plan Phase 1 initiatives for the Sewer District No. 2, and

WHEREAS, most of these projects have come to completion under budget, however, the Force Main Re-Routing has had change orders resulting in a budget shortfall, and

WHEREAS, the Public Works and Finance Committees have requested that surplus monies be utilized to cover these shortfalls; now therefore be it

RESOLVED, that the County Treasurer be and he hereby is authorized to execute a budget amendment as follows:

Increase Appropriation:		
H114.8000.8110.200219	Force Main Re-Routing	255,277
Decrease Appropriation:		
H114.8000.8110.200220	Solids De-Watering Facility	216,000
H114.8000.8110.200216	Sewer replacement TFE Phase II	39,277
		255,277

BUDGET IMPACT STATEMENT: Transfer of monies between line items.

Resolution No. **M** September 16, 2016
By Supervisors

TITLE: Standard Work Day and Reporting Resolution

WHEREAS, Resolution No. 217 dated July 15, 2016 established the Standard Work Day and Reporting Resolution for various elected and appointed officials, and

WHEREAS, there was an error in the days per month based on record of activities reported for Martin McGuinnes, now there be it

RESOLVED, that the WASHINGTON COUNTY BOARD OF SUPERVISORS hereby establishes the following as standard work days for the following appointed official and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by this official to the clerk of this body:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 Digits)	Registration Number	Tier 1 (Only)	Current Term Begin/End Dates	Days/Month Based on Record of Activities	Not Submitted
Appointed Officials								
Assistant Public Defender	6	Martin McGuinnes				01/01/16-12/31/17	22.33	

;and be it further

RESOLVED, that Resolution No. 217 dated July 15, 2016 is hereby amended to remove the entry for Martin McGuinnes.

BUDGET IMPACT STATEMENT: Establishes County's contribution to the NYS Retirement system.

Resolution No. **N** September 16, 2016

By Supervisors

TITLE: Support Adirondack Community College Capital Improvement Plan for 2017-2018 in the Total Amount of $2,600,000

WHEREAS, the need for improvements to the College's facilities is necessary to provide an improved learning environment, necessary repairs to old equipment, upgrades to existing facilities which have deteriorated, and

WHEREAS, the following capital needs are required for the Campus:

Project Type	**Building/Area**	**Use Type**	**Estimated Cost**
Acquisition	Campus Wide	Program Enhancement	$ 180,000
Critical/Deferred Maintenance	Campus Wide	Instruction and Support Services	$ 620,000
Energy	Campus Wide	Student Life/Services	$ 100,000
Rehabilitation	Warren Hall	Student Life/Services	$ 400,000
Furniture, Fixtures And Equipment	WORC	Instructional	$1,300,000

, and

WHEREAS, the total cost of the above capital needs projects is Two Million Six Hundred Thousand Dollars and no/100 ($2,600,000.00), of which fifty percent (50%) will be funded by the State of New York and the remaining fifty percent (50%) is funded by the Sponsors, and

WHEREAS, the Sponsor share in the amount of One Million Three Hundred Thousand Dollars and no/100 ($1,300,000.00) shall be borne by the capital chargebacks collected by the College and/or other resources, including donations the College may receive; now therefore be it

RESOLVED, that the Washington County Board of Supervisors authorizes the above capital projects; and be it further

RESOLVED, that the Sponsor's share of the cost of the project of $1,300,000 shall be paid from the accumulated capital chargeback funds and/or other resources.

BUDGET IMPACT STATEMENT: The local share will be paid by capital chargeback funds received from students attending ACC who reside outside of the sponsor counties.

Resolution No. O September 16, 2016

By Supervisors

TITLE: To Adopt Introductory Local Law "C" of 2016

WHEREAS, Introductory Local Law "C" of 2016 provides that no exemption under Section 487 shall be applicable for the purpose of County taxation with respect to any solar or wind energy or farm waste energy system, and

WHEREAS, pursuant to Resolution No. 225 of 2016, the Board of Supervisors scheduled and conducted a public hearing on Introductory Local Law "C" of 2016 on the 16th day of September, 2016 at which time all interested parties were given the opportunity to speak; now therefore be it

RESOLVED, that the Board of Supervisors of the County of Washington, New York does hereby enact Introductory Local Law "C" of 2016.

BUDGET IMPACT STATEMENT: This local law will become effective upon filing with the Secretary of State of New York State.

WASHINGTON COUNTY
Procurement Policy

"Purchase the best goods and services at the lowest possible cost to benefit the County and its taxpayers/residents"

***REVISED 7/15/16*
REVISED 2/19/16
REVISED 2/2/2000
AUTHORIZED PER RES N0 201 OF 6.15.0l
ADOPTED IN COMMITTEE

INTRODUCTION

Pursuant to General Municipal Law (G.M.L.) Section 104-b, "goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest 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."

To further these objectives and in compliance with G.M.L. Section 104-b, the Washington County Board of Supervisors, by resolution, has adopted certain internal policies and procedures contained in this manual governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of G.M.L. Section 103 or of any other general, special or local law.

The purchasing function involves the procurement of materials, supplies, equipment, and services at the lowest possible cost consistent with the quality needed to meet the required standards of the County. Our goal is the promotion of the County's best interest through intelligent action and fair dealing which will result in obtaining the maximum projected value for each dollar expended.

Input from department heads and staff was solicited to develop this policy. This Policy will be reviewed annually by the Audit Committee.

ETHICS OF PURCHASING

In order to eliminate any suspicion of wrong doing, unfairness or conflicts of interest prior to any purchase of materials, supplies, equipment, or services, the Purchasing Coordinator and/or Requisitioner shall:

1. Consider the interest of the County in the betterment of its government.

2. Endeavor to obtain the greatest value for every dollar expended.

3. Be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with the purchasing procedures. Should such advice and/or suggestions have the appearance of being in conflict with the purchasing procedures, the Purchasing Coordinator and/or Requisitioner shall notify the Chairperson of the Audit Committee for an immediate clarification. The Chairperson will then notify the Audit Committee of the identity of the parties involved and the circumstances of any and all queries of this nature.

4. Strive for knowledge of municipal equipment and supplies in order to recommend items that may either reduce cost or increase municipal efficiency.

5. Insist on and expect honesty in sales representation whether offered verbally or in writing, through advertising or by providing samples of a product.

6. Give all responses equal consideration and the assurance of unbiased judgment in determining whether they meet specifications.

7. Discourage the offer of gifts which in any way might influence a purchase.

DEFINITIONS

1. **"Blanket Requisitions"** shall permit the department to purchase items on an "as needed" basis when there is no provision to maintain an inventory.

2. **"Board"** shall mean the Washington County Board of Supervisors.

3. **"Emergency"** under General Municipal Law Section 103(4) is: "in case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants require immediate action."

4. **"Equipment Item"** shall mean a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:

    a. It retains its original shape and appearance in use.

    b. It is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.

    c. It represents an investment of money which makes it feasible and advisable to capitalize the item consistent with the County's Fixed Asset Policy.

5. **"Invoice"** shall mean a document consistent with the County's Voucher Policy submitted by a vendor showing the items purchased, the amounts due and the terms of payment for items delivered or services rendered.

6. **"Mandated Sources"** or "New York State Preferred Sources" shall mean the N.Y.S. Department of Corrections, Industries for the Blind of N.Y.S. and the N.Y.S. Industries for the Disabled, or other agencies so designated by the State of New York and Community Work and Independence Inc. (CWI).

7. **"County"** shall mean the County of Washington

8. **"Professional and Personal Services"** shall mean those services which are provided to the County and which shall be exempt from the competitive bidding procedures as outlined in this policy.

9. **"Public Works Contracts"** shall mean items or projects involving labor or both material and labor and shall include, but not be limited to, construction, paving and repair contracts.

10. **"Purchasing"** shall mean the act of obtaining supplies, equipment, or services necessary to carry out a particular function of the County.

11. **"Purchasing Coordinator"** shall mean the person or persons designated to coordinate purchases pursuant to this policy.

12. **"Quotation" or "Quote"** shall mean a written or verbal offer by a vendor setting forth the terms on which they will provide the requested goods or services to the County.

13. **"Request For Proposal or R.F.P"** shall mean a request for prices on specified services.

14. **"Request For Quotes"** or "R.F.Q" shall mean a request for prices on materials, equipment or supplies.

15. **"Requisition"** shall mean a written request to the Purchasing Coordinator for one or more items or services necessary to carry on or improve a particular function of the County.

16. **"Requisitioner"** shall mean the official or department head, or the authorized subordinate, initiating a request for goods or services.

17. **"Specifications"** shall mean a written description of needed supplies, equipment, or services setting forth in a clear concise manner the characteristics of the items and/or services to be purchased, and the circumstances under which the purchase shall be made.

18. **"Supply Item"** shall mean any article which meets one or more of the following conditions:

    a. It is consumed in use.

    b. It loses its original shape or appearance with use.

    c. It is expendable, that is, if the article is damaged or some of its parts are worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.

    d. It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.

    e. It loses its identity through incorporation into a different or more complex unit or substance.

19. **"Vendor"** shall mean a supplier of goods or services to the County.

20. **"Leases"** shall mean true leases, not subject to competitive bidding under General Municipal Law Section 103, and shall include leases of equipment with operators which equipment and operators are under the supervision and control of Washington County. Entry into leases shall not be "Purchasing" or "Public Works Contracts" hereunder, however provisions hereof otherwise applying to purchases and not consistent with Purchasing Procedures, Section IV shall likewise apply to Leases.

21. **"Purchasing Agent"** shall mean the individual Department Head, or his/her designee(s).

PURCHASING POLICY

1. The County Administrator will be responsible for developing, maintaining and overseeing the purchasing program of the County of Washington. The Administrator shall seek input from the Department Heads regarding the adequacy of the Purchasing Policy, at least once each year, and present any revisions deemed necessary to the Audit Committee for action by the Board of Supervisors.

2. The Purchasing Coordinator shall, in conjunction with Department Heads and/or their Designees, determine that items purchased pursuant to this policy are obtained at the lowest possible prices from responsible providers and shall maintain the supporting documentation.

3. Pursuant to G.M.L. Section 103, all purchasing contracts for materials, equipment, or supplies that involve an expenditure of over $10,000 and all public works contracts exceeding $20,000 shall be awarded only after public bidding pursuant to law for the solicitation of formal bids, unless purchased under State Contract or other New York State Preferred Sources. Items of a similar nature which are generally handled by one vendor should be grouped together for purpose of determining whether or not the limit is exceeded. It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchase Coordinator. Only the Purchase Coordinator, or his/her designee, is authorized to open and record such bids.

4. Each department which anticipates purchasing $5,000 or more of a particular item or category of items, (i.e.: office supplies, janitorial supplies, equipment, etc.) will promptly notify the Purchasing Coordinator of the item and the anticipated amount of purchase for the year. It is the responsibility of the Purchasing Coordinator to determine whether the accumulated cost of a specific item used by more than one department will exceed the competitive bidding limits in a fiscal year and therefore be subject to competitive bidding requirements. It is the responsibility of the Department Head to determine whether it is advantageous to the County to bid any purchase contracts less than the statutory limits in 3 above.

5. Items commonly used in the County's various departments shall be uniform

whenever consistent with the operation goals and the interest of efficiency and economy. Standard supply lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Coordinator and the Department Head or Designee. These lists shall be used as the basis for requisitioning.

6. It is the responsibility of the requisitioner to provide an adequate description of items needed in preparation for the bid specifications. The specifications should be written so as to restrict competition or otherwise preclude the most economical purchase of the required items.

7. Each Department Head is authorized to make purchases for his/her department within the guidelines of this policy. The Department Head may delegate this authority, subject to the approval to the County Administrator, and shall submit to the Purchasing Coordinator a list of approved names and signatures of designees in their department. All individual purchases of equipment costing $400.00 or more must have the *PRIOR* approval of the Budget Officer. All individual purchases of equipment costing $1,000 or more, which were not approved in the adopted budget, must have PRIOR approval of the standing committee overseeing the requisitioner's department. The term "individual" as used herein, refers to the total amount of that item of equipment on a requisition. For example, if a requisition is made for 3 printers costing $150.00 each, for a total of $450, that requisition would require the prior approval of the Budget Officer. ATTEMPTS TO CIRCUMVENT THIS BY SUBMISSION OF MULTIPLE REQUISITIONS WILL BE REFERRED TO THE REQUISITIONING DEPARTMENT'S STANDING COMMITTEE FOR FURTHER ACTION.

8. All computer related purchases, excluding supplies (i.e. ink cartridges, toner, etc.) must have PRIOR approval from the Director of Data Processing.

9. All officials and employees shall comply with the requirements of Article 18 of the G.M.L. and the County's Code of Ethics.

10. Unless prohibited, efforts should be made to solicit private industries and businesses in Washington County while maintaining the stated goals of this policy.

11. The purchase of products containing recycled material is encouraged whenever its quality is adequate, it is economically and functionally feasible, and it is within State regulations concerning local financial transactions.

12. Determination of vendors from which goods and services shall be leased shall follow the procedures set forth in Purchasing Procedures Section IV.

I. PURCHASING PROCEDURES

Requests For Proposals or Quotes (R.F.P. or R.F.O.)

No quotations are required for the purchase of materials, supplies or services (except for professional services) aggregating less than $400.00.

A minimum of three verbal quotes, as documented by the requester on the appropriate form, are required for purchases costing $400.00 but less than $3,000.00.

Three written quotes are required for purchases costing $3,000.00 but less than $10,000.00. Quotes should be attached to the appropriate requisition and submitted to the Purchasing Coordinator. Department Heads or Designees will only order from the vendor if it has been approved by the Purchasing Coordinator first, or if they are making an emergency purchase. Procedures shall remain consistent.

Guidelines For Quoting

Each department which anticipates purchasing $5.000.00 or more of a particular item or category of items shall promptly notify the Purchasing Coordinator of the item and the anticipated amount of the purchase for the year for purchases of materials, supplies and equipment under $10,000.00.

Up to $499.99	No quotes necessary
$500.00 to $2,999.00	3 or more verbal quotes with written documentation
$3000.00 to $9,999.99	3 or more written quotes

(Quotes for perishable goods and goods for which needs frequently change (e.g.: polymers of waste treatment) should be quoted on a monthly basis or as the need is established, if more frequent)

All Public Works Contracts Under $20.000.00

Up to $499.99	No quotes necessary
$500.00 to $2,999.99	3 or more verbal quotes with written documentation
$3,000 to $19,999.99	3 or more written quotes

All awards from quotes shall be made to the lowest responsible vendor, if possible. Circumstances, which may dictate purchase from other than the lower quoter, (i.e. delivery requirements, quality or quantity requirements, known past experience of vendor, etc.) must be documented on the face of the requisition or attached thereto.

Professional Service Contracts

Up to $4,999.99	No RFP required
$5,000.00 and Over	On the recommendation of the Department Head and/or County Administrator using RFP to be at the discretion of the Board

If any department purchases or public works contracts are under bidding limits, but are expected to exceed the $10,000/$20,000 limit on a Countywide basis, discretion shall be used, inquiries made, and if appropriate, the bidding procedure will take effect.

RFP's for professional services costing up to $4,999.99, will be evaluated and awarded by the Department Head with the scope of work reviewed bu the oversight committee. RFP's for professional services costing $5,000.00 or more, will be evaluated by the Department Head and the appropriate Committee, and acted on by the Board.

The following requirements apply to all Professional Services contracts regardless of whether or not an RFP is issued to retain such services:

1) No provider will be compensated for professional or contractual services unless and until a contract for said services is approved by the Board of Supervisors and executed by the Chairman of the Board or any other authorized official.
2) All services/projects must have a clearly-defined scope of work, agreed to in advance by the department, its oversight committee, and the vendor.
3) All vendors must include clear rates of compensation for their services or

project either in the form of hourly rates or "not to exceed" figures including a clear statement of reimbursable costs and an estimate thereof.

4) Vendors are responsible for notifying the County, in advance, when, in their opinion, it is anticipated the originally agreed upon scope of work may be exceeded. Such notice must contain a reason for that assessment, a proposed new scope of work and the rates thereof.
5) All vendors must adhere to the Washington County Voucher Policy and must present proper documentation in a timely fashion so as to ensure prompt payment by the County.

Requisitions

The purchase of all materials, equipment, supplies, and services not otherwise covered by bids or excepted from the Purchasing System, shall be originated on the County's approved Requisition Form.

The Purchasing Coordinator and/or Department Head or Designee is designated to review the requisition form for completeness and approve or deny the requisitioner's request. Each Department Head shall be responsible for compliance by him/herself, and his/her subordinates, to the purchasing procedures as herein stipulated and that the items ordered and their subsequent costs are within the budgetary appropriations.

The proper requisition form will be provided by the Purchasing Coordinator. The requisition must contain the following information:

Date of Requisition
Title of the Department
Current budget line item code
Complete description of product or service required including (if available):

a. Description of item or service: if a specific brand is needed it should be specified on the form; if no such notation is made it is assumed that any comparable brand may be used.
b. Catalog or model number
c. Color or other distinguishing features
d. Quantity desired
e. Date needed
f. Prices from a minimum of three vendors (if required by this policy).

g. Suggested Vendor chosen (if not the lowest priced, a satisfactory written explanation is required)
h. Signature of Requisitioner

Upon approval, a purchase order will be produced and the requisition form will be returned to the requisitioner by the Purchasing Coordinator or his/her designee.

When the Department Heads prepare their vouchers for payment, the requisition form MUST BE ATTACHED TO THE VOUCHER and submitted to the Clerk of the Board for audit by the Board of Supervisors.

If the items ordered were taken from a current County bid sheet or from a valid New York State Preferred Source, the voucher shall contain the Bid Award Date or Contract #.

Blanket Requisitions

A. Departments must submit blanket purchase orders to the Purchasing Coordinator for day-to-day requirements for small repair or replacement items, stock replenishment of the expendable supply store and/or contract/bid items for various bulk items needed on a monthly basis.

B. The aggregate (total) for items of the same description or use will not exceed $10,000 per annum.

C. If it appears that this is the case, the Purchasing Coordinator will cancel such blanket purchase order and bid those items exceeding the $10,000 bid limit.

D. Those items normally used in day-to-day operations include: hardware, plumbing supplies, electrical supplies and automotive parts, and food for prisoners.

E. When supplies are delivered or picked up, the person receiving the goods must sign for them; and the vendor will then issue a statement along with an invoice for payment processing to the Department Head. The Department Head will forward the invoice to the Clerk of the Board for payment processing and audit by the Board of Supervisors.

F. The department should keep a record of the purchases made to insure that

they do not exceed the amount allowed by the blanket requisition.

Please Note:
Equipment may not be purchased on a Blanket Requisition.

Bidding Requirements (Pursuant to G.M.L. Section 103(1))

General Municipal Law Section 103 requires purchases exceeding $10,000 and public works contracts exceeding $20,000 be awarded to the lowest responsible bidder after public advertising for sealed bids. (The term "public works contract" applies to the items or projects involving labor or both material and labor.)

Competitive bidding is required when it is known or reasonably expected that the aggregate amount to be spent on equipment or supply items will exceed $10,000 in a fiscal year. Supply items of a similar nature which are generally handled by one vendor should be grouped together for the purpose of determining whether the limit is exceeded.

It is the responsibility of the Department Head to identify the purchases to be made by his/her department in a fiscal year that will exceed the monetary limits stated above and to initiate the competitive bidding process by contacting the Purchasing Coordinator.

Guidelines For Bidding

A. Detailed specifications for the desired material, supplies, equipment and/or services shall be prepared by the Department Head in conjunction with his/her standing committee.

B. Except for contracts originating in the Department of Public Works these specifications shall be submitted to the Purchasing Coordinator in their final form. It will be the Purchasing Coordinator's responsibility to enter these specifications into the County's approved bid contract. For public works contracts, the Department of Public Works shall enter these specifications into the County's approval bid contract.

C. Except for contracts originating in the Department of Public Works, the Purchasing Coordinator will arrange for a legal notice to be placed in the official newspaper(s) of the County. For public works contracts, the Department of Public Works will arrange for the legal notice to be placed in the official newspaper(s) of the County.

D. The Purchasing Coordinator, in conjunction with the Department Head, will also establish a date and time for the opening and reading of the bids as per G.M.L.

E. Bids will be publicly opened and read by the Purchasing Coordinator, assisted by his/her designee. A department representative may be requested to attend the bid opening by the Purchasing Coordinator.

G. Awarding of the bid will take place after the requesting department and the Purchasing Coordinator have had time to jointly research the bids to make sure that the bidders have complied with the specifications, that sufficient monies have been appropriated within the department's current budget, and that the G.M.L. has been adhered to.

H. The bid will be awarded to the lowest responsible bidder. A rejection of the low bid will be documented by the originating department.

Emergency Purchases

On rare occasions, an emergency situation affecting the immediate life, health, safety, or property of the County or its residents may require suspension of the policy.

For cases involving purchases less than the statutory bidding requirements ($10,000 for purchases and $20,000 for public works contracts) the following steps should be taken:

A. Notify the Purchasing Coordinator as soon as possible.

B. An authorized requisition number will be given to the vendor.

C. Within five days all invoices, paperwork, etc. shall be submitted to the Purchasing Coordinator, including the proper requisition form designating that the purchase was an emergency and documentation of the emergency.

When it appears that the Purchasing Coordinator cannot reasonably be notified, the purchase may be made, but notification within the five-day period shall still be adhered to.

For cases involving purchases or public works contracts in excess of the bidding requirements, this policy may be suspended upon the approval of the Chairman of the Board of Supervisors. The Department Head should document that the procurement was made pursuant to an emergency and set forth the facts supporting that determination.

Alternative Purchasing Sources

Preferred Sources

Preferred procurement sources shall be investigated when products offered by these sources are requested. These sources include the Department of Corrections, Industries for the Blind of N.Y. S., and the N.Y. S. Industries for the Disabled and Community Work and Independence Inc. (CWI).

Sole Source

When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following shall be shown:

a. Unique benefits of item needed;
b. No other product/service can compare;
c. Cost is reasonable as compared to product offered;
d. There is no competition available.

Department Heads shall document the above, and attach such documentation to Purchase Order or Voucher when submitted to the Audit Committee for approval for payment.

Second Hand Equipment From Other Governments

Surplus and second-hand supplies, material, or equipment may be purchased without competitive bidding from the Federal Government, the State of New York,

or from any other political subdivision, district, or public benefit corporation (G.M.L., Section 103(6)).

Minority/Women Business Enterprise (M/WBE) Compliance:

If the goods or services being purchased are funded by grant monies requiring a M/WBE utilization goal, such goods or services may be purchased from a firm officially certified by NYS as a M/WBE, even in cases where the firm in question may not have the lowest price for the goods or services being purchased.

Section 3 Compliance:

Washington County will ensure that all applicable Section 3 language is incorporated in all applicable procurement documents generated in conjunction with the use of HUD funding. Goal requirements are set forth in 24 CFR Part 135 for awarding contracts to Section 3 Business Concerns and are delineated in *Section III. Section 3 Business, Employment and Training Contracting Goals.*

State Contract and Piggybacking:

New York State Office of General Services (OGS) establishes contracts for various commodities and services each year. County departments may procure goods and services from these contracts, regardless of the total dollar amount of the purchase, instead of issuing formal bids.

Many contracts developed by the Stat and other municipalities contain "piggybacking" provisions that allow other municipal entities to purchase the goods or services covered in their contract at the same price and terms established by their competitive bidding process. Department Heads may purchase goods and services by piggybacking on contracts from other municipalities, regardless of the total dollar amount of the purchase, rather than issuing formal bids.

Exceptions To The Purchasing System

There are certain expenditures for which the processing of a requisition/purchase order is unnecessary. "Over papering" can ruin the effectiveness of the system almost as quickly as noncompliance. The following should be made without requisition:

A. Employee expenses such as conference expenses, mileage and other reimbursable expenses incurred in the performance of day-to-day duties.

C. Reimbursement of petty cash funds.

D. Utility bills.

E. Service contracts for a fixed monthly or annual mnount.

F. Interdepartmental charges (i.e., printing, postage, etc.)

G. Medical and dental examinations (i.e., Jail, Mental Health, Public Health).

H. Legal Notices.

I. Postage meter costs.

J. Subscriptions, books, and valid memberships and dues.

Professional Services & Consultants

Contracts which require professional methods, character, or standards, or the exercise of independent professional judgement fall into the professional service contract category. Many of these professional services require a State license to practice or may be creative and specialized in nature. Examples of professional services:

- Accounting
- Advertising Agency Promotion
- Architectural
- Artwork
- Clinical Service Providers
- Computer Software Maintenance Agreements
- Consultants
- Design Services
- Engineering
- Instructors/Teachers/Training
- Insurance
- Legal
- Medical/Dental Services

Whereas, the intent of General Municipal Law Section 104(b) includes the hiring of consultants and professionals as outlined above, the following policy shall apply:

Contracts for Professional services valued at less than $5,000 do not require an RFP. Those contracts with an anticipated value greater than $5,000 must be submitted for review to the Department's oversight committee. Upon review by the committee, and in consultation with the Department Head, the oversight committee will decide whether or not to utilize the RFP process to award the contract.

//Contracts for Professional services valued at $5,000 or greater should be //solicited via the RFP process as outlined in this policy except as defined in //emergency circumstances above.

The requesting Department Head and his/her respective standing committee will negotiate with the supplier of services.

The Full Board will then vote whether to authorize the Chairman of the Board to enter into any resulting agreement.

With respect to legal services, these shall be determined by the County Attorney in accordance with Section 501 of County Law.

Receiving of Goods

After merchandise or services are received by the ordering department the following shall take place:

A. Each department acknowledges that the goods were received in good condition by writing such on the packing slip or other receiving documents. Person receiving the goods must sign and date the receiving documents. Receiving documents must be maintained by the department, if available.

B. Failure of vendors to make promised deliveries should be reported to the Purchasing Coordinator for follow up action.

II. STANDARDIZATION

Section 103(5) of the General Municipal Law states that "Upon the adoption of a resolution by a vote of at least three-fifths of all members of the governing body of a political subdivision or district therein stating that, for reasons of efficiency or economy, there is need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than $10,000 may be awarded by the appropriate officer, Board or agency of such political subdivision or any such district therein, to the lowest responsible bidder furnishing the required security after advertisement for sealed bids therefore in the manner provided in this section. Such resolution shall contain a full explanation of the reasons for its adoption."

III. UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to fully comply with the provisions of G.M.L. Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the County of Washington or any officer or employee thereof by any aggrieved vendor.

IV. LEASES

DEFINITION

A lease as referred to in this section refers to an agreement to obtain property or equipment with the intent to relinquish control or custody of the item at the conclusion of the lease term.

Lease-purchase agreements are not part of this section. Lease-purchase agreements are covered by the provisions of this policy.

PURCHASING PROCEDURES

Prices for Leases will be obtained through the use of price quoting as set forth

below. The Purchasing Coordinator, in conjunction with the Department Head, shall evaluate both services and price to determine the successful vender. All awards from quotes shall be made to the lowest responsible vendor. Circumstances, which will be documented on the face of the requisition or attached thereto, may dictate acquisition from other than the low "quoter" (e.g., delivery requirements, quality or quantity requirements, known past experience of vendor, etc.).

GUIDELINES FOR QUOTING

YEARLY AMOUNT

Up to $499.99	The discretion of Department Head
$500.00 to $2,999.99	3 or more verbal Quotes with Documentation
$3000.00 to $9,999.99	3 or more written Quotes
$10,000 and over	Board approval of Lease in advance

Washington County Department of Buildings and Grounds
383 Broadway
Fort Edward, New York 12828
518-746-2451

REQUEST FOR PROPOSAL
ENGINEERING SERVICES FOR
CAPITAL PROJECT RESURFACING (PARKING AREAS AND SERVICE ROADS) MUNICIPAL CENTER COMPLEX
FORT EDWARD, NEW YORK

To: Interested Engineering Consultants
Date: June 27, 2016

A. General

This request for proposal (RFP) is to provide professional engineering services for the preliminary and final design of our Capital Project Resurfacing (Parking Areas and Service Roads at the Municipal Center Complex located at 383 Broadway, Fort Edward, New York. See attachment A-Site Location Map. Washington County will not reimburse Consultants for costs incurred in responding to this RFP. Funding for this project has not been secured and a contract may not be awarded if funding does not become available.

B. Background

The municipal complex Parking Lot as it exists today was constructed in 1991-1992 at the time wing "B" and wing "C" were constructed. The pavement in the area of the car pool, Buildings and grounds garage and Annex 1 & 2 is an overlay completed in the mid 1990's, the Jail parking area was constructed in 2002 at the time of the Jail construction, when the car ports were built in 2012 the area was not surfaced with Bituminous concrete, and lastly the pavement to the west of the Fort Edward Highway Barn is a piecemeal of leftover asphalt from various projects over time and is likely 20-25 years old based upon a visual observations.

C. Scope of Services

1. Rate the condition of the existing asphalt surface and base course.
2. Conduct subsurface investigations.
3. Gather and review of existing plans, surveys, GIS information, and any other data.
4. Generate a base map using aerial photography with appropriate topographic survey verification tied into USGS monuments and datum.
5. Generate detailed plans and specifications for the resurfacing project.
6. Obtain necessary approvals and permits for the project.
7. Coordinate work with public and private entities having facilities in or adjacent to the project limits.

8. Prepare erosion control/environmental control and landscape plans.
9. Locate and observe in the field each drainage structure and grate if applicable, valve box, manhole cover and structure, in order to coordinate with the Owners of same for the adjustment to grade, correction of deficient structures and facilities.
10. Analyze the existing parking area and traffic flow for more efficient layout providing for additional parking spaces (ie. at the south end of the employee parking east of the Public Works shop, excavate the existing tree lawn to create an additional 2-3 parking spaces.)
11. Review existing signage and pavement markings and provide new signage plans, pavement marking plans, granite curbing and concrete sidewalk details and plans, and lighting plans based upon the new layout.
12. Consideration for snow removal and storage shall be central to the design.
13. Recommend improvements that support current building use and traffic patterns as well as allow for the future wing "D".
14. Generate preliminary estimates of probable cost based on recommended improvements.
15. Provide a Bid alternate for a new parking lot to be constructed to the east of Building "A" with the maximum number of spaces the area allows including sign relocation as necessary.
16. Prepare detailed construction phasing plans.
17. Provide compliance with ADA requirements.
18. Cost Estimates of the recommended improvements.
19. Firms responding to the RFP should not be limited to only those items described above and should feel free to provide a more fully developed and detailed scope of work including a description of their proposed methodology and approach to completing this project. **In either case milestones shall be identified in the Schedule.**

D. Information to be Provided by the County

1. Site Location Map, attachment A.
2. Drawing C-1, Site Layout, prepared by Crandell Associates, P.C., attachment B
3. Drawing C-3, Utility Plan, prepared by Crandell Associates, P.C., attachment C
4. Drawing C-4, Landscaping Plan, prepared by Crandell Associates, P.C., attachment D
5. MS4 Watershed Map for Washington County Municipal & Law Complex, attachment E

E. Schedule

1. Issue RFP July 1, 2016.
2. RFP Response due July 25, 2016 @ 12:00 Noon EST. Submit to Harrison Steves, Superintendent.
3. Contract anticipated to be awarded August 15, 2016, based upon available funding.
4. Completion date February 1, 2017.

F. Type of Contract

1. It is anticipated that if a contract is entered into as a result of this RFP, it would be a fixed price (lump sum) contract for labor, equipment, software and reports required to fulfill the identified in Section C Scope of Services.

G. Proposal Content and Form

1. Technical- Describe approach to be taken in addressing the Scope of Services

2. Management and Staffing- Describe the management plan to be used in completing the tasks set forth in the Scope of Services. Resumes of personnel shall be included here.

3. Schedule- Provide an appropriate schedule detailing major milestones and completion date. Note any anticipated difficulties that may affect project completion and compliance with the Request for Proposal.

4. Qualifications-Describe the firm's related experience including project name, date of completion, Name of Owner, type of project, name of contact person and phone number for each completed project. Include a statement of qualifications demonstrating familiarity and experience with similar projects will be of particular interest.

5. Cost Proposal- Provide a rate sheet, broken down into sufficient detail as is required to address each of the tasks and deliverables outlined in Section C. Scope of Services. The cost breakdown shall include itemization for labor, equipment, travel, reproduction and subcontractor costs.

6. Proposal shall be typed or printed on 8 ½" x 11" paper, single sided font size 10. Provide four (4) hard copies and an electronic copy in pdf format on a CD or thumb drive.

7. Evaluation of Proposals- After receipt of Proposals , the Superintendent shall appoint an evaluation team to review and complete the following point system evaluation:

	Total Possible Points	Points Awarded
Technical Section		
Reasonableness of Approach	15	
Specificity	5	
Management & Staffing		
Reasonableness of Schedule	10	
Experience of Proposed Staff	15	
Qualifications		
Experience with Similar projects	15	

References	10
Cost	
Breakdown and Total	30
Total possible points	100

Electronic mail and facsimile submissions will **not** be accepted.

Washington County Department of Buildings and Grounds
County Municipal Center
383 Broadway
Fort Edward, New York 12828
Attention: Harrison Steves, Superintendent

WASHINGTON COUNTY - WORKERS' COMPENSATION ASSESSMENT

Before Applied Fund Balance

2017

COUNTY BREAKDOWN	ALLOCATION %	column 1 POOL: PRIOR TO 2012	column 2 POOL: 2012 FORWARD & OVER $20K	POOL TOTAL	column 3 DIRECT CLAIMS: UNDER $20K	column 4 CARRY FORWARD ADJUSTMENT	colum 5 LESS REBATES (SPLIT BY %)	column 6 PLUS ADMINISTRATIVE COSTS	TOTAL	FINAL FOR BILLING BILLING TOTAL (Rounded to Nearest Dollar)	LAST YEAR	MAX ALLOWED	OVER / <UNDER> MAX - AFTER CARRY FORWARD ADJUSTMENT
EMS	100.00%	200.00	-	200.00	4,196.00			-	4,396.00	4,396.00	7,174		
FIRE	100.00%	45,442.00	50,450.42	95,892.42	32,065.58		(25,421.40)	-	102,536.60	102,537.00	86,447		
PLEASANT VALLEY	100.00%	124,724.00	-	124,724.00	657.00		(95,716.31)	-	29,664.69	29,665.00	155,430		
SUBTOTAL COUNTY 100%		*170,366.00*	*50,450.42*	*220,816.42*	*36,918.58*	-	*(121,137.71)*	-	*136,597.29*	*136,598.00*	*249,051.00*		
COUNTY POOL / DIRECT	64.92%	166,147.15	202,313.29	368,460.44	98,464.50		(104,421.53)	256,170.64	618,674.05	618,674.00	392,583		
COUNTY TOTAL		336,513.15	252,763.71	589,276.86	135,383.08	-	(225,559.24)	256,170.64	755,271.34	755,271.00	641,634.00	1,283,268	(527,997.00)
TOWNS													
ARGYLE	1.43%	3,659.74	4,456.38	8,116.12	-	-	(2,300.10)	5,642.70	11,458.72	11,459.00	5,758	11,516	(57.00)
CAMBRIDGE	0.80%	2,047.41	2,493.08	4,540.49	-	(192.47)	(1,286.77)	3,156.75	6,218.00	6,218.00	3,109	6,218	0.00
DRESDEN	1.13%	2,891.96	3,521.47	6,413.43	49.00	(141.78)	(1,817.57)	4,458.92	8,962.00	8,962.00	4,481	8,962	0.00
EASTON	1.05%	2,687.22	3,272.16	5,959.38	10,965.00	(7,088.73)	(1,688.89)	4,143.24	12,290.00	12,290.00	6,145	12,290	0.00
FORT ANN	2.01%	5,144.11	6,263.86	11,407.97	4,014.00	(2,060.31)	(3,233.01)	7,931.35	18,060.00	18,060.00	9,030	18,060	0.00
FORT EDWARD	1.95%	4,990.56	6,076.88	11,067.44	16,908.00	(17,239.52)	(3,136.51)	7,694.59	15,294.00	15,294.00	7,647	15,294	0.00
GRANVILLE	1.45%	3,710.93	4,518.70	8,229.63	146.00		(2,332.27)	5,721.62	11,764.98	11,765.00	6,550	13,100	(1,335.00)
GREENWICH	1.44%	3,685.33	4,487.54	8,172.87	10,455.00	(5,871.84)	(2,316.19)	5,682.16	16,122.00	16,122.00	8,061	16,122	0.00
HAMPTON	0.34%	870.15	1,059.56	1,929.71	-	(140.45)	(546.88)	1,341.62	2,584.00	2,584.00	1,292	2,584	0.00
HARTFORD	0.99%	2,533.67	3,085.18	5,618.85	-	(500.95)	(1,592.38)	3,906.48	7,432.00	7,432.00	3,716	7,432	0.00
HEBRON	0.91%	2,328.93	2,835.88	5,164.81	-	13,021.00	(1,463.70)	3,590.81	20,312.92	20,313.00	10,489	20,978	(665.00)
JACKSON	0.55%	1,407.59	1,713.99	3,121.58	-		(884.66)	2,170.27	4,407.19	4,407.00	2,902	5,804	(1,397.00)
KINGSBURY	2.62%	6,705.26	8,164.83	14,870.09	436.00		(4,214.18)	10,338.37	21,430.28	21,430.00	20,020	40,040	(18,610.00)
PUTNAM	1.33%	3,403.82	4,144.74	7,548.56	296.00	(263.40)	(2,139.26)	5,248.10	10,690.00	10,690.00	5,345	10,690	0.00
SALEM	0.68%	1,740.30	2,119.12	3,859.42	-		(1,093.76)	2,683.24	5,448.90	5,449.00	3,633	7,266	(1,817.00)
WHITE CREEK	0.73%	1,868.26	2,274.93	4,143.19	-		(1,174.18)	2,880.54	5,849.55	5,850.00	4,470	8,940	(3,090.00)
WHITEHALL	0.49%	1,254.04	1,527.01	2,781.05	1,019.00		(788.15)	1,933.51	4,945.41	4,945.00	8,001	16,002	(11,057.00)
TOTAL - TOWNS	19.90%	50,929.28	62,015.31	112,944.59	44,288.00	(20,478.45)	(32,008.46)	78,524.27	183,269.95	183,270.00	110,649		
VILLAGES													
ARGYLE	0.07%	179.15	218.14	397.29	-	-	(112.59)	276.22	560.92	561.00	485	970	(409.00)
CAMBRIDGE	1.54%	3,941.26	4,799.18	8,740.44	17,906.00	(19,414.15)	(2,477.04)	6,076.75	10,832.00	10,832.00	5,416	10,832	0.00
FORT ANN	0.19%	486.26	592.11	1,078.37		(150.49)	(305.61)	749.73	1,372.00	1,372.00	686	1,372	0.00
FORT EDWARD	2.26%	5,783.93	7,042.95	12,826.88	513.00	(804.58)	(3,635.13)	8,917.83	17,818.00	17,818.00	8,909	17,818	0.00
GRANVILLE	2.27%	5,809.52	7,074.11	12,883.63	212.00		(3,651.22)	8,957.29	18,401.70	18,402.00	26,201	52,402	(34,000.00)
GREENWICH	1.51%	3,864.48	4,705.68	8,570.16	-	(871.75)	(2,428.78)	5,958.37	11,228.00	11,228.00	5,614	11,228	0.00
HUDSON FALLS	4.73%	12,105.30	14,740.32	26,845.62	8,738.74		(7,608.04)	18,664.31	46,640.63	46,641.00	23,410	46,820	(179.00)
SALEM	0.49%	1,254.04	1,527.01	2,781.05	-	(460.41)	(788.15)	1,933.51	3,466.00	3,466.00	1,733	3,466	0.00
WHITEHALL	2.12%	5,425.63	6,606.66	12,032.29	16,670.00		(3,409.95)	8,365.40	33,657.74	33,658.00	18,631	37,262	(3,604.00)
TOTAL - VILLAGES	15.18%	38,849.57	47,306.16	86,155.73	44,039.74	(21,701.38)	(24,416.51)	59,899.41	143,976.99	143,978.00	91,085		
TOTAL	100.00%	426,292.00	362,085.18	788,377.18	223,710.82	(42,179.83)	(281,984.21)	394,594.32	1,082,518.28	1,082,519.00	843,368.00		
		A	B	C	D		E	F	G				

WASHINGTON COUNTY - WORKERS' COMPENSATION ASSESSMENT

After Applied Fund Balance

2017

		column 1	column 2		column 3	column 4	colum 5	column 6		250,000.00	FINAL FOR BILLING			
COUNTY BREAKDOWN	ALLOCATION %	POOL: PRIOR TO 2012	POOL: 2012 FORWARD & OVER $20K	POOL TOTAL	DIRECT CLAIMS: UNDER $20K	CARRY FORWARD ADJUSTMENT	LESS REBATES (SPLIT BY %)	PLUS ADMINISTRATIVE COSTS	TOTAL	Fund Balance Applied	BILLING TOTAL (Rounded to Nearest Dollar)	LAST YEAR	MAX ALLOWED	OVER / <UNDER> MAX - AFTER CARRY FORWARD ADJUSTMENT
EMS	100.00%	200.00	-	200.00	4,196.00			-	4,396.00		4,396.00	7,174		
FIRE	100.00%	45,442.00	50,450.42	95,892.42	32,065.58		(25,421.40)	-	102,536.60		102,537.00	86,447		
PLEASANT VALLEY	100.00%	124,724.00	-	124,724.00	657.00		(95,716.31)	-	29,664.69		29,665.00	155,430		
SUBTOTAL COUNTY 100%		*170,366.00*	*50,450.42*	*220,816.42*	*36,918.58*	-	*(121,137.71)*	-	*136,597.29*		*136,598.00*	*249,051.00*		
COUNTY POOL / DIRECT	64.92%	166,147.15	202,313.29	368,460.44	98,464.50		(104,421.53)	256,170.64	618,674.05		618,674.00	392,583		
COUNTY TOTAL		336,513.15	252,763.71	589,276.86	135,383.08	-	(225,559.24)	256,170.64	755,271.34	(162,300.00)	592,971.00	641,634.00	1,283,268	(690,297.00)
TOWNS														
ARGYLE	1.43%	3,659.74	4,456.38	8,116.12	-	-	(2,300.10)	5,642.70	11,458.72	(3,575.00)	7,884.00	5,758	11,516	(3,632.00)
CAMBRIDGE	0.80%	2,047.41	2,493.08	4,540.49	-	(192.47)	(1,286.77)	3,156.75	6,218.00	(2,000.00)	4,218.00	3,109	6,218	(2,000.00)
DRESDEN	1.13%	2,891.96	3,521.47	6,413.43	49.00	(141.78)	(1,817.57)	4,458.92	8,962.00	(2,825.00)	6,137.00	4,481	8,962	(2,825.00)
EASTON	1.05%	2,687.22	3,272.16	5,959.38	10,965.00	(7,088.73)	(1,688.89)	4,143.24	12,290.00	(2,625.00)	9,665.00	6,145	12,290	(2,625.00)
FORT ANN	2.01%	5,144.11	6,263.86	11,407.97	4,014.00	(2,060.31)	(3,233.01)	7,931.35	18,060.00	(5,025.00)	13,035.00	9,030	18,060	(5,025.00)
FORT EDWARD	1.95%	4,990.56	6,076.88	11,067.44	16,908.00	(17,239.52)	(3,136.51)	7,694.59	15,294.00	(4,875.00)	10,419.00	7,647	15,294	(4,875.00)
GRANVILLE	1.45%	3,710.93	4,518.70	8,229.63	146.00		(2,332.27)	5,721.62	11,764.98	(3,625.00)	8,140.00	6,550	13,100	(4,960.00)
GREENWICH	1.44%	3,685.33	4,487.54	8,172.87	10,455.00	(5,871.84)	(2,316.19)	5,682.16	16,122.00	(3,600.00)	12,522.00	8,061	16,122	(3,600.00)
HAMPTON	0.34%	870.15	1,059.56	1,929.71	-	(140.45)	(546.88)	1,341.62	2,584.00	(850.00)	1,734.00	1,292	2,584	(850.00)
HARTFORD	0.99%	2,533.67	3,085.18	5,618.85	-	(500.95)	(1,592.38)	3,906.48	7,432.00	(2,475.00)	4,957.00	3,716	7,432	(2,475.00)
HEBRON	0.91%	2,328.93	2,835.88	5,164.81	-	13,021.00	(1,463.70)	3,590.81	20,312.92	(2,275.00)	18,038.00	10,489	20,978	(2,940.00)
JACKSON	0.55%	1,407.59	1,713.99	3,121.58	-		(884.66)	2,170.27	4,407.19	(1,375.00)	3,032.00	2,902	5,804	(2,772.00)
KINGSBURY	2.62%	6,705.26	8,164.83	14,870.09	436.00		(4,214.18)	10,338.37	21,430.28	(6,550.00)	14,880.00	20,020	40,040	(25,160.00)
PUTNAM	1.33%	3,403.82	4,144.74	7,548.56	296.00	(263.40)	(2,139.26)	5,248.10	10,690.00	(3,325.00)	7,365.00	5,345	10,690	(3,325.00)
SALEM	0.68%	1,740.30	2,119.12	3,859.42	-		(1,093.76)	2,683.24	5,448.90	(1,700.00)	3,749.00	3,633	7,266	(3,517.00)
WHITE CREEK	0.73%	1,868.26	2,274.93	4,143.19	-		(1,174.18)	2,880.54	5,849.55	(1,825.00)	4,025.00	4,470	8,940	(4,915.00)
WHITEHALL	0.49%	1,254.04	1,527.01	2,781.05	1,019.00		(788.15)	1,933.51	4,945.41	(1,225.00)	3,720.00	8,001	16,002	(12,282.00)
TOTAL - TOWNS	19.90%	50,929.28	62,015.31	112,944.59	44,288.00	(20,478.45)	(32,008.46)	78,524.27	183,269.95	(49,750.00)	133,520.00	110,649		
VILLAGES														
ARGYLE	0.07%	179.15	218.14	397.29	-	-	(112.59)	276.22	560.92	(175.00)	386.00	485	970	(584.00)
CAMBRIDGE	1.54%	3,941.26	4,799.18	8,740.44	17,906.00	(19,414.15)	(2,477.04)	6,076.75	10,832.00	(3,850.00)	6,982.00	5,416	10,832	(3,850.00)
FORT ANN	0.19%	486.26	592.11	1,078.37		(150.49)	(305.61)	749.73	1,372.00	(475.00)	897.00	686	1,372	(475.00)
FORT EDWARD	2.26%	5,783.93	7,042.95	12,826.88	513.00	(804.58)	(3,635.13)	8,917.83	17,818.00	(5,650.00)	12,168.00	8,909	17,818	(5,650.00)
GRANVILLE	2.27%	5,809.52	7,074.11	12,883.63	212.00		(3,651.22)	8,957.29	18,401.70	(5,675.00)	12,727.00	26,201	52,402	(39,675.00)
GREENWICH	1.51%	3,864.48	4,705.68	8,570.16	-	(871.75)	(2,428.78)	5,958.37	11,228.00	(3,775.00)	7,453.00	5,614	11,228	(3,775.00)
HUDSON FALLS	4.73%	12,105.30	14,740.32	26,845.62	8,738.74		(7,608.04)	18,664.31	46,640.63	(11,825.00)	34,816.00	23,410	46,820	(12,004.00)
SALEM	0.49%	1,254.04	1,527.01	2,781.05	-	(460.41)	(788.15)	1,933.51	3,466.00	(1,225.00)	2,241.00	1,733	3,466	(1,225.00)
WHITEHALL	2.12%	5,425.63	6,606.66	12,032.29	16,670.00		(3,409.95)	8,365.40	33,657.74	(5,300.00)	28,358.00	18,631	37,262	(8,904.00)
TOTAL - VILLAGES	15.18%	38,849.57	47,306.16	86,155.73	44,039.74	(21,701.38)	(24,416.51)	59,899.41	143,976.99	(37,950.00)	106,028.00	91,085		
TOTAL	100.00%	426,292.00	362,085.18	788,377.18	223,710.82	(42,179.83)	(281,984.21)	394,594.32	1,082,518.28	(250,000.00)	832,519.00	843,368.00		
		A	B	C	D		E	F	G					