



# Sullivan County

## Government Services Committee

### Meeting Agenda - Final

100 North Street  
Monticello, NY 12701

Chairman Michael Brooks  
Vice Chairman George Conklin  
Committee Member Nadia Rajs  
Committee Member Ira Steingart  
Committee Member Nicholas Salomone Jr.

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**Thursday, July 6, 2023**

**9:30 AM**

**Government Center**

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**Call To Order and Pledge of Allegiance**

**Roll Call**

**Comments:**

**Reports:**

1. Purchasing and Central Services

[ID-5618](#)

**Attachments:** [July 2023](#)

2. County Clerk
3. Board of Elections
4. Cornell Cooperative Extension
5. Sullivan County Community College

**Discussion: None**

**Public Comment**

**Resolutions:**

1. To authorize digital or electronic copies of records to be the Official Copy of Record in Sullivan County [ID-5591](#)
2. RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AMEND RESOLUTION NO. 354-20 [ID-5619](#)

**Adjourn**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-5618

**Agenda Date:** 7/6/2023

**Agenda #:** 1.

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**1. BIDS AWARDED:**

- **Pavement Marking Installation on Approx. 75 Miles of Various Co. Roads (B-23-16)**  
K5 Corporation Rockland, MA
- **Fill Type Retaining Wall (0ft.-6ft.) Prefabricated Wall System (B-23-40)**  
Binghamton Precast & Supply Corp. Binghamton, NY
- **Asbestos Abatement at S.C. Airport Terminal Building (B-23-38)**  
Neoplanta Restoration, Inc. Ballston Lake, NY
- **Building Materials (B-23-43)**  
Kohler Lumber Jeffersonville, NY  
Wyde Lumber Monticello, NY
- **Culvert Repair Project Co. Road 33, Bridge No. 198 (B-23-27)**  
Green Meadows Enterprises, Inc. Wallkill, NY

**2. BIDS EXTENDED**

- **Eggs and Cheese (B-22-58)**  
Duso Distributors Ellenville, NY
- **Recapping and Mounting Tires (B-22-43)**  
Inter City Tire and Auto Center Elizabeth, NJ
- **Household Hazardous Waste Collection (B-21-27)**  
Tradebe Environmental Services, LLC Dallas, TX
- **Bulk Gas (B-21-34)**  
Mirabito Energy Products Binghamton, NY

**3. QUOTES ISSUED:**

- Trapping Various Nuisance and/or Destructive Wildlife Services throughout S.C., #Q-23-10- Awarded

**4. RFP'S ISSUED:**

- Subrecipient Services to Administer a CDBG Housing Grant, #R-22-03- Contract Phase
- 311 Crisis Call Center for Sullivan County, #R-22-17- Under Review
- Electrical Inspection Services for Sullivan County, #R-22-19- Under Review
- Grant Management & Administrative Support Services for the County of Sullivan, #R-22-27- Under Review
- Request for Qualifications for Architectural & Engineering Design Services for Aquatic & Recreation Center at Sullivan County Community College, #R-22-28- Under Review
- Provide a Social Care Network to Sullivan County Government and Community Partners, #R-23-05- Contract Phase
- Pretrial Release Services for the Enhancement of Communication and Monitoring, #R-23-07- Under Review
- Leadership Development Training Program for County of Sullivan, New York, #R-23-08- Under Review
- To Conduct a Senior Needs Assessment and Gap Analysis for Sullivan County Office for the Aging, #R-23-10- Contract Phase
- Digital Marketing Services for the Center for Workforce Development, R-23-13- Under Review
- OPIOD Settlement Funded Services in Support of the Sullivan County Drug Task Force, #R-23-17- Under Review

- Website Design, Development, Hosting and Maintenance Services for Sullivan County Community Services Healing Communities Initiative, #R-23-18- Under Review
- Tourism and Marketing Services for Sullivan County, #R-23-19- Under Review
- Internal Auditing and Consulting Services for Sullivan County, #R-23-21- Issued

#### **5. BIDS ISSUED:**

- Sullivan County Bridge Maintenance-Painting, #B-23-10- Contract Phase
- Sullivan County Landfill- Pre-Treatment Plant Tank Demolition, #B-23-39- Under Review
- Chemicals and Maintenance, #B-23-41- Under Review

#### **6. EXECUTED CONTRACTS:**

- Tele-Medicine Services for Psychiatric Care and Medication Assisted Treatment, #R-18-20- e-Psychiatry, LLC (Mod)
- Personal Care and Home Health Care Aides for Public Health & Office for Aging, #R-21-09-Any-Time Home Care, Inc (Mod)
- Household Hazardous Waste Collection, #B-21-27- Tradebe Environmental Services, LLC (Mod)
- 2023 Pavement Marking Installation of approx. 75 Miles of Various County Roads, #B-23-16- K5 Corporation
- Pre-Demo Survey & Testing for Hazardous Material, #R-22-23- Delta Engineers, Architects, Land Surveyors & Landscape Architects, D.P.C. (Mod)
- Callicoon Riverside Park Site Improvement Program- Catskill Center for Conservation and Development, Inc.
- Personal Care & Home Health Care Aides for Public Health & Office for the Aging, #R-21-09- A&T Healthcare, LLC (Mod)
- Personal Care & Home Health Care Aides for Public Health & Office for the Aging, #R-21-09- Willcare, Inc (Mod)
- Consulting Services for Housing Programs in S.C., #R-23-02- Hudson Valley Pattern for Progress
- Asbestos Abatement at S.C. Airport Terminal Building, #B-23-38- Neoplanta Restoration, Inc.
- Seasonal Operation of a Mobile Concession at Lake Superior, #R-23-09- Oakie Pokie Hot Dogs
- Culvert Repair Project Co. Road 33, #B-23-27- Green Meadows Enterprises, Inc.

#### **7. Purchased 1 Roll Off Body install on a Kenworth T-880 Truck through Piggybacking Opportunity with Onondaga County**

**Purchased 1 2023 Kenworth Tractor T880 through Piggybacking Opportunity with Onondaga County**

**Purchased 1 2023 Ram 2500 4x4 w/ 8 ft. box and 8 ft Fisher Yard Spreader through Piggybacking Opportunity with Onondaga County**

#### **8. Processed 221 Purchase Orders**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5591

**Agenda Date:**

**Agenda #:** 1.

**Narrative of Resolution:**

To authorize digital or electronic copies of records to be the Official Copy of Record in Sullivan County

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** Click or tap here to enter text.

**Are funds already budgeted?** Choose an item.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY THE GOVERNMENT SERVICES COMMITTEE TO  
AUTHORIZE DIGITAL OR ELECTRONIC COPIES OF RECORDS TO BE THE OFFICIAL COPY  
OF RECORD IN SULLIVAN COUNTY**

**WHEREAS**, the Sullivan County Clerk, in the capacity of Records Management Officer for the county, as designated by the New York State Department of Education - State Archives, requests to authorize digitally created or digitally converted records as the official copy of record and maintain such records in digital format for the legally prescribed retention period of the record; and

**WHEREAS**, more departments are moving toward the scanning of electronic filing of documents, however paper copies are also being kept of these records which results in the redundant storage of documents, taking up limited space both on our networks and physical space in our record storage areas; and

**WHEREAS**, the Sullivan County records storage areas are near or over capacity in its records storage and hosts a less than ideal environment for preservation of paper records due to concerns with temperature, humidity, flooding and pest control;

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature hereby approves the Resolution to authorize all digitally created or digitally converted records as the official copy of the record and such records be maintained in digital format for the legally prescribed retention period of the record. Sullivan County shall maintain all digital records adhering to the guidelines set forth in the Regulations of the Commissioner of Education, Part 185.8, section 57.29 of the Arts and Cultural Affairs Laws and all related standards and guidelines set by the Commissioner of Education. Copies of records in other formats, including paper, shall be deemed convenience copies and can be disposed of when no longer needed for reference or other administrative purposes.





Sullivan County  
Legislative Memorandum

100 North Street  
Monticello, NY 12701

**File #:** ID-5619

**Agenda Date:** 7/6/2023

**Agenda #:** 2.

**Narrative of Resolution:**

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AMEND RESOLUTION NO. 354-20**

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$68,000.00 with an increase of 3.5% per extension

**Are funds already budgeted?** Yes

**Specify Compliance with Procurement Procedures:**

R-20-28

**RESOLUTION INTRODUCED BY GOVERNMENT SERVICES COMMITTEE TO AMEND RESOLUTION NO. 354-20**

**WHEREAS**, Request for Proposal #R-20-28 was issued for Mailroom Services for the Central Services Department, and

**WHEREAS**, an award was made and an Agreement was executed with Kristt Kelly Office System Corporation, 369 Broadway, PO Box 548, Monticello, NY 12701, and

**WHEREAS**, in order to continue to provide services, there is a need to increase the not-to-exceed and the yearly escalation percentage, and

**WHEREAS**, Resolution No. 354-20 shall be amended to reflect an annual increase for a total not to exceed \$68,000.00, to be billed in advance, quarterly, for the contract period June 25, 2023 through June 24, 2024. This Agreement may be extended on a yearly basis for an additional three (3) years, with an increase of 3.5%, for each extension, upon mutual agreement, and

**NOW, THEREFORE, BE IT RESOLVED**, that the County Manager be and hereby is authorized to execute a Modification Agreement with Kristt Kelly Office System Corporation, as outlined above and in accordance with RFP #R-20-28, dated August 7, 2020, said contract to be in such form as the County Attorney shall approve.