



ECLEG 20180613 140

COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

June 13, 2018

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

**Re: Request of Erie Community College and Monroe County BOCES to Utilize
County of Erie Purchase Contracts according County Law 408-A and
Administrative Code 3.06 (c) (9)**

Dear Honorable Members:

Enclosed please find a proposed resolution and an accompanying memorandum from the Division of Purchase pertaining to requests from Erie Community College and Monroe County BOCES to permit them to utilize Erie County contracts pursuant to the applicable sections in the Erie County Administrative Code. Also enclosed is a copy of the College's formal request to be included in the established listing of approved municipalities, schools and public entities allowed to utilize County of Erie contracts (Exhibit B listing). The Erie County Legislature has previously passed resolutions to provide various municipalities and special districts the ability to of utilize Erie County contracts for purchasing purposes.

Should your Honorable Body require further information I encourage you to contact Vallie M. Ferraraccio, Director of the Division of Purchase. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz", with a stylized flourish at the end.

Mark C. Poloncarz, Esq.
Erie County Executive

MCP
Enclosure

cc: Vallie Ferraraccio, Director of Purchasing

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Division of Purchase
Re: Approved addition to the County of Erie Exhibit B listing
Date: June 13, 2018

SUMMARY

The proposed resolution authorizes the addition of Erie Community College and Monroe County BOCES to the established listing of approved municipalities, schools and public entities allowed utilizing the County of Erie contracts create via the Division of Purchase (Exhibit B).

FISCAL IMPLICATIONS

None. However, the approval to utilize County of Erie contracts through Purchasing can assist Erie Community College and Monroe County BOCES to lower their operational costs.

REASONS FOR RECOMMENDATION

The Erie County Purchasing Division currently has 89 Legislative-approved public entities which may utilize County contracts (Exhibit B). This request is to approve the addition of Erie Community College and Monroe County BOCES to the Exhibit B listing.

BACKGROUND INFORMATION

The Erie County Division of Purchase received a written request from Erie Community College and Monroe County BOCES to be added to the Exhibit B listing. Legislative approval is required as per Erie County Law 408-A.

CONSEQUENCES OF NEGATIVE ACTION

None. However, it will hinder Erie Community College and Monroe County BOCES with the potential benefit provided via utilizing the County of Erie, Division of Purchase's contracts and pricing.

STEPS FOLLOWING APPROVAL

Erie Community College and Monroe County BOCES will be placed on the Exhibit B document that is included in every bid package and viewable to vendors.

A RESOLUTION SUBMITTED BY:
DIVISION OF PURCHASE

WHEREAS, the County Law Section 408-A specifically authorizes the County Legislature to allow municipalities and special districts to make purchases through the County bidding procedure; and

WHEREAS, Erie Community College and Monroe County BOCES have requested that the Director of Purchase be authorized to permit the these public entities to utilize County contracts for making purchases; and

WHEREAS, in most instances the provision of such services by the Erie County Division of Purchase will not create any additional cost or burdens upon said division, but may enable a potential reduction to Monroe BOCES and ECC's operating costs.

NOW, THEREFORE, BE IT

RESOLVED, that pursuant to the provisions of the Erie County Administrative Code Section 3.06 (c) (9) the following are hereby established as the conditions upon which the Purchasing Director may make purchasing services available to Erie Community College.

1. When in the opinion of the Director of Purchase it will not create any burden or hardship upon the County and the anticipated prices will not be adversely affected thereby, the Director is authorized when deemed appropriate and as may be requested by Erie Community College and Monroe BOCES to provide in any particular County bid specification that the participating municipalities and special districts in Erie County shall have the right to make purchases based upon the bids received by the County.
2. The County Purchasing Director within the limits of time and manpower shall disseminate relevant contract information to Erie Community College and Monroe BOCES.
3. Erie Community College and Monroe BOCES participating in County contracts will issue purchase orders directly to vendors with the specified contract period referencing the County contract involved and be liable for any payments due on such purchase orders; and be it further

RESOLVED, that certified copies of this resolution shall be forwarded to the County Executive, the Division of Purchase, the Comptroller's Office and the Erie Community College Purchasing Department.