



2015 ANNUAL REPORT

**ONEIDA COUNTY
PURCHASING DEPARTMENT**

Anthony J. Picente Jr.
County Executive

Mello J. Testa Sr.
Director of Purchasing

PURCHASING DEPARTMENT STAFF

MELLO J. TESTA, DIRECTOR

SHELLEY E. NOWAK, ASSISTANT DIRECTOR

CHELLI KAUFMAN BUYER

SAM TRAPANICK, BUYER

RONALD J. LING, BUYER

DIANA M. PIERCE BUYER

MARANDA HAHN- P.T. CLERK

Our goal as a department is to purchase goods and services at the lowest possible price to the most responsible vendor. We are obligated to follow NYS General Municipal Law, the Oneida County Charter and Administrative Code and to adhere to Oneida County Procurement Policies as established by the Board of legislators.

Our staff is assigned to the following duties and responsibilities, *but not limited to.....*

Shelley E. Nowak

- Prepares bid specifications and announcements, secures quotes for the director. Sees to it that all Municipal Laws are enforced and carried out. Oversees the day to day operation of the office. Supervises staff. Provides cooperative municipal assistance to all the surrounding cities, towns, and villages (in & outside of Oneida County) with municipal purchasing, by providing them with information needed to make their respective purchases. Also assists the Director on special projects including FOIL requests.

Chelli A. Kaufman

- All yearly P/O's, foodstuffs, fuel oil, gasoline, diesel, clothing, construction materials, medical supplies, office supplies, service and maintenance contracts, leases and rentals. All pre-printed forms, brochures, envelopes and books. Issues instant P/O's and emergency authorization numbers.
- Also assists the Director on special projects.

Sam Trapanick

- Serves as the buyer for vehicles, automotive parts, and assists other buyers. Also assists the Director and Assistant Director on special projects.

Ron Ling

- Runs all aspects of county surplus. Commandeers the eBay listings and sales. Assists all the surrounding cities, towns, and villages (both in and out of Oneida County) with surplus issues including direct sales. Assist other employees as needed. Issues instant P/O's and emergency authorization numbers.

Diana Pierce

- Provides overall office assistance, prepares special reports and handles E-bay sales, and keeps office records. Prepares payroll for purchasing employees. Assist in issuing instant P/O's and emergency authorization numbers. Prepares and processes all confirmations for county departments. Assists in the bid process by preparing bid packets and selling specs to general contractors. Assist county surplus and eBay, assists the director and assistant director on special projects.
- **Maranda Hahn**
Scans files in Laser fiche. Assists with all clerical duties.

A note from the Director:

The Purchasing department plays an important role in county government... Our main goals are to be consistent with all purchases, follow the law, and serve the needs of all departments and agencies that rely on us for assistance... We provide all departments with the necessary goods and services to run their respective departments and we also assist local cities, towns, and villages in providing price quotations, New York State Contract information, and assistance with formal bidding procedures...

In 2015 we processed 4,142 Purchase Orders totaling \$16,865,083.01. I'm proud to say that in the process of researching and securing pricing, our Buyers were able to save \$35,131.42 off the original Requisition. We also conducted 64 Formal Bid Openings totaling \$44,645,219.22.

Our department is responsible for the coordination of Request for Proposals. This is a new responsibility for the Purchasing Department as per the updated procurement policy. There were 19 Request for Proposal solicitations advertised on the County website and in the newspapers for a variety of services for various departments. We believe there will be an increase of requests in the coming years.

Our department is also responsible for the disposal of all Oneida County Surplus... In 2015 we sold 970 items on e-Bay with total sales amounting to \$240,013.39. In addition to that our e-Bay sales generated \$9,729.56 in sales tax revenues bringing total e-Bay deposits of \$214,892.78 to our Finance Department.

As in years past I'm particularly proud of my staff that each day goes above and beyond, it is a total team effort and because of them we are able to provide the necessary goods and services without delay to the county departments we serve. Our departments know that they have a friend in Purchasing that will always find a way to get what they need in a timely manner.

Since being appointed Director of Purchasing one of my personal goals as has always been to purchase as many goods and services as possible from local vendors. New York State provides municipalities with special contracted pricing from various vendors and we utilize as many of those vendors as possible in the interest of saving money. Sometimes we find that purchasing from these vendors is not in the best interest of Oneida County, due to problems with vendors and their policies... Because of this we find ourselves going out to formal bid more often and this gives local vendors a chance to enter into a contract with the county to supply us with the necessary goods and services, thereby keeping the business right here in Oneida County.

My Assistant Director for almost 20 years, Greg Grower, recently retired and we were fortunate to have Sr. Buyer Shelley Nowak waiting in the wings to fill that vital position. With that position filled, leadership in the Oneida County Purchasing Department is set, I do anticipate more vacancies over the next few years so it will be my goal to be sure that this department has the best qualified people in place to fill vacancies as they occur all in the interest of having the best purchasing staff to better serve everyone at all times.

I would once again like to thank County Executive, Anthony J. Picente Jr., Chairman Gerald Fiorini, along with the entire Board of Legislators, for supporting my department and providing the personnel and equipment needed to perform our duties...

Mello Testa
Director of Purchasing

NUMBER OF PURCHASE ORDERS PROCESSED AND DOLLAR AMOUNT

MONTH	NUMBER PROCESSED	AMOUNT TOTALS	*AMOUNT IN SAVINGS
January	319	\$3,141,463.15	\$667.78
February	375	\$1,106,299.34	\$3923.87
March	483	\$1,723,174.87	\$5,627.96
April	372	\$5,615,412.29	\$687.38
May	403	\$717,746.91	\$1,446.62
June	351	\$970,238.29	\$2,202.87
July	330	\$455,553.42	\$5,394.37
August	416	\$597,578.44	\$7,689.38
September	347	\$941,652.92	\$3,839.32
October	339	\$876,515.59	\$2,743.62
November	170	\$348,196.00	\$809.61
December	237	\$371,251.79	\$98.64
TOTALS =	4,142	\$16,865,083.01	\$35,131.42

THE SAVINGS TOTAL IS THE DIFFERENCE BETWEEN PRICING ON THE REQUISITION SUBMITTED FROM THE DEPARTMENT AND THE FINAL PRICING OBTAINED FROM THE PURCHASING DEPARTMENT AFTER RESEARCHING THE COMMODITY FOR BETTER PRICING.



E-bay has become a very lucrative way of disposing of county surplus, prior to our use of e-Bay, departments would discard outdated, broken, or unused items and vehicles and heavy equipment were held for live public auctions. Since we started using e-Bay we have sold heavy equipment for much more than we would have at a live auction. The same goes for other vehicles, we have received more for the vehicles than we did in the past, especially when it comes to the Sheriff's Road Patrol fleet. As the vehicles are retired due to high mileage we sell them, we have been able to sell these items throughout the United States and beyond. We sell anything and everything, from sheriff's whistles to old furniture cell phones, tablets, old computers and other electronics to people in places as far away as China. In addition we have sold lead stained glass windows, snowmobiles, motorcycles, new tires, gym lockers and numerous bicycles, old voting machines, and so much more

Most of the revenue from sales goes into the county's general fund. Some of the revenue generated goes back into the respective department accounts. The more we can put back into that account, the less has to come out of the general fund for those items. We also sell vehicles and other items for municipalities in Oneida County. We charge sales tax to all buyers that live within New York State unless they hold a tax exempt certificate. We are generating sales tax for the county as well as revenue for the general fund and other funds.

To date, we have sold items in 48 out of the 50 United States as well as to people in Romania, Poland, Netherlands, British Columbia, Australia, Bolivia and Canada.

County Departments That Have Contributed Surplus Items

Airport	Planning
Audit	Public Defender
Board of Legislators	Sherriff's Office
Budget	Social Services
Central Services	Stop DWI
County Clerk	Veterans
County Executive	Water Pollution
Department Public Works	Weights & Measures
District Attorney	Workforce Development

Municipalities and Agencies in Oneida County

Ava Dorfman Sr. Citizens Center (OFA)
Town of Camden
Village of Camden
Cornell Cooperative Extension
Frankfort (DPW Birnie Bus)
Town of Frankfort
Herkimer Police Department
Holland Patent Central School
Lansengburgh Central School District
Town of Marshall
Mohawk Valley Community College Utica
Mohawk Valley Community College Rome
Oneida County Historical Society
Oneida Herkimer Solid Waste Authority
Poland Central School
City of Rome
Rome Central Schools
Town of Trenton
Town of Troy
Upper Mohawk Valley Auditorium
Urban Renewal Agency
City of Utica
Utica Housing Authority

Agencies Outside of Oneida County

Troy City School District

**2015 COOPERATIVE MUNICIPAL ASSISTANCE GIVE TO
THE FOLLOWING ORGANIZATIONS**

Broom County Highway Department

Chemung County

Clinton County

Genesee County

Jefferson County

Lewis County

Niagara County

Ontario County

Oswego County

Orange County

Putnam County

Rockland County

Saratoga County

Schenectady County

St. Lawrence County

Sullivan County

Ulster County

Wyoming County

City of Albany

City of Elk Grove, CA

City of Oneida

City of Oneonta

City of Niagara Falls

City of New York (NYPD)

City of Rochester

City of Rome

City of Utica

Town of Avoca

Town of Bedford

Town of Brunswick

Town of Chazy

Town of Colonie
Town of Cortland
Town of Deefield
Town of East Hampton
Town of Grafton
Town of Greece
Town of Marcy
Town of Painted Post
Town of Pawling Highway Department
Town of Riverhead
Town of Richmondville
Town of Ticonderoga
Town of Willsboro
Town of Wilton
Town of Worchester
Town of Yorktown

Village of Cooperstown
Village of Goshen
Village of Hempstead
Village of Mayville
Village of Wappingers Falls
Village of Westfield

Monroe 2 Orleans BOCES
Rockland BOCES
Washington-Saratoga-Warren-Hamilton-Essex BOCES

Carle Place School District
Central Islip Schools
Connetquot Central School District
Deer Park Union Free School District
Lockport City School District
Longwood Central School District
Niskayuna Central School District
North Shore School District

Pittsford Monroe School District
Sachem School District
Shoreham-Wading River Central School District
Troy Central School District
Wappingers Central School District
Buffalo Board of Education
Mohawk Valley Community College
Plattsburg International Airport

\$\$ EBAY SALES FOR 2015 \$\$

MONTH	NO. OF SALES	GROSS SALES	SALES TAX \$\$
JANUARY	64	\$13,011.57	\$ 704.99
FEBRUARY	57	\$ 4,722.77	\$ 228.74
MARCH	52	\$11,556.96	\$ 434.08
APRIL	41	\$ 6,692.77	\$ 522.11
MAY	65	\$23,386.77	\$1,414.06
JUNE	84	\$31,210.55	\$1,442.80
JULY	131	\$15,148.68	\$ 610.26
AUGUST	166	\$14,173.13	\$ 766.12
SEPTEMBER	110	\$ 8,420.55	\$ 414.97
OCTOBER	56	\$76,860.36	\$ 1,188.02
NOVEMBER	84	\$25,627.21	\$ 1,442.41
DECEMBER	60	\$ 9,202.08	\$ 561.01
TOTALS =	970	\$240,013.39	\$ 9,729.56

BID ACTIVITY FOR 2015

Bid #	Award Date	Dept.	Bid Project	Total Bid Amount
1719	3/11/15	WPC	Sanitary Sewer Mainline Rehabilitation Phase IV	\$1,305,997.25
1741	4/22/15	DPW	MVCC Academic Building & College Center Exterior Repairs	\$214,380.00
1757	2/11/15	OCA	The ARFF Hot Drill Course for Annual Training	\$17,679.13
1758	2/25/15	PDW	Asbestos Abatement and Interior Renovations B1 & B2	\$1,119,788.00
1759	4/8/15	DPW	Oneida County Correctional Facility Rec Yard Renovations	\$168,600.00
1760	2/11/15	DPW	Cab of Truck for DPW	\$132,911.00
1761	3/11/15	OCA	Assorted Tires for Airport	In excess of \$10,000.00
1762	2/18/15	DPW	Assorted Pickup Trucks, 1/2, 3/4, and 1 Ton	In excess of \$10,000.00
1763	2/25/15	DPW	Construction Materials, Groups 9, 14, & 18	In excess of \$10,000.00
1764	4/22/15	DPW	Construction Materials, Groups 6,7,8, & 11	In excess of \$10,000.00
1765	2/25/15	DPW	2015 Truck Mounted Maxi-550 Airless Striping Unit or Equal	\$328,759.00
1766	3/11/15	OCV	American Flags for Veterans Administration	\$18,841.68
1767	4/8/15	OCH	100 Car Seats for the Health Department	\$9,955.91
1769	4/8/15	WPC	Mercury Reduction Scrubber Equipment Incinerator Units# 1 & #3	\$449,700.00
1770	4/18/15	OCA	Taxiway Reconstruction Phase 4 @ Griffiss International	\$3,581,592.00
1771	3/25/15	CSD	Chevy Express Cargo Van for Sheriff's Office	\$28,985.00
1772	3/25/15	CSD	Chevrolet Tahoe	\$33,034.55
1773	3/25/15	CSD	Ford Police Interceptor AWD	\$29,279.44
1774	3/25/15	CSD	Chevrolet Impala	\$19,869.00
1775	4/8/15	DPW	Turf Establishment Products	In excess of \$10,000.00

1776	4/8/15	DPW	Highway Guide Rail Post Driving Services	In excess of \$10,000.00
1777	3/25/15	CSD	Dodge Charger	\$25,396.00
1778	4/8/15	OCA	Building #45 Vehicle Bay & Office Modification Project	\$452,000.00
1780	4/22/15	DPW	Filters, Oil, Hydraulics and Fuel for all Cars, Trucks & Equipment	In excess of \$10,000.00
1781	4/8/15	DCS	High Performance Copy Paper for Print Shop	In excess of \$10,000.00
1782	4/8/15	OCH	Assorted Size Bike Helmets	\$6,979.04
1783	4/8/15	DPW	Various Bulk Automotive Liquids for County Owned Equipment	In excess of \$10,000.00
1784	5/27/15	DES	Upgrade of (2) Air Van Mobile Breathing Air Systems	\$72,240.00
1785	4/22/15	CSD	Tasers Guns and Accessories	In excess of \$10,000.00
1786	5/27/15	DPW	MVCC Rome Campus Improvements	\$21,089,397.00
1787	5/27/15	DPW	MVCC Track and Tennis Court Rehabilitation	\$128,750.00
1788	5/13/15	DPW	Rehab/Replacement of Various Bridges and Structures, River Rd, Taberg	\$497,764.00
1789	5/13/15	DPW	2015 Drum Style Wood Chipper	\$59,821.00
1790	8/12/15	OCA	Nose Dock #786 Phase II @ Griffiss International Airport	\$1,445,900.00
1791	5/13/15	DPW	Bituminous Concrete Paving of Various County Roads	\$2,503,064.10
1792	9/9/15	WPC	Contract #10 Sanitary Sewer Mainline Rehabilitation Phase 5	\$3,429,370.00
1793	6/10/15	DPW	Replacement of Mills Rd Bridge, Replacement of Redfield Road Structure	\$718,188.81
1794	6/10/15	DPW	Rehab of Eureka Road Structure, Hasley Road	\$489,624.00
1796	7/8/15	DPW	Mohawk Valley Community College Payne Hall Rehabilitation	\$58,500.00
1797	6/24/15	WPC	Installation of Mercury Reduction Scrubber Equipment @ WPC	\$493,146.00

1798	12/9/15	DPW	Union Station REA Wing Interior & Exterior Renovations	\$1,227,198.00
1799	7/22/15	DPW	Rome Probation Relocation	\$791,680.00
1800	7/8/15	DPW	Electrical Supplies	In excess of \$10,000.00
1801	7/8/15	DPW	Equipment Rental without Operator	In excess of \$10,000.00
1802	7//8/15	DCS	Document Scanners (Fujitsu)	In excess of \$10,000.00
1803	8/12/15	OCA	Solid Runway Deicer	In excess of \$10,000.00
1804	8/12/15	DPW	Motor Vehicle Fuel & Fleet Management System	In excess of \$10,000.00
1805	8/12/15	DPW	Oneida County Office Building Parking Lot Expansion	\$1,745,900.00
1806	9/9/15	CSD	Sheriff's Patrol Boat, Motor, and Trailer	\$51,246.00
1807	8/26/15	WPC	Various Pump Parts, Metallic Chain, and Chain Parts	In excess of \$10,000.00
1808	12/9/15	WPC	Contract #11 Sanitary Sewer Mainline Rehabilitation	\$760,755.00
1809	9/9/15	DSS	Residential and Bulk Fuel Services for DSS And Oneida County	In excess of \$10,000.00
1810	10/2/15	DPW	Main Street Bridge Westmoreland and Stone Road Bridge Whitestown	\$185,722.31
1811	9/9/15	DES	2016 ½ Ton Pickup Truck 4 x 4 Quad Cab for Emergency Services	\$28,741.00
1812	10/2/15	DPW	2016 Chevrolet Tahoe or Equal	\$40,585.00
1813	12/23/15	DPW	Petroleum Spill Decommissioning Project	\$31,850.00
1814	11/25/15	DPW	Roofing and Siding Replacement at 300 W Dominick Street Rome	\$468,000.00
1815	12/23/15	DPW	Union Station Masonry Restoration	\$214,030.00
				TOTAL \$44,645,219.22