



2017 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

MICHAEL JOHNSON PT. 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.

Michael Johnson

- Assists with all e-bay duties.
- Schedules items on e-bay.

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 2017 we processed 3,986 Purchase Orders totaling \$14,925,698.99 I'm proud to say that in the process of researching and securing pricing, our Buyers were able to save \$34,452.80 off the original Requisition. We also conducted 70 Formal Bid Openings totaling \$94,279,536.42.

Our department is also 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 33 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 2017 we sold 713 items on e-Bay with total sales amounting to \$249,045.43. In addition to that our e-Bay sales generated \$9,141.74 in sales tax revenues bringing total e-Bay deposits of \$141,258.49 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.

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	525	\$3,606,278.13	\$1,430.93
February	365	\$1,635,169.39	\$2,854.00
March	412	\$1,365,962.50	\$4,011.19
April	291	\$1,196,015.94	\$7,698.96
May	386	\$1,744,580.95	\$3,453.26
June	336	\$867,943.12	\$1,261.27
July	293	\$798,965.63	\$589.38
August	284	\$827,002.46	\$1,803.02
September	301	\$606,461.84	\$2,206.70
October	345	\$827,125.07	\$3,290.74
November	289	\$871,243.68	\$5,334.47
December	159	\$578,950.28	\$518.88
TOTALS =	3986	\$14,925,698.99	\$34,452.80

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, sheds and so much more.

Also sold for the Utica and Rome campuses of Mohawk Valley Community College were exercise equipment, children's' playground equipment and restaurant equipment along with dishes cups and other china ware.

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)

Village of Boonville

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

EBAY SALES FOR 2017 \$\$

MONTH	NO. OF SALES	GROSS SALES	SALES TAX \$\$
JANUARY	64	\$ 47,509.89	\$ 1,734.94
FEBRUARY	60	\$ 13,266.51	\$ 873.38
MARCH	34	\$ 1,543.80	\$ 97.66
APRIL	58	\$ 23,172.67	\$ 747.80
MAY	68	\$ 8,617.56	\$ 497.85
JUNE	68	\$ 15,393.99	\$ 382.60
JULY	56	\$ 41,566.02	\$ 260.02
AUGUST	62	\$ 8,855.92	\$ 695.15
SEPTEMBER	67	\$ 25,579.81	\$ 995.99
OCTOBER	81	\$ 50,409.47	\$ 2,220.05
NOVEMBER	62	\$ 9,006.54	\$ 347.15
DECEMBER	33	\$ 4,123.24	\$ 3,374.36
TOTALS =	713	\$ 249,045.43	\$ 9,141.74

BID ACTIVITY FOR 2017

Bid #	Award Date	Dept.	Bid Project	Total Bid Amount
1821	3/8/17	WPC	Sauquoit Creek Pump Station	\$9,390,556.00
1859	4/22/17	WPC	Contract #14 Sanitary Sewer Mainline Rehabilitation Phase IX	\$998,407.25
1864	5/18/17	WPC	Contract #6 Headworks Upgrades	\$68,307,119.00
1871	6/28/17	DPW	Trailer Mounted Z-Boom, Self-Propelled Scissors Lift & Generator	\$57,482.47
1873	1/11/17	DPW	Oneida County Office Building 4 th Floor Renovations	\$1,530,710.00
1877	1/5/17	DPW	Oneida County Office Building Repair Chilled Water Distribution	\$424,000.00
1878	3/22/17	OCA	Nose Dock #785 Renovations	\$436,000.00
1879		DPW	2018 or Newer 45,000 GVWR & 66,000 GVWR Cab Chassis	In Excess of \$20,000.00
1880	3/8/17	OFA	Senior Nutrition Program	In Excess of \$20,000.00
1881	3/8/17	OCCF	Inmate Food Service Contract	In Excess of \$20,000.00
1882	3/8/17	OCCF	Inmate Commissary Contract	In Excess of \$20,000.00
1883	3/8/17	WPC	Liquid Sodium Bisulfite	In Excess of \$20,000.00
1884	3/8/17	WPC	Liquid Sodium Hypochlorite	In Excess of \$20,000.00
1885	3/22/17	WPC	Polymer	In Excess of \$20,000.00
1886	2/22/17	OCV	American Flags for Veterans Administration	\$20,107.32
1887	2/22/17	WPC	Pump and Bar Screen Parts for Water Pollution Control	In excess of \$20,000.00
1888	9/27/17	OCA	Two Airport Multi-Tasking Snow Removal Vehicles	\$659,200.00
1889	4/12/17	DPW	Various Truck Body and Snow Plow Equipment	In excess of \$20,000.00
1890	3/8/17	OCA	Unmanned Systems	In excess of \$20,000.00

1892	4/12/17	DPW	Hydraulic Hoses and Fittings	In excess of \$20,000.00
1893	4/12/17	OCA	On call Pavement Concrete Repairs	In excess of \$20,000.00
1894	4/12/17	911	Steel Lattice Antenna Tower Equipment Procurement only	\$206,741.00
1895	6/14/17	911	Emergency Communications Project Site Construction	\$1,090,750.00
1896	4/12/17	DPW	Construction Materials, Groups 6, 7, 8, & 11	In excess of \$20,000.00
1898	4/27/17	OCA	Unmanned Aerial System Radar Tower Project	\$184,530.00
1899	4/27/17	DPW	MVCC Student Commons Renovations	\$821,900.00
1900	5/10/17	OCS	2017 Ford Explorer 4WD or Equal	\$26,995.00
1901	5/10/17	DPW	Paint and Paint Supplies	In excess of \$20,000.00
1902	6/14/17	DPW	Plumbing Supplies	In excess of \$20,000.00
1903	5/10/17	OCP	HON & Global Furniture	In excess of \$20,000.00
1904	6/14/17	OCS	Uniforms for Corrections	In excess of \$20,000.00
1905	6/14/17	OCS	Uniforms for Road Patrol and Courts	In excess of \$20,000.00
1906	5/24/17	WPC	Digester Complex 15Kv Unit Sub Station Equipment Procurement	\$675,000.00
1907	5/10/17	DPW	Bituminous Concrete Paving of Various County Roads	\$2,218,091.41
1908	6/14/17	DPW	Rehabilitation of Houck Road over Sconodoa Creek	\$512,245.09
1909	6/14/17	DSS	Initial Response Team (IRT) Services at Utica Schools	\$529,481.00
1910	6/28/17	WPC	Rotary Screw Air Compressor	\$17,150.00
1911	6/14/17	DPW	Equipment Rental	In excess of \$20,000.00
1912	6/28/17	DPW	MVCC Payne Hall Exterior Restoration Phase 3	\$119,300.00
1913	6/28/17	OCS	Dry Cleaning Services for Oneida County Departments	In excess of \$20,000.00
1914	8/23/17	OCA	Nose Dock #786 Renovations Project	\$450,000.00

1915	7/12/17	DPW	Waste Water Transportation and Disposal	\$24,790.00
1916	7/12/17	DPW	Boiler Replacements at 120 Airline	\$425,500.00
1917	7/26/17	DPW	Two Trailers for 911 Center	\$63,140.00
1918	7/26/17	CS	High Performance Copy Paper	In excess of \$20,000.00
1919	10/11/17	DPW	REA Wing Renovation Easterly End at Union Station	\$1,347,380.00
1920	7/26/17	CS	2018 Ford Escape SE AWD	\$20,624.00
1921	8/23/17	WPC	2018 Ford F550 Pickup Truck	\$45,534.00
1922	9/13/17	OCA	22' High Speed Reversible Runway Plow	\$44,145.00
1923	9/27/17	DPW	Various Culvert Repair and Replacement Structures	\$1,190,082.97
1924	10/11/17	DPW	Assorted Tools	\$14,816.30
1925	9/27/17	CS	Green Bar & NCR Paper	In excess of \$20,000.00
1926	9/27/17	CS	Assorted Document Scanners for Various County Departments	In excess of \$20,000.00
1929	12/27/17	DPW	Reconstruction of Campus Road	\$669,625.00
1930	10/11/17	EMS	Purchase Install and Support Eventide Call System	\$132,007.61
1931	11/8/17	DPW	Carbide Insert Plow Blades, Plow Guards and Accessories	In excess of \$20,000.00
1932	11/22/17	OCA	The ARFF Hot Drill Course Annual Training at Griffiss	\$19,500.00
1933	12/13/17	OCH	Medical Billing Services	\$126,000.00
1934	11/22/17	OCA	Artic 14' and 19.5' Sectional Sno-pushers or Equal	\$25,863.00
1935	11/22/17	DPW	Mechanical Electrical & Plumbing Improvements, Chilled Water Plant & Server Room Modifications	\$647,818.00
1938	12/13/17	WPC	Various Pump Parts, Metallic Chain and Chain Parts at WPC	In excess of \$20,000.00
1939	11/22/17	OCP	Copy Paper, Recycled and Non-Recycled	In excess of \$20,000.00
1940	12/13/17	OCA	Solid Runway Deicer	In excess of \$20,000.00
1942	12/13/17	DPW	Building Materials & Supplies	In excess of \$20,000.00

1944	12/13/17	OCA	Latitude HQ-40 Platform/900 MHZ Piccolo Autopilot or Equivalent System	\$246,945.00
				TOTAL \$94,279,536.42