

ARTICLE 1 – GENERAL PROVISIONS

PART A – Purpose and Applications

1-101 Purpose

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing with the County of Oneida, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

1-102 Application

This Policy applies to contracts for the procurement of all supplies, services, materials and equipment; as well as professional service contracts entered into by the County of Oneida after the effective date of this Policy. It shall apply to every expenditure of public funds by a public agency for public purchasing irrespective of the source of the funds. When the procurement involves the expenditure of federal and/or state grant monies or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal and/or state laws and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Part B –Definitions

1-201 Definitions

- 1) *Architect-Engineer and Land Surveying Services.* Those professional services within the scope of the practice of architecture, professional engineering, or land surveying, as defined by the laws of the State of New York.
- 2) *Brand Name or Equal Specification.* A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet County requirements, and which provides for the submission of equivalent products.
- 3) *Brand Name Specification.* A specification limited to one or more items by manufacturers' names or catalogue numbers.
- 4) *Business.* Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
- 5) *Change Order.* A written order signed and issued by the Director of Purchasing or his or her designee directing the contractor to make changes in relation to a specific purchase order or county contract.
- 6) *Contract Modification (bilateral change).* Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.

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- 7) *Confidential Information.* Any information which is available to an employee only because of the employee's status as an employee of the County and is not a matter of public knowledge or available to the public on request.
- 8) *Construction.* The process of building, altering, repairing, improving, or demolishing any public structure, building, road, highway, bridge or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.
- 9) *Contract.* All types of County agreements, regardless of what they may be called, for the procurement of supplies, services or construction.
- 10) *Contractor.* Any person, firm or corporation having a contract with the county or a using agency thereof.
- 11) *Cost Analysis.* The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.
- 12) *Cost Data.* Factual information concerning the cost of labor, material, overhead, and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.
- 13) *Cost-Reimbursement Contract.* A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of this Policy, and a fee for profit, if any.
- 14) *Direct or Indirect Participation.* Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
- 15) *Employee.* An individual drawing a salary of wages from the County, whether elected or not; any non-compensated individual performing personal services for the County or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the County.
- 16) *Financial Interest.*
 - a) Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive more than \$100.00 per year, or its equivalent;
 - b) Ownership of 25% of any property or business; or
 - c) Holding a position in a business such as officer, director, trustee, partner, employee, or the like or holding any position of management.
- 17) *Gratuity.* A payment, loan, subscription, advance, deposit of money, service, or anything else with a nominal value of \$25.00 or more.
- 18) *Immediate Family.* A spouse, children or step-children, parents, or step-parents, brothers or step-brothers, and sisters or step-sisters.
- 19) *Invitation for Bids.* All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

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- 20) *Person.* Any business, individual, union, committee, club, other organization, or group of individuals.
- 21) *Price Analysis.* The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.
- 22) *Pricing Data.* Factual information concerning prices for items substantially similar to those being procured. Pricing in this definition refers to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and subcontract prices.
- 23) *Procurement.* The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.
- 24) *Public Agency.* A public entity subject to or created by the County or created under State law.
- 25) *Request for Proposals.* All documents, whether attached or incorporated by reference, utilized for soliciting proposals.
- 26) *Responsible Bidder of Offeror.* A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.
- 27) *Responsive Bidder.* A person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.
- 28) *Services.* The furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.
- 29) *Specification.* Any description of the physical or functional characteristics or of the nature of a supply, service, equipment or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, equipment or construction item for delivery.
- 30) *Supplies.* All property, including but not limited to equipment, materials, and printing, excluding land or a permanent interest in land.
- 31) *Surplus.* Any unused, obsolete or excess materials, equipment or supplies no longer needed for public use as determined by the Director of Purchasing or his or her designee after consultation with and upon the recommendation of the relevant department head.
- 32) *Using Agency.* Any department, commission, board, or public agency requiring supplies, services, equipment, or construction procured pursuant to this Policy.

Part C – Public Access to Procurement Information

1-301 Public Access to Procurement Information

Procurement information shall be a public record to the extent provided in the New York State Freedom of Information Law (Public Officers Law,--Article 6), and shall be available to the public as provided in such statute.

ARTICLE 2 – OFFICE OF THE DIRECTOR OF PURCHASING

2-101 Authority and Duties

- 1) *Principal Public Purchasing Official.* Except as otherwise provided herein, the Director of Purchasing shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of supplies, services, equipment, and public works projects in accordance with this Policy, as well as the management and disposal of supplies, services, and equipment.
- 2) *Duties.* In accordance with this Policy the Director of Purchasing or his or her designee shall:
 - a) Procure or supervise the procurement of all supplies, services, materials and equipment, as well as professional services up to \$50,000.00 as needed by the County;
 - b) Sell, trade, or otherwise dispose of surplus supplies belonging to the County; and shall, with the prior approval of the County Executive, provide electronic notification to the members of the Board of Legislators of any sale, trade or disposition of surplus property with an original value in excess of \$10,000.
 - c) Establish and maintain programs for specification development, contract administration and inspection and acceptance, in cooperation with the public agencies using the supplies, services, and construction.
- 3) *Operational Procedures.* Consistent with this Policy the Director of Purchasing may adopt operational procedures relating to the execution of his or her duties.
- 4) In accordance with General Municipal Law §104-b(2)(f) the Procurement Policies of Oneida County will include the names and titles of the individuals responsible for purchasing at the end of this document. This list will be updated biennially as required.

2-102 Delegations to Other County Officials

With the approval of the County Executive, the Director of Purchasing may delegate authority to purchase certain supplies, services, equipment, or construction items to other County officials, if such delegation is deemed necessary for the effective procurement of those items.

ARTICLE 3 – SOURCE SELECTION AND CONTRACT FORMATION

PART A – Methods of Source Selection

3-101 Competitive Sealed Bidding.

- 1) *Conditions for Use.* All contracts of the County of Oneida shall be awarded by competitive sealed bidding, and in accordance with Section 103 of the General Municipal Law and any applicable federal or state laws, rules or regulations governing same, except as otherwise provided in Sections 3-102 (Competitive Sealed Proposals), 3-102 (Contracting for Designated Professional Services), 3-104 (Small Purchases), 3-105 (Sole Source Procurement), 3-106 (Emergency Procurements), and 5-401 (Public Announcement and Selection Process) of this Policy. No later than ten (10) days prior to the invitation for bids being issued, the specifications for equipment with anticipated costs in excess of \$50,000 shall be provided to the appropriate Legislative Committee for its review and comment.
- 2) *Invitation for Bids.* An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.
- 3) *Public Notice.* Adequate public notice of the invitation for bids shall be given, not less than fifteen (15) calendar days prior to the date set forth therein for the opening of bids, unless it is determined by the Director of Purchasing, in writing that a public notice of less than fifteen (15) days is adequate. In no instance shall the public notice be less than five (5) business days. Such notice shall be in the public notice section of the official newspapers as designated by the Board of Legislators for a period of one (1) business days. The public notice shall state the place, date, and time of the bid opening.
- 4) *Bid Opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the Director of Purchasing deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection in accordance with Section 1-301 (Public Access to Procurement Information).
- 5) *Bid Acceptance and Bid Evaluation.* Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluations that are not set forth in the invitation for bids.
- 6) *Correction or Withdrawal of Bids; Cancellation of Awards.* Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, correction of bids shall not be permitted. After bid opening, no

changes in bid prices or other provisions of bids prejudicial to the interest of the county or fair competition shall be permitted. In lieu of bid correction, a bidder alleging a material mistake of fact may be permitted to withdraw his bid if

- a) The mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - b) The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by written determination made by the Director of Purchasing.
- 7) *Award.* The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.
- 8) *Multi-Step Sealed Bidding.* When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting submission of un-priced offers to be followed by an invitation for bids based on the product information received from the first solicitation.
- 9) *Piggybacking.* Pursuant to Subsection 16 of Section 103 of the General Municipal Law, purchases of apparatus, materials, equipment or supplies or contracts for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, provided such purchases are pursuant to a contract let by the County, let in a manner that constitutes competitive bidding consistent with state law, shall be made available for use by other governmental entities. The following certification is mandatory in every bid or proposal made available for use by other governmental entities pursuant to Subsection 16 of Section 103 of the General Municipal Law:

3-102 Contracting for Designated Professional Services

- 1) *Authority.* For the purpose of procuring the services of accountants, physicians, lawyers, engineers, land surveyors, architects and other professional services as defined by the laws of the State of New York, any using agency requiring such services may procure them on its own behalf, in accordance with the selection procedures specified in this section.
- 2) *Selection Procedure.*
 - a) *Conditions for Use.* Except as provided under Section 3-105 (Sole Source Procurement) or Section 3-106 (Emergency Procurements), the professional services designated in subsection (1) of this Section shall be procured in accordance with this Subsection.
 - b) *Request for Proposals.* Proposals shall be solicited via a formal Request for Proposals (RFP) document. The using agency shall make every reasonable effort to obtain at least (3) proposals.
 - c) *Statement of Qualifications.* Persons solicited for providing the designated types of professional services may submit statements of qualifications or expressions of interest in providing such professional services. An agency using such

professional services may specify a uniform format for statements of qualifications and may request submittal of fee estimates with statements of qualifications. Persons may amend these statements at any time prior to the request for proposals due date by filing a new statement.

- d) *Discussions.* The head of a using agency procuring the required professional services or a designee of such officer may conduct discussions with any offeror who has submitted a Statement of Qualifications to determine such offeror's qualifications for further consideration. Discussions shall not disclose any information derived from Statements of Qualification's submitted by other offerors.
- e) *Award.* Award shall be made to the offeror determined in writing by the head of the using agency procuring the required professional services or a designee of such officer, to be best qualified based on the agency's evaluation of the Statement of Qualifications, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best-qualified offeror, the negotiations will be formally terminated with the selected offeror. If Statements of Qualifications were submitted by one or more other offerors determined to be qualified, negotiations may be conducted with such other offeror or offerors, in the order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensation is determined to be fair and reasonable. Awards in excess of \$50,000 must be approved by the Oneida County Board of Legislators.

3-103 Purchases not subject to Competitive Bidding

- Purchases of \$20,000 or less for commodities, equipment, materials, supplies and services.
- Purchases of \$35,000 or less for public works projects.
- Pursuant to Subsection 16 of Section 103 of the General Municipal Law, purchases of apparatus, materials, equipment or supplies or contracts for such services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, provided such purchases are pursuant to a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein, let in a manner that constitutes competitive bidding consistent with state law, and made available for use by other governmental entities. The following certification is mandatory in every bid or purchase utilized pursuant to Subsection 16 of Section 103 of the General Municipal Law:

Certification of Permissible 'Piggybacking' by the County

Pursuant to Subsection 16 of Section 103 of the General Municipal Law, by submission of this bid or proposal, the Bidder certifies that the terms and conditions of this bid or proposal are pursuant to a contract that was:

1. *Let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein;*

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2. *Let in a manner that constitutes competitive bidding consistent with state law; and*
 3. *Made available for use by other governmental entities.*
- Pursuant to Subsection 1-b of Section 103 of the General Municipal Law, the County shall have the option of purchasing information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal General Services Administration information schedule 70 and any successor schedule, provided the County complies with federal schedule ordering procedures as provided in the applicable federal acquisition regulation(s).
 - Pursuant to Section 381 of Title 10 of the United State Code and the procedures for procurement made in accordance therewith, federal supply schedule 1122 and any successor schedule of the General Services Administration may be used by the County to procure supplies of such schedule(s), provided the County complies with federal schedule ordering procedures as provided in the applicable federal acquisition regulation. This includes, but is not limited to, procurements from the Minnesota Multistate Contracting Alliance for Pharmacy.

Section 104-b of New York State General Municipal Law requires that procedures for purchasing goods and services that fall below the monetary bid limits be established and approved by the governing board. The following shall constitute Oneida County Policy:

- 1) *Cumulative Purchases.*
 - a) Purchases shall be evaluated with attention given to cumulative dollar amounts expected in a given fiscal year. The Director of Purchasing shall canvas using agencies to determine yearly value of a commodity or service. Past history can be taken into consideration when evaluating yearly costs associated with the purchase of a commodity or service. If the bid limit is suspected to be exceeded, competitive bidding shall be used. This decision shall rest with the Director of Purchasing.
 - b) If there are several comparable separate public works projects for the same or various locations, in a foreseeable time frame, whose expected cumulative total is \$5,000 or more, written quotes must be obtained from a minimum of three suppliers.
- 2) *Methods of Procurement Not Covered By Competitive Bidding.*
 - a) Purchases for **commodities, equipment, supplies, materials and services** under \$1,000 shall be awarded at the discretion of the Director of Purchasing; Purchases from \$1,000 to \$2,999.99 will require a minimum of three quotes, acquired in person, or by telephone, facsimile or e-mail and documented on the requisition form; Purchases from \$3,000 to \$20,000 will require a minimum of three written quotes. All purchases of more than \$20,000 will be Competitively Bid.
 - b) Purchases that are defined as **Public Works Projects** under \$4,999.99 will be awarded at the discretion of the Director of Purchasing; Purchases from \$5,000

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to \$35,000 will require a minimum of three written quotes. All purchases of more than \$35,000 will be Competitively Bid.

- c) Purchases and contracts defined as **Professional Services** up to \$50,000 will be awarded by the Board of Acquisition and Contract, upon the advice of the Director of Purchasing and the Commissioner or Director of the using Agency. Purchases and contracts of more than \$50,000 will require the issuing of a formal Request for Proposal; and the approval of the County Legislature.
- 3) *Award.* All awards from telephone, facsimile, e-mail or written quotes shall be made to the supplier offering the best value to the County. In determining the best value for the County, the purchase price and whether the goods or services meet specifications are the most important considerations. However, the Director of Purchasing may consider other relevant factors, including:
- a) installation costs;
 - b) life cycle costs;
 - c) the quality and reliability of the goods and services;
 - d) the delivery terms;
 - e) indicators of probable supplier performance under the contract such as past supplier performance, proximity to source of need, the supplier's financial resources and ability to perform, the supplier's experience or demonstrated capability and responsibility, and the supplier's ability to provide reliable maintenance agreements and support;
 - f) the cost of any employee training associated with a purchase;
 - g) the effect of a purchase on agency productivity and other factors relevant to determining the best value for the County in the context of a particular purchase;
 - h) the completion of a certified "Statement of Good Standing," indicating that the supplier does not owe any outstanding taxes or municipal/governmental fees (e.g. school, property, water, sewer, utilities).
 - i) Oneida County vendors whose proposal to provide goods or services is within five per cent (5%) of the lowest proposal submitted may be entitled to preferential consideration in the awarding of a contract. "Oneida County vendor" shall mean any vendor doing business in Oneida County and employing Oneida County residents.
- 4) *Documentation.* All quotes (written or telephone) shall be documented on the requisition forms and shall be filed in the respective year's quote files or attached to the Purchasing Divisions copy of the Purchase Order. All purchases resulting from a written or telephone quote shall have the quote number referenced on the electronic requisition or voucher, thus creating an audit trail.

3-104

Preferred Sources

- a) All bidders should note that certain legally established preferred source suppliers, such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled have expressed an interest in supplying products/services covered by this solicitation. Therefore, one or more of these suppliers may be

designated as a "Preferred Source" and as a result, we may issue no award for the products/services affected.

(NOTE: This article is provided in accordance with Section 162 of the State Finance Law which requires that agencies afford first priority to the products/services of preferred source suppliers such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled, when such products/services meet the form, function and utility of the agency).

b) **Other County Agencies Bids** as allowed Under NYS General Municipal Law section (103), subdivision (3), section (1).

3-105 Sole Source Procurement

A contract may be awarded without competition when the Director of Purchasing, after conferring with the County Attorney, determines in writing and after conducting a good faith review of available resources and the specifications for the particular good or service being required, that there is only one source for the required commodity, supply, and service or construction item. The Director of Purchasing shall conduct negotiations, as appropriate, as to price, delivery and terms. A record of sole source procurements shall be maintained as a public record and shall list each suppliers' name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file. The Director of Purchasing shall provide the County Executive and the members of the Board of Legislators with a copy of such record upon determination that a vendor or contractor is a sole source provider

In determining whether procurement qualifies as a sole source, the Purchasing Department and the agency requesting the procurement shall show at a minimum:

- (a) the unique benefits to the County of the item as compared to other products available in the marketplace;
- (b) that no other product provides substantially equivalent or similar benefits;
- (c) that considering the benefits received, the cost of the item is reasonable in comparison to other products in the marketplace;
- (d) and that there is no possibility of competition, as from competing dealers or distributors.

3-106 Property Leases

The Purchasing Director shall survey available property and obtain at least three (3) written proposals for lease based on the following factors:

- a) proximity to origin of need,
- b) square footage,
- c) availability date for occupancy,
- d) building condition
- e) review of suitability for occupancy including access for the handicapped
- f) presence of any hazardous materials on site

- g) landlord provided amenities, e.g., security, janitorial, parking and public access to the building.

Final recommendations as to choice of properties shall be made by the Commissioner of Public Works. This procedure shall only apply to the County as Lessee.

Prospective property lease solicitations shall be provided to the Executive Director of the Utica-Rome Board of Realtors and the relevant Chambers of Commerce via e-mail from the Purchasing Director and the requesting Department head.

The County shall only enter into leased property with owners who can provide verification to the County that all of the applicable property taxes and municipal, governmental or district fees levied against such property have been paid to date and that the subject property is not in violation of any New York State or local building and fire code regulations or ordinances.

3-107

Proposals

Proposals shall be solicited via a formal Request for Proposals (RFP) document. Each RFP shall be published for a period of (5) business days in the public notice section of the official papers as designated by the Board of Legislators. The RFP shall also be posted on the Oneida County website from the time of the publication of the RFP notice through the deadline for response. Additionally, the Purchasing Director shall provide each County Legislator a copy of the RFP via the Legislator's electronic mailbox.

In the event that at least three (3) proposals are not obtained, the Purchasing Director shall re-advertise the RFP for period of (2) business days in the public notice section of the official papers as designated by the Board of Legislators. A second failure to obtain at least three (3) proposals in response to the RFP shall allow the Purchasing Director or the requesting Department head to make a recommendation based on the proposals received.

Each RFP must contain language offering the unsuccessful proponent(s) an opportunity to be advised of the reasons why an award was not made to them based on their response to the RFP. Upon request, either the Purchasing Director or the relevant County department shall provide such information in writing to the unsuccessful proponent within a reasonable time after the award of the contract.

3-108

Emergency Procurements

Notwithstanding any other provisions of this Policy, the Director of Purchasing, with the approval of the County Executive, the Commissioner of Public Works, and the County Attorney may make or authorize others to make emergency procurements of commodities, supplies, services, or construction items when there exists a threat to public health, welfare, or safety; or county property; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular supplier shall be included in the contract file. As soon as

practicable, a record of each emergency procurement shall be made and shall set forth the supplier's name, the amount and type of contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

The Board of Legislators shall be provided with electronic notification of each instance in which an emergency procurement has been required and has been approved by the County Executive.

3-109 Cancellation of Invitations for Bids or Request for Proposals

An invitation for bids, a request for proposal, or other solicitation may be cancelled, or any or all proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interests of the County. The reasons therefor shall be made part of the contract file. Each solicitation issued by the County shall state that the solicitation may be cancelled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interests of the County. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

PART B – Qualifications and Duties

3-201 Responsibility of Bidders

- 1) *Determination of Non-responsibility.* If a bidder who has been awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the Director of Purchasing or his or her designee. The unreasonable failure of a bidder to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder. The final determination shall be made part of the contract file and be made a public record.

3-301 Contract Clauses and Their Administration

- 1) *Contract Clauses.* All County of Oneida contracts for supplies, services, materials and equipment as well as public works projects shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Director of Purchasing, after consultation with the County Attorney, may issue clauses appropriate for supply, service, or public works contracts, addressing among others the following subjects:
 - a) the unilateral right of the County of Oneida to order in writing the changes in the work within the scope of the contract;
 - b) the unilateral right of the County of Oneida to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
 - c) variations occurring between estimated quantities of work in contract and actual quantities;

- d) defective pricing;
- e) liquidated damages;
- f) specified excuses for delay or nonperformance;
- g) termination of the contract for default;
- h) termination of the contract in whole or in part for the convenience of the County of Oneida;
- i) suspensions of work on a construction project or by the County of Oneida; and
- j) site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
 - (i) when the contract is negotiated;
 - (ii) when the contractor provides the site or design; or
 - (iii) when the parties have otherwise agreed with respect to the risk of differing site conditions.

2) *Price Adjustments*

- a) Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section shall be computed in one or more of the following ways:
 - (i) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (ii) by unit prices specified in the contract or subsequently agreed upon;
 - (iii) by the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
 - (iv) in such other manner as the contracting parties may mutually agree;

- 3) *Standard Clauses and Their Modification.* The Director of Purchasing or their designee, after consultation with the County Attorney, may establish standard contract clauses for use in County of Oneida contracts. If the Director of Purchasing establishes any standard clauses addressing the subjects set forth in Subsection (1) of this Section, such clauses may be varied provided that any variations are supported by a written determination that states the circumstances justifying such variations, and provided that notice of any such material variation be stated in the invitation for bids or requests for proposals.

3-302 Contract Administration.

A contract administration system designed to insure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained. This shall include a documented review and approval process which insures that all contracts have been examined by all relevant departments, and including, but not limited to the County Attorney, Budget, the Board of Legislators (when appropriate) and the County Executive.

3-303 Approval of Accounting System

Except with respect to firm fixed-price contracts, no contract shall be awarded unless it has been determined in writing by the Director of Purchasing that:

- a) the proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and
- b) the proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted cost accounting principles.

3-304 Right to Inspect Plant.

The County of Oneida may, at reasonable times, inspect the part of the plant, place of business, or worksite of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the County of Oneida.

3-305 Right to Audit Records.

The County of Oneida shall be entitled to audit the books and records of a contractor or subcontractor at any tier under any negotiated contract or subcontract other than a firm fixed-price contract to the extent that such books, documents, papers, and records are pertinent to the performance of such a contract or subcontract. Such books and records shall be maintained by the contractor for a period of six (6) years from the date of final payment under the contract and by the subcontractor for a period of six (6) years from the date of final payment under the subcontract.

3-306 Reporting of Anti-Competitive Practices.

Competition. The Director of Purchasing shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 3-105 (Sole Source Procurement).

When for any reason collusion or other anti-competitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the State Attorney General, County Attorney and District Attorney.

3-307 County of Oneida Procurement Records.

- 1) *Contract File.* All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained by the County of Oneida in a contract file held by the Director of Purchasing.
- 2) *Retention of Procurement Records.* All procurement records shall be retained and disposed of by the County of Oneida in accordance with record retention guidelines and schedules approved by the State of New York.

PART C – Fiscal Responsibility

ARTICLE 4 – DEBARMENT OR SUSPENSION

4-101 Authority to Debar or Suspend.

- 1) *Debarment.* After reasonable notice to the person, company or contractor involved and reasonable opportunity for that person, company or contractor to be heard, the Director of Purchasing, after consultation with the County Attorney, is authorized to debar a person, company or contractor for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years.
- 2) *Suspension.* After consultation with the County Attorney, the Director of Purchasing is authorized to suspend a person, company or contractor from consideration for award of contracts if there is a probable cause to believe that the person, company or contractor has engaged in any activity that might lead to debarment.

The suspension shall be for a period not to exceed three years. The causes for debarment include:

- a) conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract;
- b) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County of Oneida contractor;
- c) conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- d) violation of contract provisions, as set forth below, of a character which is regarded by the Director of Purchasing to be so serious as to justify debarment action:
 - i. deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - ii. a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
- e) any other cause the Director of Purchasing determines to be so serious and compelling as to affect responsibility as a County of Oneida contractor, including debarment by another governmental entity for any cause listed in this Policy; and
- f) for violation of the ethical standards set forth in Article 6 (Ethics in Public Contracting).

4-102 Decision to Debar or Suspend

The Director of Purchasing shall issue a written decision to debar or suspend. The decision shall state the reasons for action taken and inform the debarred or suspended person, company or contractor involved of their rights concerning judicial or administrative review. The Board of Legislators shall receive electronic notification of each decision to debar or suspend issued by the Director of Purchasing.

4-103 Notice of Decision

A copy of the decision required by Section 4-102 (Decision to Debar or Suspend) shall be mailed or otherwise furnished immediately to the debarred or suspended person, company or contractor.

4-104 Finality of Decision

A decision under Section 4-102 (Decision to Debar or Suspend) shall be final and conclusive, unless fraudulent, or unless the debarred or suspended person, company or contractor, within 10 days after receipt of the decision, submits a written appeal to the County Executive or commences a timely action in court in accordance with applicable law.

ARTICLE 5 – APPEALS AND REMEDIES

5-101 Bid Protests.

- 1) *Right to Protest.* Any actual or prospective bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract retains the right to protest. Protestors are urged to first seek resolution of their complaints with the Director of Purchasing. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within 3 calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. If the matter is unable to be resolved through this process, the protest may be submitted to the County Executive's office for additional consideration.
- 2) *Stay of Procurements during Protests.* In the event of a timely protest under Subsection (1) of this Section, the Director of Purchasing shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the County Executive makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County of Oneida.

The Board of Legislators shall receive electronic notification of each bid protest and any stays of procurement issued during the pendency of such protest or other action taken by the County Executive under this section of the procurement policy.

5-102 Contract Claims

- 1) *Decision of the Director of Purchasing.* All claims by a contractor against the County of Oneida relating to a contract awarded through the Purchasing Department, except bid protests, shall be submitted in writing to the Director of Purchasing for a decision. The contractor may request a conference with the Director of Purchasing on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of a contract, mistake, misrepresentation, or other causes for contract modification or rescission.
- 2) *Notice to the Contractor of the Director of Purchasing's Decision.* The decision of the Director of Purchasing shall be promptly issued in writing, and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of its appeal rights under Subsection (3) of this Section.
- 3) *Finality of Director of Purchasing's Decision; Contractor's Right to Appeal.* The Director of Purchasing's decision shall be final and conclusive unless, within, 5 calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the County Executive or commences an action in a court of competent jurisdiction.
- 4) *Failure to Render Timely Decision.* If the Director of Purchasing does not issue a written decision regarding any contract controversy within 20 days after written request for a final decision, or within such longer period as may be agreed upon between parties, then the aggrieved party may proceed as if an adverse decision had been received.

5-103 Authority of the Director of Purchasing to Settle Bid Protests and Contract Claims.

The Director of Purchasing is authorized to settle any protest regarding the solicitation or award of a County of Oneida contract awarded through the Purchasing Department, or any claim arising out of the performance of a County of Oneida contract, prior to an appeal to the County Executive or the commencement of an action in a court of competent jurisdiction.

5-104 Remedies for Solicitations or Awards in Violation of Law.

- 1) *Prior to Bid Opening or Closing Date for Receipt of Proposals.* If prior to the bid opening or closing date for receipt of proposals, the Director of Purchasing, after consultation with the County Attorney, determines that a solicitation is in violation of federal, state, or municipal law, then the solicitation shall be cancelled or revised to comply with applicable law.
- 2) *Prior to Award.* If after bid opening or the closing date for receipt of proposals, the Director of Purchasing, after consultation with the County Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, the solicitation or proposed award shall be cancelled.

- 3) *After Award.* If, after an award, the Director of Purchasing, after consultation with the County Attorney, determines that a solicitation or award of a contract was in violation of applicable law, then:
- (b) If the person awarded the contract has not acted fraudulently or in bad faith:
 - (i) the contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the County of Oneida; or
 - (ii) the contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or
 - (c) If the person awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void or voidable, if such action is in the best interests of the County of Oneida.

ARTICLE 6 – ETHICS IN PUBLIC CONTRACTING

6-101 Criminal Penalties.

To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of any New York State or Oneida County law they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this Part. Criminal, civil, and administrative sanctions against employees or non-employees which are in existence on the effective date of this Policy shall not be impaired.

6-102 Employee Conflicts Of Interest

It shall be unethical for any County of Oneida employee to participate directly or indirectly in a procurement contract when the County employee knows that:

- a) the County of Oneida employee or any member of the County employee's immediate family has a financial interest pertaining to the procurement contract; or
- b) any other person, business, or organization with which the County employee or any member of a County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract. A County of Oneida employee or any member of a County employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest.

6-103 Gratuities and Kickbacks

- 1) *Gratuities.* It shall be unethical for any person to offer, give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.
- 2) *Kickbacks.* It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- 3) *Contract Clause.* The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every contract and solicitation therefor.

6-104 Prohibition Against Contingent Fees

It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a County contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

6-105 Contemporaneous Employment Prohibited

It shall be unethical for any County employee who is participating directly or indirectly in the procurement process to become or to be, while such a County employee, the employee of any person contracting with the governmental body by which the employee is employed.

6-106 Waivers for Contemporaneous Employment Prohibition and Other Conflicts of Interest.

The County Board of Ethics may grant a waiver from the employee conflict of interest provision (Section 6-102; Employee Conflict of Interest) or the contemporaneous employment provision (Section 6-105; Contemporaneous Employment Prohibited) upon making a written determination that:

- a) the contemporaneous employment or financial interest of the County employee has been publicly disclosed; and
- b) the County employee will be able to perform its procurement functions without actual or apparent bias or favoritism; and
- c) the award will be in the best interests of the County of Oneida.

6-107 Use of Confidential Information

It shall be unethical for any County employee or former County employee to knowingly use confidential information for actual or anticipated personal gain, or for the actual or personal gain of any other person.

6-108 Sanctions

- 1) *Employees.* Sanctions against employees shall be in accordance with Chapter 66 of the Laws of Oneida County. (Code of Ethics)
- 2) *Non-Employees.* The Director of Purchasing may impose any one or more of the following sanctions on a non-employee for violations of ethical standards:
 - a) written warnings or reprimands;
 - b) termination of contracts; or
 - c) debarment or suspension as provided in Section 4-101 (Authority to Debar or Suspend).

ARTICLE 7 – DISPOSITION OF SURPLUS PROPERTY

7-101 Purpose

The method chosen for sale of surplus goods and materials is within the sole discretion of the Director of Purchasing, subject to the approval of the County Executive. However, in order to fill a fiduciary duty, the method of sale adopted should be one which is thought to bring the best price or maximum benefits and may include sale by public auction or the use of online auction services such as e-Bay.

7-102 Methods of Competition to be used for Non-Bid or Auction Dispositions

The methods of disposition to be used are as follows:

1. For dispositions with an estimated value greater than one thousand (\$1,000) dollars, items will be offered to the public via public auction;
2. For dispositions with an estimated value less than or equal to one thousand (\$1,000) dollars, items will be left to the discretion of the Director of Purchasing.
3. A good faith effort shall be made to sell all surplus items. If the County is unable to sell the items via public auction it may at that time dispose of items any way deemed responsible by the Director of Purchasing. The attempts made shall be documented and become part of the disposition record.
4. The above notwithstanding, the Director of Purchasing, at his/her discretion, may require standards which exceed those presented in this policy.

7-103 Adequate Documentation

Documentation of actions taken in connection with each method of disposition is required, as follows, and will be maintained as part of the disposition record.

- i. Any memorandums, forms, notations, or other documentation used in establishing the basis of the disposition decision.
- ii. No documentation other than the independent estimate itself is required when the disposition is left to the discretion of the Director of Purchasing.

7-104 Awards to Other than Highest Responsible Dollar Offer

Whenever any disposition is awarded to other than the highest responsible dollar offer, documentation of the reasons such an award furthers the purpose of the County shall be provided in writing by the Director of Purchasing and be maintained as part of the disposition record.

7-105 Items Exempted From Disposition Policies and Procedures

The Legislature will set forth, by resolution, circumstances when, or types of dispositions for which, in the sole discretion of the governing body, the solicitation of alternative offers to purchase will not be in the best interest of the County. Such resolution will state the reasons for such conclusion, and will become an attachment to the disposition record.

**ARTICLE 8 – ADDITIONAL REQUIREMENTS FOR FEDERAL TRANSIT
ADMINISTRATION FUNDED CONTRACTS**

8-101 Disadvantaged Business Enterprise Program

The County of Oneida's Department of Planning has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U. S. Department of Transportation (DOT), 49 CFR Part 26. The County of Oneida's Department of Public Transportation has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the County of Oneida's Department of Planning acknowledges that the requirements of 49CFR part 26, as amended, shall be complied with.

It is the policy of the County of Oneida and its Department of Planning to ensure that DBE's, as defined in Part 26, have an equal opportunity to receive and participate in DOT- assisted contracts.

8-102 Required Contract Clauses

It is the policy of the County of Oneida and its Department of Planning to ensure that the most current FTA required contract clauses will be used in all FTA funded contracts and that the FTA Website and other appropriate sources shall be checked prior to the undertaking of each procurement action.

**ARTICLE 9 – ADDITIONAL REQUIREMENTS FOR
NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES
FUNDED CONTRACTS**

9-101 Minority and Women-Owned Business Enterprises Participation Goals and Equal Employment Opportunity Policy Statement

The County of Oneida has received and will receive New York State financial assistance from the Office of Children and Family Services, and as a condition of receiving this assistance, the County of Oneida acknowledges that the requirements of OCFS-3460 shall be complied with.

The County of Oneida adopts and agrees to comply with the Policy Statement required by OCFS-3460 for all contracts funded by the New York State Office of Children and Family Services. The County of Oneida designates the Director of Purchasing as the Minority Business Enterprise Liaison.

ARTICLE 10 – IRAN DIVESTMENT ACT

Pursuant to General Municipal Section 103-g, the following certification of compliance is mandatory in every bid or proposal where competitive bidding is required for work or services performed or to be performed or goods sold or to be sold:

Certification of Compliance with the Iran Divestment Act

Pursuant to Section 103-g of the General Municipal Law, by submission of this bid or proposal, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder's certification. In any case where the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. The County may award a bid to a Bidder who cannot make the certification on a case-by-case basis if:

1. The investment activities in Iran were made before the effective date of Section 103-g of the General Municipal Law, the investment activities in Iran have not been expanded or renewed since such date, and the Bidder has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

2. The County makes a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

ARTICLE 11 - PROHIBITION ON PURCHASE OF TROPICAL HARDWOOD

Pursuant to State Finance Law Section 165(c)(ii), the following certification is mandatory in every bid proposal, solicitation, request for bid or proposal and contract for the construction of any public work, building maintenance or improvement:

Certification of the Prohibition on Purchase of Tropical Hardwoods

Pursuant to Section 165 of the State Finance Law, any bid, proposal or other response to a solicitation for bid or proposal which proposes or calls for the use of any tropical hardwood or wood product as defined by Section 165 of the State Finance Law in performance of the contract shall be deemed non-responsive.

This prohibition shall not apply:

1. To bid packages advertised and made available to the public or any competitive and sealed bids received or entered into prior to August twenty-fifth, nineteen hundred ninety-one (Aug. 25, 1991); or

2. To any amendment, modification or renewal of a contract, which contract was entered into prior to August twenty-fifth, nineteen hundred ninety-one (Aug. 25, 1991), where such application would delay timely completion of a project or involve an increase in the total monies to be paid under that contract; or

3. Where the contracting officer finds that:

a. No person or entity doing business in the state is capable of performing the contract using acceptable non-tropical hardwood species; or

b. The inclusion or application of such provisions will violate or be inconsistent with the terms or conditions of a grant, subvention or contract with an agency of the United States or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or contract; or

c. The use of tropical woods is deemed necessary for purposes of historical restoration and there exists no available acceptable non-tropical wood species.

ARTICLE 12 - COUNTY RECYCLING AND SOLID WASTE MANAGEMENT PROGRAM

Pursuant to Oneida County Board of Legislators Resolution No. 249 of 1999, the following certification is mandatory in every bid or proposal where competitive bidding is required for work or services performed or to be performed or goods sold or to be sold:

Certification of the County Recycling and Solid Waste Management Program

Pursuant to the Oneida County Board of Legislators Resolution No. 249 of May 26, 1999, Bidder certifies that all waste and recyclables generated within the Oneida-Herkimer Solid Waste Authority's service area in connection with the bid or proposal will be delivered exclusively to the facilities of the Oneida-Herkimer Solid Waste Authority.

Upon award, Bidder will be required to provide the County with proof that Resolution No. 249 of 1999 will be complied with; that all waste and recyclables in the Oneida-Herkimer Solid Waste Authority's service area that are generated by the Bidder and any subcontractors will be delivered exclusively to the Oneida-Herkimer Solid Waste Authority facilities.

ARTICLE 13 – NON COLLUSIVE BIDDING

Pursuant to General Municipal Section 103-d(1), the following certification is mandatory in every bid or proposal where competitive bidding is required for work or services performed or to be performed or goods sold or to be sold:

Certification of Non-Collusive Bidding

Pursuant to Section 103-d of the General Municipal Law, by submission of this bid or proposal, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The price in this bid has been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such price with any other bidder or with any competitor; and

2. Unless otherwise required by law, the price which has been quoted in this bid has not been knowingly disclosed by the Bidder and shall not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

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3. No attempt has been made or shall be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid or proposal shall not be considered for award, nor shall any award be made where 1, 2, and 3 above have not been complied with. In any case the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish a signed statement which sets forth in detail the reasons therefore.

**ARTICLE 14 – NAMES AND TITLES OF ONEIDA COUNTY
PURCHASING STAFF**

Effective January 1, 2009, General Municipal Law §104-b (2)(f) requires that the procurement policies and procedures of each political subdivision and district therein will identify the individual or individuals responsible for purchasing and their respective titles. This information is required to be updated biennially.

The following individuals are the individuals responsible for purchasing in Oneida County as of January 1, 2016:

Director of Purchasing:	Mello Testa
Assistant Director of Purchasing:	Shelley Nowak
Buyer:	Ron Ling
Buyer:	Chelli Kaufman
Buyer:	Sam Trapanick
Buyer:	Diana Pierce