

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
APRIL 24, 2018

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Hogan, O'Brien, Haff, Shaw, Ferguson, Middleton, Rozell

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Henke, Moore, Hicks, Idleman, Campbell, Skellie, Fedler, LaPointe

Sandy Huffer, Deputy Clerk

Al Nolette, Treasurer

Roger Wickes, County Attorney

Chris DeBolt, Administrator

Laura Chadwick, RPTS Director

Vanita Wiley, Deputy County Clerk

Matt Jones, Supt. of County Buildings

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes - March 20, 2018
3. Department Reports/Requests
 - A. County Clerk
 1. County Clerk/DMV, Shared Service – Position Title Change
 - B. Buildings & Grounds
 1. Monthly Updates
 - C. County Attorney
 1. Access Control System Policy
 2. Identification Policy
 - D. Treasurer – Auctioneer RFP
 - E. Real Property
 1. Discuss Auction Rules
 2. RPTL 1537 – Municipal Agreements for Assessment Services
 - F. County Administrator – Purchasing Policy
4. Other Business
5. Adjournment

Chairman Hogan called the meeting to order at 10:00 AM.

A motion to accept the minutes of the March 20, 2018 meeting, was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted.

COUNTY CLERK – Chris DeBolt, Administrator distributed a handout County Clerk/DMV Restructuring (attached). A long time DMV Supervisor is retiring next month. The County Clerk approached the Administrator to look at restructuring with the goal to save on personnel costs. An existing DMV Clerk will be promoted to Supervisor, filling the slot created by the retirement. The proposal includes moving the all the DMV employees from 35 to 37.5 hours a week. Currently they all have an hour lunch. The employees would change to a half hour lunch break which will give them more flexibility to cover the counter. The DMV Clerk position being vacated by the promotion to DMV Supervisor will not be backfilled. Total DMV Clerks would go from 9 to 8 on the staffing pattern. The proposal also includes making a part time nonunion Account Clerk full time and that person would split time between the County Clerk side and DMV side. Through moving the DMV staff to 37.5 hours and moving the part time Account Clerk to full time, she can eliminate one full time position. Scenario 1 on the handout shows backfilling the existing position under the current staffing pattern for a total of \$46,379.55. Scenario 2 is the County Clerk's proposal to move all DMV employees to 37.5 hours, increase the part time Account Clerk to full time and forego backfilling one DMV Clerk for a total of \$23,115.99. Scenario 2 will produce a future savings of \$23,263.56. A motion to approve County Clerk restructuring proposal and forward to the Personnel Committee, was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted. The Administrator complimented the County Clerk for bringing these savings forward.

BUILDINGS & GROUNDS – Matt Jones, Superintendent of County Buildings addressed the following with the committee:

- Monthly Updates
 - Front Entrance A – The quote approved last month for replacement of Building A front entrance doors are above the threshold in the procurement policy so it will go out to public bid.
 - Had a failure with the automatic transfer switch (ATS) on the generator this month. Repair cost is \$12,975.24. Not sure if it can be covered under our insurance. Our deductible is \$10,000. Has funds in the repairs & maintenance line item in the budget to cover this repair. This brought to light that our transfer switches have not been serviced since they were installed. Matt received a price from ASCO for ATS preventive maintenance at the Law Center, five-year cost of \$8,465.56. Does not have funds in the budget. A maintenance agreement probably wouldn't have covered the cost to repair but may have found the issue. This failure could have been a lot worse, someone could have been seriously injured or killed. This contract will be billed annually, \$1,693 per year. A motion to approve going forward with a five-year preventive maintenance contract with ASCO for the Law Center, was moved by Mr. Haff, seconded by Mr. O'Brien and adopted. The Treasurer suggested transferring funds from repairs & maintenance to cover the cost this year and if more funds are needed later in the year, a budget amendment can be done.
 - Public Safety dispatch floor will be carpeted this month at a cost of \$2,671.50.
 - Completed court tenant work projects for 2017. 100% reimbursed including labor costs.
 - Crews will be busy maintaining grounds including the parks for the next couple of months.
 - Looking for permission to go out to public bid for LEC RTU's #2 and #4. A motion to authorize going out to public bid for LEC RTU's #2 and #4, was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted.
 - Looking for permission to go out to public bid for replacement of the cooling tower at the municipal center. A motion to approve going out to public bid for cooling tower replacement, was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.
 - Looking for permission to fill three seasonal laborer positions, funds in the budget. A motion to approve filling three seasonal laborer positions and forward to the Personnel Committee, was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.
 - The preventative maintenance contract for the Law Center rooftop units is up. He sent out four requests for quotes. He has received two responses: Colonie Mechanical - \$3,774 and Eastern Heating & Cooling - \$5,125. Colonie is our current contractor but Matt doesn't feel they have been good to us. He was not happy with their service last year. We ended up having to use Eastern to service the equipment at additional expense. Matt is requesting to go with Eastern, even though it is about \$1,300 more. This was budgeted at \$3,800. Eastern does our boiler and chiller maintenance and he is happy with their service. He would move funds from repairs & maintenance to cover the difference. A motion to approve contracting with Eastern Heating & Cooling for preventive maintenance for the Law

Center rooftop units, was moved by Mr. Haff, seconded by Mr. O'Brien. The Treasurer expressed concern about getting quotes and selecting which ever one we want, concerned about the process. The Administrator feels it falls under professional services. Matt is working on centralizing some of these contracts. A motion to approve contracting with Eastern Heating & Cooling for preventive maintenance for the Law Center rooftop units, was moved by Mr. Haff, seconded by Mr. O'Brien and adopted.

COUNTY ATTORNEY – Roger Wickes, County Attorney discussed the following with the committee:

- Access Control System Policy (attached) – This policy lays out how an employee gets a FOB, what access the FOB will provide and how we get them back. Employees must report if they lose their FOB and will be charged \$10 to replace it. This policy basically lays out what we have been doing.
- Identification Policy (attached) – This policy documents what we have been doing, how an employee gets an ID, that we want them to wear an ID, accountability and what to do if stolen or lost. The County Attorney is requesting approval of these policies and asking that they placed under the jurisdiction of the Government Operations Committee where changes to the policies can approved by committee with prior notice.
 - A motion for a resolution approving the Access Control System Policy and Identification Policy to be promulgated by the Government Operations Committee, was moved by Mr. Middleton, seconded by Mr. O'Brien and adopted.

TREASURER – Al Nolette, Treasurer discussed the following with the committee:

- Auctioneer RFP – An RFP was issued for auctioneer services for county-foreclosed properties. Four responses were received with buyer's premium at 4.9%, 5%, 6% and 10%. The bidder pays this premium. The 4.9% and 5% buyers' premium rates are lower however recording of documents is not included. If we went with either the 4.9% or 5%, the Treasurer would have to use three more employees. He recommends going with the 6%, which is Auctions International. A motion for a resolution to award the RFP for auctioneer services to Auctions International with a 6% buyer's premium, was moved by Mr. O'Brien, seconded by Mr. Shaw and adopted. No date scheduled yet for the auction.

REAL PROPERTY – Laura Chadwick, Director addressed the following with the committee:

- Discuss Auction Rules – Laura was approached by a Supervisor regarding the rules of the auction so she asked that review of the rules be placed on the agenda. The Treasurer drafted revised rules (attached) after last year's auction.
 - Under number 1, Mr. Rozell would like any bidder who currently has code violations or who has had code violations for previously owned property not be allowed to bid. Chris DeBolt stated it would probably have to be currently owned properties and the Treasurer added also current active code violations. Roger Wickes stated that the ban on bidders will only be as good as the list we get and there would have to be a cutoff or record date. He added there is uniform code and local codes. This will be administratively cumbersome. The Treasurer suggested vetting the same way we vet the bidders with delinquent taxes, post auction. If you bid and are successful and you are found to have a code violation,

your bid will be rejected. Roger Wickes stated we still have to have a record date. Mr. Henke is concerned about being considered guilty before being proven innocent. Code violations can be appealed. Mr. Campbell stated the goal of an auction is to get the most money and to get the most money you need the most bidders. He is in favor of letting them bid and vet after the auction. Mr. Haff also is in favor of vetting after the auction. Mr. Skellie stated let code do code. If someone is buying up property that isn't code worthy, do not issue a certificate of occupancy. Chairman Hogan added that the board has the option to reject any bid. Supervisors need to do a better job vetting bids after the auction.

- Currently people can bid on their own property that they lost. The Treasurer was asked by a Supervisor if that should change. The Supervisor was not concerned about residential properties, but is about commercial. Chairman Hogan stated that the Board can reject the bid. A motion to approve the auction rules, was moved by Mr. O'Brien, seconded Mr. Ferguson and adopted.
- RPTL 1537 – Municipal Agreements for Assessment Services – Looking for permission to start the process of bringing on a part time assessor. She feels there will be a need in the near future for assessment services in Washington County. She has also had requests for data collection from a few towns. She added this will be budget neutral, paid for by the towns. Mr. Hicks stated that Granville's Assessor recently passed away and thanked Laura and staff, who were very helpful getting them headed in the right direction. She also helped them find an assessor to help them for a few months and get them through making all their deadlines. Granville doesn't have a long-term solution at this point but is willing to try contracting with the county. Laura has contracts from other counties where they charge anywhere from \$8 to \$14 per parcel, depending on the parcel count or service provided. Mr. O'Brien stated hiring a part time assessor could cost the county money if no town wants services. All the Assessors terms end September 30, 2019. Chris DeBolt had hoped to get a certain number of people interested in assessment services for the shared services plan. However, the terms for the assessors doesn't work for that because if we put it in the shared services plan for 2019, we could only get dollar for dollar savings starting October 2019. He would like to have discussion with all the communities over the next eighteen months and try to offer centralized services for any community that wants it. The pool of available assessors is small. A motion to approve hiring a part time assessor and forward to the Personnel Committee, was moved by Mr. Ferguson, seconded by Mr. Haff and adopted.
- BAR Training tomorrow at ACC.
- Printing all the tentative assessment rolls, reviewing files and printing the increase/decrease letters for the Assessors.
- One more town has signed up for the Citrix environment.
- Saving about \$1,000 on printed maps because they are now only printing out maps that changed in the last year.

COUNTY ADMINISTRATOR – Chris DeBolt, Administrator addressed the following with the committee:

- Distributed Purchasing Policy Update (attached). After some discussion with the Audit Committee and department heads, he made some changes. He highlighted the changes.
 - Page 3 Bidding/Quoting: (General Purchases, non-Public Works), the cost thresholds have been increased.

- Page 4 Bidding/Quoting: (Public Works), thresholds increased. He clarified what is meant by Public Works. Public Works does not mean purchases by DPW. A Public Works project is a public construction project.
- On page 6, items 7 and 8 are new. Item 7 - He recommends that bids for commodities or services costing less than \$50,000 for general purchases and \$75,000 for Public Works purchases be awarded by the Department Head in consultation with the Purchasing Agent/Coordinator and/or County Administrator and be reported to the department's oversight committee. Item 8 – He recommends bids for commodities and/or services costing \$50,000 or more for general purchases and \$75,000 or more for Public Works purchases be awarded by the Department's oversight committee, the Finance Committee or the full Board of Supervisors as committee schedules and time allows. In such cases where the Department's oversight committee awards such bids, notice shall be provided to all Supervisors of the results of such award following action by the oversight committee.
- Page 7 Professional Services Thresholds - \$5,000 and less may be procured without a formal RFP, \$5,000-\$20,000 may be procured by obtaining three written quotes, over \$20,000 shall require an RFP unless exempted from this requirement by the Department's oversight committee. Also on Page 8 changed wording on awarding, professional services costing less than \$50,000 may be awarded by the Department Head in consultation with the Purchasing Agent/Coordinator and/or County Administrator and be reported to the department's oversight committee. After discussion, the committee recommended changing the wording on awarding professional services costing less than \$50,000 that they be awarded by the Purchasing Agent/Coordinator and/or County Administrator in consultation with the Department Head. Contracts over \$50,000 shall be awarded by the full Board of Supervisors.
- Mr. Haff stated that the wording of item 5 on page 5 regarding piggybacking provisions is confusing. The Administrator requested to strike the last sentence of item 5 on page 5. He wants to encourage discussion between the department and purchasing about whether to issue local bids, even when there is a state contract price, but he doesn't feel it should be required for a commodity greater than \$50,000. An example of that is rock salt. The county spends more than \$50,000 every year, but you're not going to get a cheaper price than state contract.
- Mr. O'Brien asked what level requires the Chairman of the Board's signature. Roger Wickes stated that the Chairman doesn't sign all contracts. Certain people such as the Sheriff and Treasurer can sign their own contracts. As far as signing contracts, the Board could under the policy allow department heads to sign or the Board could do a blanket resolution authorizing the Chairman to sign contracts approved by the County Attorney and duly entered into under the procurement policy up to \$50,000. Mr. O'Brien stated that would make him more comfortable than having the department head award the bid and sign the contract. Mr. Henke stated that he is here every day and checks to see if any contracts need a signature. If we go this way, it will dictate the style of the Chairman going forward, which isn't a bad thing. Mr. Moore asked why don't we allow the department heads to sign? The Board wants department heads to be executives of their department, why don't we treat them like it. Mr. O'Brien added that all good systems have checks and balances. Mr. Shaw asked Chris if he feels that after these changes, the policy won't be too restrictive and get the job done and he responded yes.
- Page 2 Thresholds/Requirements for Equipment – Currently all purchases of equipment costing more than \$400 require prior authorization of the Budget Officer by a Budget Officer

Equipment Authorization form. Mr. Moore asked if that limit should be raised. He suggested raising it to \$1,000. Mr. O'Brien suggested \$3,000 to match the department head purchasing authority. Mr. Haff added that it also must be in budget. Chris stated you can't cut a purchase order without funds in the budget. Mr. Shaw, Budget Officer objects to \$3,000, suggesting \$1,000. It would be a big jump to go from \$400 to \$3,000. Chairman Hogan concurred and asked if anyone objected to \$1,000 and no objections were expressed. The Treasurer stated that was set by resolution and that may have to be rescinded. This will have to go to the full Board. Mr. Moore suggested having the department heads review this policy, prior to adoption. A motion to send adoption of the procurement policy to the full Board, was moved by Mr. O'Brien, seconded by Mr. Shaw and adopted.

- County Administration 2018 Budget. The Administrator prepared the budget based on previous years and cut the advertising budget. He is requesting a budget amendment to add \$500 each to advertising and postage. A motion to approve a budget amendment to add \$500 each to County Administration's postage and advertising account from contingency and forward to the Finance Committee, was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.

OTHER BUSINESS

The Treasurer stated he has summer help in his budget and staffing pattern. That starts at the end of May and he is informing this committee to start the process for him to fill this position. A motion to approve filling a summer help position in the Treasurer's office and forward to the Personnel Committee, was moved by Mr. Obrien, seconded by Mr. Middleton and adopted.

Meeting adjourned at 12:04 PM.

*Respectfully submitted,
Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*

County Clerk / DMV Restructuring

SCENARIO 1		
Leanna - move to Supervisor	Salary Increase	598.50
	Benefits	<u>299.25</u>
		897.75
New FT Employee - backfill	Annual Salary	30,321.20
	Benefits	<u>15,160.60</u>
		45,481.80
TOTAL		\$ 46,379.55

SCENARIO 2		
Leanna - move to Supervisor	Salary Increase	598.50
	Benefits	<u>299.25</u>
		897.75
All DMV to 37.5 Hours	Salary Increase	16,691.64
Donna - make FT shared between DMV & Co Clerk	Salary Increase	4,530.00
	Benefits	<u>996.60</u>
		5,526.60
TOTAL		\$ 23,115.99

SCENARIO 1	46,379.55
SECNARIO 2	<u>23,115.99</u>
Difference	\$ 23,263.56



WASHINGTON COUNTY

ACCESS CONTROL SYSTEM POLICY

Rev.: 01/17/2018

POLICY

All Washington County employees, officers and authorized vendors / personnel are required to access Washington County facilities by utilizing their County issued access device (herein referred to as a “FOB”). All FOBs remain the property of Washington County and may be suspended or revoked at any time.

Use of FOBs will:

- Provide reliable and controlled identification of those accessing County facilities
- Provide a cost-efficient and controlled method of controlling access to certain areas of the property
- Provide Reports on Employee access to the various facilities controlled by the system
- Confirm the presence of authorized personnel upon County property

The official access FOB / device may not be defaced, pierced, or altered in any manner. Items affixed to the FOB will impair its purpose and performance.

Each department is responsible for developing and implementing any additional procedures within their own department, necessary to comply with this policy.

The system will be administered by the FOB Access Team, which will consist of the Senior Safety Officer, Deputy Director of Public Safety and Buildings & Grounds Electronics Technician.

PROCEDURES

Issuance

All employees working in buildings A, B and C, Annex 1, 2, Salem and the Law Enforcement Center as well as FOB equipped Highway / Department of Public Works components, will be issued FOBs allowing access to facilities in which the employee / vendor or other authorized personnel has a job related necessity for access.

Department Heads are responsible for completing and submitting all requests for Access Control issuance / modification utilizing the [Washington County Buildings Access Request / Modification](#) form for each employee / access request pertinent to their department.

Department Heads will ensure all personnel FOBs are issued to receive a copy of this policy, understand their responsibilities and complete and sign the Policy Acknowledgement form accordingly.

All lists will be reviewed by the FOB Access team, who will approve / deny any requests for access. Appeals shall be made to the Chairman of the Board of Supervisors who has final decision making authority.

The Chairman of the Board of Supervisors, County Administrator, , Sheriff's Office Law Enforcement personnel, Senior Safety Officer and Safety Officer, County Attorney, Director and Deputy Director of Public Safety, and the Superintendent of Buildings and Grounds are presumed to have access to all areas of the County.

The FOB Access team is hereby authorized to provide for additional FOBs for purposes consistent with the goals of this policy. Requests for access programming outside of the parameters indicated herein will be handled by the FOB Access team on a case by case basis at their discretion.

When an employee is approved for issuance, the individual's identification data will be entered into the building access database by a member of the FOB Access team. FOBs will be programmed and provided to the requesting department head for issuance to personnel, as requested.

This FOB allows the employee access into Washington County buildings and only into the areas they are permitted to enter based on necessity. The FOB is for the individual employee's use only. Unauthorized use, or allowing use of the FOB by any other person, may be grounds for disciplinary action.

Reporting a Lost or Stolen FOB

An employee will be held responsible for any unauthorized use of the employee's FOB if an investigation indicates fraudulent use or the exercise of careless security. Prompt and immediate reporting of the loss or theft of FOBs will reduce liabilities for careless security.

The employee will immediately notify their supervisor and report the lost or stolen FOB along with any details. The Department Head or supervisor will report the lost or stolen FOB with all pertinent details to the FOB Access team utilizing the [Washington County Buildings Access Request / Modification](#) form.

Deactivating a Lost or Stolen FOB

Upon the FOB Access team receiving notification of a lost / stolen FOB, team members will:

- As soon as possible, disable the lost or stolen FOB. This procedure shall be followed for any FOB reported as lost or stolen.

Replacement FOBs

The employee is responsible for contacting the Department Head for issuance of a new FOB immediately after a FOB is lost or stolen.

If the lost or stolen FOB is recovered after the replacement FOB is issued to the employee, the employee shall immediately turn in the recovered FOB to the Department Head for return to the FOB Access team.

A replacement for a FOB that has not been lost or stolen may only be requested for reasons identified within this section:

- Operational Problems – If the FOB is electronically damaged (e.g., placed in the proximity of magnetic sources or fields) or physically damaged, the FOB may not be valid for use. In the event the FOB fails to properly function, the employee shall return the FOB to the Department Head who will return it to the FOB Access team.

Accountability

At the discretion of the FOB Access team, any person who loses, defaces or otherwise damages a FOB may be subject to a \$10.00 replacement fee. Further disciplinary action may be warranted as determined by the Department Head.

Employees are on notice that the system will log each and every access by the FOB. Employees are accountable as stated herein for the safety and use of their FOB.

Use of the FOB

After an employee has been issued an access FOB, the employee must:

- Have the FOB in the employee's possession before entering and while on County property or while performing job-related duties for the County;
- Not use the FOB for any purpose other than official business or the purposes that are specifically defined in County policy;
- Maintain the FOB in good condition, avoid contact with surfaces that can scratch or cause accelerated wear, and avoid placing a FOB in the proximity of magnetic sources or fields;
- Not deface or alter the FOB from its original appearance or use any holder or sleeve that alters the performance of the FOB;
- Maintain the FOB in a secure location to protect against loss, theft, or unauthorized use;
- Not loan the FOB to another individual for any reason and not use another employee's FOB for any reason
- Immediately report the loss or theft of the FOB or the recovery of a lost or stolen FOB to the employee's Supervisor and Personnel Department; and When necessary, request a replacement FOB

Changes in Employment Status

- Leave: When an employee is placed, or goes, on a disability, disciplinary or FMLA leave with or without pay status, the employee shall turn in his or her FOB to the Department Head for retention in a secure location while the employee is on leave status, the Department Head will immediately notify the FOB Access team to disable the FOB until the employee returns to active duty.
- Employee Separating from Employment: When an employee is separated from employment,

the employee shall turn in his or her FOB to the Department Head or designated individual in the department immediately upon separation. The Department Head will immediately notify the FOB Access team of the employment change and the FOB will be disabled. The Department Head will then return the FOB to the FOB Access team for re-deployment.



WASHINGTON COUNTY ACCESS CONTROL POLICY

ACKNOWLEDGEMENT

I hereby acknowledge that I have received the Washington County Access Control Policy, have read, understand and agree to all stipulations as specified in the policy in regards to Access Control.

Name (Please Print)

Department

Signature

Date

Department Head / Supervisor Issuing the FOB

The original of this form is to be placed in the Employee's Personnel File.



WASHINGTON COUNTY

IDENTIFICATION POLICY

Rev.: 01/17/2018

POLICY

All Washington County employees and officers, with the exception of law enforcement personnel, who are issued a County ID card are required to visibly wear that card during their working hours for Washington County, except when an employee's physical safety is placed at risk, at which time the ID card shall be easily accessible. All cards remain the property of Washington County and may be suspended or revoked at any time.

Use of Identification Cards will:

- Provide reliable and controlled identification method for employees and officers
- Confirm to members of the public and workforce the authorized presence of an employee or contractor

The official ID card may not be defaced or visually obstructed in any manner. Stickers, pins or other items affixed to the ID card will impair its purpose and performance. An approved clear plastic sleeve or other holder purchased by the employee may be used to hold the card and professional pins and approved items. Lanyards, if used, must be of the "breakaway" type. An approved lanyard will be issued to each employee upon request.

Each department is responsible for developing and implementing any additional procedures necessary to comply with this policy.

Contract workers or approved observers who expect to be on County premises for extended periods of time, or on a regular or semi-regular basis, must obtain and wear a temporary ID card, in a form issued by Washington County, from the Department with which they are contracted. The ID shall in no way resemble the ID issued to County employees.

Issuance

Current employees will be issued an ID card by the Personnel Department. All new employees will be issued an ID card by the Personnel Department as soon as possible following the completion of the hiring process at a date / time set by the Personnel Department.

This card may allow the employee access into their building and only into the areas they are allowed to enter. The card is for the individual employee's use only. Allowing use of the card by any other person may be grounds for disciplinary action.

Accountability

At the discretion of the Personnel Officer, any person who loses, defaces or otherwise damages an employee ID card could be subject to a \$10.00 replacement fee. Further disciplinary action may be warranted as determined by the Department Head.

Use of the Identification Card

After an employee has been issued an ID card, the employee must:

- A. Have the ID card in the employee's possession before entering and while on County property or while performing job-related duties for the County and visibly wear the card on his or her person except when an employee's physical safety is placed at risk, at which time the ID card shall be easily accessible;
- B. Immediately produce the ID card when requested to do so by a County or Law Enforcement Official (temporary identification as defined within this policy may be substituted for an ID card);
- C. Not use the ID card for any purpose other than official business or the purposes that are specifically defined in County policy;
- D. Maintain the ID card in good condition, avoid contact with surfaces that can scratch or cause accelerated wear;
- E. Not trim, fold, or otherwise deface or alter the ID card from its original appearance or use any holder or sleeve that obscures the information contained on the card;
- F. Maintain the ID card in a secure location to protect against loss, theft, or unauthorized use;
- G. Not loan the card to another individual for any reason and not use another employee's card for any reason;
- H. Immediately report the loss or theft of the ID card or the recovery of a lost or stolen ID card to the employee's Supervisor and Personnel Department; and
- I. When necessary, request a replacement ID card

Lost or Stolen ID Card

A. Reporting a Lost or Stolen ID Card

An employee will be held responsible for any unauthorized use of the employee's ID card if an investigation indicates fraudulent use or the exercise of careless security. Prompt and

immediate reporting of the loss or theft of ID cards may reduce liabilities for careless security. An employee shall use a Lost or Stolen ID Card Report to report a lost or stolen ID card to the Department Head or designee who shall forward the form to the Personnel Department. The Personnel Department will notify the employee of the time and place for issuance of the replacement ID Card.

B. Deactivating (if Access Control system feature equipped) a Lost or Stolen ID Card

Upon receipt of a Lost or Stolen ID Card Report, the Personnel Department shall:

1. Immediately notify the FOB Access Team to deactivate (block) the lost or stolen ID card. This procedure shall be followed for any ID card access control feature equipped and reported as lost or stolen.
2. Complete the bottom portion of the Lost or Stolen ID Card Report Form indicating the date and time that the ID card was deactivated
3. Maintain the original Lost or Stolen ID Card Report Form in the file for such forms to ensure that an ID Card Issue Request is submitted if the ID card is not recovered.

C. Temporary Identification Before Requesting a Replacement

The employee's copy of the Lost or Stolen ID Card Report Form, accompanied by the employee's driver's license, will serve as temporary identification until the lost or stolen ID card is recovered or until an ID Card Issue Request is submitted and approved and a new card is issued.

Replacement ID Card

A. The employee is responsible for contacting the Department Head to request issuance of a new card immediately after a card is lost or stolen.

B. If the lost or stolen ID card is recovered after the replacement ID card is issued to the employee, the employee shall immediately turn in the recovered ID card to the Personnel Department Representative. The Personnel Department Representative shall destroy the recovered ID card

C. A replacement for an ID card that has not been lost or stolen may only be requested for reasons identified within this section:

1. Name Changes and/or Corrections to Date of Birth - The employee should complete an ID Card Issue Request Form and submit the request to the Department Head or designee individual for approval and transmittal to the Personnel Department. The Personnel Department shall not approve the request until the Personnel Department has verified all changes requested by the employee and the employee's payroll and

other service records have been amended to reflect the change. The employee may retain the old ID card pending issue of a replacement card.

2. Damaged Card (other than magnetic strip problems) - The employee should complete an ID Card Issue Request Form and submit the completed form to the Department Head or designee individual for transmittal to the Personnel Department for approval. The employee may retain the old ID card pending issue of a replacement card. Upon issuance of the new card, the old card must be returned to the Personnel Department and the Personnel Department shall destroy the damaged ID card.

3. Access Control / Proximity Problems (if equipped) - If the proximity card feature is electronically damaged (e.g., placed in the proximity of magnetic sources or fields) or physically damaged, the card will not be valid for use regarding Access Control purposes. The employee shall complete an ID Card Issue Request form and submit the form to the Personnel Department for approval. While waiting for reissue or replacement of the ID card, the employee's copy of the approved ID Card Issue Request Form, accompanied by the employee's driver's license, will serve as temporary identification until a replacement card is received. Upon issuance of the new card, the old card must be returned to the Personnel Department for destruction.

4. The Photograph on the ID Card No Longer Resembles the Employee - If the ID card is no longer effective for identification of the employee, the employee should complete an ID Card Issue Request and submit the request to the Personnel Department for approval. The employee may retain the old ID card pending issue of a replacement card. Upon issuance of the new card, the old card must be returned to the Personnel Department for destruction.

Change in Employment Status

A. Promotion or Change in Title: The Department Head shall complete and approve an ID Card Issue Request and transmit the same to the Personnel Department who will contact the employee to obtain a new card when an individual is promoted to a new or different title, position or department. The employee may retain the old ID card pending issue of a replacement card. Upon issuance of the new card, the old card must be returned to the Personnel Department for destruction.

B. Leave: When an employee is placed, or goes, on a disability, disciplinary or FMLA leave with or without pay status, the employee shall turn in his or her ID card to the Department Head for retention by the Personnel Department. The Personnel Department shall be responsible for maintaining the ID card in a secure location while the employee is on leave status.

C. Employee Separating from Employment: When an employee is separated from employment, the employee shall turn in his or her ID card to the Department Head or designee individual in the department for transmittal to the Personnel Department. Upon

separation of employment, the Personnel Department shall destroy the card.

D. Death of Employee: In the case of an employee death, the Department Head or Personnel Department shall secure the ID card from the next of kin and destroy it.

RULES FOR PURCHASE OF PARCELS AT REAL PROPERTY AUCTION

The Washington County Treasurer's Office will issue a list of parcels available at the real property tax auction. Those parcels will be available for purchase subject to the following rules:

1. In the event that the records of the Washington County Treasurer indicate that any successful bidder owes taxes on any Real Property in Washington County at the time of the acceptance of their bid, that bid will be rejected and the deposit will be forfeited to the County. In addition, no transfer or assignment to such a person will be made by the County.

2. An auction of the properties taken during the County's tax foreclosure process shall be held on the dates specified by the Finance Committee.

3. At the auction, the auctioneer shall announce the high sealed bid submitted, if any. The parcel shall then be struck down to the high submitted sealed bid unless there shall be a bid in a higher amount by any registered auction bidder. If a registered auction bidder shall be the high bidder, he shall be required to submit at the time the property is struck down, a deposit in the amount of 20 percent of the purchase price along with the buyer's premium applied by the auctioneer. Each deposit payment can be made by certified, personal or cashier's check, money order, Master Card, Visa or cash. ***PLEASE NOTE: The credit card processing vendor imposes a fee on the utilization of the credit card. This fee is due to the processing center and is not controlled or set by the County. The rate as of June 2017 is between 2.7% and 3%. Please consider this additional fee if you are going to pay your deposit with a credit card or cards.***

4. The high bidder resulting from a winning sealed bid will, within five(5)business days of notification thereof, be required to execute a contract with the County confirming the purchase and requirements thereof. If he/she is a registered bidder at the auction, the contract shall be executed with submission of the required deposit. Copies of the contract are available upon request. Refusal to so execute the contract shall be considered a declination of purchase and the bid deposit shall be forfeited therewith and the bid rejected. If the high bidder present at the auction refuses to submit the deposit, the property will be offered to the second high bidder ***Refusal will result in the putative purchaser being denied bidding privileges on remaining parcels at the auction and future County auctions for a term of no less than five (5) years.*** . If the second high bidder refuses the property, it may be offered for sale again at the auction. . **The second high bidder will not be penalized for refusal.**

5. All bids are subject to acceptance by the Board of Supervisors. The County Treasurer shall notify the high bidder of the action taken by the Board of Supervisors and the date by which full payment of the bid, in guaranteed funds (certified or cashier's check) made payable to the Washington County Treasurer, or in cash, must be made. Each such notice will be mailed to the purchaser at the address provided by him or her in the bid submitted. If the balance is not paid before the required date (currently 30 days after receipt of the notification from the County Treasurer), the bid deposit shall be forfeited.

6. Washington County reserves the right to reject any and all bids.

7. The County makes no promises or statement of fact about any parcel which is being offered for sale. No County employee or agent has any authority to make any promises or representations of any nature concerning any parcel. It is the responsibility of each prospective purchaser to investigate any and all aspects of the status of each parcel which he or she may desire to purchase. Prior to purchase, the prospective purchaser should have conducted any investigations he or she may deem necessary such as (but not limited to):

- a. The status of the title and description of the property;
- b. The existence of any liens, encumbrances or easements affecting the property;
- c. The effect, if any, of any local laws, ordinances, Agricultural District, Adirondack Park Agency or Department of Environmental Conservation regulations and/or conditions which may affect the premises such as:
 - i. zoning;
 - ii. subdivision regulations;
 - iii. sewerage or the presence of any possible toxic or harmful wastes;
 - iv. water;
 - v. any and all other matters pertaining to public health;
 - vi. presence and/or location of underground storage tanks (UST) or above ground storage tanks (AGT).

Together with other matters as the prospective purchaser deems appropriate. Washington County makes no representations as to the environmental condition or zoning compliance of the properties, and recommends that prospective purchasers conduct a phase 1 site investigation before bidding.

8. Purchasers understand that no testing has been done by the County of Washington regarding lead paint and agree to take the property "as is" without further testing. If the property to be purchased lies wholly or partially within an agricultural district, Buyer further acknowledges receipt of the following notice: It is the policy of this state and community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This disclosure notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust and odors.

9. Buyer hereby acknowledges that he is responsible for any and all real property taxes and other assessments on the property not heretofore paid which remain outstanding and have not been canceled by the County's foreclosure process. This includes any sewer and/or water user fees assessed by a municipality other than the County that are due and payable to that municipality even if it for the period of usage prior to the bidders acquisition of the property. Buyer also expressly acknowledges that the tax bills to the property may not arrive at his or her address immediately after the sale, which does not relieve Buyer of the obligation to pay taxes or other assessments on the property. The Buyer must also be aware that transfers may be subject to the provisions of Section 520, "Assessment and taxation of exempt property upon transfer of title", of the New York State Real Property Tax Law.

10. Conveyance shall be made by quitclaim deed only, containing a description of the property as it appeared on the most current finalized tax roll. The deed will be recorded by the County upon payment in full of the purchase price, and closing fees/costs which fees or costs must be paid together with the final price in guaranteed funds as stated above. **Transfer of ownership occurs at such time as the quitclaim deed is filed in the office of the Washington County Clerk. Without exception, successful bidders are not to trespass or otherwise occupy properties until such time as they are in receipt of the duly filed deed from the County Treasurer's Office.**

11. The closing costs/fees which the purchaser shall be required to pay shall consist of (a) filing fee for the current Real Property Transfer Report depending on property class]; (b) filing fee for the combined Gains Transfer Tax Affidavit; (c) all other fees and surcharges required by the Washington County Clerk for recording of the deed.

12. Purchaser shall provide information necessary to complete and shall execute the necessary forms and documents required for recording the deed in the County Clerk's Office. Deeds will be recorded by the Washington County Treasurer's Office.

13. All sales shall become final, absolute and without recourse, and in no event shall Washington County be or become liable for any defects in title for any cause whatsoever, and no claim, demand or suit of any nature shall exist in favor of the purchaser, its heirs, successors or assigns against Washington County arising from this sale.

14. No personal property is included in the sale of any of the parcels owned by Washington County. The disposition of any personal property located on any parcel sold shall be the sole responsibility of the successful purchaser following the closing of sale.

15. Evictions, if necessary, are solely the responsibility of the successful bidder after closing and recording of the deed.

16. The County reserves the right to auction and sell parcels in combinations of two or more.

17. All informational tools such as slides, tax maps, property record cards, etc. are for identification purposes only and are neither a guarantee nor a warranty as to location, dimensions, parcel use and/or size, or anything else. **THE COUNTY MAKES NO WARRANTY EXPRESS OR IMPLIED IN CONNECTION WITH THIS SALE.** The County is NOT responsible for any typographical errors. Tax maps for these properties are available at the following:

Washington County Real Property Tax Services
County Municipal Center, Building B, Second Floor
383 Broadway
Fort Edward, New York 12828

20. Parcels not sold at sale, or for which sale is not consummated according to the rules herein, shall be placed on a list to be issued by the Treasurer with the advice and consent of the Finance Committee. The list shall be advertised by the Treasurer, and may be listed via the internet by the County's retained auctioneer. Parcels shall be sold in compliance with those procedures for sealed bids as contained in the applicable rules herein.

NOTICE TO BIDDERS: FAILURE TO COMPLETE THE PURCHASE AGREEMENT AND DEPOSIT IN THE TIME ALLOTTED BY THE AUCTIONEER, FAILURE TO COMPLETE THE 80% BALANCE WITH RECORDING FEES IN THE TIME ALLOTTED BY THE COUNTY TREASURER OR REJECTION OF FUNDS SUBMITTED IN ANY WAY, SHAPRE OR FORM WILL RESULT IN THE BARREMENT FROM PARTICIPATING IN, OR TRANSFER OF PROPERTIES FROM THE COUNTY'S FORECLOSURE AUCTION FOR A PERIOD TO BE NO LESS THAN FIVE (5) YEARS

ACKNOWLEDGEMENT OF RECEIPT OF RULES:

I, _____, AS A REGISTERED BIDDER AT THE AUCTION OF TAX FORECLOSED PROPERTIES OF THE COUNTY OF WASHINGTON, HELD ON THE _____TH DAY OF JUNE, 20____, DOES HEREBY ACKNOWLEDGE AND AFFIRM THAT I HAVE BEEN GIVEN, HAVE READ, UNDERSTAND AND WILL ABIDE BY THE **RULES FOR PURCHASE OF PARCELS AT REAL PROPERTY AUCTION.**

Bidder Signature	Bidder #	Date

Witness signature	Title/Entity	Date

Purchasing Policy Update (2018)

- 1) The Washington County Purchasing Agent/Coordinator reports directly to the County Administrator and will be responsible for administering the Washington County Purchasing Program. The Purchasing Agent is responsible for enforcement of the County's Purchasing Policy and Procedures. The County Administrator shall periodically review this policy and procedures and make recommendations to the Government Operations Committee as to any changes or alteration to the prescribed Policy and procedures.
- 2) The Purchasing Agent/Coordinator shall ensure that necessary commodities and professional services are procured at the lowest possible price from responsible providers. The Purchasing Agent/Coordinator shall retain all supporting documentation for these procurements.
- 3) While obtaining commodities and professional services at the lowest possible cost is paramount to the efforts of the Purchasing Agent/Coordinator, the value, quality, and total cost of ownership shall be taken into account whenever practicable by the Purchasing Agent/Coordinator to ensure the residents of Washington County receive the best possible value from procurements executed by the County.
- 4) The Purchasing Agent/Coordinator shall periodically review the recent purchasing of the County's various Departments to develop a list of frequently-purchased goods. Based on this analysis of items frequently purchased by the County, at his/her discretion, the Purchasing Agent/Coordinator shall create a 'catalog' of these items and create a 'store room' containing inventory of these common items to increase the efficiency of frequent purchases by the Departments and decrease costs for these goods by ordering in bulk when possible.
- 5) Whenever possible, for items commonly used in multiple Departments, the Purchasing Agent/Coordinator shall impose standardization whenever consistent with operational goals and in the interest of efficiency and economy.
- 6) Every effort shall be made to support private industries and local businesses of Washington County, so long as the action does not violate Federal, State, Local Laws, or County policies and procedures.
- 7) Washington County strives to ensure the best value of purchases made on behalf of the residents and businesses of the County. It is the belief of Washington County that open and competitive procurement helps to achieve this goal. Every effort should be made to encourage participation from as many vendors and suppliers as possible to maximize this benefit.

Procedures:

The commodities and/or services to be purchased shall be of the quality and in the quantity required to serve the function in a satisfactory manner, as determined by the Requisitioner.

It is the responsibility of the requisitioner to provide an adequate description of the commodity(ies) needed in the preparation of their bid specifications. The specifications should be written so as not to restrict competition or otherwise preclude the most economical purchase of the required commodities.

A standard 'catalog' of commonly-used commodities shall be jointly developed for all categories or groups of supplies by the Purchasing Agent/Coordinator and the appropriate requisitioners. This 'catalog' shall be used as the basis for requisitions whenever possible. A requisitioner submitting a requisition for an item not contained in the standard 'catalog' shall provide adequate justification for requisitioning an item not contained in the standard 'catalog'.

It is the responsibility of the Purchasing Agent/Coordinator and County Administrator to ensure the compliance of all purchases with this policy. Whenever possible, adherence to the requirements of this policy and the various components therein shall be determined prior to the commitment of the County. If, a purchase or purchases are made that do not comply with this policy, it shall be the responsibility of the Audit Committee or the Department's oversight committee to identify that purchase and take corrective action as outlined later in this policy.

Thresholds/Requirements:

Equipment:

All purchases of equipment costing more than four hundred dollars (\$400) require the prior authorization of the Budget Officer via a *Budget Officer Equipment Purchase Authorization Form* (Appendix A) signed by the Budget Officer.

It is not permissible for Departments to segment purchases to avoid this threshold. For example, if four (4) chairs are to be purchased at a cost of \$150 each, the total purchase is for \$600 and requires Budget Officer Approval. It is not acceptable for the Department to make two purchases of two (2) chairs each for \$300 to avoid this requirement.

Technology:

All purchases of computer equipment and software must obtain the prior approval of the Chief Information Officer (CIO) via a *IT Purchase Authorization Form* (Appendix B) signed by the CIO. The CIO shall ensure that all technology-related purchases requested by Departments have been discussed and considered by the Enterprise Technology Planning Group, and when appropriate, the Information Technology Committee of the Board of Supervisors. The CIO, along with the aforementioned bodies, shall consider the total cost of ownership, necessity, compatibility with existing technology infrastructure, security, and other criteria he or she deems appropriate when determining the advisability of a proposed technology purchase.

For the purposes of this policy, the following items shall be considered technology purchases and require the approval of the Director of IT: copiers, printers, computers, handheld devices, cell phones, software programs, any device that connects to, or operates on, the County's computer network, and any device that will require the installation, support or involvement of the Information Technology Department in its installation, operation or maintenance. The list provided above is illustrative in nature and not exhaustive. The Purchasing Agent/Coordinator shall have the authority to require the approval of the CIO for items or services not listed above that he or she feels meet the spirit of this requirement.

Bidding/Quoting: (General Purchases, non-Public Works)

Aggregate, not individual, purchases made, or anticipated to be made, over the course of a fiscal year for a given service or commodity shall require verbal quotes, written quotes, or bids as outlined below.

Cost	Requirement
< \$3,000	Discretion of Purchasing Agent/Coordinator
\$3,000 to \$10,000	3 Verbal Quotes (must be documented)
\$10,001 to \$20,000	3 Written Quotes
\$20,001 and greater	Formal Public Bid

Verbal and written quotes may be obtained by the requisitioning Department, but must be supplied to the Purchasing Agent/Coordinator prior to the approval of the Purchase Order. The Purchasing Agent/Coordinator shall keep the supporting documentation for each purchase requiring such.

For purchases costing Twenty Thousand dollars (\$20,001) and greater, the requisitioning Department shall provide the Purchasing Agent/Coordinator with detailed specifications and requirements for the goods and/or services being sought, and the Purchasing Agent/Coordinator shall prepare, post, and advertise the bid and shall receive, open, tabulate and retain all responses to such bids.

Bidding/Quoting: (Public Works)

Aggregate, not individual, purchases made, or anticipated to be made, over the course of a fiscal year for a given service or commodity shall require verbal quotes, written quotes, or bids as outlined below.

Cost	Requirement
< \$5,000	None
\$5,000 to \$20,000	3 Verbal Quotes (must be documented)
\$20,001 to \$35,000	3 Written Quotes
\$35,001 and greater	Formal Public Bid

Verbal and written quotes may be obtained by the requisitioning Department, but must be supplied to the Purchasing Agent/Coordinator prior to the approval of the Purchase Order. The Purchasing Agent/Coordinator shall keep the supporting documentation for each purchase requiring such.

For purchases costing Thirty-Five Thousand dollars (\$35,001) and greater, the requisitioning Department shall provide the Purchasing Agent/Coordinator with detailed specifications and requirements for the goods and/or services being sought, and the Purchasing Agent/Coordinator shall prepare, post, and advertise the bid and shall receive, open, tabulate and retain all responses to such bids.

Bidding:

- 1) Pursuant to GML §103, all purchases of commodities or non-professional services that involve an expenditure over Twenty Thousand (\$20,000) and all Public Works contracts exceeding Thirty-Five Thousand dollars (\$35,000) shall be awarded only after public bidding pursuant to the law for the solicitation of formal bids, unless purchased under State Contract or by piggybacking on other municipal bids that have been issued pursuant to GML§103. All public bids issued pursuant to this requirement shall be issued by the Purchasing Agent/Coordinator. It is the responsibility of the Department Head engaging in such purchases to coordinate with the Purchasing Agent/Coordinator and communicate all requirements and specifications to the Purchasing Agent/Coordinator. The Purchasing Agent/Coordinator shall be responsible for the formulation, posting, receiving, opening and tabulation of all public bids released by the County.
- 2) Purchases shall be evaluated annually by the Purchasing Department for inclusion of the above provision based on the cumulative dollar amount expended on a commodity in any given fiscal year independent of the requesting department or incremental purchases made throughout the year. Past purchase history for regularly-purchased commodities can, and should, be used to determine anticipated purchasing levels for an upcoming fiscal year. In cases where it is unclear or uncertain as to whether a formal bid may be required for a given commodity, it is considered best practice to formally bid these purchases.
- 3) It shall be the discretion of the Purchasing Agent/Coordinator and/or County Administrator to consider and require bidding of commodity purchases that are anticipated to fall below these formal thresholds.
- 4) If a commodity or service is available in the form, function and utility required by the County, then the purchase may be made from New York State Preferred Sources in accordance with GML§ 104.
- 5) In order to ensure the best value of expenditures made by the County, when utilizing the piggybacking provisions set forth in State Law, it is hereby recommended that the Purchasing Agent/Coordinator consider issuing local bids to obtain prices specific to the needs of Washington County prior to entering into a contract pursuant to another municipality's bid. While this recommendation applies to all purchases, it is hereby required that for all purchases of an individual item or commodity greater than \$50,000 that bids be issues before utilizing State Contract or another municipality's bid.
- 6) Bids shall be crafted in such a way so as to maximize competition and vendor participation. Bids shall not be constructed in a way that is intended to benefit a particular vendor or exclude the participation of other vendors.

- 7) Bids for commodities and/or services costing less than \$50,000 for general purchases and \$75,000 for Public Works purchases may be awarded, pursuant to GML §103 by the Department Head in consultation with the Purchasing Agent/Coordinator and/or County Administrator. Such awards shall be reported to the Department's oversight committee.

- 8) Bids for commodities and/or services costing \$50,000 or more for general purchases and \$75,000 or more for Public Works purchases shall be awarded by the Department's oversight committee, the Finance Committee, or the Full Board of Supervisors as committee schedules and timing allows. In such cases where the Department's oversight committee awards such bids, notice shall be provided to all Supervisors of the results of such award following action by the oversight committee.

Professional Services:

Professional Services are exempted from the competitive bidding requirements of GML §103. Professional Services for the purposes of this policy are defined as those services requiring specialized skills, training or expertise, professional discretion or judgement, and/or a high degree of creativity. Examples of such services are: architectural, engineering, and legal services. In general, Professional Services are those services wherein the skills, training, and judgement of the vendor are critical to the outcome of the project.

Pursuant to GML§104, professional services “must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.”

Requests for Proposals (RFPs):

Due to the nature of Professional Services, it is not practicable to procure these services through a formal bidding process. Instead, a Request for Proposals should be utilized. A Request for Proposals outlines the proposed project and provides a detailed Scope of Work enumerating the exact deliverables and work product expected from respondents. The RFP should be used to evaluate the skills and proposed approach of each respondent as well as provide cost estimates of the intended work.

Evaluation of RFPs often requires considerable effort, and may require interviews with the leading candidates. The procedure for the evaluation of RFPs and awarding of Professional Services work is outlined below based on the estimated cost of the services sought by the RFP.

Thresholds:

Professional Services costing less than \$5,000 may be procured without a formal RFP. Services in this category must be procured with the involvement of the Purchasing Agent/Coordinator, but do not require a formal RFP. A written Scope of Work, accompanied by a written cost estimate or not to exceed contract amount, must be developed prior to engaging the vendor.

Professional Services costing more than \$5,000 and less than \$20,000 may be procured by obtaining three (3) written quotes from qualified sources, where available. When the lowest quote is deemed unacceptable, documentable facts must support such decisions and approval must be obtained from the Purchasing Agent/Coordinator or County Administrator.

Professional Services costing \$20,001 or more shall require an RFP unless exempted from this requirement by the Department’s Oversight Committee. The requesting Department shall take the proposed Scope of Work to their oversight committee and request a waiver from the RFP requirements of this policy if the requesting Department desires to procure services in this category without the issuance of an RFP. If the Department’s oversight committee grants such a waiver, a detailed Scope of

Work and written cost estimate, or not to exceed contract amount, must be developed prior to engaging the vendor. If the oversight committee has required an RFP be utilized to procure the desired services, the oversight committee shall also indicate at that time whether the Department, in conjunction with the Purchasing Agent/Coordinator and County Administrator shall review the RFP responses, or if the oversight committee would like to evaluate the RFP responses and select the successful respondent.

Contracts for Professional Services costing less than \$50,000 may be awarded by the Department Head, in consultation with the Purchasing Agent/Coordinator and/or County Administrator. Contracts so awarded shall be reported to the Department's oversight committee in advance when circumstances allow. Professional Services Contracts costing more than \$50,000 shall be awarded by the Board of Supervisors.

Emergency Purchases:

Due to the nature of operations undertaken by the County and its various Departments, there are circumstances where the adherence to this policy and its requirements may cause significant detriment to the County and unreasonably interfere with the services it provides to residents. In such cases where a Department Head deems that following the requirements of this policy would unduly delay the remedy of an emergent situation, and that situation, if left unaddressed, would negatively impact the operations of the County and the services it provides in an unacceptable manner, then the requirements of this policy shall not apply.

In such cases where a Department Head has deemed a purchase to be of such importance and immediacy so as to necessitate the circumvention of the requirements of this policy, the County Administrator shall be notified as quickly as practicable. The County Administrator will then notify the Chairman of the Board, Chairman of the Audit Committee and Chairman of the Department's Oversight Committee with the details of the purchase and why it was deemed to be an Emergency Purchase by the Department Head.

Should any of the aforesaid officials disagree with the Department Head's classification of the purchase as an emergency, a brief report shall be submitted by such official to the Audit Committee for their review and potential corrective action as outlined elsewhere in this policy.

Sole Source Purchases:

There are certain goods and or services that can only reasonably be purchased from one vendor. These goods and services are not common, but do exist. In the event a Department feels there is only one practicable vendor from which they can obtain a good or service, prior to making such a purchase, the Department must submit a brief written explanation of this justification to the Purchasing Agent/Coordinator. If the Purchasing Agent/Coordinator agrees with the justification submitted by the requesting Department, the Purchasing Department shall proceed with the purchase and the submitted

Sole Source Justification shall be attached to the voucher when submitted for payment to the Audit Committee.

Procurement Card:

The County maintains and utilizes a procurement card. This procurement card allows the County to make purchases that require a Credit Card rather than a traditional Purchase Order as well as provides certain rebates to the County based on the amount of purchases made through the Procurement Card in a given period of time.

The Purchasing Agent/Coordinator shall determine in what circumstances it is in the best interest of the County to utilize the Procurement Card for certain transactions. This will include those instances where standard Purchase Orders are not accepted by the vendor such as when reserving hotel rooms or booking travel arrangements.

In addition, the Procurement Card allows the County to take advantage of online vendors that have recently shown their ability to routinely beat State Contract pricing for certain goods. When processing requisitions, the Purchasing Agent/Coordinator will endeavor to find the best possible value for the goods being purchased and shall have the authority and ability to utilize online vendors and the Procurement Card when required.

It is the policy of Washington County that the County does not pay sales tax on purchases. Some online vendors and out-of-state Hotels, do not recognize the County's Tax Exempt status and require the County to pay sales tax. In cases where the total cost of the purchase, plus Sales Tax, is less than the purchase from a vendor who honors the County's Tax Exempt status, the Purchasing Agent/Coordinator is hereby authorized to pay sales tax to these vendors, given that the total amount paid must represent a savings to the County and its residents.

Requisitions from Departments that require the use of the Procurement Card for various reasons, shall be accompanied by a *Procurement Card Authorization Form* (Appendix C). Any Procurement Card Requests for overnight or out-of-state travel must also be accompanied by an *Overnight Stay Authorization Form* (Appendix D).

Compliance:

All Department Heads shall be provided with a copy of this policy upon the commencement of the employment as a Department Head. Each Department Head shall, read, and sign the Department Head Attestation (Appendix E) to confirm that they have been provided with a copy of this policy and have duly reviewed and understood the same. The completed Department Head Attestation shall be filed with the County Administrator no later than 30 days from the date of appointment.

In the event this policy undergoes substantial amendment or alterations, the Government Operations Committee may require that updated copies of the policy be formally distributed to all Department Heads and that all Department Heads complete and file updated Department Head Attestation Forms with the County Administrator. In such an event, Department Heads shall have 30 days from the date they receive the updated policy to file such forms with the County Administrator.

Department Heads shall have the ability to designate an employee or employees within their department to carry out purchasing duties. In such cases where a Department Head elects to do so, a Purchasing Agent Authorization Form (Appendix F) must be completed and signed by the Department Head and filed with the Purchasing Agent/Coordinator prior to the execution of any purchasing duties by the employee or employees so designated by the Department Head.

In the event that the Purchasing Agent/Coordinator, County Administrator, a Department's Oversight Committee, or the Audit Committee determine there has been a violation of this policy, they may recommend to the Board that disciplinary action, up to and including termination, be taken against said Department Head.

In such cases where disciplinary action is deemed appropriate, the Board shall consult with the County Attorney and Personnel Director to ensure disciplinary actions taken comply with the requirements outlined in the section of law referenced above.

Appendix A:

Budget Officer Equipment Purchase Authorization Form

Attach form here.

Appendix B:

IT Purchase Authorization Form

Attach form here.

Appendix C:

Procurement Card Authorization Form

Attach form here.

Appendix D:

Overnight Travel Authorization Form

Attach form here.

Appendix E:

Department Head Attestation

Attach form here.

Appendix E:

Purchasing Agent Authorization Form

Attach form here.

Presented to the Gov. Ops. Committee 4/24/18