

SPECIAL COMMITTEE ON JAIL OVERCROWDING
MAY 13, 1998

PRESENT: Ward Todd, Daniel Alfonso, John Decker, Brian Hathaway, John Naccarato, Frank Dart, Edward Brown, Michael LaPaglia, Joan Feldmann, Fawn Tantillo, Harvey Sleight

A discussion was held concerning the presentation of two resolutions at the May 14th meeting of the Legislature, ~~one on building a jail, the other on hiring an engineer.~~

Fawn Tantillo stated that she ~~still~~ favored the hiring of a consultant. *The committee agreed to look at that*

John Decker stated strongly that he wants a plan to deal with non-violent inmates outside of the jail.

Edward Brown said we need a system in place to gather data, develop policy and determine services. A sub-committee was formed to do this: Edward Brown, Robert Sudlow, Charlene Cappillino and Richard Bockelmann.

Brinnier & Larios presented Draft Scope of the Work Required for Jail Site Feasibility at Golden Hill, copy attached.

The meeting was adjourned. The next meeting will be held on June 10th at 10:00 a.m.

At the request of the state
Commissioner of Corrections, we need
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*We also need engineering studies to
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Golden Hill.*

*The full legislature should act on
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JUSTUS S. BRINNIER, P.E., L.L.S.
Lic. No. 22865

CHRISTOPHER J. ZELL, L.L.S.
Lic. No. 49629

CHRISTUS J. LARIOS, P.E.
Lic. No. 34667

DENNIS M. LARIOS, P.E.
Lic. No. 58747

BRINNIER and LARIOS, P.C.

PROFESSIONAL ENGINEERS AND LAND SURVEYORS
67 MAIDEN LANE - U.P.O. BOX 3720
KINGSTON, NEW YORK 12402

TELEPHONE (914) 338-7622
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SUBDIVISIONS
TITLE SURVEYS
TOPOGRAPHIC SURVEYS

SIGN
PORTS
PERSION
NSULTING SERVICES

For Discussion-May 13, 1998

Draft Scope of Work Required for Jail Site Feasibility at Golden Hill Property

- 1) ~~Establish~~ probable footprint/capacity/dimensions of ~~new jail building (by others)~~
- 2) Evaluate Golden Hill Property and immediate surrounds with respect to:
 - a) Adequacy of site services
 - Water
 - Sewer
 - Gas/Electric
 - Storm water
 - b) Access issues
 - c) Topography
 - d) Site Construction Issues and Costs
 - Rock excavation
 - Grading and filling
 - General construction impacts on existing Golden Hill facilities and immediate surrounds
 - Site Utilities , Probable On-Site and Off-Site Improvements required
 - Retaining structures and enbackments
- 3) ~~Provide Summary Report to County Leadership~~

SPECIAL COMMITTEE ON JAIL OVERCROWDING
APRIL 15, 1998

PRESENT: Ward Todd, Daniel Alfonso, Edward Brown, Michael LaPaglia, John Naccarato, Joan Feldmann, Frank Dart, John Decker, Harvey Sleight

This was the first meeting of the new Special Committee. Ward Todd welcomed all and the committee reviewed Fawn Tantillo's Jail Study Report. There was a general discussion about renovating the Golden Hill site vs. a new building site.

The committee discussed coming up with a Mission Statement which would indicate a solution to save us \$2 million per year in inmate board-out costs. Legislative Chair Daniel Alfonso said, in his opinion, there needs to be a permanent long-term solution to the overcrowding; that there could be no more piecemeal solutions; that 10 years of renovations at the jail leave us with no further room to expand. The committee agreed with Chairman Alfonso that it should look for a solution for not just 5 or 10 years, but for 20 years or more.

Sheriff LaPaglia said he thinks the public will embrace the idea of a new or remodeled jail if we tell the taxpayers why it's needed and justify the expense.

Ward Todd said the Alvin Cohn of NIC will be in Ulster County on May 5, 6 and 7. Harvey Sleight noted that NIC did a report in 1993. He also said he feels the water and sewer supply at Golden Hill is inadequate. He said too that we must make the new or remodeled jail energy efficient.

John Decker said that magistrates use the Ulster County Jail as a last resort. He feels there should be some other place to put minor offenders.

Edward Brown said we need a comprehensive plan whereby we find out just who is in jail and how did they get there. He said we do not have the facilities or professionals in Alternative Sentencing to handle drug and alcohol abusers who are high or violent. John Decker would like FAMILY to handle some of these cases.

Ward Todd said whether we expand the current site or build a new jail, we need to expand Alternatives to Incarceration.

Harvey Sleight wants to use the present facility for Alternatives to Incarceration.

Edward Brown said that a new jail must have room for expansion.

The meeting was adjourned. The next meeting will be held on April 22nd at 4:00 p.m.

SPECIAL MEETING ON JAIL OVERCROWDING
APRIL 22, 1998

PRESENT: Ward Todd, Daniel Alfonso, Fawn Tantillo, John Naccarato, Michael LaPaglia, John Decker, Edward Brown, Frank Dart, Harvey Sleight

Sheriff LaPaglia read Alvin Cohn's resume and said that NIC will do an evaluation of our needs concerning futures projections, crime rates, etc.

John Decker suggested that we talk with magistrates to get their input. Also, he thinks the magistrates should be made more aware of the Alternatives Program.

Fawn Tantillo said we need a formal Needs Assessment and suggests we get an outside consultant to help us determine how many cells to construct. We need a long-term solution, she said, not short term.

A discussion took place regarding the possibility of constructing a small 100 – 150 cell addition to Golden Hill. Harvey Sleight said that before that could be done, the current jail would have to be totally gutted and renovated. The infrastructure is inadequate to handle that many more cells. The kitchen is too small, as is the medical unit, visitation area, classrooms, mental health and exercise areas. All have been cut back dramatically or eliminated entirely to provide more cell space.

Plus, the Sheriff said to get the jail renovated would mean boarding out inmates (maybe as many as 250) for as long as 18 to 24 months. The cost to do so would be exorbitant.

The consensus of the committee was that we needed to find a long-term over-crowding solution. Anything short-term like an addition would wind up being costly and a waste of money.

Edward Brown said we must decide how big a jail we need and what kind of jail do we build. He said 16 to 18 year olds are the most violent offenders.

The big question is how many programs do we have now or can we develop to keep down the jail population. Ward Todd suggests that we get some recommendations from the magistrates concerning alternatives to incarceration.

The meeting was adjourned. The next meeting will be April at 4:00 p.m.

SPECIAL COMMITTEE ON JAIL OVERCROWDING
APRIL 30, 1998

PRESENT: Ward Todd, Daniel Alfonso, Fawn Tantillo, Joan Feldmann, Frank Dart, Joan Feldmann, Richard Mathews

Richard Mathews reported that Alternatives to Sentencing served 173 clients in 1997. Probation released 315 cases, 103 with electronic monitoring. Community Corrections served 125 clients, 109 males and 16 females. The total cost avoidance of the above is between \$5 and \$6 million.

It was suggested that we ask NIC for flexibility in the Jail. Can we put inmates in open cells? Can we place them out of their respective categories?

It was agreed that we need a systematic review of all individuals jailed. We must determine if they can be served elsewhere.

Ward Todd said we need an oversight panel similar to the one set up by Bob King in Monroe County. It consists of Legislative Chairman, County Judge, Public Defender, Sheriff and representative of the Magistrates, and they meet every two to four weeks year-round to monitor the number and types of jailed inmates.

It was decided that Ulster County Sheriff's Department needs to update its data system. The Committee will meet with Joseph Lemme concerning the computers and software which is needed.

The meeting was adjourned. The next meeting will be held on May 7th at 4:00 p.m.

SPECIAL COMMITTEE ON JAIL OVERCROWDING
MAY 13, 1998

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A discussion was held concerning the presentation of two resolutions at the May 14th meeting of the Legislature. At the request of the State Commission of Corrections, we need to make our intentions known. We need to commit to building a new jail or risk losing all our variances.

We also need engineering studies to determine the cost of building on Golden Hill.

The full Legislature should act on both issues.

Fawn Tantillo stated that she still favored the hiring of a consultant. The committee agreed to look at that.

John Decker stated strongly that he wants a plan to deal with non-violent inmates outside of the jail.

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Brinnier & Larios presented Draft Scope of the Work Required for Jail Site Feasibility at Golden Hill, copy attached.

The meeting was adjourned. The next meeting will be held on June 10th at 10:00 a.m.

SPECIAL COMMITTEE ON JAIL OVERCROWDING
JUNE 10, 1998

PRESENT: Ward Todd, Dennis Larios, Daniel Alfonso, John Decker, Michael LaPaglia, Harvey Sleight, Edward Brown, Frank Dart, Kevin Quilty, Herbert Hekler

It was decided that the sub-committee lead by Edward Brown would address the following issues: Population projection; trends in Criminal Justice System population and the set up of an integrated data system for all parties involved, i.e., Judges, District Attorney, Public Defender, etc.

There was a lengthy discussion about the need for an accurate population projection at Golden Hill. Edward Brown will look at our past numbers and try to determine if we can come up with accurate figures in-house, or whether we should hire a professional.

Fawn Tantillo stated we should hire someone to do a needs assessment.

Ward Todd will confer with Sheriff LaPaglia on a PONI commitment.

The meeting was adjourned. The next meeting will be held on June 29th at 4:00 p.m.

SPECIAL COMMITTEE ON JAIL OVERCROWDING
JULY 8, 1998

PRESENT: Ward Todd, Edward Brown, John Decker, Kevin Hunt, Frank Dart,
Harvey Sleight

Harvey Sleight stated that we need modular temporary housing to solve our overcrowding short term. Edward Brown spoke on Jail population projections and the necessity for a Needs Assessment.

John Decker asked who we can get for a Needs Assessment and when. How will the hiring take place? He stated that we need a consultant.

Ward Todd will meet with Sheriff LaPaglia to determine who will attend the PONI (Planning of New Institutions) Seminar conducted by the National Institute of Corrections.

John Decker asked what services are available in the Alternative Programs for use by Town Justices now. Edward Brown said that we need to incarcerate violators first, then put them in the appropriate county facility.

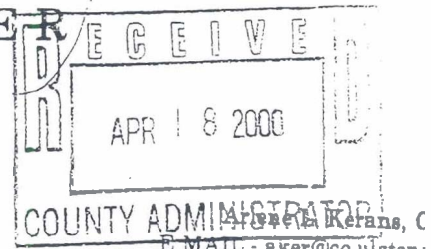
Ed Brown said that the County studied this problem at length in 1989 to 1990, and for a time our jail population leveled out. Now we need a data collection system and a committee of all the players, including the District Attorney, Public Defender, etc. They have the authority and power to effect changes.

Frank Dart proposed that we hire Edward Brown as our new Criminal Justice Coordinator.

The meeting was adjourned. The next meeting will be held on September 22nd.

COUNTY OF ULSTER

PURCHASING DEPARTMENT
310 FLATBUSH AVENUE
KINGSTON, NEW YORK 12401-2742
(914) 340-3400/FAX (914) 340-3434



Robin L. Hurley-Pe
E MAIL - rper@co.ulster.ny.gov
Deputy Purchasing Agent

Central Services Div.
914-334-5378

Central Auto Div.
914-334-5406

DATE: March 31, 2000
MEMO TO: All Department Heads
FROM: Arlene L. Kerans, Purchasing Agent
RE: General Municipal Law 104b
Purchasing requirements as per law

General Municipal Law 104-b deals with purchases that lie **outside** and **under** the limits set for bidding.

Enclosed is a chart which reflects the new methods of procurement that this department is obliged to work from. The update was ratified by Resolution No. 93 on March 9, 2000.

Essentially, the changes provide the Purchasing Department with more leeway in awarding purchases of services or products that are **under** bid limit.

Professional projects **up to \$40,000** only require a written quote.

Professional projects **over \$40,000** require a Request for Proposal (RFP).

Please keep this chart for reference.

To refresh your memory, the **state mandated** bidding limits are as follows:

Purchase Contracts: \$10,000 or over must be bid
Public Works Contracts: \$20,000 or over must be bid

If you have questions regarding these changes, please contact me.

Alk104b

RESOLUTION NO. 93 MARCH 9, 2000

AMENDING RESOLUTION NO. 66 OF MARCH 12, 1992 - POLICIES AND PROCEDURES RELATING TO GENERAL MUNICIPAL LAW SECTION 104-b - PURCHASING DEPARTMENT

The General Services Committee (Chairman Felicello and Legislators Busick, Every, Gerentine, Noonan, Bertone and Donaldson) offers the following:

WHEREAS, Resolution No. 66 of March 12, 1992 established the Policies and Procedures for the Ulster County Purchasing Department in accordance with the General Municipal Law Section 104b, and

WHEREAS, the Ulster County Purchasing Agent has recommended changes that reflect more options in lower priced purchases (\$3,000.-\$9,999.) in order that the Purchasing Department can rely on their own history and experience in making these decisions and to raise the level from \$20,000.00 to \$40,000.00 on low end professional projects, and

WHEREAS, in accordance with Resolution No. 66 of 1992 the Ulster County Attorney and the General Services Committee have reviewed said updates and recommend approval.

RESOLVED, that the County of Ulster hereby adopts the amendments to the policies and procedures for the Ulster County Purchasing Department as set forth on the attached sheet, and they will be made part of the policy manual for said department, and moves its adoption.

ADOPTED BY THE FOLLOWING VOTE:

AYES: 29 NOES: 0

(Legislators Dart, Feldmann, Hunt and Tantillo - absent)

FINANCIAL IMPACT:
POSSIBLE SAVINGS

GENERAL MUNICIPAL LAW 104.b

PURCHASE CONTRACTS	DISCRETION OF P.A.	QUOTE VERBAL/TELE 3 MIN.	QUOTE WRITTEN 3 MIN.	BID
UP TO \$ 1,000	X			
\$1,000 - \$ 2,999	X	X		
\$3,000 - \$ 9,999	<u>X</u>	<u>X</u>	X	
OVER \$10,000				X

PUBLIC WORKS CONTRACTS	DISCRETION OF P.A.	QUOTE WRITTEN 3 MIN.	BID
UP TO \$ 4,999	X	X	
\$5,000 - \$ 19,999	X	X	X
OVER \$ 20,000			X

EXEMPTIONS	QUOTE WRITTEN 3 OR MORE	RFP	NEGOTIATED
Emergencies			X
*Insurance	X	X	X
True Lease			X
Second Hand Equipment			X
Hospital Purchase			X

PROFESSIONAL SERVICES	QUOTE WRITTEN	RFP	NEGOTIATED
Therapists, Counselors, Psychiatrists, Doctors, Nurses, Hairdressers, Attorneys			X
Projects with a potential cost of approx. <u>\$40,000</u> i.e., clearly defined audits, Engineering or architectural services for renovations or non-capital project jobs, heating systems, artwork, video films, instructors, design services.	X		
Software and maintenance on computers, licensing of software systems shall be negotiated items.			X
Large projects over <u>\$40,000</u> countywide i.e., architectural service for new construction, advertising campaigns, inventories, consultants, financial audits (every 4 years) and insurance.		X	

Department heads will have to be aware of these changes and consult with the Purchasing Agent prior to committing the County in a contract situation.

All RFP's that are processed shall be done in conjunction with the Purchasing Agent in order to take advantage of Purchasing's expertise in this area and to ensure they are prepared and evaluated properly and fairly. RFP's shall be assigned a number in our bid system for audit trail purposes.

At discretion of Insurance Officer --

POLICIES AND PROCEDURES RELATING TO GENERAL MUNICIPAL LAW
SECTION 104-b - PURCHASING DEPARTMENT

The General Services Committee (Chairman Sinagra and Legislators Gerentine, Naccarato, Sottile, Tipp, Bertone and Provenzano) offers the following:

WHEREAS, Subdivision 1 of Section 103 of the General Municipal Law was amended by Chapter 413 of the Laws of 1991, to increase bid limits from \$5,000 to \$10,000 for commodities and from \$7,000 to \$20,000 for public works projects, and a new Section 104-b was added which requires that procedures for purchasing goods or services that fall below the new monetary bid limits must be established and approved by the governing board, and

WHEREAS, procedures for complying with this new section of law are attached hereto and upon adoption of this resolution will be kept on file in the Policies and Procedures Manual in the Ulster County Purchasing Department, and

WHEREAS, each year these policies will be reviewed and updated by the Purchasing Agent with the approval of the County Attorney and General Services Committee,

RESOLVED, that the County of Ulster hereby adopts these policies and procedures and they will be made part of the policy manual for the Purchasing Department,

and moves its adoption.

ADOPTED BY THE FOLLOWING VOTE

AYES: 32 NOES: 0

Legislator Cranston - absent

FINANCIAL IMPACT

POSSIBLE SAVINGS

POLICY RELATIVE TO RESOLUTION NO. 66 OF MARCH 12, 1992

ULSTER COUNTY POLICY FOR PROCUREMENT NOT SUBJECT TO BIDDING REQUIREMENTS AS PER GENERAL MUNICIPAL LAW 104-b EFFECTIVE JANUARY 1, 1992

Subdivision 1 of Section 103 of the General Municipal Law as amended by chapter 413 of the laws of 1991 to increase bid limits from \$5,000 to \$10,000 for commodities and from \$7,000 to \$20,000 for public works projects and a new section, 104-b, was added which requires that procedures for purchasing goods or services that fall below the new monetary bid limits must be established and approved by the governing board, the following is submitted:

GUIDELINES FOR QUOTING - ULSTER COUNTY PURCHASING

See attached guidelines on page 4 which shall be followed for purchases and public works contracts that fall below the newly established monetary bid limits.

DETERMINATION OF WHICH PROCESS TO USE (BID OR QUOTE):

Purchases shall be evaluated with attention given to cumulative dollar amounts expected in a given fiscal year. When necessary, canvassing of using departments will be done to determine yearly value of commodity. Past history can be taken into consideration when evaluating yearly costs associated with the purchase of a commodity. If the bid limit is suspected to be exceeded, bidding shall take place. This decision shall rest with the Purchasing Agent.

If there are several comparable separate jobs for the same or various locations, in a foreseeable time frame, whose expected cumulative total is \$5,000 or more, this must be a written quote. Comparable jobs meaning jobs that could be done by one vendor.

METHODS OF PROCUREMENTS NOT COVERED BY BIDDING

TELEPHONE QUOTES
WRITTEN/FAX QUOTES
RFP'S (REQUEST FOR PROPOSALS)

Most purchases that fall in our stated dollar categories will be quoted in one method or another. Due to past history or general knowledge, some purchases shall be placed directly. Many times the dollars saved will not offset the time expended to quote.

If any purchases or projects are under the respective bid limits, but suspected to exceed such limits, discretion shall be used and the bidding procedure may take effect.

Under no circumstances will a quote that exceeds the bidding limits be awarded.

Telephone Quotations The telephone log or other record should record at a minimum: date, item or service desired, price quoted, name of vendor, name of vendor's representative.

Written/Fax Quotations Vendors should provide at a minimum: date, description of item or details of service to be provided, price quoted, name of contact.

Requests for Proposals An effective way to award contracts for professional services is to award them only after a minimum number of professionals are contacted and asked to submit written proposals. Requests for proposals (RFP's) are traditionally used as a means of obtaining all types of professional services. RFPs are used to obtain the services of: architects, engineers, accountants, underwriters, fiscal consultants, and other professionals.

A request for proposals and evaluation of proposals can consider price plus other factors like experience, staffing and suitability for needs and may include negotiations on a fair and equal basis. The award should be the most advantageous to the unit.

The process involves making a request for proposals from various firms or professionals, and then evaluating the proposals received. Depending on the complexity of the situation, we may prepare the RFP in-house or we may need to obtain a consultant to help you prepare it. County attorney may review RFPs, contracts to be executed with the firm selected, and any other needed items.

The overall process involves three steps.

First, a well-planned solicitation effort is needed to identify a sufficient number of qualified firms. To locate qualified firms, we may advertise in trade journals, check listings of professionals, talk to other local governments, etc. Although many firms may be active in a given locality, not all are likely to have the specialized knowledge and experience needed to perform a satisfactory service. A good solicitation effort helps to ensure that these qualified firms are aware of the government's needs and procurement procedures and are thereby able to participate in the proposal process.

Second, a well-planned solicitation effort helps encourage qualified firms to respond to requests for proposals (RFP). Preparing a response to an RFP can be costly. Qualified firms may be unwilling to go to the trouble and expense of preparing a proposal if critical details of the engagement or the method used to select (i.e. quality versus price) are not made clear during the solicitation process.

Third, a well-planned solicitation effort can result in reduced costs through increased competition. Of course, if not properly managed, competition can produce unsatisfactory results. A government may obtain a poor quality service, for example, if only cost factors are considered in the selection of a firm. However, if a sufficient pool of qualified firms is identified through a sound solicitation effort, governments can enjoy the economic benefits of competition without sacrificing quality.

There is no requirement in Section 104-b on the frequency of solicitation, periodic solicitation can be made at reasonable intervals. For example, a professional could be selected with the option of extending the contract in the second and third years before doing another RFP process.

DOCUMENTATION

All quotes (written or telephone) shall be documented on existing Purchasing quote forms and filed by number in respective year's files. All purchases resulting from same shall have quote number referenced on purchase order or voucher, thus creating an audit trail.

All awards from quotes shall be made to the lowest responsible and responsive bidder if possible. Circumstances which will be documented may dictate purchase from other than low bidder (i.e., delivery requirements, quantity requirements, if a pickup, the location of vendor, known past experience of a vendor, etc.).

EXCEPTIONS TO BIDDING

Emergency An emergency exists wherein the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality, or more important the individual tax payer, then the procurement of goods or services will be at the discretion of the proper department head with documentation as to the nature of the emergency and shall be sent to the Purchasing Agent within five (5) working days of such procurement. Existing confirming policy shall also be complied with wherein purchase must be approved by County Administrator.

Professional Services & Consultants Contracts which require professional methods, character, or standards fall into the Professional Service contract category. Many of these professional services require a state license to practice or may be creative and specialized in nature.

PLEASE REFER TO CHART ON PAGE 5 FOR BREAKDOWN OF PROFESSIONAL SERVICES PROCUREMENTS.

Where applicable, the Ulster County Purchasing Agent will initiate one of several processes (written/fax quote OR RFP) in order to acquire professional services at the best price for Ulster County. A minimum of three vendors will be solicited when possible.

Mandated Sources Mandated procurement sources shall be investigated when products offered are requested by using departments. These sources include Department of Correction, Industries for the Blind of New York State and the N.Y.S. Industries for the Disabled.

Insurance All agreements for insurance coverage will be investigated by the Ulster County Self Insurance Officer. If competition is available in the market, RFP's will be requested, evaluated and award made. If no competition is available, a contract will be negotiated between the County and the respective carrier. All Insurance coverage agreements will be included in the County Contract Routing System.

Sole Source When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following will be shown:

1. Unique benefits of item needed
2. No other product/service can compare
3. Cost is reasonable as compared to product offered
4. There is no competition available

True Lease Prices will be negotiated between the County of Ulster and Lessor.

PURCHASE CONTRACTS	DISCRETION OF P.A.	QUOTES VERBAL/TELE 3 MIN.	QUOTES WRITTEN 3 MIN.	BID
Up to \$1,000	X			
\$1,000 - \$2,999	X	X		
\$3,000 - \$9,999			X	
Over \$10,000				X

PUBLIC WORKS CONTRACTS	DISCRETION OF P.A.	QUOTE WRITTEN 3 MIN.	RFP	BID
Up to \$4,999	X	X		
\$5,000 - \$19,999		X	X	
Over \$20,000				X

EXEMPTIONS	QUOTE WRITTEN 3 OR MORE	RFP	NEGOTIATED
Emergencies			X
*Insurance	X	X	X
True Lease			X
Second Hand Equip			X
Hospital Purchase			X

PROFESSIONAL SERVICES	QUOTE WRITTEN 3 OR MORE	RFP	NEGOTIATED
Therapists, counselors, psychiatrists Doctors, nurses, hairdresser, attorneys			X
Low cost up to approx. \$20,000 simple projects i.e., clearly defined audits, engineering or architectural services for renovations or non-capital project jobs, heating systems, artwork, video films, instructors, design services	X		
Software and maintenance on computers, licensing of software systems shall be negotiated items.			X
Large projects county wide i.e. archi- tectural services for new construction, advertising campaigns, inventories, consultants, financial audits (every 4 years) and insurance		X	

Department heads will have to be aware of these changes and consult with the Purchasing Agent prior to committing the County in a contract situation.

All RFP's that are processed shall be done in conjunction with the Purchasing Agent in order to take advantage of Purchasing's expertise in this area and to ensure they are prepared and evaluated properly and fairly. RFP's shall be assigned a number in our bid system for audit trail purposes.

*At discretion of Insurance Officer - See page 4.

CONFIRMING REQUISITIONS

Return this form to Purchasing in DUPLICATE with confirming purchase requisition.

Requisition No. _____

Dept. _____

Item Ordered _____

Date Ordered _____

By whom _____

Please check the box or fill in "Other" information.

Emergency condition existed and this item was needed for the safety or welfare of County residents or personnel.

OTHER _____

Signed: _____

Name: _____ Title: _____

Date: _____

FOR REQUISITIONS RECEIVED BEYOND 24 HOURS AFTER ORDERING HAS BEEN PLACED:

Comments by County Administrator: _____

_____ Approved _____ Disapproved

Signed: _____ Date: _____

SECTION V

Emergency Purchase

The term "Emergency Purchase" as defined in Section 4 of the General Municipal Law is as follows:

"... in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political sub-division or district therein, require immediate action which cannot await competitive bidding, contracts for purchase or public work may be let without compliance without formal advertising requirements ..."

In other words, unless the situation threatens lives, health or public property safety, the purchase of service or products must go through normal channels meaning the Purchasing Department.

In those cases of emergency, requiring immediate action, the department head responsible for that operation will assume charge for the operation. The following procedure will then be used:

1. Contact the vendor immediately and arrange the purchase
2. Notify the Department of Purchasing as soon as possible, the emergency purchases are necessary and being arranged, what is required, and from whom the purchase is being made.
3. Within five (5) days after the emergency purchase is made, the department head will prepare and forward to the Department of Purchasing a "Confirming Purchase Requisition" indicating descriptions of the purchase, and other sufficient information to allow a purchase order to be prepared.
4. The Department of Purchasing will then prepare a purchase order in accordance with normal procedures outlined in "Non-Bid Purchase Procedures."
5. All "Emergency" orders will be reviewed after the fact by the County Administrator by submitting Confirming Requisition form.

MEMO...

...from Harvey J. Sleight

DATE: 1/28/99
TO: WARD TODD
RE: "Ricci Proposal"

PLEASE REVIEW AND I WILL SCHEDULE
A MEETING FOR MONDAY AS I FEEL
THE \$ IS TOO MUCH. PLEASE LET ME KNOW
WHO YOU THINK SHOULD ATTEND OTHER THAN
YOU, MARC & MYSELF? I KNOW ANOTHER
FIRM THAT COULD GIVE US THE SAME
SERVICES FOR WHAT I'M SURE WOULD
BE CONSIDERABLY LESS MONEY.
WE MUST TALK.

Harvey
~~et~~

ULSTER COUNTY, NEW YORK

ULSTER COUNTY CORRECTIONAL FACILITY
PROPOSAL FOR CONSULTING SERVICES

Scope of Work
JANUARY 29, 1999

RICCI ASSOCIATES *Architects and Planners*
130 WEST 30TH STREET • NEW YORK, NEW YORK 10001

Proposed Scope of Work

Track 1: Documentation required for SEQR

Estimated completion March 15, 1999

The tasks below are intended to provide a basis for the County's efforts to prepare an expanded Environmental Assessment Form (EAF). This track will serve to confirm the validity of using 400 beds as a reasonable planning assumption for testing the proposed site and for the EAF. The site should also accommodate the Sheriff's Department (civil and criminal units).

The tasks for Track 1 are as follows:

Hours:

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1.1 | Bedspace Projection Overview
A preliminary bedspace projection will be developed based on existing County data. The projection will be conservative, resulting in the level of bedspace need to ensure that the EAF doesn't understate the project size. | 80 |
| 1.2 | Departmental Space Program
The net and gross square footage for each major functional component will be defined, which will provide a planning estimate for overall facility size. | 100 |
| 1.3 | Massing and footprint study
Three options will be developed reflecting different approaches to building organization. The options will represent a range of footprint sizes, as well as one versus two story schemes. The massing diagrams will be generic, for the purpose of testing the suitability of the proposed site. | 80 |
| 1.4 | Site plans
Site options will be developed reflecting the three massing and footprint studies. The site plans will identify building area (plus expansion space), parking, access roads, utilities, property lines, easements. The site plans will be at 1"=100' scale. | 80 |
| 1.5 | Principal elevation
A simple rendition of a proposed entry facade will be developed. | 16 |
| 1.6 | Staffing estimate
A staffing estimate will be developed based on assumptions about the number of beds and the size of each housing unit. Staffing will be broken down by shift. | 24 |

Proposed Scope of Work

- 1.7 **Existing Facility Re-Use Options** 80 ✓
Options for re-use of the existing facility will be documented based on suggestions from both the Consultants and Client team. An “area analysis” will be provided which indicates the usable square feet per floor, as well as a qualitative discussion on the appropriate uses for the vacated space, and the general upgrades that would be required to retrofit for other uses.
- 1.8 **Project Description** 40
A narrative description of the major features of the project will be provided for inclusion in the EAF. Factors to be identified include site access and parking, secure perimeter, lighting, and basic building components and configuration. The description will be “generic” for a facility of this size and type.
- 1.9 **Draft / Final Reports** 40
Produce 10 copies of the Draft Report and 20 copies of the Final-Report

Total Hours: 540
Labor Cost \$45,900
Expenses \$3,000

Total Cost- Track 1: \$48,900 ✓

Proposed Scope of Work

Track 2: Project Definition Services
Estimated Completion July 30, 1999

The Project Definition study will serve to define the size of facility required and number of beds. It will define in detail the functional requirements, room-by-room square footage requirements, preliminary layout and configuration, and estimated costs. The purpose is to provide a basis for budgeting, public support and legislative approval.

The tasks for Track 2 are as follows:

Needs Assessment

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 2.1 Classification analysis | 120 |
| <p>An analysis will be developed based on secondary data and some sampling of original data from jail files. The objective is to develop a classification breakdown of the jail population based on risk factors. Classification analysis will identify various security levels for male and female, adult and juvenile (if applicable), such as general population, maximum security, segregation (disciplinary and protective), medical and mental health.</p> | |
| 2.2 Alternatives Analysis | 120 |
| <p>The current use of alternatives will be documented. Based on the classification study, additional alternatives programs will be identified. The potential impact on bedspace needs will be discussed.</p> | |
| 2.3 Detailed Bedspace projections | 60 |
| <p>Bedspace projections will be generated from jail population trends and demographic factors. Implications from the use of alternatives programs will be identified. Bedspace projections will be by security classification and include a utilization factor to account for times when beds are unavailable due to classification or maintenance needs. Projections will be for a 15-year planning horizon.</p> | |

Proposed Scope of Work

Physical Requirements

2.4 **Space Program** 200

A detailed space program will be developed which lists every space in the facility with corresponding net square footage (NSF). The program will be based on interviews with corrections staff, as well as professional standards.

Appropriate grossing factors will be provided to account for circulation and unassignable areas (e.g. mechanical space, shafts, lobbies, wall thicknesses etc.). The resulting total gross square feet (GSF) will provide an accurate estimate of total facility size, and will be a key component for the cost estimate.

2.5 **Operational Scenarios and Functional Criteria** 120

Based on discussions with the Sheriffs Department, scenarios for facility operations, based on the “direct supervision” model, will be explored. Issues to be addressed include size of housing unit, type of unit management, movement of inmates to services and visa versa, access to shared support spaces, types of programs provided, etc.

A preferred operational scenario will be described in narrative. Functional criteria narrative will be developed to describe activities and special design considerations for each major functional component in the facility.

2.6 **Adjacency Diagrams** 80

“Bubble” diagrams will be developed which illustrate the relationship of the spaces identified in the space program.

2.7 **Development Options** 160

Three development options will be developed which look at alternatives for overall capacity, size, program accommodation, and other. Programmatic cost estimates will be developed for each option, which will aid in the comparison of options.

Proposed Scope of Work

Conceptual Design

2.8	Detailed Site Plan A detailed site plan will be developed for the preferred development option at 1"=32' scale, advancing the site plan developed in Track 1. The County will provide a site survey with 5 foot contours and soils information.	100
2.9	Floorplan A floorplan(s) will be developed for a proposed facility layout at 1"=16' scale, illustrating the space program, development option, and operational scenarios established by the Client and Consultant team. The floorplan will illustrate the implications of the project on the proposed site.	240
2.10	Outline Specification An outline specification will be developed to provide a description of materials and finish levels to establish construction quality.	80
2.11	“Budget” Cost Estimate A cost estimate will be developed based on the preferred program / development scenario and the outline specifications, for project budgeting purposes.	80
2.12	Draft / Final Report 10 copies of the Draft Report and 10 copies of the Final Report will be provided.	60

Total Hours- Needs Assessment:	300
Total Hours- Physical Requirements:	560
Total Hours-Conceptual Design:	560
Labor Cost	\$120,700
Expenses	\$3,000
Cost Estimator	\$9,500
Engineering (MEP, site/civil)	\$15,000

Total Cost- Track 2: \$148,200

Total Cost- Tracks 1 & 2: \$197,100