

COUNTY OF ULSTER

ULSTER COUNTY AREA TRANSPORTATION

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MICHAEL P. HEIN
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ULSTER COUNTY

PRE-NEGOTIATION MEMORANDUM

TYPE OF CONTRACT: (i.e. PROFESSIONAL ARCHITECTURAL/ENGINEERING DESIGN SERVICES)

NAME OF CONTRACT: _____

Date Prepared: Date XX, 2008

Purpose and Background: The purpose of this document is to establish a Pre-negotiation Position with respect to the Consultant's proposal for ___name of contract___

Scope of Services:

History of Procurement to Date:

Proposal: Summarize technical elements and cost proposal. Describe what type of fee arrangement (i.e. firm fixed price, cost plus fixed fee, time and materials)

Ulster County's Cost Estimate: Summarize costs & sources of cost data for agencies estimate. Include and changed technical elements.

Ulster's Pre-negotiation Position: Describe Ulster County's position on the proposal received and determine what the agency's position should be and give summary support (attaching appendices if necessary).

Conclusion: Based on the information provided above, set the technical and cost requirements/limits the agency cannot negotiate around or above with the vendor.

Contracts Administrator

Project Manager

Director of Public Transit

Purchasing Agent