

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County of Ontario
~~City~~
~~Town~~
~~Village~~

Local Law No. Two of the year 19 85.....

A local law establishing a Department of Purchasing

Be it enacted by the Board of Supervisors of the
(Name of Legislative Body)

County of Ontario, New York as follows:
~~City~~
~~Town~~
~~Village~~

Be it enacted by the Board of Supervisors of the County of Ontario, New York as follows:

Section 1. Legislative Intent. The Board of Supervisors of the County of Ontario, in its continuing effort to bring about the most efficient manner of providing services to the residents of this County, recognizes that the increasingly difficult task of efficient and cost - saving purchasing of the supplies and equipment used by the County departments can be best administered through a separate department of county government.

Section 2. Department of Purchasing, Creation and Duties. Pursuant to the provisions of Section 10 of the Municipal Home Rule Law, the Ontario County Department of Purchasing is hereby created. Said department shall be under the supervision of the Purchasing Director who shall be appointed by the Ontario County Board of Supervisors for a term of three years. The Department of Purchasing will be responsible for obtaining the supplies and equipment necessary to carry out the functions of the departments of Ontario County, including the maintenance of an Asset Inventory System and a Central Supply Inventory.

Section 3. Purchasing Director, Powers and Duties. The Purchasing Director shall:

- (a) be responsible for the management and operation of the Ontario County Department of Purchasing and shall have the powers and duties necessary to carry out the functions of the department as set forth herein and such other responsibilities as may from time to time be imposed by resolution of the Board of Supervisors.
- (b) purchase, in accordance with all applicable laws and at the best value, the supplies and equipment of all County departments including the Community College of the Finger Lakes, the Highway Department and Health Facility.
- (c) interpret and assure adherence to the purchasing policies and procedures of Ontario County.

- (d) implement and oversee an asset inventory management system.
- (e) develop cooperative purchasing agreements with other municipal and non-profit agencies.
- (f) supervise the conduct and recording of sales, trade-ins, and transfers of all County equipment.
- (g) analyze all public bids and recommend acceptance or rejection to the County departments and Board of Supervisors.
- (h) meet and negotiate, as appropriate, with vendors to insure best value purchases for the County.
- (i) explain, train, and enhance the knowledge and understanding of the County departments regarding the purchasing laws and County policies and procedures.
- (j) appoint, supervise, discipline and remove all employees of the Department of Purchasing and assign and reassign powers and duties to such employees, have charge and control of all employees of the Department of Purchasing in accordance with sound management principles, Board of Supervisors policies, Civil Service Law and other administrative policies and procedures.
- (k) perform such other duties and make such reports as may be required by the Board of Supervisors, including an annual report of the activities of the Department of Purchasing, to the Board of Supervisors and preparation of an annual budget for the department.

Section 4. Effective Date. This local law shall take effect immediately.

(Complete the certification in the paragraph which applies to the filing of this local law and strike out the matter therein which is not applicable.)

(Final adoption by local legislative body only.)

(2)
Two of 19 85

1. I hereby certify that the local law annexed hereto, designated as local law No. ~~xxxxxx~~ of the ~~xxxxxx~~ County of ~~xxxxxx~~ Ontario was duly passed by ~~the Board of Supervisors~~ ^(Name of Legislative Body) on June 13, 19 85, in accordance with the applicable provisions of law.

(Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer or repassage after disapproval.)

2. I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____ County _____ of the _____ Town _____ Village _____ was duly passed by _____ (Name of Legislative Body) on _____ 19 _____ not disapproved and was approved _____ by the _____ Elective Chief Executive Officer repassed after disapproval _____ and was deemed duly adopted on _____ 19 _____, in accordance with the applicable provisions of law.

(Final adoption by referendum.)

3. I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____ County _____ of the _____ Town _____ Village _____ was duly passed by the _____ (Name of Legislative Body) on _____ 19 _____ not disapproved and was approved _____ by the _____ Elective Chief Executive Officer repassed after disapproval _____ on _____ 19 _____ Such local law was submitted to the people by reason of a mandatory referendum and received the affirmative vote of a majority of the qualified electors voting thereon at the special election held on _____ 19 _____, in accordance with the applicable provisions of law.

(Subject to permissive referendum and final adoption because no valid petition filed requesting referendum.)

4. I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____ County _____ of the _____ Town _____ Village _____ was duly passed by the _____ (Name of Legislative Body) On _____ 19 _____ not disapproved and was approved _____ by the _____ Elective Chief Executive Officer repassed after disapproval _____ on _____ 19 _____ Such local law being subject to a permissive referendum and no valid petition requesting such referendum having been filed, said local law was deemed duly adopted on _____ 19 _____, in accordance with the applicable provisions of law.

*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or if there be none the chairman of the board of supervisors, the mayor of a city or village or the supervisor of a town, where such officer is vested with power to approve or veto local laws or ordinances.

(City local law concerning Charter revision proposed by petition.)

5. I hereby certify that the local law annexed hereto, designated as local law No. of 19 of the City of..... having been submitted to referendum pursuant to the provisions of § 36 of the Municipal Home Rule Law and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the special election held on of 19 became operative.

(County local law concerning adoption of Charter.)

6. I hereby certify that the local law annexed hereto, designated as Local Law No. of 197 ... of the County of, State of New York, having been submitted to the Electors at the General Election of November, 19, pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph above.



Deputy Clerk of the Board of Supervisors, City, Town or Village Clerk or Officer
designated by Local Legislative Body

Lorraine M. Brooks, Deputy Clerk, Board
of Supervisors of Ontario County

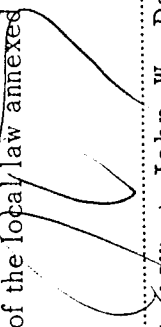
Date: June 14, 1985

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney
or other authorized Attorney of locality.)

STATE OF NEW YORK
COUNTY OF
ONTARIO.....

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.



.....
(Title of Officer) John W. Park
County Ontario County Attorney
City of ONTARIO
xxxx
xxxxxx

Dated: June 14, 1985