

**FINGER LAKES REGIONAL TELECOMMUNICATIONS
DEVELOPMENT CORPORATION**

(Note: this manual was adopted by FLRTDC - reaffirmed by the Audit Committee
10/31/08)

Purchasing Policy and Procedures Manual Index

Introduction	Page 2
Asset Inventory Management	Page 20
Blanket Purchase Orders	Page 12
Bidding Timeline	Page 19
Certificates of Insurance	Page 17
Competitive Bidding	Page 15
Department of Labor Notices	Page 13
Disposal of Assets	Page 22
Emergency Purchases	Page 8 & 12
Field Purchase Orders	Page 14
Petty Cash	Page 14
Professional Services	Page 8
Purchasing Policy	Page 3
Purchasing Procedures	Page 6
Purchase Orders	Page 11
Purchase Requisition	Page 9
Sole Source & Single Source Purchases	Page 8
Standardization	Page 18

Ontario County

Purchasing Policy and Procedures

Mission Statement

The Ontario County Purchasing Department dedicates itself to the procurement of the right goods and services at the right price for the various County departments in a timely manner assuring the prudent and economical use of public monies. We will facilitate the acquisition of goods and services at the lowest possible cost and at the same time guard against favoritism, extravagance and fraud.

Introduction

It is, therefore, essential that the purchasing policies and procedures of Ontario County be clearly established and understood by all concerned.

The Purchasing Manual has been prepared at the direction of the Ontario County Board of Supervisors and Financial Management Committee as a statement of the policy upon which our purchasing practices and procedures are based.

The County declares its intention to purchase competitively without prejudice and to seek maximum operational value for every dollar expended.

Purchasing Policy

- ❖ The Purchasing Director having been appointed at the pleasure of the Board of Supervisors and is responsible for reviewing and administering the purchasing program of Ontario County.
- ❖ Members of the Purchasing Department shall maintain effective and professional public, vendor and customer relationships.
- ❖ To maintain a high level of quality service to our customers, we encourage our staff to participate in the numerous educational opportunities offered in the purchasing field; and to keep abreast of current developments in market conditions, pricing, new products and the law.
- ❖ The Purchasing policy herein shall be administered in accordance with all ethical rules called for by the County of Ontario and the National Institute of Governmental Purchasing Code of Ethics.
- ❖ The purchasing procedures employed will comply with all applicable laws and regulations of New York State and shall be subject to the approval of the Board of Supervisors.
- ❖ Each procurement request will be examined by a member of the Ontario County Purchasing Department and processed according to the guidelines set forth under the section of Purchasing Procedures.
- ❖ The Ontario County Purchasing Department will maintain adequate documentation of all action taken in connection with each method of procurement. Such documentation shall include but not be limited to any and all pertinent Board resolutions, memoranda, written quotes, contracts and any other appropriate form of documentation.
- ❖ Opportunity will be provided to all responsible suppliers to do business with the municipality. To this end, the Purchasing Department will maintain a listing of potential bidders for the various types of material equipment and

supplies used by county departments. This list will be used for the distribution of notices for bids and quotes. Any supplier may be included on the list upon request.

- ❖ When soliciting bids, a “Statement of General Conditions” will be included with all specifications provided to suppliers. These general conditions will be incorporated into contracts awarded for the purchase of materials, equipment and services.
- ❖ Suppliers will be removed from the bidders list if they make a formal written request, or if the Purchasing Director finds the supplier to be an irresponsible bidder. This is determined by failing to provide proof of responsibility, having repeatedly made slow or unsatisfactory delivery of supplies or services or having been found by a court of competent jurisdiction to have engaged in unlawful employment or business practices within the previous twelve (12) months.
- ❖ Purchases should be made through available state contracts (OGS), or under County contract pursuant to Section 408-a of the County Law, and Subd 3 of GML 103 revised in 2003 to allow purchases of materials, equipment or supplies, or to contract for services through any county within the state, whenever such purchases are deemed by the Purchasing Director to be in the best interest of the County.
- ❖ The County is also authorized to purchase goods and services in GML 104b not covered by GML 103 from ANY source duly quoted/bid by any local, state or federal governmental agency where the vendor is willing to supply said goods and/or services to Ontario County at the exact price quoted and meeting the exact specifications offered in the original solicitation.
- ❖ Supplies used by various county departments should be uniform whenever consistent with operational goals in the interest of efficiency or economy.
- ❖ Procurement Cards issued by JP Morgan Chase shall be issued on an individual basis with the approval of the Department Head and Program Administrator. Policies and procedures covering their use are found in the manual provided to all cardholders.

- ❖ Store charge cards whose use is approved by Purchasing and Audit are held by the Audit Department and signed out for use by county staff.

- ❖ No official or employee will be interested financially in contracts entered into by the municipality (as defined in Section 800 of General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, as stated in the Ontario County Code of Ethics.

- ❖ The County of Ontario will not be deemed responsible for any commitment made at the departmental level circumventing these procedures. If County procedures are circumvented, disciplinary action may be taken.

- ❖ Salespersons are encouraged to visit the Purchasing Department prior to or in conjunction with initial, individual department contact.

- ❖ The Financial Management Committee will annually review the policies and procedures set forth in this manual prior to adoption by the Ontario County Board of Supervisors.

- ❖ The unintentional failure to fully comply with the provisions of General Municipal Law Sections 103 and 104-b shall not be grounds to void any action taken or give rise to cause of action against the County of Ontario, the Purchasing Department, or any officer or employee thereof.

Purchasing Procedures

Purchases of supplies and services involving an estimated overall annual expenditure by the County (including FLCC) of over \$10,000 or public works contracts over \$20,000 will be awarded only after public advertising and solicitation of formal bids, or use of other appropriate means as allowed by law. Excluded from this are professional services, which are secured through a Request for Proposal.

This includes one-time purchases, a contract or blanket purchases. Legal notices are published in the official County newspapers, informing the public of the products or services being bid.

Where formal bidding procedures are not required by law and/or resolution, pricing will be solicited by the Purchasing Department pursuant to the procedure set forth in Section 104-b of General Municipal Law.

The only exceptions are for procurement made pursuant to General Municipal Law, Section 103 (3) (through County contracts) or Section 104-b (through state contracts); State Finance Law, Section 175-b (from agencies for the blind or severely handicapped); Correction Law, Section 186 (articles manufactured in correctional institutions), or DSS programs such as HEAP where the program has a set procurement process and the County is a pass through for funding only.

All quotations not secured by the Purchasing Department shall be done by use of the current "Short Term Contract/Quote Form". This form is available in public folders under County Attorney/County Contracts, there also you will find sample insurance accord forms, the current "Schedule B" and standard contract forms for use by all county departments. Note: Upon request, the quotes secured by departments are subject to review by both internal and external auditors at any given time. The documentation must be kept for three (3) years within the department.

After solicitation for a particular procurement is made, the Purchasing Director with counsel from the County Attorney's Office and/or other County Departments

may choose to award to other than the lowest responsible dollar offeror. In such a case, the Purchasing Director shall provide written justification for such action, and any other appropriate documentation will be added to the bid folder.

In certain situations, solicitation of alternative proposals or quotes is not practical. These may include: emergencies, true leases and sole source situations and combinations of professional services/purchases. In each of these cases, the requesting department and Purchasing shall analyze, justify and clearly document the reasons behind the award. No awards shall be made before contacting the Purchasing Department. In these cases, the “short term contract/quote form” shall be used as a basis to establish pricing and a contract.

Purchase Contracts	Verbal Quote (1)	Written Quote (1)	Written Quote (3)	Bid Required
Under \$500 Product only	X			
\$500-\$1,500 Product only		X- secured by The department or Purchasing		
\$1, 501-\$3,000 Product only			X- secured by The department or Purchasing	
Up to \$250 For service Or service and product	X			
\$251- \$3,000 For service or service and product		X- secured by The department or Purchasing		
\$3,001-\$6,000 For service or service and product			X- secured by The department or Purchasing	
Over \$3,000 for products and over \$6,000 for service/service-product			X- secured by Purchasing	
\$10,000 – UP Products				X
Public Works Projects over \$20,000				X

Sole Source Purchase		X-contact Purchasing		
----------------------	--	-------------------------	--	--

Sole Source & Single Source

A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering an “or equal”. Prior to a vendor being considered a sole source, a letter on the vendor’s official letterhead must be on file with Purchasing detailing their sole source status.

A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer’s letterhead must be on file with Purchasing confirming the single source authorized vendor.

Emergency Purchase

What is considered an emergency? GML 103 describes it as an urgent need affecting the health and safety of citizens, which requires immediate action, where the occurrence or condition is “unforeseen”. Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process. Purchasing should be contacted as soon as the emergency need is identified to secure pricing.

Professional Services

Professional Services are not subject to competitive sealed bidding requirements, but are subject to the guidelines of GML 104-b for competitive pricing to be obtained for these services.

Note: All printing needs should first be sourced from the County Print Shop, if design and printing have to be done by an outside source it will need to be bid separately. The County spends in excess of \$10,000 per year on this type of service and it is not considered a professional service.



Purchase Requisition

The Purchase Requisition provides the means of initiating the Purchase Order process for goods and services. The Purchasing Department is designated to review and approve requisitioners' requests; it is the individual department heads responsibility to insure that expenditures are within the budgetary appropriations and that the proper department account is charged.

Should there be insufficient funds available departments must do a budget transfer and secure all the necessary approvals before the order can be processed.

Preparation:

The requisitioning department will enter the following information on H T E

1. Date
2. Reason for the purchase
3. Department/requisitioners last name/extension
4. Vendor
5. Contract Information
6. Ship to location
7. Deliver by
8. Fiscal year code
9. Quantity and unit of measure
10. Item number and full description
11. Account number to be charged
12. Comments (resolution number, contract & insurance information, etc)

If the department has a definite reason for ordering from a specific vendor it should be noted in the comments, the Purchasing Department will make the final decision as to price and vendor after reviewing the requisition and consulting with the using

department. Adequate documentation shall also be provided with all requisitions, such as catalogs, references and full descriptions of the items/service being ordered, so that Purchasing may procure the desired items/service in a timely fashion.



Planning

Anticipate your needs! Once you have determined what you need, within the limitations of your budget, contact purchasing to help you develop the specifications for the quote or bid to get the best value possible for the expenditure of tax dollars.

The key is time, turn around time is dependant on many factors ranging from the complexity of the specifications, and the need for a pre-bid meeting and addendums to the number of bids and quotes currently in process with Purchasing.

Remember your poor planning does not move your request to the top of the list!

Prepayments

Ontario County takes the position, consistent with New York State Municipal Law ({369}); the State Comptrollers Opinion 81-83 and Opinion 81-90; and good business sense, that prepayments should not be made using County funds. This

constitutes a gift or loan of public funds to a private entity in violation of the State Constitution Article VII.

We recommend that departments who do not have a County Procurement Card (Visa) contact the Purchasing Department to assist you in making the purchase. Please refer to the Procurement Card Policy and Procedure Manual for details about the use of Ontario County Visa cards.

Purchase Orders

The purchase order provides a formal document authorizing the purchase of goods and services as well as the necessary authority to pay vendor claims and proof of tax-exempt sales. Purchase orders are prepared by the Purchasing Department upon receipt of a complete purchase requisition with all the necessary documentation such as contracts, short-term contract/quote forms and insurance forms on file.

The Purchasing Department verifies the following before issuing a purchase order:

1. Type of purchase order requested
2. Requisitioning department/ship to location
3. Vendor/vendor number
4. Contract/resolution/quotation information
5. Comments/special instructions
6. Description of goods and services being ordered
7. Quantity/unit of measure
8. Unit price/extension and total cost
9. Commodity codes/budget codes

The Purchasing Department will determine the best method of procurement upon receipt of a requisition. If available, a current county bid or NYS contract will be used, if none apply the formal bid or quotation process will be completed.

In ALL instances, purchase orders are to be completed before a purchase is made. The only exception is an emergency purchase as described on page 7.

If at any time a department finds they will exceed the competitive bidding threshold for a particular product or service, they should notify the Purchasing

Department to allow time for specifications to be developed and the formal bid process to be completed, to meet their anticipated needs.



Blanket Purchase Orders

A blanket purchase order is created for products or services that are purchased on an “as needed” basis from a vendor throughout the year where the dollar value will vary for each purchase. These are issued for a maximum period of twelve (12) months and must be reissued at the beginning of each fiscal year. The money for a BPO is not encumbered until a receipt transaction is entered into the order.

For vendors used by all county departments, Purchasing will issue a county wide blanket purchase order, if they are department specific, each department is responsible for entering a requisition to set up a blanket purchase order. The same guidelines apply for these orders there has to be a contract established with the vendor and insurance on file if required before a BPO can be issued.

Departments are responsible for providing the blanket purchase order number to the vendor and verify that the number also appears on the documentation sent to Audit for payment processing.

The Purchasing Director must approve any increase in the dollar amount of the blanket from the original issue amount.

Emergency Purchase Order

General Municipal law sect 103 (4) defines an emergency as “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 requires immediate action”.

If an emergency arises the department should contact Purchasing for assistance in procuring products or services required to deal with the emergency. If Purchasing determines there is a true emergency, the vendor who can immediately provide the required goods or services will be given prime consideration for the purchase.

The Purchasing Department will **not** approve an emergency purchase order when the purchase is not justified, where the purchase is being made to circumvent established procedures, or where there is a lack of proper planning.

Receipt and Payment of Goods and Services

Upon receipt of goods and services, the department enters the receipt into the system with the exact quantity received. As standard business procedure, all county vendors are entitled to prompt payment; therefore receipts should be processed on a day-to-day basis. The “credit line” of Ontario County suffers inexcusable harm due to late payments to vendors.

If the Audit unit receives any claims for goods or services for which no purchase order was issued, the Purchasing Director in conjunction with the County Auditor will have the authority to nullify the payment of such claim.

Delayed Deliveries and Inferior Material Received

Purchasing endeavors to get departments the right material and on time, there will be occasions when inferior goods or services are received or they are not received in a reasonable amount of time. If this should occur you should report the problem to Purchasing as soon as possible. This can be done via email or phone, remember to include the vendors name, order number, the problem you have with the order and your name and extension.

Purchasing will contact the vendor and try to come to a resolution of the problem; if necessary the County Attorney’s Office will be contacted for assistance. The problem will be recorded in H T E, under vendor notes for all system users to see.

Department of Labor- Notice to Withhold Payment

On occasion the New York State Department of Labor, Bureau of Public Works upon receiving complaints for non-payment of prevailing wages shall direct the County to withhold monies due to a vendor. The original notice is forwarded to the Commissioner of Public Works; a copy is kept in Purchasing and a copy forwarded to the Finance Department. These monies are held until notification is received from the Department of Labor on how they are to be disbursed.

Field Purchase Order

There are certain expenditures for which the processing of a purchase order is unnecessary. A Field Purchase Order is used for transactions that have already taken place and now just require payment, this is considered an “electronic request for a check”. Purchasing authorization is not necessary and the effect on the budget is not material.

A Field Purchase Order may be used for the following:

- Advertising costs/legal notices- proof of publication must be attached to the invoice
- County Vehicle Damage Claim Forms
- Employee reimbursements-except tuition
- Court fees- unless the vendor will be used more than 4 times per year
- After-hours/weekend “necessary” purchases
- Mileage/Travel/Conference-submitted with standard County Travel and Conference
- Repairs (under \$250) Service and replacement
- All utilities: Phones (including cellular), Sewer, Water and Electric
- Dues and Memberships
- Postal fees
- Foster Parent physicals
- Rental of equipment (under \$500)
- Pre-employment physicals
- Subscriptions- attached to the invoice, the department should submit additional documentation providing justification of the subscription and benefits to the county

All receipts or invoices are to be coded with the proper account numbers and sent directly to the Audit Unit for payment.

Petty Cash

The custodian of the petty cash fund will request replenishment of the fund in advance of its depletion. This will include an itemization of the disbursements made from the petty cash fund and a grand total of the claim will be attached to the actual documents supporting each petty cash transaction. The Audit Unit will review all claims.

Competitive Bidding

1. AGGREGATE PURCHASES OF LIKE ITEMS IN A 12 MONTH PERIOD WHICH ARE IN EXCESS OF \$10,000 USED BY THE COUNTY AND FLCC
2. PUBLIC WORKS CONTRACTS EXCEEDING \$20,000

General Municipal Law Sections 103 and 104-b require annual purchase contracts exceeding \$10,000 and public works contracts exceeding \$20,000 be awarded to the lowest responsive/responsible bidder meeting the intent of the specifications after public advertising requesting submission of sealed bids.

In determining the necessity for competitive bidding, the **aggregate cost** of an item or commodity estimated to be purchased countywide and Finger Lakes Community College in a 12- month period is considered. The exception being where state contracts or other NYS county contracts are utilized.

The using department in conjunction with the Purchasing Department shall prepare bidding specifications; all bids shall include a non-collusion certification and indemnification agreement.

The advertisement for bids shall contain a statement of the time and place where all bids will be publicly opened and read. All bid openings will be conducted at a public meeting and all interested parties may attend.

****Plan holders lists shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests**

received by a county department for this information are to be directed to Purchasing. No exceptions are made to this policy.

After the public opening of a sealed bid a tabulation sheet shall be prepared recording all pricing as submitted by the responding vendors. Purchasing shall evaluate the bid responses and prepare a bid evaluation, this along with the tabulation sheet, copies of the bid responses and all supporting documentation need to evaluate the bid responses is forwarded to the using department for review and award.

The using department will then create a resolution to be presented to their standing committee and then sent to the Board of Supervisors for final award. The using department shall also handle any renewal resolutions through their standing committee submitted with the proper supporting documentation provided by Purchasing.

Resolutions for multi-department use are handled by Purchasing and are submitted to the Financial Management Committee for approval.

Bid Approval Process

Bids for goods and services will be awarded by the Ontario County Board of Supervisors' resolution after the following conditions are met:

1. Sufficient appropriations are contained within the departments' current budget (or budget transfer has been completed)
2. The department head or their designated representative and the Purchasing Director have certified in writing that the bids were received and meet the intent of the specifications
3. The award is made to the bidder submitting the lowest responsive and responsible bid per specifications
4. The using department will document the rejection of a low bid and a copy will be attached to the resolution and a copy supplied to Purchasing which shall be attached to the bid evaluation form in the bid folder

Conflict of Interest

Any County Officer or employee who has, will have, or acquires an interest in, any actual or proposed contract with the County of which he/she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the Board of Supervisors as soon as he/she has knowledge of an actual or prospective interest. This written disclosure will be made part of the official minutes of the Board of Supervisors. **If an officer or employee has a reason to believe that he/she may have a conflict of interest, the office of the County Attorney should be contacted immediately.**

Public Works Contracts

How do you define a “Public Works Contract”? Any time an item or project involves labor or both materials and labor it qualifies, such as contracts for construction, demolition, remodeling, maintenance, painting, paving, printing and repair contracts.

When do I need prevailing wages? When you employ laborers, workmen or mechanics you need to pay prevailing rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. Owners/operators, who have no employees, do not need to pay themselves prevailing wages. Certified payrolls are required to be kept on file by the Department of Public Works for all Public Works Contracts.



Certificates of Insurance

Ontario County is “self-insured” and for that reason we maintain evidence of vendor insurance, with ACORD forms on file for vendors who provide services to the county. Depending on the work performed there are various categories of coverage and dollar levels required.

Sample acord forms, coverage requirements along with “Schedule B” for contracts can be found in Outlook Public Folders under County Attorney.

Before the county can enter into a contract with a vendor, valid insurance forms must be on file; this includes proof of workers compensation and disability forms as required by New York State Workers Compensation and Disability Laws.

Standardization

General Municipal Law Section 103 makes it possible for the County to standardize on a particular type of material or equipment. A resolution approved by the departments standing committee and at least two-thirds majority of the Board of Supervisors, shall state that for reasons of efficiency or economy there is a need for standardization.

The resolution shall contain a full explanation supporting such action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization, restricts the purchase to a specific model or type of equipment or supply, but does not limit the vendors it can be purchased from.

Bidding Timeline

The following represent the minimum time required to complete a bidding cycle. Times may change upward depending on the complexity of the project. Not all items pertain to all bids. The cycle doesn't begin until Purchasing is able to move your project through and to the top of its system. ie: first come, first served. If in doubt of the Purchasing workload at any given time, give us a call to see how long it will be before you can get your project started. These are meant as a guideline, not a hard and fast rule. Times may be shorter or longer depending on the circumstances.

The timeline is done in reverse order for a reason. To know when you need to start the bid process, you need to begin with when you want to receive your material or when you need to start the construction process.

- 1. Project start date (when do you need the material)**
- 2. Less anticipated delivery time (best guess or check with vendors)**
- 3. Less 10 calendar days to receive contracts, bonds etc.**
- 4. Less 5 calendar days for "Notice of Award" to be mailed to successful vendor**
- 5. Board of Supervisors Meeting (this may require 2 meetings)(see below)**
- 6. Less appropriate days to receive all necessary committee endorsements**
- 7. Get on the agenda for all appropriate committees including sending all necessary documentation, evaluations, resolutions etc.**
- 8. Less a minimum of 7 calendar days for review of bid results by the using department or by consultants**
- 9. Less 7 calendar days for tabulation / evaluation by the Purchasing Dept.**
- 10. Less 1 day for opening of bids**
- 11. Less 7 calendar days for each addendum**

12. Less 1 day for prebid meeting
13. Less 14 calendar days for vendors to pick up bids (preferably longer)
14. Less 3 working days for papers to publish notice to bidders
15. Less 5 working days for printing of documents (except lg. Const. Proj.)
16. Less appropriate time to supply Purchasing with approved set of documents
17. Less 15 working days for Purchasing to review documents
18. Less 15 working days until Purchasing begins bidding process
19. Requisition or request for bid comes to Purchasing

Note: the amount of time required is dependant on the frequency your board meets. Remember, if you miss the board meeting you may delay the start of the project for up to a month. Also, Boards can lay things over!

Asset Inventory Management System

The purpose of the asset inventory management system is to establish proper procedures for monitoring the movement of fixed assets to maintain accurate reporting of asset values as required by NYS Audit and Control.

General County Property

The Board of Supervisors gives the Purchasing Director the responsibility not only to purchase, but also to inventory, dispose of and/or transfer supplies, materials and equipment.

Each department head has the ultimate responsibility to conduct and maintain the individual inventory pertaining to that department. It is also the responsibility of the department head to evaluate on a continuing basis the suitability and need for materials, supplies and equipment. If they should become obsolete by reason of age, wear or technical advancement or should become surplus, unnecessary for the operation of his/her department, the department inventory manager should send an e-mail to Cathena Broncatello in Purchasing with the details and condition of the item for swap or disposal. Purchasing will complete a work order to have the item removed either for the swap or disposal.

Fixed Assets

Fixed assets are defined as those properties the County of Ontario retains more or less permanently, not for sale, but for utilization in the normal course of operations

Fixed assets will always imply tangible fixed assets, the general accepted practice, as in Ontario County, is to record a report fixed assets at their historical acquisition cost. The cost of a fixed asset should include all expenses of transporting the asset to the proper location and placing it in the condition necessary for its intended use. Only items costing one thousand dollars (\$1,000.00) or more will be inventoried. This limit has been established as assets under one thousand dollars cost, due to time, effort and paperwork cost involved, do not warrant being inventoried. This will be County policy and all items under the one thousand dollar cost shall be considered supplies and inventory control managed within the department.

The Audit and Purchasing Department staff will conduct periodic spot checks of fixed assets to verify accuracy of the County records and to assure county departments are prepared for New York State Auditors’.

Receiving

The majority of purchase orders are for delivery to the requisitioning department, should items be too large or heavy for receipt at the department, delivery should be made to Central Receiving. Delivery hours are Monday – Friday from 9 AM- 11AM Any questions on the use of central receiving, contact Buildings & Grounds at ext 4000.

Seven locations are identified for receiving all their shipments:

Human Services	3010 County Complex Drive
Public Works Dept	2962 County Road 48
Vehicle Maintenance	3059 County Complex Drive
Highway Garage	Saltonstall Street
Health Facility	3062 County Complex Drive
County Jail	3045 County Complex Drive
Sheriff	74 Ontario Street
FLCC	4355 Lakeshore Drive

Upon receipt of an asset valued over \$1,000, Purchasing will issue a numbered inventory tag to be attached to the new asset. The department will receive a Pending Asset Worksheet from Purchasing, which must be completed and returned before receiving an inventory tag. Assets valued at less than \$1,000 should receive an un-numbered blue tag that says “Property of Ontario County”.

Each department has an assigned Inventory Manager who is responsible for tagging all new assets. Tags are necessary to provide positive identification of an asset; it also provides a quick and accurate method of identifying assets during the annual physical inventory. If a tag is lost or damaged the department inventory manager should contact Purchasing for a replacement tag.

The only exception to this procedure will be for computer equipment that will be maintained and tagged by the Information Services Department. Information Services will record transfers of equipment and obsolete computer equipment shall be disposed of by the Chief Information Officer according to General Municipal Law 104-c. Information Services will track all computer related items regardless of dollar value and maintain a database for all items including those awaiting assignment and disposal.

Relocation or Disposal of Assets

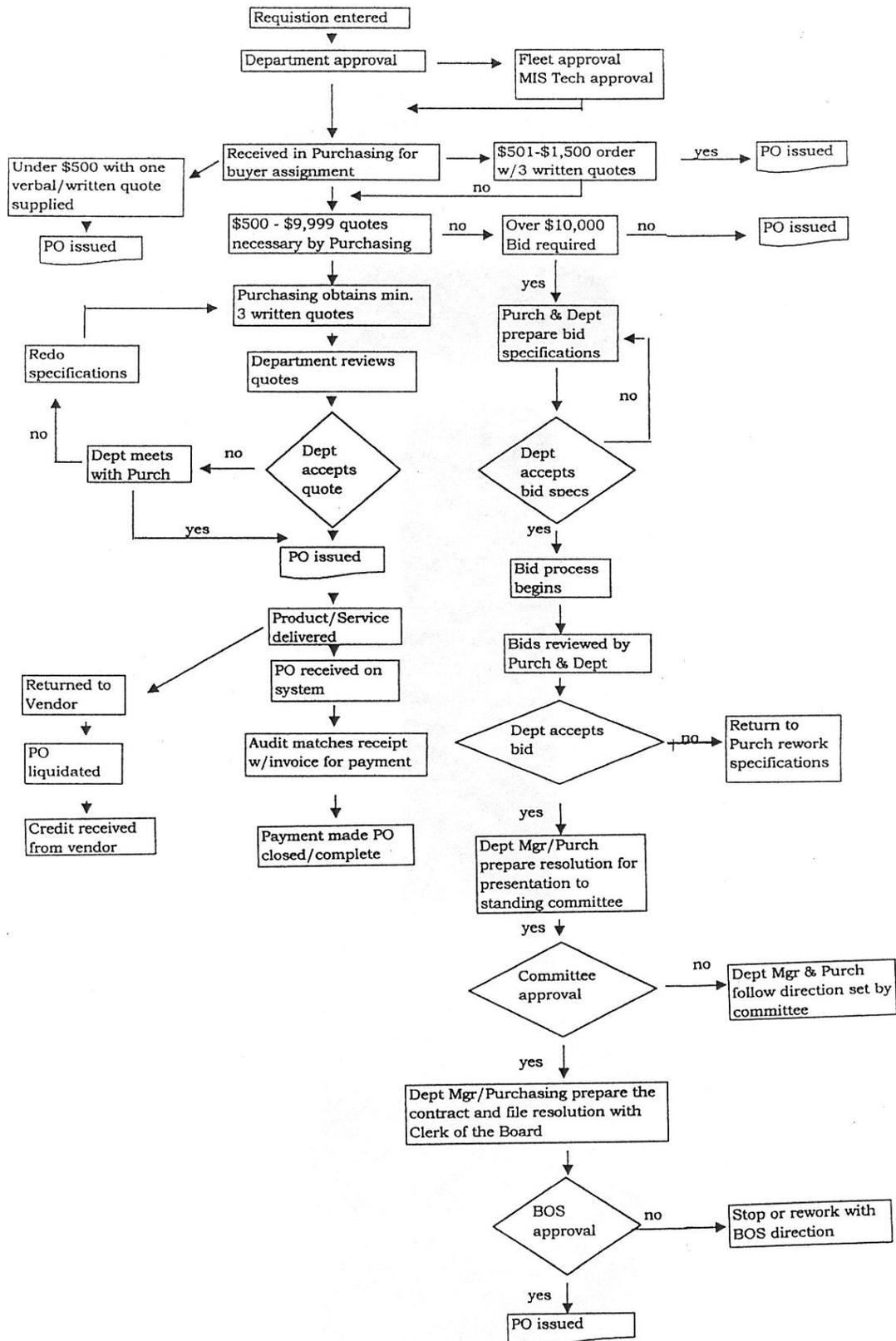
The Purchasing Director will dispose of obsolete, surplus and/or scarp materials. This includes disposing of certain equipment deemed not useful for County operations (i.e. motor vehicles and office equipment).

**Any vehicle or equipment that requires a title to be signed for transfer will be handled by the Department of Public Works and will be signed by the Commissioner of Public Works or the Fleet Manager.

The Purchasing Director shall be responsible for salvage control and shall use the same precautions when disposing of property as he/she does when purchasing. Any disposition of fixed assets, such as trade-in or sale will be controlled and determined by Purchasing.

Department Inventory Managers are to report any surplus equipment or materials they have. These items will be posted on the County Web site and will be updated as equipment is swapped among departments. If the equipment is found to be in unusable condition it will be disposed of and removed from the asset list. If an asset remains unclaimed on the swap list for over 4 weeks, it will be made available to the towns, villages, cities, and school districts and not for profit organizations in Ontario County. If unclaimed the Purchasing Director will determine the most beneficial disposition of this surplus equipment.





4/00