

Doing Business with Putnam County and the Empire State Purchasing Group



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Empire State
Purchasing Group



OPEN BIDS

CLOSED BIDS

SURPLUS AUCTION

PARTICIPATING AGENCIES



October 24, 2013

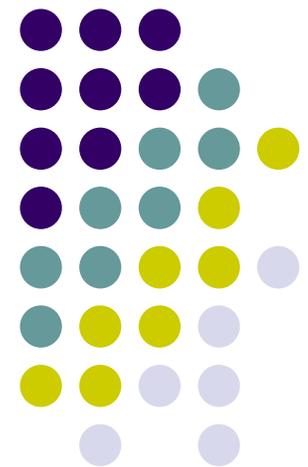
8:30 am to 11:30 am

Putnam County Bureau of Emergency Services

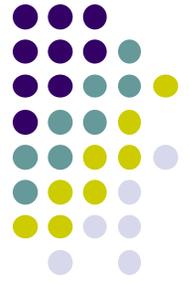
112 Old Route 6, Carmel, New York 10512

Alex Mazzotta

Director of Purchasing – Putnam County

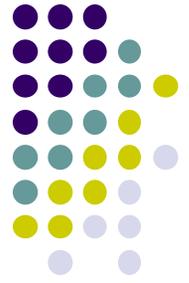


Local Government Marketplace



- National State and Local Government spending exceeded \$2.4 Trillion dollars in 2012
- Local Governments in New York
 - Counties = 62
 - Towns = 929
 - Other Municipal Governments = 616
 - School Districts = 683
- Total of 585 political subdivisions in the Hudson Valley
- Over 87,000 local governments nationwide

Local Government Marketplace



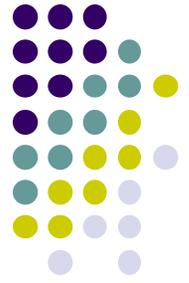
- Big Market – Difficult to Navigate
- Different Rules/Laws Apply
 - State
 - Local
 - Schools
- Competitive Market
- Local Governments can now piggyback contracts issued by all other government agencies (prior – New York Counties only)

What Local Governments Purchase



Auditing Services	Water & Wastewater Supplies & Equipment	Custodial Supplies & Services
Automotive Repairs	Chemicals	Highway Supplies and Services
Cars, Trucks , Buses	Electrical & Plumbing Supplies & Services	Medical Services
Medical Equipment & Supplies	Engineering and Architectural Services	Maintenance, Repair and Operating Supplies & Services
Audio Visual Equipment	Clothing – Uniforms Clothing - Inmates	Printing and Promotional Items and Services
Catering Services	Construction and Renovation Services	Food – Jails and Hospital/Nursing Homes
Computers, IT Services, Telecommunications	Miscellaneous Consulting Services	Office Supplies
Natural Gas, Electricity, Gasoline, Diesel Fuel	Human Services	Miscellaneous Professional Services

What Local Governments Purchase



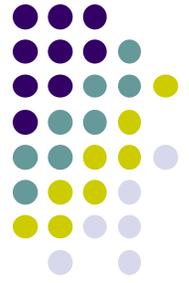
- Every local government has both the same, yet also different needs
- All local governments operate somewhat differently

Local Government Procurement Process



- Local governments maintain either a centralized or decentralized purchasing function
 - Larger local governments (Counties, Cities, School Districts) are normally more centralized
 - Smaller local governments (Villages) tend to operate in a more decentralized manner

Local Government Procurement Process



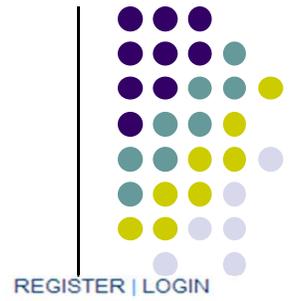
- Public Information - the public procurement process should be transparent.
- All Purchasing related documents and contracts are public documents and are available for inspection as required by the New York State Freedom of Information Law

Local Government Procurement Process



- E-Commerce & E-Procurement - more local governments are using e-commerce / e-procurement tools to streamline the process
 - On-line Bidder's List Registration
 - E-mail notification of bidding opportunities
 - RFP, RFQ and Bid Solicitations downloadable from the Internet
 - Many policies, procedures, handbooks available on-line
 - Award information and current contract pricing available on-line for many local governments

Local Government Procurement Process



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Get Automatic Notification and More

REGISTER ▶

- Real-time notification of solicitations, addenda and awards
- Advance notice of term contract expirations
- Full customer service support

Welcome to the New Empire State Purchasing Group. This New York bid system provides a way for local government agencies across all regions of New York state to more effectively notify vendors of RFP and bid opportunities, while increasing efficiency and lowering costs for New York agencies (and taxpayers) through shared resources. The procurement solution delivers convenient, centralized online access to open bid opportunities, reducing paperwork and making it easier for vendors to do business with local New York government organizations.

Vendors are encouraged to register on the Empire State Purchasing System to receive direct access to the RFPs, bids, quotes, addenda and awards posted directly by local New York agencies.

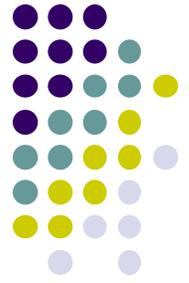
For technical support or questions on using the bid system, please contact IPT by BidNet.

Local agencies located within the state of New York who are interested in joining the purchasing group to increase vendor competition and efficiency in bid distribution should visit IPT by BidNet's procurement site for more information or contact 800-835-4603.

System Information

Number of Agencies	146
Formal Bid Solicitations	28480
Quote Solicitations	15673
Award Notices Posted	18856

Local Government Procurement Process



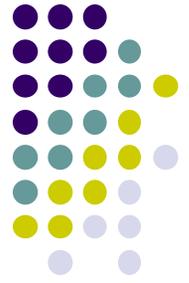
- Public Notice - Public Notice is required for all solicitations for commodities and services in excess of \$20,000 and for public works projects (construction) in excess of \$35,000
- Each local government's procurement policy will dictate if public notice is required for professional service contracts
- Public Notice is given in each local government's "official newspaper(s)" which is designated by its elected board on an annual basis

Local Government Procurement Process



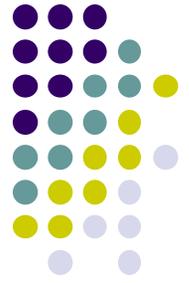
- Public Notice – Public Notice is also given on the Empire State Purchasing Group's (formally the Hudson Valley Municipal Purchasing Group) website for the member agencies of the Empire State Purchasing Group.

Local Government Procurement Process



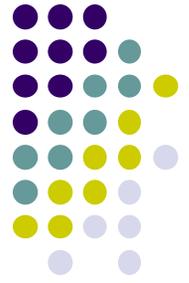
- Methods of Purchase
 - Purchase Order – Do not ship or provide goods and services without receiving a purchase order
 - Blanket Purchase Order
 - Contracts – normally only the chief elected official or head procurement official have authority to sign contracts. Department Heads normally do not have authority to sign contracts
 - Procurement Card

Local Government Procurement Process



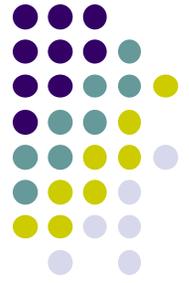
- Methods of Solicitation
 - Informal Quotes
 - Quote thresholds will differ by local government and are normally set in the procurement policy
 - Formal Sealed Bids
 - Request for Proposals
 - RFP thresholds will differ by local government and are normally set in the procurement policy
 - Qualified Supplier Lists

Local Government Procurement Process



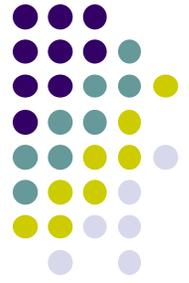
- Assistance to Suppliers – local government procurement offices are available to assist any business with questions concerning the bidding process in relation to:
 - Bonding Requirements
 - Bid Forms
 - Prior Contract Information
 - Specifications
 - Questions should be submitted in writing and you should receive responses in writing

Local Government Procurement Process



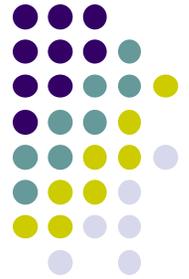
- Basic Tips
 - Read the solicitation documents and follow the instructions
 - Give yourself enough time
 - Ask Questions and Get Help
 - Ask for previous contract results
 - Have your insurance Broker review the insurance requirements
 - Don't give up – most businesses do not win government contracts on their first try

Local Government Procurement Process



- Quality Assurance
 - Local governments must receive products and services as specified in bid solicitations and contracts
 - Performance measures may be a requirement of the contract
 - User departments are surveyed in relation to the quality of product or service, timeliness of delivery, completeness of order, responsiveness to inquiries, employee courtesy and problem resolution

Local Government Procurement Process



- Bid Deposits / Bid Bonds – are required to ensure a bidder enters into and signs a contract if deemed to be the lowest responsible bidder
- Requirement for Bid Deposits will vary by local government

Local Government Procurement Process



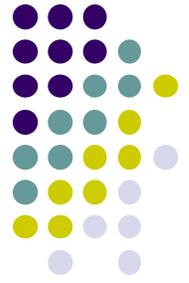
- Performance Bonds – are required to ensure contract performance as required by the contract specifications
- Requirement for Performance Bonds will vary by local government

Local Government Procurement Process



- Award of Contracts (Revised Jan. 2012)
 - To the lowest responsible bidder furnishing the required security after advertisement for sealed bids in the manner provided by this section, provided, however, that purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to article eight of the labor law) may be awarded on the basis of best value, as defined in section one hundred sixty-three of the state finance law, to a responsive and responsible bidder or offerer in the manner provided by this section

Local Government Procurement Process



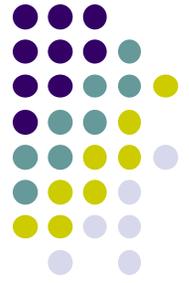
- Award of Contracts (Revised Jan. 2012)
 - That in a political subdivision other than a city with a population of one million inhabitants or more or any district, board or agency with jurisdiction exclusively therein the use of best value for awarding a purchase contract or purchase contracts must be authorized by local law or, in the case of a district corporation, school district or board of cooperative educational services, by rule, regulation or resolution adopted at a public meeting.

Local Government Procurement Process



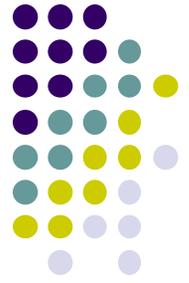
- Award of Contracts
 - Responsible Bidder – A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit that will assure good faith performance

Local Government Procurement Process



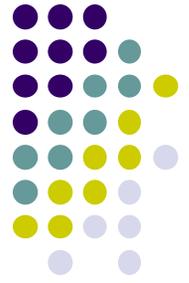
- Award of Contracts
 - Best Value – Award of contracts from Formal Bids, Informal Quotes or Request for Proposals may be awarded to the most qualified supplier offering the best value to the local government
 - Methods of awarding Informal Quotes and Request for Proposals are normally covered in the local government's procurement policy

Local Government Procurement Process



- Award of Contracts
 - Best Value – In determining Best Value, political subdivisions may consider factors other than price and conformance to the specifications, including”
 - Past Supplier Performance
 - Installation Costs
 - Life Cycle Costs – Total Cost of Ownership
 - Cost of employee training
 - Delivery terms and timeframes
 - Effects on agency productivity

Local Government Procurement Process



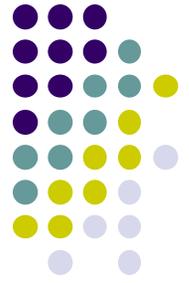
- Award of Contracts
 - Social Procurement Programs – The laws of the State of New York do not authorize political subdivisions to offer preferences to particular segments of the business community.
 - Federal Contract Requirements – depending on the funding used for a particular contract, certain social purchasing goals are allowed when federal grant money is utilized

Local Government Procurement Process



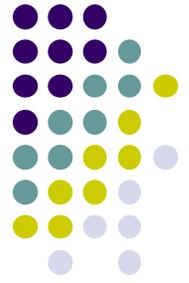
- Social Procurement Programs
 - Member agencies of the Empire State Purchasing Group encourage all segments of the supplier community to participate in the procurement process
 - Minority, Disadvantaged, Women-Owned and Small businesses are encouraged to contact any Local Government Procurement Official for information or assistance in participating in the purchasing process

Local Government Procurement Process



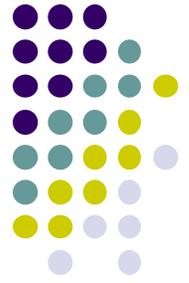
- Deliveries
 - Deliver to the Ship to Address and not the Bill To Address
 - Deliveries are normally considered “inside deliveries” unless otherwise specified on the purchase order or in the bid specifications
 - Bills of Lading should include the complete Ship to Address and the Purchase Order number
 - Many local government buildings do not have loading docks

Local Government Procurement Process



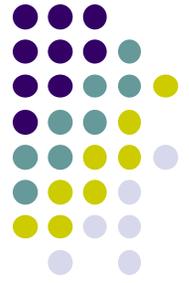
- Invoicing and Payment
 - To ensure prompt payment of a purchase order, invoices containing the proper information must be submitted to the Bill To Address indicated on the Purchase Order
 - Invoices must contain the Purchase Order Number, proper quantities, units of measure, unit prices and total prices.

Local Government Procurement Process



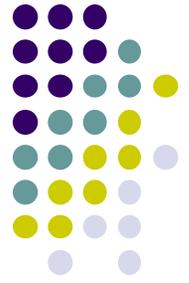
- Invoicing and Payment
 - Understand the Uniform Commercial Code as it relates to offers and acceptance of offers
 - No payments shall be authorized prior to the receipt of the goods or services
 - Political Subdivisions are exempt from all state and federal sales and compensating use taxes. Some excise taxes may still apply to local governments

Local Government Procurement Process



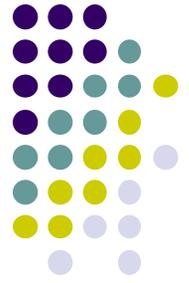
- Gifts and Gratuities
 - Most Political Subdivisions have Ethics Codes that prohibit the acceptance of gifts or gratuities by anyone involved in the procurement process or by all employees
 - Local Government Employees shall not participate in any transaction from which they will benefit directly or indirectly
 - If in doubt, review the organizations ethic code. Violations may eliminate your business from the opportunity to compete for government contracts

Laws governing local government procurement



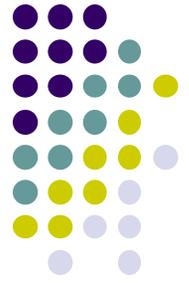
- Laws governing local government purchasing and contracting procedures were established under the concept of open competitive bidding

Laws governing local government procurement



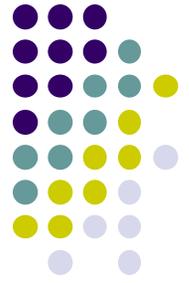
- General Municipal Law
 - Section 103 - establishes bid limits and general procedures
 - Section 104 - requires each political subdivision to have a written procurement policy that details the procurement process for those purchases not covered by Section 103 (Informal Purchases & Professional Services)
- County Law, Town Law, Village Law, Highway Law, Education Law
- Labor Law
- Local Laws

Laws governing local government procurement



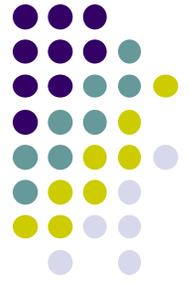
- Prevailing Wage
 - Article 8, Section 220 of the Labor Law requires prevailing wages to be paid on all construction projects let by public entities
 - Article 9, Section 230 of the Labor Law requires prevailing wages to be paid on all building service contracts let by public entities
 - A building service employee includes but is not limited to, watchman, guard, doorman, building cleaner, porter, janitor, gardener, groundskeeper, stationary fireman, elevator operator and starter, window cleaner, and occupations relating to the collection of garbage or refuse, and to the transportation of office furniture and equipment, and the transportation and delivery of fossil fuel.

Laws governing local government procurement



- Prevailing Wage – New Legislation
 - Worker Notification – Requires contractors and subcontractors to provide written notice to all laborers, workers or mechanics of the prevailing wage rate for their particular job classification on each pay stub.
 - OSHA 10-hour Construction Safety & Health Course
 - Requires on all public work projects of at least \$250K, all laborers, workers and mechanics working on site, be certified as having successfully completed the OSHA 10-hour construction safety and health course.

Laws governing local government procurement



- Prevailing Wage –
 - Certified Payrolls – Requires contractors to submit certified payrolls to the public entity with each invoice for payment. Receipt of certified payroll by the public entity is a condition of payment.
 - A contractor that willfully fails to file payroll records to the Department of Jurisdiction shall be guilty of a Class E felony and subject to a civil penalty of up to \$1,000 per day.

Local Government Procurement Process



Questions and Answers on the Local
Government Procurement Process

Empire State Purchasing Group Bid Notification System



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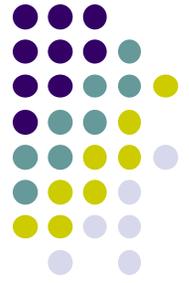
Number of Agencies **146**

Formal Bid Solicitations **28480**

Quote Solicitations **15673**

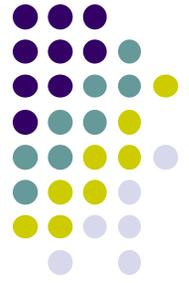
Award Notices Posted **18856**

Empire State Purchasing Group – Statewide Bid Notification System



The Empire State Purchasing Group was formed by the merger of five regional local government purchasing groups, including the Hudson Valley Municipal Purchasing Group, to operate a statewide Bid Notification System that posts on-line bidding documents and notifies businesses of bidding and contract opportunities

Empire State Purchasing Group – Statewide Bid Notification System



- Local businesses can now gain access to all Empire State Purchasing Group's participating agencies bid information from a single website
- The Empire State System provides instant access to Bid's, RFP's, Quotes, Amendments and Awards on-line
- Local Governments from across New York State can utilize this system

Empire State Purchasing Group Bid Notification System



- Local Government Members include over 146 agencies
 - Counties
 - Cities
 - Towns
 - Villages
 - School Districts
 - BOCES
 - Fire Districts
 - Non-Profits

Empire State Purchasing Group Bid Notification System



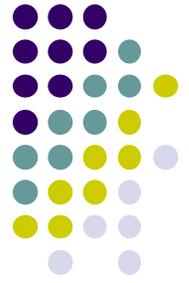
- 3158 contracting opportunities have been posted in 2013 year to date.
- 1731 contracting opportunities were posted on the former HVMPG System in 2012 Jan-June (1600 YTD 2011)

Empire State Purchasing Group Bid Notification System



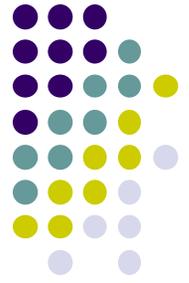
- By providing local businesses with a single point of access to local government contracting opportunities, the Empire State Purchasing Group Bid Notification System assists local businesses in winning local government contracts

Empire State Purchasing Group Bid Notification System



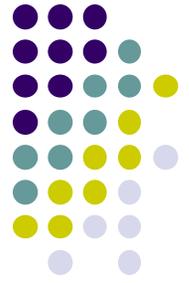
- The Empire State Purchasing Group Bid Notification System maintains a shared bidders list of 9133 registered suppliers
- 72% of registered suppliers are located in New York, New Jersey and Connecticut
- Register for the Empire State Purchasing Group System at:
<http://www.empirestatebidsystem.com>

Empire State Purchasing Group Bid Notification System



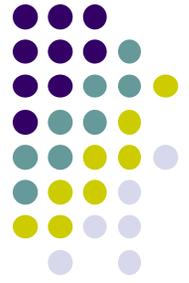
- Vendor Registration Options: Businesses that would like to learn about contracting opportunities from local governments using the Empire State Purchasing Group System have two options
- It is important that you compare both options and determine which is best for your company

Empire State Purchasing Group Bid Notification System



- **Option-1: E-Mail Notification**
 - Receive instant alerts by e-mail for all formal Bid's, RFP's, Quotes and Amendments from 146+ participating local governments
 - Submit Bids and Quotes online. Receive alerts when awards are made for Bids or Quotes you have submitted
 - Access all other award information from all participating agencies.
 - Register for one year for \$89.95

Empire State Purchasing Group Bid Notification System



- **Option-2: No Notification**
 - There is no charge for this option
 - You can check the website frequently to identify solicitations you may want to respond to and download all documents at no charge. You search by agency and will not receive notification
 - Submit Bids and Quotes online. Check the website for award information on Bids or Quotes you have submitted. You will not be notified of awards
 - Access all other award information from all participating agencies.

Empire State Purchasing Group Bid Notification System



- Empire State Purchasing Group System Features
 - On-line Registration
 - Pay for Notification Service by credit card
 - Create a profile of the goods and services you can provide
 - Vendor access to update their profile
 - Digital Signature for submission of Quotes and Bids
 - Search, View and Download all Bid and Award documents

Empire State Purchasing Group Bid Notification System



- Empire State Purchasing Group System Features
 - Toll Free Customer Service Support Line with extended hours
 - Code Review Service to help you identify the correct commodity and service codes for your profile

Empire State Purchasing Group Bid Notification System



- Current Empire State Purchasing Group open solicitations
 - 263 open solicitations as of 6/10/2013

Empire State Purchasing Group Bid Notification System



- On-line demonstration of the Empire State Purchasing Group Bid Notification system
- <http://www.empirestatebidsystem.com>

Empire State Purchasing Group Bid Notification System



Questions and Answers on the Empire State
Purchasing Group Bid Notification System