



ADMINISTRATION COMMITTEE AGENDA

April 29, 2025

Time: 4:00 p.m. / Location: In-Person

Admin Members: B. Page – Chair, J. Driscoll,
G. Popps, M. Jennings, E. Bough-Martin, B. Stacer,
A. Rodriguez

PRESENT DISCUSSION ITEMS:

Meeting with Counsel: Personnel Matter and Contract Negotiations (Flue Insurance)

1. Annual Procurement Policy Review - **Discussion**
2. 1st Quarter Investment Report – **Discussion**
3. Small Contract Actions – **Discussion**
4. Agency Legal Services – contract expiration- **Discussion / Executive Session**

Old Business

New Business



Agency Procurement Policy & Guidelines

Revised
2023

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Exhibits (Documents found at: S:\Forms\Accounts Payable Related Forms)	
OCRRA Procurement Checklist Form w/Instructions	
OCRRA Verbal Quote Summary Form w/Instructions	
Check Request Form w/Instructions	
Payment Authorization Form w/Instructions	
Request for Use of Business Credit Card Form w/Instructions	
OCRRA Receiving Receipt Form w/Instructions	
Purchase Order Cancellation Form w/Instructions	
FORM A - Contractor/Engineering Services – Basic Data Form w/Instructions	
FORM B - Contractor/Engineering Services – Invoice Monitoring Form w/Instructions	
Disclosure to OCRRA During Procurement Process of Prior Non-Responsibility Determinations Form	

RESOLUTIONS

****MOST RECENT RESOLUTION IS LISTED FIRST****



No. 2402, 2023 – Resolution Amending Agency’s Purchasing Guidelines permitting the Executive Director to Accept up to 5% increase in an Awarded Bid

No. 1985, 2015 – Resolution Delegating Revised Authority to Executive Director to enter into contracts and to amend the procurement policy.

No. 1661, 2009 - Resolution Amending Agency's Purchasing Policy to Include Reducing Greenhouse Gas and Other Emissions as a Consideration in Equipment Purchasing Decisions

No. 1628, 2008 - Resolution Delegating Revised Authority to Executive Director to Enter into Small Purchase Contracts and to Amend Procurement Policy

No. 1163, 2000 – (w/Supporting Memorandum) Resolution Amending the Agency’s Purchasing Policy in Support of Minority and Women-Owned Businesses

No. 1162, 2000 - Resolution Delegating Revised Authority to Executive Director to Enter into Small Purchase Contracts

No. 1017, 1998 - Resolution Adopting Revised Policy and Procedures for the Procurement of Recycled Goods by the Agency

No. 823, 1996 - Resolution Designating Official Newspapers for purchasing of Goods and Services for the Onondaga County Resource Recovery Agency

No. 822, 1996 - Resolution Delegating Revised Authority to Executive Director to Enter into Small Purchase Contracts

No. 233, 1992 - Resolution Expressing Agency's Intent to Support Minority and Women Businesses When Awarding Agency Contracts

No. 221, 1991 - Resolution Adopting an Office Recycling and Waste Reduction Policy

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Agency Purchasing Policy

The Onondaga County Resource Recovery Agency was created as a public benefit corporation, pursuant to Public Authorities Law Title 13-B, to carry out its purpose of benefiting the people of Onondaga County by dealing with solid waste and any products or by-products thereof. Among the powers granted to the Agency under Public Authorities Law Section 13-B is the power to make contracts and to execute all necessary and convenient instruments to further the Agency's stated public purpose. The only provision in the Agency's enabling act, which specifies a required procurement procedure, is that found in Public Authorities Law Section 2045-p which addresses "construction contracts". In general, there are no statutory requirements for public authorities to competitively bid procurement contracts. While there are no statutory or common law requirements for a public benefit corporation to make purchases, such as equipment purchases through public bidding, it has been the practice in the past and now it will be the formal policy of this Agency that it will actively solicit competition for such procurements. Whether competition is solicited pursuant to a formal competitive bidding process or a less formal method such as obtaining proposals or verbal or written quotations, will depend upon the nature of the particular purchase. By promoting the competitive securing of goods and services, the Agency will assure the prudent and economic use of public monies in the best interests of the citizens of Onondaga County and will facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances. It is also the intention of this Policy to guard against favoritism, improvidence, extravagance, fraud and corruption, and, wherever possible within existing laws, to promote and support local businesses and industry. The Agency will, through its purchases of equipment, follow Agency established guidelines for reducing greenhouse gases. The implementation of this voluntary purchasing policy will foster a greater degree of public accountability on the part of the Agency and those involved in the procurement process and will provide greater assurance that procurements will be based upon the best interests of the citizens of Onondaga County.

-END-

Rev. 7/00

Amended by Resolution No. 1661 of June 10, 2009

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OCRRA PURCHASING PROCEDURE SHORT VERSION 2023

VENDOR SELECTION and PURCHASE DOCUMENTATION PROCESS

General Rule: Obtain three quotes. Select the vendor with the lowest quote.

Minority/Women owned Business Enterprises (MWBE): Agency procurement procedure encourages the active solicitation of MWBE vendors. Recruitment of MWBE vendors should be included when advertising RFP, RFQ, and RFBs. Search MWBE sources such as; NYS Certified Minority-and -Women-Owned business Directory, City of Syracuse MWBE Directory, Syracuse Builder's Exchange Directory.			
Cost Levels	Authorization	Quotes	Documentation
\$500 or LESS	Dept Manager & Business Officer	Single Quote only....three quote rule is waived.	Purchase Order (accessible in MAS Accounting Program)
\$501 - \$2,999*	Dept Manager & Business Officer	Obtain verbal quotes; use the "Verbal Quote Form" to record quotes	Purchase Order (accessible in MAS Accounting Program)
<i>*A PROCUREMENT CHECKLIST MUST BE COMPLETED FOR ALL PROCUREMENTS OVER \$1,000</i>			
\$3,000 - \$9,999**	Dept Manager, Business Officer & Executive Director	Obtain written quotes (or) RFQ for highly detailed orders (or) RFP for highly complex orders. Advertising is recommended for an RFQ or RFP but not required. Purchases Over \$5,000 (not on an OCRRA PO) Must be reviewed by Agency Counsel.	Purchase Order (or) Contract (for complex orders requiring detailed specifications). Contracts must be written/approved by Agency Counsel.
\$10,000 -20,000**	Dept Manager, Business Officer & Executive Director, Agency Counsel reviews all purchase orders over \$10,000	Obtain written quotes or issue RFQ or RFP depending on the complexity of the order. Advertising is required for an RFQ or RFP. Purchases Over \$5,000 (not on an OCRRA PO) Must be reviewed by Agency Counsel.	Purchase Order (or) Contract (for complex orders requiring detailed specifications). Contracts must be written/approved by Agency Counsel. Conflict of Interest and Non-Collusion forms.
<i>**THE BUSINESS OFFICER REPORTS ALL PURCHASE ORDERS/CONTRACTS BETWEEN \$5,000-\$20,000 THE BOARD OF DIRECTORS</i>			
Over \$20,000***	Dept Manager, Business Officer, Executive Director, Agency Counsel & Board Resolution	RFP or Formal Bid Process (see "Bid Process" section in the Agency's Procurement Guidelines). Advertising is Required for all Procurements over \$20,000.	Purchase Order (or) Contract (for complex orders requiring detailed specifications). Contracts must be written/approved by Agency Counsel. Conflict of Interest and Non-Collusion forms.
<i>***NYS REQUIREMENT: PURCHASES OVER \$15,000 REQUIRE A DESIGNATED AGENCY CONTACT, OTHER THAN THE PROCUREMENT MANAGER, TO HANDLE VENDOR INQUIRIES. INCLUDE WITH RFP AND FORMAL BID REQUESTS AND REQUIRE COMPLETION OF STATE FINANCIAL LAW FORMS.</i>			
VENDOR SELECTION INSTRUCTIONS			
Verbal	Quotes for purchases under \$3,000 may be taken via phone call.		
Written	Vendors are required to submit their quotes by fax or e-mail for purchases of \$3,000 or more.		
Request for Quotation (RFQ)	Quotes for purchases over \$2,999 involving detailed specifications should be obtained by using an RFQ. The RFQ is designed to list the required specifications of the product being purchased. RFQs are mailed to pre-selected vendors, should be advertised on the Agency website, and may be advertised in the newspaper. If more than \$5,000, the RFQ should be reviewed by Agency Counsel prior to distribution.		
Request for Proposal (RFP)	An RFP is designed to obtain not only a vendor's quote but, also the vendor's expert analysis on how to handle a project. Unlike a RFQ or a Formal Bid Request, price may not always be the deciding criteria in vendor selection. RFPs are mailed to pre-selected vendors, should be advertised on the Agency website, and may be advertised in the newspaper. If more than \$5,000, the RFP should be reviewed by Agency Counsel prior to distribution.		
Formal Bid Process Request for Bids	Formal bids are sought for high priced (over \$20,000), clearly defined, purchases (e.g. equipment). Bids are advertised in the Agency's designated newspaper, mailed to pre-selected vendors, and advertised on the Agency website. A formal bid must be advertised in the Syracuse Post Standard newspaper. The advertisement <i>must be placed at least 10 days from the date of the bid opening.</i> Sealed bids are opened in a public meeting. Faxed or emailed bids are not accepted. Bid packages must be reviewed by Agency Counsel.		

PURCHASE ORDERS and CONTRACTS

Purchase Orders are simplified contracts filled out by the Department Manager and stored in the Agency's financial system.
Generally, an order is placed after the purchase order has been approved.

<u>DOCUMENT TYPE</u>	<u>PROCUREMENT SITUATION</u>
STANDARD PURCHASE ORDER	Prepared for most Agency purchases after the vendor selection process has been completed. The purchase description, cost, freight fee, and payment terms are established.
EMERGENCY PURCHASE ORDER	In emergency situations, where time is critical, the order can be placed verbally (three quote rule is waived) and confirmed with a written Purchase Order. <i>This should be used for true, documented emergencies only. The Business Officer or the Executive Director should be informed ASAP.</i>
BLANKET PURCHASE ORDER	Prepared for purchases of expected repetitive services or products or for lower cost miscellaneous purchases over a period of up to one year.
STATE OR COUNTY CONTRACT PURCHASE ORDER web sites: www.ogs.state.ny www.cnybuys.com	When purchases are made from vendors holding a State or County Contract the three quote rule may be waived. The applicable State or County contract number must be entered on the purchase order and a copy of contract text showing this number and expiration date of the contract should be obtained for the records.
CONTRACTS	Prepared and/or approved by the Legal Department and used instead of a purchase order when detailed specifications are important to protect the Agency's interests. (See Agency Counsel, for more information concerning contracts)
POST-ORDERING PROCEDURES	
RE-ORDERING	Quotes under \$10,000 may be utilized for a subsequent purchase if made within twelve months of the original purchase. The total expenditure on both purchases combined not to exceed \$20,000.
RECEIVING GOODS	OCRRA personnel receiving products should sign, date, and forward shipping documents to the Department Manager. If no shipping receipt is available fill out the Agency's <u>Receiving Receipt Form</u> .
PAYING VENDORS	The <u>Payment Authorization Form</u> is filled out and signed by the Department Manager to initiate the payment process relating to a purchase order or contract transaction. The vendor's name, address, amount to be paid, general ledger account number, and a description of the purchase is filled in and with the attached purchase order, invoice, quote documentation and shipping receipt is forwarded to Accounts Payable. For transactions such as, purchases from utilities, for subscriptions, petty cash replenishment; where a purchase order or contract is not practical, a <u>Check Request Form</u> is used to request/authorize and process payment. Approval from the Business Officer and Executive Director (for payments over \$2,999) is needed before payment can be sent to the vendor.
FORMS <i>A Procurement Checklist Must be Completed for All Procurements More Than \$1,000.</i>	Forms used in the purchasing and payment process include (but are not limited to) the Verbal Quote Summary Form, the Receiving Receipt Form, and the Payment Authorization Form or the Check Request Form. <i>All Procurement related forms, including this document, are located at the following:</i> S:\Forms\Accounts Payable Related Forms The Agency Purchase Order is accessible in the MAS Accounting Program and entered by a Department Manager or a designated staff member. They are printed and sent to vendors SOLELY by the Agency Accounts Payable Dept (See Accounts Payable Clerk for assistance with entering purchase orders in the Agency's financial system). <i>Please Note: <u>Certificates of Non-Collusion, Conflict of Interest Affidavits, and State Finance Forms</u> must be included in any RFQ, RFP or Bid Packages sent to a vendor. They must be completed by the vendor BEFORE an agreement is made to purchase from them.</i>
SUPPORTING DOCUMENTS	<i>Physical Proof of Advertisements (when applicable) will be maintained by the Agency Purchasing Clerk in a central location available for review upon request.</i>

OCRRA 2025
QUARTERLY INVESTMENT REPORT
1st Quarter 2025

The following investment vehicles were utilized during the 1st Quarter 2025:


TYPE OF INVESTMENT	Investments at Dec 31, 2024	Investments at March, 2025	Average Yield
Demand Deposits-Trustee	940,005	97,848	-0-
Treasury Bills-Trustee	4,629,082	4,201,852	2.45%
Certificates of Deposit-Trustee	-	1,559,796	4.47%
Government Bonds-Trustee	432,972	-0-	-0-
Treasury Bills-M&T/Wilmington	14,996,410	14,596,254	4.31%
Public Fund Money Market Account-M&T	1,278,073	2,284,687	2.50%
Public Fund Money Market Acct.-NBT Bank	4,247,870	4,263,107	4.35%
Public Fund Money Market Account-Chase Bank	267,543	117,543	-0-
Total Invested Cash	26,791,955	27,121,087	
Total Non-Invested Cash Balances	1,049,471	1,326,505	-0-

INTEREST EARNINGS

The Agency recorded the following interest earnings for invested funds during the 1st Quarter 2025:

Money Market & Demand Accounts (M&T & NBT Accounts)	\$ 54,599.19
Treasury Bill Interest (Wilmington)	\$ 86,505.47
Trustee Interest (US Bank accounts)	<u>\$ 17,138.71</u>
Total for 1st Quarter 2025	\$ 158,243.37

The Agency believes we are fully compliant with the established Investment Guidelines.


 Michael Mokrzycki, Deputy Director

Date 4/10/25

Purchase Orders Between \$5,000 and \$20,000					4/10/2025			
Purchase Order Types								
SD: Standard			EM: Emergency					
BL: Blanket			SDM: Standard with Multiple Purchases					
Vendor Selection								
OEM: Original Equipment Manufacturer			CC: County Contract R: Resolution					
B: Bids			SS: Sole Source DD: Deputy Director					
RFP: Request for Proposals			Q: Quotes					
RFQ: Request for Quotations			P: Preferred Source					
SC: State Contract			EXD: Executive Director					
MWBE: Minority/Women Business Ent.			BUS: Business Officer					
PO Date	PO #	Type	Manager	Vendor Name		Amount	Selection	Res. #
2/18/2025	19731	BL	Dan Haas	Riccelli Enterprises Inc		150,000.00	B	
				Hauling Services				
2/18/2025	19732	BL	Dan Haas	Reworld Recovery LLC		39,990.00	R	#2486
				Pick up and Disposal Of Tires				
2/18/2025	19733	SD	Dan Haas	Vermeer		12,050.77	OEM	
				Service Call/Grinder/Amboy/Infeed Chain Link				
2/18/2025	19734	SD	Dan Haas	Vermeer		14,458.78	OEM	
				Service Call/Alternator/Grinder/Amboy				
2/18/2025	19737	SD	Dan Haas	Syracuse Retreaders LLC		5,918.50	SC	
				Tires,Tubes and Services				
2/26/2025	19753	BL	Dan Haas	Siteone Landscaping Supply		6,997.20	CC	
				Snow and Ice Removal Products				
2/27/2025	19758	BL	Dan Haas	Alta Equipment Company		8,750.59	OEM	
				Service Call-Repairs damaged Rental				
2/28/2025	19760	SD	Dan Haas	Goodyear Commercial Tire & Service		5,945.28	SC	
				Tires/Tubes And Services				
3/4/2025	19765	SD	Dan Haas	Kenworth Northeast Group Inc.		7,220.02	OEM	
				Service Call Truck 40				
3/5/2025	19778	SD	Dan Haas	Anderson Equipment		7,710.20	OEM	
				Rim-WA500-6/Amboy				
3/12/2025	19795	BL	Dan Haas	Express Employment Professionals		19,570.95	Q	
				Seasonal Gatekeeper -Jamesville				
3/12/2025	19796	EM	Dan Haas	Rochester Scale Works Inc		17,455.00	EXD	
				Swing Arm/Concrete Footing/Pad Extension/RCR				
3/19/2025	19816	SD	Dan Haas	Syracuse Retreaders LLC		23,990.00	R	#2489
				Foam Filled Tires and Rims				
3/19/2025	19819	SD	Dan Haas	T.H. Kinsella Inc		13,908.92	CC	
				Crusher Stone/Jamesville				

https://ocra-my.sharepoint.com/personal/mmokrzycki_ocra_org/Documents/Files/Admin

Committee/2025/04.22.2025/warrenSimpson_2009_5000_to_20000_pos_rjm_033109 - Copy 14POs \$5,000-\$20,000 (2)2024,2025

Purchase Orders Between \$5,000 and \$20,000					4/10/2025			
Purchase Order Types								
SD: Standard			EM: Emergency					
BL: Blanket			SDM: Standard with Multiple Purchases					
Vendor Selection								
OEM: Original Equipment Manufacturer			CC: County Contract R: Resolution					
B: Bids			SS: Sole Source DD: Deputy Director					
RFP: Request for Proposals			Q: Quotes					
RFQ: Request for Quotations			P: Preferred Source					
SC: State Contract			EXD: Executive Director					
MWBE: Minority/Women Business Ent.			BUS: Business Officer					
PO Date	PO #	Type	Manager	Vendor Name	Amount	Selection	Res. #	
3/19/2025	19823	SD	Dan Haas	Affordable Trailer Solutions	5,384.08	OEM		
				Trailers 24-2				
3/24/2025	19834	SD	Dan Haas	Kenworth Northeast Group Inc.	10,581.73	OEM		
				Service Call/Truck 52/RCR				
3/24/2025	19843	SD	Dan Haas	Anderson Equipment Co.	7,060.20	OEM		
				WA500-6/Amboy				
3/26/2025	19851	BL	Dan Haas	Colucci Trucking	20,000.00	B		
				Emergency Hauling Services				
3/31/2025	19863	SD	Dan Haas	Hackers Packers Inc	6,184.05	OEM		
				Parts/Truck 47/RCR				
4/4/2025	19882	BL	Mike	Staples Contract & Commercial	5000.00	SC		
				Misc Office Supplies				
4/9/2025	19895	BL	Dan Haas	King T & S	19,330.00	B		
				Mowing Services/RCR/Amboy/Ley Creek				
4/9/2025	19897	SC	Dan Haas	Goodyear Commercial Tire & Service	10,393.62	SC		
				Tires/Tubes And Services				
4/10/2025	19900	SD	Dan Haas	Anderson Equipment	7,011.95	OEM		
				WA500/RCR Labor/Parts				

**RESOLUTION AUTHORIZING AGENCY'S EXECUTIVE DIRECTOR
TO RETAIN ATTORNEY FOR LEGAL SERVICES FOR FIVE YEARS**

WHEREAS, the Onondaga County Resource Recovery Agency requires ongoing legal services and wishes to engage a firm and its designated lead attorney to provide such services; and

WHEREAS, the Agency previously retained the services of Costello, Cooney and Fearon PLLC and retained lead attorney James J. Gascon Esq. to serve as general counsel for the Agency beginning April 1, 2020 following the RFP process and pursuant to the Agencies procurement policy by Resolution No. 2237, 2020; and

WHEREAS, pursuant to said Resolution the Agency further exercised the six month extension to the Agreement for legal services by Resolution No. 2255, 2020; and

WHEREAS, the Administration Committee has recommended a longer term Agreement of 5 years for legal services; and

WHEREAS, the legal firm of Costello, Cooney and Fearon PLLC with lead attorney James J. Gascon Esq. has submitted a proposed Engagement Agreement for a five (5) year period of time commencing January 1, 2021 and ending December 31, 2025. A copy of the agreement is attached hereto and made a part hereof as Attachment 1; and

WHEREAS, the law firm has agreed to render said legal services at the current billing rates for the length of the five (5) year contract; and

WHEREAS, the Administration Committee recommends extending the agreement to retain James J. Gascon Esq. and the firm Costello, Cooney Fearon PLLC consistent with the terms articulated on Attachment 1 at an annual cost not-to-exceed \$120,000 for general legal services and to bring legal issues beyond the scope of general legal services, with a cost that would exceed \$2,500 for review by the Administration Committee; now therefore be it

RESOLVED, that the Onondaga County Resource Recovery Agency does hereby authorize its Executive Director to enter into the five (5) year contract for legal services with James J. Gascon and Costello, Cooney and Fearon PLLC (CCF) pursuant to the terms of the Engagement Agreement at an annual cost-not-to exceed \$120,000, for general legal services and to bring legal issues beyond the scope of general legal services, with a cost that would exceed \$2,500 for review by the Administration Committee. This Resolution shall take effect immediately.

Resolution Adopted Date: November 18, 2020

Vote: Ayes: 10 Nays: 0 Abstentions: 1

Signed:  _____