

Local Law Filing

(Use this form to file a 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 City Town Village
(Select one:)

of STEUBEN

Local Law No. THREE of the year 2018

A local law AUTHORIZING PURCHASE AND SERVICE CONTRACTS TO BE AWARDED ON THE
(Insert Title)
BASIS OF BEST VALUE METHODOLOGY PURSUANT TO NEW YORK STATE'S
GENERAL MUNICIPAL LAW AND FINANCE LAW.

Be it enacted by the LEGISLATURE of the
(Name of Legislative Body)

County City Town Village
(Select one:)

of STEUBEN as follows:

Section 1. Legislative Intent

The intent of this Local Law is to authorize Steuben County to use the Best Value basis, as authorized in Section 103 of New York's General Municipal Law and Section 163 of New York's Finance Law, when awarding applicable purchase and service contracts and excepting those specifically excluded in General Municipal Law Section 103. The use of Best Value is to provide Steuben County more flexibility and an alternative methodology in awarding contracts to ensure that public funds are being used to procure the highest quality goods and services at the lowest available costs while promoting competition, fairness, and efficiency in awarding contracts to responsive, responsible vendors/ offerors and/or bidders. Best Value procurement links the procurement process to the County's performance requirements; including, but not limited to, selection factors such as useful lifespan and quality.

Section 2. Definitions

As used in this local law, the following terms shall have the following meanings:

- a. County. Steuben County, New York
- b. Director of Purchasing. The Director of Purchasing for the County of Steuben, State of New York.
- c. Purchase Contracts. Contracts for goods, commodities and equipment, including technology.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

Section 3. Best Value Award Methodology Requirements

- A. Where the basis for award is the Best Value offer, the Director of Purchasing shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
- B. The Director of Purchasing shall select a formal competitive procurement process, in accordance with guidelines established by New York State General Municipal Law, other relevant State Laws and the County's Procurement Policy and document its determination in the procurement record. The process shall include, but is not limited to, a clear statement of need; a description of the required specifications governing performance and related factors; a reasonable process for ensuring a competitive field; a fair and equal opportunity for offerers to submit responsive offers; and a balanced and fair method of award. Where the basis for the award is best value, documentation in the procurement record shall, where practicable, include a quantification of the application of the criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.
- C. The solicitation shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the County in its determination of best value.
- D. The Director of Purchasing shall develop procedures that will govern the award of contracts on the basis of best value. These procedures shall be included in the Steuben County Procurement Policy and all awards based on Best Value shall be made by the appropriate Legislative committee, if applicable and the Administration Legislative Committee.
- E. In the event that no best value election has been made, purchase contracts will continue to be awarded to the lowest responsive and responsible bidder.

Section 4. Severability

If any clause, sentence, paragraph, subdivision, section or part of this law or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, effect or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law or in its application to the person, individual, corporation, firm, partnership, entity or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing and publication in accordance with Section 27 of the Municipal Home Rule and section 2.08 of the Charter of the County of Steuben.

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

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. THREE of 2018 of the (County)(City)(Town)(Village) of STEUBEN was duly passed by the LEGISLATURE on MARCH 9 2018, in accordance with the applicable provisions of law.
(Name of Legislative Body)

~~**2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)**~~

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ and was deemed duly adopted on _____ 20____, in accordance with the applicable provisions of law.~~
(Name of Legislative Body)
(Elective Chief Executive Officer)*

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____.

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

~~**4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)**~~

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, 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 chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

~~5. (City local law concerning Charter revision proposed by petition.)~~

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) 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)(general) election held on _____ 20____, became operative.~~

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, 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 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 1 above.

Gwendolyn K. Horn

Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: March 9, 2018

(Seal)