

**LOCAL LAW PERMANENT 11 OF 2018**  
LOCAL LAW INTRO. NO. 7 of 2018

**A LOCAL LAW AMENDING ARTICLE III-A, SECTION A301-A OF THE BROOME COUNTY CHARTER AND CODE REGARDING THE DEPARTMENT OF PURCHASING**

SECTION 1. Article III-A, Section A301-A of the Broome County Charter is amended as follows:

- (2) Powers and duties of Director of Purchasing.
  - (A) The Director of Purchasing shall:
    - (1) Establish and maintain a central purchasing system.
    - (2) Establish and enforce standard specifications with respect to supplies, materials and equipment.
    - (3) Inspect and supervise and otherwise provide for the inspection of all deliveries of supplies, materials and equipment and determine their quality, quantity and conformity to contract.
    - (4) Sell or lease any surplus, obsolete or unused supplies, materials and equipment under the rules and regulations as may be established by resolution of the County Legislature.
    - (5) Upon request of any city, town, village, school district or any other unit of local government, act as purchasing agent for the same, either for all or any part of its purchases, upon such conditions as may be prescribed by the County Legislature.
    - (6) In accordance with Article III, § A302(O), of this Code, the County Executive is empowered to delegate to the Director of Purchasing the power to execute all contracts on behalf of the County with respect to the buying, selling or leasing of any supplies, materials and equipment, for an amount not to exceed the sum fixed by the General Municipal Law of the State of New York as the mandatory limit above which the competitive bidding process must be employed.
    - (7) Perform under the discretion of the County Executive all other duties of a county purchasing agent under the laws of the State of New York not inconsistent with the provisions of this Code.

(8) Arrange for the purchase of supplies, materials and equipment for the County in accordance with any applicable provisions of state, federal or local law.

(9) Perform such other and related duties as the County Executive or County Legislature may direct.

(10) Appoint such deputies, when such positions are authorized by the County Legislature within budgetary appropriations provided therefor, as he or she may deem necessary for the performance of his or her duties.

(11) When a request for proposal (RFP), or a request for qualifications (RFQ) is issued by Broome County, if there is a contract currently in effect or expiring for that service, the Director of Purchasing, or their designee shall notify the owner or an officer of the company who is the current contract holder that an RFP or RFQ has been issued for said service within twenty-four (24) hours of it being officially issued. In the notification, the Director of Purchasing shall include a copy of said RFP or RFQ. Acceptable notification shall include contacting the owner or an officer of the company who is the contract holder through either a written communication sent via certified mail or an electronic communication with a delivery and read receipt required.

(12) Shall provide to the Clerk of the Legislature in written and/or electronic version, a copy of all requests for proposals (RFP) or requests for qualifications (RFQ) issued by the County within twenty-four (24) hours of said RFP or RFQ being officially issued by the County; and shall provide prior to the end of each calendar year a list of all RFPs and RFQs that have been issued throughout that year, and a list of all RFPs and RFQs that are due to be issued during the next calendar year.

SECTION 2. Effective Date: This Local Law shall take effect upon filing with the Secretary of State.