

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 9, 2016

9:00 a.m.

****PLEASE NOTE CHANGE**** *Legislative Chambers* ****PLEASE NOTE CHANGE****

Steuben County Office Building

Bath, New York

****AGENDA****

I. CALL TO ORDER

II. APPROVAL OF MINUTES – [January 12, 2016](#)

III. GRIEVANCES

IV. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency (*Wendy Flaitz*)

1. **Request to Reject RFP's for Data Collection Services and put out a new RFP**

B. Law Department (*Alan Reed/Shawn Corey*)

1. **Legal Services RFP**
2. **Amending Local Law Relative to Written Notice of Defect**

C. Information Technology (*Ken Peaslee*)

1. **Phone Maintenance Renewal**

D. Purchasing (*Andy Morse*)

1. **Quarterly Award of Copy Paper Bid**
2. **Request Authorization to Renew Copier Maintenance Contract w/ Ricoh**

E. Personnel (*Nancy Smith*)

1. **[Request RFP for Civil Service Software Project](#)**

F. County Manager (*Jack Wheeler*)

1. **Revisions to *Administrative Code***
2. **Bid for Fiber Project**

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

Please note that the opportunity for Public Comment is only offered at the monthly Legislative Meetings which are held the 4th Monday of each month at 10:00 a.m., unless otherwise noted on the Legislative Calendar. If you have an issue you wish to discuss with a Standing Committee, you must receive the permission of the Chairman of the Standing Committee prior to that meeting and be placed on the agenda.

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at (607) 664-2247 at least 48 hours prior to the scheduled meeting to advise what accommodations will be necessary.