CONTRACT ADMINISTRATION BOARD MEETING MINUTES

Honorable Michael G. Breslin, *County Executive*
Honorable Thomas G. Clingan, *County Clerk*
Honorable Daniel P. McCoy, *Chairman, County Legislature*

Monday, January 25, 2010 |11:00 AM | CEO Conference Room, 112 State Street, Suite 200

Members Present: Michael Breslin, *County Executive*
Thomas Clingan, *County Clerk*
Daniel P. McCoy, *Chairman, County Legislature*

Others Present: Rich Lyons, *Sewer District*
Tom Coffey, *Residential Health Care Facility*
Kelly Roberts, Mental Health
Craig Apple, *Sheriff*
Michael Asbury, *Social Services*
Karen Storm, *Purchasing*
Judy Glassanos, *Aging*
Lynn Tubbs, *Children, Youth & Families*
John Mc Phillips, *Children, Youth & Families*
Tim Maniccia, *County Executive's Office*
Elizabeth Staubach, *County Executive's Office*
Deirdre Brodie, *County Executive's Office*
Elizabeth Diamantatos, *County Executive's Office*
Vince Popolizio, *General Services*
Chuck Wager, *General Services*
Eugenia Condon, *Law*
Karry Culihan, *Law*
Karen Storm, *Purchasing*
William Conboy, *Legislative Majority Counsel*
John Rodat, *Management and Budget*
Lisa Henty, *Management and Budget*
Rose Duhan, *Management and Budget*
Tom Leitz, *Management & Budget*

The meeting commenced at 11:05 A.M.

TYPE:	NEW
Contract Number:	10-8130-0001
Requesting Department:	Sewer District
Vendor:	High Voltage Electric Services, Inc
Scope of Services:	Emergency repair of 13.2k feeder line at South Plant. Just cable = $34,500 Cable & conduit = $80,500.
Term:	2 weeks
Amount:	$80,500.00

Mr. Lyons stated that this was a new contract for emergency repair on a feeder line at the south plant. Mr. Lyons continued that all repairs were completed last week, as to stay with in the state safety mandates. Mr. Lyons stated as the repair work was being completed it was found that only the cable was needed and that the conduit could be re-used. Mr. Lyons noted that the cost would be $34,500 for the cost of the cable. Mr. Lyons stated of the four quotes received this was the lowest. Mr. Lyons noted that the repair costs have been submitted to the insurance company and that they will be reimbursed all but the $10,000 deductable. Mr. Clingan asked if we could change the contract to reflect the approved dollar amount to be $34,500. Ms. Condon noted that changing the dollar amount will not legally affect the contract. The board agreed to change the dollar amount of the contract. Mr. Clingan motioned to accept the contract with the $34,500 dollar amount. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-6020-0001
Requesting Department: Residential Health Care Facility
Vendor: Andrew Coates, MD
Scope of Services: Provide medical direction to Albany Co. Nursing Home.
Term: 03/01/2010-02/28/2011
Amount: $82,000.00

Mr. Coffey stated that this was a new contract to Dr. Coates provide medical direction to the nursing home. Mr. Coffey stated that Dr. Coates has been with the nursing home for a year now and they were very pleased with his services. Mr. Coffey continued that although Dr. Coates is only contracted for 8 hours a week, he spends much more time there than that. Mr. Coffey continued that Dr. Coates is very accessible and responsive. Mr. Clingan stated he knows Dr. Coates has a lot going on and is very active in the community, and is glad to hear that Dr. Coates is that dedicated to the nursing home. Mr. McCoy asked for clarification to how many hours a week Dr. Coates works. Mr. Coffey replied that per his contract he is only obligated to 8 hours a week; but spends much more time there than that. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contact was unanimously approved.

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TYPE: NEW
Contract Number: 10-3110-0001
Requesting Department: Sheriff
Vendor: Mavron Inc
Scope of Services: Purchase prisoner transport vehicle PER BID#91573020. This will be covered by 2009 ENCUMBERED FUNDS.
Term: N/A
Amount: $76,800.00

Undersheriff Apple stated that this was a new contract for a prisoner transport vehicle. Undersheriff Apple noted that the current vehicle is a 2002 with 102k miles on it, and last year they invested over $15, 000 in repairs. Undersheriff Apple continued that they received two bids and that the NY bidder was $18k higher than the Indiana bid. Mr. Clingan noted that the higher bid vehicle had more glass and looked less secure. Undersheriff Apple replied that the other vehicle was too fancy and not appropriate for their clientele. Undersheriff Apple continued that the vehicle they are looking to purchase has a larger motor and is more secure. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contact was unanimously approved.

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TYPE: NEW
Contract Number: 10-6010-0001
Requesting Department: Social Services
Vendor: Kevin & Elizabeth Mosier
Scope of Services: Workforce housing rehabilitation program deferred loan.
Term: 5 years
Amount: $23,845.00

Mr. Asbury stated that this was a new contract for the workforce housing rehabilitation deferred loan program. Mr. Asbury noted that this couple lives in Bethlehem and the project was bid competitively. Mr. Clingan asked if correcting code issues within the home were part of this program. Mr. Asbury responded that they were, and that when they improve the code violations it improves the quality of housing. Mr. Clingan asked for clarification on what areas of Albany County are covered by this program. Mr. Asbury replied that all of Albany County is covered, except Albany & Colonie. Mr. Asbury continued that those two areas are not covered because of federal law, and that they have their own programs in place. Mr. McCoy asked about the coverage status of Cohoes, and if Mr. Asbury would briefly explain this program. Mr. Asbury stated that Cohoes is included in this program. Mr. Asbury said that the County applied for a $750k grant, and that $615k of the grant was applied towards rehabilitation. Mr. Asbury continued that applicants must be income eligible to qualify for the loan program. Mr. Asbury stated that the owner must remain in the home, rent or sell to an income eligible

individual through out the duration of the loan. Mr. Asbury continued that he received over a 130 applications for the program; of which 60 were complete by the due date. Mr. Asbury continued that based on the funding it is estimated there is enough funding to work with 25-30 units. Mr. Clingan requested that the board take all four contracts up together, the Board agreed. Mr. Clingan motioned to approve all four the contracts. Mr. Breslin seconded the motion. The contact was unanimously approved. Contract numbers: 10-6010-0001, 10-6010-0002, 10-6010-0003, 10-6010-0004

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TYPE: NEW
Contract Number: 10-6010-0002
Requesting Department: Social Services
Vendor: Joseph & Heather Kennison
Scope of Services: Workforce housing rehabilitation program deferred loan.
Term: 5 years
Amount: $23,335.00

Mr. Asbury stated that this was a new contract for the workforce housing rehabilitation deferred loan program. Mr. Clingan requested that the board take all four contracts up together, the Board agreed. Mr. Clingan motioned to approve all four the contracts. Mr. Breslin seconded the motion. The contact was unanimously approved. Contract numbers: 10-6010-0001, 10-6010-0002, 10-6010-0003, 10-6010-0004

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TYPE: NEW
Contract Number: 10-6010-0003
Requesting Department: Social Services
Vendor: Michae l Aldrich
Scope of Services: Workforce housing rehabilitation program deferred loan. Two units, one for owner and one rental.
Term: 5 years
Amount: $49,925.00

Mr. Asbury stated that this was a new contract for the workforce housing rehabilitation deferred loan program. Mr. Clingan requested that the board take all four contracts up together, the Board agreed. Mr. Clingan motioned to approve all four the contracts. Mr. Breslin seconded the motion. The contact was unanimously approved. Contract numbers: 10-6010-0001, 10-6010-0002, 10-6010-0003, 10-6010-0004

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TYPE: NEW
Contract Number: 10-6010-0004
Requesting Department: Social Services
Vendor: La nsing Trust
Scope of Services: Workforce housing rehabilitation program deferred loan.
Term: 5 years
Amount: $24,999.00

Mr. Asbury stated that this was a new contract for the workforce housing rehabilitation deferred loan program. Mr. Clingan requested that the board take all four contracts up together, the Board agreed. Mr. Clingan motioned to approve all four the contracts. Mr. Breslin seconded the motion. The contact was unanimously approved. Contract numbers: 10-6010-0001, 10-6010-0002, 10-6010-0003, 10-6010-0004

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TYPE: NEW
Contract Number: 10-6071-0001
Requesting Department: Children, Youth & Families
Vendor: Equinox, Inc
Scope of Services: Preventive services – case planning 12 slots/$22.00 per diem.
Term: 04/01/2010-03/31/2011
Amount: $96,360.00

Mr. McPhillips stated that this was a new contract for prevention services. Mr. McPhillips continued that the prevention services included case planning, parenting programs, adjunct-clinical, mentoring and peer to peer support. Mr. McCoy asked if this was the first time the Board voted on these prevention contracts separately. Mr. McPhillips replied that it was the first time these contracts came before the board individually. Mr. McCoy stated he believed that the Legislature passed a resolution last year requiring prevention contracts such as these to go in front of the Social Services Committee. Mr. McPhillips asked specifically which resolution (what number) required going before the Social Services Committee. Mr. McCoy replied he would provide Mr. McPhillips with that information. Mr. McCoy stated that he did not want to vote on any of the prevention contracts, as to not supersede what the Legislature has required. Mr. Clingan asked if the Equinox contract had been before the Board, Mr. McPhillips replied it had. Mr. Clingan asked what the difference was that RSS, Catholic Charities came in front of the Board repeatedly during 2009. Mr. McPhillips replied that, that was a different RFP process and different vendors. Ms. Tubbs continued that they broke down the contract into more specific areas to better serve the clients. Mr. McCoy noted that these contracts have an April 1, 2010 start date; requested that these three contracts be tabled for one month for further review (of contracts and of Legislature requirements). Mr. Clingan asked if there are many (similar) contracts going before the Legislature based on the $100k threshold. Mr. McPhillips replied that DCYF has 6 plus going before the Legislature for this cycle. Mr. Clingan asked if he could see a listing of contracts that will be presented to the Legislature, as well as a listing of the contracts that go before the County Executive. Mr. McPhillips and Ms. Tubbs agreed to provide the Board with the list of other contracts to the Board. Mr. Clingan asked if there is an issue with providing services if we held these three contracts for one month. Mr. McPhillips said he did not believe holding the contracts for one month would affect services to clients. Mr. Clingan motioned to table the 3 contracts. Mr. Breslin seconded the motion. The contracts were unanimously tabled for one month.
CONTRACTS TABLED: 10-6071-0001, 10-6071-0002, 10-6071-0003

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TYPE: NEW
Contract Number: 10-6071-0002
Requesting Department: Children, Youth & Families
Vendor: Parsons Child and Family Center
Scope of Services: Preventive services – case planning 10 slots/$22.00 per diem.
Term 04/01/2010 – 03/31/2011
Amount: $80,300.00

See Contract 10-6071-0001 for narrative.

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TYPE: NEW
Contract Number: 10-6071-0003
Requesting Department: Children, Youth & Families
Vendor: Trinity Institute
Scope of Services: Preventive services – peer to peer 10 slots/$19.00 per diem.
Term: 04/01/2010 – 03/31/2011
Amount: $69,350.00

See Contract 10-6071-0003 for narrative.

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TYPE: AMENDMENT
Contract Number: 10-2960-0002
Requesting Department: Children, Youth & Families
Vendor: VMC, Inc
Scope of Services: Reducing services and costs associated with the Transportation Consulting contract from the $86,000 of current contract 09-2960-0002 / transportation for special needs children, utilizing the vendor's software.
Term: 04/01/2009 – 03/31/2010
Amount: $80,233.00

Mr. McPhillips stated that this was an amendment to an existing contract. Mr. McPhillips stated that this contract was re-negotiated to lower costs to the County. Mr. Clingan asked if we were taking over more of the planning aspect for this procedure and are we planning on keeping VMC in the future. Mr. McPhillips replied that we were taking on more of the planning and that we will be keeping VMC as it is their priority software. Mr. McCoy asked if VMC is the same company that was used in Schenectady County. Mr. McPhillips replied it was. Mr. McCoy stated that Schenectady County attempted to do something similar as to proposed here, and do the work in house. Mr. McCoy continued that the end result was greater cost to that County. Mr. McCoy stated he is concerned that we cannot handle it in house and will end up in a similar situation as Schenectady County did. Mr. McPhillips replied that they unlike Schenectady County were not planning on taking over the entire process, just one portion that could be handled in house. Mr. McCoy asked what information DCYF has that could better convince him that this process could be handled in house. Mr. McPhillips replied that DCYF has a Transportation Coordinator in house who is more than qualified to take over this portion of the process. Mr. McCoy stated that he has anonymously heard that there are internal concerns from other DCYF/County employee(s) that this process cannot be handled in house. Mr. McCoy requested that this contract and 10-2960-0001 be tabled until more information is provided, unless the other two Board members were comfortable passing this contract and he would abstain from voting. Ms. Tubbs asked what additional information she could provide to the Board. Mr. Clingan stated he would like to move on both contracts, but in regards to Mr. McCoy's concerns asked if there was an issue if these were held. Mr. McPhillips replied that yes, if we held this contract (10-2960-0002) that they would miss out on the opportunity for the financial savings. Mr. McCoy stated that if the two other members of the Board felt comfortable moving one or both contracts, he was ok with that and he would abstain from voting on either. Mr. Breslin stated he would like to move both contract forward. Mr. Clingan proposed that we move this contract forward and table 10-2960-0001 until next month, the Board agreed. Mr. Clingan motioned to approve the contract 10-2960-0002. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: RENEWAL
Contract Number: 10-2960-0001
Requesting Department: Children, Youth & Families
Vendor: VMC, Inc
Scope of Services: Reducing services and costs associated with the Transportation Consulting contract from the $86,000 of current contract 09-2960-0002 / transportation for special needs children, utilizing the vendor's software. Second of two renewable options.
Term: 04/01/2010 – 03/31/2011
Amount: $51,400.00

SEE CONTRACT 10-2960-0002 for back up materials

Contract 10-2960-0001 was tabled for one month. Mr. McPhillips and Ms. Tubbs agreed to provide the Board with additional information regarding the plan to reduce services related to VMC.

See above contact 10-2960-0002 for narrative

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TYPE: NEW
Contract Number: 10-1620-0003
Requesting Department: General Services
Vendor: Sta nts Combustion Associates
Scope of Services: RFP91421610 for Mercantile & DSS - HVAC Preventive Maintenance and Emergency Service w/Water Treatment. ($15,174./yr).
Term: January 2010 – December 2012
Amount: $45,522.00

Mr. Popolizio stated that this was a new contract for HVAC preventive maintenance and emergency services at the Mercantile and DSS buildings. Mr. Clingan noted he was surprised by the number of bidders. Popolizio agreed and noted that Stants was the lowest bidder. Mr. Clingan asked if we were satisfied with their work. Mr. Popolizio replied that we were very satisfied with their work. Mr. Wager also agreed that we were satisfied with Stants work. Mr. Wager continued that he meets with everyone before they start in a building. Mr. Clingan asked if Mr. Wager thought Stants could handle 162 Washington Ave. Mr. Wager said he was quite confident that Stants could handle the tasks at 162 Washington Ave, and that the work load wasn't that large there. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contact was unanimously approved.

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TYPE: NEW
Contract Number: 10-1164-0004
Requesting Department: General Services
Vendor: Tri-County Refrigeration
Scope of Services: RFP91421610 for Judicial Center - HVAC Preventive Maintenance & Emergency Service. ($7,976./yr).
Term: January 2010 – December 2012
Amount: $23,928.00

Mr. Popolizio stated that this was a new contract for HVAC preventive maintenance and emergency services at the Judicial Center. Mr. McCoy asked if we were satisfied with their work. Mr. Wager replied that we are. Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contact was unanimously approved.

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The Board reviewed the minutes from the December 28th meeting. There were no changes or corrections. Mr. Clingan motioned to approve the minutes. Mr. Breslin seconded the motion. The minutes for the meeting were approved. Mr. McCoy abstained from voting on minute approval as he wasn't present at the previous meeting.

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The Contract Administration Board meeting adjourned at 11:50 am.
Minutes submitted by J.L. Drowne, *Management and Budget*.
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