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, May 24, 2010 | 9:15 AM | CEO Conference Room, 112 State Street, Suite 200

Members Present: Michael Breslin, *County Executive*
Thomas Clingan, *County Clerk*

Others Present:
John Mc Phillips*, Children, Youth & Families*
Eugenia Condon, *Law*
Karry Culihan, *Law*
Karen Storm, *Purchasing*
John Rodat, *Management and Budget*
Tom Leitz, *Management and Budget*
Rose Duhan, *Management and Budget*
Lisa Henty*, Management & Budget*
Michael Franchini, *County Executive's Office*
Michael Asbury, *Social Services*
Vince Popolizio, *General Services*
Tony Mantello, *General Services*
Gary Kulzer, *Social Services*
Tom Wigger, *Correctional Facility*
Charles Cahill, *Sewer District*

The meeting commenced at 9:15 AM

TYPE: NEW
Contract Number: 10-8130-0009
Requesting Department: Sewer District
Vendor: Corrosion Probe, Inc.
Scope of Services: Sludge holding tanks contact and construction oversight
Term: 6 months
Amount: $36,020.00

Mr. Cahill stated that this was a new contract for sludge holding tanks contact and construction oversight. Mr. Cahill noted that this was the only bidder for this contract. Mr. Clingan asked if the work was going to be completed during this construction season. Mr. Cahill responded that it would be completed this summer. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-3150-0014
Requesting Department: Correctional Facility
Vendor: Sysco
Scope of Services: Dishwashing chemicals
Term 2 years, with option for (2) 1 year renewals
Amount: $65,000.00

Mr. Wigger stated that this was a new contract for dishwashing chemicals at the correctional facility. Mr. Wigger stated that there were three (3) responders to the bid request and, that Sysco was the lowest bidder. Mr. Clingan asked if Sysco had been used in the past for these products. Mr. Wigger responded that they had been used in the past. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: AMEND
Contract Number: 10-1610-0003
Requesting Department: General Services
Vendor: Sacco & McKinney Architects
Scope of Services: Additional A/E services to complete design & construction adm. Services for the new CAC and Mental Health. Amending contract 07-1610-0010.
Term: N/A
Amount: $57,520.66

Mr. Mantello stated that this was a contract amendment for architectural and engineering services related to the Child Advocacy Center and the Mental Health Department area renovations. Mr. Mantello continued that this accounts for the costs associated with additional professional services provided by the project architect, Sacco & McKinney for the design and construction administration of the Child Advocacy Center. Mr. Clingan asked what the original contract amount was. Mr. Mantello replied the original contract was for $59,000. Mr. Clingan noted that this amendment almost doubles the original contract. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.
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TYPE: NEW
Contract Number: 10-6010-0040
Requesting Department: Social Services
Vendor: Jarrid & Julie Brazie
Scope of Services: Workforce housing rehabilitation program. Deferred loan – 3 units.
Term: 5 years
Amount: $46,992.00

Mr. Asbury stated that this was a new contract for workforce housing rehabilitation program. Mr. Asbury noted that this project was a little higher in cost because it was a larger property with two rental units. Ms. Asbury noted that the owners are obligated to rent to individuals who meet the financial qualification as stipulated by the loan. Mr. Clingan motioned to move all five rehabilitation program contracts together (10-6010-0041, 10-6010-0042, 10-6010-0043, and 10-6010-0044). The Board agreed. Mr. Clingan motioned to approve all five contracts. Mr. Breslin seconded the motion. The five contracts were unanimously approved.
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TYPE: NEW
Contract Number: 10-6010-0041
Requesting Department: Social Services
Vendor: Mary Drescher
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 workforce housing rehabilitation program. Mr. Asbury noted that this project was a little higher in cost because it was a larger property with two rental units. Ms. Asbury noted that the owners are obligated to rent to individuals who meet the financial qualification as stipulated by the loan. Mr. Clingan motioned to move all five rehabilitation program contracts together (10-6010-0041, 10-6010-0042, 10-6010-0043, and 10-6010-0044). The Board agreed. Mr. Clingan motioned to approve all five contracts. Mr. Breslin seconded the motion. The five contracts were unanimously approved.
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TYPE: NEW
Contract Number: 10-6010-0042
Requesting Department: Social Services
Vendor: Kevin Hale
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 workforce housing rehabilitation program. Mr. Asbury noted that this project was a little higher in cost because it was a larger property with two rental units. Ms. Asbury noted that the owners are obligated to rent to individuals who meet the financial qualification as stipulated by the loan. Mr. Clingan motioned to move all five rehabilitation program contracts together (10-6010-0041, 10-6010-0042, 10-6010-0043, and 10-6010-0044). The Board agreed. Mr. Clingan motioned to approve all five contracts. Mr. Breslin seconded the motion. The five contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-6010-0043
Requesting Department: Social Services
Vendor: John & Helen Postulka
Scope of Services: Workforce housing rehabilitation program. Deferred loan – 2 units.
Term: 5 years
Amount: $24,173.00

Mr. Asbury stated that this was a new contract for workforce housing rehabilitation program. Mr. Asbury noted that this project was a little higher in cost because it was a larger property with two rental units. Ms. Asbury noted that the owners will not be living on the property and that the tenants they rent to must also be income eligible. Mr. Clingan motioned to move all five rehabilitation program contracts together (10-6010-0041, 10-6010-0042, 10-6010-0043, and 10-6010-0044). The Board agreed. Mr. Clingan motioned to approve all five contracts. Mr. Breslin seconded the motion. The five contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-6010-0044
Requesting Department: Social Services
Vendor: Shirley O'Connor
Scope of Services: Workforce housing rehabilitation program. Deferred loan – 2 units.
Term: 5 years
Amount: $34,357.00

Mr. Asbury stated that this was a new contract for workforce housing rehabilitation program. Mr. Asbury noted that this project was a little higher in cost because it was a larger property with two rental units. Ms. Asbury noted that there was a large lead paint removal project for this property. Mr. Clingan motioned to move all five rehabilitation program contracts together (10-6010-0041, 10-6010-0042, 10-6010-0043, and 10-6010-0044). The Board agreed. Mr. Clingan motioned to approve all five contracts. Mr. Breslin seconded the motion. The five contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-6010-0039
Requesting Department: Social Services
Vendor: John R Probst Investigations
Scope of Services: Service of approx. 1000 legal papers for the departments of Social Services, DCYF and Mental Health.
Term: 10/01/2010 – 09/30/2011
Amount: $30,500.00

Mr. Kulzer stated that this was a new contract for the service of approximately 1000 legal papers for the department of Social Services, DCYF and Mental Health. Mr. Kulzer noted that this was the low bidder. Mr. Clingan asked if we were satisfied with their services. Mr. Kulzer replied that they were satisfied. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-6141-0001
Requesting Department: Social Services
Vendor: Albany Community Action Partnership
Scope of Services: Provide Home Energy Assistance program outreach and certification services to low income residents of Albany County living in the north end region and all city zip code areas, especially to elderly and handicapped individuals.
Term: 10/01/2010 – 09/30/2011
Amount: $70,000.00

Mr. Kulzer stated that this was a new contract to provide home energy assistance program outreach and certification services to low income residents of Albany County living in the north end region and all city zip codes areas, especially to elderly and handicapped individuals. Mr. Kulzer noted that Albany CAP & Cornell Cooperative were the only bidders. Mr. Kulzer continued that Cornell only bid half of the project. Mr. Kulzer continued that they didn't feel Albany CAP could handle the whole project. Mr. Breslin asked how this was handled last year. Mr. Kulzer replied that it was a 60% - 30% split, and Cornell was handling the majority of the work. Mr. Clingan motioned to take up both contract together (See contract 10-6141-0002). The Board agreed. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-6141-0002
Requesting Department: Social Services
Vendor: Cornell Cooperative Extension
Scope of Services: Provide Home Energy Assistance program outreach and certification services to low income residents in the southern zip code areas, especially to elderly and handicapped individuals. Service to include mail in application processing.
Term: 10/01/2010 – 09/30/2011
Amount: $70,000.00

Mr. Kulzer stated that this was a new contract to provide home energy assistance program outreach and certification services to low income residents of Albany County living in the north end region and all city zip codes areas, especially to elderly and handicapped individuals. Mr. Kulzer noted that Albany CAP & Cornell Cooperative were the only bidders. Mr. Kulzer continued that Cornell only bid half of the project. Mr. Kulzer continued that they didn't feel Albany CAP could handle the whole project. Mr. Breslin asked how this was handled last year. Mr. Kulzer replied that it was a 60% - 30% split, and Cornell was handling the majority of the work. Mr. Clingan motioned to take up both contract together (See contract 10-6141-0001). The Board agreed. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contracts were unanimously approved.

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TYPE: RENEWAL
Contract Number: 10-6119-0004
Requesting Department: Children, Youth & Families
Vendor: Parsons Child and Family Center
Scope of Services: Psychiatric services for Children's Mental Health Clinic.
Term: 05/01/2010 – 04/30/2911
Amount: $57,600.00

Mr. McPhillips stated that this was a renewal contract for psychiatric services for the children's mental health clinic. Mr. Clingan asked if we were satisfied with Parsons' services. Mr. McPhillips replied that they were satisfied with the services. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-2960-0004 thru 10-2960-0011
Requesting Department: Children, Youth & Families
Vendor: Multiple Vendors – see Attached List
Scope of Services: 3 to 5 Mandate Related Services
Term: 07/01/2010 – 06/30/2010
Amount: $20,000.00 - $99,000.00 – See Attached List for Individual Amounts

Mr. McPhillips stated that this was a new contract for 3 to 5 mandated services with multiple vendors. Mr. McPhillips noted that the County is reimbursed 59% after Medicaid. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Requesting Department: Children, Youth & Families
Contract Number/Vendor 10-2960-0012 – Newmeadow Saratoga School
10-2960-0013 – Schonowe Preschool
10-2960-0014 – Storyplace Preschool
Scope of Services: Preschool Special Education Services
Term: 07/01/2009 – 06/30/2010
Amount: 10-2960-0012 - $84,389.12
10-2960-0013 - $74,553.50
10-2960-0014 - $32,362.25

Mr. McPhillips stated that these were new contracts for preschool special education services. Mr. Breslin asked what the selection and eligibility criteria were. Mr. McPhillips stated that they are selected by CSE which is made up of individuals which include the community, the school, the parents and special education providers. Mr. Breslin asked if the schools were state certified Mr. McPhillips responded that they were. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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The minutes from the April 2010 CAB meeting were approved. The Contract Administration Board meeting adjourned at 9:27AM.

Minutes submitted by J.L. Drowne, *Management and Budget*.
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