## 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, June 21, 2010 | 9:15 AM | CEO Conference Room, 112 State Street, Suite 200

Members Present: Thomas Clingan, County Clerk

Daniel P. McCoy, Chairman, County Legislature

Others Present:

Rich Lyons, Sewer District Charles Welge, Health Eugenia Condon, *Law* Karry Culihan, *Law* Karen Storm, *Purchasina* 

Bill Conboy, Legislative Majority Counsel Tom Leitz, Management and Budget Rose Duhan, Management and Budget Lisa Henty, Management and Budget

The meeting commenced at 10:01 AM

TYPE: NEW

Contract Number: 10-8110-0001 Requesting Department: Sewer District

<u>Vendor</u>: Delaware Engineering

Scope of Services: Engineering for North and South plant sewage sludge pumps replacements

<u>Term</u>: 1 year <u>Amount</u>: \$49,250.00

Mr. Lyons stated that this was a new contract for sewage sludge pumps replacement. Mr. Lyons stated that this project was a two phase approach, first evaluation and then implementation. Mr. Lyons continued that this project was part of the 2011-2015 Capital Plan and will evaluation and the replace a total of twenty one sludge pumps at both sites. Mr. Lyons notes that all the current pumps are original equipment and are 36 years old. Mr. Clingan expressed his surprise at how long the current pumps have lasted. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: NEW

Contract Number: 10-8110-0002
Requesting Department: Sewer District

<u>Vendor</u>: James Daly Tobin Architects

Scope of Services: Architectural services for North & South Plant phase 3 roof replacement

<u>Term</u>: N/A Amount: \$48,500.00

Mr. Lyons stated that this was a new contract for architectural services for the North & South Plant phase 3 roof replacement. Mr. Lyons continued that this project was part of the 2011-2015 Capital Plan and is funded through the 2010 budget. Mr. Lyons continued that there were a total of eleven bidders, and that Tobin was the lowest bidder. Mr. Lyons noted that they had used Tobin for phase 2 roof and was very pleased with their work. Mr. Clingan noted that Tobin was \$ 20,000 below the other bidders. Mr. Lyons responded that he spoke with them extensively and they were meeting all the components of the RFP. Mr. Clingan asked if they were satisfied with Tobin. Mr. Lyons replied that they were. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: NEW

<u>Contract Number</u>: 10-8110-0001 Requesting Department: Health

<u>Vendor</u>: Capital District Community Garden

Scope of Services: Increase the availability and visibility of healthier food options in low income neighborhoods

Term: July 1, 2010 – June 30, 2011

Amount: \$35,000.00

Mr. Welge stated that this was a new contract with Capital District Community Gardens to increase the availability and visibility of healthier food options in low income neighborhoods. Mr. Welge continued that NYSDOH was one of two states to receive a five year grant for this project. Mr. Welge continued that Albany County was one of three chosen across the state to run this program. Mr. Welge stated that the goal of the program was to partner with convenience stores in low income neighborhoods that typically do not have convenient access to healthy inexpensive food choices, such as fresh fruits and vegetables. Mr. Welge stated that the Health Convenience Store Initiative, through compact in store displays, site specific marketing and twice weekly stocking and rotating of produce will increase the availability of local and culturally appropriate produce. Thus, making it easier for families to include fruits and vegetables in their diets. Mr. Clingan asked how we selected Capital District Community Gardens. Mr. Welge replied that it was through the RFP process and they were the only respondents. Mr. McCoy asked if this program was fully grant funded. Mr. Welge responded that it was. Mr. McCoy asked if the County had to pay the expenses upfront and be reimbursed by the state. Mr. Welge responded that yes, as of right now the County will have to pay upfront, but they were in talks with the state about other payment options so the County would not have to wait for reimbursement. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: NEW

Contract Number: 10-6010-0045
Requesting Department: Social Services
Vendor: Salient Corporation

Scope of Services: Annual maintenance and user license costs for data mining software to assist in identifying sources of

potential misuse and/or abuse within the Medicaid system.

<u>Term</u>: September 1, 2010 – August 31, 2011

Amount: \$44,546.00

The Department of Social Services requested that this contract be tabled for one month. Mr. Clingan motioned to table the contract for one month. Mr. McCoy seconded the motion. The contract was tabled.

TYPE: NEW

Contract Number: 10-1345-0007 Requesting Department: Purchasing

<u>Vendor</u>: Reliable Brothers Inc

Scope of Services: Purchase of meat and cold cuts for the jail and nursing home.

<u>Term</u> July 1, 2010 – August 31, 2010

Amount: \$34,477.20

Ms. Storm stated that this was a new contract for the purchase of meat and cold cuts for the jail and nursing home. Mr. Clingan noted that after review of the backup materials, that these are standard bi-monthly contracts for the jail and nursing home. Mr. Clingan motioned that the Board take up this contract and 10-1345-0008 (below) together. Mr. McCoy seconded the motion. Mr. Clingan motioned to approve both contracts. Mr. McCoy seconded the motion. The contracts were unanimously approved.

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TYPE: NEW

Contract Number: 10-1345-0008
Requesting Department: Purchasing

<u>Vendor</u>: Sysco Foodservices of Albany

<u>Scope of Services</u>: Purchase of meat and cold cuts for the jail and nursing home.

<u>Term</u>: July 1, 2010 – August 31, 2010

Amount: \$28,282.40

See above for commentary.

TYPE: NEW

Contract Number: 10-1345-0009
Requesting Department: Purchasing

<u>Vendor</u>: Freihofer/Bimbo Foods Inc

Scope of Services: Purchase of bread for the jail and nursing home.

<u>Term</u>: July 1, 2010 – December 31, 2010

<u>Amount</u>: \$52,546.80

Ms. Storm stated that this was a new contract for the purchase of bread for the jail and nursing home. Mr. Clingan noted that after review of the backup materials that these are standard food product contracts for the jail and nursing home. Mr. Clingan did note the name change of Freihofer to Bimbo Foods. Mr. Clingan recommended that the Board take this and the Farmer Brother's Coffee Contract (10-1345-0010) up together, the Board agreed. Mr. Clingan motioned to approve both contracts. Mr. McCoy seconded the motion. The contracts were unanimously approved.

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TYPE: NEW

Contract Number: 10-1345-0010
Requesting Department: Purchasing

<u>Vendor</u>: Farmer Brothers Coffee, Inc

Scope of Services: Purchase of ground coffee for the jail and nursing home.

Term: July 1, 2010 – June 30, 2011

Amount: \$39,726.72

See above for commentary.

TYPE: NEW

Contract Number: 10-1345-0011
Requesting Department: Purchasing
Vendor: Troy Light Co

<u>Scope of Services</u>: Furnish and deliver electrical supplies. Term: 1 year + 1 year renewal option

Amount: \$45,000.00

Ms. Storm stated that this was a new contract for electrical supplies for the county. Ms. Storm noted that the amount of \$45,000 was to cover the possibility of a second year. Mr. Clingan asked if we were satisfied with their work. Ms. Storm responded they were. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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