CONTRACT ADMINISTRATION BOARD MEETING MINUTES

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

Wednesday, December 29 2010 | 1:30 P.M. | CEO Conference Room, 112 State Street, Suite 200

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

Others Present:
Eugenia Condon, *Law*
Karry Culihan, *Law*
Karen Storm, *Purchasing*
John Rodat, *Management & Budget*
Tom Leitz, *Management & Budget*
Rose Duhan, *Management & Budget*
Michael Franchini, *County Executive's Office*
Kerri Battle, *County Executive's Office*
Joe DeAngelis, *Social Services*
Craig Apple, *Sheriff's Department*
Lynn Tubbs, *Children, Youth & Families*
Kelle Roberts, *Mental Health*
Tom Coffey *Residential Health Care Facility*

The meeting commenced at 1:30 PM

TYPE:	NEW
Contract Number:	10-6020-0019
Requesting Department:	Residential Health Care Facility
Vendor:	College of St. Rose
Scope of Services:	Provide speech therapy services to the residents of the nursing home.
Term:	01/01/2011 – 12/31/2011
Amount:	$80,436.00

Mr. Coffey stated that this was a new contract for speech therapy services at the nursing home. Mr. Coffey continued that the contract amount allows for up to 30 hrs/week of speech therapy if needed, but based on current usage, 20 hrs/week is expected, and the full contract amount will likely not be expended. Mr. Coffey explained that the College of St. Rose was the highest scoring bidder. Mr. Coffey also noted that the services provided by the College of St. Rose include graduate students completing their internships, which makes the arrangement beneficial for both the County and the College. Mr. Breslin asked if future Requests for Proposals could include a requirement that the provider incorporate internships into their proposal. Ms. Storm agreed that bidders could be required to incorporate this requirement into proposals, and subsequent contracts include this provision. Mr. Clingan pointed out that this could limit the number of bidders, and potentially drive up the price of the service. Ms. Condon noted that proposers could be required to incorporate interns into their services, regardless of the proposer's status as an educational institution. Mr. Clingan asked if the Nursing Home has been satisfied with the services provided in the past, and Mr. Coffey said yes. 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: 10-4230-00019
Requesting Department: Mental Health
Vendor: Capital District Gay & Lesbian Community Council
Scope of Services: Comprehensive marketing campaign to prevent the use of crystal meth.
Term: 01/01/2011 – 12/31/2011
Amount: $49,863.00

Ms. Roberts stated that this was a new contract for marketing campaign to prevent crystal meth use. Ms. Roberts pointed out the contract is funded 100% by the Office of Alcoholism and Substance Abuse Services (OASAS). Ms. Roberts continued that the organization will use the funding for a three year marketing campaign targeting crystal meth use among gay men, as well as support groups and referrals. Mr. Clingan stated that he thought the organization was known as the Community Center, not the Community Council and asked that someone check that the correct official name be used. 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: 10-4322-0017
Requesting Department: Mental Health
Vendor: Catholic Charities
Scope of Services: For the provision of case management services at Mercy House. The units serve homeless women with mental health and co-occurring disorders.
Term: 01/01/2011 – 12/31/2011
Amount: $39,895.00

Ms. Roberts stated that this was a new contract with Catholic Charities to serve homeless women with mental health issues. Ms. Roberts stated that this program was 100% funded by the Office of Mental Health (OMH). Services provided include case management homeless women, housing, mental health and CD support services. 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: 10-4322-0018
Requesting Department: Mental Health
Vendor: Mental health Empowerment
Scope of Services: The contract provides for a MICA Peer Specialist to act as a central resource and referral conduit for various self help groups in Albany County.
Term: 01/01/2011 – 12/31/2011
Amount: $43,466.00

Ms. Roberts stated that this was a new contract to provide a MICA Peer Specialist. Ms. Roberts noted that this contract was 100% OMH funded. 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: 10-4322-0019
Requesting Department: Mental Health
Vendor: Counseling Care
Scope of Services: Provides mental health services to children age 6-17 and their families. Services include outreach, assessment, referral, individual and family counseling.
Term: 01/01/2011 – 12/31/2011
Amount: $22,228.00

Ms. Roberts stated that this was a new contract for mental health counseling services for children ages 6-17. Ms. Roberts continued that $22,228 of this contract is funded by OMH, and $10,000 is County share. Ms. Roberts noted that the contract provided family counseling in the Cohoes area. Mr. Clingan noted that he is aware that additional county funding for this and some other services was added to the budget by the legislature, and therefore was comfortable with the amount. 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: 10-3020-0007
Requesting Department: Sheriff
Vendor: Capital Digitronics
Scope of Services: Turnkey relocation of radio communication transmitter site – covered by E911 Surcharge Funds.
Term:
Amount: $89,950.00

Mr. Apple stated that this was a new contract for the relocation of a radio communication transmitter site. Mr. Apple explained that a tower that has been abandoned by Mid-Hudson Cable will be used to improve communications of all Sheriff and emergency services personnel. Mr. Clingan noted that the tower itself is located outside of Albany County, in Greene County on Hunter Mountain. Mr. Apple said that the tower is so tall that it floods county communications for two-thirds of the county. As a result two existing communications sites will no longer be needed, saving the County $3,000. Mr. Breslin asked if there were communication gaps before. Mr. Apple replied that there had been gaps for fire responders at the lower end of the County, and that Sheriff patrol cars were not able to communicate in some spots, resulting in their having to drive to a location with coverage in order to communicate. Mr. Apple continued that the overlap of existing towers in the hill towns causes distortion in the communications. Mr. Apple also noted that with the new arrangement, the two hill town towers will be discontinued. Mr. Apple continued that with the new tower, fire, EMS, and police are all able to get perfect coverage. Mr. Apple stated that in the future, the Sheriff hopes to eliminate the Knox tower as well, further saving the County money, but that tower will be maintained for the time being. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: AMENDMENT
Contract Number: 10-6119-0009
Requesting Department: Children, Youth & Families
Vendor: Equinox
Scope of Services: 4 month extension of contract 10-6119-0001. Provision of aftercare case management and support services for Independent Living population. Renewal of 09-6119-0001l. Renewal Option.
Term: 01/01/2010 – 04/30/2011
Amount: $10,000.00

Ms. Tubbs stated that this was an amendment to a contact with Equinox. Ms. Tubbs noted that this contract is a four month extension of an existing contract to provide after care services. Ms. Tubbs continued that the contract is 100% federally funded and that the services provided are federally mandated. Ms. Tubbs continued that Equinox provides services for youth ages 18-21 discharged from foster care. Ms. Tubbs also stated that the current contract was a result of an RFP in 2004, and the department is working on a new RFP. Mr. Breslin asked if the new RFP would be essentially the same or different. Ms. Tubbs explained that there have been some changes in state legislation that might impact the services, and that the department is looking into how these requirements could be incorporated into the new RFP, but that the services will be essentially the same. 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: 10-6071-0010
Requesting Department: Children, Youth & Families
Vendor: Northeast Parent & Child Society
Scope of Services: Intensive Aftercare Preventive Program. Funded by NYSOCFS / Temporary Assistance for Needy Families (TANF).
Term: 01/01/2011 – 06/30/2011
Amount: $55,000.00

Ms. Tubbs stated that this was a new contract to provide an intensive aftercare preventative program. Ms. Tubbs explained that this contract continues services currently being paid for by the State. Ms. Tubbs stated that six families are receiving intensive intervention services. Ms. Tubbs continued that all six families are expected to be discharged or appropriate for a lower level of services in six months. Mr. Clingan asked what will happen if the families still require services after six months. Ms. Tubbs replied that although this service is unique, the County can provide clinical services through other prevention programming funded by the County. Mr. Clingan asked why the services were unfunded by the State. Ms. Tubbs stated that she believed a lack of funding at the state level was the reason. Ms. Tubbs continued that Albany County has been very happy with the service, and DCYF will consider doing an RFP for this service, contingent on available funding. 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: 10-4059-0005 – 10-4059-0037 (See packet for individual contracts)
Requesting Department: Children, Youth & Families
Vendor: See Vendor List
Scope of Services: Early intervention services.
Term: 01/01/2011 – 12/31/2011
Amount: $25,000.00 - $93,000.00 (see individual contract for specific amounts)

Ms. Tubbs stated that these were new contracts for early intervention services. Ms. Tubbs noted that the Department contracts with a number of providers, with the contract dollar amounts based on the amount of service provided in the previous year. Ms. Tubbs continued that the parents have a choice of providers from a list. Ms. Tubbs also noted that all providers are approved by New York State Department of Health (DOH). Mr. Breslin asked all providers are State certified. Ms. Tubbs confirmed this. Mr. Breslin asked if parents can choose any provider, and Ms. Tubbs responded in the affirmative. Mr. Breslin asked Ms. Tubbs to confirm that provision of Early Intervention services is state mandated and funded 50% state, 50% County, and Ms. Tubbs agreed. Mr. Clingan motioned to approve all of the contracts. Mr. Breslin seconded the motion. The contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-1345-0019
Requesting Department: Purchasing
Vendor: Byrne dairy
Scope of Services: Purchase of milk and milk products for the nursing home and the correctional facility.
Term: 01/01/2011 – 04/30/2011
Amount: $59,539.68

Ms. Storm stated that this was a new contract for dairy products for the nursing home and the jail. Ms. Storm stated that the previously awarded vendors for the food contracts were again the lowest bidders. Ms. Storm noted that she had informed the vendors that the Correctional Facility will not be included in future contracts. Mr. Clingan asked if prices would increase because of this, and Ms. Storm replied that no, prices would not be increased. Mr. Clingan noted that twist ties on the bread would no longer be an issue if the Correctional Facility would no longer participate in the food contracts. Ms. Storm noted that neither twist ties nor plastic tabs were being used at the Correctional Facility because of the potential of both to be a weapon, and added that no, this would no longer be an issue. Mr. Clingan motioned to approve both of the contracts. Mr. Breslin seconded the motion. The contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-1345-0020
Requesting Department: Purchasing
Vendor: Bimbo Foods, Inc
Scope of Services: Fresh bread for the nursing home and the correctional facility.
Term: 01/01/2011 – 06/30/2011
Amount: $65,687.40

See contract 10-1345-0019 for commentary.

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TYPE: NEW
Contract Number: 10-1345-0021
Requesting Department: Purchasing
Vendor: Eastern Bag & Paper
Scope of Services: Furnish and deliver janitorial and food service supplies.
Term: 01/01/2011 – 12/31/2011
Amount: $35,000.00

Ms. Strom stated that this was a new contract for janitorial and food service supplies. Ms. Storm noted that the three janitorial supplies contracts are all awarded to the lowest bidder. Mr. Clingan motioned to approve all of the contracts. Mr. Breslin seconded the motion. The contracts were unanimously approved.

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TYPE: NEW
Contract Number: 10-1345-0022
Requesting Department: Purchasing
Vendor: Horwitz Supply
Scope of Services: Furnish and deliver janitorial and food service supplies.
Term: 01/01/2011 – 12/31/2011
Amount: $34,000.00

See contract 10-1345-0021

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TYPE: NEW
Contract Number: 10-1345-0023
Requesting Department: Purchasing
Vendor: Hill & Markes
Scope of Services: Furnish and deliver janitorial and food service supplies.
Term: 01/01/2011 – 12/31/2011
Amount: $45,939.49

See contract 10-1345-0021

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TYPE: RENEWAL
Contract Number: 10-6010-0058
Requesting Department: Social Services
Vendor: The Altamont Program
Scope of Services: The Green Jobs Corp 2 Program provides education, training and subsidized employment placements of up to 35 hours a week in "green" jobs.
Term: 01/01/2011 – 09/30/2011
Amount: $85,200.00

Mr. DeAngelis stated that this was a renewal contract with the Altamont Program. Mr. DeAngelis explained that these programs are funded by Federal Stimulus funding. Mr. DeAngelis continued that the programs are being extended to align with the Federal fiscal year and allow for expenditure of all of the allocated funding. Mr. Clingan motioned to approve both of the contracts. Mr. Breslin seconded the motion. The contracts were unanimously approved.

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TYPE: RENEWAL
Contract Number: 10-6010-0059
Requesting Department: Social Services
Vendor: The Altamont Program
Scope of Services: The Altamont Program will target those who have little or no job experience, low education, and/or have criminal histories. This program will only be serving individuals eligible for TANF funded services
Term: 01/01/2011 – 09/30/2011
Amount: $57,374.00

See contract 10-6010-0058 for commentary.

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<u>TYPE</u>: NEW
<u>Contract Number</u>: 10-1345-0017
<u>Requesting Department</u>: Purchasing
<u>Vendor</u>: DS Waters of America
<u>Scope of Services</u>: Supply & delivery of bottled water and rental of water dispensers
<u>Term</u>: 2 years
<u>Amount</u>: $44,808.72

Ms. Storm stated that this was a new contract for the delivery of bottled water and rental of water dispensers. Ms. Storm pointed out that $44,808 is the amount for one year, but the contract will be for 2 years, for a total of $89,616. Mr. Clingan asked if the contract would need to be renewed in one year, and Ms. Storm replied, no, the contract will be for two years. Ms. Storm noted that the pricing per gallon is reduced from the previous contract for a slight savings. Mr. Clingan asked if the vendor was the same vendor from Clifton Park. Mr. Storm explained that a whole new bidder was selected, as the previous long time vendor had raised his prices. Mr. Clingan asked what the source of the water would be, noting that the previous vendor used Clifton Park water. Ms. Storm answered that the source of the water was included in the bid and that assurances were provided that the water meets all New York State specifications. Mr. Clingan remarked that he was pleased the County obtained a better price. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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The previous meeting's minutes (November 22nd 2010) were provided to Mr. Clingan. Mr. Breslin moved to approve the minutes. Mr. Clingan questioned whether Chairman McCoy's attendance at the previous meeting had been noted. Meeting attendees noted that Mr. McCoy had not attended the previous meeting. Although Mr. Clingan not had reviewed the minutes, he stated that if the County Executive had reviewed and approved the minutes, he would agree. Mr. Clingan then moved to approve the minutes. Mr. Breslin seconded the motion. The minutes were unanimously approved.

The 2011 CAB meeting schedule was distributed. Mr. Clingan requested that the proposed schedule be shared with Mr. McCoy for his approval, and that otherwise he approved of the schedule.

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The Contract Administration Board meeting adjourned at 1:50 PM.

Minutes submitted by R. Duhan & J.L. Drowne, *Management & Budget*.
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