CONTRACT ADMINISTRATION BOARD MEETING MINUTES



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

Thursday, September 29, 2011 | 1:00 P.M. | CEO Conference Room, 112 State Street, Suite 200

Members Present: Michael Breslin, County Executive

Daniel McCoy, Chairman County Legislature

Thomas Clingan, County Clerk

Others Present:

Eugenia Condon, *Law* Karry Culihan, *Law*

John McPhillips, *Management & Budget* Mary Job, *Management & Budget*

Karen Storm, Purchasing

Ellen Graziano, *Board of Elections* Matthew Clyne, *Board of Elections* Michael Franchini, *County Executive*

Rich Lyons, Sewer District
David Kircher, Social Services
Karen Storm, Purchasing
Lynn Tubbs, CYF
Tony Mantello, DGS
Vince Popolizio, DGS
Mike Martin, DGS

Christian Clark, *Correctional Facility* Timothy Barrett, *Correctional Facility*

The meeting commenced at 1:17 P.M.

TYPE: NEW Contract Number: 387

Requesting Department: Sewer District

<u>Vendor</u>: Troy Boiler Works, Inc.
Scope of Services: Re-tube North Plant Boiler.

<u>Term:</u> 1 week <u>Amount:</u> \$28,400.00

Mr. Lyons stated that only one bid was received for re-tubing the North Plant boiler. Mr. Clingan inquired how the bid compared to what the District anticipated. The District budgeted for \$25K and the bid came in at \$28.4K, so it was within line. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded. Contract was approved.

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TYPE: NEW Contract Number: 390

Requesting Department: Sewer District
Vendor: Clear Edge Filtration

Scope of Services Provide vertical Belt Filter Press cloths North and South Plants.

Term: 2 years
Amount: \$60,000.00

Mr. Lyons stated that three bids were received to provide vertical belt filter press cloths for the North and South plants. However, one bidder was disqualified because they did not provide any samples or specifications. The District is recommending the higher bidder because of the lone-term quality of their product. Mr. Lyons distributed samples to the Board for review. Mr. Breslin motioned to approved the contract. Mr. Clingan seconded. Contract was approved.

TYPE: NEW
Contract Number: 378
Requesting Department: DA
Vendor: IPLogic

Scope of Services: Installation of 5 digital signage locations at 155 Clinton Avenue and 6 Lodge Street to keep public aware of

public safety information in Albany County.

<u>Term</u>: Should be completed by 12/31/11

<u>Amount</u>: \$33,246.70

It was noted that the District Attorney's Office has withdrawn its contract request with IPLogic.

TYPE: NEW
Contract Number: 404
Requesting Department: BOE

Vendor: Phoenix Graphics, Inc.

Scope of Services Printing of Absentee Ballots (sole source) for the 2011 Primary & General Elections. Wall hangings (ballot

displays) two per election district.

<u>Term:</u> 1 year (2011) <u>Amount:</u> \$50,000.00

Mr. Clyne stated that the figure of \$50,000 submitted in the Phoenix Graphics contract request is a highly cautious number and that figure may be considerably less once the absentee ballot printing is done. Mr. Clingan inquired whether this amount has to do with the quantity of the ballots printed. Mr. Clyne said that it does. The Board of Elections staff anticipated the need for extra ballot printing because there may possibly be confusion among voters because of the new polling sites. Mr. Clingan asked if Phoenix is the only supplier of this service. Mr. Clyne indicated that Phoenix was the sole source for this. Mr. Clingan wondered if there was any hope for competition. Mr. Clyne mentioned that the Board is seeking to transition to in-house printing and submitted a capital plan for 2012 for the purchase of two printers. With the new printers, the Board would expect a cost savings return in three years. The printing of these ballots would go from \$.60 to \$.15. Mr. Breslin inquired whether two printers were necessary and whether one would serve just as a backup. Mr. Clyne stated that for Albany County two printers would be needed. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

TYPE: NEW Contract Number: 402

Requesting Department: Correctional Facility Vendor: Stants Combustion

Scope of Services: Dis-assemble, remove, clean & re-assemble heat/cooling coils for A, B, C buildings plus penthouse admin

coils.

<u>Term</u>: 1 year <u>Amount</u>: \$22,140.00

Mr. Clark stated that the contract with Stants Combustion is for a one-time cleaning of the heating/cooling coils. Mr. Breslin inquired how often this would need to be completed. Mr. Clark stated that it is necessary once a year. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded. Contract was approved.

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TYPE: RENEWAL Contract Number: 375

Requesting Department: Social Services

Vendor: Albany Community Action Partnership

Scope of Services Provide Home Energy Assistance Program (HEAP) 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: 10/1/2011-9/30/2012

Amount: \$70,000.00

Mr. Kircher stated that the contract request with Albany Community Action Partnership is 100 percent Federal-funded. Mr. Clingan inquired if this is in tandem with Cornell Cooperative contract request, which Mr. Kircher affirmed it was. For the latter contract, Cornell Cooperative handles the mail-in application associated with the HEAP program. Mr. Clingan motioned to approve the two contracts. Mr. Breslin seconded. Contracts were both approved.

TYPE: RENEWAL Contract Number: 376

Requesting Department: Social Services

Vendor: Cornell Cooperative Extension

Scope of Services Provide Home Energy Assistance Program (HEAP) outreach and certification services to low-income

residents in the southern zip code region of Albany County, especially elderly and handicapped individuals.

Service to include the processing of all mail-in applications.

<u>Term</u>: 10/1/2011-9/30/2012

Amount: \$70,000.00

See above.

TYPE: RENEWAL Contract Number: 386

Requesting Department: Social Services
Vendor: The Bonadio Group

Scope of Services The provider will conduct eligibility reviews and interviews when deemed necessary and appropriate of self-

employed applicants and recipients of Medicaid.

<u>Term</u>: 1/1/2012-12/31/2012

Amount: \$36,000.00

Mr. Kircher stated that Social Services would like to renew their contract with The Bonadio Group to evaluate households who have self-employment income. Mr. Kircher mentioned that the service provided has been very good and helpful and 53 percent of their cases reviewed have found individuals to be ineligible for assistance. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded. Contract was approved.

TYPE: RENEWAL Contract Number: 403

Requesting Department: Social Services

Vendor: Community Maternity Services

Scope of Services Maternity shelter care will be provided through a State-certified 11-bed maternity shelter for pregnant

females who require temporary accommodations, supervision and services. Only the stays of individuals

eligible for public assistance will be reimbursed under this contract.

<u>Term</u>: 1/1/2012-12/31/2012

Amount: \$40,000.00

Mr. Kircher indicated that in the last four or five years, the number of pregnant teens who have used the housing service provided by Community Maternity Services has decreased. However, Social Services feels that it is valuable for those utilizing it and request renewal of the contract, which has no County share. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded. Contract was approved.

TYPE: AMENDMENT

<u>Contract Number</u>: 395 Requesting Department: CYF

<u>Vendor</u>: Cribs for Kids Campaign – SIDS of Pennsylvania

Scope of Services Amending original contract (Resolution No. 272 of 7/11/11) to add an additional 5 cribs at \$85 each. Cribs

for Kids is a safe-sleep education program for low-income families to help reduce the risk of injury and death

of infants due to unsafe sleep environments.

<u>Term</u>: 7/1/2011-1/31/2012

<u>Amount</u>: \$425.00

Ms. Tubbs indicated that additional State funding was received for a previously approved Cribs for Kids campaign and they seek an amendment to obtain five additional cribs. The Department anticipates that all the cribs will be put to use. Mr. McCoy highlighted that the resolution referenced in the Department's back-up is incorrect. Ms. Tubbs will review and provide the correct resolution information to the Board at a later time. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded. Contract was approved.

TYPE: NEW
Contract Number: 355
Requesting Department: DGS

<u>Vendor</u>: Western Building Restoration Co., Inc.

<u>Scope of Services</u> Masonry repairs and sealing at the Mercantile Building as described in the scope of service.

Term: 9/1/2011-10/14/2011

Amount: \$24,440.00

Mr. Mantello stated that the contract with Western Building Restoration was for rear exterior wall and chimney work at the Mercantile Building. The first low bidder withdrew because of errors. Mr. Clingan inquired whether the Department was satisfied with their past experience with Western. Mr. Mantello stated that they were and that they have never had any problems with the vendor. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

TYPE: NEW
Contract Number: 371
Requesting Department: DGS

Vendor: Audio-Video Corporation

Scope of Services Purchase and integrate video and audio acquisition gear in the Legislative Chambers located in the Albany

County Court House, so it may distribute legislative proceeding to sources such as a local channel and the

internet.

Term: 9/15/2011-10/31/2011

Amount: \$89,600.00

Mr. Popolizio stated that the contract with Audio-Video Corporation is for news media to connect to Legislative Chambers meetings in an efficient way. Evaluations for the bidders were done by New York Network as the Department did not have expertise in this field.

The evaluators sided with Audio-Video because of the ease of use of their equipment. Mr. Breslin inquired what the difference in price between the selected vendor and the lowest bidder were. Mr. Popolizio stated it was roughly \$25.6K. Mr. Clingan asked whether the evaluators felt strongly that the Audio-Video contract was better. Mr. Popolizio said that the evaluators felt that the equipment provided by Audio-Video was better and that the maintenance of the equipment was better. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded. Contract was approved.

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TYPE: NEW
Contract Number: 381
Requesting Department: DGS

Vendor: Tougher Industries, LLC

<u>Scope of Services</u> HVAC prevention maintenance and emergency service contract at the Albany County Court House.

Term: 10/1/2011-12/31/2012

Amount: \$25,975.00

Mr. Clingan noted that the bids received for HVAC maintenance and service at the Albany County Courthouse was all over the map and inquired if the vendor had been used lately and whether the Department was satisfied with their work. Mr. Popolizio stated that Tougher Industries is the current vendor for the Mercantile Building and they have provided good response times and there have been no problems with their service. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded. Contract was approved.

TYPE: NEW
Contract Number: 382
Requesting Department: DGS

<u>Vendor</u>: Ambrose Electric

Scope of Services Replace rink lighting at the Albany County Hockey Facility with energy efficient lighting.

Term: 10/1/2011-12/31/2011

Amount: \$36,800.00

Mr. Mantello stated that the request to change lighting at the Hockey Facility came about as part of the recent energy assessments done County-wide. Replacing the lighting at the Facility will save roughly \$17K per year and will have a payback of 2.2 years. Mr. Clingan noted that the bid by Ambrose was considerably lower than the others received. Mr. Mantello stated that the Department spoke with the vendor about that same issue and that the vendor was confident that they could provide the necessary service within their stated price. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

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Other Business – Board reviewed the minutes of the August 22nd and September 1st meetings. Mr. Clingan motioned to approve both sets of minutes. Mr. Breslin seconded. Minutes were approved.

The meeting adjourned at 1:40 P.M.