CONTRACT ADMINISTRATION BOARD MEETING MINUTES

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

Tuesday, December 20, 2011 | 9:15 A.M. | CEO Conference Room, 112 State Street, Suite 200

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

Others Present:
Eugenia Condon, *Law*
Karry Culihan, *Law*
John McPhillips, *Management & Budget*
Mary Job, *Management & Budget*
Ashley Smith, *Management & Budget*
Lori Catucci, *Purchasing*
Michael Franchini, *County Executive*
Joseph D'Angelis, *Social Services*
Matthew Campbell, *Sheriff-E911*
Bradley Fischer, *Law*
Stephen Giordano, *Mental Health*
Nancy Heinzen, *Stormwater Coalition*
Kelle Roberts, *Mental Health*
Ralph Mariani, *Sheriff, E-911*

The meeting commenced at 9:22 A.M.

TYPE:	NEW
Contract Number:	491
Requesting Department:	Sheriff - E911
Vendor:	Carousel Industries
Scope of Services:	Post warranty maintenance on digital recorder - full coverage 24/7 – coverage by E911 surcharge funds.
Term:	12/15/2011-12/16/2012
Amount:	$44,857.44

Chief Deputy Campbell stated that it is off a State contract and is covered by surcharge fees. Mr. Clingan inquired if this is still the only vendor for this service. Chief Campbell indicated that it was and most likely would be the only vendor for another three years. After that, as competition comes into play, the price may only rise as tracking of .jpeg images and text messages would need to be added. However, consolidation of services and locations may be able to shave off some costs. Mr. McCoy motioned to approve the contract. Mr. Clingan seconded. Contract was approved.

……

TYPE:	AMENDMENT
Contract Number:	472
Requesting Department:	Social Services
Vendor:	The Altamont Program, Inc.
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:	10/01/2011-06/30/2012
Amount:	$94,870.00

Mr. D'Angelis stated that additional State funding was received for The Altamont Program, which serves a population difficult to place in employment positions. Mr. Clingan inquired why the additional funds were received. Mr. D'Angelis said that Cayuga County chose not to participate and that this program runs well so the State awarded the additional funds. Mr. Clingan motioned to approve the two contracts. Mr. Breslin seconded. Two contracts were approved.

……

TYPE:	AMENDMENT
Contract Number:	474
Requesting Department:	Social Services
Vendor:	The Altamont Program, Inc.
Scope of Services:	The Altamont Program will continue to 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 and the preference will be given to approximately 18 TANF and SN Family recipients.
Term:	10/01/2011-06/30/2012
Amount:	$46,249.00

See above.

……

TYPE:	RENEWAL
Contract Number:	489
Requesting Department:	Social Services
Vendor:	Lydia's House
Scope of Services	Short-term temporary residential care, room & board, supervision, information and referral for eligible homeless women, particularly those who are ex-offenders.
Term:	04/01/2012-03/31/2013
Amount:	$81,000.00

Mr. D'Angelis mentioned that the contract with Lydia's House is for a mandated service. In the first eight months of this year, 77 individuals were served for a period of 30 days. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

……

TYPE:	NEW
Contract Number:	490
Requesting Department:	Social Services
Vendor:	United Tenants of Albany
Scope of Services:	Under a NYSOTDA grant, the Solutions to End Homelessness Program (STEHP), United Tenants of Albany will provide assessments, eligibility determinations, eviction prevention services, advocacy, tenant training and follow-up case management services for Eviction Prevention and Rapid Rehousing cases.
Term:	10/01/2011-09/30/2012
Amount:	$62,900.00

Mr. D'Angelis stated that this contract was a piggy-back to a Federal grant from 2010, however, this grant is 100 percent State-funded. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded. Contract was approved.

……

TYPE: RENEWAL
Contract Number: 495
Requesting Department: Mental Health
Vendor: Whitney M. Young Health Center
Scope of Services Whitney Young will provide Chemical Dependency Outpatient Rehabilitation services to individuals and families in need of intensive chemical dependence outpatient treatment. These services emphasize the development of basic skills in personal care, nutrition, community competency and prevocational/vocational training.
Term: 01/01/2012-12/31/2012
Amount: $52,689.00

Mr. Giordano stated that this contract is 100 percent OASIS funded. Mr. McCoy noted that this contract was not put to bid. Ms. Condon stated that Mental Health serves only as a pass through for this contract. Mr. Clingan inquired whether if the Department was dissatisfied with the vendor would they have any recourse with the State. Mr. Giordano said that the Department meets regularly with the State and, if issues were present, they would be able to share that information. However, the Department's experience with this particular vendor has been positive. Mr. McCoy asked whether the State can dictate which vendor is used for this service and if an RFP process can be pursued. Mr. Giordano said that currently this is the only vendor in the area who provides this specific service. Mr. McCoy noted that putting it out to bid may encourage other vendors to consider providing the service. Mr. Giordano agreed that may be the case and is something which the Department can research. Mr. Clingan motioned to approve all three contracts. Mr. Breslin seconded. Three contracts were approved.

……

TYPE: RENEWAL
Contract Number: 496
Requesting Department: Mental Health
Vendor: Catholic Charities
Scope of Services Catholic Charities provides case management services at Mercy House. There are two transitional units in a separate apartment at the shelter. The units are specifically for homeless women with mental health or co-occurring disorders.
Term: 01/01/2012-12/31/2012
Amount: $36,255.00

See above.

……

TYPE: RENEWAL
Contract Number: 497
Requesting Department: Mental Health
Vendor: Mental Health Empowerment Project
Scope of Services Mental Health Empowerment Project provides a MICA Peer Specialist to act as a central resource and referral conduit for various self help groups in Albany County, with specific emphasis on dual recovery. In addition, the position runs self help groups, models group facilitation skills and provides resources and assistance to individuals suffering from mental illness.
Term: 01/01/2012-12/31/2012
Amount: $43,109.00

See above.

……

TYPE:	NEW
Contract Number:	500
Requesting Department:	Stormwater Coalition
Vendor:	Barton and Loguidice; Richard A. Straut, PE, Senior Vice President
Scope of Services	Provide consulting services (engineering, legal and planning) related to Clean Water Act regulations, in particular assistance to members of the Stormwater Coalition of Albany County in developing model local land use laws and/or procedures related to green infrastructure practices.
Term:	01/15/2012-07/01/2013
Amount:	$34,900.00

Ms. Heinzen mentioned that this is a grant-funded contract which would allow to hire a consultant to review local laws of the Stormwater Coalition municipalities and advise on the language necessary to get those laws in compliance with green infrastructure practices. Eleven vendors responded to this bid, and four were short-listed and interviewed. Interviews and evaluations by staff led to Barton and Loguidice being recommended. Mr. Clingan noted that scoring materials are generally included for Board review but were not with the back-up. Ms. Heinzen indicated she was not aware of that and stated that out of a high score of 5.0, the recommended vendor had the highest score. The other three short-listed vendors received lower scores. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

……

TYPE:	NEW
Contract Number:	501
Requesting Department:	Purchasing
Vendor:	Sycaway Creamery
Scope of Services	Purchase of milk and milk products for the Albany County Nursing Home. RFB#2011-147.
Term:	01/01/2012-04/30/2012
Amount:	$30,533.00

Ms. Catucci stated that the contract for milk and milk products were a routine bid which received three responses. Sycaway was the lowest bidder. For the janitorial supplies contract, Mr. Clingan noted that there was considerable competition. Ms. Catucci said there generally is for this contract and that Hill & Markes was the only vendor to go over the $19,999 mark. Mr. McCoy asked if hand-dryers in County restrooms have ever been considered in order to get away from paper towels. Ms. Catucci said that can be looked into and would greatly depend on the availability of funds. Mr. Clingan mentioned that this is something the Department of General Services would most likely have to research to see if the energy costs associated with powered hand-dryers would be a savings over paper towel purchases. Mr. Clingan inquired if other municipalities can participate in this contract. Ms. Catucci said yes and there is a clause within the contract for that purpose. Mr. Clingan motioned to approve both contracts. Mr. Breslin seconded. Both contracts were approved.

……

TYPE:	NEW
Contract Number:	502
Requesting Department:	Purchasing
Vendor:	Hill & Markes
Scope of Services	Furnish and deliver janitorial and food service supplies to various Albany County departments.
Term:	01/01/2012-12/31/2012
Amount:	$45,000.00

See above.

……

Other Business – The Board reviewed the minutes from the November 30th meeting. Mr. Clingan requested that the figure be corrected from $99K to $95K. Mr. Breslin requested that "Confidential" be removed from the top of the page. The Board approved the minutes as amended.

The public meeting adjourned at 9:48 A.M.