

CONTRACT ADMINISTRATION BOARD MEETING



Honorable Daniel P. McCoy, *County Executive*
Honorable Thomas G. Clingan, *County Clerk*
Honorable Shawn M. Morse, *Chairman, County Legislature*

Tuesday July 24, 2012 | CEO Conference Room, 112 State Street, Suite 200 | 9:00 AM

Members Present: Daniel McCoy, *County Executive*
Thomas Clingan, *County Clerk*

Others Present: Heather Orth, *District Attorney's Office*
Chris Clark, *Correctional Facility*
Rich Lyons, *Sewer District*
Joe McElroy, *General Services*
Michael Martin, *General Services*
Dr. James Crucetti, *Health Department*
Judy Coyne, *Aging Department*
Karen Storm, *Purchasing*
Tom Marcelle, *Law*
Eugenia Condon, *Law*
Ashley Smith, *Management & Budget*
John McPhillips, *Management & Budget*
Davis Martens, *Management & Budget Intern*
Cillian Flavin, *County Executive/Management & Budget*
Paula Ragaini, *Minority Council*

Meeting commenced at 9:12 am.

TYPE: RENEWAL
Contract Number: 878
Requesting Department: District Attorney
Vendor: Lexis Nexis
Scope of Services: Lexis Nexis subscription for 10 members of the Office of the Albany County District Attorney
Term: 4/1/2012 – 3/31/2015
Amount: \$55,668.00

Heather Orth explained that this contract is a renewal from 2009. The last renewal had an increase of 6%, this year the increase is only 3%. The contract is for 10 licenses for the Investigators in the department who do background checks. The department looked at moving to West Law but it is inferior for the type of information that the Investigators are looking for regarding clients. The agreement includes the option for the County to consolidate the agreement with other departments and cancellation of the contract at any time without penalty. Mr. McCoy asked if we could do the research in-house through use of the internet. Ms. Orth responded that they could not since the information gathered is very specific. For example the internet would not provide information such as bank accounts and other private information. She added that if another program providing the same information at a lower cost becomes available, that the department will look at it as an alternative. Mr. Clingan motions for Approval; Mr. McCoy seconds.
Contract unanimously approved.

TYPE: NEW
Contract Number: 876
Requesting Department: Correctional Facility
Vendor: Kone, Inc.
Scope of Services: Elevator Maintenance (5) elevators in facility.
Term: 10/1/2012 – 9/30/2016
Amount: \$41,349.00

Mr. Clark explains that this is a 4 year contract for elevator maintenance at the Correctional Facility. Mr. Clingan asks if we have used Kone before. Mr. Clark responds that they have not. Previously Otis was the low bidder. Mr. Clingan clarifies that we have used Kone elsewhere in the County facilities with no issues and Karen Storm responded that is correct. Mr. Clingan motions for approval; Mr. McCoy seconds. Contract unanimously approved.

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TYPE: AMENDMENT
Contract Number: 867
Requesting Department: Sewer Department
Vendor: Breakell Law
Scope of Services Special legal counsel for waste heat cogeneration project
Term: 1 Year
Amount: \$90,000.00

Mr. Clingan asked if there were problems with the scheduling of the project? Rich Lyons responded that the request is an amendment to the contract. The Sewer District had tried to commission the system and had a number of system failures. Mr. Lyons stated that he has been working with Tracy Murphy from the Law Department to assist with getting the project completed. There were a number of schedule issues that were reviewed; the groups worked together to get through them. Mr. Clingan points out they want to see the savings realized. They are trying to get this done and work out the legal issues later. Walter Purcell knows the distributor well because of prior work experience with distributor. Mr. Clingan motions for Approval; Mr. McCoy seconds. Contract unanimously approved.

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TYPE: NEW
Contract Number: 873
Requesting Department: Sewer Department
Vendor: Fluid Kinetics Inc.
Scope of Services Equipment purchase, plant water replacement pumps
Term: N/A
Amount: \$31,757.00

This is a routine replacement of a plant water pump and one for dissolve filtration. Mr. Clingan asks if this was the sole bidder for this project? Mr. Lyons replies yes, fits local footprint and is most cost effective. Mr. Clingan motions for approval; Mr. McCoy seconds. Contract unanimously approved.

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TYPE: NEW
Contract Number: 872
Requesting Department: General Services Administration
Vendor: Gould Erectors & Riggers, Inc.
Scope of Services RFP# 2012-081 Warehouse Lighting Replacement at the Albany County Hall of Records. As per agreement.
Term: 8/1/2012 – 11/30/2012
Amount: \$42,622.00

Mr. McCoy points out this is a \$10,000.00 savings. Mike Martin stated that is correct and that the project has incentives from NYSEDA and National Grid for a savings of \$15,000.00. The project is for high output florescent lighting with motion sensors. Mr. McCoy asked if it was correct that the project had a 4 year return on investment. Mr. Martins said that was correct. Mr. McCoy motions for approval; Mr. Clingan seconds. Contract unanimously approved.

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TYPE: RENEWAL
Contract Number: 854
Requesting Department: Health
Vendor: Cornell Cooperative Extension
Scope of Services Cornell Cooperative Extension is certified by the Environmental Protection agency to provide renovation, repair and painting (RRP) training courses. Cornell Cooperative Extension will provide eight (8) RRP refresher courses (4 hours each) totaling Twelve Thousand Dollars, and sixteen (16) RRP initial courses (8 hours each) totaling Forty-eight Thousand Dollars to landlords, contractors, or whoever may need to be certified to perform lead based paint remediation. This will help provide an ongoing work force to meet the increasing work load presented by the RRP law.
Term: 4/1/2012 – 3/31/2013
Amount: \$60,000.00

This contract will be considered with contract 866. Dr. Crucetti explained that this is a request to continue providing training in lead abatement requirements. The EPA requires certification when removing or disturbing lead. He stated that Cornell Cooperative does an excellent job with this training and they would like to renew the contract to ensure that people are appropriately trained. Mr. McCoy asks if the City of Albany does the same thing? Dr. Crucetti replied that he did not know. Mr. McCoy recommended looking into developing an agreement with the City to open up the trainings to them in exchange for them contacting us when they are notified of lead being present.
Contracts unanimously approved.

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TYPE: RENEWAL
Contract Number: 866
Requesting Department: Health
Vendor: Cornell Cooperative Extension
Scope of Services Consultant shall provide services as set forth in attached Schedule "B" under advisement of a designee of Health in accordance with the agreement between the Albany County Department of Health and the NYS Department of Health under NYS Indoor Radon Grant authorized by NYS Comptroller in contract number T-027068 and Albany County Resolution No. 306 of 2011.
For Schedule B - see attached
Term: 7/1/2010 – 6/30/2015
Amount: \$36,707.00

Mr. Clingan states that this contract is similar. Dr. Crucetti replies that that is correct and that Cornell has done this work for five years through the grant. There are places in the county where radon is naturally higher. The County gives out radon detectors in these areas and goes into homes to do checks. This is 100% grant funded. Mr. Clingan motions for approval of both contracts; Mr. McCoy seconds.
See above.

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TYPE: NEW
Contract Number: 853
Requesting Department: Aging
Vendor: Community Caregivers, Inc.
Scope of Services The program goal is to decrease preventable re-hospitalizations and institutionalization among older adults by expanding capacity for NY Connects and its partners to provide the Evidenced-Based Care Transition Intervention (CTI) and foster patient integration with the continuation of home and community based long term care.
Term: 9/30/2011 – 9/30/2012
Amount: \$45,074.00

Judy Coyne stated that this is the second year of grants through Evidence-Based Care Transition grants. Mr. Clingan asks if the experience with the contractor has been good. Ms. Coyne states that not everything is going exactly as planned but the department is going to keep going with project. Other Community organizations will be providing services also through NY Connects. Mr. Clingan asks if the funding will dry up? Ms. Coyne states yes, this is a 2 year project. Mr. Clingan asks to move contract 853 & 857 together. Mr. Clingan motions for approval; Mr. McCoy seconds. Contracts unanimously approved.

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TYPE: NEW
Contract Number: 857
Requesting Department: Aging
Vendor: EDDY Visiting Nurses Association
Scope of Services The program goal is to decrease preventable re-hospitalizations and institutionalization among older adults by expanding capacity for NY Connects and its partners to provide the Evidenced-Based Care Transition Intervention (CTI) and foster patient integration with the continuation of home and community based long term care.
Term: 9/30/2011 – 9/30/2012
Amount: \$40,284.00

See above.

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TYPE: NEW
Contract Number: 850
Requesting Department: Purchasing
Vendor: Quandt's Food
Scope of Services: Purchase of Groceries, Canned Goods, and Frozen Foods for the Nursing Home.
Term: 8/1/2012 – 1/31/2013
Amount: \$71,000.00

Karen Storm states that Quandt's was the low bidder. The other contract for a similar service went to the Legislature. Mr. Clingan states that the following contract is similar. Ms. Storm states that the County recently entered into a cooperative agreement with the Capital Region BOCES, for a savings of \$1.37 per case. Schenectady County also joined this agreement and saved 40¢ per case. Mr. McCoy asks if we are locked into the contract amount? Ms. Storm replies that this is an estimate but we can reduce it based on usage. She notes she has already seen a decrease due to the paperless initiative already. Mr. Clingan asks to move contract 850 and 851 together. Mr. Clingan motions for approval; Mr. McCoy seconds. Contract unanimously approved.

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TYPE: NEW
Contract Number: 851
Requesting Department: Purchasing
Vendor: WB Mason Co., Inc.
Scope of Services Purchase of Copy Paper for Various Albany County Facilities.
Term: 8/1/2012 – 1/31/2013 +
Amount: \$84,000.00

See above.

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Other Business – Board will review minutes from the June 18, 2012, CAB meeting.
Minutes were not included with agenda. They will be reviewed at the August CAB meeting.
Meeting ended at 9:29am