

CONTRACT ADMINISTRATION BOARD MEETING



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

Wednesday, February 25, 2013 | CEO Conference Room, 112 State Street, Suite 200 | 11:00am

Members Present	Daniel McCoy, <i>County Executive</i> Shawn Morse, <i>Chair of Legislature</i> Thomas Clingan, <i>County Clerk</i>		
Others Present	Rich Lyons, Sewer District Tom Coffey, Nursing Home George Brown, Aging Colette Poulin, CYF Gail Geohagen, CYF Beth O' Neil, CYF	Karen Storm, Purchasing Eugenia Condon, Law Paula Ragaini, Minority Office Kerry Thompson, Sheriff's Office Michael Reily, Nursing Home Nicole Ward, CEO	Brad Fischer, CEO Mike McLaughlin, CEO Scott Siegel, CEO David Friedfel, DMB Ashley Smith, DMB/CEO Chandra Williams, DMB
Meeting commenced at: 11:04am			

Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
New	1012	Sheriff	820 River Street - Honor Court	STOP-DWI Support Services - Incarcerated Individuals	1/1/2012-12/31/2012	\$25,000.00

This is a 2012 contract. All DWI contracts are after the fact. Only one contract for this funding period required going to CAB for approval. This contract is for Honor Court which deals with DWI offenders. Services are for 60 offenders. Mr. Clingan asks if the funding is enough? Mr. Thompson states that it is enough, and in the event that there is an increased number of offenders, we do not give additional funds to cover that cost.

Morse Motions, Clingan Seconds. Passed Unanimously.

New	1117	Residential Health Care Facilities (Nursing Home)	Andrew D. Coates, M.D.	The Medical Director provides medical direction of the physician services for the residents at the nursing home as required by the NYS Department of Health.	03/01/2013-02/28/2014	\$82,000.00
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This is a new contract for the Medical Director which is required at the Nursing Home. Dr. Coates has been the Medical Director for the last 4 years. Mr. Clingan asked if the contract amount has remained the same and Mr. Coffey replied yes.

Morse Motions, McCoy Seconds. Passed Unanimously.

New	1165	Sewage Treatment	David Frueh, Contracting	Excavation and transportation of sewage sludge ash from North and South Plant, total of 10,000 cubic yards.	6 months	\$72,500.00
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Mr. Clingan asks if this is the usual contract that comes before them? Mr. Lyons responds yes, this is a contract for 6 months to remove 7,000 yards of sludge from the South Plant and 3,000 yards of sludge from the North Plant. There is a spending allowance within the contract. This is the 4th time that David Frueh Contracting has performed this service. There was an unusual award process with this contract as the two low bidders were tied. The award was based on past performance. The winner is also an Albany County vendor.

Clingan Motions, Morse Seconds. Passed Unanimously.

Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
New	1138	Sewage Treatment	Guardian Environmental Products, Inc.	Equipment purchase, skimming troughs and components for South Plant primary clarifiers, 2 sets purchased in 2013 and 1 set in 2014, executed by purchase order.	1 year	\$58,080.00

There were 2 proposals for this contract that had a large discrepancy in proposal prices. The contract is for equipment to facilitate the removal of floating solids. This equipment would replace the original equipment at the South Plant which is over 40 years old. The contract would allow for purchasing of the equipment in 2013 and 2014. Mr. Clingan asked why one of the proposers was so high. Mr. Lyons states that he believes the higher proposal included the original type of equipment upgrades. By including in the RFP the "or equal" clause, they were able to get equipment which is just as good as the original and considerably less expensive.
Clingan Motions, Morse Seconds. Passed Unanimously.

New	1154	Aging	Senior Projects of Ravena, Inc.	The Contractor shall provide home-delivered meals and related services to elderly persons within Albany County, meeting criteria that is required by the County and/or NYSOFA.	1/1/13-12/31/13	\$71,804.00
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The contract is for Home-Delivered Meals at the Ravena location in the Southern Tier. The contract is for the same amount of meals as last year but has additional funds. Mr. McCoy asks if the additional funds are Federal. Mr. Brown responds that they are Federal funds. Mr. McCoy then asks if we are tracking our Federal funds to determine how much we would lose if the Sequester goes forward. He states that the County would be unable to pick up the share. Mr. McCoy then requests that a letter go out to all of the agencies about the potential loss of funds from the Sequester. Mr. Brown adds that there is language within all of the contracts that makes vendors aware that if funding is lost, the contract can be terminated.
Passed Unanimously.

New	1136	Aging	Senior Centers of the Albany Area	The Contractor shall serve congregate meals to eligible elderly persons within Albany County, meeting criteria that is required by the County and/or NYSOFA.	1/1/13-12/31/13	\$78,085.00
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Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
<p>The next 6 contracts are for Congregate meal sites. All were awarded from an RFP. Each proposal was anticipated to increase slightly, and all of the contracts reflect that. All of the awardees are current providers. Mr. Clingan asks if the providers compete at all for the same areas? Mr. Brown responds that usually they do not but the issue did come up with Watervliet and Cohoes. Cohoes has picked up that service since the Watervliet site has stopped providing meals. Mr. Morse asked how many meals are done at the Cohoes site per year. Mr. Brown responds approximately 65,000 a year. Mr. McCoy asks why Colonie has been awarded a larger amount of funding than the other providers. Mr. Brown states that it is because they serve more meals than any other provider and have multiple sites throughout their zone. This year their contract was reduced slightly based on their proposal for funds. Mr. McCoy asks if they serve more meals than Senior Services of Albany? Mr. Brown responds yes because the problem with Albany is that there are other providers in their zone. Mr. McCoy then asks what are the eligibility requirements to receive a meal? Mr. Brown responds that it is based on age which is currently set at 60 years old. Mr. McCoy seeks clarification stating that the eligibility requirements do not look at income and believes that the program is a socializing event for seniors. Mr. Morse then seeks clarification on eligibility, asking if a recipient needs to live in senior housing? Mr. Brown states that recipients do not need to live in senior housing; the age requirement is the only criteria. Mr. McCoy states, that he believes it would make more sense to target those in the community who really need the meals. Mr. Brown responds that they target the areas the best they can. For example, they just got approval for a contract with Father Young Industries. Additionally, he assured the committee that Aging is working to get a site back into the Arbor Hill neighborhood because a previous congregate site that was located there closed a few years ago. Mr. McCoy states that we should be focusing on those who really need the meals rather than facilitating socializing at the meal sites between seniors. Mr. Morse adds that he believes that this would allow for greater control of the program. He finds that the 60 years old rule is odd. Mr. Brown states that they do request a contribution from recipients at the meal sites from Seniors. Seniors are handed an envelope at the site, but not all Seniors want to contribute or have the funds available to contribute. Mr. Morse asks if the Federal government allows you to change the age requirement. Mr. Brown says no, it is all regulated. Mr. Clingan states that perhaps the Federal government will consider changing these requirements given the possible reduction in the amount of funds available from the Sequester. Ms. Condon asks for a point of clarification on whether the letter previously mentioned by the County Executive should go to all providers. Mr. McCoy responds yes and states that the Sequester could potentially have a large impact on providers and they should know in advance. Ms. Condon requests from Mr. Brown that Ms. Murphy from Law review the letter before it is sent out.</p> <p>Morse motions to approve all 6 contracts together. McCoy seconds. Passed unanimously.</p>						
New	1134	Aging	Helderberg Senior Services	The Contractor shall serve congregate meals to eligible elderly persons within Albany County, meeting criteria that is required by the County and/or NYSOFA.	1/1/13-12/31/13	\$36,420.00
New	1133	Aging	Senior Citizens of Green Island	The Contractor shall serve congregate meals to eligible elderly persons within Albany County, meeting criteria that is required by the County and/or NYSOFA.	1/1/13-12/31/13	\$26,190.00
New	1132	Aging	Colonie Senior Service Centers	The Contractor shall serve congregate meals to eligible elderly persons within Albany County, meeting criteria that is required by the County and/or NYSOFA.	1/1/13-12/31/13	\$96,900.00

Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
New	1131	Aging	Cohoes Multi-Service Senior Citizens Center	The Contractor shall serve congregate meals to eligible elderly persons within Albany County, meeting criteria that is required by the County and/or NYSOFA.	1/1/13-12/31/13	\$51,987.00
New	1129	Aging	Albany Jewish Community Center	The Contractor shall serve congregate meals to eligible elderly persons within Albany County, meeting criteria that is required by the County and/or NYSOFA.	1/1/13 - 12/31/13	\$21,367.00

New	1155	Central Purchasing	Crystal Rock LLC	Rental of water coolers and delivery and supply of 5 gallon water bottles and cups to various Albany County Facilities.	2 years	\$80,000.00
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Ms. Storm explains that the contract is for Crystal Rock who previously provided this service to the County. Mr. Clingan asked if there were issues with the provider we currently have and Ms. Storm responded yes. She further states that the whole situation was a complete mess and that for the first 3 months of the contract, the County was not billed for water and supplies because the company could not figure out how to bill and deliver correctly. Mr. McCoy asks if we must provide water to employees? Ms. Condon says that we must because it is considered past practice with the Unions. Ms. Storm states that there is an alternative to bottled water. The County could have a provider tap into our water pipes and have a fixed faucet filtration system for employees to utilize for drinking water. Mr. McCoy asks why the County couldn't provide a water cooler per floor rather than in each department office? Mr. Clingan states that in the past this has also been a moral issue for employees. He also states that they can always speak with DGS to discuss the County's options. Ms. Storm adds that they would still need to provide water for departments like DPW but she will review the County's options with DGS.

Morse Motions, Clingan Seconds. Passed Unanimously.

New	1163	Children, Youth and Families	SUNY Albany School of Social Welfare-Ctr. for Human Svcs. Research	A Study of Integrated Children's Services in Albany County to assess the operations and effectiveness of the Albany County Department for Children, Youth and Families (DCYF). The study is designed to address: Target Population, Organization, Operations and Outcomes.	3/01/2013 - 2/28/2014	\$24,246.00
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Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
<p>Ms. Poulin explains that this is a contract with SUNY Albany's Department of Social Welfare. They will be conducting a study of DCYF overall, and determining if the current model is the best model for the County to be operating under. The assessment is timely given that many of the department's contracts have lately become performance based. SUNY will be donating some time and resources towards completing the study. Mr. Clingan asks why they are entering into this contract? Mr. Morse adds that he is also unsure why they are having the study done. Ms. Poulin responds that recently there have been a number of inquiries into whether or not the current operating model is the best model for DCYF. The current model is a Federal model which has proven to be effective and successful. Mr. McCoy states that the study was requested to assess the department and the services delivered. Mr. Morse asks if we do not believe we have staff internally who can do this for us? Mr. McCoy states that it was requested that an outside consultant assess the Nursing Home contract, and asks why that isn't the same? Mr. Morse states that he will be voting no on this contract because he believes that we have competent staff in-house who can make the determination for us. Mr. Clingan asks Mr. McCoy if this study is important to him? Mr. McCoy states that it is important to him that there be a full assessment of all the services and departments in the County. He states that sometimes we don't notice that something is working the way it should until we pull away from it.</p> <p>Clingan Motions, McCoy Seconds. Mr. Morse votes no. The contract is passed with a majority vote.</p>						

Other Business: Board will review minutes from Emergency CAB meeting from 2/6/2013.
Clingan motions to approve both sets of minutes. Passed unanimously.

Meeting concluded at 11:28am