

CONTRACT ADMINISTRATION BOARD MEETING



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

Wednesday, March 18, 2013 | CEO Conference Room, 112 State Street, Suite 200 | 10:30am

Members Present	Daniel McCoy, <i>County Executive</i> Shawn Morse, <i>Chair of Legislature</i> Thomas Clingan, <i>County Clerk</i>	
Others Present	George Penn, DGS Darrell Duncan, DPW Karen Storm, Purchasing Eugenia Condon, Law Paula Ragaini, Minority Office	Scott Siegel, CEO David Friedfel, DMB Ashley Smith, DMB/CEO Chandra Williams, DMB Tom Scarff, CEO Sarah Cantwell, DMB
Meeting commenced at: 10:35am		

Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
New	1184	D5020 - Highways-Engineering Division	CDM Smith	Bridge Replacement on Tan Hollow Road over the Hannacrois Engineering Project No.: 09-C476	One year	\$96,000.00
<p>Mr. Duncan explains project. He notes that CDM was not the lowest bidder but the lowest bidder did not meet all necessary criteria for this project. Bell was the lowest but they do not offer design and they do not have an inspector on staff, which is a large part of this job. CDM was the lowest bidder that met all criteria. Mr. Clingan asks why are the amounts of the bids all over the place. Mr. Duncan states he's not sure why but they are getting many more bids in for jobs. Mr. McCoy clarifies the exact location of this bridge and explains that once the work is complete he would like Mr. Duncan to reach to the town and discuss turning ownership of the bridge over to the town. He would like to do this with other bridges as well. Mr. Clingan agrees that turning them over to the towns is a good idea. Mr. Clingan motions to approve, Mr. Morse seconds the motion. Contract is approved, unanimously.</p>						
New	1186	A1620 - Building Services	ORM	Programming, space planning, CAD design, vender management, Construction admin, project management.	7 months	\$70,000.00
<p>Mr. Evers explains that this contract is for various locations throughout the county. This vendor is the only one we have used for these purposes. They are currently working with us on the restacking of 112 State St., without a contract. Mr. McCoy notes that the prior contract expired recently. Mr. Evers adds that the prior contract was for properties outside of 112 State St. He mentions that they are also looking at possibly moving the departments currently in the Mercantile building to other county buildings. Mr. Evers points out that ORM wants a contract before proceeding ahead. Mr. Morse asks if this is in violation of our procurement policy. He asks if ORM is on a state contract. Ms. Storm states that she does not know if they are on a state contract and that if they are not it would be in violation of our procurement policy. Noting that if they are not then this job would have to go out for RFP. Mr. Clingan asks if the board can pass it with the contingency that ORM is on a state contract, and if not the county will put the job out to RFP. Mr. Morse asks if this vote can be held until we are sure about the status of ORM and a state contract. Mr. Evers notes that he would like it passed with the contingency. Mr. Morse asks how it is that ORM is still working. Mr. Evers notes that they have not billed us since the funds from the original contract have been used. Mr. Morse notes that if there is no state contract we have to come back to RFP. Mr. Clingan motions to approve, Mr. Morse seconds the motion. The contract passes unanimously.</p>						

Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
New	1185	A1610 - General Services Administration	Terry- Haggerty Tire Co. Inc.	To provide tires and tubes for various Albany County Departments.	1 year	\$23,197.00
<p>Ms. Storm explains this contract is the first bid for two years with the option to renew. This is the only vendor who renewed after the initial two years. Contacted other vendors and found time issues and nobody asked for an extension. Mr. Clingan asks if Ms. Storm is comfortable with this vendor. She states yes, and they were able to keep their pricing at the same level. And that Good Year also has a state contract. Mr. Morse motions to approve, Mr. Clingan seconds the motion. The contract passes unanimously.</p>						
New	1183	A1345 - Central Purchasing	Life Safety Engineered Systems	Three year contract for the inspection and service of fire extinguishers and fire suppression systems throughout the County	Three Years	\$25,000.00
<p>Ms. Storm notes that her team worked with DGS to assure they found a qualified vendor. Mr. Clingan asks if this is a new vendor to the county. Ms. Storm states yes they have not used this vendor in the past. Mr. Clingan adds that he noticed the amount is less than the last vendor. He notes that all involved are satisfied. Mr. Morse motions to approve, Mr. Clingan seconds the motion. The contract passes unanimously.</p>						
<p>Other Business: Board will review minutes from February CAB meeting from 2/25/2013.</p>						
<p>Mr. Clingan asks if there are any issues with the minutes. Mr. Morse states that on the last contract from February in the notes it states he was opposed to the contract but below it states the contract passed unanimously. He asks that be changed. Mr. Clingan motions to pass minutes, with the change. Mr. Morse seconds the motion. Minutes pass unanimously.</p>						
<p>Meeting closed at 10:50am.</p>						