



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*
 Honorable Bruce A. Hidley, *County Clerk*
 Honorable Sean E. Ward, *Chairman, County Legislature*

February 22, 2016 CAB MEETING MINUTES

Board Members Present	Daniel McCoy, County Executive Sean Ward, Chairman of the Legislature		
Department Representatives	Anthony Dangelico, Sheriff's Dept. Matthew Clyne, BoE Rachel Bledi, BoE Michael Martin, DGS David Latina, DGS Joseph Mahan, DGS Patrick Dillon, Aging	George Brown, Aging Timothy Murphy, Sewer Dist. Larry Slatky, NH Paul Bergdorf, Legislator Jean Donovan, Leg. Minority Karen Storm, Purchasing Eugenia Condon, Law	Michael Lalli, CEO Andrew Brisport, DIS Shawn Thelen, NH Shanna Witherspoon, DMB David Reilly, DMB Sarah Cantwell, DMB
3:00pm - Mr. Ward calls the meeting to order.			
Other Business: The Board will review the minutes from the noted CAB meetings: January - McCoy/Ward/Hidley			
Mr. Ward brings the minutes to a vote. Mr. McCoy motions to approve the minutes. Mr. Wards seconds the motion. The minutes are approved.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2774	New	A3150 - Correctional Facility	Maximum Security Products Corp. Thomas Townson	Remove and Install new gate operation and grillage for Gate 3 Main Controls at the Albany County Correctional Facility	Upon Completion	\$22,400.00
Mr. Ward explains the request and opens the floor for comments and questions. Mr. Dangelico explains the gate in question is 50 years old and no longer functional. The replacement is from a sole bidder that we have done business with recently. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.						
2786	New	A1450 - Board of Elections	Don's Moving & Storage, Inc.	Moving of the voting machines, to be picked up at the county's central storage facility at 32 N Russell Rd., Albany, NY and delivered to election sites throughout Albany County and picked up at sites and returned to the central storage facility after the 2016 presidential primary, federal primary (tentative, unknown at this time), fall primary and general election. Not to exceed \$52,673.04	1 year	\$52,673.04
Mr. Ward explains the request and opens the floor for comments and questions. Mr. Clyne notes this will cover four elections, with one being tentative. This is the sole bidder and the amount is based on the assumption of four primaries. Ms. Bledi adds the cost is lower this year. Mr. McCoy asks if this vendor is always a bidder. Ms. Bledi states yes they are a regular bidder and we have used them in the past. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2779	New	A1450 - Board of Elections	ES&S Election Systems & Software	To acquire the Bronze maintenance & support service agreement for our DS200 Ballot Scanners, Automark (Ballot Marking Device), and EMS Software program. Approved - 100% HAVA reimbursement under the SHOEBOX grant program administered by the State Board of Elections. Budget line AA145022001 - \$67,306.00 Budget line AA145044046 - \$13,979.00	1 year	\$81,285.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Clyne explains this is a proposed warranty service agreement for one year for the electronic voting machines. The original warranty has expired and without this we to send the machines to Nebraska for repair. We picked the lowest level of service for software and technical support. This year is covered by HAVA money. Ms. Bledi adds the maintenance agreement is required for the the software upgrades. Mr. Ward asks when are the machines outdated. Ms. Bledi replies she is not sure. Mr. McCoy asks if this is something we can do in-house. Mr. Clynes states no. Mr. McCoy notes that there is no reimbursement from higher level of government. Mr. Clyne adds these are ongoing costs, but the machines are working well. Maintenance needs were delayed for a year since the original warranty expired. But the software is the problem. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						
2777	New	A1450 - Board of Elections	Phoenix Graphics, Inc.	Printing of Absentee ballots and affidavit ballots for the 2016 Presidential Primary on April 19, 2016. Sole source. Not to exceed \$24,000.00	1 year	\$24,000.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Clyne notes this is just for the presidential primary. The Rep/Dem primaries allowance for Ind. Candidate. Sole source vendor for our machines. In process of acquiring our own machine. Ms. Bledi notes the machine cost is reimbursable with federal money. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						
2782	New	NH6020 - Nursing Home	Financial Health Services	To provide past due collection services, including private pay, resident income (NAMI Payment), third party insurances and potentially Medicaid and Medicare payments and when necessary denial appeals. Fees for services will be based on revenue received.	12 Months and Renewal for 2 Consecutive 1 Year Terms	\$99,000.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Slatky states this is to go after past due payments including private pays and Medicare co-pays that are over 180 days past due. There is \$1 million outstanding. There was an RFP with four responders. This vendor came in at 18%. The previous political issues will be dealt with for this process. Mr. Ward motions to approve the contract, Mr. McCoy seconds the motion. The contract is approved.</p>						

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2780	New	NH6020 - Nursing Home	M. M. Hayes Company, Inc.	MM Hayes will be upgrading our software that is part of our current maintenance contract to 8.0. This upgrade will increase our current maintenance fees. They will also be adding Workforce Attestation, Absence Manager and Advanced Scheduler version 8.0 software, replacing our current hardware (clocks) and adding biometric option kits, these revisions will require education so we will be contracting for professional services to teach our staff timekeepers.	14 months	\$99,198.80
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Slatky explains this is the current vendor for the County. This was included as part of the capital plan and includes an upgrade for the whole County. This will get them better monitoring at the Nursing Home, with the workforce manager. New time clocks that will use the finger print. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						
2794	New	G8130 - Sewage Treatment	Holland Company Inc	To supply the District with Sodium Bisulfite used to de-chlorinate treated effluent prior to discharge to the receiving stream.	2.5 years	\$30,000.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Murphy explains this is the disinfecting program and that Holland was the lowest bidder. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						
2793	New	G8130 - Sewage Treatment	Surpass Chemical Inc	To supply the District with Sodium Hypochlorite used for the disinfection of treated effluent prior to discharge to the receiving stream.	2.5 years	\$90,000.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Murphy notes that Surpass was the lowest bidder. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						
2792	New	G8130 - Sewage Treatment	CEMTAK Systems	To perform quarterly preventative maintenance on the District's Continuous Emissions Monitoring equipment at the North and South plant facilities	2 years	\$26,900.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Murphy explains this is quarterly preventative maintenance. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						
2811	New	G8130 - Sewage Treatment	Koester Associates	This contract is to supply sludge pump parts to the District in order to repair and rebuild the sludge pumps used to process sludge at both treatment plants.	1 year	\$90,000.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Murphy notes this is for parts for the sludge processing and that Koester was the lowest bidder. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2783	Amendment	A6772 - Aging	Senior Services of Albany	The Contractor shall provide services to Albany County caregivers of seniors 60+ and grandparents caring for a child/children; consisting of respite services, counseling, information and assistance, support groups and MDS Compass Assessments.	1/1/15 to 12/31/15	\$2,313.00
Mr. Ward explains the request and opens the floor for comments and questions. Mr. Dillon explains this is for additional unites that were necessary for the 4th quarter of 2015. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.						
2757	New	A4010 - Health	Cornell Cooperative Extension	Cornell Cooperative Extension is certified by the Environmental Protection Agency to provide Renovation, Repair and Painting (RRP) training courses. Cornell Cooperative will provide four (4) RRP refresher courses (total cost for these trainings \$6,000.00), and ten (10) RRP initial courses (total cost for these trainings \$30,000.00) to landlords, contractors or whoever may need to be certified to perform lead based paint remediation. They will also provide four window replacement trainings (total cost for these trainings \$3,000.00). This will help provide an ongoing work force to meet the increasing work load presented by the RRP law.	4/1/15 - 3/31/16	\$39,000.00
Mr. Ward explains the request and opens the floor for comments and questions. Ms. Snyder notes that this is a continuing partnership under the Child Lead Prevention Grant. This covers educational services, code enforcement, certifications of staff. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.						
2776	Renewal	A1620 - Building Services	Unifirst Corp.	First year renewal of the rental and cleaning of uniforms and carpeted floor runners for various Albany County Facilities	1 Year	\$47,900.00
Mr. Ward explains the request and opens the floor for comments and questions. Ms. Storm notes that this is for three departments and they have been a good contractor so far. Mr. McCoy asks if this if for one or three years. Ms. Storm replies it is for one year. Mr. Ward asks if the prices are guaranteed for a year. Ms. Storm states yes. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.						
2775	New	A1620 - Building Services	National Grid	National Grid is requesting a \$45,000 retainer for their design fees associated with the electrical service upgrades required at the Times Union Center in regards to the Building Transformer and Switch Gear Replacement Project.	1 year	\$45,000.00
Mr. Ward explains the request and opens the floor for comments and questions. Mr. Latina explains this is a retainer for work on back transformer, need design to go forward. He adds that any overage will go towards project cost. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.						

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2763	New	A1620 - Building Services	BPI Mechanical	Three year HVAC preventative maintenance contract for Mercantile; Total contract not to exceed \$55,000.00 - difference is cost of incidentals materials not covered in the preventative maintenance contract;	3 years	\$21,840.00
<p>Mr. Ward explains the request and opens the floor for comments and questions. Mr. Latina notes this was the lowest responsible bidder at \$7,280 per year for a span of three years with a do not exceed amount of \$55,000, in case of an emergency. Mr. McCoy motions to approve contract, Mr. Ward seconds the motion. The contract is approved.</p>						
<p>Mr. Ward adjourns the meeting at 3:20pm.</p>						