



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

Honorable Sean E. Ward, *Chairman, County Legislature*

September 28, 2016 CAB MEETING MINUTES

Board Members Present	Bruce Hidley, County Clerk		
	Sean Ward, Chairman of the Legislature		
	Philip Calderone, Deputy County Executive		
Department Representatives	Brad Roy, Sheriff's Office	David Latina, DGS	Sarah Cantwell, DMB
	Tina Simmons, Jail	Karen Storm, Purchasing	
	Bob Belber, Civic Center	Andrew Brisport, DIS	
	Darrell Duncan, DPW	Shanna Witherspoon, DMB	
	Daniel Lynch, Law	David Reilly, DMB	
12:30pm Mr. Hidley meeting is called to order.			
Other Business: The Board will review the minutes from the noted CAB meetings: August - Hidley / Calderone			
Mr. Hidley brings the minutes to a vote. Mr. Ward motions to approve the minutes. Mr. Calderone seconds the motion. The minutes are approved.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3120	New	A1010 - Legislature	Xerox Corporation	A lease and maintenance agreement for a light production monochrome photocopier/printer for the Albany County Legislature. This lease will replace the existing lease in the Legislature's Office.	10/1/16-9/31/20	\$25,256.44
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions, noting no one from Legislature is in attendance. Mr. Reilly takes questions. This was done via RFQ. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
3103	Renewal	A3110 - Sheriff	Colonial Cleaners	To provide dry cleaning for Sheriff's Dept. and Correctional Facility. From 9/1/2016 thru 8/31/2019.	3 Years	\$58,388.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Roy notes this went out to bid and they had one bidder. This vendor has been doing the job for approximately 10 years. Mr. Hidley asks if the cost has gone up. Mr. Roy states no it has not. Mr. Calderone motions to approve the contract, Mr. Ward seconds the motion. The contract is unanimously approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3128	New	A3150 - Correctional Facility	Bob Barker Company, Inc. Tina Morgan	Inmate Clothing, Work Shirts, Work Pants, Gym T-Shirts, EVA Step-In Shoe, Men's & Women's Briefs, Sports Bras, Sweatshirts	1 Year with (2) 1 year renewals	\$57,500.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Simmons explains this is for inmate clothing purchases. Cost is accurate. Mr. Hidley notes that there were other bidders. Ms. Simmons notes they were not within the lead time allotment. Mr. Ward motions to approve contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
3138	New	D5010 - DPW Administration	Joe Basil Chevrolet, Inc.	Albany County Dept. of Public Works requests approval for the purchase of two 2017 Chevrolet 3500 from Joe Basil Chevrolet, Inc. This vendor was selected through the NYS Mini-Bid (#T16080003) process. The purchase of the two vehicles is part of the Capital Plan Vehicle Replacement.	180 Days	\$76,104.76
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Duncan states was the sole bidder. Ms. Storm adds that this was done through the mini-bid process through NYS. Mr. Calderone motions to approve the contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
3135	New	D5110- Maintenance of Roads and Bridges	Cappellino Chevrolet, Inc.	Albany County Public Works requests approval to purchase a 2017 Chevrolet Silverado 1500 from Cappellino Chevrolet. This bid was done through NYS Mini-Bid #16080043. The Purchase of this vehicle is part of the Capital Plan Vehicle Replacement.	180 Days	\$26,759.99
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Storm notes this too was done through the mini-bid program. Mr. Duncan states this was the lowest of two bidders. Ms. Storm adds that the bid system works very well. Mr. Ward motions to approve contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
3141	Renewal	A4610 - Crime Victim and Sexual Violence Center	Marie Verzulli	CVSVC will act as a pass through funder for the Albany Police Department and the Schenectady County District Attorney's Office to support and partner with Marie Verzulli to provide Project Safe Neighborhood in Albany and Schenectady Counties. This would be working with individuals returning to the community after incarceration to facilitate a successful re-entry	12 months	\$55,000.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
				to the community. This is based on the very successful national program: Policing Gun Crime Without Guns by Tracey L. Meares of Yale Law School.		
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Weis this is no cost to the County. The contractors voucher the County and we get reimbursed. Mr. Ward asks about the Insurance certificate for the provider required. Mr. Hidley states it is. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
3140	Renewal	A4610 - Crime Victim and Sexual Violence Center	Lisa Good	The Albany County Crime Victim and Sexual Violence Center will act as a pass through funder for the Albany Police Department to support and partner with the Trauma Response Team (TRT) to provide critical community service in the aftermath of violence. CVSVC will partner with Lisa Good as the coordinator of the Trauma Response Team to provide community intervention and trauma response following incidents involving gun violence in the City of Albany.	12 months	\$35,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Weis states this is the same situation as the last contract. Mr. Hidley adds that this is a good program to be involved in, and thanks the department. Mr. Ward asks about the previous contract that did not have the insurance certificate attached. Mr. Weis notes the vendor is responsible for her own insurance. Mr. Hidley asks that the Department follow up to be sure the insurance is in place and update the board. Mr. Calderone adds that insurance is required by the Law department. Mr. Calderone motions to approve the contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
3133	New	A1620 - Building Services	Peter Luizzi & Bros. Contracting, Inc.	Snow removal - Health Department Complex	18 months	\$40,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Latina states this was the lowest bidder. The pricing is a per storm amount. This is for the full 2017 season. Then it will go back out to bid. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
3163	Amendment	A7128 - Civic Center	Executive Cleaning	This is for a 15day extension of the original contract with this vendor. The current contract expires 15 days before the new contract with a new vendor begins. This will cover the gap between contract.	15 days	\$30,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. He notes this contract is not on the agenda. Mr. Belber explains this is to cover cleaning services for the inside and outside of the arean. At the Ocotber Legislative meeting there is a contract for a new cleaning service that is set to begin October 16. This contract is to cover the transition period with the removal of the current vendor and have the new vendor come in to start. Mr. Calderone motions to approve contract, Mr. Ward seconds the motion. The contract is unanimously approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
12:45pm - Mr. Hidley adjourns the meeting.						