



# CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

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

## November 28, 2016 CAB MEETING MINUTES

<b>Board Members Present</b>	Bruce Hidley, County Clerk Philip Calderone, Deputy County Executive			
<b>Department Representatives</b>	Patrick Dillon, Aging Darrell Duncan, DPW Scott Duncan, DPW Moirra Manning, CYF Nicole Ward, CYF Dave Latina, DGS Marty McClune, DGS	Pat Snyder, Health Larry Slatky, NH Rachel Bledi, BoE Pat Collins, Law Daniel Lynch, Law Kelle Roberts, MH Susan Daley, MH	Andy Lucarelli, NH Mike Lalli, CEO Lucas Rogers, CEO Bakery Jennah, CEO	Karen Storm, Purchasing Andrew Brisport, DIS Shawn Thelen, DMB Shanna Witherspoon, DMB David Reilly, DMB Sarah Cantwell, DMB Allison Russell, DMB
3:10pm Mr. Hidley meeting is called to order.				
<b>Other Business:</b> The Board will review the minutes from the noted CAB meetings: Emergency October CAB - Hidley / Ward / Calderone October 2016 – Hidley / Calderone				
Mr. Hidley brings the minutes to a vote. Mr. Calderone motions to approve the minutes. Mr. Hidley seconds the motion. The minutes are approved.				

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3156	New	Law	confidential settlement	onetime payment		\$40,000.00
Board voted to approve payment.						
3198	New	A3110 - Sheriff	PHYSIO-CONTROLS INC	TO PROVIDE ON-SITE PREVENTIVE MAINTENANCE TO OUR CPR DEVICES (DEFIBRALATORS)	11/1/2016 - 10/31/2018	\$20,100.80
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Notes this increases each time as the machines age. And states that this is a service that is reimbursed by the towns that participate. This is maintained 24/7 due to the nature of the services. Mr. Calderone motions to approve contract, Sean Ward seconds the motion. The contract is approved.						
3210	New	A1450 - Board of Elections	NTS Data Services, LLC	2017 Software maintenance and support for TEAM, Sign-It, Full Document Imaging, IMS, and PACKETS. Poll book printing, traditional post card - Mail Check Processing and web based	1 year	\$89,615.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
				polling place lookup service.		
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Rachael Bledi notes this annual contract for state certification of the machines. Rachael explains that this is a service is a cost that is non-negotiable. Sean Ward motions to approve the contract and Mr. Calderone seconds the motion. The contract is approved.						
3202	New	NH6020 - Nursing Home	Thermal Environment Sales, Inc.	To provide 50 Islandaire Model EZ15A7ADA1 14AA replacement PTAC Chassis HVAC Units, 277/10, 20 Amp power cord (NEMA 7-20), hot water heat set-up, unit-Mtd push-button control module, 1 year parts and labor warranty on entire unit and 4 year extended warranty on compressor parts.	6 months	\$64,900.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Larry Slatky states this is to purchase 50 machines for an area on the fourth floor where they currently have none. These will be utilized for patients moving to the fourth floor during the remodel process. Mr. Calderone motions to approve the contract and Sean Ward seconds the motion. The contract is approved.						
3201	New	DM5130 - Road Machinery Maintenance	IEH AUTO PARTS LLC D/B/A AUTO PLUS	The purchase of Automotive Parts and Supplies as needed for the repairs of various trucks/vehicles from NYS Contract PC67195	17 months	\$85,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Darrell Duncan explains he has solicited other companies and this was the lowest price. They are on a state contract. Sean Ward motions to approve the contract and Mr. Calderone seconds the motion. The contract is approved.						
3220	New	D5010 - DPW Administration	Mohawk Resources Ltd.	From NYS Contract PC67221 the purchase of an automotive lift, an alignment machine and scissor rack for the Main Garage in Voorheesville.	12/31/2016	\$98,196.64
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Scott Duncan explains this is a lift for heavy duty equipment which allows repairs to be done in house. This is a state contract that is CHIPS. Mr. Calderone motions to approve the contract and Sean Ward seconds the motion. The contract is approved.						
3242	New	D5112 - Highways-Permanent Improvements	Carver Sand and Gravel	The purchase of Recycled Concrete Aggregates for the shoulders on the Helderberg Hudson Rail Trail sand 2016 Hauling and Placing Roadways.	3 months	\$24,908.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Scott Duncan explains that this is a recycles material and has been used in the past. He lists the benefits and the safety factors. Sean Ward makes a motion to approve the contract and Mr. Calderone seconds. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3211	New	A4310 - Mental Health	Albany Medical Center	The responsibilities of each provider participating in DSRIP, including Performance, Engagement and Reporting requirements along with corresponding funds flow for each activity within each project as well as deadlines for purposes of this contract are detailed in the Master Project Agreement and attached addendums.	4/1/2015 - 12/31/2016	\$35,421.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Roberts explains that this is a DSRIP project and has a fund flow for participation. Mr. Calderone makes a motion to approve the contract. Sean Ward seconds the motion. The contract is approved.						
3239	Renewal	A4322 - Contracted Mental Health	Catholic Charities	Provides case management services to homeless women suffering from mental illness or co-occurring disorders at Mercy House. Staff seeks to link women with treatment and permanent housing.	1/1/2017- 12/31/2017	\$39,303.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Roberts explains how this is for case management services. She comments that this is a pass thru for women who are restarting out of the Mercy Shelter. Sean Ward motions to approve the contract. Mr. Calderone seconds the motion. The contract is approved.						
3240	Renewal	A4230 - Contract Narcotic Addiction	Albany Diocesan School Board	The Albany Diocesan School Board provides evidence based substance abuse services in Albany Catholic schools for children suffering from narcotic addiction.	1/1/2017- 12/31/2017	\$42,957.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Roberts explains how this is funded my NYS OASIS prevention geared to school age children. Mr. Calderone motions to approve the contract. Sean Ward seconds the motion. The contract is approved.						
3241	Renewal	A4322- Contracted Mental Health	Counseling Care and Services	Provides mental health assessment, referral and treatment services to individuals being treated in their clinic. They also provide an employee assistance advocacy program to mental health consumers employed in Albany County.		\$21,776.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Roberts explains that this is NYS Mental Health funding program that provides a clinic to Cohoes residents who may not be able to travel into Albany for services. Sean Ward motions to approve the contract. Mr. Calderone Seconds. The contract is approved.						
3212	Renewal	A6772 - Aging	Legal Aid Society of North Eastern New York, Inc.	The Contractor shall provide legal advice, advocacy, counseling and representation for older individuals age 60+ in social and/or economic need within Albany County. Provide broad community education and outreach to inform the targeted groups of their legal rights.	1/1/2017 to 12/31/2017	\$45,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments and questions. Mr. Dillon explains this is assistance for elderly for wills, financial issues and other legal items. They do on in the community meetings as well as in the office. Mr. Calderone motions to approve the contract, Mr. Hidley seconds the motion. The contract is approved.						
3213	Renewal	A6772 - Aging	Senior Services of Albany	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60+. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/2017 to 12/31/2017	\$36,000.00
Mr. Hidley makes a motion to bundle contracts 2313, 3215, and 3216. Sean Ward accepts the motion and Mr. Calderone seconds. These contracts are reviewed and Mr. Dillon speaks on behalf of the programs and the services that they provide to seniors. It is noted that this is funded 10 percent county and 90 percent federally funded. Mr. Calderone motions to approve the contract. Sean Ward seconds the motion. The contract is approved.						
3215	Renewal	A6772 - Aging	Colonie Senior Service Centers	The Contractor shall provide day care services to targeted elderly persons within Albany County 60+. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period	1/1/2017 to 12/31/2017	\$42,834.00
Bundled contract						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3216	Renewal	A6772 - Aging	Senior Services of Albany	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60+. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/2017 to 12/31/2017	\$72,520.00
Bundled contract						
3224	New	A6772 - Aging	Catholic Charities	The Contractor shall provide services to Albany County caregivers of seniors 60+ and grandparents 55+ caring for a child/children; consisting of respite services, counseling, information and assistance, support groups and MDS Compass Assessments.	1/1/2017 to 12/31/2017	\$51,475.00
Mr. Hidley asks to make a motion to bundle contracts 3224, 3225, and 3226. Mr. Calderone makes a motion to approve and Sean Ward Seconds the motion. Mr. Hidley reviews the details of the different contracts. Mr. Dillon explains that these are new contracts but were proposals from current providers, and how many seniors are served by these contracts. Mr. Calderone makes a motion to accept the contract. Sean Ward seconds the motion. The contract is approved.						
3225	New	A6772 - Aging	Community Caregivers, Inc.	The Contractor shall provide services to Albany County caregivers of seniors 60+; consisting of respite services, counseling, information and assistance, support groups and MDS Compass Assessments.	1/1/2017 to 12/31/2017	\$41,870.00
Bundled Contract						
3226	New	A6772 - Aging	Senior Services of Albany	The Contractor shall provide services to Albany County caregivers of seniors 60+; consisting of respite services, counseling, information and assistance, support groups and MDS Compass Assessments.	1/1/2017 to 12/31/2017	\$31,846.00
Bundled Contract						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
3229	New	A6772 - Aging	Community Caregivers, Inc.	The Contractor shall provide in home contact and support services for isolated and home bound senior residents of Albany County. Services include friendly visiting to provide socialization and shopping assistance.	1/1/2017 to 12/31/2017	\$22,800.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Mr. Dillon explains that there was only 1 proposal, and this meet the financial requirements. Sean Ward accepts the motion. Mr. Calderone seconds. The contract is approved.						
3230	Renewal	A6772 - Aging	Sidney Albert Albany Jewish Community Center	The Contractor shall provide congregate meals to eligible seniors within Albany County, meeting the criteria that is required by Albany County and NYSOFA.	1/1/2017 to 12/31/2017	\$36,420.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Mr. Dillon explains the program that is offered at two different sites. Mr. Calderone motions to accept the contract. Sean Ward seconds the motion. The contract is accepted.						
3231	Renewal	A6772 - Aging	Senior Citizens of Green Island	The Contractor shall provide congregate meals to eligible seniors within Albany County, meeting criteria that is required by Albany County and NYSOFA.	1/1/2017 to 12/31/2017	\$36,760.00
Sean Ward is obtaining from the discussion. Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Mr. Dillon explains the program for seniors of Green Island. And the nutritional programs they are offered. Mr. Calderone accepts the motion. Mr. Hidley seconds the motion. The contract is approved.						
3191	New	A4010 - Health	Eddy Licensed Home Care Agency	Albany County Dept. of Health LHCA, will employ a team of nurses knowledgeable to provide home-based Asthma Management services and associated clinical supervision. These services are reimbursed by Eddy Licensed Home Care Agency.	10/15/16 - 3/31/17	\$47,750.00
3191	New	A4010 - Health	Eddy Licensed Home Care Agency	Albany County Dept. of Health LHCA, will employ a team of nurses knowledgeable to provide home-based Asthma Management services and associated clinical supervision. These services are reimbursed by Eddy Licensed Home Care Agency.	10/15/16 - 3/31/17	\$47,750.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. It is stated that this is a program that is an opportunity for revenue, when participating in this program. Mr. Hidley comments positivity about the program. Sean Ward accepts the motion. Mr. Calderone seconds the motion. The contract is approved.						
3193	New	A4010 - Health	Alliance for Better Health Care, LLC	Albany County Department of Health LHCSA will employ a team of nurses knowledgeable to provide home - based Asthma Management services and associated clinical supervision. These services are reimbursed by the Alliance for Better Health Care, LLC.	4/1/15 - 3/31/17	\$43,165.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. This contract is very similar to the previous one, and also is revenue generating, affiliated with Whitney Young as a DSRIP project. Mr. Calderone accepts the motion and Sean Ward seconds the motion. The contract is approved.						
3217	New	A7310 - Youth Bureau	Equinox Inc.	Equinox House for Youth for Runaway and Homeless Youth Services 100% state aid (NYS OCFS RHYA ) to support emergency shelter for runaway and homeless youth 13-18	01/01/2016 - 12/31/2016	\$35,369.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Nicole Ward explains that this program helps 80 youth and how the program assists those in need. Sean Ward accepts the motion. Mr. Calderone seconds the motion. The contract is approved.						
3218	New	A7310-Youth Bureau	Equinox Inc.	Transitional Independent Living Program 100% state aid (NYS OCFS RHYA) to support independent living program for homeless youth ages 16-20	01/01/2016- 12/31/2016	\$45,000.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Nicole Ward explains that this program serves 28 youth to help them transition from dorm/ apt. living to and independent environment. Mr. Calderone accepts the motion. Sean Ward seconds the motion. The contract is approved.						
3219	New	A7310 - Youth Bureau	Community Maternity Services	Joyce Center Independent living program - 100% state aid (NYS OCFS RHYA ) to support independent living program for homeless youth ages 16-20	01/01/2016 - 12/31/2016	\$59,471.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Ms. Ward explains this is for pregnant homeless and this is the only OCFS Certified center in Albany County. Mr. Calderone motions to approve contract, Mr. Hidley seconds the motion, the contract is approved.						
3217	New	A7310 - Youth Bureau	Equinox Inc.	Equinox House for Youth for Runaway and	01/01/2016 - 12/31/2016	\$35,369.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
				Homeless Youth Services 100% state aid (NYS OCFS RHYA ) to support emergency shelter for runaway and homeless youth 13-18		
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Nicole Ward explains that this program serves pregnant and homeless and serves 38 youth. Sean Ward accepts the motion. Mr. Calderone seconds the motion, The contract is approved.						
3222	New	A6119 - Children, Youth and Families	St. Anne Institute	Provision of Outreach and Case Management Services for Trafficked Youth.	01/01/2017 - 12/31/2017	\$50,000.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. It is stated that this is a program that is designed to help get youth off the streets to get them services which could include either employment or education. St. Anne's already has a history of doing this with their providers and network. So they were a much stronger candidate. Mr. Calderone accepts the motion. Sean Ward seconds the motion. The contract is accepted.						
3243	New	A1620 - Building Services	Sam Greco Construction Inc.	Various construction for the main room and stage area at Waldman Lodge at Lawson Lake	12 months	\$30,000.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Dave Latina explains this was the lowest quote for the work and goes on to explain that this project is to winterize and provide a warming station for winter programs. Items would include insulation of pine walls, heaters to make it more comfortable for the children.						
3153	New	A1620 - Building Services	Dente Engineering	TUC Atrium Project - Testing and Special Inspections	3 years	\$42,900.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Dave Latina explains this was the lowest quote for the services which include specialty inspection of all the concrete and steel during the construction period of the atrium. It is asked if this was for all county buildings and then it was clarified that this was only for the atrium project. Mr. Calderone accepts the motion. Sean Ward seconds the motion. The contract is accepted.						
3154	Amendment	A1345- Central Purchasing	DeBrino Caulking Associates, Inc	Amendment of Contract renewal#2846 for time and materials contract for General Construction, Masonry, and Property Clean up Services for any County Department. RFB#2015-010	3/31/2017	\$50,000.00
3153	New	A1620 - Building Services	Dente Engineering	TUC Atrium Project - Testing and Special Inspections	3 years	\$42,900.00
Mr. Hidley reviews the contract scope and opens the discussion for questions and comments. Dave Latina explains that this is an amendment for bid jobs, and large projects. This is good to have for emergencies but could go to number of things masonry, plumbing, instead of having to rebid each time an issue came up. Sean Ward accepts the motion. Mr. Calderone seconds the motion. The contract is approved.						
Meeting adjourned at 3:55pm						