



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

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

September 27, 2017 CAB MEETING MINUTES

Board Members Present: Bruce Hidley, County Clerk / Philip Calderone, Deputy County Executive / Sean Ward Chairman, County

Department Representatives:

Craig Carlson HOR	
Lisa Ramundo DPW	Shawn Thelen DMB
Tim Murphy Sewer	Dave Reilly DMB
Vincent Commisso HOR	Karen Storm Purch
Dave Latina DGS	Dan Lynch Law
Joe DeAngelis	Matt Clyne BOE
Pat Dillon Aging	Sarah Cantwell DMB
Lucas Rogers CEO	

Other Business: The Board will review the minutes from the noted CAB:

August 2017: Hidley/Ward/Calderone

Mr. Hidley brings the minutes to a vote. Mr. Calderone motions to approve the minutes. Sean Ward seconds the motion .The minutes are

Contract#	Contract Action	Department	Vendor Name	Scope of Service	Estimated Term	Estimated Amount
3770	New	A1450 - Board of Elections	Elections Systems & Software	2017 General Election Absentee Ballots - ES&S will process absentees from our daily absentee voter file, fully assemble and address absentee mail packets. Service also includes imaging of all packets, giving the Board the ability to track packets once mailed. Cost per packet is \$1.75 plus postage, not to exceed 600,000.00	2017 General Election Absentee Ballots	\$99,999.00

Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Matt Clyne extensively explains the software that is being requested and process in which that software will be utilized. It is explained that this is a nessaccery item fo moving forward.Sean Ward makes a motion to approve the contract. Phil Calderone seconds the motion. The contract is approved.

3755	Renewal	NH6020 - Nursing Home	Dentserv Dental Services P.C.	The contractor/dentist provides the dental services to the residents of the nursing home. This includes, but is not limited to, providing a licensed dentist and dental assistant for a minimum of eight (8) hours per week, both of whom shall work additional hours as necessary to meet the resident's dental needs, without additional cost to the County.	1/01/2018-12/31/2018	\$66,000.00
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Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Shawn Thelen speaks on behalf of the contract. Stating that he was previously at the Nursing Home when the originaas RFP was issued. This is a relationship that has spanned over 20 years and is a renewal for another year. Phil Calderone makes a motion to approve the contract .Sean Ward seconds. The contract is approved.

3776	New	NH6020 - Nursing Home	Seeler Engineering, P.C.	The Consultant will conduct an analysis of the labor and economic conditions in the Albany County area and, if possible, assist in the negotiation and use of a Project Labor Agreement for the Albany County Nursing Home renovation and reconstruction project.	9/14/2017-9/30/2018	\$22,300.00
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Contract#	Contract Action	Department	Vendor Name	Scope of Service	Estimated Term	Estimated Amount
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Dave Latina speaks on behalf of the Nursing Home because this is an amendment . He explains that this is the second part of the contract now focusing on negotiations. Sean Ward makes a motion to approve the contract . Phil Calderone seconds the motion. The contract is approved.						
3718	New	G8130- Sewage Treatment	Clear Edge Filtration	To provide vertical and gravity belt filter cloths for belt presses used to dewater biosolids.	2 years	\$25,000.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Tim Murphy explains the parts that are being requested and is asked to produce the actual term dates of the contract. Tim Murphy will provide the dates. Phil Calderone makes a motion to approve the contract. Sean Ward seconds the motion. The contract is approved.						
3758	Amendment	G8130 - Sewage Treatment	Bubonia Holding Corp.	To dredge and haul and additional 1,600 yards bio-remediated ash from the District North plant to the City of Albany Landfill	2 month	\$12,144.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Tim Murphy is requesting to have an additional amount dredged and hauled to the Albany County Landfill. Sean War makes a motion to approve the contract. Phil Calderone seconds the motion. The contract is approved.						
3768	New	A1620 - Building Services	Kasselman Electric Co., Inc.	EC - Boiler Replacement Project at the Judicial Center	2 years	\$42,350.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Dave Latina explains the replacement boiler needed to the Judicial Centr. Phil Calderone makes a motion to approve the contract .Sean Ward seconds the motion. The contract is approved.						
3779	New	A1620- Building Services	Murname Building Contractors, Inc.	As outlines in RFB#2017-098	2 Years	\$94,300.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Dave Latina explains the project and states that general contract work for a replacement elevator on the markert Street side of the Times Union Center. The dates will begin Immediatley. Phil Calderone makes a motion to approve the contract .Sean Ward seconds the motion. The contract is approved.						
3763	Renewal	A6772 - Aging	Senior Services of Albany	The Contractor shall deliver the Health Insurance Information, Counseling and Assistance Program (HIICAP) and provide outreach, access, education and assistance to individuals who are 65+ and /or disabled, regarding Medicare, NYS	4/1/2017 to 3/31/2018	\$29,677.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Patrick Dillion explains the contract and states that they have reached 800 seniors and helped with the understanding of benefits. It is noted that this is a Federal grant. Phil Calderone makes a motion to approve the contract .Sean Ward seconds the motion. The contract is approved.						
3762	New	D5010 - DPW Admin	Creighton Manning Engineering, LLP	Construction Inspection and Support Services for CR151/SR155 Albany-Shaker Road/Dalessandro Blvd. Highway Resurfacing Project.	3 months	\$78,000.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Lisa Ramundo is requesting resurfacing at this location. This is the lowest of nine bids and is Fererally funded. It is noted that it must be switched from the current listing as 80% state funded to 80% ferederal funding. Phil Calderone makes a motion to approve the contract .Sean Ward seconds the motion. The contract is approved.						
3756	Renewal	A6010 - Social Services; A6119 - Children, Youth and Families	West ®	CLEAR is an online tool designed specifically for use with law enforcement and government investigators. It is currently utilized by DSS and DCYF to access online, public and proprietary client data to determine eligibility and/or obtain pertinent information for fraud and child support investigations.	1/1/2018-12/31/2020	\$41,575.00

Contract#	Contract Action	Department	Vendor Name	Scope of Service	Estimated Term	Estimated Amount
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Joe Dangelis speaks on behalf of the contract and the services it provides. Sean Ward makes a motion to approve the contract .Phil Calderone seconds the motion. The contract is approved.						
3754	Renewal	A6140 - Safety Net	Capital Area Council of Churches	This is a seasonal shelter which serves homeless men 18 years and older. It houses chronically homeless with no other shelter options.	11/1/2017 - 4/30/2018	\$70,000.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Joe Dangelis speaks on behalf of the contract . Phil Calderone makes a motion to approve the contract .Sean Ward seconds the motion. The contract is approved.						
At this point in the meeting Bruce Hidley recuses himself from the proceedings and has Sean Ward continue due to the fact that the remaining contracts involve the County Clerks office. From this point on the meeting is run by Sean Ward.						
3719	New	A1410 - County Clerk; A1411 - Hall of Records (County Archives)	Image Integrator LLC	To purchase Digital Microfilm Viewer/Scanners for the Albany County Clerk's Office and the Hall of Records	12/31/2017	\$60,000.00
Sean Ward reviews the scope of the contract and opens up the discussion for questions and comments. Craig Carlson speaks on behalf of the request Phil Calderone makes a motion to approve the contract .Sean Ward seconds the motion. The contract is approved.						
3723	New	A1411 - Hall of Records (County Archives)	Image Data, Inc	Provide Book Scanning services for the Albany County Clerk and Hall of Records of Deed Books. this includes volumes 986 to 1368. 382 Books, 206,280 images at a cost of \$0.0105 per image for a total cost of \$21,659.40. Funding from the IGRMIE	7/1/2017- 6/31/2018	\$21,659.40
Sean Ward reviews the scope of the contract and opens up the discussion for questions and comments. Craig Carlson speaks on behalf of the contract. He explains the need for preservation of the records and the need to take a responsible custodial approach. Vincent Commisso also responds to the usage and request of the records. Phil Calderone makes a motion to approve the contract. Sean Ward seconds the motion. The contract is approved.						
3724	New	A1411 - Hall of Records (County Archives)	Image Data, Inc.	Provide Book Scanning for the County Clerk's Office. Deed Volumes Books 1369 to 2014 will be imaged and provided to the clerk's office to make retrieval more efficient for the public. There are 645 volumes which consist of 348,300 images at a cost of \$0.0105 per image a total cost of \$36,571.50.	7/1/2017- 6/31/2018	\$36,751.50
Sean Ward reviews the scope of the contract and opens up the discussion for questions and comments. Craig Carlson speaks on behalf of the contract. He explains the need to preserve the old records and update the approach to using this information. Vincent Comisso also comments on preserving the records. Phil Calderone makes a motion to approve the contract. Sean Ward Seconds the motion. The contract is approved.						

At this point in the meeting Phil Calderone commends the County Clerk and the members of the Hall of Records for taking the initiative to look forward and preserve the documents and the records.