

CONTRACT ADMINISTRATION BOARD MEETING MINUTES



Honorable Michael G. Breslin, *County Executive*
Honorable Thomas G. Clingan, *County Clerk*
Honorable Daniel P. McCoy, *Chairman, County Legislature*

Monday, February 22, 2010 | 9:15 AM | CEO Conference Room, 112 State Street, Suite 200

Members Present: Michael Breslin, *County Executive*
Thomas Clingan, *County Clerk*
Daniel P. McCoy, *Chairman, County Legislature*

Others Present: Rich Lyons, *Sewer District*
Tom Coffey, *Residential Health Care Facility*
Lenny Crouch, *Sheriff*
Lynn Tubbs, *Children, Youth & Families*
John Mc Phillips, *Children, Youth & Families*
Craig Denning, *Law*
Karen Storm, *Purchasing*
Jamie Kallner, *Legislative Majority Counsel*
John Rodat, *Management and Budget*
Lisa Henty, *Management and Budget*
Rose Duhan, *Management and Budget*
Tom Leitz, *Management & Budget*

The meeting commenced at 9:30 A.M.

Tabled Items: From 01/25/2010

TYPE: NEW
Contract Number: 10-6071-0001
Requesting Department: Children, Youth & Families
Vendor: Equinox, Inc
Scope of Services: Preventive services – case planning 12 slots/\$22.00 per diem
Term: 04/01/2010-03/31/2011
Amount: \$96,360.00

Mr. McCoy requested this contract be tabled, the Board agreed. The contract was unanimously tabled for one month.
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TYPE: NEW
Contract Number: 10-6071-0002
Requesting Department: Children, Youth & Families
Vendor: Parsons Child and Family Center
Scope of Services: Preventive services – case planning 10 slots/\$22.00 per diem
Term: 04/01/2010 – 03/31/2011
Amount: \$80,300.00

Mr. McCoy requested this contract be tabled, the Board agreed. The contract was unanimously tabled for one month.
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TYPE: NEW
Contract Number: 10-6071-0003
Requesting Department: Children, Youth & Families
Vendor: Trinity Institute
Scope of Services: Preventive services – peer to peer 10 slots/\$19.00 per diem
Term: 04/01/2010 – 03/31/2011
Amount: \$69,350.00

Mr. McCoy requested this contract be tabled, the Board agreed. The contract was unanimously tabled for one month.

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TYPE: RENEW AL
Contract Number: 10-2960-0001
Requesting Department: Children, Youth & Families
Vendor: VMC, Inc
Scope of Services: Reducing services and costs associated with the Transportation Consulting contract from the \$86,000 of current contract 09-2960-0002 / transportation for special needs children, utilizing the vendor's software. Second of two renewable options
Term: 04/01/2010 – 03/31/2011
Amount: \$51,400.00

Mr. Clingan requested that this contract not be tabled and taken up by the Board. Mr. McCoy stated that he received and reviewed the additional requested information sent to him by Mr. McPhillips. Mr. McCoy continued that in addition to requested information he had the opportunity to speak with Mr. Breslin and was comfortable and all his concerns had been addressed. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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New Business:

TYPE: NEW
Contract Number: 10-8130-0002
Requesting Department: Sewer District
Vendor: Pollard Excavating, Inc
Scope of Services: Excavating and transportation of NP sewage sludge ash
Term: May 1, 2010 - September 15, 2010
Amount: \$81,150.00

Mr. Lyons stated that this was a new contract for the excavating and transportation of NP sewage sludge ash to the landfill. Mr. Lyons noted that this ash does not take up space at the landfill. Mr. Lyons continued that the ash is mixed with sand & or land (yard) waste to make a cover for the landfill contents. Mr. Lyons also noted that this bid amount allows for an \$8,000 variance for unforeseen charge differences. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-8130-0003
Requesting Department: Sewer District
Vendor: Van Bortel Ford
Scope of Services: Purchase truck
Term: N/A
Amount: \$20,319.90

Mr. Lyons stated that this was a new contract for the purchase of a new truck. Mr. Lyons stated that the current truck used is a 1995 vehicle with 180k miles on it. Mr. Lyons continued that this bid is from a state contract, and is slightly higher than what is budgeted. Mr. McCoy asked how much over budget the bid was. Mr. Lyons responded that it was \$1,800 over budget. Mr. Lyons continued that this was not the truck they were looking at, but due to depleted inventory this was the closest and was a great deal for its price. Mr. Lyons continued that this new vehicle was an F350 4x4. Mr. Clingan noted that this was an excellent price for the product. Mr. Lyons agreed and noted that this would be the best time to take advantage of the price as the State's contract was set to expire at the end of March 2010. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-6020-0005
Requesting Department: Residential Health Care Facility
Vendor: Mobil Imaging
Scope of Services: Provide radiology services to nursing home
Term: April 1, 2010 – March 31, 2012
Amount: \$40,000.00

Mr. Coffey stated that this was a new contract for radiological services at the nursing home. Mr. Coffey continued that they were very pleased with the services of Mobil Imaging, and that they were very responsive and reactive to the needs of the Nursing Home. Mr. McCoy asked if this was the only respondent to the bid. Mr. Coffey responded that they were the only respondent to the bid. Mr. McCoy asked if Mr. Coffey felt that the price was reasonable in regards to the services provided. Mr. Coffey responded that he did believe the price was fair and that the services offered were high quality and that Mobil Imaging was very responsive to their needs. Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-3189-0006
Requesting Department: Sheriff
Vendor: Albany Co. Probation Department
Scope of Services: Felony DWI & high risk misdemeanor probation caseload
Term: 2009
Amount: \$29,000.00

Mr. Crouch stated that this was a new contract with Albany County Probation Department for felony and high risk DWI probation caseload. Mr. Clingan noted that this contract was quite late for 2009. Mr. Couch replied that it was late, and to help compensate for the inconvenience he had \$6,700 left over in his budget that he was adding in. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-1610-0001
Requesting Department: General Services
Vendor: General Mechanical Systems
Scope of Services: Coil replacement for the 13th floor air handlers at 112 State St.
Term: Immediate
Amount: \$32,500.00

The Department of General Services requested that this contract be removed from the agenda.

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TYPE: NEW
Contract Number: 10-6071-0004
Requesting Department: Children, Youth & Families
Vendor: Parsons Child and Family Center
Scope of Services: Preventive services – adjunct clinical – play therapy – 6 slots
Term: April 1, 2010 – March 31, 2011
Amount: \$86,400.00

Mr. McCoy requested this contract be tabled, the Board agreed. The contract was unanimously tabled for one month. Mr. Clingan asked that although the contract were going to be tabled that Ms. Tubbs explain some of the differences between these four contracts (10-6071-0004, 10-6071-0005, 10-6071-0006, 10-6071-0007). Ms. Tubbs first stated that these four contracts were in front of the CAB Board because of the amount requested and that it is considered fees for services. Ms. Tubbs responded that they all focus on preventative services; the first one with Parsons (10-6071-0004) was for adjunct therapy, enhanced case planning and for play therapy. Ms. Tubbs continued that 10-6171-0005 with St. Anne's focuses on assessment and treatment. Ms. Tubbs stated that 10-6071-0006 with Community Maternity Services focuses specifically on anger management. Ms. Tubbs continued that 10-6071-0007 with the La Salle School also worked on assessment and treatment. Mr. Clingan asked if these contracts had been in front of the CAB Board before. Ms. Tubbs responded yes, that St Anne's contract has been coming in front of the Board since 2004 or 2005. Ms. Tubbs continued that Community Maternity Services has also been coming in front of the Board for quite awhile. Ms. Tubbs stated that the contracts with Parsons and La Salle are being presented for the first time.

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TYPE: NEW
Contract Number: 10-6071-0005
Requesting Department: Children, Youth & Families
Vendor: St. Anne Institute
Scope of Services: Preventative services – assessments and treatment
Term: April 1, 2010 – March 31, 2011
Amount: \$60,000.00

Mr. McCoy requested this contract be tabled, the Board agreed. The contract was unanimously tabled for one month.
See contract 10-6071-0004 for narrative

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TYPE: NEW
Contract Number: 10-6071-0006
Requesting Department: Children, Youth & Families
Vendor: Community Maternity Services
Scope of Services: Preventive services – anger management 60 slots/4 groups
Term: April 1, 2010 – March 31, 2011
Amount: \$33,120.00

Mr. McCoy requested this contract be tabled, the Board agreed. The contract was unanimously tabled for one month.
See contract 10-6071-0004 for narrative

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TYPE: NEW
Contract Number: 10-6071-0007
Requesting Department: Children, Youth & Families
Vendor: La Salle School
Scope of Services: Preventive Services – assessments and treatment
Term: April 1, 2010 – March 31, 2011
Amount: \$85,000.00

Mr. McCoy requested this contract be tabled, the Board agreed. The contract was unanimously tabled for one month.
See contract 10-6071-0004 for narrative

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TYPE: RENEWAL
Contract Number: 10-6119-0001
Requesting Department: Children, Youth & Families
Vendor: Equinox, Inc
Scope of Services: Provision of aftercare case management and support services for independent living population
Term: January 1, 2009 – December 31, 2009
Amount: \$30,000.00

Mr. Clingan noted that this contract appeared different from the preventative contracts above. Mr. McPhillips stated that it was different; that this contract focused on support services for the independent living population. Mr. McPhillips noted there was an error in the date and it should read January 1, 2010 to December 31, 2010 not 2009. Mr. McPhillips continued that Equinox provided intensive case management to older homeless youth ages 16 to 21. Mr. Clingan requested that the Board take up this contract for consideration because it was different from the preventative contracts; the Board agreed. Mr. McCoy asked if Equinox would be handling each portion of this contract. Ms. Tubbs responded that yes, Equinox would be executing the entire contract. Mr. Breslin asked if this was a federally funded program. Mr. McPhillips responded that it was a federally funded program. Mr. Clingan motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-1345-0001
Requesting Department: Purchasing
Vendor: Reliable Brothers Inc
Scope of Services: Purchase of meat & cold cuts for the correctional facility and nursing home
Term: March 1, 2010 – April 30, 2010
Amount: \$30,076.80

Ms. Storm stated that this is a new contract for the purchase of meat and cold cuts for the correctional facility and nursing home. Ms. Storm continued that the bid is awarded per line item basis. Mr. Clingan asked if these contracts were awarded every two months. Ms. Storm replied that yes the contracts are awarded on a two month basis, because the supplier can not guarantee the prices longer than that. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-1345-0002
Requesting Department: Purchasing
Vendor: Sysco Food Services
Scope of Services: Purchase of meat & cold cuts for the correctional facility and nursing home
Term: March 1, 2010 – April 30, 2010
Amount: \$22,000.00

Ms. Storm stated that this is a new contract for the purchase of meat and cold cuts for the correctional facility and nursing home. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-1345-0003
Requesting Department: Purchasing
Vendor: TEC/Northeast Fire Systems
Scope of Services: Fire extinguisher and suppression system inspection and services for all county facilities
Term: 3 years
Amount: \$21,000.00

Ms. Storm stated that this was a new contract for fire extinguisher and suppression system inspection and services for all county facilities. Mr. McCoy asked if the \$21,000 was for a single year or all three. Mr. McCoy furthered questioned if this is possibly something that the Albany Co Airport could do for us (free). Mr. McCoy continued that the airport has the equipment to refill and repair the fire extinguishers. Mr. Clingan asked about the inspection aspect of this contract and how the airport would play into that roll. Mr. McCoy explained there were no special certifications or training needed to inspect the fire extinguishers, that anyone could perform them – including building security guards. Mr. Breslin asked if this was a 3 year contract or 1 year renewals. Ms. Storm replied she would have to check on that for clarification. Ms. Storm asked if the Board wanted to table this contract until more information was found in regards to Mr. McCoy's suggestions. Mr. Clingan replied he was satisfied to pass this contract on contingency; after reviewing if partnering with the airport was a possibility or not. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved. Ms. Storm would report back with a response from the feasibility of working with the airport.

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The Board reviewed the minutes from the January 25<sup>th</sup> meeting. There were no changes or corrections. Mr. Clingan motioned to approve the minutes. Mr. Breslin seconded the motion. The minutes for the meeting were approved. Mr. Clingan noted he will not be present for the March 22<sup>nd</sup> meeting.

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The Contract Administration Board meeting adjourned at 9:55 am.
Minutes submitted by J.L. Drowne, *Management and Budget*.

