

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, April 26 2010 | 11:00 AM | CEO Conference Room, 112 State Street, Suite 200

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

Others Present:
Karen Storm, *Purchasing*
Jamie Kallner, *Legislative Majority Counsel*
John Rodat, *Management and Budget*
Rose Duhan, *Management and Budget*
Michael Franchini, *County Executive's Office*
Mike Perrin, *County Executive's Office*
Liz Staubach, *County Executive's Office*
Lenny Crouch, *Sheriff's Office*
Brian Wood, *Sheriff's Office*
Matt Campbell, *Sheriff's Office*
Dan Mirabile, *Public Works*
Rich Lyons, *Sewer District*
Bob Belber, *Civic Center*
Jennifer Cioffi, *Civic Center*
Doug McClain, *Civic Center*

The meeting commenced at 11:10 AM

TYPE: NEW
Contract Number: 10-8130-0006
Requesting Department: Sewer
Vendor: Industrial Furnace Company, Inc
Scope of Services: Refractory and misc repairs to Incinerator 2 at South Plant and Incinerator 1 at North Plant
Term: 2 months
Amount: \$95,030.00

Mr. Lyons stated that this was a new contract for refractory and miscellaneous repairs to incinerator 2 at the South Plant and incinerator 1 at the North Plant. Mr. Lyons continued that the funds for the repairs were anticipated in this year's budget. Mr. Lyons noted that the total amount allowed for an \$8,000 allowance for any other repairs. Mr. McCoy asked Mr. Lyons to clarify as to whether the \$8,000 was part of the \$95,000 or on top of. Mr. Lyons noted that it was included in the \$95,000. Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-5110-0002
Requesting Department: Public Works
Vendor: Albany Asphalt, Callanan Industries, Carver Sand & Gravel, Gorman Brothers and King Road Materials
Scope of Services: Purchase of asphalt material for roadway projects and maintenance
Term: May 01, 2010 – April 30, 2011
Amount: \$60,000.00

Mr. Mirabile stated that this was a new contract for the purchase of asphalt materials for roadway projects and maintenance. Mr. Mirabile stated that DPW uses the lowest bidder per product and that the price is based per ton & mileage. Mr. Mirabile noted that

DWP does the hauling of materials to keep the cost down. Mr. McCoy asked if it would be better to bid the two contracts (see 10-5110-0003) together. Ms. Storm replied that it would not be cost effective. Ms. Storm continued that bidding is for different products and vendors. Ms. Storm continued that the separate contracts allow DWP to pick and choose the vendors. Mr. McCoy asked if the materials were used for the same projects. Mr. Mirabile replied that the materials are for different projects. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-5110-0003
Requesting Department: Public Works
Vendor: Callanan Industries, Carver Sand & Gravel, Cobleskill Stone & Peter Freuh
Scope of Services: Purchase of crushed stone material for roadway projects and maintenance
Term: May 01, 2010 – April 30, 2011
Amount: \$98,000.00

Mr. Mirabile stated that this was a new contract to purchase crushed stone materials for roadway projects. Mr. Mirabile stated that there a total for four vendors providing the products, and as with the other contract DPW does the hauling of the materials. Mr. Mirabile noted that the funds come from the Chips account and is funded 60% by the state and 40% by the county. Mr. McCoy asked for clarification, as the contract cover sheet noted this was funded 100% by the county. Mr. Mirabile apologized for the typographical error and stated that the correct amounts were 60% state funding and 40% county funding. Mr. Clingan asked that the contract be corrected to reflect these amounts. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-5130-0002
Requesting Department: Public Works
Vendor: DePaula Chevrolet
Scope of Services: Purchase of Chevrolet OEM Parts
Term: 4 years, with one 2 yr renewal option
Amount: \$25,000.00

Mr. Mirabile stated that this was a new contract for the purchase of Chevrolet OEM parts. Mr. Mirabile continued that this contract was negotiated with a 25% discount on all the parts. Mr. Clingan asked if we had many Chevy vehicles. Mr. Mirabile replied that many of our small trucks were Chevy. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-7128-0001
Requesting Department: Civic Center
Vendor: Honeywell International
Scope of Services: Install new front end fire alarm computer and ensure the fire alarm system is working at 100% efficiency
Term: Completed Summer 2010
Amount: \$83,860.00

Mr. Belber stated that this was a new contract to install a new front end fire alarm computer and to ensure the fire alarm system is working at 100% efficiency. Mr. McClaine stated the computer is the original system from 1991 and that parts for upgrades are not available. Mr. Clingan asked if we replaced the whole system would it be correct to assume it would cost more money. Mr. McClaine responded that was correct. Mr. McClain continued that they spoke with Simplex about the system upgrades and it would cost over \$250,000. In addition, Mr. McClain also noted that Simplex was unable to just do the front section unlike Honeywell. Mr. McCoy asked

what the general thought was of just doing the front end of the building. Mr. McClain responded that they asked about the safety, he said Honeywell reassured them that it was very safe and highly functionally. Mr. McCoy asked if Honeywell guarantees their work. Mr. McClaine responded that Honeywell will perform all necessary repairs and upgrades. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-7128-0002
Requesting Department: Civic Center
Vendor: Walsh Insurance Group
Scope of Services: Property, boiler, machinery and maintenance coverage
Term: July 2010 – July 2011
Amount: \$68,347.00

Ms. Cioffi stated that this was a new contract for property, boiler, machinery and maintenance coverage. Ms. Coiffi noted that this was the lowest bidder. Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-3110-0006
Requesting Department: Sheriff
Vendor: Metro Ford Sales Inc
Scope of Services: Purchase of two Ford Explorer XLT at \$21,570.00 per vehicle
Term: N/A
Amount: \$43,140.00

Mr. Campbell stated that this was a new contract for the purchase of two Ford Explorer XLT's. Mr. Campbell continued that this was to replace some of the fleet's older vehicles both with over 100k miles. Mr. McCoy asked if the vehicles were 4-wheel drive. Mr. Campbell responded they were. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-3189-0012
Requesting Department: Sheriff/Stop DWI
Vendor: Albany Co District Attorney's Office
Scope of Services: DWI Prosecution
Term: 2009
Amount: \$45,000.00

Mr. Crouch stated that this was a new contract with the Albany Co District Attorney's Office for DWI prosecution. Mr. Clingan asked why the contract was so late, was it a funding issue with the state? Mr. Crouch responded it was in part a funding issue, and part that the contract slipped under the radar while waiting on the funding. Mr. McCoy asked if Mr. Crouch was ok with the contract. Mr. Crouch responded that he was. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

.....

TYPE: NEW
Contract Number: 10-3020-0004
Requesting Department: Sheriff/E-911
Vendor: Matrix Consulting Group
Scope of Services: Consulting services for possible PSAP CONSOLIDATION (covered by 50,000.00 Local Government Efficiency Grant and the remainder by the funds by E911 SURCHARGE)
Term:
Amount: \$62,000.00

Mr. Campbell said that this was a new contract for consulting services with the Matrix Group for possible PSAP consolidation. Mr. Campbell stated that the County currently has 11 PSAPs and this study will look at the feasibility and economic advantages of combining them. Mr. Campbell continued that they looked at the three lowest bids and did background checks on each. Mr. Campbell stated that the lowest bidder was focused on the communication component not the financial analysis, and that he wasn't truly happy with their (Bluewing) RFP response. Mr. Campbell stated he wasn't completely pleased with the scoring process, he believed it worked better for products than it did for people. Mr. Campbell continued that Matrix had all the components, communications, HR and financial analysis. Mr. Clingan asked if Mr. Campbell was confident with Matrix. Mr. Campbell responded he was very confident with Matrix. Mr. McCoy said his main concern was the company that they choose had to be "the one". Mr. Campbell agreed, noting that they only have one chance to really address this issue. Mr. Clingan noted that combining the PSAPs was going to be a tough sell and hard for the municipalities to swallow. Mr. Clingan asked Mr. Campbell if he believed that Matrix was best suited to make this sell. Mr. Campbell responded that he did feel Matrix was best suited for the job. Mr. Campbell continued that he knew the person from Bluewing, and didn't think he'd be able to make the sell. Mr. Campbell noted that he spoke with Mayor McDonald about this and he was onboard with the idea. Mr. McCoy noted that he has also spoken with Mayor Manning, who also likes the idea. Mr. Campbell added that Mayor Manning would be able to put officers back out on the streets if & when the consolidation happened. Mr. McCoy noted that many of the other bids were over \$100,000, he asked if Mr. Campbell thought that it would be better to spend more. Mr. Campbell responded that he checked around the state and the average was \$80,000. Mr. Campbell continued that yes the two bids that are for over \$300,000 are 100% better choices, but they are \$300,000. Mr. Campbell noted that he spoke with officials from Stueben County who also used Matrix and they were very satisfied with the results. Mr. McCoy asked when the results were back, the changes were not going to be immediate, that they will be phased in to help cope with the employment loss and change in general. Mr. Campbell responded, yes it was going to take time and local coordination to execute the consolidation. Mr. Clingan commented that was impressed that we were going to get \$50,000 from the state. Mr. Campbell noted that wasn't his doing, that Mr. Perrin orchestrated that component. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

.....
TYPE: NEW
Contract Number: 10-1345-0004
Requesting Department: Purchasing
Vendor: Poundridge Dairy
Scope of Services: Purchase of milk and dairy products for the Jail and Nursing Home
Term: May 01, 2010 – August 31, 2010
Amount: \$56,686.20

Ms. Storm said that this was a new contract for the purchase of milk and dairy products for the jail and nursing home. Mr. Clingan noted that milk is cheaper at BJ's. Ms. Storm stated that there is an up charge for delivery. Mr. McCoy asked if there was a local vendor/farmer, maybe the Clarksville Farm. Ms. Storm replied she didn't believe they would be able to accommodate the size and quantity of milk that is ordered. Mr. Clingan commented that we have been with Poundridge for a long time. Ms. Storm agreed, noting that the County has used them since John's Dairy went out of business. Mr. Clingan recommended that this and contract 10-1345-0005 be taken up together, the Board agreed. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded the motion. Both contracts were unanimously approved.

.....

TYPE: NEW
Contract Number: 10-1345-0005
Requesting Department: Purchasing
Vendor: Reliable Brothers Inc
Scope of Services: Purchase of meat and cold cuts for the Jail and Nursing Home
Term: May 01, 2010 – August 31, 2010
Amount: \$51,780.00

See above contract for commentary.

.....

~~~~~  
The minutes from the March 22nd 2010 CAB meeting were approved. The Contract Administration Board meeting adjourned at 11:53 AM.

Minutes submitted by J.L. Drowne, *Management and Budget*.