

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, August 23, 2010 | 11:00 AM | CEO Conference Room, 112 State Street, Suite 200

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

Others Present:
Eugenia Condon, *Law*
Karry Culihan, *Law*
Karen Storm, *Purchasing*
John Rodat, *Management & Budget*
Tom Leitz, *Management & Budget*
Rose Duhan, *Management & Budget*
Lisa Henty, *Management & Budget*
Michael Franchini, *County Executive's Office*
Craig Apple, *Sherriff's Department*
Michael Perrin, *County Executive's Office*
Gene Larrabee, *Residential Health Care Facility*
John Graziano, *Board of Elections*
Matt Clyne, *Board of Elections*
Mike Asbury, *Social Services*
Bill Conboy, *Legislative Majority*
Heather Orth, *District Attorney's Office*
David Soares, *District Attorney's Office*

The meeting commenced at 9:26 AM

TYPE: NEW
Contract Number: 10-6020-0012
Requesting Department: Residential Health Care Facility
Vendor: Robson Woese Inc
Scope of Services: Design of fire sprinkler system.
Term: 08/01/2010 – 07/31/2011
Amount: \$85,936.00

Mr. Larrabee stated that this was a new contract for the design of a fire sprinkler system for the Albany County Nursing Home. Mr. Larrabee continued that the NYSDOH requires the Albany County Nursing Home to install a fire suppression system throughout the facility by August of 2013. Mr. Larrabee stated that there were eight proposals received in response to the RFP. Mr. Larrabee continued that the responses were reviewed by a panel of three (Michael Perrin, Jay Quackenbush and himself). Mr. Clingan asked what the differences in the cost options were. Mr. Perrin replied that the first option is for the performance of the work, the second is for the design of the system. Mr. McCoy asked if there was a possibility to get a waiver from the state, as there is the potential for a new nursing home to be built and it would be potentially wasteful to install this system. Mr. Perrin replied that this was a federal mandate not a state mandate and didn't believe the state could or would issue a waiver. 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: 10-1450-0004
Requesting Department: Board of Elections
Vendor: Arnoff Moving & Storage
Scope of Services: Delivery & pickup of voting machines for the 2010 primary and general elections throughout Albany County.
Term: 2010 primary & general elections
Amount: \$31,556.00

Mr. Graziano stated that this was a new contract for the delivery and pickup of voting machines for the 2010 primary and general elections in Albany County. Mr. Graziano stated that all machines are being transported from the storage location (Ann Lee Home) to the various polling locations. Mr. Graziano continued that this contract is for less than in previous years as all machines are being picked up from a single location and this year we are only moving one machine (switch over to all optical scan). Mr. Clingan asked if Arnoff was the lowest bidder. Mr. Graziano replied that they were. Mr. McCoy asked if we had the personnel to move the machines ourselves and wouldn't it be cost effective even if we paid overtime. Mr. Graziano replied that Arnoff uses an 18-wheeler truck to move all the machines at once. Mr. Graziano continued we only have one enclosed truck and it's feasible. Mr. McCoy asked if we could partner with the school districts to pick up and drop off the voting machines. Mr. Graziano replied that was a good idea. Mr. Graziano continued that he didn't believe that any of the schools have the capacity to make the move or to meet the demanding time requirements; each election is less than 48 hour drop-off/pick up window. Mr. Graziano also noted that NY State law requires BOE staff to remain with the machines during transporting. Mr. McCoy motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-1450-0005
Requesting Department: Board of Elections
Vendor: Phoenix Graphics, Inc
Scope of Services: Absentee ballots for 2010 primary and general elections. Wall hangings (ballot displays) for each ED.
Term: 1 year (2010)
Amount: \$40,000.00

Mr. Graziano stated that this was a new contract for absentee ballots for the 2010 primary and general elections. Mr. Graziano stated that this was a sole source contract because of the scanning device used for the absentee ballots. Mr. Graziano continued that the state has boxed the counties in, where as when the state qualifies a machine the counties have to use that machine. Mr. Graziano continued that right now Phoenix is the only supplier of these ballots. Mr. McCoy asked where Phoenix Graphics was from. Mr. Graziano replied that they were located in the Rochester area. Mr. Graziano continued that they have been working with Phoenix for three years when the voting machines went automated. Mr. Graziano also noted that Phoenix has a long standing relationship with the state. Mr. Graziano continued that in attempts to save money, they opted to fore go the state requirement of ordering 110% of voter registration in absentee ballots and order just 60% of the registration. Mr. McCoy confirmed that there was no where else to purchase these ballots from. Mr. Graziano said that was correct because they use HAVA funds, otherwise the county would have to pay the costs. Mr. Breslin motioned to approve the contract. Mr. McCoy seconded the motion. The contract was unanimously approved.

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TYPE: AMEND
Contract Number: 10-6010-0048
Requesting Department: Social Services
Vendor: L aberge Group
Scope of Services: Professional services.
Term: Ending 08/30/2010
Amount: \$76,700.00

Mr. Asbury stated that this was an amendment to the Laberge contract for their professional services. Mr. Asbury continued that they estimated 25 projects would be conducted by the group and it turned out to be 32. Mr. Clingan asked if this would close out this contract. Mr. Asbury replied that the work was almost complete and it would close the contract. Mr. Asbury continued that they have come close to completely spending the \$615,000 grant. Mr. McCoy asked if Laberge was overseeing the projects. Mr. Asbury replied that they were overseeing just the rehab projects. Mr. McCoy asked if they were to be considered the project manager. Mr. Asbury replied no, they provided consultation services equivalent to what a Housing Rehabilitation Specialist does. Mr. McCoy stated he felt it was a lot of money for consultation. Mr. Clingan asked if the consultation was needed because the homeowners are not used to contracting home improvement work. Mr. Asbury stated that was correct, that many of the homeowners are lower income and elderly individuals. 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: 10-3110-0021
Requesting Department: Sheriff
Vendor: Comnetix, Inc
Scope of Services: Maintenance of hardware/software for the live scan system. NYS contract PT63109.
Term: 06/01/2010 – 05/01/2011
Amount: \$30,790.71

Mr. Apple stated that this was a new contract with Comnetix for maintenance of the hardware and software of the live scan system. Mr. Apple continued that this is an unfunded mandate. Mr. Apple stated that DCJS switched the finger printing system from ink to digital; they were able to use one-time stimulus funds to purchase four machines and assist Green Island in acquiring one as well. Mr. Clingan asked what the term of the contract was. Mr. Apple replied that there was a typo and the correct term was for three years and was approximately \$10,000 per year. Mr. Clingan asked if this was one machine. Mr. Apple replied that it was for 4 machines and a portable one. 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: 10-3110-0022
Requesting Department: Sheriff
Vendor: Colonial Cleaners Co
Scope of Services: Dry cleaning services and repair of uniforms.
Term: Not to exceed 3 years
Amount: \$57,098.25

Mr. Apple stated that this was a new contract for dry cleaning services and uniform repair. Mr. Apple stated that Colonial Cleaners was the sole bidder for the contract. Mr. Clingan asked if their prices were low. Mr. Apple replied that they were and that they did a great job. Mr. McCoy asked if they spent the full contract amount. Mr. Apple replied that they do not, and a lot of money is usually left over. Mr. McCoy motioned to approve the contract. Mr. Breslin seconded the motion. The contract was unanimously approved.

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TYPE: NEW
Contract Number: 10-3020-0005
Requesting Department: Sheriff
Vendor: Carousel Industries of N. America
Scope of Services: Post warranty maintenance on digital recorder. Full coverage 24/7, covered by E911 surcharge.
Term: 09/01/2010 – 08/31/2011
Amount: \$44,857.44

Mr. Apple stated that this was a new contract for extended warranty on equipment purchased on the state contract. Mr. Apple continued that this will provide 24/7 on site annual service and maintenance on all PSAP recorder systems throughout the county. Mr. Clingan commented that he was surprised not only by the cost of the service but by how many PSAP recorders there were in the county. Mr. Apple agreed and stated that they are looking at consolidating in the future perhaps down to a total of 3. 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: 10-3110-0023
Requesting Department: Sheriff
Vendor: Jas on Cuthbert
Scope of Services: Consultant services to assist with Urban Area Security Initiative (UASI). Grant on behalf of Capital Region Urban Area Working Group (UAWG).
Term: 1 year
Amount: \$60,000.00

Mr. Perrin stated that this was a new contract for consulting services to assist with the Urban Area Security Initiative (UASI) on behalf of the Urban Area Working Group (UWAG). Mr. Perrin continued that Mr. Cuthbert preformed this role last year and is satisfied with his knowledge and overall work performance. Mr. McCoy asked if the county would be reimbursed for the incurred costs. Mr. Perrin responded that the cost were 100% federally reimbursed. 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: 10-1345-0013
Requesting Department: Purchasing
Vendor: Byrne Dairy
Scope of Services: Purchase of milk and dairy products for the jail and nursing home.
Term: 09/01/2010 – 12/31/2010
Amount: \$60,139.88

Ms. Storm stated that this was a new contract for the purchase of milk and dairy products for the jail and nursing home. Mr. Clingan asked if the cook-chill plan would affect these contracts. Ms. Storm replied it would only affect the food and grocery contracts not the dairy contract. Mr. Clingan asked if there has been any change in the milk prices. Ms. Storm replied that the milk prices are very stable. 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: 10-1345-0014
Requesting Department: Purchasing
Vendor: Reliable Brothers Inc
Scope of Services: Purchase of meat and cold cuts for the jail and nursing home.
Term: 09/01/2010 – 10/31/2010
Amount: \$41,623.70

Ms. Storm stated that this was a new contract for the purchase of meat and cold cuts for the jail and nursing home. Ms. Storm continued that this is the only contract awarded per-item. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: AMEND
Contract Number: 10-1345-0015
Requesting Department: Purchasing
Vendor: Kathy Gazeley
Scope of Services: Transcription and court reporting services for any County agency requiring the services. One vendor of an approved list, RFP 80511345.
Term: One year
Amount: \$49,000.00

Ms. Storm stated that this was an amendment to the contract for transcription and court reporting services for any county agency requesting them. Mr. Conboy commented that all five contracts should come before the legislature as one because they are all same service contracts. Mr. Clingan asked out of the five vendors why are only these two contracts being amended. Ms. Orth responded the other vendors do not want to work the grand jury; it's not as lucrative for them because there is no appearance fee. Mr. Soares replied that is a favorable option. Mr. McCoy asked if it would be more cost effective to hire someone full-time. Mr. Soares replied that is a favorable option Mr. Soares continued there is also the concern that the judges require transcriptionists be available to the defense attorney before a motion is made. Mr. Soares continued that the current transcriptionist is a quazi-employee as the grand jury coordinator in addition to doing the transcription work. Mr. McCoy asked if Mr. Soares could write up a job description and requirements and submit it to him. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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TYPE: AMEND
Contract Number: 10-1345-0016
Requesting Department: Purchasing
Vendor: Wayne P. Martin
Scope of Services: Transcription and court reporting services for any County agency requiring the services. One vendor of an approved list, RFP 80511345.
Term: One year
Amount: \$49,000.00

Ms. Storm stated that this was an amendment to the contract for transcription and court reporting services for any county agency requesting them. Mr. Conboy commented that all five contracts should come before the legislature as one because they are all same service contracts. Mr. Clingan asked out of the five vendors why are only these two contracts being amended. Ms. Orth responded the other vendors do not want to work the grand jury; it's not as lucrative for them because there is no appearance fee. Mr. Soares replied that is a favorable option. Mr. McCoy asked if it would be more cost effective to hire someone full-time. Mr. Soares replied that is a favorable option Mr. Soares continued there is also the concern that the judges require transcriptionists be available to the defense attorney before a motion is made. Mr. Soares continued that the current transcriptionist is a quazi-employee as the grand jury coordinator in addition to doing the transcription work. Mr. McCoy asked if Mr. Soares could write up a job description and requirements and submit it to him. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded the motion. The contract was unanimously approved.

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The minutes from the July 19th 2010 CAB meeting were approved. The Contract Administration Board meeting adjourned at 9:55 AM.

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