

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, October 24, 2011 | 9:15 P.M. | CEO Conference Room, 112 State Street, Suite 200

Members Present: Michael Breslin, *County Executive*
Thomas Clingan, *County Clerk*

Others Present:
Eugenia Condon, *Law*
Karry Culihan, *Law*
John McPhillips, *Management & Budget*
Mary Job, *Management & Budget*
Ashley Smith, *Management & Budget*
Karen Storm, *Purchasing*
Michael Franchini, *County Executive*
Rich Lyons, *Sewer District*
George Brown, *Aging*
Judy Glassanos, *Aging*
Joseph D'Angelis, *Social Services*
Robert Conway, *Human Resources*
Jill Dunkle, *Health*
Marybeth Miller, *Health*

The meeting commenced at 9:24 A.M.

TYPE: NEW
Contract Number: 427
Requesting Department: Sewer District
Vendor: Stilsing Electric, Inc.
Scope of Services: Provide necessary electric modifications for installation of a 2 meter belt filter press.
Term: 9 months
Amount: \$32,607.00

Mr. Lyons stated that the contract proposed with Stilsing Electric was for associated and necessary modifications and is part of the business plan. The cost of this work is included in the Capital Plan. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

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TYPE: NEW
Contract Number: 443
Requesting Department: Health
Vendor: Social Interactive
Scope of Services: Review and finalize scripts, produce storyboards, review casting location, conduct open casting call, select cast including bi-lingual cast, pay talent fees, supply wardrobe and make-up artist, select music, assemble graphics and produce four 30 second TV commercials. Create web video output of the four TV commercial spots.
Term: 11/01/11-12/31/12
Amount: \$63,000.00

Ms. Miller stated that the contract with Social Interactive is 100 percent funded by the State Homeland Security Grant. A survey had been conducted that indicated that only 17 percent of Albany County residents are prepared in case of an emergency. Mr. Clingan noted that the vendor's price was roughly two-thirds less than the other vendors. Ms. Dunkle indicated that the department had that same concern and spoke with the vendor who felt they could deliver for the price bid. Mr. Clingan inquired how the price compared with what was budgeted. Ms. Dunkle said that the department had budgeted \$100K and the vendor came in considerably less. Mr. Breslin motioned to approve the contract. Mr. Clingan seconded. Contract was approved.

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TYPE: AMENDMENT
Contract Number: 406
Requesting Department: Aging
Vendor: The Research Foundation of SUNY
Scope of Services: This request is for a term extension only to recruit and train volunteers from local counties and agencies to help carry out two health programs; Chronic Disease Self Management which meets weekly for six weeks and Active Choices which is telephone and support assistance.
Term: 06/01/10-11/30/11
Amount: \$78,587.00

Mr. D'Angelis stated that the contract with The Research Foundation of SUNY was to extend it for an additional four months in order to expend funds. Mr. Clingan asked if this contract was to recruit volunteers. Mr. D'Angelis said that it is to recruit and train volunteers and peer leaders. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

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TYPE: AMENDMENT
Contract Number: 408
Requesting Department: Aging
Vendor: Senior Projects of Ravena, Inc.
Scope of Services: Additional funds needed to provide increased volume of Albany County seniors a hot or other appropriate meal which meets nutritional requirements and is served to an eligible participant in a group setting. This amendment increases original contract #10-6772-0036 from \$89,647.00 to \$162,866.00.
Term: 01/01/11-12/31/11
Amount: \$162,866.00

Ms. Glassanos stated that two new congregate meal programs were begun and they have been more successful than expected, so the department seeks additional funds to handle the increased volume. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

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TYPE: RENEWAL
Contract Number: 418
Requesting Department: Social Services
Vendor: 99 Cents and More
Scope of Services: Home establishment of necessary and essential furniture, including household furnishings, equipment and supplies required for the establishment of a home.
Term: 01/01/2012-12/31/2012
Amount: \$71,667.00

For the Social Services contracts, Mr. Clingan noted that it stated that the stove would be used for heating. Mr. D'Angelis indicated that must be a typo and he will review that further. Mr. D'Angelis stated that the three contracts submitted for his department are for mandated home establishment equipment. To be more cost-effective, the department is also looking to other facilities for used furniture. Mr. D'Angelis clarified that the approval of these three contracts allows for mini-bids on an as-needed basis. Mr. Clingan motioned to approve all three contracts together. Mr. Breslin seconded. The three contracts were approved.

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TYPE: RENEWAL
Contract Number: 419
Requesting Department: Social Services
Vendor: AAA Furniture, Inc.
Scope of Services Home establishment of necessary and essential furniture, including household furnishings, equipment and supplies required for the establishment of a home.
Term: 01/01/2012-12/31/2012
Amount: \$71,667.00

See above notes.
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TYPE: RENEWAL
Contract Number: 420
Requesting Department: Social Services
Vendor: City Discount Furniture
Scope of Services Home establishment of necessary and essential furniture, including household furnishings, equipment and supplies required for the establishment of a home.
Term: 01/01/2012-12/31/2012
Amount: \$71,667.00

See above notes.
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TYPE: NEW
Contract Number: 416
Requesting Department: Human Resources
Vendor: MM Hayes
Scope of Services Annual maintenance agreement for Kronos Workforce Timekeeping System.
Term: 11/01/2011-10/31/2012
Amount: \$35,989.00

Mr. Conway stated that the contract for Kronos maintenance is a single source vendor. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.
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TYPE: NEW
Contract Number: 438
Requesting Department: Purchasing
Vendor: Schaap Moving Systems
Scope of Services Moving services countywide for office re-locations on an as-needed basis.
Term: One year plus two one year options to renew
Amount: \$99,999.00

Ms. Storm stated that for the five moving contracts, when a moving job is required, all five vendors will be contacted and they will have to submit a mini-bid. Mr. Clingan asked if the \$99K allotted for the contract will be used. Mr. Storm said that she does not anticipate it getting to be that high. Mr. Clingan motioned to approve all five contracts. Mr. Breslin seconded. The five contracts were approved.
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TYPE: NEW
Contract Number: 439
Requesting Department: Purchasing
Vendor: Marshall & Thompson Moving & Storage
Scope of Services Moving services countywide for office re-locations on an as-needed basis.
Term: One year plus two one year options to renew
Amount: \$99,999.00

See above notes.

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TYPE: NEW
Contract Number: 440
Requesting Department: Purchasing
Vendor: Arnoff Moving and Storage
Scope of Services Moving services countywide for office re-locations on an as-needed basis.
Term: One year plus two one year options to renew
Amount: \$99,999.00

See above notes.

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TYPE: NEW
Contract Number: 441
Requesting Department: Purchasing
Vendor: Mabey's Moving and Storage
Scope of Services Moving services countywide for office re-locations on an as-needed basis.
Term: One year plus two one year options to renew
Amount: \$99,999.00

See above notes.

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TYPE: NEW
Contract Number: 442
Requesting Department: Purchasing
Vendor: Don's Moving, Inc.
Scope of Services Moving services countywide for office re-locations on an as-needed basis.
Term: One year plus two one year options to renew
Amount: \$99,999.00

See above notes.

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TYPE: NEW
Contract Number: 426
Requesting Department: Law
Vendor: Gallagher Bassett Services
Scope of Services Award of RFP 2011-124 Claims Management Services in conjunction with County's property and casualty insurance program.
Term: 11/01/2011-10/31/2012
Amount: \$58,115.00

Ms. Condon indicated that for the first time ever, other vendors besides Gallagher Bassett bid for this contract. Unfortunately, however, most of the other vendors offered benefits administration only. Although they were not the low bidder, Ms. Condon recommends Gallagher Bassett because their contract proposal is more encompassing. In addition, Gallagher Bassett serves over 800 clients for this particular service, whereas, another bidder, First Niagara, has only five property casualty clients. Mr. Clingan motioned to approve the contract. Mr. Breslin seconded. Contract was approved.

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Other Business – Board reviewed the minutes from the September 29th meeting. Mr. Clingan motioned to approve the minutes. Mr. Breslin seconded. Minutes were approved.

The meeting adjourned at 9:39 A.M.