## CONTRACT ADMINISTRATION BOARD MEETING



Honorable Daniel P. McCoy, *County Executive*Honorable Thomas G. Clingan, *County Clerk*Honorable Shawn M. Morse, *Chairman, County Legislature* 

Monday, April 22, 2013 | CEO Conference Room, 112 State Street, Suite 200 | 11:00am

| Members<br>Present | Daniel McCoy, County Executive<br>Shawn Morse, Chair of Legislatur | e                              |                       |
|--------------------|--|--------------------------------|-----------------------|
|                    | Darrell Duncan, Public Works                                       | George Penn, General Services  | Chris Quinn, CEO      |
|                    | Dan Mirabile, Public Works   | Joe McElroy, General Services  | Brad Fischer, CEO     |
| 0.1                | John Evers, General Services                                       | Mike Martin, General Services  | Mike McLaughlin, CEO  |
| Others             | Joe Viscuso, Social Services                                       | Gail Geohagen, CYF             | Scott Siegel, CEO     |
| Present            | John Cox, Sheriff's Dept.  | Karen Storm, Purchasing        | David Friedfel, DMB   |
|                    | Ralph Mariani, Sheriff's Dept.                                     | Eugenia Condon, Law            | Ashley Smith, DMB/CEO |
|                    | Brad Roy, Sheriff's Dept.  | Paula Ragaini, Minority Office | Sarah Cantwell, DMB   |

| Туре     | Cont. #                 | Department                                  | Vendor                         | Scope of Service  | Term   | Amount                     |
|----------|-------------------------|---|--------------------------------|---|--|----------------------------|
| New      | 1221                    | A3150 -<br>Correctional<br>Facility         | Trojan<br>Energy<br>Systems    | Annual Preventive Maintenance and Repairs for Boilers 1-4   | 3 Years  | \$78,530.00                |
| included | in the CAB m            | eeting invite. Thi                          | s issue has be                 | CAB, due to the new director of the Colen addressed. This was the lowest bidd coy seconds the motion. The contract page | er. Ms. Storm                                  | is okay with               |
| New      | 1211                    | A3020 -<br>Emergency<br>Telephone/E-<br>911 | AK<br>Associates               | Cassidian support for Sheriff's Department and Colonie Police Department. – Covered by E911 surcharge funds.            | See<br>attached<br>invoice – 2<br>different    | \$39,300.00                |
|          |                         |   |                                |   | date ranges.                                   |                            |
| Mr. McCo | y motions to            | approve, Mr. Mo                             | orse seconds t                 | o questions. He asks Mr. Morse if he has<br>he motion. The contract passes unanim<br>Per Bid 2012-130 Radio             | s anything to a<br>nously.                     | idd, he does no            |
|          | •                       |   |                                | •   | s anything to a                                |                            |
| Mr. McCo | 1228  by clarifies that | A3020 - Emergency Telephone/E- 911          | Provincial Contractor Services | Per Bid 2012-130 Radio Communications Shelter- furnish, deliver, and setup radio communications shelter – covered       | s anything to a<br>nously.  N/A  the lowest bi | \$55,997.00<br>\$56,997.00 |

| Туре                   | Cont. #                  | Department  | Vendor                                       | Scope of Service   | Term   | Amount         |
|------------------------|--------------------------|---|--|--|--|----------------|
|                        |                          | for the uniforms<br>he contract passe             |  | ve no issues with the CAB. Mr. Morse moly.   | otions to appro  | ove, Mr. McCoy |
| New                    | 1229<br>an explains th   | D5010Public Works Administration                  | Laberge<br>Group                             | The County is seeking a consultant for a study that will focus on the cost, quality, and efficiency of municipally provided highway maintenance services with the potential for consolidating and/or sharing services between the County and its various sub-divisions. An informative analysis will be completed describing areas where sharing either space, equipment, departmental services or employees would result in positive outcomes including a cost savings for one or all municipalities and/or an increase in the quality and amount of service delivery. Partners: The Cities of Albany, Cohoes and Watervliet; The Towns of Berne, Bethlehem, Coeymans, Colonie, Guilderland, Knox, New Scotland, Rensselaerville, and Westerlo; The Villages of Altamont, Colonie, Green Island, Menands, Ravena and Voorheesville. | 12 months  | \$75,000.00    |
| contract.<br>comfortak | Mr. Morse sole with then | ays he's fine with<br>n then he is as we          | it, he was jus<br>II. Mr. Friedf             | d some of the recommendations before st checking on the experience. He adds the fell adds they have experience with local and the contract passes unanimously.   | hat if Mr. Dund  | can is         |
| New                    | 1191                     | D5110 -<br>Maintenance<br>of Roads and<br>Bridges | Carbone<br>Ford of<br>New<br>England,<br>LLC | Purchase of 3 Ford F-150 4x4 half<br>ton Pickups<br>This purchase is coming out of<br>Equipment Bond:<br>HHR85197.22000E   | 90 - 120<br>Days from<br>receipt of<br>purchase<br>order award | \$64,917.00    |
|                        |                          | at these trucks are<br>The contract passe         | ٠.   | or with equipment bonds. Mr. McCoy maly.   | otions to appr   | ove, Mr. Morse |
| New                    | 1190                     | D5110 -<br>Maintenance<br>of Roads and<br>Bridges | Monroe<br>Tractor                            | Purchase of<br>Tractor/Loader/Backhoe<br>This purchase is coming out of<br>Equipment Bond: HHR85197-<br>22000E   | One Time<br>Purchase   | \$78,123.00    |

| Туре                        | Cont. #     | Department  | Vendor                                   | Scope of Service   | Term                          | Amount         |
|-----------------------------|-------------|---|--|--|-------------------------------|----------------|
| This contrac<br>unanimously |             | to above. Mr. M                                   | orse motions t                           | o approve, Mr. McCoy seconds the mo  | tion. The contra              | act passes     |
| New                         | 1189        | D5110 -<br>Maintenance<br>of Roads and<br>Bridges | HAS 6<br>AWARDED<br>VENDORS              | Purchase of Asphalt Material for<br>Maintenance of County Roadways   | One Year                      | \$47,000.00    |
| about a new                 | type of as  | sphalt that is envi                               | ronmentally fr                           | pads. We have used these vendors in the individual of the is farent to approve, Mr. McCoy seconds the  | miliar with the p             | product but it |
| New                         | 1188        | D5110 -<br>Maintenance<br>of Roads and<br>Bridges | TOTAL OF 6<br>AWARDED<br>VENDORS         | Purchase of Crushed Stone<br>Materials for Maintenance of<br>County Roadways   | One Year                      | \$92,000.00    |
|                             |             | one above. They<br>passes unanimous               | •  | tions. Mr. Morse motions to approve,   | Mr. McCoy seco                | onds the       |
| Amendment                   | 1209        | A6109 - Family<br>Assistance                      | Community<br>Maternity<br>Services       | Maternity shelter care will be provided through a State-certified 11-bed maternity shelter for pregnant females who require temporary accommodations, supervision and services. Only the stays of individuals eligible for public assistance will be reimbursed under this contract. | 01/01/2013-<br>12/31/2013     | \$200,000.00   |
| _                           | ent to a co | ntract but in this                                |  | normally a department would go back int of the amendment itself is over the  |                               |                |
| Renewal                     | 1206        | A6119 -<br>Children,<br>Youth and<br>Families     | Parsons<br>Child and<br>Family<br>Center | Psychiatric services for ACDCYF<br>Children's Mental Health Clinic<br>7 hours a week @ \$160/hr. plus an<br>additional 4 hours/ month as   | 07/01/2013<br>-<br>06/30/2014 | \$61,440.00    |

provider since 2004. As there are very few child psychologists in the area. Mr. Morse agrees to approve with the note that he would like the department to look further for other options. Mr. Morse motions to approve, Mr. McCoy seconds the

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motion. The contract passes unanimously.

| Туре          | Cont. #     | Department                                    | Vendor                               | Scope of Service  | Term                     | Amount      |
|---------------|-------------|---|--------------------------------------|---|--------------------------|-------------|
| Renewal       | 1208        | A6119 -<br>Children,<br>Youth and<br>Families | Equinox<br>Inc.                      | Provision of Specialized Independent Living Skills Services as per the Chafee Act. Equinox will continue to provide Specialized Independent Living Skill Services as per the Chafee Act for 20 slots at a monthly cost of \$2500 and a total contract not to exceed \$27,600. | 6/01/2013 -<br>5/31/2014 | \$27,600.00 |
|               |             | s contract. This i<br>passes unanimou         |                                      | ar olds. Mr. Morse motions to approve   | , Mr. McCoy se           | conds the   |
| New           | 1223        | A1620 -<br>Building<br>Services               | Upstate<br>Fire<br>Sprinkler,<br>LLC | Fire sprinkler construction and work on 2nd floor for SCCC project. Use of existing systems and new construction to insure fire compliance.   | 8 months                 | \$43,700.00 |
| asks if there | e are any q |   | •                                    | he Legislature passing the lease agreem  5. Mr. McCoy motions to approve, Mr. N  Plumbing and piping work on second floor renovation for SCCC project on 2nd floor.   |                          | •           |
| See above.    |             |   |                                      |   |                          |             |
| New           | 1213        | A1620 -<br>Building<br>Services               | ORM                                  | Consultant will evaluate and identify vacant and underutilized space in various buildings; programing and space planning, CAD design,   | 4 months                 | \$64,000.00 |

| Туре  | Cont. #                                       | Department   | Vendor   | Scope of Service  | Term  | Amount   |
|---|---|--|--|---|---|--|
| were 12 in<br>will be for                           | nterested par<br>movement                     | rties, and six ven<br>and purchase of                        | dors. Phase 2<br>furniture. The                  | e RFP information. Mr. Evers explains it will cover 112 State St., the Mercantile by are working with SCCC for security as vot passes unanimously.  | Bldg., DSS, and                                     | Green St It                                    |
| New   | 1205  | A1620 -<br>Building<br>Services                              | Joe Basil<br>Chevrolet,<br>Inc.                  | Purchase of 3 Chevrolet Silverado 2500HD trucks with 3 plows, one truck with lift gate. Being purchased under equipment bond HHR85197.22000E.   | 90-120 Days<br>from receipt<br>of purchase<br>order | \$83,148.00                                    |
| local. He<br>to get is c<br>Evers add<br>be the sar | notes they n<br>heaper than<br>s that the Fis | eeded a vehicle was the State contractions work on the specs | with independ<br>cted price. Ms<br>with other pa | evers notes it was put out to bid and that ent suspension and Chevy has this benees. Storm notes that there are no Chevy's rts they have currently. Mr. Morse notes. Morse motions to approve, Mr. McCoy  | fit. The price the on the State costs that the bids | ney were able<br>intract. Mr.<br>don't have to |
| New   | 1192  | A1164 -<br>Unified<br>Court—<br>Administration               | Kone   | Maintenance contract for four (4) Court House elevators for three years. Bid from state contract.   | 3 years   | \$44,755.00                                    |
| would sav<br>Mr. Friedf                             | e \$97,000.00<br>fel notes that               | O over three year  | rs. Mr. Morse<br>back with a lov                 | years. OTIS is currently charging \$77,000 asks if Kone is a good company. Mr. Eve ver bid than there previous bid. Mr. Monimously.   | rs states yes the                                   | ey are good.                                   |
| New   | 1212  | A1345 -<br>Central<br>Purchasing                             | Toshiba<br>Business<br>Solutions<br>USA Inc.     | Toshiba will lease and maintain four photocopiers in various Albany County offices, including District Attorney's Office, and Departments of Health and Mental Health. Three copiers shall be leased for the term 7/1/13-6/30/17 and one shall be leased for the term 7/1/13-6/30/16. | 07/01/2013-<br>06/30/2017                           | \$33,000.00                                    |
| Ms Storm  | -   |  |  | low bidder. The County should see a sign prove, Mr. McCoy seconds the motion.   |   |  |
|   | -   |  |  |   |   |  |

## Type Cont. # Department Vendor Scope of Service Term Amount

Ms. Condon explains CAB and how there will be a change in how we procure insurance. They received eight proposals. They asked Compas to review. This vendor will go out to all carriers and negotiate fees for us. Will do risk analysis for all of our insurance areas. Will assess our buildings for loss control issues. We will have more access to our records and files. This vendor exceeds other vendors with the extras they provide. Mr. McCoy asks how long it has been since we RFP'd this service. Ms. Condon notes it has been three years. Mr. Morse asks if it's the same with the medical. Ms. Condon notes there is a cost savings with this vendor. Mr. McCoy motions to approve, Mr. Morse seconds the motion. The contract passes unanimously.

Other Business – Board will review minutes from March 18<sup>th</sup> meeting.

The board cannot vote on the minutes as Mr. Morse does not have a copy for review. Will vote on March and April at May CAB meeting.

Meeting closed at 11:45am.