

CONTRACT ADMINISTRATION BOARD MEETING



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

Monday, August 16, 2013 | CEO Conference Room, 112 State Street, Room 825 | 11:00pm

Members Present	Daniel McCoy, <i>County Executive</i> Thomas Clingan, <i>County Clerk</i>	
Others Present	Evelyn Kinnah, <i>Human Resources</i> Jennifer Clement, <i>Human Resources</i> John Evers, <i>Information Services</i> Kathy Bagnoli, <i>Sheriff's Office</i> John Cox, <i>Sheriff's Office</i> Paula Ragaini, <i>Minority Office</i>	Eugenia Condon, <i>Law</i> Karen Storm, <i>Purchasing</i> Chris Quinn, <i>County Executive's Office</i> Dave Friedfel, <i>Management & Budget</i> Scott Siegel, <i>County Executive's Office</i> Tom Scarff, <i>County Executive's Office</i> Ashley Smith, <i>Management & Budget</i> Chandra Williams, <i>Management & Budget</i>
Meeting commenced at 11:05am. Mr. Morse will not be attending.		

Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
New	1385	A3110 - Sheriff A3150 - Correctional Facility	Capital Cleaners - Robin Domenici, Owner 458- 8846; 852-0733	Dry cleaning of Albany County Sheriff's office uniforms. (Law enforcement and Corrections)	9/1/2013- 8/31/2016	\$54,000.00
Mr. Clingan notes we have used this vendor before. Ms. Bagnoli notes we have. Mr. McCoy asks if they are inexpensive. Ms. Bagnoli states they are although not the lowest bidder. Mr. Clingan asks if they have been satisfied in the past. Mr. McCoy asks if they have put uniforms through already. Ms. Bagnoli replies they are satisfied and yes they have put uniforms through, this is our current vendor. Mr. Clingan motions to approve, Mr. McCoy seconds the motion. Contract is approved.						
New	1382	A3110 - Sheriff	Dennis K. Burke Inc. 1-800-289- 2875; Fax 1-617- 884-7638	Furnish and deliver #2 fuel oil to ACSO at 54 Verda Ave. in Clarksville, NY 12041	2 years with 2- 1 year renewals	\$85,000.00
Mr. Clingan asks if this went out to bid. Ms. Storm states yes this is a 2year contract with 2, 1yr. Renewal options. Total is a 4 year price. Mr. Clingan asks how they can guarantee prices so far ahead. Ms. Storm notes that the price is negotiable as it fluctuates. Mr. Clingan asks if this is for the new facility. Ms. Storm notes yes as it was not covered in other contract. Mr. Clingan motions to approve contract, Mr. McCoy seconds the motion. Contract is approved.						
New	1387	A1432 - Human Resources	Norvest Financial Services, Inc.	Provide certain voluntary insurance benefits through payroll deduction to County employees: including but not limited to short-term and long- term disability insurance, critical illness, life insurance, to name a few.	8/1/2013- 7/31/2014	\$0.00

Type	Cont. #	Department	Vendor	Scope of Service	Term	Amount
Mr. Clingan asks if this is Preferred Groups program. Ms. Clement states no, it's a new program for voluntary benefits beyond what we currently offer. Ms. Kinnah adds this is separate from the Life and Long Term care. Employees will deal with company directly. There is no cost to the county. Mr. Clingan motions to approve, Mr. McCoy seconds the motion. Contract is approved.						
New	1386	A1432 - Human Resources	Family & Children's Services of the Capital Region, Inc.	Provide off-site counseling services for County employees; provide on-site trauma response counseling to address catastrophic workplace incidents; provide workshops and training classes.	8/1/2013-7/31/2014	\$47,850.00
Mr. Clingan asks if this is the same E.A.P. as before. Ms. Kinnah states yes. Mr. Clingan notes we received several proposals but we stayed with same vendor. Ms. Kinnah explains that for the range of services and amount of services this is the best fit for the county. Mr. Clingan asks if it's hard to judge the services as we have no way of knowing when an employee actually uses this service due to confidentiality. Ms. Kinnah states they do get a breakdown of what services are used. Mr. Clingan motions to approve, Mr. McCoy seconds the motion. Contract is approved.						
Amendment	1383	A1163 - Court Facilities	NYSID	Repair of bookcases for OCA under previous contract. Additional work due to disrepair of furniture under court bond.	5 months	\$47,480.00
Mr. Evers notes these bookcases have been a problem from the start. The vendor is good and they have a good relationship with them. They took the bookcases to refurbish and they fell apart. They now want to amend the original contract to get the best outcome. Mr. McCoy asks if the monies for this are from a bond. Mr. Evers states yes. Mr. Clingan asks if they are using county money. Mr. Evers says yes, and there will still be funds left in the bond. Mr. Clingan motions to approve, Mr. McCoy seconds the motion. Contract is approved.						
New	1393	A1640 - Fleet Management	Saratoga Chrysler Dodge	Purchase of 2 new mini-vans to replacement of fleet cars that have been deemed too costly to repair.	2 months	\$40,200.00
Mr. McCoy asks if there is a rush on this contract, as he has spoken to the Sheriff and he is willing to lend us a unmarked van to use. MR. Evers says there is no rush. Mr. McCoy notes he is reaching out to Albany County vendors to see why we are not getting the bids. Mr. McCoy motions to table the contract, Mr. Clingan seconds the motion. The contract is tabled.						
New	1369	A1345 - Central Purchasing	Contract Paper Group	Purchase of Copy Paper from the Capital Region BOCES Co-operative as per Resolution 143 dated 5/14/12	7/1/13-12/31/13 with a six month renewal option	\$73,000.00
Ms. Storm explains that the costs have gone down again. Mr. Clingan motions to approve, Mr. McCoy seconds the motion. Contract is approved.						
New	Minutes from Emergency July meeting.					
Mr. Clingan notes he has reviewed minutes and they were fine. Mr. McCoy has no issues either. Mr. Clingan motions to approve, Mr. McCoy seconds the motion. Contract is approved.						
Meeting concluded at 11:25am.						