

# CONTRACT ADMINISTRATION BOARD MEETING



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

Tuesday, October 22, 2013 | CEO Conference Room, 112 State Street, Room 825 | 1:15pm

Members Present	Daniel McCoy, <i>County Executive</i> Thomas Clingan, <i>County Clerk</i> Shawn Morse, <i>County Legislature, Chairman</i>		
	Richard Lyons, Sewer Dist. Joe McElroy, DGS Darrell Duncan, DPW Joe Viscuso, DSS Pat Dillon, Aging George Brown, Aging	Beth O'Neil, CYF Margaret Diggs, CYF Jennifer Clement, HR Karen Storm, Purchasing Eugenia Condon, Law Ralph Signoracci, Legislature	John Evers, CEO Dave Friedfel, DMB Chandra Williams, DMB Scott Siegel, CEO Emma Forbes, CEO Mike McLaughlin, CEO Sarah Cantwell, DMB
Meeting commenced at 1:20pm.			

Type	Cont.#	Department	Vendor	Scope of Service	Term	Amount
New	1433	D5010 - Public Works Administration	Abele Tractor & Equipment Co., Inc.	Purchase of a Brush Chipper	90 Days from Date of Award	\$27,241.30
Mr. Duncan explains this is a replacement for old equipment. He adds that they received two bids and this is the lower of the two. Mr. Clingan asks if there are questions. There are none. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						
Amendment	1473	G8110 - Sewer District Administration	Barton & Loguidice, P.C.	Increase allowance for electrical testing	2 months	\$10,500.00
Mr. Lyons notes that this is an amendment to an Engineering contract. This is for the Electric testing, which is done by a sub-contractor. The increase in the amount is due to findings from the evaluation. There were grounding issues found. The original amount was higher and was reduced because the Sewer Dist. employees were doing some of the work in-house. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						
Renewal	1469	A6010 - Social Services	United Tenant's of Albany, Inc.	United Tenants of Albany will provide assessments, eligibility determinations, eviction prevention services, advocacy, tenant training and follow-up case management services for Eviction Prevention and Rapid Rehousing cases.	10/1/2013-9/30/2014	\$62,900.00
Mr. Dillon explains the contract is the third year of a Federal grant. The vendor will station a representative in the County DSS department to handle issues directly. Mr. Clingan clarifies that we have had a relationship with this vendor for many years. Mr. Viscuso agrees. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						

Type	Cont.#	Department	Vendor	Scope of Service	Term	Amount
Renewal	1480	A6772 - Aging	Senior Services of Albany	This contract will allow Senior Services of Albany to deliver the Health Insurance Information Counseling and Assistance Program (HIICAP) which provides information to Medicare eligible clients regarding Medicare, NYS EPIC, and other insurance programs.	4/1/2013 - 3/31/2014	\$28,568.00
Mr. Dillon states this is the HIICAP contract. He notes that approximately 1600 cases were handled last year, which breaks down to approximately 135 cases per month. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						
Renewal	1440	A6772 - Aging	Senior Services of Albany	The Contractor shall provide in home contact and support services for isolated and home bound senior residence of Albany County. Services include friendly visiting, provide socialization and shopping assistance.	1/1/14 - 12/31/14	\$22,791.00
Mr. Dillon explains the contract. Mr. Morse asks if this is the only provider. Mr. Dillon states no, the other provider is Community Care. Mr. Clingan adds a thank you for the additional statistics included in the backup materials. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						
Renewal	1438	A6772 - Aging	Colonie Senior Service Centers	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60 and older. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/14 - 12/31/14	\$36,265.00
Mr. Dillon explains the contract. Mr. Clingan notes that this and the next three are similar in that they are all for the same services, with different providers. He suggests they take them together. The board agrees. Mr. Clingan moves to approve the contracts, Mr. Morse seconds the motion. The contracts are approved unanimously.						
Renewal	1437	A6772 - Aging	The EDDY, Northeast Health	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60 and older. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/14 - 12/31/14	\$27,757.00
See contract 1438 above.						
Renewal	1436	A6772 - Aging	Senior Services of Albany	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60 and older. Day care services are structured and include; supervision, monitoring personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/14 - 12/31/14	\$48,149.00

Type	Cont.#	Department	Vendor	Scope of Service	Term	Amount
See contract 1438 above.						
Renewal	1435	A6772 - Aging	Cohoes Multi Service Senior Center	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60 and older. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/14 - 12/31/14	\$46,536.00
See contract 1438 above.						
Renewal	1434	A6772 - Aging;	Legal Aid Society of NE NY, Inc.	The Contractor shall act as a legal advisor to the low income senior population of Albany County, particularly those in greatest economic or social need, low income minorities, and rural elders.	1/1/14 - 12/31/14	\$36,000.00
Mr. Dillon states that this is for basic legal services for the seniors. Including wills, real estate, insurance. They handle approximately 200 seniors a year, which breaks down to about 66 hours a month. They see people in seven sites around the County. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						
Renewal	1441	A1420 - Law (County Attorney)	Gallagher Bassett Services, Inc.	Provide claims management services for liability and property insurance coverage.	11/1/13- 10/31/14	\$67,837.00
Ms. Condon notes this is the final renewal under the RFP. The cost has gone up 2% which is consistent with the original proposal. The actual amount is lower due to less claims. She adds we have received money back from this vendor. Mr. Morse asks how many checks have we received. Ms. Condon states we have received checks regularly when our claims are down. This contract amount has come down every year. Another vendor we recently signed a contract with for another item is part of this larger group. We are pleased with this vendor. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						
Renewal	1426	A1432 - Human Resources	M.M. Hayes Company, Inc.	Maintenance Agreement for Kronos	one Year	\$37,068.00
Ms. Clement explains this is the annual contract with this vendor. Mr. Clingan notes that they are the only game in town. He asks if the experience with this vendor has been good. Ms. Clement notes it has been good. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.						
New	1482	A1610 - General Services Administration	Access Technology Integration	Vendor will upgrade the Amano-McGann hardware and software at the Times Union Center parking garage which entails: iParc Professional Software upgrade to Build 18, Fee Computer Hard Drive replacement, Exit station display firmware upgrade, Web workstation (5 user license) upgrade to Build 18, AmanoCharge credit card re-configuration, installation and programming.	2 months	\$41,400.00

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<p>Mr. McElroy explains the contract is to upgrade the existing software used in the TU garage. It will allow the garage to take credit card payments, track spots being used to allow us to see how much of the garage is actually used. This could allow more renting of spaces. He adds this is a sole source vendor. Mr. Clingan asks if they are satisfied with the vendor. Mr. McElroy states yes. Mr. Clingan moves to approve the contract, Mr. Morse seconds the motion. The contract is approved unanimously.</p>						
New	1432	A6119 - Children, Youth and Families	Equinox, Inc.	Independent Living Program - 100% state aid (NYS OCFS RHYA ) to support independent living program for homeless youth ages 16-20	1/01/2013 - 12/31/2013	\$33,728.00
<p>Ms. Diggs explains the contract and notes that we have had contracts with this vendor for many years. Mr. Clingan notes there is a second contract with this vendor. Ms. Diggs explains contract request #1431, and notes we have had these services with this sole provider for many years. Mr. Clingan moves to approve the contracts, Mr. Morse seconds the motion. The contracts are approved unanimously.</p>						
New	1431	A6119 - Children, Youth and Families	Equinox, Inc.	Runaway and Homeless Youth Services 100% state aid (NYS OCFS RHYA ) to support emergency shelter for runaway and homeless youth 13-18	1/01/2013 - 12/31/2013	\$22,337.00
<p>See contract 1432 above.</p>						
Renewal	1430	A2960 - Service for Physically Handicapped Children	Nurse Connection Staffing, Inc.	Nurse needed on bus/vehicle to assure that a child in need of individual and continuous care participating in center-based sessions are transported safely and that the child's health needs are being met. The nursing services may include but are not limited to: catheterization, tube feeding and tracheotomy maintenance. Children approved for Special Education center-based programs, may require the same type of nursing services as listed above, during the transporting of the child to and from the center-based program on a vehicle that is contracted through Albany County.	1/1/2014 - 12/31/2014	\$30,000.00
<p>Mr. Clingan notes this and the next two contracts will be taken together by the board. Ms. O'Neil explains this is the third year on the RFP. She notes we have not used the services this year, but want to be ready if the need arises. Mr. Clingan clarifies, we have not used this service at all. Ms. O'Neil states not this year. Mr. Morse asks if it's a need based service. Ms. O'Neil states yes. Mr. Clingan adds better to be safe than sorry. And it's required that we have this service available. Mr. Clingan moves to approve the contracts, Mr. Morse seconds the motion. The contracts are approved unanimously.</p>						

Type	Cont.#	Department	Vendor	Scope of Service	Term	Amount
Renewal	1429	A2960 - Service for Physically Handicapped Children	Favorite Healthcare Staffing	Nurse needed on bus/vehicle to assure that a child in need of individual and continuous care participating in center-based sessions are transported safely and that the child's health needs are being met. Children approved for Special Education center-based programs, may require the same type of nursing services as listed above, during the transporting of the child to and from the center-based program on a vehicle that is contracted through Albany County.	1/1/2014 - 12/31/2014	\$30,000.00
See contract 1430 above.						
Renewal	1428	A2960 - Service for Physically Handicapped Children	Medical Staffing Network	Nurse needed on bus/vehicle to assure that a child in need of individual and continuous care participating in center-based sessions are transported safely and that the child's health needs are being met. The nursing services may include but are not limited to: catheterization, tube feeding and tracheotomy maintenance. Children approved for Special Education center-based programs, may require the same type of nursing services as listed above, during the transporting of the child to and from the center-based program on a vehicle that is contracted through Albany County.	1/1/2014 - 12/31/2014	\$30,000.00
See contract 1430 above.						
Other Business: Board will review minutes from June and September CAB meetings. The June minutes were not reviewed as there was an emergency meeting in July and not included in the following meetings.						
Mr. Clingan notes the minutes from the September and June meetings looked fine to him. The board has no issues. Mr. Clingan moves to approve the contract, Mr. McCoy seconds the motion. The contract is approved unanimously.						
Meeting concluded at 1:38pm.						