



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

Honorable Shawn M. Morse, *Chairman, County Legislature*

February 23, 2015 CAB MEETING MINUTES

Board Members Present	Bruce Hidley, <i>County Clerk</i>		
	Daniel McCoy, <i>County Executive</i>		
	Shawn Morse, <i>Chairman of the Legislature</i>		
	Philip Calderone, <i>Deputy County Executive</i>		
	William Cox, <i>Under Sheriff</i>	Dave Latina, <i>DGS</i>	Dave Friedfel, <i>DMB</i>
	Richard Lyons, <i>Sewer Dist.</i>	Eugenia Condon, <i>Law</i>	Chandra Williams, <i>DMB</i>
	Darrell Duncan, <i>DPW</i>	Karen Storm, <i>Purchasing</i>	Shanna Witherspoon, <i>DMB</i>
	Larry Slatky, <i>NH</i>	Jean Donovan, <i>Minority Office</i>	Sarah Cantwell, <i>DMB</i>
	Liz Knapp, <i>Aging</i>	Brian Best, <i>Minority Office</i>	Sarah Cantwell, <i>DMB</i>
	Doug McClain, <i>TUC - Garage</i>	Mike McLaughlin, <i>CEO</i>	Andrew Brisport, <i>DIS</i>
	George Penn, <i>DGS</i>	Scott Siegel, <i>CEO</i>	
Mr. Hidley calls the meeting to order at 11:05am			
Mr. Hidley calls the roll, Deputy County Executive and County Clerk present.			
Other Business: The Board will review the minutes from the noted CAB meetings: September – Morse / Hidley January - Hidley / Calderone			
Mr. Hidley motions to approve the minutes from the September meeting Mr. Morse seconds the motion. The minutes are approved. Mr. Hidley then motions to approve the minutes from the January meeting, Mr. Calderone seconds the motion. The minutes are approved.			
Mr. McCoy joins the meeting.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2219	Renewal	A3110 - Sheriff	Rosen's Uniforms	To provide uniforms for both the Sheriff's Dept. and Correctional facility	4/27/15 - 4/27/16	\$90,000.00

Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse asks if this is a renewal. Mr. Hidley states yes, it is a renewal. Mr. Hidley motions to approve the contract, Mr. McCoy seconds the motion. The contract is unanimously approved.

2218	New	D5020 - Highways-Engineering Division	Creighton Manning Engineering, LLP	Project No.: 14-C506, RFP No.: 2015-012 Design & Construction Inspection Services for Groesbeck Rd. Bridge Rehabilitation Project over Onesquethaw Creek	6 months after completion of all work under the contract.	\$73,000.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Duncan states this was the low bidder. Mr. McCoy asks if this is a good vendor, have we done business with them before. Mr. Duncan states yes we have and they are a good vendor. Mr. Hidley motions to approve contract, Mr. McCoy seconds the motion. The contract is unanimously approved.

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2215	New	G8130 - Sewage Treatment	David Frueh Contracting, LLC	Excavation and transportation of sewage sludge ash from the North and South Plants	6 months	\$93,800.00

Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Lyons points out this is an annual project and this was the low bidder that has done the project in the past. Mr. Morse motions to approve contract, Mr. McCoy seconds the motion. The contract is unanimously approved.

2214	New	G8130 - Sewage Treatment	Brentwood Industries, Inc.	Provide primary clarifier chain and components to the South Plant, materials only.	3 months	\$33,261.48
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Lyons notes this is the lowest responsible bidder. The lowest bidder had an error in their bid and was reviewed by Law and Purchasing. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2194	New	NH6020 - Residential Health Care Facilities (Nursing Home)	J. Paul Vosburgh Architect P.C.	Elevator equipment modernization project in the nursing home.	3/01/2015-12/31/2015	\$31,520.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Hidley asks if there were other bidders, as he did not see a score sheet in the backup. Mr. Penn responds that there were other bidder and this was the lowest bidder. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2187	Amendment	NH6020 - Residential Health Care Facilities (Nursing Home)	Health System Services	The Nursing Home is requesting an addendum to Contract 527 of 2012. The do not exceed value for the contract is \$18,000. The Nursing Home spent \$15,535.59 and has \$28,000 in invoices thru 12/31. The original contract expires on 2/28/2015, so an additional two months of services are needed. The Nursing Home is therefore requesting an addendum to raise the do not exceed amount by \$38,000.00	4/30/2015	\$38,000.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse asks how we get an amendment on a contract that has a do not exceed amount. Mr. Slatky explains the NH had been utilizing this company for the rental of beds for short periods of time. Over a two year period they rented beds instead of buying them. He has stopped the practice and has renegotiated the contract with the company outside the scope of the RFP and received a \$10,000.00 credit as well as beds on site for \$1.00. With the renovations new beds will be ordered. Mr. Hidley asks why not RFP? Mr. Slatky replies the beds are in-house. A new RFP went out with two replies coming in and the same vendor was chosen. Mr. Friedfel adds that the reason this went through is because DMB never received it. The process is being fixed to avoid this happening again. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2202	Amendment	NH6020 - Residential Health Care Facilities (Nursing Home)	Andrew D. Coates, M.D.	The Medical Director provides medical direction of the physician services for the residents at the nursing home as required by the NYS Department of Health. The current contract expires on 2/28/2015. The Nursing Home has issued an RFP for a new Medical Director but this will not be in place until May 2015. The Nursing Home is requesting an amendment for 3 additional months of the current contract for continuity of service.	3 months	\$20,500.00

Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2207	Amendment	A6010 - Social Services	Homeless and Travelers Aid Society	The provision of a Homeless/Housing Emergency Services Program that provides 24/7 coverage to serve individuals and families, who present as homeless or at imminent risk of homelessness, by assisting them to access emergency shelter or to be diverted from homelessness by retaining or securing adequate housing.	10/1/2014-9/30/2015	\$11,773.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2209	New	A6772 - Aging	Peter Young Industries	The Contractor shall provide congregate meals to eligible seniors within Albany County, meeting criteria that is required by the County and/or NYSOFA. The congregate meal site will be located in the hill town section of Albany County.	1/1/15 - 12/31/15	\$37,920.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2181	Amendment	A6772 - Aging	Sidney Albert Albany Jewish Community Center	The Contractor provides congregate meals to eligible seniors within Albany County, and requested an increase in meal units for 2014 due to the need/demand for congregate meals at this site	1/1/14 - 12/31/14	\$978.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2204	New	A1620 - Building Services	Kone Inc.	Full Service Contract pursuant to NYS OGS contract award for Elevator maintenance, for all elevators located in the DSS, Mercantile, Health and Mental Health buildings.	34 months none renewable	\$31,954.40
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Penn adds that this is a full service contract. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2200	New	A1620 - Building Services	Unifirst Corp.	Uniform rental and cleaning for security and maintenance employees in General Services, Public Works and the Sewer District. This bid is for the rental and cleaning of carpet runners for various departments throughout the County	1 year with 2 one year renewals	\$47,896.16

Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse asks if this was the only bid. Mr. Penn states it was the only bid. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2197	New	A1620 - Building Services	J. Paul Vosburgh, Architect P. C.	Architect/Engineer to Evaluate, Design and Manage Construction for Elevator Equipment Modernization Project Located at the Times Union Center.	2/15/2015 - 12/31/2015	\$28,610.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

2196	New	A1345 - Central Purchasing	Crystal Rock LLC	Delivery of Bottled water and rental of water coolers throughout the County for a two year period.	2 years	\$32,500.00
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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Hidley asks if there is a more definite date. Ms. Storm states it begins in January. Mr. Morse motions to approve contract. Mr. McCoy seconds the motion. The contract is unanimously approved.

Mr. Hidley closes the meeting at 11:30am.