



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

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

March 30, 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>		
	Matt Clyne, BoE	Patricia Snyder, DOH	Dave Friedfel, DMB
	Rachel Bledi, BoE	Dave Latina, DGS	Chandra Williams, DMB
	Richard Lyons, Sewer Dist.	Catherine Brown, Law	Shanna Witherspoon, DMB
	Darrell Duncan, DPW	Karen Storm, Purchasing	David Reilly, DMB
	Scott Duncan, DPW	Jean Donovan, Minority Office	Andrew Brisport, DIS
	Shawn Thelen, NH	John Evers, CEO	
	Larry Slatky, NH	Mike McLaughlin, CEO	
Mr. Morse calls the meeting to order at 11:09am			
Mr. Hidley is absent at this time, Mr. McCoy and Mr. Morse are present.			
Other Business: Mr. Morse makes a motion to approve the minutes of the previous meeting, Mr. McCoy seconds this and they are approved.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2253	New	A1450 - Board of Elections	Konica Minolta Business Solutions USA, Inc	The printer will be used to produce ballots and other Election Day materials used in all Public elections conducted within the County of Albany.	6 months	\$79,447.45
<p>Mr. Morse opens the discussion on this item. Mr. Clyne states that this is for a third high speed printer for election ballots and that this expenditure is 100% reimbursable through the "Help America Vote Act." The printer is off of state contract and the Board of Elections has money in their budget for the purchase. The Board of Elections has received preapproval from the state that this will be reimbursed once proof of payment is shown. He states that the cost to the County for ballots has decreased from \$0.55 to \$0.10 per ballot since we began printing our own. This printer will act as a backup to the two that the County already owns. Ms. Bledi reiterated the importance of this, especially due to the timing of judicial decisions during the election cycle. Mr. Morse motions to approve the contract, Mr. McCoy seconds the motion and the contract is approved.</p>						
2241	New	DM5130 - Road Machinery Maintenance	H.L. Gage	Purchase of International OEM parts for Heavy Duty Equipment. Our annual expenditure is \$30,000.00 per year.	One Year with the option for two, one year renewal terms	\$90,000.00
<p>Mr. Morse opens the discussion for questions or comments. Mr. D. Duncan explains that this is for replacement parts for the heavy equipment that DPW uses. The contract is \$30,000/year and is for one year, with two, one year renewal options. Mr. McCoy motions to approve the contract, Mr. Morse seconds the motion and the contract is approved.</p>						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2249	Renewal	D5020 - Highways-Engineering Division	Capital District Transportation Authority	Professional Transportation Engineering Services	3 years	\$90,000.00
Mr. Morse opens the discussion for questions or comments. Mr. D. Duncan explains that in this case CDTA is representing the CDTC and that this is for road engineering evaluation. Mr. McCoy motions to approve the contract, Mr. Morse seconds the motion and the contract is approved.						
2242	New	NH6020 - Residential Health Care Facilities (Nursing Home)	Ridgefield Associates	New York State and Federal Health Codes, Rules and Regulations require that skilled nursing facilities have a fire and safety program that monitors all emergency fire detection, alarm and extinguishing systems on an ongoing basis. This entails the creation of operating systems and preventative maintenance schedules that insure compliance and documentation that supports said compliance. Additionally, the staff has to be trained in the new regimen to maintain full compliance.	04/01/2015-03/31/2017	\$60,000.00
Mr. Slatky explains that this contract is for a consultant to conduct State mandated fire drills and life safety programs as well as preventative maintenance programs at the County Nursing Home. Previously this was handled in-house, but due to the departure of qualified staff members they do not have the proper certifications and knowledge among the staff. Mr. Morse asks if this contract award was the result of an bid, Mr. Slatky says that it was not, that this is the only company in Upstate NY that provides this service. Mr. Morse explains that this needs to be bid through purchasing. After discussion between Mr. McCoy and Mr. Morse it is decided to table this contract while an RFP is done and to explore the feasibility of bringing this service in house. Mr. Latina states that DGS Code Enforcement would be able to provide this service, but that it may require additional staff certification. Contract is tabled.						
2266	New	NH6020 - Residential Health Care Facilities (Nursing Home)	Design Contract Services	Provide the design and consulting firm to provide interior design and project management services.	3/01/2015-12/31/2016	\$63,520.00
Mr. Slatky explains that this contract is for the Interior Designer/Project Manager for the planned renovations at the Nursing Home. The vendor was the lowest respondent to the RFP which went out. Mr. Morse makes a motion to approve the contract, Mr. McCoy seconds the motion and the contract is approved.						
2299	Amendment	A1420 - Law	Larry I. Slatky	The consultant will act as the Executive Director of the Nursing Home as well as provide advice, consultation and assistance to the County in connection with its establishment of a Local Development Corporation ("LDC") and the transfer of operations of the Nursing Home from the County to such LDC.	3/1/2015 - 4/30/2015	\$55,167.00
Mr. Friedfel explains that this is a two month extension of Mr. Slatky's contract, under the previously existing terms. Mr. McCoy states that a longer term contract was submitted for the Legislative calendar, but that it was tabled by the Legislature. Mr. Morse explains that it was left off of the agenda due to the continuing dialogue and that it will be voted on by the legislature at an upcoming meeting. Mr. Morse makes a motion to approve the contract, Mr. McCoy seconds the motion and the contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2278	New	G8130 - Sewage Treatment	Koester Associates	Annual gas cleaning of 7,500 ceramic disks at the North Plant aeration system to maintain oxygen transfer efficiency	3 years	\$44,394.00
Mr. Lyons explains that this contract is for annual maintenance/cleaning of the aeration system at the sewage plant. This is a one year contract with 2, one year extensions available. Mr. Morse makes a motion to approve the contract, Mr. McCoy seconds the motion and the contract is approved.						
2265	Renewal	A4010 - Health	Cornell Cooperative Extension of Albany County	With respect to the Sodium Grant, to provide evaluation activities and support work plan implementation including professional services, travel, and supplies as needed. Please see attached Scope of Services detail.	9/30/2014 - 9/29/2015	\$21,244.00
Ms. Snyder explains that this is to amend and renew the Health Department's Sodium Reduction grant and the Health Department works with Cornell Cooperative Extension on this. Mr. McCoy asks if this is funded 100% by the State and Ms. Snyder tells him that he is correct. Mr. McCoy makes a motion to approve the contract, Mr. Morse seconds the motion and the contract is approved.						
Mr. Hidley has arrived at the meeting						
2275	Amendment	A1620 - Building Services	A Cut Above Landscaping and Design	The contractor will plow and salt the Albany County Health Department and the NYS Department of Motor Vehicles. This is an amendment to Contract 1621.	22 months	\$30,000.00
Mr. Latina explains that this is an amendment to the existing contract for plowing at the DMV/Health Department complex. This needs to be amended because of the heavy snowfall that we have been receiving. The amendment will carry us through 12/31/16. Mr. McCoy asks to make sure that we are happy with this vendor and their services. Mr. Morse makes a motion to approve the contract, Mr. McCoy seconds the motion. The contract is unanimously approved.						
2289	New	A1345 - Central Purchasing	BB Painting Inc.	BB Painting will provide materials and labor to perform painting services on an as needed basis for any County department throughout the term of the agreement. Pricing is based on percentage markups over the NYS Prevailing wage rate for labor, and over contractor's cost for materials. BB Painting is the secondary contractor for the painting category under Bid 2015-010.	1 Year	\$50,000.00
Ms. Storm explains that contracts, 2289, 2288, 2287, 2286, 2285, 2284, 2283, 2282, 2281 & 2280 can be taken together and they are all used when the County is in need of construction and skilled labor in various trades on either an emergency basis or to supplement the skilled labor employed by the County. Mr. McCoy asks whether we have been reducing reliance on these outside contractors over the past three years, both Mr. Morse and Ms. Storm agree that there has been a reduction. Ms. Storm states that these contracts will be utilized by both the Nursing Home and DGS. Mr. Hidley makes a motion to combine them, which is concurred by Mr. McCoy and Mr. Morse. Mr. Morse makes a motion to approve them all, which is seconded by Mr. McCoy and Mr. Hidley and the contracts are unanimously approved.						
2288	New	A1345 - Central Purchasing	Kasselman Electric CO. Inc.	Kasselman Electric will provide materials and labor to perform electrical services for any County department throughout the term of the contract, as per Bid #2015-020. Kasselman is the secondary contractor for the electrical category.	1 Year	\$50,000.00
See Contract # 2289, above.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2287	New	A1345 - Central Purchasing	Titan Roofing Inc.	Titan Roofing will provide materials and labor to perform roofing services for any County department as needed throughout the term of the contract. Labor pricing is based on a percentage markup over NYS Prevailing wage, and materials a percentage markup over contractor's cost. Titan Roofing is the secondary contractor for the roofing category.	1 Year	\$50,000.00
See Contract # 2289, above.						
2286	New	A1345 - Central Purchasing	Sano Rubin Construction Services LLC	Sano Rubin Construction will provide materials and labor to perform roof repairs, general construction, masonry, property cleanup, and boiler repairs for any County department throughout the term of the contract. Pricing is based on a percentage markup over NYS prevailing wage for labor, and a percentage markup over contractor's cost for materials. Sano Rubin is the primary contractor for roof repairs and the secondary contractor for general construction, masonry, property cleanup and boiler repairs.	1 Year	\$99,000.00
See Contract # 2289, above.						
2285	New	A1345 - Central Purchasing	Van Hook Service Company, Inc.	Van Hook Service Company will provide materials and labor to perform HVAC services for any County department throughout the term of the contract. Pricing for labor is based on a percentage markup over NYS prevailing wage, and pricing for materials is based on a percentage markup over contractor cost. Van Hook Service Co. is the primary contractor for HVAC repairs.	1 Year	\$90,000.00
See Contract # 2289, above.						
2284	New	A1345 - Central Purchasing	Merit Plumbing & Heating LLC	Merit Plumbing & Heating will provide materials and labor to perform plumbing services for any County department on an as-needed basis throughout the term of the contract. Pricing for labor is based on a percentage markup over NYS prevailing wage and materials pricing is based on a percentage markup over contractor cost. Merit is the primary contractor for the electrical trade.	1 Year	\$90,000.00
See Contract # 2289, above.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2283	New	A1345 - Central Purchasing	J. McBain Inc. (McBain Electric)	McBain Electric will provide materials and labor to perform electrical services for any County department throughout the term of the contract. Labor pricing is based on a percentage markup over NYS prevailing wage, and materials pricing is based on a percentage markup over contractor's cost. McBain Electric is the primary contractor for the electrical trade.	1 Year	\$90,000.00
See Contract # 2289, above.						
2282	New	A1345 - Central Purchasing	Debrino Caulking Associates Inc.	Contractor will provide labor and materials to perform general construction, masonry, and property clean up services for any County department throughout the term of the contract. Labor pricing is based on a percentage markup over NYS prevailing wage and materials pricing is based on a markup over contractor's cost. Debrino Caulking is the primary contractor for general construction, masonry, property clean up.	1 Year	\$99,000.00
See Contract # 2289, above.						
2281	New	A1345 - Central Purchasing	BPI Mechanical Service, Inc.	BPI will provide materials and labor to perform boiler repairs, plumbing, and HVAC services for any County department as needed throughout the term of the contract. Labor pricing is based on percentage markups over the NYS prevailing wage rates for the appropriate labor category, and materials pricing is based on a percentage markup over contractor's cost. BPI is the primary contractor for boiler repairs and the secondary contractor for the plumbing and HVAC trades.	1 Year	\$99,000.00
See Contract # 2289, above.						
2280	New	A1345 - Central Purchasing	BCI Construction	Provide materials and labor to perform painting services on an as needed bases for any County department throughout the term of the contract. Pricing is an hourly rate based on a percentage markup over NYS prevailing wage and materials based on a percentage markup over cost. BCI Construction is the primary vendor in the painting category.	1 Year	\$90,000.00
See Contract # 2289, above.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2248	New	A1345 - Central Purchasing	WW Grainger Inc	The Purchasing Division is requesting approval to purchase various industrial and maintenance, repair, and operations supplies through WW Grainger under the NJPA (National Joint Powers Alliance) national cooperative contract #091214.	1 Year	\$75,000.00
Ms. Storm states this will be utilizing the existing NJPA contract, which will provide the best pricing available to us compared to other options. Mr. Morse makes a motion to approve, Mr. Hidley seconds this. The contract is approved unanimously.						
Mr. Morse makes a motion to adjourn, this is seconded by Mr. Hidley, and Mr. McCoy concurs. The meeting is closed at 11:23.						