



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

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

June 30, 2015 CAB MEETING MINUTES

Board Members Present	Philip Calderone, <i>Deputy County Executive</i> Bruce Hidley, <i>County Clerk</i> Shawn Morse, <i>Legislative Chairman</i>		
	Ralph Mariani, Sheriff	Doug McClain, Civic Ctr.	Scott Siegel, CEO
	Darrell Duncan, DPW	Patrick Dillon, Aging	John Evers, CEO
	Tom Coffey, NH	Matthew Clyne, BoE	Dave Friedfel, DMB
	Marhtanne Gershman, Civic Ctr.	Ellen Graziano, BoE	Shanna Witherspoon, DMB
	Gail Geohagen, CYF	Eugenia Condon, Law	David Reilly, DMB
	Dave Latina, DGS	Karen Storm, Purchasing	Sarah Cantwell, DMB
	George Penn, DGS	Mike McLaughlin, CEO	Andrew Brisport, DIS
Mr. Hidley notes that County Executive McCoy is not in attendance and that Chairman Morse and DCEO Calderone are here. Mr. Hidley calls the meeting to order at 11:10am.			
Other Business: The Board will review the minutes from the noted CAB meetings:			
May - McCoy / Hidley			
Mr. Hidley makes a motion to approve Mayminutes, Mr. Calderone seconds the motion. May 2015 CAB minutes are approved.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2426	Renewal	A3020 - Emergency Telephone/E-911	AK Associates (603) 432-5755	Cassidian support for Sheriff's Dept. and Colonie Police Dept. for our 911 system. Costs are covered by E-911 surcharges.	4/1/15-3/31/16 (Albany County) and 6/1/15-5/31/16 (Coloniw PD)	\$39,300.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse asks if this is a shared service. Why are we paying for Colonie? Mr. Mariani replies all county locations are different. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2386	New	A3020 - Emergency Telephone/E-911	Hitech System	Safetynet software maintenance for CAD system. Covered by E-911 surcharge funds.	4/1/2015 - 3/31/2016	\$66,968.38
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2378	New	A3150 - Correctional Facility	Orkin	Pest management services through integrated pest management solutions for the Nursing Home and the Correctional Facility for three years	Three years	\$22,020.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2428	New	A1450 - Board of Elections	Vincy's Printing	Purchase of ballot stock paper on an as needed basis for primary, general and any special elections in 2015.	1year	\$99,995.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Hidley asks where the amount came from. Mr. Clyne replies it's an open ended amount to cover all costs. The actual cost will be around \$25 or \$30 thousand. It varies on stock and printing requirements. Cooperative purchase with other counties. This vendor has been used before and there have been no problems. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2429	New	D5110 - Maintenance of Roads and Bridges	Clark Equipment Co. dba Bobcat Company	The purchase of one compact excavator as outlined in the Capital Plan. The purchase of this equipment will be from the bond (resolution #444). Bond HHT4.5197.22000E	90 days	\$51,388.68
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2406	New	D5010 - DPW Administration	Syntech Systems - Att: Barbara Reker	To purchase 9 Fuel Master Units Model 3505PlusG >Prokee 2.4 FMU Gray. Eight will be for the Public Works and One will be for the Sewer District. These will be paid for out of the Bond HHT45197.22000E	One time purchase	\$86,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse asks what it does. Mr. Duncan replies it monitors fuel use and is going to replace old non-working system. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2366	New	NH6020 - Residential Health Care Facilities (Nursing Home)	HealthPRO Rehabilitation	Provide Speech Therapy services to the residents of the nursing home.	6/1/2015 - 5/31/2016	\$94,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2427	Amendment	A6772 - Aging	Senior Services of Albany	To allow Senior Services of Albany to deliver the Health Insurance Information Counseling and Assistance Program (HIICAP) and Medicare Improvements for Patients and Providers Act (MIPPA). The program provides outreach, access, education and assistance to individuals who are 65+ and/or disabled, regarding Medicare, NYS EPIC, and other insurance programs.	4/1/2014 - 3/31/2015	\$4,437.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2442	New	A7128 - Civic Center	Walsh Duffield Companies, Inc	The Insurance Broker - Walsh Insurance Group, which works on behalf of SMG and Albany County to obtain the best insurance coverage with the lowest premium, has reviewed the quotes submitted by multiple insurance carriers for property insurance and based upon both price and coverage has recommended that we select Liberty Mutual Group, who came in with the lowest bid. Liberty Mutual currently holds the contract and provides the insurance coverage. The winning bid was 5% lower than the previous policy.	7/1/2015 - 7/1/2016	\$71,301.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2441	Amendment	A1420 - Law (County Attorney)	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.	6/1/2015 - 8/31/2015	\$82,750.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Friedfel notes there is a new cover sheet showing updated data. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2410	New	A2960 - Service for Physically Handicapped Children	Rejha Group, LLC	Contract Authorization with a Transportation Provider for Children with Special Needs Who Travel to Special Education and Therapy Programs mandated by NYS	7/1/2015 - 9/30/2015	\$60,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Geohagen notes this is a short term contract as they are in the process of sending out RFP's for this service. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2409	Amendment	A2960 - Service for Physically Handicapped Children	VMC	Transportation Consulting and Vehicle Routing Services for Children with Special Needs. Two (2) month contract extension	7/1/2015 - 8/31/2015	\$14,958.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						
2384	New	A1620 - Building Services	Foit Albert Associates	A Feasibility Study for Egress Improvements for the TU Center Parking Facility	6 months	\$22,580.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Hidley asks for details. Mr. Penn states this is to show where we might get a new exit from garage since losing the 4th floor exit. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2376	New	A1620 - Building Services	Alleymor, Inc. dba Pestmaster Services	Pest control services through integrated pest management for General Services buildings and the Sheriff's Clarksville and E911 locations for a three year term	Three years	\$26,441.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Hidley notes he has reviewed the tabulation table and is not seeing where the amount was reached. Ms. Storm notes this included DGS facilities along with two Sheriff locations. Mr. Hidley states a breakdown would be helpful. Ms. Storm adds that she thought it was included. Mr. Morse asks why we have two companies doing the same thing. Ms. Storm states that by splitting it up it's actually cheaper. Mr. Morse asks if we said that. Ms. Storm Yes, we reserve that right. Mr. Morse clarifies, it's more for one. Ms. Storm replies yes. Mr. Morse asks if we have proof. Ms. Storm states it is on the last table. Mr. Morse clarifies it's in there. Ms. Storm notes it is all of our RFP's. Mr. Friedfel asks if it's the location of the building. Ms. Storm replies it's the amount of work in each building. Mr. Hidley notes that some didn't want to bid on parts. Mr. Morse motions to approve contract, Mr. Calderone seconds the motion. The contract is approved.</p>						
2433	New	A1345 - Central Purchasing	WB Mason	Purchase of Office Supplies for the Albany County Purchasing Cooperative for Albany County and the Town of Colonie. Pricing structure is a percentage discount from Mfg. List Price and is separated into two categories High Usage and Low Usage.	7/1/2015 - 6/30/2016	\$99,999.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Morse states he want to table this contract. Ms. Storm notes that they can buy through a NYS contract. Mr. Hidley asks about the cost. Ms. Storm states there is a cap. She adds they shop through three contracts, County, NYS and Office Depot (JPA). Mr. Calderone asks if they do a sampling. Ms. Storm clarifies to award bid, yes. Mr. Hidley asks if we have enough supplies to table for a month. Ms. Storm states yes. Mr. Morse motions to table the contract. Mr. Calderone seconds the motion. The contract is tabled.</p>						
<p>Meeting is adjourned at 11:30am.</p>						