



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

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

July 28, 2015 CAB MEETING MINUTES

Board Members Present	Philip Calderone, <i>Deputy County Executive</i> Bruce Hidley, <i>County Clerk</i>		
	Darrell Duncan, DPW Tom Coffey, NH Matthew Clyne, BoE Rachel Bledi, BoE Lisa Freedman, DSS Dave Latina, DGS	George Penn, DGS Kathleen Brown, Law Karen Storm, Purchasing Mike McLaughlin, CEO John Evers, CEO	Dave Friedfel, DMB Chandra Williams, DMB Shanna Witherspoon, DMB David Reilly, DMB Sarah Cantwell, DMB Andrew Brisport, DIS
Mr. Hidley notes that County Executive McCoy and Chairman Morse are not in attendance and that DCEO Calderone is here. Mr. Hidley calls the meeting to order at 11:00am.			
Other Business: The Board will review the minutes from the noted CAB meetings: June - Calderone / Hidley / Morse			
Mr. Hidley makes a motion to approve June minutes, Mr. Calderone seconds the motion. June 2015 CAB minutes are approved.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2470	New	A3150 - Correctional Facility	Delmar Enterprises, Inc. (215) 674-4534 x106 Andy Conley	Custom Smart Locker SAM system to secure the facility's firearms.	1 Year	\$23,883.00
The Sheriff's department intended this to be on the August CAB agenda. Mr. Hidley motions to table contract. Mr. Calderone seconds the motion. Contract is tabled.						
2471	New	A1450 - Board of Elections	Don's Moving & Storage Inc.	Moving of voting machines, to be picked up at the county's central storage facility at 32 N Russell Rd., Albany, NY and delivered to election sites throughout Albany County and picked up at sites and returned to the central storage facility after the 2015 primary and general elections.	1 year	\$34,843.20
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Bledi explains that this move requires special technical aspects. Mr. Clyne notes it is for the delivery and return of the voting machines. This was the sole bidder. The amount is the same for both the primary and general elections. Mr. Hidley motions to approve contract. Mr. Calderone seconds the motion. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2454	Renewal	NH6020 - Residential Health Care Facilities (Nursing Home)	Guerman Ermolenko, MD	The physician will supply consultative psychiatric services and treatment for the residents of the home on a per diem basis of five (5) hours per week at an hourly rate of one hundred seventy dollars (\$170.00) per hour.	8/1/2015-7/31/2017	\$88,400.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Coffey notes this doctor has been with the facility for 15 years and works with a large percentage of the NH population. Mr. Calderone motions to approve contract. Mr. Hidley seconds the motion. The contract is approved.						
2464	Renewal	A6010 - Social Services	Homeless and Travelers Aid Society	The provision of a Homeless/Housing Emergency Services Program that provides 24 hour, 7 day/week coverage to serve individuals and families, who present as homeless or at imminent risk of homelessness, by assisting them to access needed emergency shelter or to be diverted from homelessness by retaining or securing adequate housing.	10/1/2015-9/30/2016	\$98,724.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Freedman notes this vendor works closely with DSS and does a fine job. She strongly recommends that the contract is approved. Mr. Hidley asks if the 19% is of the total listed or if the total listed is the counties 19% responsibility. Mr. Freeman states the 19% is of the total listed. Mr. Calderone motions to approve contract. Mr. Hidley seconds the motion. The contract is approved.						
2466	Amendment	A1620 - Building Services	J. Paul Vosburgh Architects, Inc., P.C.	J Paul Vosburgh, Architect, PC has a contract (1757) for the redesign of the 1st floor of DSS. The upgrade being requested is the ticketing (queuing) system, which is not included in the original scope of work. It has been determined that the existing queuing system (Q-Matic) is unable to be upgraded as needed. The new queuing system proposed is not on the NYS Contract and therefore the proposed new basis of design queuing system (NEMO-Q or approved equal) has to be publicly bid. J Paul Vosburgh, Architect, PC will incur additional time preparing a performance based specification for bidding the new queuing system and administering an additional construction contract for the work.	3 months	\$6,360.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Penn adds that this is the last piece of the redesign for the first floor at DSS. Mr. Calderone motions to approve contract. Mr. Hidley seconds the motion. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2440	New	A1164 - Unified Court—Administration	Ganem Contracting Corporation	This contract is for plaster repair work at the Albany County Court House on the 3rd and 4th Northwest stairwells and East stairwell from 3rd to the 4th floor ceiling.	6 months	\$31,000.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Penn states that the percentages are in CMS. The County will get 68% reimbursement from NYS. Mr. Hidley asks if the other 38% is the County share. Mr. Penn replies yes. Mr. Calderone motions to approve contract. Mr. Hidley seconds the motion. The contract is approved.</p>						
2465	New	A1345 - Central Purchasing	WB Mason	Purchase of Copy Paper. Capital Region BOCES is the lead agency for the Cooperative Bid RFB#15-008	7/1/2015 - 12/31/2015	\$35,000.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Storm adds that this is a purchase through a cooperative that AC is a member of and it's the best pricing in NYS. Mr. Calderone motions to approve contract. Mr. Hidley 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. Ms. Storm explains this is a cooperative purchase with the Town of Colonie and it has been very competitive this year. Mr. Friedfel adds that there is a letter from MS. Storm in the back up material explaining the amount is a "do not exceed" amount and the actual amount spent would be much less. Mr. Hidley expresses thanks for the explanation. Mr. Calderone motions to approve contract. Mr. Hidley seconds the motion. The contract is approved.</p>						
2358	New	DM5130 - Road Machinery Maintenance	H.L. Gage Sales Inc.	Diagnostic and repair to the departments heavy duty vehicles (one ton and larger) for, but not limited to, transmission repair/replacement, clutch repair for both automatic and standard transmissions, and the repair and replacement for rear ends.	1 year with a 2 year renewal option	\$90,000.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Duncan explains that this is for diagnostics and three vendors did reply. This vendor is not the lowest in price but it is the lowest vendor who could actually do the work. Mr. Hidley asks if each renewal will be \$90,000.00. Mr. Duncan replies yes it will. Mr. Calderone motions to approve contract. Mr. Hidley seconds the motion. The contract is approved.</p>						
<p>Mr. Hidley concludes the meeting at 11:15am.</p>						