



# CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

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

## October 26, 2015 CAB MEETING MINUTES

Board Members Present	Philip Calderone, Deputy <i>County Executive</i> Bruce Hidley, <i>County Clerk</i>		
	Tim Murphy, Sewer Dist.	Darrell Duncan, DPW	Scott Siegel, CEO
	Shawn Thelen, NH	Scott Duncan, DPW	Andrew Brisport, DIS
	Andy Lucarelli, NH	George Penn, DGS	Dave Friedfel, DMB
	Moira Manning, CYF	David Latina, DGS	Shanna Witherspoon, DMB
	Patrick Dillon, Aging	Kathrine Brown, Law	David Reilly, DMB
	Matthew Clyne, BoE	Karen Storm, Purchasing	Chandra Williams, DMB
	William Conners, Probation	John Evers, CEO	
	Thomas McNulty, Probation	Mike McLaughlin, CEO	
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 11:03am			
<b>Other Business:</b> The Board will review the minutes from the noted CAB meetings:			
<b>September</b> - Calderone / Hidley			
Mr. Hidley makes a motion to approve September minutes, Mr. Calderone seconds the motion. September 2015 CAB minutes are approved.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2544	New	A1450 - Board of Elections	Phoenix Graphics, Inc.	Ballots (absentees, affidavits, test) for the 2015 primary election (September 10, 2015) and general election (November 4, 2015). Sole source. Not to exceed \$45,000.00	1 yr	\$45,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Clyne explained it's a sole source contract for the affidavit and absentee primary ballots. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2542	New	D5110 - Maintenance of Roads and Bridges	Joe Basil Chevrolet, Inc.	Albany County Public Works requests approval to utilize Chautaugua County Contract for the purchase of 2016 Chevrolet Silverado 3500HD	180 Days	\$49,896.48
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Duncan explains it will be paid for out of a bond, there is no NYS contract at the moment. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2576	Amendment	NH6020 - Residential Health Care Facilities (Nursing Home)	J. Paul Vosburgh Architect, P.C.	Additional work needed for ACNH Elevator Bid	3/1/2015-12/31/2016	\$7,220.00

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Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Thelen explains it is an amendment to a previous contract for addition work needed to be done of the elevators. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2541	Renewal	G8130 - Sewage Treatment	Finch Paper, LLC	ACSD North Plant to serve as a secondary/emergency leachate disposal site for the Finch Paper Municipal Solid Waste Landfill	1 year	\$22,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Murphy explains that the contract is to provide secondary and emergency leachate disposal. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2580	Renewal	A3140 - Probation	AutoMon LLC	Annual Support and Maintenance of Probation Automation System Caseload Explorer.	01/15/2016 - 01/14/2017	\$24,381.21
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Connors explains it is a sole source through NYS, looking to renew contract for the automation system. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2567	New	A6071 - Preventative Assistance Program (Title XX)	Berkshire Farm Ctr & Services for Youth	Prevention services in collaboration with Schenectady County to provide Functional Family Therapy to 40 families annually who have a youth at risk of foster care placement due to either child welfare involvement or juvenile justice involvement. The goal of FFT is to prevent the need for placement in foster care, to serve as an alternative to detention, and expedite the reunification of youth transitioning from out of home care. Anticipated outcomes are improvement in school attendance and performance, improved family functioning, prevention of involvement or further involvement in the juvenile justice/child welfare systems; and prevention of the need for out-of-home placement or detention.	01/01/2016 - 12/31/2016	\$96,678.00
Hidley proposes a motion for contracts 2567, 2568, 2569, and 2570 to be bundled as one. Mr. Calderon seconds the motion. The motion is approved. Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Ms. Manning explains that the programs provide services to the high risk clients. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2568	New	A6071 - Preventative Assistance Program (Title XX)	St. Catherines Center for Children	Overnight Planned Respite program for the provision of Specialty Prevention Services. To provide overnight planned respite to children, ages five (5) to eighteen (18) years old, who are suffering from a Serious Emotional Disturbance, and their families who are in need of relief from multiple stressors that may present within their family unit. The goals of the program are to prevent, or alleviate a crisis and reduce the risk factors that contribute to abuse and neglect, prevent psychiatric hospitalization or foster care placement of the child, and provide the child with therapeutically-based social or recreational outings that strengthen their interpersonal capacities and skills. The respite program has the capacity to provide a pre-respite visit for the child to increase their comfort level with the service. This program will provide 150 planned overnight respite opportunities to children annually.	01/01/2016 - 12/31/2016	\$20,000.00
See contract 2567 above.						
2569	New	A6071 - Preventative Assistance Program (Title XX)	St. Anne Institute	Clinical Sexual Abuse Fee for Service for the provision of Specialty Prevention Services. St. Anne Institute (SAI) proposes to provide assessment and clinical services, to children, individuals, and families who are dealing with issues related to sexual victimization and/or sexual offending. The specific services include clinical consultation and evaluations, including trauma assessment, sex offender risk assessment, and validation (credibility) assessments. SAI will also provide specialized sexual abuse treatment services. The overarching goal for this program is the resolution of concerns related to the sexual victimization/offending behavior so that there is a reduced risk of foster care placement and/or a reduction in length of placement.	01/01/2016 - 12/31/2016	\$60,000.00
See contract 2567 above.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2570	New	A6071 - Preventative Assistance Program (Title XX)	St. Catherines Center for Children	Ongoing Respite program for the provision of Specialty Prevention Services. To provide ongoing respite to children, ages five (5) to thirteen (13) years old, who are suffering from a Serious Emotional Disturbance, and their families who are in need of relief from multiple stressors that may present within their family unit. The goals of the program are to prevent or alleviate a crisis and reduce the risk factors that contribute to abuse and neglect, prevent psychiatric hospitalization or foster care placement of the child, and provide the child with therapeutically-based social or recreational outings that strengthen their interpersonal capacities and skills. Each individual respite contact for children will consist of three hours of direct contact with individualized activities focused on improving the child's socialization skills and address other needs identified by the family.	01/01/2016 - 12/31/2016	\$50,000.00
See contract 2567 above.						
2563	Renewal	A6772 - Aging	Senior Services of the Albany Area	The Contractor shall deliver the Health Insurance Information Counseling and Assistance Program (HIICAP) and provide outreach, access, education and assistance to individuals who are 65+ and/or disabled, regarding Medicare, NYS EPIC, and other insurance programs.	1/1/2016 - 12/31/2016	\$38,068.00
Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Dillion explains it's a second year approval. A program that educates Medicare recipients and their families on healthcare issues. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2545	Renewal	A6772 - Aging	Catholics Charities	The Contractor shall provide services to Albany County caregivers of seniors 60+ and grandparents 55+ caring for a child/children; consisting of respite services, counseling, information and assistance, support groups and MDS Compass Assessments.	1/1/2016 - 12/31/2016	\$38,838.00
Mr. Hidley proposes a motion to bundle contracts 2545, 2546, and 2547. Mr. Calderon seconds the motion. The motion is approved. Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Dillion explains the grant and states its 75% Federally funded. Offer family members respite care support groups. Mr. Hidley motions to approve the contracts, Mr. Calderon seconds the motion. The contracts are approved. Mr. Friedfel explains that contract #2563 needs to be updated with the contract term of 4/1/2015 – 3/31/2016. Mr. Hidley motions to approve the contract date amendment, Mr. Calderon seconds the motion.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2546	Renewal	A6772 - Aging	Community Caregivers, Inc.	The Contractor shall provide services to Albany County caregivers of seniors 60+ and grandparents 55+ caring for child/children; consisting of respite services, counseling, information and assistance, support groups and MDS Compass Assessments.	1/1/2016 - 12/31/2016	\$31,387.00
See contract 2545 above.						
2547	Renewal	A6772 - Aging	Senior Services of Albany	The Contractor shall provide services to Albany County caregivers of seniors 60+ and grandparents caring for a child/children; consisting of respite services, counseling, information and assistance, support groups and MDS Compass Assessments.	1/1/16 to 12/31/16	\$31,846.00
See contract 2545 above.						
2550	Renewal	A6772 - Aging	Legal Aid Society of North Eastern New York, Inc.	The Contractor shall provide legal advice, advocacy, counseling and representation for older individuals age 60+ in social and/or economic need within Albany County. Provide broad community education and outreach to inform the targeted groups of their legal rights	1/1/2016 - 12/31/2016	\$45,000.00
Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Dillon states they are sole providers who offer phone intake and community education, they reach about 200 seniors. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2551	Renewal	A6772 - Aging	The Eddy, St. Peter's Health	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60+. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/2016 - 12/31/2016	\$26,352.00
Mr. Hidley proposes a motion to bundle contracts 2551, 2552, and 2553, and 2554. Mr. Calderon seconds the motion. The motion is approved. Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Dillon states, four providers with seven sites within the County. Mr. Hidley motions to approve the contracts, Mr. Calderon seconds the motion. The contracts are approved.						
2552	Renewal	A6772 - Aging	Colonie Senior Service Centers	The Contractor shall provide day care services to targeted elderly persons within Albany County 60+. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/2016 - 12/31/2016	\$42,834.00
See contract 2551 above.						

<b>Contract #</b>	<b>Action</b>	<b>Department</b>	<b>Vendor</b>	<b>Scope of Services</b>	<b>Term</b>	<b>Amount</b>
2553	Renewal	A6772 - Aging	Cohoes Multi Services Senior Center	The Contractor shall provide day care service to targeted elderly persons within Albany County aged 60+. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/2016 - 12/31/2016	\$36,000.00
See contract 2551 above.						
2554	Renewal	A6772 - Aging	Senior Services of Albany	The Contractor shall provide day care services to targeted elderly persons within Albany County aged 60+. Day care services are structured and include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.	1/1/2016 - 12/31/2016	\$72,520.00
See contract 2551 above.						
2557	New	A6772 - Aging	Sidney Albert Albany Jewish Community Center	The Contractor shall provide congregate meals to eligible seniors within Albany County, meeting the criteria that are required by Albany County and/or NYSOFA.	1/1/2016 - 12/31/2016	\$26,220.00
<p>Mr. Hidley proposes a motion to bundle contracts 2557, 2558, and 2559, and 2562. Mr. Calderon seconds the motion. The motion is approved.</p> <p>Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Dillon clarifies four providers with seven sites that offer recreation and congregate meals. Mr. Hidley motions to approve the contracts, Mr. Calderon seconds the motion. The contracts are approved.</p>						
2558	New	A6772 - Aging	Colonie Senior Service Centers	The Contractor shall provide congregate meals to eligible seniors within Albany County, meeting criteria that are required by Albany County and/or NYSOFA.	1/1/2016 - 12/31/2016	\$98,252.00
See contract 2557 above.						
2559	New	A6772 - Aging	Senior Citizens of Green Island	The Contractor shall provide congregate meals to eligible seniors within Albany County, meeting criteria that are required by Albany County and/or NYSOFA.	1/1/2016 - 12/31/2016	\$24,760.00
See contract 2557 above.						
2562	New	A6772 - Aging	Peter Young Industries	The Contractor shall provide congregate meals to eligible seniors within Albany County, meeting criteria that are required by Albany County and/or NYSOFA.	1/1/2016 - 12/31/2016	\$33,350.00
See contract 2557 above.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2515	New	A1620 - Building Services	Passero Associates	The vendor would conduct a comprehensive economic feasibility study for a proposed parking structure at 208 Washington Avenue. The study would include a parking supply and demand study, an analysis of site feasibility for future development and a financial feasibility analysis.	6 months	\$32,500.00
Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Passero was the lowest responsible bidder and they will work with the businesses and residents in the area. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2575	Amendment	A1640 - Fleet Management	J. Paul Vosburg, Architect P.C.	Architect and Engineer Services to evaluate design and manage construction for Elevator Modernization Project at the TU Center	2/15/2015-12/31/2016	\$7,220.00
Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Penn notes the department should be 1610 instead of 1640. An amendment to Vosberg original contract for additional work needed. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2539	Renewal	A1432 - Human Resources	MMHayes Company Inc.	Kronos Annual Maintenance Agreement renewal, maintenance for payroll and smartlink interfaces.	year	\$39,325.00
Mr. Hidley reviews the contracts scope, asks for clarification on the contract term. Ms. Clement clarifies that the term of contract is from 11/1/2015 to 10/31/2016. Mr. Hidley then opens the discussion for comments or questions. It is a sole source provider for maintenance of payroll software. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
2363	Amendment	NH6020 - Residential Health Care Facilities (Nursing Home)	Allied Telecom	Allied Telecom will provide the use of Allied Telecom owned Mitel telephone system hardware and the included voicemail system hardware as well as providing ongoing maintenance and support for the duration of the maintenance agreement. This agreement will include a 45 day opt out clause for Albany County.	4/1/2015-3/31/2016	\$9,980.00
Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Thelen adds, Allied Telecom will provide telephone hardware and voicemail systems as well as maintenance and support services at the NH. Mr. Hidley motions to approve the contract, Mr. Calderon seconds the motion. The contract is approved.						
11:35 Mr. Hidley concludes the meeting.						