



## CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

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

### November 30, 2015 CAB MEETING MINUTES

Board Members Present	Daniel P. McCoy, <i>County Executive</i> Bruce Hidley, <i>County Clerk</i>																						
	<table border="0"> <tr> <td>Dave Latina, DGS</td> <td>Chandra Williams, DMB</td> </tr> <tr> <td>Scott Duncan, DPW</td> <td>Ralph Grant, NH</td> </tr> <tr> <td>Darrell Duncan, DPW</td> <td>John Evers, CEO</td> </tr> <tr> <td>Pat Dillon, Aging</td> <td>Moira Manning, CYF</td> </tr> <tr> <td>Eric Ehrmann, DSS</td> <td>Gail Geohagen, CYF</td> </tr> <tr> <td>Michele McClave, DSS</td> <td>Eugenia Condon, Law</td> </tr> <tr> <td>Joe DeAngelis, DSS</td> <td>Brian Best, Legislature</td> </tr> <tr> <td>Scott Siegel, CEO</td> <td>Shanna Witherspoon, DMB</td> </tr> <tr> <td>Lori Catucci, Purchasing</td> <td>David Reilly, DMB</td> </tr> <tr> <td>Mike McLaughlin, CEO</td> <td>Perry Blanchard, DIS</td> </tr> <tr> <td></td> <td>Sue Gross, DIS</td> </tr> </table>	Dave Latina, DGS	Chandra Williams, DMB	Scott Duncan, DPW	Ralph Grant, NH	Darrell Duncan, DPW	John Evers, CEO	Pat Dillon, Aging	Moira Manning, CYF	Eric Ehrmann, DSS	Gail Geohagen, CYF	Michele McClave, DSS	Eugenia Condon, Law	Joe DeAngelis, DSS	Brian Best, Legislature	Scott Siegel, CEO	Shanna Witherspoon, DMB	Lori Catucci, Purchasing	David Reilly, DMB	Mike McLaughlin, CEO	Perry Blanchard, DIS		Sue Gross, DIS
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Mr. Hidley calls the meeting to order at 3:05pm.																							
<b>Other Business:</b> The Board will review the minutes from the noted CAB meetings:																							
<b>October-</b> Calderone / Hidley																							
Mr. Hidley makes a motion to approve October minutes, Mr. McCoy seconds the motion. October 2015 CAB minutes are approved.																							

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2596	New	DM5130 - Road Machinery Maintenance	Johnson Controls	Annual maintenance and repairs of the departments heating/air conditioning systems.  Mr. Hidley reviews the contract and scope of services. Mr. Duncan explains that this is 100% County funded and the vendor was the lowest responsible bidder. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved.	3 years	\$70,700.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2614	New	NH6020 - Nursing Home	Dentserv Dental Services, P.C.	<p>The contractor/dentist provides the dental services of the residents of the nursing home. This includes, but is not limited to, providing a licensed dentist and dental assistant for a minimum of eight (8) hours per week, both of whom shall work additional hours when necessary to meet the resident's dental needs, without additional cost to Albany County.</p> <p>Mr. Hidley reviews the contract and scope of services. Mr. Grant explains that the Nursing Home is happy with the work that this contractor has provided and they were the only respondent to the Bid. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved.</p>	1/1/2016 - 12/31/2016	\$66,000.00
2600	Amendment	NH6020 - Nursing Home	Guardian Consulting Services, Inc.	<p>Implement a Medication Regimen Review for new admissions. MRR's shall be performed for all newly admitted residents within 1 to 3 business days. Guardian Consulting Services shall access the medication list needed for the performance of the required MRR's through the facility's electronic medical record or remote access to the Pharmacy computer profiles. Documentation of all reviews shall be emailed to the Administrator, DNS and Medical Director immediately upon completion, with all findings directly attached to allow for prompt follow-up.</p> <p>Mr. Hidley reviews the contract and scope of services. Mr. Grant explains that this amendment is to cover new patients and is required by mandate. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved</p>	20 Months	\$9,600.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2603	New	A6010 - Social Services	Qless	<p>Implementation and deployment of a new queueing system in the reception area of DSS.</p> <p>Mr. Hidley reviews the contract and scope of services. Mr. DeAngelis explains that this is an updated system that will create efficiency at DSS. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved</p>	1/1/2016 - 12/31/2016	\$28,325.00
2646	Amendment	A6772 - Aging	Senior Services of the Albany Area	<p>This Contractor provides congregate meals to eligible seniors within Albany County. Presently they serve meals at two (2) sites within Albany County and meet criteria that are required by Albany County and/or NYSOFA. They are requesting to add an additional site to serve congregate meals.</p> <p>Mr. Hidley reviews the contract and scope of services. Mr. Dillion explains that this provider will be taking over services for the hill towns. Mr. McCoy motions to approve the contact, Mr. Hidley seconds the motion. The contract is approved</p>	1/1/2015 - 12/31/2015	\$1,736.00
2613	Amendment	A6772 - Aging	Cohoes Multi Service Senior Center	<p>The Contractor provides day care services to targeted elderly persons within Albany County aged 60+. Day care services include; supervision, monitoring, personal care and nutrition in a protective setting for less than a 24 hour period.</p> <p>Mr. Hidley reviews the contract and scope of services. He requests that 2612 and 2613 be bundled for approval. Mr. Dillon explains that we will be merging the daycare programs and congregate meals. Mr. McCoy asks if they plan on opening up a new senior center and Mr. Dillon replies yes they are in the planning stages. Mr. Hidley motions to approve the contact,</p>	1/1/2015 - 12/31/2015	\$5,508.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
				Mr. McCoy seconds the motion. The contract is approved		
2612	Amendment	A6772 - Aging	Senior Services of Albany	The Contractor provides 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.  *Bundled with 2613, see notes above.	1/1/2015 - 12/31/2015	\$29,600.00
2611	Amendment	A6772 - Aging	Community Caregivers, Inc.	The Contractor provides in home support services for isolated and home bound senior residents of Albany County. Services include friendly visiting to provide socialization, and shopping assistance.  Mr. Hidley reviews the contract and scope of services. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved	1/1/2015 - 12/31/2015	\$7,600.00
2610	Amendment	A6772 - Aging	Sidney Albert Albany Jewish Community Center	The Contractor provides congregate meals to eligible seniors within Albany County, and has requested an increase in meal units for 2015 due to the need/demand for congregate meals at this site.  Mr. Hidley reviews the contract and scope of services. Mr. Dillion explains that there was an increase in demand at the JCC site. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved	1/1/2015 - 12/31/2015	\$9,336.00

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2606	New	A1680 - Information Services	ABS Solutions, LLC	<p>This contract request is for purchasing 10 Zig Model 58722 Thin Client Hardware w/ 2 GB Ram, 2 GB SATA, Dual DVI Monitor Support, 7x USB Ports (1X USB 3.0), 3 Year Advanced Exchange Warranty.</p> <p>Mr. Hidley reviews the contract and scope of services. Mr. Blanchard explains that DIS is looking to upgrade old units at DOH, NH, training labs, and the Clerk's Office. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved</p>	1 year from the date of Contract Board approval	\$22,470.00
2617	New	A7310 - Youth Bureau	Community Maternity Services	<p>Transitional Independent Living Program - 100% state aid (NYS OCFS RHYA ) to support independent living program for homeless youth ages 16-20.</p> <p>Mr. Hidley reviews the contract and scope of services. Ms. Geohagen explains that these contracts provide services to all youth who are unable to remain in their homes. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved</p>	01/01/2015 - 12/31/2015	\$34,629.00
2616	New	A7310 - Youth Bureau	Equinox Inc.	<p>Transitional Independent Living Program - 100% state aid (NYS OCFS RHYA ) to support independent living program for homeless youth ages 16-20.</p> <p>*Bundled with 2616, please see notes above</p>	01/01/2015 - 12/31/2015	\$57,477.00
2615	New	A7310 - Youth Bureau	Equinox Inc.	<p>Equinox House for Youth for Runaway and Homeless Youth Services 100% state aid (NYS OCFS RHYA ) to support emergency shelter for runaway and homeless youth 13-18.</p> <p>*Bundled with 2616, please see notes above</p>	01/01/2015 - 12/31/2015	\$44,658.00
2619	New	A1620 - Building Services	Kone Inc.	<p>Kone proposes to furnish the labor and materials to perform software upgrades on the six elevators to prevent unintended motion.</p>	6 months	\$26,456.16

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
				Mr. Hidley reviews the contract and scope of services. Mr. Latina explains that these software upgrades need to be performed in order to complete inspections of the elevators. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved		
2604	New	A1610 - General Services Administration	C&S Companies	<p>C&amp;S will provide architectural and engineering services term services for a variety of Albany County projects at the Times Union Center on an as needed basis. Project assignments may include planning, design and/or construction phase services.</p> <p>Mr. Hidley reviews the contract and scope of services. Mr. Latina explains that this contract will be to complete various projects at the TU Center. Mr. Hidley asks why this is for an 11 month period and Mr. Latina responds that this will give them time for the design phase. Ms. Condon explains that we commonly will put language into the contract to explain the timeline for projects. Mr. Hidley motions to approve the contact, Mr. McCoy seconds the motion. The contract is approved</p>	11 months	\$99,000.00

Meeting was adjourned at 3:20pm