



# CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

Honorable Sean E. Ward, *Chairman, County Legislature*

## March 30, 2016 CAB MEETING MINUTES

<b>Board Members Present</b>	Philip Calderone, County Executive		
	Bruce Hidley, County Clerk		
	Sean Ward, Legislative Chairman		
<b>Department Representatives</b>	Tim Murphy, Sewer Dist.	John Cox, Sheriff's Dept.	Andrew Brisport, DIS
	Scott Duncan, DPW	Brian Best, Leg. Minority	Shawn Thelen, NH
	Eugenia Condon, Law	Pat Snyder, Health	Shanna Witherspoon, DMB
	Pat Collins, Law	Steve Giordano, Ph.D.	David Reilly, DMB
			Sarah Cantwell, DMB
2:45pm Mr. Hidley calls the meeting to order.			
2:50pm Mr. Hidley calls for executive session. Meeting is suspended.			
3:00pm Mr. Hidley meeting is called back to order.			
<b>Other Business:</b> The Board will review the minutes from the noted CAB meetings: February - McCoy/Ward Emergency March - McCoy / Hidley			
Mr. Hidley brings the minutes to a vote. Mr. Ward motions to approve the minutes. Mr. Ward seconds the motion. The minutes are approved.			
Mr. Reilly notes the contract for CYF with Parsons can be removed from the agenda.			

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2734	New	A3189 - STOP-DWI	Albany County Probation	Appropriate expenditure of STOP-DWI Program funds in accordance with the approved NYS DMV spending plan.	1 year	\$64,000.00
Mr. Hidley requests the Board consider the following contract together, 2734, 2737, 2741, 2744, 2746 & 2747. The Board agrees. Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. Mr. Cox notes this is the program they have been doing for a number of years. Mr. Hidley notes this is a County funded program. Mr. Ward motions to approve contracts, Mr. Calderone seconds the motion. The contracts are unanimously approved.						
2737	New	A3189 - STOP-DWI	Bethlehem Police Department	Expenditure of STOP-DWI Program funds per the approved NYS DMV spending plan	1 year	\$23,500.00
See Contract #2734 for notes.						
2741	New	A3189 - STOP-DWI	Guilderland Police Department	Expenditure as per the STOP DWI Program funds approved by the NYS DMV spending plan	1 year	\$22,000.00
See Contract #2734 for notes.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2744	New	A3189 - STOP-DWI	Albany County District Attorney's Office	Expenditures for the STOP DWI Program as per the approved NYS DMV spending plan	1 year	\$72,000.00
See Contract #2734 for notes.						
2746	New	A3189 - STOP-DWI	Albany Police Department	Expenditure of STOP DWI Program funds as per the approved NYS DMV spending plan	1 year	\$30,000.00
See Contract #2734 for notes.						
2747	New	A3189 - STOP-DWI	Colonie Police Department	Expenditure of STOP DWI Program funds as per the approved NYS DMV spending plan	1 year	\$40,000.00
See Contract #2734 for notes.						
2812	New	A3110 - Sheriff	Town of New Scotland	To provide EMT Services to the Town of New Scotland for the period 1/1/2015 thru 12/31/2015	1 year	\$68,213.28
Mr. Hidley requests the Board consider the following contract together, 2812, 2815, 2819, 2820, & 2821. The Board agrees. Mr. Hidley reviews the contracts scope and opens the discussion for comments or questions. He also notes this is 100% County funded. Mr. Cox notes a stipulation for contract 2812 is for 2015 the rest are for 2016. Mr. Hidley notes these are very impressive services. Mr. Calderone motions to approve contracts, Mr. Ward second the motion. The contracts are unanimously approved.						
2815	New	A3110 - Sheriff	Town of Berne	To provide Advanced Life support Services to the Town of Berne, NY from 1/1/16 thru 12/31/16	1 year, 1/1/2016 - 12/31/2016	\$81,070.61
See Contract # 2812 for notes.						
2819	New	A3110 - Sheriff	Town of Rensselaerville	to provide Advances Life Support Services to the Town of Rensselaerville from 1/1/16 thru 12/31/16	1 year, 1/1/2016 - 12/31/2016	\$53,477.00
See Contract # 2812 for notes.						
2820	New	A3110 - Sheriff	Town of Westerlo	To provide Advanced Life Support Services to the Town of Westerlo from 1/1/16 thru 12/31/16	1 year. 1/1/2015 - 12/31/2016	\$97,522.00
See Contract # 2812 for notes.						
2821	New	A3110 - Sheriff	Town Of New Scotland	To provide EMT Services to the Town of New Scotland from 1/1/16 thru 12/31/16	1 year, 1/1/16 - 12/31/2016	\$70,003.00
See Contract # 2812 for notes.						
2858	New	D5112-Highways-Permanent Improvements	Gorman Brothers	Joint and Crack Seal various County roadways.	6 months	\$99,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. He also notes this is 100% State funded. Mr. Duncan states this is the second year and they have 13 miles done. Mr. Ward adds that he is very happy this program is back. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2859	New	D5110 - Maintenance of Roads and Bridges	Multiple Vendors SEE: Additional Comment for Vendor List	Purchase of Asphalt Materials for County Road Maintenance	12 months	\$47,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. He also notes this s 100% County funded. Mr. Duncan explains this is with various vendors based on the location of the substations. Mr. Ward motions to approve contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
2860	New	D5110 - Maintenance of Roads and Bridges	Multiple Vendors SEE: Additional Comments for Vendor List	Purchase of Crushed Stone Material for County Road Maintenance	12 months	\$91,000.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Duncan notes this is a similar contract to the previous one, just for different materials. There are multiple vendors based on the location of the substations. Mr. Calderone motions to approve contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
2827	New	G8130 - Sewage Treatment	Guardian Environmental Products, Inc.	The purchase of parts to reconstruct a primary clarifying chamber at the South Plant facility	6 months	\$30,335.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Murphy explains this is for equipment for the primary clarifier. This was the lowest bidder. Mr. Ward motions to approve contract, Mr. Calderone seconds the motion. The contract is unanimously approved.						
2828	New	G8130 - Sewage Treatment	Gammie Air Monitoring, LLC	Perform emission testing on four multiple hearth incinerators to comply with USEPA Sewage Sludge Incinerator Rule	6 months	\$70,500.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Murphy explains of the response to the RFP this was the second lowest bidder but the most qualified. Mr. Hidley asks if this is a piggy back contract on Saratoga contract. Ms. Storm states no that contract is later. Mr. Ward asks if we have used this vendor before. Mr. Murphy says yes and they are very good. Mr. Calderone motions to approve contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
2834	New	A4310 - Mental Health	MTM Consulting	Consultant services shall include an initial onsite assessment, a complete healthcare readiness assessment, GAP analysis to identify areas for improvement, review and recommendation of findings, orientation of training and consultant teams along with program evaluation and re-design and implementation during Phase II of the consultation process.	1/1/2016-12/31/2016	\$97,119.00
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. He also notes this is 50% State and 50% Federal funding. Dr. Giordano notes this is collaboration with CYF from a grant from 2014. They have been able to review the clinic operations from top to bottom. Mr. Calderone motions to approve the contract, Mr. Ward seconds the motions. The contract is unanimously approved.						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2807	New	A4010 - Health	Whitney M. Young Jr. Health Services	Companion memorandum attached	9/1/15 - 9/29/16	\$26,900.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Snyder notes this is a partnership with Whitney Young. Its purpose is to help reduce diabetes related health problems. She adds they have worked with this vendor in the past. Mr. Hidley notes this is a great program. Mr. Calderone agrees. Mr. Ward motions to approve contract, Mr. Calderone seconds the motion. The contract is unanimously approved.</p>						
2856	Renewal	A1420 - Law (County Attorney)	Arthur J. Gallagher Risk Management Services	Provide brokerage services to the County to market and obtain premium quotes for the County's Liability, Casualty and Medical Malpractice insurance coverage	One year	\$99,999.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Condon explains this is an insurance broker. They take our needs to market and get quotes to get best premiums and coverage. Since we changed to this vendor we have been able to get optimum coverage at optimal cost. It works out to our benefit and this is a well-known broker. They are paid on commission. Mr. Hidley likes the broker and states they have done a great job. Mr. Calderon motions to approve the contract, Mr. Ward seconds the motion. The contract is unanimously approved.</p>						
2857	New	A1420 - Law (County Attorney)	Charlotten v. County of Albany et al.	Settlement of a claim.	immediate	\$90,000.00
<p>Mr. Hidley reviews the contract scope. This contract was discussed during the executive session. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.</p>						
2853	Renewal	A6119 - Children, Youth and Families	Equinox Inc.	Provision of Specialized Independent Living Skills Services as per the Chafee Act. Equinox will continue to provide Specialized Independent Living Skill Services as per the Chafee Act for 20 slots at a monthly cost of \$2500 and a total contract not to exceed \$30,000.	6/01/2016 - 5/31/2017	\$30,000.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Hidley adds that this contract is 8% County, 12% State and 80% Federal funding. Ms. Manning explains this is for kids no longer in County custody. Transitioning to the "real world" is challenging. This provides resume help, trade school, education benefits. The program has been around for years. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.</p>						
2843	New	A1345 - Central Purchasing	Auctions International Inc.	Auctions International will provide online surplus auction program including: marketing, bid posting, receipt of bids, invoicing and receiving payments.	2 Years + 2 Year Renewal Option	\$99,000.00
<p>Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Storm notes this is a revenue generating cooperative with Saratoga County. She adds they have used this firm for years. Mr. Hidley asks how often do we use them. Ms. Storm replies it's throughout the year they do the "leg work". Mr. Hidley asks if they get a commission. Ms. Storm states yes the buyer pays. Mr. Ward asks if the two year renewal is automatic. Ms. Storm states no it's our option. Mr. Ward motions to approve the contract, Mr. Calderone seconds the motion. The contract is unanimously approved.</p>						

Contract #	Action	Department	Vendor	Scope of Services	Term	Amount
2845	Renewal	A1345 - Central Purchasing	BPI Mechanical Service, Inc.	Renewal of Contract 2182, time and materials contract for boiler repairs, plumbing, and HVAC services for any County department as needed.	1 Year	\$90,000.00
Mr. Hidley requests the Board consider the following contract together, 2845, 2846, 2847, 2850 & 2851. The Board agrees. Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Ms. Storm explains these contracts are all for hourly labor agreements. They did increase the amount this year, because last year they had to come back and ask for more money. Mr. Ward motions to approve the contracts, Mr. Calderone seconds the motion. The contracts are unanimously approved.						
2846	Renewal	A1345 - Central Purchasing	Debrino Caulking Associates, Inc.	Renewal of Contract #2282, time and materials contract for general construction, masonry, and property clean up services for any County department throughout the term of the contract.	1 Year	\$90,000.00
See Contract # 2845 for notes.						
2847	Renewal	A1345 - Central Purchasing	J. McBain Inc. (McBain Electric)	Renewal of Contract 2283, time and materials contract for electrical repairs for any County department on an as-needed basis.	1 Year	\$90,000.00
See Contract # 2845 for notes.						
2850	Renewal	A1345 - Central Purchasing	Titan Roofing Inc.	Renewal of Contract #2287, time and materials contract for roof repairs for any County department on an as-needed basis.	1 Year	\$90,000.00
See Contract # 2845 for notes.						
2851	Renewal	A1345 - Central Purchasing	Van Hook Service Company, Inc.	Renewal of Contract #2285, time and materials contract for HVAC services for any County department on an as-needed basis.	1 Year	\$90,000.00
See Contract # 2845 for notes.						
2852	New	A1640 - Fleet Management	Webster Ford, Inc	Purchase of 6 Ford Focus'	1 year	\$92,020.83
Mr. Hidley reviews the contract scope and opens the discussion for comments or questions. Mr. Latina explains this is a bid through NYS market place. This vendor won over Metro Ford by \$703.00. DGS continues to replace vehicles in the fleet. This is funded through the Capital Plan. Mr. Calderone motions to approve the contract, Mr. Ward seconds the motion. The contract is unanimously approved.						
Mr. Hidley adjourns the meeting at 3:30pm						