



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*
 Honorable Bruce A. Hidley, *County Clerk*
 Honorable Andrew Joyce, *Chairman, County Legislature*

October 17, 2022 MEETING AGENDA

Jen Clement, Human Resources	Angelo Gaudio, Water Purification	Dave Reilly, <i>Mgt. & Bdgt.</i>
Eric Ford, Legislature	Eugenia Condon, Law	Patrick Alderson, <i>Mgt. & Bdgt.</i>
Pat Collins, Legislature	David Latina, DGS	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Caitlin O'Brien, Legislature	Mike McGuire, Real Property	Sameer Modasra, <i>Mgt. & Bdgt.</i>
Pam Oneill, Purchasing	Nicholas Blais, Comptroller	Amanda Brady, <i>Mgt. & Bdgt.</i>
Shanna Witherspoon, Health	Deb Riitano, Aging	Chris Herbert, <i>Mgt. & Bdgt.</i>
Tina Simmons, Correctional Facility	Patrick Dillon, Aging	
Nicole Ward, CYF	Kevin Demarest, E911	

Board Members: Hon. Bruce Hidley - County Clerk / Hon. Andrew Joyce - County Legislature / Daniel Lynch - Deputy County Executive

The Board will review minutes from the August CAB Meeting and the September CAB Meeting. Andrew Joyce & Bruce Hidley - August / Dan Lynch & Andrew Joyce - September.

Bruce Hidley opens the Contract Administration Board at 4:03pm. In attendance is the Honorable Andrew Joyce Chairman of the County Legislature and Dan Lynch Deputy County Executive and Bruce Hidley Albany County Clerk. The meeting minutes from the August 15, 2022 meeting are approved. Bruce Hidley entertains a motion. Andrew Joyce makes a motion and Bruce Hidley seconds the motion. Dan Lynch abstains from approval. The meeting minutes from the September 12, 2022 meeting are approved. Bruce Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. Bruce Hidley abstains from approval.

2022-572	A) New	A3020 - Emergency 911	Pulsiam Hitech Systems	SafetyNet Software Maintenance for E911	4/1/2022 to 3/31/2023	\$21,394.35
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Bruce Hidley reads the details of the contract. Kevin Demarest states the vendor is the old computerized dispatch system that they maintain several licenses for to access their old archived data. It is also the CAD system currently being used by the Albany Police department. Therefore, they use it to help them out and their old records as well. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-544	A) New	A3150 - Correctional Facility	Composite Technology & Infrastructure, LLC	Remove and install 2,500 SF of existing flooring in main lobby and replace with a new resinous flooring system at the Albany County Correctional Facility.	10/1/2022 to 9/30/2023	\$56,170.00
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Bruce Hidley reads the details of the contract. Tina Simmons states they are going to remove and install 2,500 square feet of epoxy flooring in the main entrance, the floor has not been replaced in over 25 years. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2022-560	C) Renewal	A1432 - Human Resources	MMHayes Co, Inc.	Kronos time keeping system	11/1/2022 to 10/31/2023	\$89,961.50
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Bruce Hidley reads the details of the contract. Jen Clement states this is their annual renewal for their contract with MMHayes for the Kronos time keeping system. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-575	A) New	G8130 - Sewage Treatment	Holland Company Inc	Purchase and delivery of Sodium Bisulfite	01/01/2023 to 12/31/2023	\$30,000.00
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Bruce Hidley reads the details of the contract. Angelo Gaudio states this is for the purchase of Sodium Bisulfite. This is one of the two chemicals they use for disinfecting their affluent water at the North plant. They received two bids and Holland was the lowest responsible bidder. The contract term is for one year with the option for 2 one year renewals. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2022-580	A) New	G8130 - Sewage Treatment	Slack Chemical Co.	Purchase and delivery of Sodium Hypochlorite	1/1/2023 to 12/31/2023	\$80,000.00
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Bruce Hidley reads the details of the contract. Angelo Gaudio states this is the second of the two chemicals that they use for disinfection. The contract term is for one year. They received three bids and Slack Chemical was the lowest responsible bidder. This is setup for 2 one year renewals after the contract term. Mr. Hidley asks if they have used this vendor in the past. Angelo states no however, Slack is a reputable company. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-537	A) New	D5110 - Maintenance of Roads and Bridges	Eberl Iron Works, Inc.	The purchase of sign posts and bases to be placed throughout the County as needed. Bond HHT35197.22000R (Res. 565 12/5/2013) will be used for this purchase.	11/1/2022 to 12/31/2022	\$43,722.15
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Bruce Hidley reads the details of the contract. David Reilly, Commissioner of Management and Budget speaks on behalf of Lisa Ramundo, Commissioner of Public Works. Mr. Reilly states this is for the purchase of sign posts and bases for County roads. This was the lowest responsible bidder and there were two bidders that responded with their bids. This will be paid for out of bonded proceeds. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2022-573	A) New	DM5130 - Road Machinery Maintenance	Viking-Cives	The purchase of Viking Snow Plow and Sander Parts from Viking Cives using Sourcewell Contract 080818- VCM for an amount not to exceed \$80,000.00 using the department's operational budget.	10/17/2022 to 10/29/2023	\$80,000.00
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Bruce Hidley reads the details of the contract. David Reilly, Commissioner of Management and Budget speaks on behalf of Lisa Ramundo, Commissioner of Public Works. Mr. Reilly states this is for the purchase of Viking Snow Plow and Sander parts. This goes along with the five new plow trucks that the County is currently processing with Purchasing. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-531	A) New	A4010 - Health	Chemserve Environmental Analysts	Chemserve will provide testing of toys purchased by ACDOH for the following accessible elements: Antimony, Arsenic, Cadmium, Lead (surface coating material), Lead (accessible substrate), and Mercury.	7/1/2022 to 6/30/2025	\$60,000.00
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Bruce Hidley reads the details of the contract. Shanna Witherspoon states they were the only response to the RFP. This will be the second time they are contracting with them for toxic toys due to the Local Law. It is 100% County funded and since it is a Local Law, there is no State aid funding available. They have had no issues with this vendor in the past. Mr. Hidley asks where they test these toys. Shanna responds that they send the toys out to the lab and they send up to ten toys per quarter. Mr. Joyce asks if we take the toy from a portion of a shipment to a tester and they come back or. Shanna responds that they have a Public Health Sanitarian that goes to the various stores within the County, they purchase a toy, they ship the toy out to the lab, the lab takes the toy apart and tests various pieces, they get the results and if there are any that need to be taken off the shelf, they let the store know. The last time a toy was taken off the shelf was in 2020. They sent 40 toys out last year, they have sent 20 so far this year and they are waiting for the contract to send more that they have. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2022-512	A) New	A6772 - Aging	Metro Ford	New York State Office for Aging awarded grant funding to address unmet needs of our older adults 60 years and older residing in Albany County. This funding needs to be utilized by 12/31/2022 and will be used to purchase a van and fuel to create an office on wheels. This mobile office will be able to reach older adults throughout Albany County to expand aging programs and services.	9/15/2022 to 9/30/2023	\$92,193.60
Bruce Hidley reads the details of the contract. Patrick Dillon states they received money from the State and this is unmet needs money that fulfills the vision of Commissioner Riitano to have an office on wheels. They will be utilizing this to do some outreach to the Community, reach Seniors and older adults that won't be able to come out and visit their offices because of the COVID conditions, they can't have older adults go into their office as well as, when they were down at 162 Washington Ave. they could not have them their either. This mobile office will be great to outreach their Seniors and do some outreach about their programs, as well as, to reach Seniors on an individual basis. Mr. Hidley states this is tremendous that they were able to receive grant funding to get a vehicle such as this and to get out to the Residents that can't make it to our facilities and a mobile office is a great way to get to the people. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2022-557	A) New	A6772 - Aging	Legal Aid Society of Northeastern New York	The Contractor shall provide legal advise, advocacy, counseling and representation to targeted Albany County older adults 60 years and older. In Addition, services include community education and outreach older adults concerning legal issues.	1/1/2023 to 12/31/2023	\$59,900.00
Bruce Hidley reads the details of the contract. Patrick Dillon states the Department for Aging this year put out an RFP for the services and they received one proposal which was from their Legal Aid Society of Northeastern New York. They have been their provider in the past for at least a decade. Once the scoring committee reviewed the proposal they realized it met the requirements for the contract, therefore, they awarded them the full contract. The vendor will handle all of the legal issues for their older adults in Albany County. They will be doing this by either phone, onsite visits throughout seven sites they have established in the contract, as well as some educational sessions. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2022-566	A) New	A6772 - Aging	Jewish Family Services	The Contractor shall provide kosher home delivered meals to older adults 60 years and older in Albany County.	1/1/2023 to 12/31/2023	\$33,210.00
Bruce Hidley reads the details of the contract. Patrick Dillon states the Department for Aging did a RFP for the home delivered meal services and with that they received proposals from four providers, Jewish Family Services being one of them. They will be providing the Kosher meals throughout all of Albany County. Commissioner, Deb Riitano states this was almost a gift from the pandemic because they have the opportunity to deliver Kosher meals and Halal meals and to meet the needs of the Muslim community. No one else in the State does this and this is working well. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2022-564	A) New	A6772 - Aging	Senior Citizens of Green Island	The Contractor shall provide congregate meals to older adults in Albany County 60 years and older at their one site located at 5 George Street in Green Island.	1/1/2023 to 12/31/2023	\$49,950.00
Mr. Hidley entertains a motion to bundle the following contracts: 2022-564 & 2022-565, 2022-558 & 2022-563, and 2022-559, 2022-561 & 2022-562. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						

Bruce Hidley begins the contract bundling. Patrick Dillon states they completed a lot of RFPing this year. This is completed annually for their Home Delivered Meals and Congregate meals. They did a RFP for Congregate meals and they received proposals from five providers. The scoring committee awarded them all as they all met the qualifications. Green Island and Albany JCC are the two that would be for CAB Approval and the others went to the Legislature. JCC will be offering 3,125 meals for the year at their one site over on Whitehall Rd. and Senior Citizens of Green Island will be offering 4,500 meals and they will be serving that at 5 George St. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-565	A) New	A6772 - Aging	Albany Jewish Community Center	The Contractor shall provide congregate meals to older adults 60 years and older at their one site located at 340 Whitehall Road in Albany.	1/1/2023 to 12/31/2023	\$34,375.00
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Please see contract 2022-564 for details.

2022-558	C) Renewal	A6772 - Aging	Colonie Senior Service Centers	The Contractor shall provide social adult day services (SADS) to eligible older adults 60 years and older. SADS include supervision, monitoring, personal care and a nutritional meal in a protective setting for less than 24 hours.	1/1/2023 to 12/31/2023	\$44,996.00
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Patrick Dillon states this is for Colonie Senior Service Centers. This is for social adult day services which by definition is; "provides functionally impaired older adults with components including, socialization, supervision, monitoring personal care and nutrition provided in a protective setting during the day that is at least 24 hours or less." This is the service that will be provided in both of these contracts. The difference is that the first contract is SAD's and is from a supportive services grant 3B and the other is caregiver grant under 3B caregiver grant. The same services are being provided just under two grants. This will be over at Belltrone Center which handles about 20 older adults. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2022-563	A) New	A6772 - Aging	Colonie Senior Service Centers	The Contractor shall provide social adult day services to Albany County older adults age 60 and older to provide respite to caregivers.	1/1/2023 to 12/31/2023	\$22,064.00
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Please see contract 2022-558 for details.

2022-559	A) New	A6772 - Aging	Town of Colonie Senior Resources	The Contractor shall provide services to Albany County caregivers of older adults age 60 years and older. Services include counseling and personal information.	1/1/2023 to 12/31/2023	\$48,700.00
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Patrick Dillon states the Department for Aging issued a RFP for the three caregiver services. They received proposals and awarded as follows; it was just discussed the Colonie Senior Services award was lumped together with 3B. Colonie Senior Service center is one of their 3B caregiver providers and they also awarded Town of Colonie. They do their caregiver counseling and public information. Life Path does the social adult day program under 3B caregiver program as well as counseling to older adults and their caregivers. Lastly, Community Caregivers was awarded public information as well as, support groups, training support for the groups and respite services. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-561	A) New	A6772 - Aging	Life Path	The Contractor shall provide services to Albany County caregivers of older adults age 60 and older. Services shall include respite, counseling, training seminars, caregiver telephone support groups.	1/1/2023 to 12/31/2023	\$33,860.00
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Please see contract 2022-559 for details.

2022-562	A) New	A6772 - Aging	Community Caregivers, Inc.	The Contractor shall provide services to Albany County caregivers of older adults age 60 and older. Services shall include; in-home contact and support, public information, caregiver support groups and caregiver training.	1/1/2023 to 12/31/2023	\$24,680.00
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Please see contract 2022-559 for details.

2022-571	C) Renewal	A6071 - Preventative Assistance Program (Title XX)	St. Anne Institute	Agreement with St. Anne Institute-- Clinical Sexual Abuse Fee for Service for the provision of Specialty Prevention Services	1/1/2023 to 12/31/2023	\$61,451.00
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Bruce Hidley reads the details of the contract. Nicole Ward states this is a prevention contract with St. Anne's. It is a renewal and is for clinical assessment for children who have been victimized or have sexual offenses. The over arching goal of this contract to prevent children from going into foster care or from being in foster care too long. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2022-555	D) Change Order	A1355 - Real Property	Environmental Systems Research Institute, Inc	Real Property has an existing contract with ESRI, 2021-6551. Our current contract expires 12/31/2022. We would like to extend our current contract to 6/30/2023 without altering the current scope of services or contract amount. At present it is unlikely that the existing scope of services will be fulfilled during the current contract period.	9/23/2022 to 6/30/2023	\$27,840.00
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Bruce Hidley reads the details of the contract. Mike McGuire states they are currently working with the vendor. There were COVID related delays and they are looking to extend the contract for six months to finish the existing scope of services. This is related to their tax map conversion process. This is currently being done in Auto CAD and this project allows to map in GIS. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-551	A) New	A1420 - Law	Gallager Bassett Services	Provide Claim management services for Liability claims	11/1/2022 to 10/31/2023	\$40,000.00
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Bruce Hidley reads the details of the contract. Eugenia Condon states this is for their liability claims. They issued a request for quotes for this service and actually requested two quotes, they did this twice. The first round they were not satisfied with the quotes received. Gallager Bassett is a new vendor but an old vendor as they were their original claim management vendor. Overall very happy with services. Changed vendor about 8 years ago due to pricing but this time around they were actually substantially lower than quotes received. The price quote is based on an estimate of claims per type, based upon insurance coverages. The vendor looks at loss runs and is based upon what is averaging currently. Estimating that the contract will be about \$29,000 however, an estimate of \$40,000 was placed in case of overage. This contract is subject to auditing as well. They audit at the 18th, 24th and 12 months there after. This means it's based upon the contract period which would be November to October and date of loss. The vendor is very familiar with the County. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-582	A) New	A6610 - Consumer Affairs	Pemberton Fabricators, Inc.	Fabrication and delivery of Testing Trailer with Prover for Consumer Affairs.	11/1/2022 to 4/30/2023	\$68,183.00
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Bruce Hidley reads the details of the contract. David Latina states this is the fabrication for oil prover and testing trailer, a larger one. Right now the State has been doing the inspections at the Airport. This will allow Consumer Affairs to do their own inspections at the Airport. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2022-585	A) New	A1164 - Unified Court	New York State Industries for the Disabled, Inc.	NYSID will provide a day porter at the County Court House building as requested by the Office of Court Administration, to ensure that all areas utilized during the daily operations of the Court House are cleaned and sanitized throughout the day.	1/1/2022 to 12/31/2022	\$64,625.60
Bruce Hidley reads the details of the contract. David Latina states this was a special request from OCA. At the beginning of COVID when they came back they wanted a daily porter for sanitation. The contract term is from 1/1/2022 to 12/31/2022 because they were waiting for pricing from NYSID. Mr. Hidley asked how we have paid them and Mr. Latina states we have not yet paid them. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2022-586	A) New	A1164 - Unified Court	New York State Industries for the Disabled, Inc.	NYSID will provide a day porter at the County Court House building as requested by the Office of Court Administration, to ensure that all areas utilized during the daily operations of the Court House are cleaned and sanitized throughout the day.	1/1/2023 to 12/31/2023	\$73,000.00
Bruce Hidley reads the details of the contract. David Latina states this is the continuation of the new contract. This is for a daily porter that OCA has requested. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2022-522	A) New	A1620 - Building Services	Perfection Roofing	Replace existing corrugated roofing system of the Waldman Lodge with new corrugated roofing system.	10/1/2022 to 9/30/2023	\$30,520.00
Bruce Hidley reads the details of the contract. David Latina states they received three quotes for this project down at Lawson Lake at the Waldman Lodge. The old corrugated steel roofing is getting holes in it. They noticed when it was done it was not done correctly. There is rotting roof decking and the vendor provided the lowest quote. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2022-523	A) New	A1620 - Building Services	Emergency Power Systems, LLC	All labor and materials to replace the radiator cores of the emergency generator for the Judicial Center.	10/1/2022 to 9/30/2023	\$40,150.00
Bruce Hidley reads the details of the contract. David Latina states during the regularly scheduled maintenance, they noticed the radiator cores were starting to leak. This was put out for bid and the vendor was the only bidder. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
Mr. Hidley entertains a motion to adjourn the meeting at 4:42pm. Dan Lynch makes a motion and Andrew Joyce seconds the motion.						