



CONTRACT ADMINISTRATION BOARD

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

September 13, 2023 MEETING AGENDA

Pat Collins, Legislature	Cindy Hoffman, Mental Health	Dave Reilly, <i>Mgt. & Bdgt.</i>
Eugenia Condon, Law	Mike Fitzgerald, Mental Health	Patrick Alderson, <i>Mgt. & Bdgt.</i>
Ryan Wilcox, Law	Kurtis Kennedy, Legislature	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Conor Cahalan, Law	Angel Gaudio, Water Purification	Sameer Modasra, <i>Mgt. & Bdgt.</i>
Maureen Shea, Purchasing	Lisa Ramundo, DPW	Amanda Brady, <i>Mgt. & Bdgt.</i>
Anton Konev, Comptroller	Rosa Tirino, DPW	Chris Herbert, <i>Mgt. & Bdgt.</i>
Doug Miller, Sheriff	Patrick Dillon, Aging	Zak Smetana, <i>Mgt. & Bdgt.</i>
Megan Noonan, Sheriff	David Latina, DGS	Alexandra Araujo, <i>Mgt. & Bdgt.</i>
Craig Carlson, Hall Of Records	Ana O'Neill, Hall Of Records	
Mark Olsen, Shaker Place	Andy Lucarelli, Shaker Place	
Ricardo WrightRamos, Hall Of Records		

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

The Board will review minutes from the July & August CAB Meetings. Dan Lynch & Andrew Joyce-July Minutes. Bruce Hidley & Dan Lynch-August Minutes.

Bruce Hidley opens the Contract Administration Board at 10:06am. In attendance is Dan Lynch Deputy County Executive and Bruce Hidley Albany County Clerk. Absent from the meeting is the Honorable Andrew Joyce Chairman of the County Legislature. The meeting minutes from the August 15, 2023 meeting are approved. The meeting minutes from the July 10, 2023 meeting are tabled until Andrew Joyce returns. Bruce Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion.

2023-1266	A) New	A1411 - Hall of Records	Gimmel LLC	Gimmel LLC, (formerly Infolinx) has designed and created Albany County Hall of Records physical Content Management System (CMS). This allows for the management of our physical records collection at the Hall of Records. Also, provides for the service and training on the software and the cost of the licenses.	12/20/2022 to 12/19/2023	\$46,000.00
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Bruce Hidley reads the details of the contract. Ricardo WrightRamos introduces himself, as well as Ana O'Neill an Archivist at the Hall of Records, in addition to Craig Carlson, the Director. Ricardo states Gimmel is the software that is used to maintain the inventory at the Hall of Records. It also allows all of the agencies in the City and the County to search for records and request that they have them delivered to their offices, as well as have them picked up and brought back to the Hall of Records. This is a system that they use every day and multiple times a day. This contract covers the annual cost to maintain it, use it and service/support for it. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1278	A) New	D5110 - Maintenance of Roads and Bridges	TRAFFIC MARKINGS, INC.	Authorization for the purchase of one (1) Used Striping Truck for \$97,500 pending legislative approval to amend our 2023 Budget	10/1/2023 to 12/31/2023	\$97,500.00
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Bruce Hidley reads the details of the contract. Lisa Ramundo states every year they typically contract out their road striping project. Over the past several years, the cost to higher a contractor has escalated considerably. In an effort to keep costs down, they are venturing to purchase to get a used striping truck. This purchase will save several hundred thousand dollars in their road striping line in the years going forward. They will need to be able to train DPW employees to use the truck and are looking forward to be able to do their own striping in a controlled schedule and save some money. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1251	A) New	G8130 - Sewage Treatment	Bearings Distributors Inc	Purchase and delivery of bearings and seals	9/15/2023 to 3/15/2024	\$30,000.00
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Bruce Hidley reads the details of the contract. Angelo Gaudio states they received three (3) bids in response to RFB 2023-093. BDI was the lowest responsible bidder. The term for the contract is 6 months with two (2) 6 month renewal options. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1275	A) New	G8130 - Sewage Treatment	SURPASS CHEMICAL CO. INC.	PURCHASE & DELIVERY OF SODIUM HYPOCHLORITE	1/1/2024 to 12/31/2024	\$80,000.00
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Bruce Hidley reads the details of the contract. Angelo Gaudio states they received three (3) bids in response to RFB 2023-097. This is for the supply of Sodium Hypochlorite which is used for their disinfection process. The term for the contract is one (1) year with an option for two (2) one year renewals. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1241	A) New	NH6020 - Residential Health Care Facility	ARJOHUNTLEIGH INC	Shaker Place currently has 49 different pieces of Arjohuntleigh equipment. This service agreement is to maintain and service the equipment to keep the items in compliance with New York State Department of Health regulations. <ul style="list-style-type: none"> •Preventive Maintenance Inspection – one inspection per year including preventative maintenance parts. •Corrective Maintenance (Repair Service Calls) – All repair parts, travel and labor to return equipment to standard operating condition. •Technician Supplied Accessories – All batteries, handsets and chargers (a maximum of one each per unit per contract year). •Preventive and Corrective Maintenance Hours (8am – 5pm weekdays), excluding national holidays. •Includes all technician-supplied authentic Arjo Inc. repair parts. 	10/1/2023 to 9/30/2025	\$73,462.34
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Bruce Hidley reads the details of the contract. Mark Olsen states they are the single source and sole source that can provide this work. This is for patient safety and staff safety to ensure everything is functioning properly. This is a two (2) year contract for about \$36,700 per year. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1243	C) Renewal	A6772 - Aging	New York State Wide Senior Action Council, Inc.	DFA is requesting contract approval with said Contractor to provide a Health Insurance Information, Counseling and Assistance Program (HIICAP) to Albany County residents age 60 and older and/or disabled. The Contractor shall provide outreach, access, education, and assistance regarding Medicare, NYS EPIC and other insurance programs.	4/1/2023 to 3/31/2024	\$33,637.00
Bruce Hidley reads the details of the contract. Patrick Dillon states that State Wide is their HIICAP provider that they RFP'd last year and this is their renewal, second year. Roughly, their stats basically handle about 1,200 calls per year of their Seniors and the top reasons for them usually calling are; Medicare questions, changing health care plans during open enrollment, handle all of the Medicare expansion program, as well as answering questions regarding the Inflation Reduction Act. They have considered and stated that their call volume has went up 30% and the grant money has only gone up less than \$100. On the other side of this, State Wide also offers educational sessions and seminars. They partner up with our Albany Public Library System, Bethlehem, Town of Colonie and Life Path. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2023-1268	A) New	A4310 - Mental Health	PRA Policy Research Associates	One (1) Sequential Intercept Model (SIM) Mapping Workshop to take place on October 24th & 25th, 2023.	10/1/2023 to 10/25/2023	\$23,500.00
Bruce Hidley reads the details of the contract. Mike Fitzgerald states they request consideration by CAB to enter into this contract with Policy Research Associates for \$23,500. This sequential intercept mapping workshop is their third one to date. It is designed to tap into the local expertise by convening key stakeholders to develop a sequential intercept model that illustrates how people with mental and substance use disorders come in contact. With the flow through the Criminal Justice System, SIM will identify options for opportunities and resources for diverting people to treatment and gaps and services. Included in this workshop is a guided and strategic planning exercise to enable communities to design cohesive integrated service delivery strategies. October 24th will be a full day and October 25th is a half day workshop. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2023-1252	A) New	A1620 - Building Services	L.H. Heimburge Well Drilling	Lawson Lake Upper Camp water well installation.	9/14/2023 to 9/15/2024	\$35,552.00
Bruce Hidley reads the details of the contract. David Latina states they did a feasibility study and a master plan for the Upper Camp at Lawson Lake to provide services up their for the County. This is one of the first steps they need to do up there to get potable water for the bathrooms and kitchen services if they choose to do so. The vendor was the lowest bidder at \$32,320 and they added money for contingency. The Health department will be going as well as DEC, to tell them what kind of well needs to be installed in order to be in compliance with potable water for the Upper Camp. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2023-1258	A) New	A1620 - Building Services	American Plant Maintenance LLC	Repair and/or replace heating steam traps of the Harald L. Joyce Albany County Office building as needed pursuant to Steam Trap Survey dated 12/22/2022.	9/15/2023 to 9/14/2024	\$82,669.00
Bruce Hidley reads the details of the contract. David Latina states this is a Nation Grid efficiency program that they have done. They came in and went through all of the steam traps and they find out which ones are leaking and which ones aren't working. This provides a lot better heating in the building and efficiency in the building. They will come in and replace all of the steam traps that are marked up from the initial program. They are expecting to get \$35,000 back from National Grid as part of the program. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						

Addendum Contract Below

2023-1285	A) New	A3110 - Sheriff	Nielsen of Morristown	Purchase a 2023 Dodge Durango under the DHSES Explosive Detection Canine Grant.	9/8/2023 to 9/8/2024	\$39,950.20
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Bruce Hidley reads the details of the contract. Doug Miller states this is 100% funded through grant funding. They had an issue with buying this vehicle and he would like to thank the Purchasing department for their hard work helping them get this through. They have been searching for a vehicle for 8-9 months and fighting against the grant expiration date. It has been a challenge but they were able to go out and find something for them for a reasonable cost. Mr. Hidley adds that it is a difficult time to go out and find vehicles as he has experienced this at the Hall of Records. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

Mr. Hidley entertains a motion to adjourn the meeting at 10:22am. Dan Lynch makes a motion and Bruce Hidley seconds the motion.