



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*
 Honorable Bruce A. Hidley, *County Clerk*
 Honorable Joanne Cunningham, *Chairwoman, County Legislature*

February 12, 2024 MEETING AGENDA

Mark Olsen, Shaker Place	Angelo Gaudio, Water Purification	Dave Reilly, <i>Mgt. & Bdgt.</i>
Tina Harris, Sheriff	Lisa Ramundo, Public Works	Patrick Alderson, <i>Mgt. & Bdgt.</i>
Craig Carlson, Hall of Records	Lucas Rogers, County Executive	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Ricardo WrightRamos, Hall of Records	Pam O'Neill, Purchasing	Zak Smetana, <i>Mgt. & Bdgt.</i>
Laura DeGaetano, EDCAP	Eugenia Condon, Law	Amanda Brady, <i>Mgt. & Bdgt.</i>
Nicole Ward, CYF	Conor Cahalan, Law	Alexandra Araujo, <i>Mgt. & Bdgt.</i>
Rachel Bledi, BOE	Yorden Huban, Law	Katelyn Pauly, <i>Mgt. & Bdgt.</i>
Kathleen Donovan, BOE	Kurtis Kennedy, Legislature	Faye Fetters, <i>Mgt. & Bdgt.</i>
Pat Collins, Legislature		

Board Members: Hon. Bruce Hidley - County Clerk / Hon. Joanne Cunningham - County Legislature / Michael McLaughlin - Deputy County Executive

The Board will review minutes from the January CAB meeting.

Bruce Hidley opens the Contract Administration Board at 4:05pm . In attendance is the Honorable Joanne Cunningham Chairwoman of the County Legislature, Bruce Hidley Albany County Clerk and Michael McLaughlin Deputy County Executive. Mr. Hidley entertains a motion to accept the January meeting minutes. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The minutes from the January meeting are approved.

2024-1603	A) New	A3110 - Sheriff	Audio-Video Corp	Install large display screen and video control equipment in the Emergency Operations Center in Clarksville.	1/8/2024 to 3/31/2024	\$80,960.00
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Bruce Hidley reads the details of the contract. Tina Harris states this is equipment that is necessary for the 911 Emergency Operations Center in Clarksville. It is 100% grant funded from NYS. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1652	A) New	A3110 - Sheriff	Polaris Sales Inc.	Purchase 2 UTV's for the Sheriff's Emergency Management Unit	3/1/2024 to 2/28/2025	\$49,664.96
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Bruce Hidley reads the details of the contract. Tina Harris states this is to purchase two (2) UTV's. Polaris Sales, it's a source well contract. These vehicles will be used to help officers respond to areas that are hard to get to with regular vehicles. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1660	A) New	A3150 - Correctional Facility	DeBrino Caulking Associates, Inc.	Concrete Restoration and repairs to the Kitchen and Storeroom areas located at the Correctional Facility.	2/15/2024 to 2/14/2025	\$28,700.00
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Bruce Hidley reads the details of the contract. Tina Harris states this is for the Correctional Facility. This was an emergency contract that the Law department allowed them to submit for this meeting rather than waiting until the next month's meeting. They had concrete issues that need immediate repairs. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1640	A) New	A1450 - Board of Elections	Fort Orange Press, Inc.	The Board of Elections is seeking to contract for the printing and processing of Vote-By-Mail Absentee Optical Scan Ballots to be used in our voting machine scanners in Primary and General Elections.	1/26/2024 to 5/12/2024	\$99,000.00
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Bruce Hidley reads the details of the contract. Kathleen Donovan states they are seeking approval for this contract with Fort Orange Press, piggy backing off a contract from Rockland County in order to have their Optical Scan Ballots and early vote by mail which is new this year. They are expecting a big increase due to this, in the number of ballots they need to produce and if they get out to the electorate. Joanne Cunningham asks if this is a whole different technology or a different system. Rachel Bledi states, since Kathleen Donovan was not there in 2020, that in 2020 they successfully did this with Fort Orange because there is suddenly this astronomical amount of ballots that have to be processed and mailed. It's beyond the scope of ability of their office, unless they hire additional people. Therefore, they found this is much more cost effective and Fort Orange is an Albany County company in addition to using trackers on the machines to ensure that the correct, it's a barcoded system and they ensure that it matches from the ballot style to the envelopes; from the outer envelope to the inner envelope. They have cameras on their system that do this and they are successfully used by all the large counties in the state and in addition to that, they are actually cheaper through this contract that probably what they paid the last time which was found to be a benefit. There is a USPS tracking system on this as well that they can ask what day a voters ballot was mailed and they can tell BOE it was mailed on such and such date as well as when it was delivered. This is highly advanced technology that was repeatedly used in previous elections and was very successful. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1647	A) New	A1411 - Hall of Records	New York State Industries for the Disabled Inc. (NYSID)	Preparation, digitization, and indexing of Albany County Declaration of Intention volumes as per the plan established by the 2024 Local Government Records Management Improvement Fund grant.	1/31/2024 to 12/31/2024	\$73,218.21
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Bruce Hidley reads the details of the contract. Ricardo WrightRamos states they recently received a grant working in tandem with the village of Menands for a shared services project. This grant is looking to digitize and index records for both the village of Menands and Albany County. They will then be stored on HOR digital records management content system and make them available to employees of both village of Menands and Albany County, as needed so they can be provided to the public. This contract covers the Albany County portion of the digitization project. Joanne Cunningham asks would they work with other municipalities. Ricardo responds that they have already worked with the town of Colonie, town of Guilderland, City of Albany; they have one coming up later this year with the City of Watervliet and they are open to working with any other municipalities within Albany County. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1648	A) New	A1411 - Hall of Records	New York State Industries for the Disabled Inc. (NYSID)	Preparation, digitization, and indexing of Village of Menands Vital Records and Payroll Records as per the plan established by the 2024 Local Government Records Management Improvement Fund grant.	1/31/2024 to 12/31/2024	\$49,509.80
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Bruce Hidley reads the details of the contract. Ricardo WrightRamos states this is the same project. This contract covers the village of Menands portion of the digitization and indexing of everything. Bruce Hidley confirms we oversee the entire project which is why everything comes here to CAB. Mike McLaughlin asks if it is the same grant on both sides. Ricardo states it is split exactly \$75,000 per participating municipality. Bruce Hidley states the maximum amount to apply for it \$50,000. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1653	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.	12/20/2023 to 12/19/2024	\$51,776.00
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Bruce Hidley reads the details of the contract. Ricardo WrightRamos states this is their physical CMS. Everything in terms of physical records at the HOR are used with this to track inventory, who has checked out items. Everybody in the County that has the authority to request items uses this as well to request records be delivered to them and also to request them to be picked up and brought back. This contract also covers the cloud storage and cloud service of the software as well and training and technical support as needed. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1645	A) New	NH6020 - Residential Health Care Facility	Chem-Aqua, Inc.	Treatment of the Closed Loop and Potable Water systems at Shaker Place. Perform mandated Department of Health Legionella sampling. Clean necessary systems, perform treatments to minimize biological growth and reduce risk of damage from growth.	2/1/2024 to 1/31/2029	\$35,860.00
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Bruce Hidley reads the details of the contract. Mark Olsen states they are looking to contract with Chem-Aqua and they are on state contract. This is to perform testing and treatment of their potable water system in the building. The vendor comes in on a quarterly basis to check the systems, collect water samples and provide any treatment that is necessary for the system of water in the building. The annual contract amount is just over \$7,000.00 and it is a five (5) year contract. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1656	A) New	D5010 - Public Works	J&J Equipment, LLC	Camera System and Trailer for Culvert Inspection	2/1/2024 to 2/1/2025	\$99,000.00
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Bruce Hidley reads the details of the contract. Lisa Ramundo states they are getting to use ARPA funding to invest in a camera system that is going to allow them to use a remote control camera to go through their closed drainage systems. This will allow them to inspect them. Currently they do not have a tool to be able to do that. Every now and again, a pot hole and sink hole will develop in the roadway and in order to find out what is going on down there, they have to actually dig up the road. This will give them a tool that they can send down into a manhole, remote control and investigate. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1655	A) New	G8130 - Sewage Treatment	GAMMIE AIR MONITORING, LLC	NP INCINERATOR RETEST FOR DIOXINS AND FURANS	2/15/2024 to 3/15/2024	\$25,000.00
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Bruce Hidley reads the details of the contract. Angelo Gaudio states this is an emergency contract that they are doing at the North Plant. It is for retesting for their incinerator. Back in November they had failed on dioxins and furans which is one of their permanent constituents. They met with DEC at the end of January and their recommendation was that they test again. Therefore, they are expediting that process to try another test. They are scheduled to do that test on February 28th and hope to have the results back by March 11th. Joanne Cunningham asks what happens if they do not pass again. Angelo states they will have to chat with DEC again and discuss about next steps. Joanne asks about the breakdown. Angelo responds they had submitted a Capital Improvement Project which involves upgrades to their incinerator process. DEC has had that since 2022. They resubmitted again last year in June and as of right now they are looking for them to approve that project so that they can secure state funding for that. They do have a significant amount of grant money currently ear marked for that project but it is contingent on them approving it. This testing is hopefully getting them to agree to approve the project and those improvements are outlined in that project. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1657	A) New	G8130 - Sewage Treatment	CORROSION PRODUCTS & EQUIPMENT	REMOVAL AND INSTALLATION OF A NEW EPOXY TANK LINER FOR 3 POLYMER TANKS	2/15/2024 to 8/15/2024	\$69,625.00
Bruce Hidley reads the details of the contract. Angelo Gaudio states they received three bids in response to RFB 2024-003. The work entails replacement of liners that are failing. Two tanks are at the South Plant and one tank is at the North Plant. The old liner is basically sloughing off the walls and is getting into the polymer pumps and creating operational issues. They are looking to have that fully removed and then replace that with an epoxy liner. The cost includes a \$5,000 contingency allowance for any other unknowns that may exist inside the tanks. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.						
2024-1608	A) New	A8020 - Economic Dev, Conservation and Planning	Hudson Valley Agribusiness Development Corporation	HVADC will provide programs to county farmers and municipalities that are designed to support growth and development of agriculture and related industries by providing agribusiness technical assistance, project planning and development services, and agricultural development support. This partnership was recommended in the adopted County Agricultural and Farmland Protection Plan and is budgeted in the 2024 budget.	1/1/2024 to 12/31/2024	\$25,000.00
Bruce Hidley reads the details of the contract. Laura DeGaetano states this is an annual supporting membership with the ADC to provide services to support development. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.						
2024-1638	C) Renewal	A6119 - Children, Youth & Families	IMA Systems LLC	Subscription and license agreement for operation of patient and billing software	1/1/2024 to 12/31/2024	\$22,000.00
Bruce Hidley reads the details of the contract. Nicole Ward states this is the software system that they use for the children mental health system. They piggyback off of the adult mental health system. This is also what they use. It will document progress notes for patients and billing for claims. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.						
2024-1637	C) Renewal	A2960 - Service for Physically Handicapped Children	James McGuinness & Associates	Software and Support for Third Party Insurance Billing pertaining to the Preschool/Related Services program.	4/1/2024 to 3/31/2025	\$27,996.00
Bruce Hidley reads the details of the contract. Nicole Ward states this is a system that they use to navigate the rules and regulations for the preschool education system. It helps to get maximum reimbursement and to submit claims to get the reimbursements they are entitled to. Mr. Hidley entertains a motion. Joanne Cunningham make a motion and Mike McLaughlin seconds the motion. The motion is carried.						
2024-1642	C) Renewal	A6119 - Children, Youth & Families	St Anne Institute	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.	4/1/2024 to 3/31/2025	\$30,000.00
Bruce Hidley reads the details of the contract. Nicole Ward states this is an agreement with St Anne's. It is to bridge the children in the foster care system going from DCYF into possibly the adult system. They are working with these kids to find housing, make sure that they have all of their documents that they need before they leave the DCYF system and hopefully get them out of that at risk pool that they find themselves in for being foster youth. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.						
Addendum Contract Below.						

2024-1679	A) New	A1680 - Information Services	ECC Technologies, Inc.	Technical Assistance for Broadband RFP Development including Address Verification, RFP Preparation, RFP Evaluation.	2/12/2024 to 12/31/2024	\$27,400.00
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Bruce Hidley reads the details of the contract. Lucas Rogers states this is the next step in their efforts first to address the issue of unserved areas of the County in terms of broadband and internet. They are seeking to prepare a RFP that will allow Internet Service Providers to bid on different areas of the County to expand their networks. This is something that could lead to direct support from the County for implementation projects through ARPA funding and/or prepare bids for the much more substantial State funding, which is starting to roll out that came down as part of ARPA and the bipartisan infrastructure bill, which is through the State's connect all initiative. These are very technical RFPs that need to be done a certain way in order to be eligible for that funding, therefore it is necessary to bring on an expert in the field to assist with the development and review of the RFP and ECC was the lowest responsive bidder in this process. Joanne asks about the funding source and Lucas responds that this is County funded to be able to access Federal funding for the actual implementation of projects. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

Mr. Hidley entertains a motion to adjourn the meeting at 4:30pm. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. All are in favor.