



CONTRACT ADMINISTRATION BOARD

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

April 8, 2024 MEETING AGENDA

Brent Meredith, Public Works	Angelo Gaudio, Water Purification	Dave Reilly, <i>Mgt. & Bdgt.</i>
Mark Olsen, Shaker Place	Bill Connors, Probation	Patrick Alderson, <i>Mgt. & Bdgt.</i>
Cameron Sagan, County Executive	Erin Stachewicz, Social Services	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Pam O'Neill, Purchasing	Scott Leslie, Veterans	Zak Smetana, <i>Mgt. & Bdgt.</i>
Conor Cahalan, Law	Rachel Bledi, BOE	Amanda Brady, <i>Mgt. & Bdgt.</i>
Caitlin O'Brien, Legislature	Kathleen Donovan, BOE	Alexandra Araujo, <i>Mgt. & Bdgt.</i>
Monica Miranda, Comptroller	Tina Harris, ACSO / E911	Katelyn Pauly, <i>Mgt. & Bdgt.</i>
Kurtis Kennedy, Legislature	Eugenia Condon, Law	Faye Fetters, <i>Mgt. & Bdgt.</i>
		Alex Dott, <i>Mgt. & Bdgt.</i>

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

The Board will review minutes from the March CAB meeting.

Bruce Hidley opens the Contract Administration Board at 4:00pm . 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 March meeting minutes. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The minutes from the March meeting are approved.

2024-1817	A) New	A3110 - Sheriff	Mercedes-Benz of Paramus	Request to purchase 2024 Sprinter Van for the Albany Sheriff's Office.	3/26/2024 to 3/25/2025	\$70,184.00
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Bruce Hidley reads the details of the contract. Tina Harris states this is a Sprinter van. They requested purchasing to put out a bid. The Mercedes Benz of Paramus was the lowest vendor to submit a quote. This vehicle will be to transport personnel and equipment during operations that require movement of multiple individuals. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1818	A) New	A3110 - Sheriff	Mohawk Chevrolet	Purchase a 2024 Traverse for our Emergency Management System Unit.	4/1/2024 to 3/31/2025	\$40,170.42
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Bruce Hidley reads the details of the contract. Tina Harris states this is for the EMS unit. Purchasing issued a bid. Mohawk Chevrolet was the lowest vendor to submit and using it for the emergency management unit for the Sheriff's Office. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1855	A) New	A3110 - Sheriff	HeartSafe America, Inc.	Purchase AED's for the Sheriff's EMS Division	4/1/2024 to 3/31/2025	\$38,995.00
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Bruce Hidley reads the details of the contract. Tina Harris states these are AED's that they are purchasing for their emergency management service division. The National co-operative Purchasing Agreement contract is what they used for purchasing requirements. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1815	C) Renewal	A3020 - Emergency 911	Pulsiam Hitech System	SafetyNet Software Maintenance for E911	4/1/2024 to 3/31/2025	\$22,697.15
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Bruce Hidley reads the details of the contract. Tina Harris states is a renewal for their safety net software for their CAD and RMS system for the emergency 911 center. The period is from April 1st of 2024 through March 31st 2025. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1853	A) New	A3020 - Emergency 911	JTL2	Provide on site GIS Service and support for our CDPS 911 and Mobile Mapping	4/15/2024 to 4/14/2027	\$45,000.00
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Bruce Hidley reads the details of the contract. Tina Harris states this is for the sheriff's Emergency 911 unit. It's a mobile mapping GIS service and support JTL2 was the lowest vendor to submit and the scoring was completed. Joanne Cunningham asks if this is a renewal or if they do this already. Tina responds that they already do this and this is the vendor they currently have services with. It was a three year contract prior. The contract was up and they had to issue a new quote. This is for three more years. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1745	A) New	A6510 - Veterans	Blanchard-Curry Post No. 1040	This is a proposal on how Albany County can embed one, multiple, or all of the following 11 facets to help Veterans as well as their families for many years to come. By providing these services, from the Dwyer Program, we intend on keeping opportunities and resources available for the local Veteran community.	1/1/2024 to 12/31/2024	\$42,561.00
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Bruce Hidley reads the details of the contract. Scott Leslie states the Delmar American Legion Post has a very good track record helping the local veteran community. They want to use some of their Dwyer funding to improve some of their kitchen services so they can continue to provide service to the community. Joanne Cunningham asks why they selected this particular Veteran post. Scott responds that they were the only organization that responded to the RFP. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1823	A) New	NH6020 - Residential Health Care Facility	M&J Engineering, P.C.	Provide testing and special inspection testing for the Shaker Place Garage and Parking Lot Extension Capital Project.	4/1/2024 to 3/31/2026	\$62,415.00
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Bruce Hidley reads the details of the contract. Mark Olsen states this contract is for the testing and special inspections of the construction materials for our new garage which is currently under construction at a cost of \$62,415. M and J engineering was the lowest responsible bidder. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1758	C) Renewal	A3140 - Probation	Catalis, formerly known as AutoMon	Provide maintenance and technical support for Probation Caseload Explorer system	1/1/2024 to 12/31/2024	\$33,897.00
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Bruce Hidley reads the details of the contract. Bill Connors states they have had this product for over 20 years. They were bought out last year by a new provider, but they are getting the same service. They're a sole source provider. This product is installed in every probation department in New York State. It provides supervision, management, investigation intake and it has accounting function for their restitution and collection of fees. Mr. Hidley entertains a motion. Mike McLaughlin entertains a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1833	A) New	G8130 - Sewage Treatment	Main Motorcar	Supply of new 2024 Dodge RAM 2500 Crew Cab pickup truck.	4/8/2024 to 12/31/2024	\$55,894.24
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Bruce Hidley reads the details of the contract. Angelo Gaudio states this is for the purchase of a new pickup truck that will replace an existing truck that will be retired. They received two bids and the Main Motorcar was the lowest responsible bidder. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1856	A) New	D5010 - Public Works	CPS of Albany, Inc	Approval to enter into a contract with CPS of Albany, for the purchase and installation of fencing along the Albany County Rail Trail.	4/3/2024 to 12/31/2024	\$33,300.00
Bruce Hidley reads the details of the contract. Brent Meredith states this project is for the installation of 1,200 linear feet of fence along the rail trail between Gardner and roughly the Slingerlands overpass. There's a large drop off in that area and this fence will remedy that situation. They put this out to bid, received eight (8) bids. CPS of Albany was the lowest bidder that met their requirements. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.						
2024-1795	A) New	D5110 - Maintenance of Roads and Bridges	Various Vendors as per the attached spreadsheet	The purchase of asphalt items by Public Works for various jobs throughout the county for road maintenance and repair.	5/1/2024 to 4/30/2025	\$50,000.00
Bruce Hidley reads the details of the contract. Brent Meredith states this is their annual contract that they do for asphalt items for the county departments and also for the municipalities in the county. \$50,000 is the amount that they anticipate to spend as the county and then the other municipalities buy from the contract as they need. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.						
2024-1796	A) New	D5110 - Maintenance of Roads and Bridges	Various Vendors as per the attached spreadsheet	The purchase of crushed stone items by Public Works for various jobs throughout the County for road maintenance and repair	5/1/2024 to 4/30/2025	\$75,000.00
Bruce Hidley reads the details of the contract. Brent Meredith states this is one of their annual contracts as well for stone products. They anticipate purchasing \$75,000 worth for county purposes and the local municipalities purchase what they need off this contract. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.						
2024-1787	C) Renewal	A1450 - Board of Elections	Fort Orange Press	We are seeking to renew a contract with Fort Orange Press for the printing, packaging and processing of optical scan absentee and vote-by- mail ballot packets. The cost per package is \$2.12, not including postage. The contract is based on RFB-RC-2021- 040, awarded by Rockland County. The term of the original agreement is May 13, 2021 to May 12, 2024 with 2 renewal options for a 1-year term. Rockland County renewed its contract from May 13, 2024 to May 12, 2025 and we are seeking to do the same.	5/12/2024 to 5/12/2025	\$99,999.00
Bruce Hidley reads the details of the contract. Rachel Bledi states they are simply seeking renewal for fort orange press for the processing and printing and mailing of absentee ballots. It's been hugely successful program. It even has a tracker on it. Voters were able to call and see when was it delivered, when was it mailed so forth and so on. This is based on a bid from Rockland County and they are seeking approval to once again do this contract. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.						

2024-1865	A) New	A6010 - Social Services	Metro Ford	Albany County Department of Social Services (DSS) is requesting to purchase two plug-in hybrid SUV's which will be utilized to conduct Adult Protective investigations as well as conduct ongoing monthly in-person contacts with active guardianship cases, transport APS clients to necessary appointments, and assist APS clients in moving their belongings to new housing location.	1/1/2024 to 12/31/2024	\$78,950.60
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Bruce Hidley reads the details of the contract. Erin Stachewicz states they received federal article grant funding that came to was pass through to the New York State Office of Children Family Services. A portion of this money, they are looking to purchase the two plug in hybrids. They went out to bid and received four (4) quotes. Metro Ford was the lowest bidder for the two plug in hybrids. They have often been faced with having to move individuals from either evictions or locations that they can no longer reside because of their situation. So they have to move their belongings with them to any new location. They see at least 60 investigations a month that we must go out and that are ongoing for at least 60 days or more. They have 45 staff who go out and do visits consistently, not only with new cases but their ongoing guardianship cases which some are local and some are not in this area, they're out of the state, some of them placed in long term care facilities. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1747	A) New	A1680 - Information Services	CoreBTS	Upgrade Albany County Department of Social Services (DSS) network at 162 Washington Avenue with new redundant higher bandwidth Cisco infrastructure. Replace 27 Switches with 22 new Cisco Switches reducing the number of Switches by five. New infrastructure will also reduce 27 Switch configurations down to 11, lowering the operational cost and simplifying maintenance.	8/1/2024 to 8/1/2025	\$35,000.00
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Bruce Hidley reads the details of the contract. David Reilly states this is to replace the switching hardware up at DSS up on Washington Avenue with its newer and more efficient technology, so each switch can handle twice the bandwidth. There will be less maintenance or crews have to do also and expect a longer lifespan. These are at an end of life. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-1824	A) New	A1680 - Information Services	Carahsoft Technology Corporation	Legistar Annual Subscription and Open Platform Suite Annual Subscription. This subscription is used for creation of Requests for Legislative Action from origination in Departments through approval by the Albany County Executive's Office for submission to the Albany County Legislature.	6/29/2024 to 6/28/2025	\$21,533.72
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Bruce Hidley reads the details of the contract. David Reilly states this is simply the annual subscription for the Legistar system also referred to as Granicus. It's used mostly by the Executive's department to submit pending legislation or requested legislation to the legislature itself. Then the legislature can use it to kind of track it through their system, add their notes to things up until passage. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1820	A) New	A1432 - Human Resources A1680 - Information Services	SHI	KnowBe4 Security Awareness Training Subscription Diamond - Information Services to pay \$30,197.72 KnowBe4 Compliance Plus Subscription (Must have current Diamond Subscription to use this product) - Human Resources to Pay \$12,303.59 KnowBe4 PhishER Subscription - Information Services to pay \$6,999.18	6/24/2024 to 6/23/2025	\$49,500.49
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Bruce Hidley reads the details of the contract. David Reilly states the lengthy scope of service was simply to lay out that this is actually providing three services in one contract with the same vendor because we'd already reached out originally with it during the security, which is the large piece of \$30,000 HR a couple of years ago had tagged on, they also do their sexual harassment training and do all the bookkeeping record keeping on the back side of the short compliance. Plus, there's also an email phishing simulation package that goes out there where test emails are sent out to the employees. So all necessary parts of our data security at this point in time. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1860	A) New	A1230 - County Executive, AA8020 - Economic Dev, Conservation & Planning	United Way of the Greater Capital Region	United Way will support non-food bank partners that provide free meals in our community. That includes organizations that provide meals but don't get the food for the meals from the Food Bank, including many local nonprofits. United Way will specialize in providing culturally appropriate meals. In addition, United Way will plan to have a grant process that explores the innovative ways that will add additional meals to this system. A partnership will be pursued with the SEAT Center's culinary and hospitality training program in Downtown Albany. United Way will have the discretion to spend funds as needed to carry out the functions of this partnership.	1/1/2024 to 12/31/2025	\$75,000.00
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Bruce Hidley reads the details of the contract. Cameron Sagan states this will work in tandem with funding that was made available to the Food Bank of Northeastern New York. It's been highlighted before but the meal gap is a real issue that exists in Albany County and has only been made worse by the COVID pandemic and the lingering financial impacts of it. So this would ensure that those not local nonprofits that provide essential services as well as meals are supported by United Way. They'd also work with local partners, innovative strategies that will support. The cooking program is one example where you're leveraging a cooking program that's also going to provide meals to those in need. Given the unique nature of the issue that we're dealing with when it comes to hunger and the unique proposal, this was determined to be sole source. Joanne Cunningham asks if the funding goes to United Way as far as the grant and they then supply funding to existing partners who supply meals with other. Cameron responds that they will also be part of the providing of the meals. They will also leverage existing kitchens. Joanne asks if through this grant, will you be able to say we provided X number of meals in addition to what they have already. Cameron responds that there are meals provided by the food bank, but then organizations such as the Boys and Girls Club don't receive that, those meals are from the food bank. Joanne asks if this would sort of fill that gap. Cameron responds that he is unsure if it's entirety but they will be looking at that for sure. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1837	A) New	A1420 - Law	Napierski, VanDenburgh, Napierski & O'Connor, LLP	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
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Mr. Hidley entertains a motion to bundle contracts number 1837 through 1845. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried to bundle the contracts. Mr. Hidley reads the details of the contract(s). Eugenia Condon states as a result of loss of staff in the County Attorney's office and the inability to hire despite attempts to hire litigation staff, we are facing a issue. We have several matters that are scheduled, being scheduled for trial or nearing trial and we are at the stage where we need help in preparing these matters and going to trial. As a result, they issued a request for proposals for outside counsel. They received quotes from the non law firms in this pile. They are all very good law firms with experience in a wide variety of areas of law. The proposal that is before you is for up to the amount of the jurisdiction of the Contract Administration Board. They are requesting a contract with each of the firms in the event that we need them for services. There is a possibility that they may award a contract to a firm and they may not use them, but would like the ability to be able to assign a firm to handle the matter for us. If we're served with a notice of claim or someone's a complaint, they need to be able to send it out in the event that a matter is dire and assistance is needed with having the matter handled. They presently have one matter that's being scheduled for trial and it needs to be able to be assigned to outside counsel. Many of the firms on this list, the vast majority of them they had used previously when they used outside counsel. frankly, the fees that are being charged that are in my memo are very similar to the fees that were charged to us 10 to 15 years ago. They have not gone up significantly. They are going to be assigned on an as needed basis. They do not anticipate this to be a regular recurring basis. They have litigation attorneys in their office. They do not have trial counsel. They have one attorney part time who was able to do trials at this point who was trained to do trials, but we need assistance in that area. The other concern is if they are served with a matter that is beyond their expertise, or that is so complex that they need to send it out, Eugenia needs to be able to send something out quickly. She is asking for authority to contract with these firms not to exceed and there is a possibility that some of these firms may not be assigned anything. This is very similar to how procurement of legal firms and assignments were handled previously. When they didn't handle any of the litigation in house, they were assigned on as they came in based upon their expertise. These would essentially be on retainer if something comes up as needed. Joanne Cunningham asks if the costs associated with these firms require a monthly retainer to maintain these relationships. Eugenia responds with no, it is for services rendered. Joanne asks how many attorneys are they short because this is \$900,000 potentially. Eugenia states it could actually be depending upon what we send out potentially. so John Liguori, who had been the Deputy County Attorney was the major lead on litigation. He left in January and we have not been able to replace his expertise or his role in the office as far as overseeing litigation. Mark Houston also left and he was a part time Real Property Litigation Attorney. That was a major hit for us. We currently have, 2.5 attorneys left in the litigation unit including the litigation supervisor who is part time, because the remainder of the part time she's in family court. Joanne confirms that they are down two attorneys. Eugenia states John was the supervisor who ultimately oversaw everything. Joanne proceeds to ask what Eugenia does regarding, are there normally nine contracts. Eugenia states up until this time, they had none previously, before 12 years ago when they used outside counsel. Yes, they used to issue every four years and Law issued RFP's and for the most part, the firms that would issue proposals, so long as their fees met the criteria. They met the criteria in so far as the firms being the type of firm that could provide the services and their fees not being extraordinary. They requested authorization to contract with every firm. It does not necessarily mean that they would be awarded anything or that they would be awarded the amount that they were requesting. It just meant that they would have them on retainer to be assigned a case as needed.

Continued* Joanne asks how they are doing as far as recruitment. Eugenia responds they have another vacancy in their family court unit. That's been vacant since November they have posted on indeed, they have had multiple interviews, multiple postings. They tend to get to the point they get like other departments, this is typical of the legal departments. They get what look to be promising resumes. They do an initial interview and then it comes to Eugenia and the Deputy to do a second interview and they don't call us back. We had several candidates that seemed to be promising and they just don't call us back. We don't hear anything else. Joanne asks if the family court attorney mentioned, is that in addition to the two litigators and does she see these contracts filling a gap in family court. Eugenia responds no, in family court, they will continue to be one person down until they can fill that position. Joanne asks if these contracts are mainly for things like litigation that the county is engaged in and Eugenia states this is insurance for litigation matters. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-1838	A) New	A1420 - Law	Schwab Gasparini	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
See comments for contract 2024-1837.						
2024-1839	A) New	A1420 - Law	Goldberg Segalla, LLP	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
See comments for contract 2024-1837.						
2024-1840	A) New	A1420 - Law	The Reh fuss Law Firm	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
See comments for contract 2024-1837.						
2024-1841	A) New	A1420 - Law	Roemer, Wallens, Gold & Mineaux	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
See comments for contract 2024-1837.						
2024-1842	A) New	A1420 - Law	Monaco, Cooper, Lamme & Carr	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
See comments for contract 2024-1837.						
2024-1843	A) New	A1420 - Law	Coughlin & Gerhart, LLP	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00

See comments for contract 2024-1837.

2024-1844	A) New	A1420 - Law	Bond ,Schoeneck & King,PPLC	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
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See comments for contract 2024-1837.

2024-1845	A) New	A1420 - Law	Keane & Beane, PC	Legal services for outside counsel to provide legal services to the County on an as needed basis in the areas of personal/bodily injury, property damage, civil rights, employment practices, environmental law claims, personnel and similar areas of law.	4/1/2024 to 4/1/2025	\$99,999.00
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See comments for contract 2024-1837.

Mr. Hidley entertains a motion to adjourn the meeting at 4:35pm. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. All are in favor.