



CONTRACT ADMINISTRATION BOARD

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

March 11, 2024 MEETING AGENDA

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| Tina Harris, Sheriff | Angelo Gaudio, Water Purification | Dave Reilly, <i>Mgt. & Bdgt.</i> |
| Tina Harris, Correctional Facility | Patrick Dillon, Aging | Patrick Alderson, <i>Mgt. & Bdgt.</i> |
| Kathleen Donovan, BOE | Nicole Ward, CYF | Sarah Cantwell, <i>Mgt. & Bdgt.</i> |
| Melissa Kermani, BOE | Eugenia Condon, Law | Zak Smetana, <i>Mgt. & Bdgt.</i> |
| Conor Cahalan, Law | Maureen Shea, Purchasing | Amanda Brady, <i>Mgt. & Bdgt.</i> |
| Joe Bonarrigo, County Executive | Pat Collins, Legislature | Alexandra Araujo, <i>Mgt. & Bdgt.</i> |
| Kurtis Kennedy, Legislature | Monica Miranda, Comptroller | Katelyn Pauly, <i>Mgt. & Bdgt.</i> |
| | | Faye Fetters, <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 February CAB meeting.

Bruce Hidley opens the Contract Administration Board at 4:06pm . 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 February meeting minutes. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The minutes from the February meeting are approved.

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| 2024-1738 | A) New | A3110 - Sheriff | Mohawk Chevrolet | Purchase 2024 Chevrolet Colorado to be used within the Albany County Sheriff's Office. | 3/1/2024 to 2/28/2025 | \$43,550.33 |
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Bruce Hidley reads the details of the contract. Tina Harris states this is a vehicle that Purchasing assisted in finding on the vehicle marketplace. Mohawk Chevrolet was the lowest responder to submit a bid. This is for a 2024 Chevy Colorado and will be used for the County Sheriff's Criminal Investigation Unit. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

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| 2024-1741 | C) Renewal | A3150 - Correctional Facility | Bob Barker Company, Inc. | Purchase Inmate Clothing at the Albany County Correctional Facility. | 1/1/2024 to 1/31/2025 | \$23,000.00 |
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Bruce Hidley reads the details of the contract. Tina Harris states they currently have a contract with Bob Barker. They are going to extend their pricing at the original RFB tabulation voted and they are renewing for the year. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

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| 2024-1705 | A) New | A1450 - Board of Elections | Arnoff Moving & Storage | The Board of Elections is seeking contract approval with Arnoff Moving & Storage to provide services for the pick-up, delivery and return of electronic voting machines and ballot on demand systems for use by the electorate during the Federal, State and Local Primary and General Elections, to be held in 2024. In the tabulation of bids received for RFQ #2024-024. Arnoff was the sole bidder in the amount of \$97,430.36. | 3/1/2024 to 12/31/2024 | \$97,431.00 |
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Bruce Hidley reads the details of the contract. Kathleen Donovan states this contract is for Arnoff Moving & Storage for the moving of machines. When they asked for the bid they were anticipating an August primary due to the redrawing of the Congressional lines. They wanted to be ready for it in case it happened, which as of now since no lawsuits have been filed they will not be having an August primary. This amount should be less than the \$97K. Bruce makes a comment of noticing that none of the other companies have even bid on this and asks why. Maureen Shea from Purchasing interjects and states that there were two (2) new bids however, were disqualified due to not being able to because of second obligations. Joanne Cunningham asks for Kathleen to confirm that there are two (2) elections, the Primary in June and the General. Kathleen confirms that is correct and that the bid amount will be adjusted and the \$97K is a not to exceed amount. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

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| 2024-1726 | A) New | A1450 - Board of Elections | Phoenix Graphics, Inc. | We are seeking approval for a contract with Phoenix Graphics for the printing and mailing for two voter information cards containing assigned poll sites, dates of the election and redistricting changes. The cost of each mailing is an estimated \$15,923, totaling \$31,846. The term of the contract is 02/08/2024 to 11/01/2024. Phoenix Graphics was the lowest bidder for RFB# 2024-023. | 2/8/2024 to 11/1/2024 | \$31,846.00 |
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Bruce Hidley reads the details of the contract. Kathleen Donovan states it was decided to send out more than the required information to voters plus the fact that Albany had redistricted and they wanted to make sure they had the information for the Presidential primary on their new polling sites. Last year they had send out a mailing just before the June election and they found it to be beneficial to the voters. The normal card that they get, which is the standard mail check card that is required by the State to send out, most people do not pay attention to it. This new one was a 6 X 11 color card with much more information than the regular voter card. They found that in order to enhance voter turnout they wanted to do this at least twice this year. Phoenix was the lowest bidder. Joanne makes a request because she has six (6) registered voters in her house and received six (6) individual cards. She would prefer one (1) card per household. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

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| 2024-1691 | A) New | G8130 - Sewage Treatment | LEPPERT - NUTMEG, INC. | INSPECT & REBUILD A 150HP DRY PIT PUMP MOTOR FOR INFLUENT PUMP NO. 6 AT THE SOUTH PLANT | 3/15/2024 to 9/15/2024 | \$22,278.91 |
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Bruce Hidley reads the details of the contract. Angelo Gaudio states they received two (2) bids in response to RFB 2020-018. Of those, Leppert Nutmeg was the lowest responsible bidder. This is for the replacement or rebuild of a influent pump motor. The contract value also includes \$3,000 in allowance in case there is any additional part that needs to happen once they open the motor up. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

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| 2024-1678 | C) Renewal | NH6020 Residential Health Care Facility | Mobile Imaging | Provide X-Ray and ECG services prescribed by physician orders for residents of Shaker Place Rehabilitation and Nursing Center. | 5/1/2024 to 4/30/2025 | \$24,000.00 |
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Bruce Hidley reads the details of the contract. David Reilly, Commissioner of Management and Budget on behalf of the Shaker Place states, they have had a contract with Mobile Imaging for several years. In the current contract they just finished the initial three-year term. There are two (2) one-year extensions available for \$24,000 per year. Anytime a resident falls or is having heart issues that a doctor feels could be benefited by a scan, either by X-ray or ECG, they make a phone call and Mobile Imaging comes on site with all of the equipment to do the X-rays right in the residents room or in one of the common areas if needed. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

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| 2024-1727 | B) Amendment | A6772 - Aging | Jewish Family Services of NENY | To amend home delivered meal contract to provide additional kosher HDM's needed for older adults 60 years and older that reside in Albany County. | 1/1/2023 to 12/31/2023 | \$1,520.22 |
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Bruce Hidley reads the details of the contract. Patrick Dillon states they have this amendment for one (1) of their HDM providers out of the four (4) they have. JFS handles all of Albany County but they provide older adults with Kosher meals. They went over the Kosher meal contract by about roughly 190 meals. They RFP this annually and this year the award should cover the overage but this is for 2023. The main reason for this is the contractor feels that simply the client base is aging out. There are clients that utilize the congregate meal program over at JCC and now they are aging out and going into HDM's through JFS. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

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| 2024-1728 | B) Amendment | A6772 - Aging | Life Path | The Contractor has provide services to Albany County caregivers of older adults age 60 years and older. Services provided include respite, counseling, training seminars, caregiver telephone support groups. | 1/1/2023 to 12/31/2023 | \$1,986.75 |
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Bruce Hidley reads the details of the contract. Patrick Dillon states Life Path is 1 of 5 of their caregiver providers. Life Path went over the contract and they do provide the stated services mentioned but the one they did go over is their respite, which is the SADS program. They offer the social Adult Day services for older adults and the main reason for going over that is, during the COVID Pandemic the emergency order shut the facilities down and so during that two-year period, it created a bottle neck and surge of the services so there was a backlog. When the emergency order was lifted, there was a backlog of older adults that needed this service. They also RFP this past year and the award for 2024 should take care of the overage for 2024. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

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| 2024-1706 | C) Renewal | A6071 - Preventative Assistance Program (Title XX) | St Anne Institute | Provision of Pre-Dispositional Placement Services for PINS youth for a daily per diem rate of \$477.00, not to exceed \$50,000. | 1/1/2024 to 12/31/2024 | \$50,000.00 |
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Bruce Hidley reads the details of the contract. Nicole Ward states this is for youth who are in need of supervision that is court ordered, they do not come into the custody or care of the department. It is for youth when there is no other alternatives available and they have exhausted all diversion services. This is for a short period of time and is not to exceed three (3) days. Joanne Cunningham asks where they would stay and Nicole states they would stay right at St Anne's and this contract is only for females. They would use either the shelter or the residential facility if the shelter is full. Joanna also asks what PINS stands for which is Person In Need of Supervision. Nicole states there is Legislation that these youth can't come into the care or custody and is sparingly used. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

Addendum Contract Below.

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| 2024-1746 | A) New | A1432 - Human Resources, A1680 - Information Services, CM - ARPA | Tyler Technologies | See attached quote. Purchase and implementation of the Human Resources Management Recruiting and Employee Access modules in Tyler Technologies ERP, the County's financial and human resource system. | 3/8/2024 to 12/31/2025 | \$54,426.00 |
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Bruce Hidley reads the details of the contract. Patrick Alderson, Deputy Commissioner of Management and Budget on behalf of HR/DIS, states the Division of Information Services maintains the County's contract with Tyler Technologies for MUNIS. MUNIS is the enterprise resource planning system. Back in early February, HR, IT and a couple folks in Management & Budget sat through an investment assessment with Tyler Technologies. They wanted to learn some more about business processes and how they could better use technologies to better administer HR in the County. It was determined that one of the biggest things that could be done was to purchase and implement a module which would assist with externally facing recruiting. In addition, employee self-service which is intended to assist with onboarding full-time employees. Currently people are coming in for Pre-Employment Orientation. Adding on this module to MUNIS would allow HR to take charge and move in the direction where all of those documentation exchanges, pre-employment orientation could happen before an employee started so they wouldn't need to do that in person and then employees would be able to access pay stubs, W-2s, etc. online through a portal. The cost of this implementation is \$54,426. There will be a recurring cost of \$16,506 however that will be budgeted in DIS budget moving forward. 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 4:25pm. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. All are in favor.