



CONTRACT ADMINISTRATION BOARD

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

September 9, 2024 MEETING AGENDA

Mark Olsen, Shaker Place	Lisa Ramundo, Public Works	Dave Reilly, <i>Mgt. & Bdgt.</i>
Margaret Skarlis, DSS	Scott Allardice, DGS	Alex Dott, <i>Mgt. & Bdgt.</i>
Pat Collins, Legislature	Angelo Gaudio, Water Purification	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Eugenia Condon, Law	Pam O'Neill, Purchasing	Zak Smetana, <i>Mgt. & Bdgt.</i>
Josh Beams, County Executive	Christine Breton, Comptroller	Amanda Brady, <i>Mgt. & Bdgt.</i>
Wesley Hartmann, County Executive		Alexandra Araujo, <i>Mgt. & Bdgt.</i>
		Katelyn Pauly, <i>Mgt. & Bdgt.</i>
		Faye Fetters, <i>Mgt. & Bdgt.</i>
		Eitan Goldmeer, <i>Mgt. & Bdgt.</i>

Board Members: Hon. Bruce Hidley - County Clerk / Hon. Joanne Cunningham - County Legislature

The Board will review minutes from the August CAB meeting.

Bruce Hidley opens the Contract Administration Board at 4:00pm . In attendance is the Honorable Joanne Cunningham Chairwoman of the County Legislature and Bruce Hidley Albany County Clerk. Michael McLaughlin Deputy County Executive is absent from this meeting. Mr. Hidley entertains a motion to accept the August meeting minutes. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The minutes from the August meeting are approved.

2024-2258	A) New	A3110 - Sheriff	John W. Danforth Company	HVAC preventative maintenance and emergency services for Sheriff's 911 Tower, Patrol Station & Rensselaerville Station.	1/1/2025 to 12/31/2027	\$49,999.00
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This contract is being tabled at the departments request.

2024-2259	A) New	A3150 - Correctional Facility	Eckert Mechanical LLC	HVAC Preventative Maintenance and Emergency Services for the Correctional Facility.	1/1/2025 to 12/31/2027	\$49,999.00
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This contract is being tabled at the departments request.

2024-2225	A) New	D5010 - Public Works	JC Smith Inc.	The Public Works Department respectfully requests approval to purchase four (4) Variable Message Sign Boards from the lowest bidder, JC Smith, Inc. The total purchase price shall not exceed \$72,000.00. Sign boards will be used to provide real-time information to drivers about road conditions, traffic delays, lane restrictions, road closures, or construction activities. This helps in managing traffic flow and improving safety on the roads. They can also be used for emergency messages and event information, such as the job fair at Shaker Place and the Altamont Fair.	8/15/2024 to 9/30/2024	\$72,000.00
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Bruce Hidley reads the details of the contract. Lisa Ramundo states there were five bidders with five quotes and JC Smith was the lowest. These boards will be used for lane closures, to advertise for job fairs, also advertise for job positions. They also often lend them out to other municipalities when they are in need. Joanne asks Lisa if these are in addition to their existing supply. Lisa confirms that is correct and the existing supply is not in all that great of repair. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2024-2249	A) New	NH6020 - Residential Health Care Facility	Eckert Mechanical, LLC	Perform scheduled preventative maintenance for HVAC systems at Shaker Place Rehabilitation and Nursing Center (SPRNC). This includes routine examination of pneumatic temperature control systems, HVAC electrical and mechanical systems and chiller systems. Examinations and preventative maintenance work will commence on these systems which include calibration of the systems, lubrication and adjustments with manufacturer standard, replacement of belts, filters and bearings as necessary. The bid also sets a price for additional parts and labor should an emergency situation arise.	1/1/2025 to 12/31/2027	\$55,840.00
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Bruce Hidley reads the details of the contract. Mark Olsen states the primary scope of this agreement is to provide preventative maintenance and calibration of the HVAC in the facility. Also, to replace all of the filters quarterly. The annual amount of the contract is \$15,280. It is a three year contract with a \$10,000 contingency and Eckert Mechanical was the lowest responsible bidder. Mr. Hidley entertains and makes a motion. Joanne Cunningham seconds the motion. The motion is carried.

2024-2269	C) Renewal	G8130 - Sewage Treatment	Bearings Distributors Inc.	Purchase and Delivery of bearings and seals	9/13/2024 to 3/12/2025	\$30,000.00
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Bruce Hidley reads the details of the contract. Angelo Gaudio states this is the second contract renewal for a six month term. Bearing Distributors Inc. was the lowest responsible bidder of the original bid. This is for the supply of miscellaneous bearings and seals. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2024-2241	C) Renewal	A6010 - Social Services	Homeless and Travelers Aid Society (HATAS)	Provision of a Homeless/Housing Emergency Services Program that provides after hours, weekend and holiday coverage to serve individuals and families experiencing homelessness by assisting them to access needed emergency shelter during Code Blue days. Please see detailed description of two components attached.	11/1/2024 to 4/30/2025	\$60,638.00
Bruce Hidley reads the details of the contract. Margaret Skarlis states this is for code blue. There are two components to this; one being staffing services and code blue committee. This person will monitor the weather and alert all necessary parties that code blue weather is coming. They will maintain an operating manual and help chair that committee. They will coordinate monthly provider meetings, coordinate resources and address any gaps. The second being; someone onsite at DSS to work with their TA staff and shelter those who are not able to be sheltered. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2024-2276	A) New	A1230 - County Executive	AJ3 Solutions, LLC	Purchase Contract Management System that expands the abilities of our Law department. Please see attached scope for more details.	9/16/2024 to 9/15/2025	\$97,200.00
Bruce Hidley reads the details of the contract. Eugenia Condon states this is a request to move their Contract Management System to a new system, AJ3. The current system is on the County shared drive and its life is limited based upon its abilities. Contracts have been getting far behind due to the current system. They have looked into a new CMS that will take into account the life span of what the current CMS is and the current training requirements for the attorneys. The RFP was issued and resulted in seven proposals being received. Of those seven proposals, they interviewed five companies and settled with AJ3. They meet the County's capabilities as far as needs. AJ3 contracts with a number of counties in NYS and they are able to provide training at no additional cost with unlimited users. Some of the other companies were charging based on users. AJ3 will also be able to take what is on the current CMS and incorporate it and the contracts we currently have will be retained. What is especially important, is that we are able to take the templates we have and incorporate them into the system. We are moving to digitalization and signatures with contracts. They will be able to electronically sign the contracts. Joanne asks, going from an older CMS to this, what was the cost of our current CMS. Eugenia states the current CMS is on our shared drive and our DIS team created it. This will be one-year with four one-year renewals. Josh Beams states when he was County Administrator, they used this system and signing contracts the same day as the full board meeting. Eugenia adds that other counties are moving towards digitization. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2024-2204	A) New	A1620 - Building Services	Alpine Environmental Services, Inc.	Hazardous Material Abatement Air Sampling & Project Monitoring Services	8/15/2024 to 12/14/2024	\$24,755.00
Bruce Hidley reads the details of the contract. Scott Allardice states this is for the project that is taking place on the 11th floor. Construction for the Comptroller's office and should be wrapped up, their end, by the middle of December. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2024-2262	A) New	A1620 - Building Services	ESCO	HVAC Preventative Maintenance and Emergency Services for Cooperative Extension HVAC and 449 New Salem Road Emergency Center HVAC.	1/1/2025 to 12/31/2027	\$38,760.00
Bruce Hidley reads the details of the contract. Scott Allardice states this is preventative maintenance and is for Cornell Cooperative. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2024-2263	A) New	A1620 - Building Services	John W Danforth Company	HVAC Preventive Maintenance and Emergency Services for County Office Building Boilers and County Office Building 5th Floor Server Room.	1/1/2025 to 12/31/2027	\$81,912.00

Bruce Hidley reads the details of the contract. Scott Allardice states this is preventative maintenance and is for the 5th floor at 112 State Street, which is for our Division of Information Services. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2024-2264	A) New	A1620 - Building Services	Postler & Jaeckle Corp.	HVAC Preventive Maintenance and Emergency Services for the Mercantile Building HVAC.	1/1/2025 to 12/31/2027	\$86,700.00
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Bruce Hidley reads the details of the contract. Scott Allardice states this is for lubricants, belts, filters, emergency repairs. This is for the Probation department. Joanne asks if we have used this contractor before and Scott confirms that is correct. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. The motion is carried.

Mr. Hidley entertains a motion to adjourn the meeting at 4:20pm. Joanne Cunningham makes a motion and Bruce Hidley seconds the motion. All are in favor.