

# **County of Albany**

112 State Street  
Albany, NY 12207



## **Meeting Agenda**

**February 2020**

**Monday, February 10, 2020**

**7:15 PM**

**Albany County Office Building  
Room 710**

## **County Legislature**

*ANDREW JOYCE  
CHAIR*

*NECOLE M. CHAMBERS  
CLERK*

*PAUL T. DEVANE  
FIRST DEPUTY CLERK*

5



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51 South Pearl Street Albany, New York 12207 (518) 487-2000 FAX (518) 487-2020

MEMORANDUM

To: Honorable Members – Albany County Legislature  
Honorable Albany County Chairman – Andrew Joyce  
Honorable Albany County Executive – Daniel McCoy  
Honorable Albany County – Deputy County Executive – Phil Calderone

From: Bob Belber  
Regional General Manager

Date: Dec 6, 2019

Re: Request For Legislative Action – Lease Suite # 3  
Berkshire Bank and Prime Companies

Suite Renewal – Term – January 1, 2020 - December 31, 2022

This suite holder has been the tenant in Suite # 3 and is current with all payments owed. They would like to renew their lease and we are seeking approval from the Albany County Legislature to proceed with entering into a new lease agreement with the current annual lease amount of \$51,000 per year.

A letter of intent has been received with a deposit and pending approval, the County Attorney's office will produce a new lease document with the Resolution # assigned.

The tenant will also be responsible for sales tax on tickets to sporting events and cable TV monthly charges as well as any catered food they purchase through Aramark.

Thank you for adding this to the agenda of the next available Civic Center Committee.

Sincerely;



Bob Belber  
General Manager



Legislation Text

File #: TMP-1331, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Contract Authorization for Lease of Times Union Center Suite #3

Date: December 6, 2019  
Submitted By: Robert Belber  
Department: Times Union Center  
Title: General Manager  
Phone: (518) 487-2008  
Department Rep.  
Attending Meeting: Robert Belber

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Berkshire Bank  
30 South Pearl Street  
Albany, NY 12207

**Additional Parties (Names/addresses):**

Prime Management LLC  
621 Columbia St.  
Cohoes, NY 12047

Amount/Raise Schedule/Fee: \$51,000 per year  
Scope of Services: Three Year Lease of suite #3 to Berkshire Bank and Prime Management LLC

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA 7128 02451  
Revenue Amount: \$51,000

Appropriation Account and Line: Click or tap here to enter text.  
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) January 1, 2020 - December 31, 2022  
Length of Contract: Three years

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

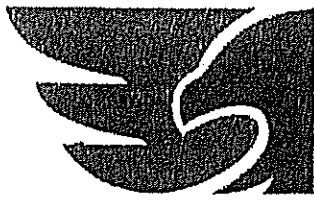
Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

Leasing suite #3 for a three year period - January 1, 2020 thru December 31, 2022. This is a renewal agreement and the suite holder has been occupying this suite for three years previously. The tenant is current on all payments and they have paid the \$3,000 deposit required along with the signed letter of intent.


Submitted by: Robert Belber  
Title: General Manager



# TIMES UNION CENTER

ALBANY, NEW YORK



AN  MANAGED FACILITY

51 South Pearl Street Albany, New York 12207 (518) 487-2000 FAX (518) 487-2020

LETTER OF INTENT  
BY  
BERKSHIRE BANK  
FOR  
CORPORATE SUITE # 3

The above named party or parties recognizes that Corporate support is vital to the continued success of the Albany County Civic Center a.k.a. the TIMES UNION CENTER (hereafter the "TIMES UNION CENTER") and evidencing our support of this facility by this *Letter of Intent*.

This *Letter of Intent* demonstrates our intention to lease one half of the TIMES UNION CENTER Private Corporate Suite, namely Suite # 3 (hereafter the Suite). The cost to lease one half of these suites will be TWENTY FIVE THOUSAND AND FIVE HUNDRED DOLLARS (\$25,500.00) per contract year for a three (3) year term. The parties will endeavor to negotiate mutually acceptable lease terms within ninety (90) days of signing the letter of intent.

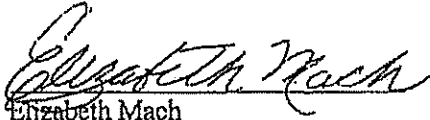
The SUITE will be furnished and consist of sixteen (16) seats. The basic amenities typically included in a SUITE are appended and made part of the *Letter of Intent*. Eight (8) passes will be provided at no charge for all Albany Empire and Siena home games. Eight (8) passes will also be provided for every ticketed event at the TIMES UNION CENTER in each contract year with the exception of the NCAA events. Suite tickets for NCAA events can be purchased by the Suite holder.

Furthermore, each SUITE holder will be entitled to purchase up to eight (8) additional tickets for all ticketed events. These tickets shall be in preferred locations outside of the SUITE. Certain events may be restricted to four (4) additional "outside" seats.

To further solidify this *Letter of Intent*, a non-refundable deposit of \$1,500.00 (ONE THOUSAND FIVE HUNDRED DOLLARS) for the SUITE has been made upon the signing of this document. This deposit represents the first payment as indicated in the lease agreement.

Letter of Intent  
Berkshire Bank  
Suite # 3  
Page 2

Dated: 10/15/19

  
Elizabeth Mach  
SANG First Vice President  
Berkshire Bank





# TIMES UNION CENTER

ALBANY, NEW YORK



AN  MANAGED FACILITY

51 South Pearl Street Albany, New York 12207 (518) 487-2000 FAX (518) 487-2020

LETTER OF INTENT  
BY  
PRIME COMPANIES  
FOR  
CORPORATE SUITE # 3

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Letter of Intent  
Prime Companies  
Suite # 3  
Page 2

Dated: 11/1/19

  
\_\_\_\_\_  
Todd Curley  
Partner  
Prime Companies

6



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF PUBLIC WORKS  
449 NEW SALEM ROAD  
VOORHEESVILLE, NEW YORK 12186-4826  
(518) 765-2055 - FAX (518) 447-7047  
[www.albanycountyny.gov](http://www.albanycountyny.gov)

LISA M. RAMUNDO  
COMMISSIONER

SCOTT D. DUNCAN  
DEPUTY COMMISSIONER

December 10, 2019

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works is requesting the Legislature's approval to enter into a contract with Tracey Road Equipment, Inc., for the purchase of two (2) 6x4 tandem dump trucks.

The trucks will be purchased using Onondaga County's Contract #8996 as part of the department's Vehicle and Truck Replacement in the County's Capital Program (Resolution 519 dated 11/12/19). The total cost will be for an amount not to exceed \$390,251.10.

We have attached a copy of Onondaga County's Contract and a quote from Tracey Road Equipment, Inc. If there are any questions or further information is needed, please feel free to contact my office.

Sincerely,

Lisa M. Ramundo  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1333, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Contract Authorization for the Purchase of Tandem Trucks from Onondaga County Bid

Date: December 11, 2019  
Submitted By: Lisa M. Ramundo  
Department: Public Works  
Title: Commissioner  
Phone: 518-765-2055  
Department Rep.  
Attending Meeting: Lisa M. Ramundo

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Tracey Road Equipment, Inc.  
115 Railroad Ave. Ext.  
Albany, NY 12205

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$390,251.10  
Scope of Services: Purchase of two tandem dump trucks  
Bond Res. No.: 519  
Date of Adoption: 11/12/2019

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: HHRA5197.22000E  
Appropriation Amount: \$390,251.10

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 1/1/2020-8/31/2020  
Length of Contract: 8 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

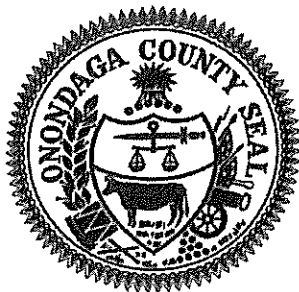
Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The Department of Public Works is requesting the Legislature's approval to enter into a contract with Tracey Road Equipment, Inc., for the purchase of two (2) 6x4 tandem dump trucks.

The trucks will be purchased using Onondaga County's Contract #8996 as part of the department's Vehicle and Truck Replacement in the County's Capital Program (Resolution 519 dated 11/12/19). The total cost will be for an amount not to exceed \$390,251.10.

We have attached a copy of Onondaga County's Contract and a quote from Tracey Road Equipment, Inc. If there are any questions or further information is needed, please feel free to contact my office.



**COUNTY OF ONONDAGA  
DIVISION OF PURCHASE**

**13<sup>TH</sup> FLOOR  
421 MONTGOMERY STREET  
SYRACUSE NEW YORK 13202**

**BLANKET PRICE AGREEMENT**

**NOTICE OF CONTRACT AWARD**

**COMMODITY/SERVICE:** Trucks (Heavy Duty Class 8) Cab-Chassis Type W/Dump Bodies, Snow Plows & Associated Options/Accessories

<b>CONTRACT PERIOD:</b> June 24, 2018 through June 23, 2023	<b>BID OPENED:</b> June 7, 2018.
<b>BID REF. #:</b> 8996	<b>PRICING :</b> Blanket Price Agreement
<b>DATE ISSUED:</b> 7/20/2018	<b>INQUIRIES TO:</b> Cory Larrabee E-mail <a href="mailto:corylarrabee@ongov.net">corylarrabee@ongov.net</a>

**VENDOR NAME & ADDRESS**

**PHONE NO. AND CONTACT**

TRACEY ROAD  
6803 MANLIUS CENTER ROAD  
EAST SYRACUSE NY 13057

JAY BARNWELL 315-435-1471  
[jbarnwell@traceyroad.com](mailto:jbarnwell@traceyroad.com)

KENWORTH NORTHEAST GROUP  
100 COMMERCE DR  
BUFFALO NY 14218

DOUG HUGHES  
[dhughes@kenworthne.com](mailto:dhughes@kenworthne.com)

BEAM MACK  
6260 EAST MOLLOY ROAD

GREG ANGIN  
[grega@beammack.com](mailto:grega@beammack.com)



## NOTICE OF CONTRACT AWARD

NAVISTAR INC  
399 ALBANY SHAKER ROAD  
LOUDONVILLE NY 12211

BOB CARSON  
[rcarson@stadiumtrucks.com](mailto:rcarson@stadiumtrucks.com)

UTICA GENERAL TRUCK CO.  
6014 DROTT DRIVE  
EAST SYRACUSE NY 13057

MARK DONNEWIRTH  
[mark@uticageneral.com](mailto:mark@uticageneral.com)



# QUOTATION

115 Railroad Ave. Albany, N.Y. 12205

TO:

Customer Albany Co. Highway Dept.  
 Address 449 New Salem Rd.  
 City, State, Zip Code Voorheesville, NY 12186  
 Contact Person Scott Duncan  
 Phone Number 518-779-9520 Fax Number \_\_\_\_\_  
 Date of Quotation 11/4/2019 Quotation Price Good Through \_\_\_\_\_  
 Salesman Name Matt Brayman

Stock #	New or Used	Description	Price
		2021 Western Star 4700 SF 6x4 MSRP:	\$165,440
		Less 45.11% Per Onondaga Co. Contract #8996	-\$74,630
		Base Price:	\$90,810
		List Price of Spec'd options:	\$31,109
		Less 40.5%, per Onondaga Co. Contract #8996	-\$12,599
		Total Price of Spec'd options	\$18,510
		<b>Non-Discountable Factory Options/Charges:</b>	
		2020/2021 Model Year Escalators	\$2,200
		2016 OBD/GHG 2017 Escalator	\$350
		EW4 7YR./150K Miles Ext. Engine Warranty	\$5,175
		Aftermarket Options: RH Spring Build Up	\$1,250
		Delivery Charge, Per Contract	\$160
		Total Chassis Price, Allowed Under Contract:	\$118,455
		Negotiated Price (must be less than above)	\$118,176
		<b>Viking Equipment, Per Quote</b>	<b>\$76,949.55</b>
		<b>Total Price:</b>	<b>\$195,125.55</b>

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DETAILS OF PROPOSED TRANSACTION:		TERMS AVAILABLE:	
CASH PRICE	\$0	12mos @	=
-TRADE-IN (see above)	\$0	24mos @	=
NET PRICE	\$0	36mos @	=
SALES TAX (if applicable)	\$0	48mos @	=
WASTE TIRE TAX:	\$0	60mos @	=
<b>TOTAL PRICE</b>	<b>\$0</b>		

WE APPRECIATE THIS OPPORTUNITY TO QUOTE YOU. I ASSURE YOU THAT YOUR ORDER WILL BE MOST APPRECIATED AND HANDLED IN A PROMPT AND CAREFUL MANNER. PLEASE FEEL FREE TO CALL ME WHEN I CAN BE OF SERVICE...

Sales Representative

Thank You



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

## MEMORANDUM

**TO:** Lisa Ramundo  
Department of Public Works

**FROM:** Karen Storm *Karen Storm*  
Purchasing Agent

**DATE:** January 13, 2020

**RE:** Purchase from Onondaga Contract #8996

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I am in receipt of your recommendation to purchase two (2) tandem dump trucks by piggybacking from the Onondaga Contract #8996.

As I have reviewed the bidding documentation supplied to us by Onondaga County, I concur that we are eligible to purchase from this contract, and the proper discounts have been applied to the pricing.

Please obtain the necessary contract approval from the Albany County Legislature.

Prepared for:  
Scott Duncan  
Albany County Dpw  
449 New Salem Rd

Voorheesville, NY 12186  
Phone: 518-655-7906

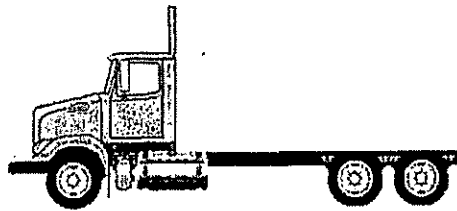
Prepared by:  
Brendan Geiss  
TRACEY ROAD EQUIPMENT,  
INC.  
6803 MANLIUS CENTER ROAD  
EAST SYRACUSE, NY 13057  
Phone:

*A proposal for*  
**Albany County Dpw**

*Prepared by*  
**TRACEY ROAD EQUIPMENT, INC.**  
*Brendan Geiss*

*Nov 05, 2019*

**Western Star 4700SF**



Components shown may not reflect all spec'd options and are not to scale

Prepared for:  
Scott Duncan  
Albany County Dpw  
449 New Salem Rd

Voorheesville, NY 12186  
Phone: 518-655-7906

Prepared by:  
Brendan Geiss  
TRACEY ROAD EQUIPMENT,  
INC.  
6803 MANLIUS CENTER ROAD  
EAST SYRACUSE, NY 13057  
Phone:

# SPECIFICATION PROPOSAL

Price Level	Description
<b>Data Version</b>	WESTERN STAR 4700 PRL-20T (EFF:04/30/19)
<b>Vehicle Configuration</b>	SPECPRO21 DATA RELEASE VER 024  4700 SET-FORWARD FRONT AXLE CHASSIS 2021 MODEL YEAR SPECIFIED SET FORWARD AXLE - TRUCK STRAIGHT TRUCK PROVISION, NON-TOWING LH PRIMARY STEERING LOCATION
<b>General Service</b>	TRUCK CONFIGURATION DOMICILED, USA 50 STATES (INCLUDING CALIFORNIA AND CARB OPT-IN STATES) UTILITY/REPAIR/MAINTENANCE SERVICE GOVERNMENT BUSINESS SEGMENT DIRT/SAND/ROCK COMMODITY TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS MAXIMUM 8% EXPECTED GRADE SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE WESTERN STAR VOCATIONAL WARRANTY EXPECTED FRONT AXLE(S) LOAD : 20000.0 lbs EXPECTED REAR DRIVE AXLE(S) LOAD : 46000.0 lbs EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 66000.0 lbs
<b>Truck Service</b>	FRONT PLOW/END DUMP BODY

Application Version 11.1.602  
Data Version PRL-20T.024  
ALBANY COUNTY\_4700



11/05/2019 8:37 AM

Prepared for:  
Scott Duncan  
Albany County Dpw  
449 New Salem Rd

Voorheesville, NY 12186  
Phone: 518-655-7906

Prepared by:  
Brendan Geiss  
TRACEY ROAD EQUIPMENT,  
INC.  
6803 MANLIUS CENTER ROAD  
EAST SYRACUSE, NY 13057  
Phone:

	Description
<b>Engine</b>	<p>EXPECTED TRUCK BODY LENGTH : 0.0 ft</p> <p>DETROIT DD13 12.8L 450 HP @ 1625 RPM, 1900 GOV RPM, 1650 LB/FT @ 975 RPM</p>
<b>Electronic Parameters</b>	<p>60 MPH ROAD SPEED LIMIT</p> <p>CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT</p> <p>20 MINUTES IDLE SHUTDOWN WITH CLUTCH AND SERVICE BRAKE OVERRIDE</p> <p>PTO MODE ENGINE RPM LIMIT - 900 RPM</p> <p>PTO MODE BRAKE OVERRIDE - SERVICE BRAKE APPLIED OR PARK BRAKE NOT APPLIED</p> <p>PTO MODE CLUTCH OVERRIDE - CLUTCH ENABLED</p> <p>PTO RPM WITH CRUISE SET SWITCH - 600 RPM</p> <p>PTO RPM WITH CRUISE RESUME SWITCH - 600 RPM</p> <p>ONE REMOTE PTO SPEED</p> <p>PTO SPEED 1 SETTING - 900 RPM</p> <p>SOFT CRUISE CONTROL ENABLED</p> <p>PTO MINIMUM RPM - 600</p> <p>TEMPERATURE OVERRIDE BELOW 25 DEGREES AND ABOVE 89 DEGREES AMBIENT TEMPERATURE</p> <p>ENABLE DPF REGEN ZONE 1 WITH AUTO ENGINE RPM ELEVATE FOR EXTENDED IDLE</p>
<b>Engine Equipment</b>	<p>2016-2019 ONBOARD DIAGNOSTICS/2010 EPA/CARB/FINAL GHG17 CONFIGURATION</p> <p>2008 CARB EMISSION CERTIFICATION - CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD CORNER OF DRIVER DOOR)</p> <p>STANDARD OIL PAN</p> <p>ENGINE MOUNTED OIL CHECK AND FILL</p> <p>ONE PIECE VALVE COVER</p> <p>SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER WITH SAFETY ELEMENT AND INSIDE/OUTSIDE AIR WITH SNOW DOOR</p>

Prepared for:  
Scott Duncan  
Albany County Dpw  
449 New Salem Rd

Voorheesville, NY 12186  
Phone: 518-655-7906

Prepared by:  
Brendan Geiss  
TRACEY ROAD EQUIPMENT,  
INC.  
6803 MANLIUS CENTER ROAD  
EAST SYRACUSE, NY 13057  
Phone:

Description

DR 12V 160 AMP 28-SI QUADRAMOUNT PAD  
ALTERNATOR WITH REMOTE BATTERY VOLT  
SENSE

(3) DTNA GENUINE, AGM STARTING AND  
CYCLING, MIN 2190CCA, 570RC, THREADED  
STUD BATTERIES

PASSENGER SEAT BATTERY BOX VENTED TO  
OUTSIDE OF CAB

BATTERY BOX MOUNTED UNDER PASSENGER  
SEAT

WIRE GROUND RETURN FOR BATTERY CABLES  
WITH ADDITIONAL FRAME GROUND RETURN

PLASTIC BATTERY BOX COVER

POSITIVE LOAD DISCONNECT WITH DASH  
MOUNTED CONTROL SWITCH

LOW VOLTAGE BATTERY DISCONNECT AT 12.3  
VOLTS FOR ISOLATED CIRCUITS WITH LOCAL  
ALARM

EATON ADVANTAGE 15-1/2 INCH SELF  
ADJUSTING CLUTCH

BABCOCK 2-PIECE CLUTCH BRAKE

ZERK FITTING WITH EXTENSION HOSE AT  
CLUTCH RELEASE BEARING

HYDRAULIC CLUTCH CONTROL

BW MODEL BA-921 19.0 CFM SINGLE CYLINDER  
AIR COMPRESSOR WITH SAFETY VALVE

AIR COMPRESSOR DISCHARGE LINE

ELECTRONIC ENGINE INTEGRAL SHUTDOWN  
PROTECTION SYSTEM

JACOBS COMPRESSION BRAKE

RH OUTBOARD UNDER STEP MOUNTED  
HORIZONTAL AFTERTREATMENT SYSTEM  
ASSEMBLY WITH RH B-PILLAR MOUNTED  
VERTICAL TAILPIPE

ENGINE AFTERTREATMENT DEVICE,  
AUTOMATIC OVER THE ROAD REGENERATION  
AND DASH MOUNTED REGENERATION  
REQUEST SWITCH

11 FOOT 06 INCH (138 INCH+0/-5.9 INCH)  
EXHAUST SYSTEM HEIGHT

RH CURVED VERTICAL TAILPIPE B-PILLAR  
MOUNTED ROUTED FROM STEP

13 GALLON DIESEL EXHAUST FLUID TANK

100 PERCENT DIESEL EXHAUST FLUID FILL



Prepared for:  
 Scott Duncan  
 Albany County Dpw  
 449 New Salem Rd

Voorheesville, NY 12185  
 Phone: 518-655-7906

Prepared by:  
 Brendan Geiss  
 TRACEY ROAD EQUIPMENT,  
 INC.  
 6803 MANLIUS CENTER ROAD  
 EAST SYRACUSE, NY 13057  
 Phone:

#### Description

STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING  
 NON-POLISHED ALUMINUM DIAMOND PLATE DIESEL EXHAUST FLUID TANK COVER  
 LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION  
 STAINLESS STEEL AFTERTREATMENT DEVICE/MUFFLER/TAIPIPE SHIELD  
 BORG WARNER (KYSOR) REAR AIR ON/OFF ENGINE FAN CLUTCH  
 AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED  
 DDC SUPPLIED ENGINE MOUNTED FUEL FILTER/FUEL WATER SEPARATOR WITH WATER-IN-FUEL INDICATOR  
 FULL FLOW OIL FILTER  
 1500 SQUARE INCH ALUMINUM RADIATOR MOUNTING FOR FIREWALL MOUNTED SURGE TANK  
 ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT  
 GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT  
 CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES  
 HDEP FIXED RATIO COOLANT PUMP AND RADIATOR DRAIN VALVE  
 NO RADIATOR/OIL PAN GUARD  
 1350 ADAPTER FLANGE FOR FRONT PTO PROVISION  
 PHILLIPS-TEMRO 1500 WATT/115 VOLT BLOCK HEATER  
 PHILLIPS-TEMRO 300 WATT/115 VOLT OIL PREHEATER  
 CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR  
 ALUMINUM FLYWHEEL HOUSING  
 MITSUBISHI 12V MOD 3.175-DP60 STARTER WITH INTEGRATED MAGNETIC SWITCH

#### Transmission

EATON FULLER RTO-16908LL TRANSMISSION

#### Transmission Equipment

Application Version 11.1.602  
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 ALBANY COUNTY\_4700



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Description

POLISHED STAINLESS STEEL TRANSMISSION  
BOOT RING  
NO REAR PTO TRANSMISSION RANGE  
BODY LIGHTING POWER WIRED TO CUSTOMER  
INTERFACE CONNECTOR WITH SEPARATE  
STOP/TURN  
ALUMINUM CLUTCH HOUSING  
MAGNETIC PLUGS, ENGINE DRAIN,  
TRANSMISSION FILL AND DRAIN, AXLE(S) FILL  
AND DRAIN  
PAINTED SHIFT LEVER, SOLID LINKAGE  
WATER TO OIL TRANSMISSION COOLER, IN  
RADIATOR END TANK  
SYNTHETIC TRANSMISSION LUBE

Front Axle and Equipment

MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74  
INCH DROP SINGLE FRONT AXLE  
MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT  
BRAKES, DOUBLE ANCHOR, FABRICATED  
SHOES  
NON-ASBESTOS FRONT BRAKE LINING  
CONMET CAST IRON FRONT BRAKE DRUMS  
FRONT BRAKE DUST SHIELDS  
FRONT OIL SEALS  
VENTED FRONT HUB CAPS WITH WINDOW,  
CENTER AND SIDE PLUGS - OIL  
STANDARD SPINDLE NUTS FOR ALL AXLES  
HALDEX AUTOMATIC FRONT SLACK  
ADJUSTERS WITH STAINLESS STEEL CLEVIS  
PINS  
STANDARD KING PIN BUSHINGS  
TRW THP-60 POWER STEERING WITH RCH45  
AUXILIARY GEAR  
POWER STEERING PUMP  
4 QUART POWER STEERING RESERVOIR  
OIL/AIR POWER STEERING COOLER  
SYNTHETIC 50W FRONT AXLE LUBE

Front Suspension

20,000# FLAT LEAF FRONT SUSPENSION  
GRAPHITE BRONZE BUSHINGS WITH SEALS -  
FRONT SUSPENSION



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Description
FRONT SHOCK ABSORBERS
<b>Rear Axle and Equipment</b>
RT-46-160P 46,000# R-SERIES TANDEM REAR AXLE
4.89 REAR AXLE RATIO
IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING
MXL 176T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES
MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES
DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES
(1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE
INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH
INDICATOR LIGHT FOR EACH DRIVER CONTROLLED TRACTION DEVICE SWITCH
MERITOR 16.5X8.62 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES
NON-ASBESTOS REAR BRAKE LINING
BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S)
CONMET CAST IRON REAR BRAKE DRUMS
REAR BRAKE DUST SHIELDS
REAR OIL SEALS
BENDIX EVERSURE LONGSTROKE 2-DRIVE AXLES SPRING PARKING CHAMBERS
HALDEX AUTOMATIC REAR SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS
SYNTHETIC 75W-90 REAR AXLE LUBE
<b>Rear Suspension</b>
TUFTRAC 48,000# REAR SPRING SUSPENSION
TUFTRAC STANDARD RIDE HEIGHT
AXLE CLAMPING GROUP
55 INCH AXLE SPACING
FORE/AFT AND TRANSVERSE CONTROL RODS
REAR SHOCK ABSORBERS - TWO AXLES (TANDEM)

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Description

**Brake System**

WABCO 4S/4M ABS  
REINFORCED NYLON, FABRIC BRAID AND WIRE  
BRAID CHASSIS AIR LINES  
FIBER BRAID PARKING BRAKE HOSE  
STANDARD BRAKE SYSTEM VALVES  
RELAY VALVE WITH 5-8 PSI CRACK PRESSURE,  
NO REAR PROPORTIONING VALVE  
BW AD-9 BRAKE LINE AIR DRYER WITH HEATER  
BENDIX OIL COALESCING FILTER FOR AIR  
DRYER  
AIR DRYER MOUNTED OUTBOARD ON LH RAIL  
STEEL AIR BRAKE RESERVOIRS, NO TRIPLE OR  
TORPEDO TANKS  
CLEAR FRAME RAIL 36 INCHES FROM BACK OF  
CAB INSIDE/OUTBOARD AND BELOW RH FRAME  
RAIL  
PULL CABLE ON WET TANK, PETCOCK DRAIN  
VALVES ON ALL OTHER AIR TANKS

**Trailer Connections**

NO TRAILER RECEPTACLE BRACKET

**Wheelbase & Frame**

5450MM (215 INCH) WHEELBASE  
1/2X3.64X11-7/8 INCH STEEL FRAME  
(12.7MMX301.6MM/0.5X11.88 INCH) 120KSI  
PARTIAL INNER FRAME REINFORCEMENT AT  
FRONT SUSPENSION  
BODY COMPANY INSTALLED ADDITIONAL  
FRONT FRAME REINFORCEMENT FOR SNOW  
FLOW  
1900MM (75 INCH) REAR FRAME OVERHANG  
FRAME OVERHANG RANGE: 71 INCH TO 80  
INCH  
24 INCH INTEGRAL FRONT FRAME EXTENSION  
CALC'D BACK OF CAB TO REAR SUSP C/L (CA) :  
133.35 in  
CALCULATED EFFECTIVE BACK OF CAB TO  
REAR SUSPENSION C/L (CA) : 130.35 in  
CALC'D FRAME LENGTH - OVERALL : 341.06  
FRAME HEIGHT TOP FRONT UNLADEN : 44.59 in  
FRAME HEIGHT TOP FRONT LADEN : 41.12 in



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Description

FRAME HEIGHT TOP REAR UNLADEN : 45.23 in  
FRAME HEIGHT TOP REAR LADEN : 42.53 in  
CALCULATED FRAME SPACE LH SIDE : 35.11 in  
CALCULATED FRAME SPACE RH SIDE : 164.56  
in  
CALC'D SPACE AVAILABLE FOR DECKPLATE :  
133.78 in  
SQUARE END OF FRAME  
REAR TOW HOOKS  
STANDARD WEIGHT ENGINE CROSSMEMBER  
STANDARD CROSSMEMBER BACK OF  
TRANSMISSION  
STANDARD MIDSHIP #1 CROSSMEMBER(S)  
STANDARD REARMOST CROSSMEMBER  
HEAVY DUTY SUSPENSION CROSSMEMBER  
STANDARD WEIGHT REAR SUSPENSION  
CROSSMEMBER

**Chassis Equipment**

OMIT FRONT BUMPER, CUSTOMER INSTALLED  
SPECIAL BUMPER, DOES NOT COMPLY WITH  
FMCSR 393.203  
FRONT ANTI-SPRAY CAB MOUNTED MUDFLAPS  
GRADE 8 THREADED HEX HEADED FRAME  
FASTENERS  
EXTERIOR HARNESSES WRAPPED IN  
ABRASION TAPE

**Fuel Tanks**

100 GALLON/378 LITER ALUMINUM FUEL TANK -  
LH  
25 INCH DIAMETER FUEL TANK(S)  
PLAIN ALUMINUM/PAINTED STEEL  
FUEL/HYDRAULIC TANK(S) WITH POLISHED  
STAINLESS STEEL BANDS  
FUEL TANK(S) FORWARD  
PLAIN STEP FINISH  
CHROME FUEL TANK CAP(S)  
DAYCO 487 FUELWATER SEPARATOR WITH  
ESOC AND 12 VOLT PREHEATER  
EQUIFLO INBOARD FUEL SYSTEM  
HIGH TEMPERATURE REINFORCED NYLON  
FUEL LINE



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	Description
	FUEL COOLER
<b>Tires</b>	MICHELIN XZU-S2 315/80R22.5 20 PLY RADIAL FRONT TIRES MICHELIN XDS 12R22.5 16 PLY RADIAL REAR TIRES
<b>Hubs</b>	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS CONMET PRESET PLUS PREMIUM IRON REAR HUBS
<b>Wheels</b>	ACCURIDE 29039 22.5X9.00 10-HUB PILOT 5.25 INSET 5-HAND STEEL DISC FRONT WHEELS ACCURIDE 28828 22.5X8.25 10-HUB PILOT 2-HAND HD STEEL DISC REAR WHEELS NO FRONT HUB COVERS FRONT WHEEL MOUNTING NUTS REAR WHEEL MOUNTING NUTS NYLON WHEEL GUARDS FRONT AND REAR ALL INTERFACES
<b>Cab Exterior</b>	110 INCH BBC STEEL CONVENTIONAL CAB WESTERN STAR PAINTED ALUMINUM CAB SKIRT AIR CAB MOUNTS WITH CHECK VALVE STAINLESS STEEL SILL PLATES WITH RACEWAY NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE NO SLEEPER DOOR FRONT FENDERS 2 INCH FENDER EXTENSIONS LH AND RH EXTERIOR GRAB HANDLES WITH RUBBER INSERTS AND RH INTERIOR GRAB HANDLE MOUNTED TO A POST STATIONARY BRIGHT FINISH GRILLE CHROME HOOD MOUNTED AIR INTAKE GRILLE GALVANEALD STEEL SEVERE SERVICE CAB FIBERGLASS HOOD WITH ACCESS HATCHES



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Description

DUAL HADLEY SD-976 26 INCH RECTANGULAR  
AIR HORNS  
SINGLE ELECTRIC HORN  
DUAL HORN SHIELDS  
DOORS AND IGNITION KEYED THE SAME  
REAR LICENSE PLATE MOUNT END OF FRAME  
DUAL AMBER LED CLASS II STROBE LIGHTS  
WITH STAINLESS STEEL BRACKETS ABOVE  
CAB DOORS  
SINGLE RECTANGULAR H4 HALOGEN  
HEADLIGHTS WITH BRIGHT BEZELS  
LED MARKER LAMPS  
WIRING AND SWITCH FOR CUSTOMER  
FURNISHED SNOW PLOW LAMPS WITH DUAL  
CONNECTIONS AT BUMPER  
DAYTIME RUNNING LIGHTS  
INTEGRAL STOP/TAIL/BACKUP LIGHTS  
STANDARD FRONT TURN SIGNAL LAMPS  
DUAL STAINLESS STEEL HEATED MIRRORS  
WITH LIGHTS  
DOOR MOUNTED MIRRORS  
102 INCH EQUIPMENT WIDTH  
LH AND RH SUREPLUS 574 8 INCH BRIGHT  
FINISH HEATED CONVEX MIRRORS WITH  
SEPARATE ADJUSTMENT, MOUNTED BELOW  
MIRROR  
RH DOWN VIEW MIRROR  
STANDARD SIDE/REAR REFLECTORS  
STAINLESS STEEL EXTERIOR SUN VISOR  
17.5X35 INCH TINTED REAR WINDOW  
TINTED DOOR GLASS  
MANUAL DOOR WINDOW REGULATORS  
2-PIECE TINTED CURVED GASKET MOUNTED  
HEATED WINDSHIELD  
2 GALLON WINDSHIELD WASHER RESERVOIR  
WITH FLUID LEVEL INDICATOR, MOUNTED  
UNDER CAB, WITH REMOTE FILL

Cab Interior

GRAY VINYL BASE INTERIOR  
BLACK HARD TRIM  
BASE LEFT HAND DOOR TRIM



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Description

BASE RIGHT HAND DOOR TRIM  
 BLACK MATS WITH DOUBLE INSULATION  
 DASH MOUNTED ASH TRAY AND (1) POWER  
 OUTLET  
 NO STORAGE-CAB INT,LH WALL,LOWER  
 NO STORAGE-CAB INT, RH WALL, LOWER  
 NO STORAGE-CAB INT,LH WALL,UPPER  
 NO STORAGE-CAB INT,RH WALL,UPPER  
 FORWARD ROOF MOUNTED CONSOLE  
 LH AND RH DOOR MAP POCKETS  
 (2) COAT HOOKS ON BACKWALL OF CAB  
 (1) CUP HOLDER MOUNTED IN BOTTOM  
 CENTER OF DASH  
 TWO-TONE CHARCOAL UPPER/COOL GRAY  
 LOWER SOFT TOUCH WING DASH WITH BLACK  
 DRIVER SIDE COSMETIC UNDER DASH COVER  
 WIRING FOR PCB BASED ARCHITECTURE AND  
 VOCATIONAL OPTIONS  
 5 LB. FIRE EXTINGUISHER  
 HEATER, DEFROSTER AND AIR CONDITIONER  
 WITH CONSTANT OUTLET TEMPERATURE  
 CONTROL  
 HVAC DUCTING WITH FOAM MAIN FRESH AIR  
 FILTER  
 MAIN HVAC CONTROLS WITH RECIRCULATION  
 SWITCH  
 NO AUXILIARY HVAC UNIT  
 STANDARD HEATER PLUMBING WITH BALL  
 SHUTOFF VALVES AT SUPPLY LINES ONLY  
 VALEO HEAVY DUTY A/C REFRIGERANT  
 COMPRESSOR  
 RADIATOR MOUNTED AIR CONDITIONER  
 CONDENSER  
 BINARY CONTROL, R-134A  
 CAB INSULATION  
 AUTOMATIC SELF-RESET CIRCUIT  
 BREAKERS/FUSES IN DASH POWER  
 DISTRIBUTION BOXES AND FUSES IN  
 AUXILIARY POWER DISTRIBUTION BOXES  
 DOOR ACTIVATED DOME LIGHT, UNDER DASH  
 LIGHT AND LH AND RH DOOR MOUNTED  
 COURTESY LIGHTS

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#### Description

CAB DOOR LATCHES WITH MANUAL DOOR  
 LOCKS  
 NO MATTRESS  
 TRIANGULAR REFLECTORS KIT WITHOUT  
 FLARES SHIPPED LOOSE IN CAB  
 BASIC HIGH BACK AIR SUSPENSION DRIVER  
 SEAT WITH 1 CHAMBER AIR LUMBAR,  
 INTEGRATED CUSHION EXTENSION AND REAR  
 CUSHION TILT  
 BATTERY BOX MID BACK NON SUSPENSION  
 PASSENGER SEAT  
 DUAL DRIVER SEAT ARMRESTS, NO  
 PASSENGER SEAT ARMRESTS  
 BLACK MORDURA CLOTH DRIVER SEAT COVER  
 BLACK MORDURA CLOTH PASSENGER SEAT  
 COVER  
 3 POINT DRIVER AND PASSENGER SEAT BELT  
 RETRACTORS,  
 ADJUSTABLE TILT AND TELESCOPING  
 STEERING COLUMN  
 4-SPOKE 18 INCH (450MM) LEATHER WRAPPED  
 STEERING WHEEL WITH SWITCHES  
 DRIVER AND PASSENGER INTERIOR SUN  
 VISORS

#### Instruments & Controls

NON-ADJUSTABLE SUSPENDED PEDALS  
 ELECTRONIC FOOT ACCELERATOR  
 BRIGHT ARGENT FINISH GAUGE BEZELS  
 BLACK DRIVER INSTRUMENT PANEL  
 BLACK CENTER INSTRUMENT PANEL  
 LOW AIR PRESSURE INDICATOR LIGHT AND  
 AUDIBLE ALARM  
 2 INCH PRIMARY AND SECONDARY AIR  
 PRESSURE GAUGES  
 INTAKE MOUNTED AIR RESTRICTION  
 INDICATOR WITH GRADUATIONS  
 97 DB BACKUP ALARM  
 ELECTRONIC CRUISE CONTROL WITH  
 CONTROLS ON STEERING WHEEL SPOKES  
 KEY OPERATED IGNITION SWITCH AND  
 INTEGRAL START POSITION; 4 POSITION  
 OFF/RUN/START/ACCESSORY



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Description

ICU4ME DRIVER MESSAGE CENTER WITH GRAPHICAL DISPLAY, BLACK FACE GAUGES, DIAGNOSTICS AND DATA LINKED  
HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH  
2 INCH ELECTRIC FUEL GAUGE  
FUEL FILTER RESTRICTION INDICATOR  
EMISSIONS LIMITED IDLE ADJUST  
NO ADDITIONAL EXTRA SWITCH ACCUATORS  
CUSTOMER INTERFACE CONNECTOR LOCATED BETWEEN SEATS WITH BLUNTCUTS  
NO PREWIRED HIGH POWER CIRCUIT  
ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE  
ENGINE OIL TEMPERATURE GAUGE  
2 INCH TRANSMISSION OIL TEMPERATURE GAUGE  
ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER  
CUSTOMER FURNISHED AND INSTALLED PTO CONTROLS  
ELECTRIC ENGINE OIL PRESSURE GAUGE  
AM/FM/WB WORLD TUNER RADIO WITH BLUETOOTH AND USB AND AUXILIARY INPUTS, J1939  
ROOF/OVERHEAD CONSOLE MOUNTED RADIO  
(4) RADIO SPEAKERS IN CAB  
POWER AND GROUND WIRING FOR CB RADIO IN OVERHEAD CONSOLE  
ROOF/OVERHEAD CONSOLE CB RADIO PROVISION  
MULTI-BAND AM/FM/WB/CB DUAL MIRROR MOUNTED ANTENNA SYSTEM  
ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITH ODOMETER  
STANDARD VEHICLE SPEED SENSOR  
ELECTRONIC 3000 RPM TACHOMETER  
VT-HU CONNECTIVITY PLATFORM HARDWARE  
2 YEARS DETROIT CONNECT BASE PACKAGE (VIRTUAL TECHNICIAN, DETROIT CONNECT PORTAL ACCESS) FOR VT-HU CONNECTIVITY PLATFORM



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Description

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IDLE SHUTDOWN OVERRIDE, DDEC 5/6  
 AMBIENT AIR TEMPERATURE SENSOR  
 FOUR EXTRA SWITCHES IN DASH  
 HARDWIRE SWITCH #1, ON/OFF/ON  
 MOMENTARY, 10 AMPS IGNITION WIRED TO  
 CUSTOMER INTERFACE CONNECTOR  
 HARDWIRE SWITCH #2, ON/OFF LATCHING, 20  
 AMPS IGNITION WIRED TO CUSTOMER  
 INTERFACE CONNECTOR  
 HARDWIRE SWITCH #3, ON/OFF LATCHING, 20  
 AMPS IGNITION WIRED TO CUSTOMER  
 INTERFACECONNECTOR  
 HARDWIRE SWITCH #4, ON/OFF LATCHING, 20  
 AMPS IGNITION WIRED TO CUSTOMER  
 INTERFACECONNECTOR  
 NO HARDWIRE SWITCH #5, ON/OFF LATCHING,  
 WIRED TO CUSTOMER INTERFACE  
 CONNECTOR  
 NO HARDWIRE SWITCH #6, ON/OFF LATCHING,  
 WIRED TO CUSTOMER INTERFACE  
 CONNECTOR  
 NO HARDWIRE SWITCH #7, ON/OFF LATCHING,  
 WIRED TO CUSTOMER INTERFACE  
 CONNECTOR  
 NO HARDWIRE SWITCH #8, ON/OFF LATCHING,  
 WIRED TO CUSTOMER INTERFACE  
 CONNECTOR  
 NO HARDWIRE SWITCH #9, ON/OFF LATCHING,  
 WIRED TO CUSTOMER INTERFACE  
 CONNECTOR  
 NO HARDWIRE SWITCH #10, ON/OFF  
 LATCHING, WIRED TO CUSTOMER INTERFACE  
 CONNECTOR  
 REAR SPRING LOADED HAND CONTROL BRAKE  
 VALVE  
 DIGITAL VOLTAGE DISPLAY INTEGRAL WITH  
 DRIVER DISPLAY  
 SINGLE ELECTRIC WINDSHIELD WIPER MOTOR  
 WITH DELAY AND ARCTIC TYPE BLADES  
 CAB/TRAILER MARKER LIGHT SWITCH WITH  
 SEPARATE HEADLIGHT SWITCH WITH  
 HDLP/MRKR INTERRUPT SWITCH ON STEERING  
 WHEEL & DASH SW FOR CUSTOMER  
 FURNISHED SNOWPLOW LTS  
 ONE VALVE PARKING BRAKE SYSTEM WITH  
 WARNING INDICATOR



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	Description
<b>Design</b>	MANUAL TURN SIGNAL SWITCH, HEADLAMP HIGH/LOW AND FLASH, WASH/WIPE/INTERMITTENT PACIFIC INSIGHT ELECTRONIC FLASHER
<b>Color</b>	PAINT: ONE SOLID COLOR  CAB COLOR A: L2832EB YELLOW ELITE BC CAB INTERIOR PAINTED SAME AS CAB COLOR BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW) POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)
<b>Certification / Compliance</b>	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS
<b>Secondary Factory Options</b>	CORPORATE PDI CENTER IN-SERVICE ONLY
<b>Raw Performance Data</b>	CALC'D FRAME LENGTH - OVERALL : 341.06 CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 130.35 in CALC'D SPACE AVAILABLE FOR DECKPLATE : 133.78 in

**Extended Warranty**

EW4: DD13 VOC \$0 DED 7 YEARS/150,000 MILES/241,500 KM FEX  
APPLIES

**Dealer Installed Options**

Weight Front	Weight Rear
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RH SPRING BUILD-UP	0	0
Total Dealer Installed Options	0 lbs	0 lbs

(\*\*\*) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.



7



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF PUBLIC WORKS  
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VOORHEESVILLE, NEW YORK 12186-4826  
(518) 765-2055 - FAX (518) 447-7047  
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LISA M. RAMUNDO  
COMMISSIONER

SCOTT D. DUNCAN  
DEPUTY COMMISSIONER

January 8, 2020

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works is requesting the Legislature's approval to enter into an agreement with Maser Consulting P.A. for the Design & Construction Inspection Services for CR252 (Knox Cave Rd.) Highway Improvement Project.

The County Purchasing Agent received five (5) proposals for this project. Our engineering staff reviewed the proposals and recommended the award of this contract to Maser Consulting P.A. based on the best understanding of the scope of this project. The total contract amount shall not exceed \$121,400.00.

This project is approximately 3.6 miles long and is from NY156 to NY157A in the Towns of Berne and Knox. Work includes milling out top course and binder course asphalt approximately 4" deep, recycling in-place the base course asphalt (3") and 2-3" of the subbase, add liquid asphalt, add stone and compact. Then place 2 1/2" of binder course and 1 1/2" of top course asphalt over the recycled base. Revisions to existing stormwater drainage and guiderail as necessary. Replace road signage and stripe roadway.

If there are any questions or further information is needed, please feel free to contact my office.

Sincerely,

Lisa M. Ramundo  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1370, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

Description (e.g., Contract Authorization for Information Services):  
Contract Authorization for an Agreement with Maser Consulting P.A.

Date: January 8, 2020  
Submitted By: Lisa M. Ramundo  
Department: Public Works  
Title: Commissioner  
Phone: 518-765-2055  
Department Rep.  
Attending Meeting: Lisa M. Ramundo

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Maser Consulting P.A.  
18 Computer Dr. East  
Suite 203  
Albany, NY 12205

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$121,400.00  
Scope of Services: Design and Construction Inspection

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No



Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: HHT25197.22000R

Appropriation Amount: \$121,400.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: Click or tap here to enter text.

County: 100%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) 4/1/2020-4/30/2021

Length of Contract: One Year

Impact on Pending Litigation Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The Department of Public Works is requesting the Legislature's approval to enter into an agreement with Maser Consulting P.A. for the Design & Construction Inspection Services for CR252 (Knox Cave Rd.) Highway Improvement Project.

The County Purchasing Agent received five (5) proposals for this project. Our engineering staff reviewed the proposals and recommended the award of this contract to Maser Consulting P.A. based on the best understanding of the scope of this project. The total contract amount shall not exceed \$121,400.00.

This project is approximately 3.6 miles long and is from NY156 to NY157A in the Towns of Berne and Knox. Work includes milling out top course and binder course asphalt approximately 4" deep, recycling in-place the base course asphalt (3") and 2-3" of the subbase, add liquid asphalt, add stone and compact. Then place 2 ½" of binder course and 1 ½" of top course asphalt over the recycled base. Revisions to existing stormwater drainage and guiderail as necessary. Replace road signage and stripe roadway.

If there are any questions or further information is needed, please feel free to contact my office.



DANIEL P. McCOY  
COUNTY EXECUTIVE

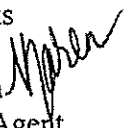
COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

## MEMORANDUM

**TO:** Lisa M. Ramundo, Commissioner  
Public Works

**FROM:** Karen Storm   
Purchasing Agent

**DATE:** January 8, 2020

**RE:** RFP#2019-143, CR252 Knox Cave Road, Highway Improvement Project Design  
and Construction Inspection Services.

---

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Maser Consulting P.A. in the amount of \$121,400.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Maser Consulting P.A. for an award.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award to the successful proposer.



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF PUBLIC WORKS  
449 NEW SALEM ROAD  
VOORHEESVILLE, NEW YORK 12186-4826  
(518) 765-2055 - FAX (518) 447-7047  
[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

LISA M. RAMUNDO  
COMMISSIONER

## RECOMMENDATION NOTICE

**TO:** Karen Storm, Purchasing Agent

**FROM:** Lisa M. Ramundo, Commissioner

**DATE:** January 7, 2020

**RE:** RFP #2019-143  
Project #19-C554  
CR252 (Knox Cave Rd.) Highway Improvement Project  
Design and Construction Inspection Services

---

Upon review of the five (5) proposals that were received regarding the aforementioned project, I would like to recommend Maser Consulting P.A. for the award in the amount not to exceed \$121,400.00.

I have attached a copy of our Engineering Divisions recommendation along with the rating sheets.

If you have any questions, please feel free to contact my office.

LMR:ct



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF PUBLIC WORKS  
449 NEW SALEM ROAD  
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[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

LISA M. RAMUNDO  
COMMISSIONER

## Memorandum

---

TO: Lisa M. Ramundo, Commissioner

FROM: Bill Anslow, Civil Engineer

DATE: January 7, 2020

RE: RFP#2019-143  
Project #19-C554  
CR252 (Knox Cave Rd.)  
Highway Improvement Project  
Design & Construction Inspection Services

Attached please find the rating tally sheet for the subject project. After reviewing all five (5) of the RFP's, we recommend the project be awarded to Maser Consulting P.A. on the basis of the best understanding of the scope of the project. Total contract amount not to exceed \$121,400.00.

Please let me know if you have any questions.

WA:ct

**RATING SHEET**  
**RFP 2019-143**  
**Design Construction Inspection Services**  
**Knox Cave Rd. (CR 252)**

	Creighton Manning Engineering	Foitt Albert	GPI	Maser Consulting	MJ Engineering
<b>Bill</b>	9.300	7.650	8.625	9.400	9.250
<b>Chris</b>	9.100	7.913	8.400	9.675	9.213
<b>Jim</b>	7.750	6.575	6.725	7.900	7.720
<b>Tony</b>	9.100	8.450	8.600	9.900	9.050
<b>Totals</b>	35.250	30.588	32.350	36.875	35.233
<b>Average</b>	8.813	7.647	8.088	9.219	8.808
<b>Rank</b>	2	5	4	1	3

**EVALUATION SCORE SHEET**  
**RFP 2019-143**  
**Design + Construction Inspection Services**  
**Knox Cave Rd. (CR 252)**

PROPOSER	Weight	GME		Fort Albert		GPI		Maser Consulting		MJ Engineering	
Proposers Comprehension of the Required Scope of Services (work)	20%	9	1.800	8	1.600	9.5	1.900	9	1.800	9.5	1.900
Prior Experience in Similar Projects	20%	10	2.000	8	1.600	9	1.800	9	1.800	9	1.800
Total Proposed Price	25%	8	2.000	7	1.750	6.5	1.625	10	2.500	9	2.250
Ability to Keep Project on Schedule and Within Budget (Include examples and a proposed project schedule.)	20%	10	2.000	6	1.200	9	1.800	9	1.800	9	1.800
Professional Qualifications (Evaluation of employees' resumes)	10%	10	1.000	10	1.000	10	1.000	10	1.000	10	1.000
Client References	5%	10	0.500	10	0.500	10	0.500	10	0.500	10	0.500
			9.300		7.650		8.625		9.400		9.250

Name: Wm Anderson Date: 1/7/2020

**EVALUATION SCORE SHEET**  
**RFP 2019-143**  
**Design + Construction Inspection Services**  
**Knox Cave Rd. (CR 252)**

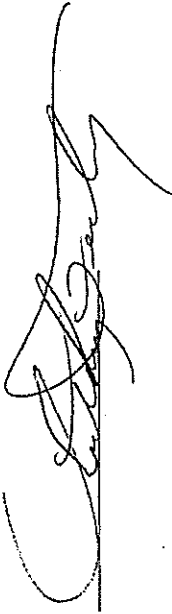
PROPOSER	CME		Foil Albert		GPI		Master Consulting		MJ Engineering		
	Weight										
Proposers Comprehension of the Required Scope of Services (work)	20%	9.5	1.900	9	1.800	8	1.600	9.75	1.950	9.5	1.900
Prior Experience in Similar Projects	20%	9.5	1.900	9	1.800	10	2.000	9.5	1.900	9.5	1.900
Total Proposed Price	25%	8	2.000	7	1.750	6.5	1.625	10	2.500	9	2.250
Ability to Keep Project on Schedule and Within Budget (Include examples and a proposed project schedule.)	20%	9.75	1.950	6	1.200	9	1.800	9.5	1.900	9	1.800
Professional Qualifications (Evaluation of employees' resumes)	10%	8.75	0.875	9	0.900	8.75	0.875	9.5	0.950	9	0.900
Client References	5%	9.5	0.475	9.25	0.463	10	0.500	9.5	0.475	9.25	0.463
			9.100		7.913		8.400		9.675		9.213

Name: *Christina Kalachovic*

Date: 1/7/2020

**EVALUATION SCORE SHEET**  
**RFP 2019-143**  
**Design + Construction Inspection Services**  
**Knox Cave Rd. (CR 252)**

PROPOSER	Weight	CME		Fott Albert		GPI		Maser Consulting		MJ Engineering	
Proposers Comprehension of the Required Scope of Services (work)	20%	10	2.000	10	2.000	9	1.800	10	2.000	9	1.800
Prior Experience in Similar Projects	20%	10	2.000	9	1.800	10	2.000	10	2.000	10	2.000
Total Proposed Price	25%	8	2.000	7	1.750	6.5	1.625	10	2.500	9	2.250
Ability to Keep Project on Schedule and Within Budget (Include examples and a proposed project schedule.)	20%	9	1.800	8	1.600	9	1.800	9.5	1.900	8	1.600
Professional Qualifications (Evaluation of employees' resumes)	10%	8	0.800	8	0.800	9	0.900	10	1.000	9	0.900
Client References	5%	10	0.500	10	0.500	9.5	0.475	10	0.500	10	0.500
			9.100		8.450		8.600		9.900		9.050

Name: 

Date: 1/7/2020



**EVALUATION SCORE SHEET**  
**RFP 2019-143**  
**Design + Construction Inspection Services**  
**Knox Cave Rd. (CR 252)**

PROPOSER	Weight	CME		Foit, Albert		GPI		Maser Consulting		MJ Engineering	
Proposers Comprehension of the Required Scope of Services (work)	20%	8.5	1.700	5	1.000	6.25	1.250	7	1.400	7.1	1.420
Prior Experience in Similar Projects	20%	7	1.400	7	1.400	7	1.400	7	1.400	6.5	1.300
Total Proposed Price	25%	8	2.000	7	1.750	6.5	1.625	10	2.500	9	2.250
Ability to Keep Project on Schedule and Within Budget (Include examples and a proposed project schedule.)	20%	7.5	1.500	7	1.400	7	1.400	7	1.400	8.25	1.650
Professional Qualifications (Evaluation of employees' resumes)	10%	7.5	0.750	7	0.700	7	0.700	8	0.800	7	0.700
Client References	5%	8.000	0.400	6.5	0.325	7	0.350	8	0.400	8	0.400
			7.750		6.575		6.725		7.900		7.720

Name: 

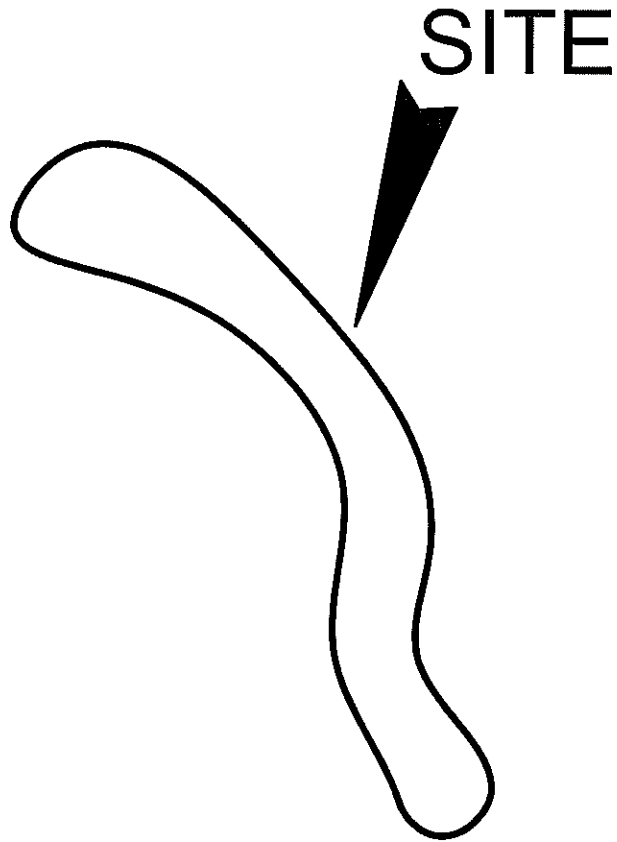
Date: 1/7/2020

RFP#2019-143

CR252 Knox Cave Rd. Highway Improvement Project  
Design and Construction Inspection

VENDOR	Maser	MJ Engineering	Creighton Manning	Foit Albert	GPI
Design	\$30,900	\$25,000.00	\$46,630.00	\$83,900	\$53,000.00
Construction Inspection	\$82,500.00	\$165,000.00	\$164,700.00	\$172,200.00	\$205,000.00
Testing	\$8000.00	\$8000.00	\$8000.00	\$8000.00	\$8000.00
TOTAL PROJECT COST	\$121,400.00	\$198,000.00	\$219,330.00	\$264,100.00	\$266,000.00

Z:\Land Desktop 2004\Bridg Site Maps\2020\2020 Proj.dwg 11/15/2019 12:42:29 PM EST



SITE LOCATION ±

42.6326' ' "

-74.0812' ' "

to

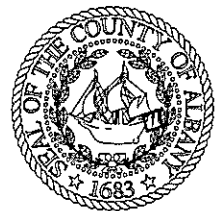
42.6711' ' "

-74.1157' ' "

(NOT TO SCALE)

ALBANY COUNTY  
DEPT. OF PUBLIC WORKS  
HIGHWAY ENGINEERING DIVISION

RFP # 19-143  
**COUNTY ROUTE 252**  
Knox Cave Road  
Project # 19-C554  
HIGHWAY IMPROVEMENT PROJECT  
TOWN OF BERNE & KNOX



8



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF PUBLIC WORKS  
449 NEW SALEM ROAD  
VOORHEESVILLE, NEW YORK 12186-4826  
(518) 765-2055 - FAX (518) 447-7047  
[www.albanycountyny.gov](http://www.albanycountyny.gov)

LISA M. RAMUNDO  
COMMISSIONER

SCOTT D. DUNCAN  
DEPUTY COMMISSIONER

January 9, 2020

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

The Department of Public Works is requesting the Legislature's approval to enter into an agreement with Creighton Manning Engineering for the Design & Construction Inspection Services for CR303 and CR311 (Beaver Dam Rd.) Highway Improvement Project.

The County Purchasing Agent received seven (7) proposals for this project. Our engineering staff reviewed the proposals and recommended the award of this contract to Creighton Manning Engineering based on the best understanding of the scope of this project. The total contract amount shall not exceed \$225,470.00.

Project is approximately 3.7 miles long from NY157 to NY157A in the Towns of Berne and New Scotland. Work includes full depth recycling of the existing asphalt, adding stone to create a Type II subbase. Placing 3" of base course, 2 ½" of binder course and 1 ½" of top course over graded and compacted subbase. Reestablish/create roadside ditches, revise existing storm drainage system, revise guiderail and replace road signs along with installing new striping.

If there are any questions or further information is needed, please feel free to contact my office.

Sincerely,

Lisa M. Ramundo  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

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File #: TMP-1388, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Contract Authorization for an Agreement with Creighton Manning Engineering

Date: January 9, 2020  
Submitted By: Lisa M. Ramundo  
Department: Public Works  
Title: Commissioner  
Phone: 518-765-2055  
Department Rep.  
Attending Meeting: Lisa M. Ramundo

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.

Source of Funds: Click or tap here to enter text.

Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

Change Order/Contract Amendment

Purchase (Equipment/Supplies)

Lease (Equipment/Supplies)

Requirements

Professional Services

Education/Training

Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

Settlement of a Claim

Release of Liability

Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Creighton Manning Engineering

2 Winners Circle

Albany, NY 12205

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$225,470.00

Scope of Services: Design and Construction Inspection Services

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: HHT35197.22000R  
Appropriation Amount: \$225,470.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 4/1/2020-8/31/2021  
Length of Contract: 16 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The Department of Public Works is requesting the Legislature's approval to enter into an agreement with Creighton Manning Engineering for Design & Construction Inspection Services for CR303 and CR311 (Beaver Dam Rd.) Highway Improvement Project.

The County Purchasing Agent reviewed seven (7) proposals for this project. Our engineering staff reviewed the proposals and recommended the award of this contract to Creighton Manning Engineering based on the best understanding of the scope of this project. The total contract amount shall not exceed \$225,470.00.

Project is approximately 3.7 miles long from NY157 to NY157A in the Towns of Berne and New Scotland. Work includes full depth recycling of the existing asphalt, adding stone to create a Type II subbase. Placing 3" of base course, 2 1/2" of binder course and 1 1/2" of top course over graded and compacted subbase. Reestablish/create roadside ditches, revise existing storm drainage system, revise guiderail and replace road signs along with installing new striping.

If there are any questions or further information is needed, please feel free to contact my office.





DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF PUBLIC WORKS  
449 NEW SALEM ROAD  
VOORHEESVILLE, NEW YORK 12186-4826  
(518) 765-2055 - FAX (518) 447-7047  
[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

LISA M. RAMUNDO  
COMMISSIONER

## RECOMMENDATION NOTICE

**TO:** Karen Storm, Purchasing Agent

**FROM:** Lisa M. Ramundo, Commissioner

**DATE:** January 9, 2020

**RE:** RFP #2019-144  
CR303 & CR311 (Beaver Dam Rd.) Highway Improvement Project  
Design and Construction Inspection Services

---

Upon review of the seven (7) proposals that were received regarding the aforementioned project, I would like to recommend Creighton Manning Engineering for the award in the amount not to exceed \$225,470.00.

I have attached a copy of our Engineering Divisions recommendation along with the Rating Sheet.

If you have any questions, please feel free to contact my office.

LMR:ct



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF PUBLIC WORKS  
449 NEW SALEM ROAD  
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[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

LISA M. RAMUNDO  
COMMISSIONER

## Memorandum

---

TO: Lisa M. Ramundo, Commissioner

FROM: Bill Anslow, Civil Engineer

DATE: January 9, 2020

RE: RFP#2019-144  
CR303 & CR311 (Beaver Dam Rd.)  
Highway Improvement Project  
Design & Construction Inspection Services

Attached please find the rating tally sheet for the subject project. After reviewing all seven (7) of the RFP's, we recommend the project be awarded to Creighton Manning Engineering on the basis of the best understanding of the scope of the project. Total contract amount not to exceed \$225,470.00.

Please let me know if you have any questions.

WA:ct



COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DANIEL P. McCOY  
COUNTY EXECUTIVE

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

**MEMORANDUM**

**TO:** Lisa M. Ramundo, Commissioner  
Department of Public Works

**FROM:** Karen Storm *K Storm*  
Purchasing Agent

**DATE:** January 10, 2020

**RE:** RFP #2019-144

---

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Creighton Manning Engineering in the amount of \$225,470.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposals submitted. I have no objection to the selection of Creighton Manning Engineering for an award.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award to the successful proposer.

**EVALUATION SCORE SHEET**  
**RFP 2019-144**  
**Design + Construction Inspection Services**  
**Beaver Dam Rd. (CR 303 + 311)**

PROPOSER	Weight	PROPOSER													
		Baron & Logsdice	GME	Boil/Albert	GPU	JMT	M&E-Consulting	M&E-Engineering	Other	Other	Other				
Proposer's Comprehension of the Required Scope of Services (work)	20%	8	1,600	9	1,800	8.5	1,700	6	1,200	8	1,600	8	1,600	8.5	1,700
Prior Experiences in Similar Projects	20%	8.5	1,700	9	1,800	8	1,600	9	1,800	8.5	1,700	9	1,800	9	1,800
Total Proposed Price	25%	6.5	1,625	8.5	2,125	6.5	1,625	6	1,500	7.5	1,875	10	2,500	9	2,250
Ability to Keep Project on Schedule and Within Budget (include examples and a proposed project schedule.)	20%	9	1,800	10	2,000	5	1,000	9	1,800	9	1,800	9	1,800	8.5	1,700
Professional Qualifications (Evaluation of employees' resumes)	10%	10	1,000	10	1,000	10	1,000	10	1,000	10	1,000	8	0,800	10	1,000
Client References	5%	10	0,500	10	0,500	10	0,500	10	0,500	10	0,500	10	0,500	10	0,500
		8,225		9,225		7,425		7,800		8,475		9,000		8,950	

Name: Jim Ad Date: 1/9/2020

**EVALUATION SCORE SHEET**  
**RFP 2019-144**  
**Design + Construction Inspection Services**  
**Beaver Dam Rd. (CR 303 + 311)**

PROPOSER	Weight	Barton & Logsdon	GMI	Rob Alberi	OPF	JMT	Miser Consulting	MJE Engineering					
Proposers Comprehension of the Required Scope of Services (work)	20%	8	1.600	9	1.800	5	1.000	6	1.200	6	1.200	7	1.400
Prior Experience in Similar Projects	20%	8	1.600	8	1.600	8	1.600	8	1.600	8	1.600	8	1.600
Total Proposed Price	25%	6.5	1.625	8.5	2.125	6.5	1.625	6	1.500	7.5	1.875	10	2.500
Ability to Keep Project on Schedule and Within Budget (Include examples and a proposed project schedule.)	20%	9	1.800	9	1.800	3	0.600	9	1.800	9	1.800	8	1.600
Professional Qualifications (Evaluation of employees' resumes)	10%	5	0.500	9	0.900	4	0.400	8	0.800	8	0.800	5	0.500
Client References	5%	8	0.400	8	0.400	8	0.400	8	0.400	8	0.400	8	0.400
		7.525	8.625	5.625	7.300	7.675	7.800	8.250					

Name: LA R

Date: 1-9-20

**EVALUATION SCORE SHEET**  
**RFP 2019-144**  
**Design + Construction Inspection Services**  
**Beaver Dam Rd. (CR 303 + 311)**

PROPOSER	Weight	Position & Experience	OSHA	FEH-Agency	GPI	JMIT	Master Consulting	MD Engineering	
Proposers Comprehension of the Required Scope of Services (work)	20%	5	1.000	9	1.800	9	1.800	9	1.800
Prior Experience in Similar Projects	20%	7.5	1.500	8	1.600	8.5	1.700	6	1.200
Total Proposed Price	25%	6.5	1.625	6.5	1.625	6	1.500	10	2.500
Ability to Keep Project on Schedule and Within Budget (Include examples and a proposed project schedule.)	20%	4	0.800	5	1.000	8	1.600	7	1.400
Professional Qualifications (Evaluation of employees' resumes)	10%	7	0.700	8.5	0.850	9	0.900	8.5	0.850
Client References	5%	8.5	0.425	9	0.450	8	0.400	9	0.450
		6.050	9.225	7.325	7.050	8.375	7.700	8.400	

Name: Robert Courten

Date: 1/9/20

**EVALUATION SCORE SHEET**  
**RFP 2019-144**  
**Design + Construction Inspection Services**  
**Beaver Dam Rd. (CR 303 + 311)**

PROPOSER	Criteria	Weight	Business Capabilities	C/M/E	Foil/Alber	GPA	JMD	Master Consulting	Mil Engineering						
										Score	Score	Score	Score	Score	Score
Proposers Comprehension of the Required Scope of Services (work)	20%	5	1.000	10	2.000	6	1.200	5	1.000	9.5	1.900	7	1.400	9	1.800
		7	1.400	9	1.800	5	1.000	7	1.400	9	1.800	6	1.200	10	2.000
Prior Experience in Similar Projects	20%	6.5	1.625	8.5	2.125	6.5	1.625	6	1.500	7.5	1.875	10	2.500	9	2.250
		7	1.400	10	2.000	5	1.000	8	1.600	8.5	1.700	9	1.800	9	1.800
Ability to Keep Project on Schedule and Within Budget (include examples and a proposed project schedule.)	20%	5	0.500	10	1.000	5	0.500	9	0.900	9	0.900	7	0.700	10	1.000
		10	0.500	10	0.500	10	0.500	9	0.450	10	0.500	10	0.500	10	0.500
Professional Qualifications (Evaluation of employees' resumes)	10%	6.425	9.425	5.825	6.850	8.675	8.100	9.350							
		6.425	9.425	5.825	6.850	8.675	8.100	9.350							
Client References	5%	10	0.500	10	0.500	10	0.500	10	0.500	10	0.500	10	0.500	10	0.500
		10	0.500	10	0.500	10	0.500	10	0.500	10	0.500	10	0.500	10	0.500
			6.425	9.425	5.825	6.850	8.675	8.100	9.350						

Name: 

Date: 1/9/2019

**RATING SHEET**  
**RFP 2019-144**  
**Design Construction Inspection Services**  
**Beaver Dam Rd. (CR 303 + 311)**

	Barton & Loguidice	Creighton Manning Engineering	Foif Albert	GPI	JMT	Maser Consulting	MJ Engineering
<b>Bill</b>	8.775	9.225	7.425	7.800	8.475	9.000	8.950
<b>Bob</b>	6.050	9.225	7.325	7.050	8.375	7.700	8.400
<b>Lisa</b>	7.525	8.625	5.625	7.300	7.675	7.800	8.250
<b>Tony</b>	6.425	9.425	5.825	6.850	8.675	8.100	9.350
<b>Totals</b>	28.775	36.500	26.200	29.000	33.200	32.600	34.950
<b>Average</b>	7.194	9.125	6.550	7.250	8.300	8.150	8.738
<b>Rank</b>	6	1	7	5	3	4	2



RFP#2019-144

CR303 and CR311 (Beaver Dam Rd.) Highway Improvement Project

Design and Construction Inspection

VENDOR	Maser	MJ Engineering	Creighton Manning	JMT	Barton & Loguidice	Foit-Albert	GPI
Design	\$30,900	\$32,500.00	\$52,770.00	\$48,840.00	\$45,169.00	\$105,500.00	\$75,000.00
Construction Inspection	\$96,250.00	\$172,000.00	\$164,700.00	\$192,170.00	\$232,330.00	\$172,200.00	\$205,000.00
Testing	\$8000.00	\$8000.00	\$8000.00	\$8000.00	\$8000.00	\$8000.00	\$8000.00
<b>TOTAL PROJECT COST</b>	<b>\$135,150.00</b>	<b>\$212,500.00</b>	<b>\$225,470.00</b>	<b>\$249,010.00</b>	<b>\$285,499.00</b>	<b>\$285,700.00</b>	<b>\$288,000.00</b>

# **COUNTY OF ALBANY**

## **REQUEST FOR PROPOSALS ALBANY COUNTY DEPARTMENT OF PUBLIC WORKS**



**RFP #2019-144  
PROJECT #19-C555  
DESIGN AND CONSTRUCTION INSPECTION SERVICES FOR  
CR303 AND CR311 (BEAVER DAM RD.)  
HIGHWAY IMPROVEMENT PROJECT**

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
KAREN A. STORM, PURCHASING AGENT  
112 STATE STREET, ROOM 1000 ALBANY, NY 12207**

**COUNTY OF ALBANY**  
**REQUEST FOR PROPOSALS**  
**DESIGN & CONSTRUCTION INSPECTION SERVICES FOR**  
**CR303 & CR311 (BEAVER DAM RD.) HIGHWAY IMPROVEMENT PROJECT**  
**ALBANY COUNTY DEPARTMENT OF PUBLIC WORKS**  
**DIVISION OF HIGHWAY ENGINEERING**  
**RFP #2019-144**

**RFP DISTRIBUTION- IMPORTANT NOTICE**

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

**SECTION 1: PURPOSE**

- 1.1 The County of Albany is seeking proposals for design and construction inspection services for CR303 & CR311 (Beaver Dam Rd.) Highway Improvement Project, as requested by the Department of Public Works, Division of Highway Engineering.
- 1.2 The intent of these specifications is to furnish information to responsible proposers for the purpose of obtaining proposals to retain a NYS licensed engineer to provide complete design and construction inspection services as outlined in the Section 4: Scope of Services for the Rehabilitation of CR303 & CR311 (Beaver Dam Rd.) from NY157 to NY157A in the Towns of Berne and New Scotland.
- 1.3 The work for the proposed highway improvement project will consist of full depth recycling of the existing asphalt, adding stone to create a medium equivalent to NYSDOT Item 304.12 Type 2 subbase, grade (restore super elevations and cross-slope as required for a low volume road) and compact. Then place 3" of base course asphalt, 2 ½" of binder course asphalt, and 1 ½" of top course asphalt. Reestablish/create roadside ditches, revisions to existing stormwater drainage system, revision to existing guiderail, installation of road striping and signing.
- 1.4 The total length of the project is approximately 3.7 miles long. In addition, the design engineer will provide the County completed permit applications for all required permits, including any environmental permits, to complete the work (e.g., U.S. Army Corps, NYS ORHP, NYSDEC etc.). The County will sign and forward permit applications to the appropriate agency.

1.5 A site location map is included with this package

## **SECTION 2: RECEIPT OF PROPOSALS**

2.1 Five (5) copies, and (1) electronic copy on CD or flash drive, of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on January 6, 2020** at the following address:

Karen A. Storm  
Albany County Purchasing Agent  
112 State Street, **Room 1000**  
Albany, New York 12207

2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.

2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.

2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.

2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.

2.8 Proposals will be examined and evaluated by Albany County Department of Public Works, Division of Highway Engineering.

2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

## **SECTION 3: QUALIFICATION OF PROPOSER**

Provide a statement of Proposer qualifications including:

3.1 Provide the name, a brief history and description of your firm.

- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with projects similar in scope to that of this proposed design services for CR303/CR311 (Beaver Dam Rd.). Include experience with inspection of these types of projects.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.
- 3.7 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County , within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

#### **SECTION 4: SCOPE OF SERVICES**

- 4.1 The successful Proposer will be required to provide the following engineering services and to submit a stamped set of plans and specifications for the subject highway rehabilitation project. The design will be in accordance with current AASHTO and NYSDOT Standard Specifications for highway construction, except as modified by, and with the written approval of the Albany County Department of Public Works, Division of Highway Engineering. NYSDOT Standard Specifications for Construction and Materials will be used wherever possible, with special specifications prepared only if necessary.
- 4.2 The successful Proposer will perform an in-depth field inspection of the existing roadway, including field measurements and photographs for the County's use. Existing record drawings will be used and verified where possible. The successful Proposer will provide all necessary provisions for maintenance and protection of traffic during the field inspection work.
- 4.3 Albany County DPW will provide a baseline survey for the entire area. This will be provided to the successful Proposer. Please be advised that there may be a need for some additional survey. Any additional survey will be the responsibility of the successful Proposer.

- 4.4 The successful proposer will provide design for rehabilitation of CR303 & CR311 (Beaver Dam Rd.) from NY157 to NY157A. Work will include full depth recycling of the existing asphalt, adding stone to create a medium equivalent to NYS DOT Item 304.12 Type 2 Subbase, grade (restore super elevations and cross-slope as required for a low volume road) and compact. Then place 3" of base course asphalt, 2 ½" of binder course asphalt and 1 ½" of top course asphalt, reestablish/create roadside ditches, revisions to existing stormwater drainage system, revision to existing guiderail, installation of road striping and signing.
- 4.5 Prepare preliminary plans and cost estimate for review and approval by the County.
- 4.6 Develop contract plans, specifications and bid documents based on approved preliminary plans.
- 4.7 Prepare a final construction estimate including highway rehabilitation work.
- 4.8 Meet with the County to review the plans, specifications and estimate. Modify the contract documents as required to address the County's comments.
- 4.9 Attend one public information meeting to discuss project displaying the plans and explaining the project to the public. Any pertinent information from this meeting may be incorporated into the final plans.
- 4.10 Provide two sets of contract documents for the County's review.
- 4.11 Provide one set of final plans on 11x17 paper, and one in an electronic format compatible with the County's CADD system, and one copy of project manuals to the County for reproduction and distribution in paper form. Also, proposer will provide the County with 25 CD's with the plans and specifications loaded onto them.
- 4.12 Obtain ALL necessary permits as required (see Section 1.4). Provide County copies of all required permits.
- 4.13 Prepare an Advertisement to Bid for the County's distribution. Answer any questions received from potential bidders during the bid period.
- 4.14 Attend the construction bid opening, review the bids and recommend award of the contract.
- 4.15 Provide contract administration inclusive of attending preconstruction meeting, prepare meeting minutes, resolve contract disputes, review, approve and prepare change orders for approval by the County.
- 4.16 Provide two inspectors to perform full time on-site inspection services for the duration of this construction project. One inspector shall possess, at a minimum, NICET Level IV certification and shall have at least ten years of actual highway construction field experience. The second inspector shall possess, at a minimum, NICET Level II certifications, and two years of actual highway construction field experience. As part of the services required under this contract, the successful proposer shall:
  - a) Attend all preconstruction meetings and prepare meeting minutes.
  - b) Review all shop drawings associated with proposed construction and inform the County of approvals and any discrepancies.

- c) Create and maintain inspection reports using the NYSDOT Appia Software, which upon completion of the constructions work, will be turned over to the County.
- d) Prepare a monthly estimate for work completed by contractor.
- e) Review and prepare change order(s) to be submitted to the County for approval.
- f) Assist the County with all construction contract disputes that arise while the contract is in effect.
- g) Prepare final as-built drawings. Submit one paper copy along with a CD for County's files.

4.17 The consultant shall provide construction material testing services, as necessary, to meet all of the NYSDOT Standard Specifications.

#### 4.18 PROPOSAL CONDITIONS AND ASSUMPTIONS

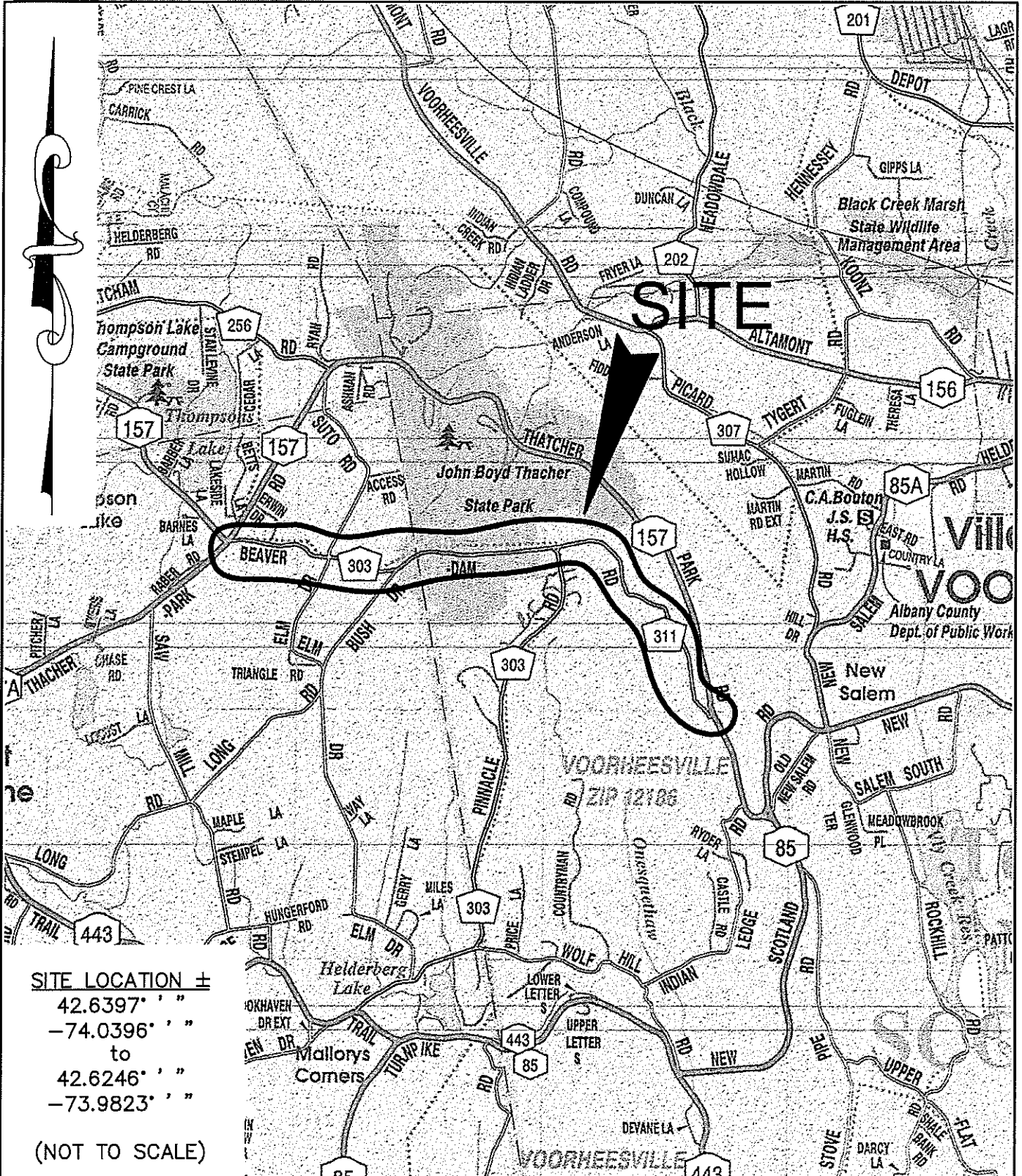
- a) The County will provide an AutoCAD file with the Albany County Standard Border for use by the proposer. The County will distribute the final plans and specifications for bidders.
- b) The County will provide a baseline survey required for the project. Please be advised that there may be a need for some additional survey. Any additional survey will be the responsibility of the successful Proposer.
- c) The design engineer will assist the County in preparing and obtaining all necessary permits required to complete the project. No environmental impact statement is anticipated. The project will be designed such that it will be in accordance with the NYSDEC requirements for environmental permits. The project is anticipated to be a SEQR Type II and, therefore, would require no further SEQR processing. Design engineer to prepare all permit applications and forward to the County for signature.
- d) Attendance at public hearing and/or meeting will be required as part of this Scope of Services.
- e) Final design plans should be completed and ready for letting in April 2020 with completion of construction anticipated for November 2020.
- f) Assume up to 20 weeks of construction at 50 hrs/week when determining construction inspection cost. Construction Inspectors will be required to keep track of all work being performed at all sites.
- g) Assume possible utility conflicts with poles, buried cable, gas and water.

#### **SECTION 5: TERM OF CONTRACT:**

5.1 The contract period shall be from date of contract execution until six (6) months after completion of all work under the contract.

5.2 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

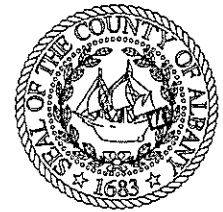
Z:\Land Desktop 2004\Bridge Site Maps\2020\2020 Proj.dwg 12/9/2019 1:57:19 PM EST



**SITE LOCATION ±**  
 42.6397° " N  
 -74.0396° " W  
 to  
 42.6246° " N  
 -73.9823° " W  
 (NOT TO SCALE)

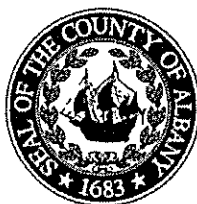
ALBANY COUNTY  
 DEPT. OF PUBLIC WORKS  
 HIGHWAY ENGINEERING DIVISION

RFP # 19-144  
**COUNTY ROUTE 303 & 311**  
 Beaverdam Road  
 Project # 19-C555  
 HIGHWAY IMPROVEMENT PROJECT  
 TOWN OF BERNE & NEW SCOTLAND





9



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
112 STATE STREET, SUITE 825  
ALBANY, NEW YORK 12207  
(518) 447-7210 FAX (518) 447-7747  
[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

DAVID M. LATINA  
COMMISSIONER

MARTIN V. MCCLUNE  
DEPUTY COMMISSIONER

January 6, 2020

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Re: Contract Authorization

Dear Chairman Joyce:

The Department of General Services requests authorization to enter into an agreement with Landmark Flooring Concepts, Inc. for carpet replacement of the first and second floors of the Departments of Health/Mental Health at 175 Green St. with a not to exceed cost of \$110,000.00.

DGS requested quotes from awardees of the current NYS OGS – Group 20600 – Floor Coverings and Related Services. The current floor coverings have exceeded their expected longevity. The quoted replacement floor coverings will also address excessive traffic areas and require less maintenance and repair.

Of the two quotes received, Landmark Flooring Concepts, Inc. was the lowest at \$104,778.00.

This purchase is included in the current General Services Capital Projects and funding will be covered through Bond #HHX7 pursuant to Res. 13-558 dated 12/5/2013.

The term of this contract will commence upon signing and continue until the project is completed and signed off by the Department of General Services. Projected term is March 1, 2020 - September 30, 2020.

If you should have any questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina  
Commissioner

DML:tas  
Enclosure(s)

cc: Honorable Dennis Feeney, Majority Leader  
Honorable Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1336, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**  
Authorizing an agreement with Landmark Flooring Concepts, Inc.

Date: 12/23/2019  
Submitted By: David Latina  
Department: Department of General services  
Title: Commissioner  
Phone: 518-447-7210  
Department Rep.  
Attending Meeting: David Latina

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.

Source of Funds: Click or tap here to enter text.

Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

Change Order/Contract Amendment

Purchase (Equipment/Supplies)

Lease (Equipment/Supplies)

Requirements

Professional Services

Education/Training

Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

Settlement of a Claim

Release of Liability

Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Landmark Flooring Concepts, Inc.  
5 Interstate Ave, Albany, NY 12205

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$110,000.00

Scope of Services: Labor and materials to replace existing carpet for the first and second floors of the Department of Health/Mental Health located at 175 Green Street Albany NY 12202.

Bond Res. No.: 13-558

Date of Adoption: 12/5/2013

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: 1620-4046  
Appropriation Amount: \$110,000.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 3/1/2020 - 8/31/2020  
Length of Contract: Six Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

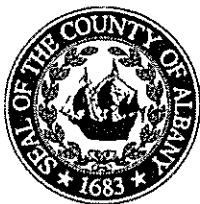
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Of the two quotes received, Landmark Flooring Concepts, Inc. was the lowest at \$104,778.00.

This purchase is included in the current General Services Capital Projects and funding will be covered through Bond #HHX7 pursuant to Res. 13-558 dated 12/5/2013.

The term of this contract will commence upon signing and continue until the project is completed and signed off by the Department of General Services. Projected term is March 1, 2020 - September 30, 2020.



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COUNTY EXECUTIVE

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112 STATE STREET, SUITE 825  
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DAVID M. LATINA  
COMMISSIONER

MARTIN V. MCCLUNE  
DEPUTY COMMISSIONER

To: Karen Storm  
Purchasing Agent

From: David M. Latina  
Commissioner

Date: January 6, 2020

Re: Request for Quote 2019-127  
Purchase of Carpet and Installation Services from NYS Contract for 175 Green Street

I have reviewed the quotes received for, RFQ 2019-127, Purchase of Carpet and Installation Services from NYS Contract for 175 Green Street. I recommend excepting Landmark Flooring Concepts' submission as the lowest responding bidder for the cost of \$104,778.00 with a not to exceed price of \$110,000.00.

If you need any further information or have any questions, please feel free to contact me.

DML:tas



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

## MEMORANDUM

**TO:** David M. Latina, Commissioner  
General Services

**FROM:** Karen Storm *[Signature]*  
Purchasing Agent

**DATE:** January 7, 2020

**RE:** RFQ#2019-127 Best and Final Offers for Purchase and Installation of Carpet from the NYS Contract Group#20600 Award#PGB-23063

I am in receipt of your recommendation to award the aforementioned Best and Final Offer from NYS Contract, RFQ#2019-127 to Landmark Flooring Concepts Inc. in the amount not to exceed \$110,000.00.

As Landmark Flooring Concepts Inc. is the low responsive and responsible bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award to the successful vendor.

**REQUEST FOR QUOTES #2019-127**

**Purchase of carpet and installation services from NYS Contract for 175 Green Street Albany  
NY  
Department of General Services**

**SCOPE OF SERVICES**

1. The scope of services shall be as outlined herein, and shall be performed in accordance with all applicable building codes, standards and material specifications.
2. The successful Contractor shall provide all equipment, materials, labor and incidentals to perform the following work:

**Scope of Work:**

- Remove existing broadloom carpet on 1<sup>st</sup> & 2<sup>nd</sup> floors as noted.
- Thoroughly clean all dirt and debris from exposed sub floor.
- Prep and patch sub floor as needed. Sub floor should be smooth and level.
- Install "Interface Cubic Carpet Tile" Color #6395 Construction. (No Substitute)
- Install 4" Vinyl Cove Base in all areas receiving new carpet. Color TBD
- Install Vinyl Transitions.
- Contractor is responsible for moving/lifting all office furniture, file cabinets, shelving, cubicles and equipment as needed to access areas to be carpeted and returning said items to their original locations.

**General Requirements:**

- Contractor shall provide labor, tools and other supplies needed to perform the work.
  - Scheduled hours of work will be 6pm and 2am, Monday through Friday. Additional hours may be permitted with written authorization from Albany County.
  - Project Forman must coordinate with on-site representative at least two days in advance for scheduling specific areas for carpet replacement.
  - All areas where carpet is removed must be re-carpeted and ready each day for use during normal business hours.
  - All tools and supplies must be stored in the designated area(s) during normal business hours.
  - Contractor is responsible for placing all removed carpeting, debris and packing materials in the on-site dumpster provided.
  - Vinyl Cove Base has been previously removed by painters.
  - Provide additional 5% (attic stock) of "Interface Cubic Carpet Tile" Color #6395 Construction.
3. The successful Contractor shall coordinate access to job site and all work activities with the facility supervisor present.



4. The successful Contractor shall field verify all dimensions **PRIOR** to commencing work.
5. Contractor shall clean all work areas each day to the satisfaction of the Facility Supervisor present. Contractor shall remove and legally dispose of all construction debris.
6. Contractor shall be responsible for all site staging and safety operations, as well as complete restoration of any disturbed areas to the satisfaction of the Facility Supervisor present.
7. Contractor shall erect temporary construction barriers and provide warning signs where required to ensure safety of pedestrians.
8. Contractor shall comply with all necessary OSHA regulations and standards, including but not limited to "PART 1926 SAFETY and HEALTH REGULATIONS for CONSTRUCTION".
9. Contractor shall protect existing systems and surfaces to remain, all damage resulting from the contractor's operations shall be replaced or repaired to a condition acceptable to the County Engineer, by the contractor at no additional cost to the County.
10. Contractor shall determine exact location of existing utilities before commencing work. Contractor agrees to be fully responsible for any and all damages which might be incurred by his failure to exactly locate and preserve utilities.
11. Incorrectly fabricated, damaged or otherwise misfitting or non-conforming materials or conditions shall be reported to the County prior to remedial or corrective action. Any such action shall require approval.
12. Contractor shall provide warranty to cover contractor workmanship for a minimum of 90 days from date of final completion of work.
13. Contractor shall provide maunufacturer's standard warranty for materials. Warranty shall take effect upon final approval of work by Albany County.

RFQ 2019-127 Purchase of Carpet and Installation Services from NYS Contract for 175 Green Street

Vendors	Quote
GP Flooring Solutions	\$117,516.80
Landmark Flooring Concepts, Inc.	\$104,777.86

# Landmark

Flooring Concepts, Inc.

TO: Albany County – Dept. of General Services  
112 State St. / Room 825  
Albany, NY 12207  
Attn: Tom Stover

Date: December 23, 2019  
Phone: 518-447-3020  
Fax: 518-447-7747

## PROPOSAL

Albany County Department of Health – 175 Green St. / Albany, NY

### Interface Americas NYS Contract #PC67773 Servicing Dealer – Landmark Flooring Concepts, Inc.

- Supply 2,362.10 sy of Interface carpet tile style Cubic color #6395 Construction @ \$22.25 / sy.  
Price = \$ 52,556.73
- Supply 119.60 sy of Interface carpet tile style Cubic color #6395 Construction @ \$22.25 / sy..  
(AS ATTIC STOCK) Price = \$ 2,661.10
- Supply 22 – 4 gallon bucket of Interface Gridset 2000 plus Pressure Sensitive Adhesive @  
\$114.00 per container Price = \$ 2,508.00
- Freight for 2,481.70 sy of carpet tile @ \$1.78 / sy. Price = \$ 4,417.43
- Supply labor to Remove 1,370 SY of Existing Broadloom Direct Glue carpet in Offices with  
Medium Furniture and hallways @ \$2.70 / sy. Price = \$ 3,699.00
- Supply labor to move Medium Furniture in a 950 sy Area @ \$5.29/sy. Price = \$ 5,025.50
- Supply labor to install 1,370 sy of Carpet tile in Offices with Medium Furniture and in Hallways  
with no furniture @ \$6.70 / SY. Price = \$ 9,179.00
- Supply Labor and Equipment to Use Lift System and Install carpet tile in a 990 sy Area @  
\$15.29 / sy. (Includes removal carpet and minor prep). Price = \$ 15,137.10
- Supply material and labor to install 4,920 lf of 4” x 1/8” x 4’ Rubber / Vinyl Blend Cove Base  
@ \$1.95 / lf. Price = \$ 9,594.00

Total Price for NYS Contract #PC67773 material and labor = \$104,777.86

Freight charges will incur an additional charge under NYS Contract #PC67773. Up until October 21, 2019 Freight was included in the cost of the carpet. It is now an additional charge per the contract.

Please note: When furniture moving and Lift System is to take place, Landmark Flooring Concepts, Inc. asks that all decorations, personal items, loose files, loose paperwork, pictures, hanging items, etc.... get boxed up prior to work taking place.

All jobs will be priced on a job by job basis. Price excludes Disposal. Owner to supply dumpster  
Prevailing Wage Rates Apply

- 
- Our insurance carriers for Worker’s Compensation and General Liability will not provide a waiver of subrogation without an additional change.
  - Our General Liability insurance carrier issues a form CG2010 (10/01). If you need anything additional to this form, there will be an additional fee.

Proposed by:



Jay Hoefs  
Landmark Flooring Concepts, Inc.  
5 Interstate Ave • Albany, NY 12205 • P (518) 459-3030 • F (518) 459-3080

Accepted By:

Thomas Stover  
Special Assistant to the Commissioner

**Albany County**  
**Department of Economic Development, Conservation and Planning**  
112 State Street, Room 800  
Albany, NY 12207-2021  
Telephone: (518) 447-5670      Fax: (518) 447-5662  
<http://www.albanycounty.com>

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**MEMORANDUM**

**TO:** David Latina, Commissioner - Department of General Services  
**CC:**  
**FROM:** Laura DeGaetano, Sr. Natural Resource Planner  
**DATE:** October 11, 2019  
**RE:** Facility Improvements  
**SUBJECT:** SEQR compliance for Capital Projects

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I have reviewed the documentation you provided describing the referenced project as it relates to State Environmental Quality Review (SEQR). As I understand it, the project includes maintenance of existing facilities including building renovations at 175 Green Street, and 240, 250 and 260 South Pearl Street. Improvements will primarily focus on HVAC, mechanicals, generators and energy management systems, construction fit-up costs (retro-fit/office build-out), design fees, office moving and relocation fees, painting, carpeting, parking lot maintenance (paving and striping), and fencing.

As described above, the proposed project meets the criteria established for SEQR Type II actions pursuant to 6 NYCRR 617.5(c) subdivisions (1), (2), and (31). Accordingly, this action has been determined not to have a significant impact on the environment, and as such, no procedural compliance with SEQR beyond this determination is required at this time.

Should you have any questions or require additional information, please feel free to call me at your convenience.

10



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DAVID M. LATINA  
COMMISSIONER

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
112 STATE STREET, SUITE 825  
ALBANY, NEW YORK 12207  
(518) 447-7210 FAX (518) 447-7747

MARTIN V. MCCLUNE  
DEPUTY COMMISSIONER

January 3, 2020

Hon. Andrew Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Re: Contract Renewal – C.T. Male Associates

Dear Chairman Joyce:

The Department of General Services respectfully requests legislative approval to renew the current contract with C. T. Male Associates regarding the TUC Garage Renovation Project, to provide inspection and assessment services. This is a one-year no-cost extension of the current contract, as permitted by Resolution 143 for 2018.

This contract includes space utilization studies, general architectural upgrades, design of improvements needed to meet NYS Building Code and Americans with Disabilities Act requirements, mechanical, electrical and plumbing system investigation and design of improvements, design and preparation of specifications and cost estimating of both new construction and/or renovation projects. The services provided by C. T. Male will support the renovation of the TUC garage and establish a plan for ongoing enhancements and preventative maintenance.

The initial period of contract was from May 1, 2018 - April 30, 2020. At the end of this period, contract stipulated that parties may renew Agreement for 1 year period(s) with the same rates and prices described in RFP 2017-082. We are requesting an extension from May 1, 2020 - April 31, 2021.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

David M. Latina  
Commissioner

DML:pl  
Enclosure(s)

cc: Honorable Dennis Feeney, Majority Leader  
Honorable Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Esq., Majority Counsel  
Arnis Zilgme, Esq., Minority Counsel



Legislation Text

File #: TMP-1341, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Renewing a Contract with C.T. Male Associates regarding Architectural and Engineering Services

Date: December 27, 2019  
 Submitted By: David M. Latina  
 Department: Department of General Services  
 Title: Commissioner  
 Phone: 7027  
 Department Rep.  
 Attending Meeting: David M. Latina

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed)

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) No-Cost Renewal

**Contract Terms/Conditions:**

**Party (Name/address):**

C.T. Male Associates  
50 Century Hill Drive  
Latham, New York 12081

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: No-Cost Extension  
Scope of Services: Professional Architectural and Engineering Services

Bond Res. No.: Resolution No. 542 for 2016  
Date of Adoption: 12/5/2016

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No



County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: HH03  
Appropriation Amount: 000.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: 100%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 5/1/2020 - 4/30/2021  
Length of Contract: 1 year

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number:	Res. 143 for 2018	Res. 128 for 2019
Date of Adoption:	4/9/2018	4/8/2019

**Justification:** (state briefly why legislative action is requested)

The Department of General Services respectfully requests legislative approval to renew the current contract with C. T. Male Associates regarding the TUC Garage Renovation Project, to provide inspection and assessment services. This is a one-year no-cost extension of the current contract, as permitted by Resolution 143 for 2018.

This contract includes space utilization studies, general architectural upgrades, design of improvements needed to meet NYS Building Code and Americans with Disabilities Act requirements, mechanical, electrical and plumbing system investigation and design of improvements, design and preparation of specifications and cost estimating of both new construction and/or renovation projects. The services provided by C. T. Male will support the renovation of the TUC garage and establish a plan for ongoing enhancements and preventative maintenance.

The initial period of contract was from May 1, 2018 - April 30, 2020. At the end of this period, contract stipulated that parties may renew Agreement for 1 year period(s) with the same rates and prices described in RFP 2017-082. We are requesting an extension from May 1, 2020 - April 31, 2021.

# COUNTY OF ALBANY

## PROPOSAL FORM

### PROPOSAL IDENTIFICATION:

Title: Architect/Engineering Services for Various Projects at Albany County  
RFP Number: 2017-082

### THIS PROPOSAL IS SUBMITTED TO:

Karen A. Storm, Purchasing Agent  
Albany County Department of General Services  
Purchasing Division  
112 State Street, Room 820  
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County's Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

(a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date	Number
July 7, 2017	Addendum #1
July 13, 2017	Addendum #2

(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

(b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary;

(c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

- 4. Proposer will complete the Work for the following prices(s): (Attach Proposal)
- 5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.

6. The following documents are attached to and made a condition of this Proposal:

- (a) Non-Collusive Bidding Certificate (Attachment "A")
- (b) Acknowledgment by Bidder (Attachment "B")
- (c) Vendor Responsibility Questionnaire (Attachment "C")
- (d) Iranian Energy Divestment Certification (Attachment "D")
- (e) MS-4-1 Certification Statement RE: Stormwater Discharges (Attachment "E")

7. Communication concerning this Proposal shall be addressed to:

Richard Campagnola, R.A.

50 Century Hill Drive, Latham, NY 12110

r.campagnola@ctmale.com

Phone: (518) 786-7400

8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Architect/Engineering Services for Various Projects in Albany County  
RFP Number: 2017-082

Proposers shall quote the following hourly rate per each discipline listed:

Principal/Director Architect	\$ <u>170.00</u>
Principal/Director Engineer	\$ <u>170.00</u>
Project Architect	\$ <u>110.00</u>
Project Engineer	\$ <u>125.00</u>
Landscape Architect	\$ <u>115.00</u>
Civil Engineer	\$ <u>110.00</u>
Structural Engineer	\$ <u>125.00</u>
Environmental Engineer	\$ <u>120.00</u>
Mechanical Engineer	\$ <u>95.00</u>
Plumbing/Fire Protection Engineer	\$ <u>85.00</u>
Electrical Engineer	\$ <u>115.00</u>
CAD Designer	\$ <u>80.00</u>
Administrative/General Technical Assistant	\$ <u>65.00</u>

Reimbursable costs: In accordance with attached Schedule of Reimbursable Expenses

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## COUNTY OF ALBANY

COST PROPOSAL FORMPROPOSAL IDENTIFICATION:

Title: Architect/Engineering Services for Various Projects in Albany County  
RFP Number: 2017-082

COMPANY: C.T. Male Associates Engineering, Surveying,  
Architecture & Landscape Architecture, D.P.C.

ADDRESS: 50 Century Hill Drive

CITY, STATE, ZIP: Latham, NY 12110

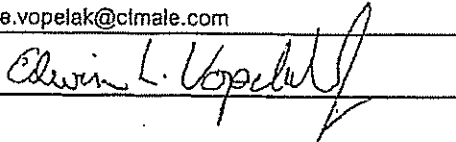
TEL. NO.: (518) 786-7400

FAX NO.: (518) 786-7299

FEDERAL TAX ID NO.: 14-1540416

REPRESENTATIVE: Edwin L. Vopelak, Jr., P.E.

E-MAIL: e.vopelak@ctmale.com

SIGNATURE AND TITLE: 

DATE: 7/13/17

ATTACHMENT "A"  
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO  
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

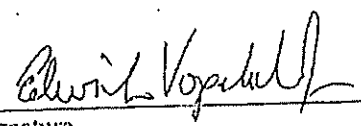
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



Signature

Vice President, Technical Services

Title

C.T. Male Associates Engineering, Surveying,  
Architecture & Landscape Architecture, D.P.C.

Company Name

7/13/17

Date

ATTACHMENT "B"  
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Corporation:

STATE OF New York )  
COUNTY OF Albany ) SS.:

On this 13 day of July, 20 17, before me personally appeared Edwin L. Vopelak, Jr., P.E. to me known, who, being by me sworn, did say that he resides at (give address) 34 Ashley Drive, Clifton Park, NY 12065; that he is the (give title) Vice President, Technical Services of the (name of corporation) C.T. Male Associates, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

ALICE M. BENAMATI  
Notary Public, State of New York  
No. 01B6204059  
Qualified in Albany County  
Commission Expires April 13, 2021

Alice M. Benamati  
Notary Public, State of New York  
Qualified in Albany County  
Commission Expires 4/13/21

If Partnership:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of \_\_\_\_\_ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

# COUNTY OF ALBANY

## REQUEST FOR PROPOSALS ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES



RFP #2017-082

### ARCHITECT/ENGINEER FOR VARIOUS PROJECTS IN ALBANY COUNTY

ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
KAREN A. STORM, PURCHASING AGENT  
112 STATE STREET, ROOM 820  
ALBANY, NY 12207



**COUNTY OF ALBANY**  
**REQUEST FOR PROPOSALS**  
**ARCHITECT/ENGINEER SERVICES FOR VARIOUS PROJECTS IN ALBANY COUNTY**  
**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES**  
**RFP #2017-082**

**RFP DISTRIBUTION- IMPORTANT NOTICE**

The County of Albany officially distributes RFP documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of RFP documents obtained from any other source are not considered official documents. Only those vendors who obtain proposal documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

**SECTION 1: PURPOSE**

1.1 The County of Albany is seeking proposals for Architect/Engineering Services for Various Projects in Albany County as requested by the Albany County Department of General Services.

1.2

**SECTION 2: RECEIPT OF PROPOSALS**

2.1 Five (5) copies of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. Proposals must be received no later than **4:30 P.M. on Friday, July 14, 2017**, at the following address:

Karen A. Storm  
Albany County Purchasing Agent  
112 State Street, **Room 820**  
Albany, New York 12207

2.2 The Proposal submitted by the individual Proposer(s) is the document upon which Albany County will make its initial judgment regarding the Proposer's qualifications, understanding of the County's scope and objectives, methodology, and ability to complete services under the contract.

2.3 Those submitting Proposals do so entirely at their expense. There is no express or implied obligation by Albany County to reimburse any firm or individual for any costs incurred in preparing or submitting Proposals, preparing or submitting additional information requested by the County, or for participating in any selection interviews.

- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the Proposal.
- 2.5 Albany County reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 Albany County reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Proposals.
- 2.7 Albany County may, at any time by written notification to all Proposers, change any portion of the RFP described and detailed herein.
- 2.8 Proposals will be examined and evaluated by the Albany County Department of General Services.
- 2.9 During the evaluation of Proposals, the County may require clarification of information or may invite Proposers to an oral presentation to amplify and or validate Proposal contents.

### **SECTION 3: QUALIFICATION OF PROPOSER**

Provide a statement of Proposer qualifications including:

- 3.1 Provide the name, a brief history and description of your firm.
- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with projects of similar nature requested as part of this RFP.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.
- 3.7 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted

by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

## **SECTION 4: SCOPE OF SERVICES**

### **4.1 Architectural and Engineering Term Services**

#### **General Scope of Work**

4.1.1 The selected Respondent will provide professional architectural and engineering term services for a variety of Albany County projects on an as needed basis. The projects may be both small and large in scale, will require varying levels of involvement on behalf of the selected Respondent, and will often require a prompt turn-around of services.

4.1.2 Project assignments under this term contract will vary, and may include planning, design and/or construction phase services at Albany County facilities related to the following:

- space utilization studies which include programming and master planning;
- general architectural upgrades;
- design of improvements needed to meet NYS Building Code and Americans with Disabilities Act (ADA) requirements;
- civil/site investigation and design of improvements, including utilities, fencing, grading, and drainage;
- mechanical, electrical and plumbing system investigation and design of improvements;
- structural investigation and design of improvements;
- design and preparation of specifications; and
- Cost estimating of both new construction and/or renovation projects.

4.1.3 The above examples are intended to convey the variety of assignments that have previously been performed, and are not necessarily an indication of future assignments that will be made under the resulting contract.

### **4.2 Consultant Services**

4.2.1 Respondents' proposals must demonstrate their qualifications for Architectural and Engineering Services. The selected Respondent(s) will be required to perform services during the planning, design and construction phases which may include, but will not be limited to, the following:

4.2.2 Services during the planning phase:

- review existing background and record information, including plans and reports, historical data, and related information;

- perform physical need, compliance, and process audits and evaluations of facilities;
- identify regulatory requirements, prepare implementation strategies, identify funding and financing options, and develop schedules for plan recommendations; and,
- perform visualization, space/master planning and programming.
- Deliverables may include, but may not be limited to, evaluations, reports, schedules, cost estimates, and recommendations.

#### 4.2.3 Services during the design phase:

- architectural and landscape architecture investigation and design;
- civil/site, mechanical, electrical, plumbing, structural and special systems (fire alarm, security, and telephone/data) investigation and design;
- evaluate and recommend equipment, construction methods and materials;
- develop and/or revise specifications and details using word processing and Computer Aided Drafting (CAD) software compatible with current Albany County standards;
- provide facility, exhibit and system evaluations and analysis;
- provide feedback pertaining to any NYS Building Code issues;
- review and assist in developing, revising, editing, and/or distributing contract documents for improvements; and
- provide bidding assistance including bid tabulations and recommendations, clarifications, and construction cost estimating for improvements.
- Prepare request for proposal documents to solicit further consultant services on specific projects.

4.2.4 Deliverables may include, but may not be limited to, evaluations, reports, permits, schedules, drawings/details, specifications, contract documents, addenda, bid tabulations, cost estimates/worksheets, and recommendations.

4.3 Prior to beginning work on any project under this agreement, a written proposal for a not to exceed cost for each project will be required to be submitted to the County. The not to exceed cost shall include all reimbursables. No work shall commence until written approval has been given by the County.

### **SECTION 5: TERM OF CONTRACT:**

5.1 The contract period shall be for two (2) years from the date of a fully executed contract.

5.2 At the end of the initial two (2) year contract term upon mutual agreement of the County and the Contractor, the agreement may be renewed for one (1) additional year.

5.3 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

11



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
112 STATE STREET, SUITE 825  
ALBANY, NEW YORK 12207  
(518) 447-7210 FAX (518) 447-7747  
[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

DAVID M. LATINA  
COMMISSIONER

MARTIN V. McCLUNE  
DEPUTY COMMISSIONER

January 6, 2020

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Re: Contract Authorization

Dear Chairman Joyce:

The Department of General Services requests authorization to purchase Replacement Spotlights for the Times Union Center.

Of the two quotes received, Full Compass Systems was the lowest at \$115,624.00.

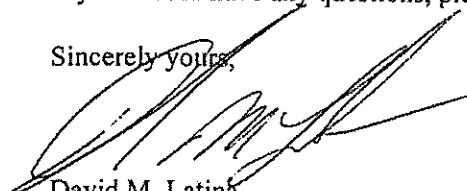
This purchase also includes a twelve (12) month warrantee period from date of receipt.

The new spotlights will replace the existing spotlights and address current event and performance requirements.

This purchase is included in the current Civic Center Capital Projects and funding will be covered through Bond #HKUY.

If you should have any questions, please do not hesitate to contact me.

Sincerely yours,



David M. Latina  
Commissioner

DML:tas  
Enclosure(s)

cc: Honorable Dennis Feeney, Majority Leader  
Honorable Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



# County of Albany

112 State Street  
Albany, NY 12207

## Legislation Text

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File #: TMP-1351, Version: 1

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### REQUEST FOR LEGISLATIVE ACTION

**Description (e.g., Contract Authorization for Information Services):**  
Purchase authorization of Replacement Spotlights for the Times Union Center

Date: 1/06/2020  
Submitted By: David M. Latina  
Department: General Services  
Title: Commissioner  
Phone: 518-447-7210  
Department Rep.  
Attending Meeting: David M. Latina

#### Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

#### CONCERNING BUDGET AMENDMENTS

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

227

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Full Compass Systems  
9770 Silicon Prairie Pkwy.  
Madison WI 53593

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$115,624.00  
Scope of Services: Provide and deliver eight (8) Lycain 1290 XLT 2K follow spotlights with Xenon 2K lamps

Bond Res. No.: 18-569  
Date of Adoption: 12/3/2018

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No



Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: 1620-4046

Appropriation Amount: \$115,624.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: Click or tap here to enter text.

County: 100%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) March 2020 - March 2021

Length of Contract: Twelve (12) months following receipt to cover warrantee period.

Impact on Pending Litigation Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

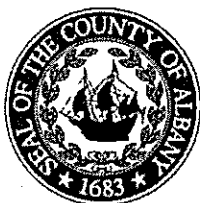
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DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
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112 STATE STREET, SUITE 825  
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DAVID M. LATINA  
COMMISSIONER

MARTIN V. MCCLUNE  
DEPUTY COMMISSIONER

To: Karen Storm  
Purchasing Agent

From: David M. Latina  
Commissioner

Date: December 10, 2019

Re: Request for Bid 2019-120-R  
Replacement Spotlights for the Times Union Center

I have reviewed the bids received for, RFB 2019-120-R, Replacement Spotlights for the Times Union Center. I recommend accepting Full Compass Systems submission as the lowest responding bidder for the cost not to exceed \$115,624.00.

If you need any further information or have any questions, please feel free to contact me.

DML:tas



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

## MEMORANDUM

**TO:** David Latina  
General Services

**FROM:** Karen Storm *Karen Storm*  
Purchasing Agent

**DATE:** December 10, 2019

**RE:** RFB # 2019-120-R

---

As Full Compass Systems is the low responsive and responsible bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the Contract Administration Board, so that we may issue a Notice of Award to the successful bidder.

RFB-2019-120R Tabulation

Bidder	Spotrental	Full Compass		
Spotlights	\$ 121,785.92	\$ 115,624.00		

# COUNTY OF ALBANY

## BID FORM

### BID IDENTIFICATION:

Title: Replacement Spotlights  
Bid Number: 2019-120-R

### THIS BID IS SUBMITTED TO:

Karen A. Storm, Purchasing Agent  
Albany County Department of General Services  
Purchasing Division  
112 State Street, Room 1000  
Albany, NY 12207-2021

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to accept a Purchase Order for the goods described in the bid form and deliver said goods within the time indicated in this bid.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will submit the Contract Security and other documents required by the General Instructions to Bidder within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Bid, that:

(a) BIDDER has examined copies of all the Bid Documents and of the following addenda: (If none, so state)

Date	Number
11/29/19	

(receipt of all of which is hereby acknowledged) and also copies of the Notice to Bidders and the Instructions to Bidders;

(b) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

4. BIDDER will deliver the goods for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to deliver the Goods within the number of calendar days or by the specific date indicated in the Bid.
6. The following documents are attached to and made a condition of this Bid:
  - (a) Non-Collusive Bidding Certificate (Attachment "A")
  - (b) Acknowledgment by Bidder (Attachment "B")
  - (c) Vendor Responsibility Questionnaire (Attachment "C")
  - (d) Iranian Energy Divestment Certification (Attachment "D")

7. Communication concerning this Bid shall be addressed to:

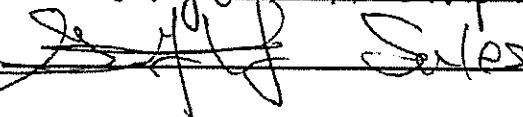
Full Compass Systems  
9770 Silicon Prairie Pkwy  
MADISON, IN 53593  
Phone: (810) 356-5644 x1114 Fax: (608) 839-6330  
E-mail: Kouryo@fullcompass.com

8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

BID FORMBID IDENTIFICATION:

Title: Replacement  
 Spotlights Bid Number:  
 2019-120-R

Quantity of 8, Spotlights as per specifications or equivalent.

ITEM # Lycian 1290 W/XB02000WHS/OFR-OS Lamps  
 DESCRIPTION Spotlight XLT2K Xenon  
 TOTAL BID \$ 115,624.00  
 COMPANY: Full Compass Systems LTD  
 ADDRESS: 9770 Silicon Prairie Pkwy  
 CITY, STATE, ZIP: MADISON, WI 53593  
 TEL. NO.: (800) 356-5844  
 FAX NO.: (608) 831-6330  
 FEDERAL TAX ID NO.: 39-1279698  
 REPRESENTATIVE: George Kowry  
 E-MAIL: Kowry@fullcompass.com  
 SIGNATURE AND TITLE  Sales  
 DATE 11-20-2019

BF3

**ATTACHMENT "A"**  
**NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO**  
**SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW**

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

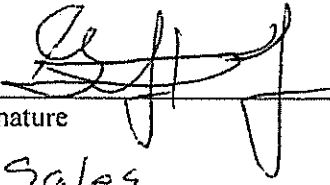
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation

  
 \_\_\_\_\_  
 Signature

Sales  
 \_\_\_\_\_  
 Title

Full Company  
 \_\_\_\_\_  
 Company Name

11-20-2019  
 \_\_\_\_\_  
 Date



ATTACHMENT "B"  
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

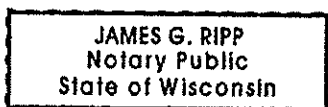
On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Corporation:

STATE OF WISCONSIN )  
COUNTY OF Dane ) SS.:

On this 26<sup>th</sup> day of November, 2019, before me personally appeared Greene Kany to me known, who, being by me sworn, did say that he resides at (give address) 3620 1-Bird way Cottage Grove Wi; that he is the (give title) National Sales Representative of the (name of corporation) Full Contact Systems, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.



[Signature]  
Notary Public, State of Wisconsin  
Qualified in \_\_\_\_\_  
Commission Expires My Commission Expires  
December 8, 2021

If Partnership:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally came \_\_\_\_\_, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of \_\_\_\_\_ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

**ATTACHMENT "C"**  
**ALBANY COUNTY**  
**VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME <i>Full Compass Systems LTD</i>		3. IDENTIFICATION NUMBERS a) FEIN # <i>39-1279698</i> b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable) <i>www.fullcompass.com</i>	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>9770 Sullivan Prairie Pkwy Madison MS 38593</i>		7. TELEPHONE NUMBER <i>(608) 831-7330</i>	8. FAX NUMBER <i>(608) 831-6330</i>
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name <i>George Kurylo</i> Title <i>Sales</i> Telephone Number <i>(608) 831-7330 x1114</i> Fax Number <i>(608) 831-6330</i> e-mail <i>Kurylo@fullcompass.com</i>			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME <i>Susan Lipp</i>	TITLE <i>OWNER</i>	b) NAME	TITLE
c) NAME <i>Jonathan Lipp</i>	TITLE <i>OWNER</i>	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

16. WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:

a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process:  Yes  No

2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;

3. entered into an agreement to a voluntary exclusion from bidding/contracting;

4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;

5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;

6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;

7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;

8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or

9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.

b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?  Yes  No

c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:  Yes  No

1. federal, state or local health laws, rules or regulations.

---

17. IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES I HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY?  Yes  No

Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."

---

18. DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:

a) file returns or pay any applicable federal, state or city taxes?  Yes  No  
*Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.*

b) file returns or pay New York State unemployment insurance?  Yes  No  
*Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.*

c) Property Tax  Yes  No  
*Indicate the years the vendor failed to file.*

---

19. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES I WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING?  Yes  No

Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.

---

20. IS THE VENDOR CURRENTLY INSOLVENT. OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.  Yes  No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES :  Yes  No
- a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;
- Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

1 "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

ALBANY COUNTY  
VENDOR RESPONSIBILITY QUESTIONNAIRE

FEIN #

State of: )  
) ss:  
County of: )

CERTIFICATION:

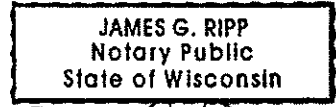
The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business Follcompass Signature of Owner [Signature]  
 Address 9770 Silicon Prairie Pkwy Printed Name of Signatory Brent King  
 City, State, Zip Madison WI 53593 Title \_\_\_\_\_

Sworn before me this 20<sup>th</sup> day of November, 2017:  
\_\_\_\_\_  
Notary Public



My Commission Expires  
December 8, 2021

James G. Ripp  
Printed Name  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date 11/20/17

**Attachment "D"**  
**Certification Pursuant to Section 103-g**  
**Of the New York State**  
**General Municipal Law**

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
  2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

  
 \_\_\_\_\_  
 Signature

S. J. B.  
 \_\_\_\_\_  
 Title

Full Compass Systems  
 \_\_\_\_\_  
 Company Name

11-26-2019  
 \_\_\_\_\_  
 Date

# COUNTY OF ALBANY

REQUEST FOR BIDS  
ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES



RFB # 2019-120-R

## REPLACEMENT SPOTLIGHTS

ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
KAREN A. STORM, PURCHASING AGENT  
112 STATE STREET, ROOM 1000  
ALBANY, NY 12207

**COUNTY OF ALBANY**  
**REQUEST FOR BIDS**  
**GENERAL INSTRUCTIONS TO BIDDERS**

**BID DISTRIBUTION- *IMPORTANT NOTICE***

The County of Albany officially distributes bidding documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of bidding documents obtained from any other source are not considered official documents. Only those vendors who obtain bidding documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

**SECTION 1: BID IDENTIFICATION**

- 1.1 Title: *Replacement Spotlights*
- 1.2 Requesting Department: *General Services*
- 1.3 Bid Number: *2019-120-R*

**SECTION 2: PURPOSE**

- 2.1 The intent of these specifications is to furnish information to responsible bidders for the purpose of obtaining bids for ***REPLACEMENT SPOTLIGHT*** as requested by ***GENERAL SERVICES***
- 2.2 Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's) are encouraged to apply.

**SECTION 3: BIDDING DOCUMENTS**

- 3.1 Complete sets of the Bidding Documents may be obtained or examined as stated in the Notice to Bidders.
- 3.2 Complete sets of Bidding Documents must be used in preparing bids. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.



#### **SECTION 4: SUBMISSION OF BIDS**

- 4.1 Bids and any other required documents must be submitted, sealed in an opaque envelope, plainly marked with the name and number of the bid and the name and address of the bidder and accompanied by the required documents. Bids must be received no later than **11 A.M. ON THURSDAY, DECEMBER 5, 2019**, at the following address:

Karen A. Storm  
Albany County Purchasing Agent  
112 State Street, **Room 1000**  
Albany, NY 12207

- 4.2 All bids received after the time stated in the “Notice to Bidders”, or the bid submission deadline as modified by formal addendum consistent with Section 14 of this Request for Bids, may not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Albany County. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
- 4.3 Albany County reserves the right to reject any or all bids in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids.

#### **SECTION 5: TERM OF BID**

- 5.1 The bid shall be in effect from the date of contract execution until completion of all work under the contract. Prices shall remain firm for the entire bid period.

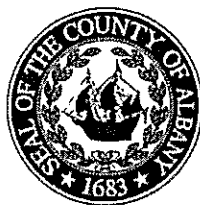
#### **SECTION 6: BID SECURITY**

- 6.1 There will be no bid security requested for this bid.

#### **SECTION 7: QUALIFICATION OF BIDDER**

- 7.1 No formal written Bidder Qualification questionnaire is being requested for this bid.
- 7.2 All bidders shall submit the Vendor Responsibility Questionnaire (Attachment “C”) as part of the bid.
- 7.3 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Bidder to perform the work. The bidder shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any bid if the information submitted by, or investigation of, a bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

12



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
112 STATE STREET, SUITE 825  
ALBANY, NEW YORK 12207  
(518) 447-7210 FAX (518) 447-7747  
[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

DAVID M. LATINA  
COMMISSIONER

MARTIN V. McCLUNE  
DEPUTY COMMISSIONER

January 6, 2020

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Re: Contract Authorization

Dear Chairman Joyce:

The Department of General Services requests authorization to purchase a new performance stage and accessories for the Times Union Center.

Of the three quotes received, Stage Right Corporation was the lowest at \$161,302.00.

This purchase also includes a twelve (12) month warrantee period from date of receipt.

The new performance stage and accessories will replace the current aging performance stage and better address current event and performance requirements.

This purchase is included in the current Civic Center Capital Projects and funding will be covered through Bond #HKUY.

If you should have any questions, please do not hesitate to contact me.

Sincerely yours,

David M. Latina  
Commissioner

DML:tas  
Enclosure(s)

cc: Honorable Dennis Feeney, Majority Leader  
Honorable Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1352, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Purchase Authorization of Performance Stage and Accessories for the Times Union Center

Date: Jan. 6, 2020  
Submitted By: David M Latina  
Department: General Services  
Title: Commissioner  
Phone: 518-447-7210  
Department Rep.  
Attending Meeting: David M. Latina

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Stage Right Corporation  
495 Pioneer Parkway  
Clare, MI 48617

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$161,302.00  
Scope of Services: Provide and deliver Performance Stage and Accessories as specified in RFB 2019-111.

Bond Res. No.: 18-569  
Date of Adoption: 12/3/2018

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: 1620-4046

Appropriation Amount: \$161,302.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: Click or tap here to enter text.

County: 100%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) March 2020 - March 2021

Length of Contract: Twelve (12) months following receipt to cover warrantee period.

Impact on Pending Litigation

Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The Department of General Services requests authorization to purchase a new performance stage and accessories for the Times Union Center.

Of the three quotes received, Stage Right Corporation was the lowest at \$161,302.00.

This purchase also includes a twelve (12) month warrantee period from date of receipt.

The new performance stage and accessories will replace the current aging performance stage and better address current event and performance requirements.

This purchase is included in the current Civic Center Capital Projects and funding will be covered through Bond #HKUY.



DANIEL P. MCCOY  
COUNTY EXECUTIVE

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
112 STATE STREET, SUITE 825  
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(518) 447-7210 FAX (518) 447-7747  
[WWW.ALBANYCOUNTY.COM](http://WWW.ALBANYCOUNTY.COM)

DAVID M. LATINA  
COMMISSIONER

MARTIN V. MCCLUNE  
DEPUTY COMMISSIONER

To: Karen Storm  
Purchasing Agent

From: David M. Latina  
Commissioner

Date: December 31, 2019

Re: Request for Bid 2019-111  
Performance Stage and Accessories for the Times Union Center

I have reviewed the bids received for, RFB 2019-111, Performance Stage and Accessories for the Times Union Center. I recommend accepting Stage Right Corporation's submission as the lowest responding bidder for the cost not to exceed \$161,302.00.

If you need any further information or have any questions, please feel free to contact me.

DML:tas



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM  
PURCHASING AGENT

## MEMORANDUM

**TO:** David M. Latina, Commissioner  
General Services

**FROM:** Karen Storm *KAS*  
Purchasing Agent

**DATE:** December 31, 2019

**RE:** RFB#2019-111 Performance Stage and Accessories for the Times Union

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I am in receipt of your recommendation to award the aforementioned Request for Bids to Stage Right Corporation in the amount of \$161,302.00.

As StageRight is the low responsive and responsible bidder, I concur with your recommendation.

Please obtain the necessary contract approval of County Legislature, so that we may issue a Notice of Award to the successful bidder.



Vendors	Item	Qty.	Unite Price	Extended Price	Total Purchase Price
Sico America, Inc.	Stage	1	\$ 126,336.00	\$ 126,336.00	\$ 206,215.00
	Stage Accessories	1	\$ 79,879.00	\$ 79,879.00	
Stage Right Corp.	Stage	1	114.194.00	114.194.00	\$ 161,302.00
	Stage Accessories	1	\$ 47,108.00	\$ 47,108.00	
Wenger Corp.	Stage and Legs	1	\$ 124,374.00	\$ 130,983.72	\$ 257,710.00
	Stage Accessories	1	\$ 79,926.00	\$ 126,726.28	

## COUNTY OF ALBANY

### BID FORM

#### BID IDENTIFICATION:

Title: Performance Stage and Accessories for the Times Union Center  
 Bid Number: RFB 2019-111

#### THIS BID IS SUBMITTED TO:

Karen A. Storm, Purchasing Agent  
 Albany County Department of General Services  
 Purchasing Division  
 112 State Street, Room 820  
 Albany, NY 12207-2021

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to accept a Purchase Order for the goods described in the bid form and deliver said goods within the time indicated in this bid.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will submit the Contract Security and other documents required by the General Instructions to Bidder within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Bid, that:
  - (a) BIDDER has examined copies of all the Bid Documents and of the following addenda: (If none, so state)

Date	Number
None	

(receipt of all of which is hereby acknowledged) and also copies of the Notice to Bidders and the Instructions to Bidders;

- (b) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or over the owner.

4. BIDDER will deliver the goods for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to deliver the Goods within the number of calendar days or by the specific date indicated in the Bid.
6. The following documents are attached to and made a condition of this Bid:
  - (a) Non-Collusive Bidding Certificate (Attachment "A")
  - (b) Acknowledgment by Bidder (Attachment "B")
  - (c) Vendor Responsibility Questionnaire (Attachment "C")
  - (d) Iranian Energy Divestment Certification (Attachment "D")

7. Communication concerning this Bid shall be addressed to:

StageRight Corporation

---

Attn: Matt Widenmier

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495 Pioneer Parkway  
Clare, MI 48617

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Phone: 989-430-4967 Fax: 989-386-3500

---

E-mail: [mwidenmier@stageright.com](mailto:mwidenmier@stageright.com)

---

8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

**BID FORM****BID IDENTIFICATION:**Title: Performance Stage and Accessories for the Times Union CenterBid Number: 2019-111

We propose to furnish all labor, materials, tools, equipment, transportation, licenses, services and incidentals necessary for installation of STAGE SYSTEM in accordance with bid specifications, for the price of:

TOTAL PURCHASE PRICE:

(Includes freight, installation, and/or training cost.)

\$ 161,302.00**ITEMIZED PRICING**

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Stage	1	\$ 114,194.00	\$ 114,194.00
Stage Accessories	1	\$ 47,108.00	\$ 47,108.00

Note = each bid shall be accompanied with itemized list of parts breaking down each package listed above.

COMPANY: StageRight Corporation

ADDRESS: 495 Pioneer Parkway

CITY, STATE, ZIP: Clare, MI 48617

TEL. NO.: 800-438-4499

FAX NO.: 989-386-3500

FEDERAL TAX ID NO.: 38-2513133

REPRESENTATIVE: Matt Widenmier

E-MAIL: mwidemier@stageright.com

SIGNATURE AND TITLE   
Regional Sales Manager

DATE 10/8/19

**ATTACHMENT "A"**  
**NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO**  
**SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW**

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



\_\_\_\_\_  
Signature

Matt Widenmier

\_\_\_\_\_  
Regional Sales Manager

Title

10/8/19

\_\_\_\_\_  
Date

\_\_\_\_\_  
StageRight Corporation

Company Name

ATTACHMENT "B"  
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

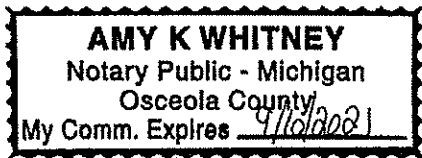
On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally appeared \_\_\_\_\_ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

If Corporation:

STATE OF Michigan )  
COUNTY OF Clare ) SS.:

On this 8 day of October, 2002019 before me personally appeared Nathan Rogers to me known, who, being by me sworn, did say that he resides at (give address) 495 Pioneer Parkway Clare MI 48617; that he is the (give title) President of the (name of corporation) StageRight Corporation, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.



Amy K Whitney  
Amy K Whitney  
Notary Public, State of Michigan  
Qualified in Osceola County  
Commission Expires 9/6/2021

If Partnership:

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS.:

On the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, before me personally came \_\_\_\_\_ to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of \_\_\_\_\_ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Qualified in \_\_\_\_\_  
Commission Expires \_\_\_\_\_

**ATTACHMENT "C"**  
**ALBANY COUNTY**  
**VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME StageRight Corporation		3. IDENTIFICATION NUMBERS a) FEIN # 38-2513133 b) DUNS # 11-873-5307	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD: N/A		5. WEBSITE ADDRESS (if applicable) www.stageright.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 495 Pioneer Parkway Clare, MI 48617		7. TELEPHONE NUMBER 800-438-4499	8. FAX NUMBER 989-386-3500
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name Matt Widenmier Title Regional Sales Manager Telephone Number 989-430-4967 Fax Number 989-386-3500 e-mail mwidemier@stageright.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME Rogers Group Inc Nathan Rogers	TITLE COO	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



16. WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:

a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process;  Yes  No

2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;

3. entered into an agreement to a voluntary exclusion from bidding/contracting;

4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;

5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;

6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;

7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;

8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or

9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.

b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud, extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?  Yes  No

c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:

1. federal, state or local health laws, rules or regulations.  Yes  No

---

17. IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY?  Yes  No

Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."

---

18. DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:

a) file returns or pay any applicable federal, state or city taxes?  
*Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.*  Yes  No

b) file returns or pay New York State unemployment insurance?  
*Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.*  Yes  No

c) Property Tax  
*Indicate the years the vendor failed to file.*  Yes  No

---

19. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING?  Yes  No

Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.

---

20. IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.  Yes  No

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES:  Yes  No
- a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;
- Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

1 "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

# ALBANY COUNTY VENDOR RESPONSIBILITY QUESTIONNAIRE

FEIN # 38-2513133

State of: Michigan    )  
                                  ) ss:  
County of:  Clare     )

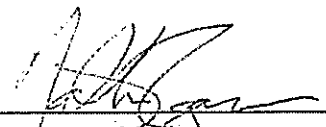
**CERTIFICATION:**


The undersigned recognizes that this questionnaire is submitted for the express purpose of assisting the County of Albany in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

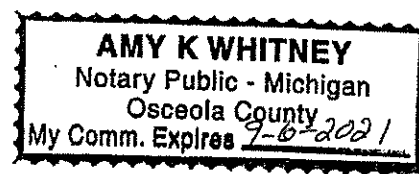
The undersigned certifies that he/she:

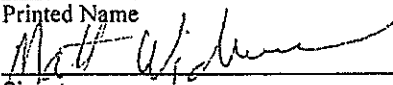
- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information ad belief;
- Is knowledgeable about the submitting vendor's business and operations;
- Understands that Albany County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Albany County Purchasing Division of any material changes to the vendor's responses.

Name of Business     StageRight Corporation  
Address                495 Pioneer Parkway  
City, State, Zip       Clare, MI 48617

Signature of Owner   
Printed Name of Signatory   Nathan Rogers  
Title                    President

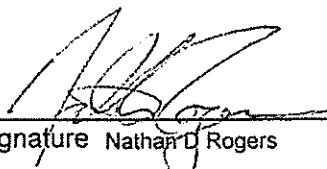
  
Sworn before me this 8th day of October, 20 19;  
Amy K Whitney  
Notary Public



Matt Widenmier  
Printed Name  
  
Signature  
10/8/19  
Date

**Attachment "D"**  
**Certification Pursuant to Section 103-g**  
**Of the New York State**  
**General Municipal Law**

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
  2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

  
 \_\_\_\_\_  
 Signature Nathan D. Rogers  
 \_\_\_\_\_  
 President  
 \_\_\_\_\_  
 Title

10/8/19  
 \_\_\_\_\_  
 Date

StageRight Corporation  
 \_\_\_\_\_  
 Company Name



StageRight Proposal  
For  
County of Albany

October 10, 2019

Prepared For:  
Times Union Center

**Performance Stage**

<u>Qty</u>	<u>Description</u>
114	Deck, 4' x 8' Reversible with Black TechStage / Black TechStage Surfaces
8	ME-3750 Rolling Support, 8' x 12' x 48" - 78"
16	ME-2750 Rolling Support, 8' x 8' x 48" - 78"

**TOTAL:** \$ 114,194.00

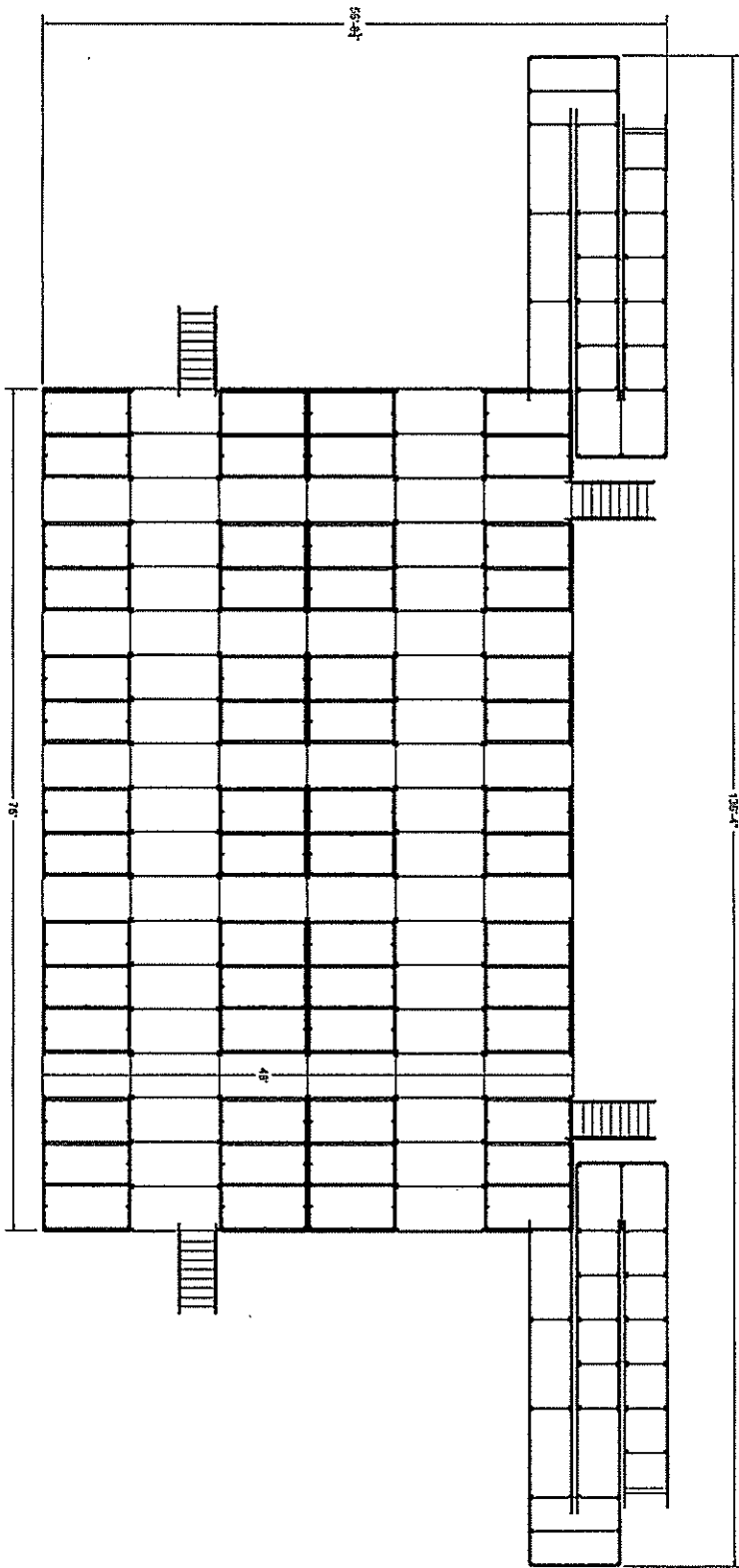
**Stage Accessories**

<u>Qty</u>	<u>Description</u>
4	EZ Lift Stair, 8 Steps, 48" - 78"
17	Guardrail, 8' x 42" Universal
3	Guardrail, 4' x 42" Universal
17	Skirt, 8' x 48" - 78", Black Janus, Clip Attachment
3	Skirt, 4' x 48" - 78", Black Janus, Clip Attachment
2	ADA Ramp Package, 0" - 72"
6	Transport Pallet, 4' x 8' Steel Construction (20 decks)
1	Transport Guardrail

**TOTAL:** \$ 47,108.00

**GRAND TOTAL:** \$ 161,302.00

StageRight Corporation  
Matt Widenmier  
Regional Sales Manager  
Mobile: (989) 430-4967  
Email: mwidenmier@stageright.com



STAGE PLAN VIEW

**TIMES UNION CENTER**  
**48' X 76' X 48"-72" STAGE LAYOUT**

**STAGERIGHT**  
 485 Pioneer Parkway  
 Clare, MI 48617  
 Phone: (989) 386-7393  
 Fax: (989) 386-3500



DRAWN BY:

T.A.S.

DATE:

10/2/19

SCALE:

None

REVISION:

0

DRAWING NUMBER

P150353-P1

# COUNTY OF ALBANY

REQUEST FOR BIDS  
GENERAL SERVICES



RFB #2019-111

PERFORMANCE STAGE AND ACCESSORIES FOR THE TIMES  
UNION CENTER

ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
KAREN A. STORM, PURCHASING AGENT  
112 STATE STREET, ROOM 820  
ALBANY, NY 12207

**COUNTY OF ALBANY**  
**REQUEST FOR BIDS**  
**GENERAL INSTRUCTIONS TO BIDDERS**

**BID DISTRIBUTION- *IMPORTANT NOTICE***

The County of Albany officially distributes bidding documents through the Purchasing Division Office or through the Empire State Bid System website at <http://www.empirestatebidsystem.com>. Copies of bidding documents obtained from any other source are not considered official documents. Only those vendors who obtain bidding documents from either the Purchasing Division Office or the Empire State Bid System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Albany County Purchasing Division or the Empire State Bid System, it is strongly recommended that you obtain an official copy.

**SECTION 1: BID IDENTIFICATION**

1.1 Title: **Performance Stage and Accessories for the Times Union Center**

1.2 Requesting Department: **Department of General Services for the Times Union Center**

1.3 Bid Number: **2019-111**

**SECTION 2: PURPOSE**

- 2.1 The intent of these specifications is to furnish information to responsible bidders for the purpose of obtaining bids for performance stage and accessories as requested by the Albany County Department of General Services.
- 2.2 Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's) are encouraged to apply.
- 2.3 The apparent Successful Bidder will be required to submit DBE participation information and, as a condition of receiving the contract, demonstrate good faith efforts in meeting DBE goals, as outlined in Article SC 19 of the Albany County Affirmative Action Plan, attached hereto.

**SECTION 3: BIDDING DOCUMENTS**

- 3.1 Complete sets of the Bidding Documents may be obtained or examined as stated in the Notice to Bidders.
- 3.2 Complete sets of Bidding Documents must be used in preparing bids. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.



#### **SECTION 4: SUBMISSION OF BIDS**

4.1 Bids and any other required documents must be submitted, sealed in an opaque envelope, plainly marked with the name and number of the bid and the name and address of the bidder and accompanied by the required documents. Bids must be received no later than **11:00A.M. ON Thursday October 10<sup>th</sup> 2019**, at the following address:

Karen A. Storm  
Albany County Purchasing Agent  
112 State Street, **Room 820**  
Albany, NY 12207

4.2 All bids received after the time stated in the “Notice to Bidders”, or the bid submission deadline as modified by formal addendum consistent with Section 14 of this Request for Bids, may not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Albany County. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.

4.3 Albany County reserves the right to reject any or all bids in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids.

#### **SECTION 5: TERM OF BID**

5.1 The bid shall be in effect from the date of contract execution until completion of all work under the contract. Prices shall remain firm for the entire bid period.

#### **SECTION 6: BID SECURITY**

6.1 There will be no bid security requested for this bid.

#### **SECTION 7: QUALIFICATION OF BIDDER**

7.1 No formal written Bidder Qualification questionnaire is being requested for this bid.

7.2 All bidders shall submit the Vendor Responsibility Questionnaire (Attachment “C”) as part of the bid.

7.3 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Bidder to perform the work. The bidder shall furnish to the County, within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any bid if the information submitted by, or investigation of, a bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

13



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 8, 2020

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

Dear Chairman Joyce:

The Office of the Albany County Executive's Office is requesting retroactive authorization to apply for a Capital District Transportation Committee Linkage Study Program Grant. The Linkage Program is an integrated land use and transportation planning program created to implement the regional transportation plan known as New Visions 2040. The program provides financial and technical assistance to local communities for planning, with particular emphasis on projects that support implementation of innovative transportation and land use concepts.

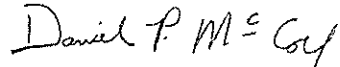
The County's submission requests technical assistance funding to evaluate possible extensions and connections from the Albany County Rail Trail. The study would explore the feasibility of three extensions of the Albany County Helderberg Hudson Rail Trail into the Town of Guilderland:

1. Continuation along the rail bed to the Village of Altamont
2. A path along Route 155 (State Farm Road) running to New Karner Road (Albany Loop)
3. A potential connection to a proposed development near Albany Country Club

The proposed project aligns with several Linkage Program Strategies and New Vision 2040 principles including: "Create a connected and integrated multi-modal transportation network"; "Develop bicycle and pedestrian-friendly community and site design standards"; "Investing in a quality region"; and "Economic Development".

If you should have any questions, please do not hesitate to contact me.

Sincerely

Handwritten signature of Daniel P. McCoy in cursive script.

Daniel P. McCoy  
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader  
Hon. Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1377, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Authorization to Apply for Capital District Transportation Committee Linkage Study Grant Funding

Date: 1/8/2020  
Submitted By: Lucas Rogers  
Department: Office of the County Executive  
Title: Policy Analyst  
Phone: 518-447-5566  
Department Rep.  
Attending Meeting: Lucas Rogers

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

New

Submission Date Deadline 12/13/2019

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Capital District Transportation Committee  
One Park Place  
Albany, NY 12205

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$60,000  
Scope of Services: Evaluate possible extensions and connections from the Albany County  
Rail Trail

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.  
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) Click or tap here to enter text.  
Length of Contract: Click or tap here to enter text.

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

The Office of the Albany County Executive's Office is requesting retroactive authorization to apply for a Capital District Transportation Committee Linkage Study Program Grant. The Linkage Program is an integrated land use and transportation planning program created to implement the regional transportation plan known as New Visions 2040. The program provides financial and technical assistance to local communities for planning, with particular emphasis on projects that support implementation of innovative transportation and land use concepts.

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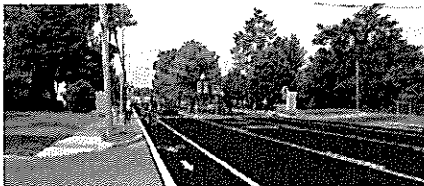


## Program Overview

CDTC's Linkage Program provides integrated land use and transportation planning assistance to communities within the four counties of Albany, Rensselaer, Schenectady and Saratoga\*. The Program implements the planning principles of CDTC's *New Visions 2040* regional transportation plan which states that the region's quality of life, mobility and economic vitality are dependent upon improved local land use planning and on better integration of land use and transportation decisions.

### Linkage Program strategies seek to:

- Create a connected and integrated multi-modal transportation network
- Support urban revitalization and redevelopment of existing commercial/residential areas
- Enhance and develop activity centers and town centers
- Enhance and develop transit corridors and transit supportive built environments
- Encourage a greater mix and intensity of land uses in municipal centers
- Develop bicycle and pedestrian-friendly community and site design standards
- Reduce driveway conflicts through access management



Completed Study: Delaware Avenue Complete Streets, Bethlehem, NY (2017)

## Eligible Project Sponsors

Eligible sponsors include towns, cities, villages and counties within CDTC's planning area of Albany, Rensselaer, Schenectady and Saratoga\* Counties. Inter-municipal applications are encouraged.

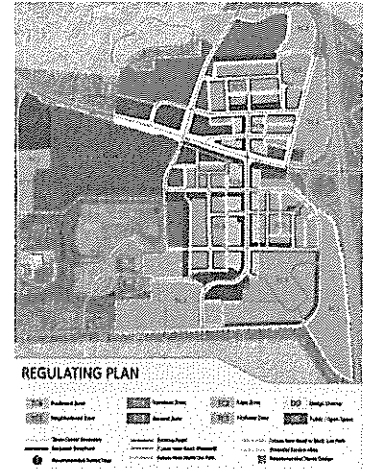
Other sponsors may include State agencies or non-governmental entities such as not-for-profits and public authorities with a letter of support from the municipality or municipalities in which the study is located.

## Eligible Initiatives

Eligible initiatives must be directly related to transportation, consistent with the Linkage Program strategies and directly related to an existing local plan. Proposals must also fit into one of the following categories:

- Implementation activities related to completed Linkage Program plans or other completed local planning work (i.e. Comprehensive Plans, Waterfront Revitalization Plans, etc.)
- Updates of Linkage Program plans completed before 2010.
- New plans, particularly in communities that have not participated in the Linkage Program before, with priority given to:
  - complete streets guidelines/feasibility studies
  - strategic zoning code changes and/or site design guidelines
  - official mapping
  - bicycle/pedestrian planning
  - transportation planning activities (i.e. operational and safety studies)

\*Except the Town of Moreau and the Village of South Glens Falls.



Completed Study: Clifton Park Town Center Form Based Development Code (2015)

## Available Assistance

CDTC is proposing to fund no more than three Linkage Program projects in 2020. A maximum of \$175,000 in federal planning funds have been reserved for consultant led efforts with additional funds reserved for CDTC staff technical assistance.

The maximum total study cost including a required 25% cash match is \$95,000 (75% federal funds/25% local cash). In-kind service cannot be used to meet the local cash match requirement but must be documented. There is no minimum total study cost and federal funds are capped.

CDTC is currently soliciting for 2020 Linkage Program planning projects. The submission deadline is December 13, 2019. Visit <https://www.cdctcmo.org/programs/linkage> for more information.

## Examples of Funded Studies

CDTC has funded 89 integrated transportation and land use planning studies since 2000 with sponsors representing 40 separate urban, suburban and rural municipalities, counties, not-for-profit groups and other public entities. Examples of completed Linkage Program planning initiatives include:

- **City of Albany Waterfront Bikeway Connection Feasibility Study** (\$70,000 consultant effort): Developed a preferred trail route option in the South End of Albany to connect the Albany County Rail Trail and the Mohawk-Hudson Bike-Hike Trail.
- **Town of Schodack Town Center Form Based Zoning** (\$45,000 consultant effort): Developed a new form-based zoning code to allow and encourage predictable types of redevelopment outlined in the Town Center Plan along 9/20 between exits 10 and 11 on I-90.
- **Town of Malta Route 9 Feasibility Study** (\$40,000 consultant effort): Evaluated the feasibility of redesigning Route 9 from its current highway style configuration to a complete street in the Town Center with a focus on the section from Cramer Road to Knabner Road.
- **City of Schenectady Gateway Plaza Implementation Plan** (\$70,000 consultant effort): Developed a conceptual re-design and expansion plan for Liberty Park at the corner of Washington Avenue and State Street and the area immediately surrounding it, including traffic configuration and landscaping plans.

## What is the Capital District Transportation Committee?

The Capital District Transportation Committee (CDTC) is the designated Metropolitan Planning Organization (MPO) for Albany, Rensselaer, Saratoga\* and Schenectady Counties. Every metropolitan area in the United States with a population of more than 50,000 must have a designated MPO in order to qualify for Federal transportation funding. The function of the MPO is to provide a forum for state and local officials to discuss transportation issues and to develop an overall transportation plan for the region. The regional transportation plan for the Capital District is *New Visions 2040*.

For more information on the Linkage Program, visit CDTC's web site at <https://www.cdtdmpo.org/programs/linkage> or contact

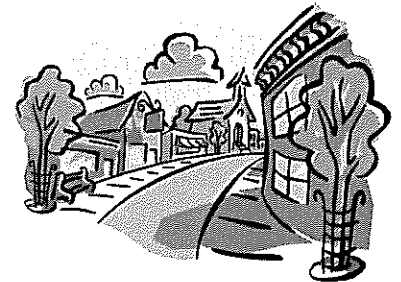
Sandy Misiewicz at (518) 458-2161 or  
E-mail: [cdtclinkage@cdtdmpo.org](mailto:cdtclinkage@cdtdmpo.org)

*The Linkage Program is funded in part through grant[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.*

*\*Except the Town of Moreau and the Village of South Glens Falls.*

# The Community and Transportation Linkage Planning Program

2020 Project Solicitation



A land use/transportation planning assistance program offered by the Capital District Transportation Committee



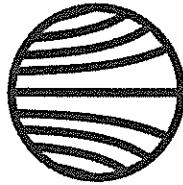
October 2019

362

# CAPITAL DISTRICT CORE TRAILS

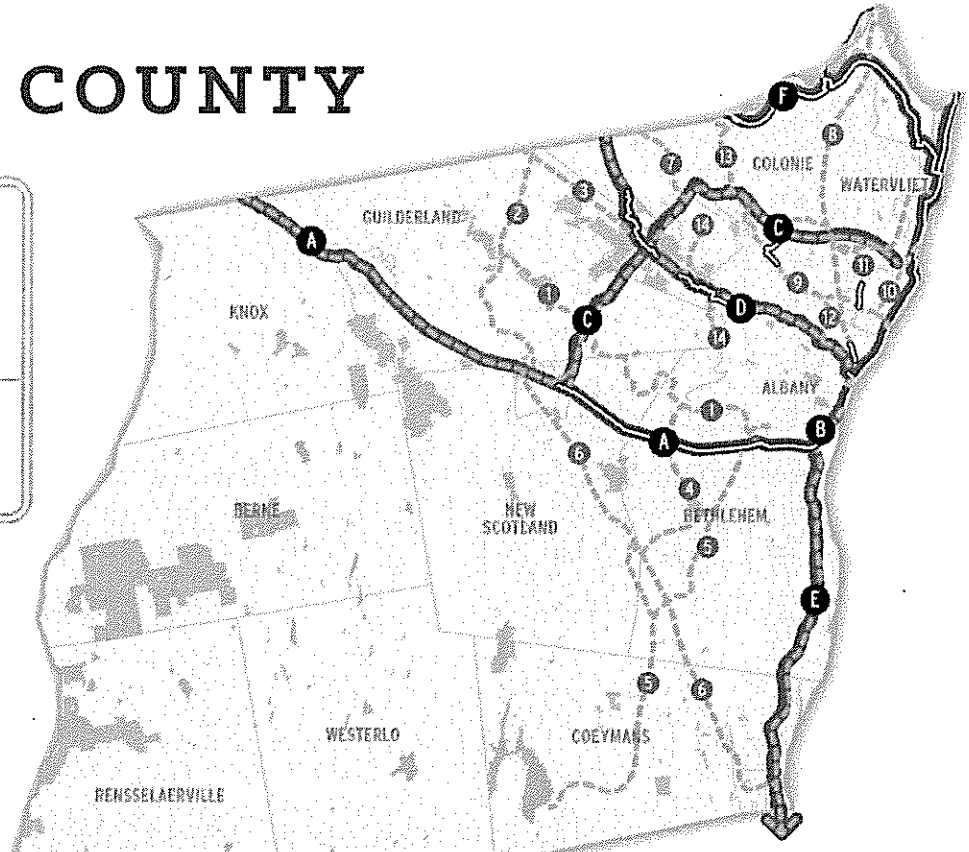
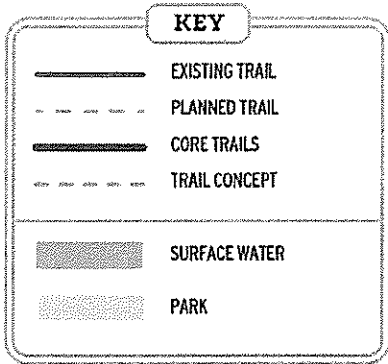
Map Key	Trail Identification	Primary Type	Total Miles	Miles Already Constructed	Miles To Be Completed
A	Albany County Helderberg-Hudson Rail Trail	Off-Road	31.1	8.7	22.4
B	South End Bikeway Connector	On-Road	1.5	0	1.5
C	Albany Loop	On-Road	15.2	0	15.2
D	Patroon Greenway	Off-Road	8.8	0	8.8
E	Hudson Northway	On-Road	11.7	0	11.7
F	Mohawk-Hudson Bike-Hike Trail	Off-Road	41.1	39.7	1.4
G	Albany Hudson Electric Trail (AHET)	Off-Road	15.6	0	15.6
H	Rensselaer Riverwalk/RPI Trail	Off-Road	5.1	2.3	2.8
I	South Troy Riverfront Bikeway	On-Road	2.3	1.1	1.2
J	Uncle Sam Bike Trail	Off-Road	4.2	4.2	0
K	River Road	On-Road	10.0	0	10.0
L	River to Ridge Path	On-Road	28.6	0	28.6
M	Ballston Veterans Bike Trail	Off-Road	12.5	3.4	9.1
N	Zim Smith	Off-Road	15.7	8.7	7.0
O	Champlain Canal Trail	Off-Road	44.5	11.4	33.1
P	Saratoga Greenbelt Trail	Off-Road	17.9	8.3	9.6
Q	Wilton-Moreau Trail	Off-Road	16.1	0	16.1
R	Schenectady Park Connector	On-Road	7.0	1.5	5.5
<b>Total</b>			<b>288.90</b>	<b>89.30</b>	<b>199.60</b>

Source: Counties listed, NYS Office of Information Technology Services GIS Program Office (GPO) and NYS Department of Taxation and Finance's Office of Real Property Tax Services (ORPTS), and ConsultEcon, Inc.



TRAILS VISION PLAN

# ALBANY COUNTY



Capital District Trails—Albany			
Core Trails		Supporting Trail Network	
A	Albany County-Helderberg-Hudson Rail Trail	1	Normans Kill Greenway
B	South End Bikeway Connector	2	Schenectady-Helderberg Connector
C	Albany Loop	3	I-90 Patroon Greenway Extension
D	Patroon Greenway	4	Elm Avenue Bike Path
E	Hudson Northway	5	Reservoir Run
F	Mohawk-Hudson Bike-Hike Trail	6	Ravena-Voorheesville Link
		7	Consaul Road Bike Route
		8	Bike Route 9
		9	The Crossings Connection
		10	Route 32 Cycle Track
		11	Van Rensselaer Bike Path
		12	Tivoli Crossing
		13	Shaker Trail
		14	Albany-Colonie Connector

## CORE TRAILS

**A**

### ALBANY COUNTY HELDERBERG-HUDSON RAIL TRAIL (HHRT)

**Off-Road Trail • 31.1 miles total (20.3 in Albany)**

The existing 9 miles of the Albany County Helderberg-Hudson Rail Trail provide an excellent foundation for the continuation of this popular trail northwest into Schenectady County, and improved connections northeast into the City of Albany. The existing trail, which is currently paved from South Pearl Street to Voorheesville, will continue to be improved to follow the rail line as a multi-use path to Voorheesville at the Albany County Rail Trail Pavilion on Grove Street. From there, new trail should be established along the rail bed to continue to the Village of Altamont, immediately adjacent to the Altamont Fairgrounds. A trailhead location for the village and fairgrounds—possibly near the Park Street & Fairview Ave intersection—is recommended to take advantage of the population center here and the high number of users which could connect during fairground events. A separate connection at the Altamont Oaks apartment complex would also be possible. This corridor could be rail-with-trail, or a complete rail-to-trail conversion, if the corridor were to become available. The planned future segment of this trail would ultimately connect with the planned **Schenectady-Helderberg Connector (2)**, **Ravena-Voorheesville Link (6)** and the **Albany Loop (C)**. Looking further into the future, this trail should continue north into Schenectady County, passing underneath Interstate 88, and into the Village of Delanson. From there, future considerations should be given to coordination with Schoharie County for a connection into Central Bridge. *(Refer to Schenectady section for more detail in that county.)*

**B**

### SOUTH END BIKEWAY CONNECTOR

**On-Road Bike • Off-Road Trail • 1.5 miles**

At the eastern end of the **Albany County Helderberg-Hudson Rail Trail (A)**, the South End Bikeway Connector is planned to connect at the trailhead and provide a bike route up South Pearl Street to the trailhead of the **Mohawk-Hudson Bike-Hike Trail (F)** near the U.S.S. Slater. Also known as the Albany Waterfront Connector, this under 2-mile stretch of new connection completed its feasibility study in February of 2018, and is anticipated to start construction in 2019. This is an important connection which will ultimately link two heavily used and significant trails, creating a longer and uninterrupted route.

**C**

### ALBANY LOOP (Route 155 Connector)

**On-Road Bike • 15.2 miles**

Born from the vision planning of local stakeholder meetings, the Albany Loop would complete a circle around greater Albany by connecting the **Albany County Helderberg-Hudson Rail Trail (A)** trail in the southwest and the **Mohawk-Hudson Bike-Hike Trail (F)** in the northeast. Commencing at the intersection of Voorheesville Avenue and the HHRT, this route would head north along Route 155 (State Farm Road), past Farnsworth Middle School, eventually becoming New Karner Road as it passes Western Ave. From there, it conceptually will continue north past Washington Avenue Extension, through the Albany Pine Bush Preserve to Watervliet Shaker Road, where it would turn east with Route 155 until Airline Drive, where it would turn off and connect to Heritage Lane and the Ann Lee Pond Trail. The loop would continue over toward the airport where it would connect with Albany Shaker

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
OFFICE OF THE EXECUTIVE  
112 STATE STREET, ROOM 1200  
ALBANY, NEW YORK 12207-2021  
(518) 447-7040 - FAX (518) 447-5589  
WWW.ALBANYCOUNTY.COM

DANIEL C. LYNCH, ESQ.  
DEPUTY COUNTY EXECUTIVE

January 13, 2020

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, New York 12207

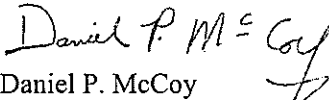
Dear Chairman Joyce:

As part of ongoing efforts to make Albany County a leader in sustainability I am requesting authorization to enter into a Customer Project Commitment agreement with the New York Power Authority (NYPA) to develop photovoltaic systems with the option for battery storage at seven County sites. The potential sites are: (1) 925 Watervliet Shaker Rd (radar tower parcel); (2) Albany County DPW headquarters; (3) Cornell Cooperative Extension; (4) 260 South Pearl Street; (5) the Sheriff's Clarksville Station; (6) the Albany County Correctional Facility; and (7) the TU Center Garage. The preliminary analysis conducted for these sites, which amount to more than three megawatts of solar capacity, is attached.

The Customer Project Commitment outlines the advisory services that will be provided by NYPA including project planning, development and issuance of a Request for Proposals (RFP), and evaluation of the RFP. Based on the RFP responses a sensitivity analysis to verify the financial viability of sites under a power purchasing agreement will be performed for both behind-the-meter and in-front of the meter interconnection methods plus storage and a portfolio of projects can be selected for development. After a solar developer had been identified NYPA will continue to provide Post Mini-bid and Project Execution support. The County will receive credits on its utility bills for the in-front of meter sites based on the Value of Distributed Energy Resources (VDER).

If you should have any questions, please do not hesitate to contact me.

Sincerely

  
Daniel P. McCoy  
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader  
Hon. Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1407, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Requesting Authorization to Execute a Customer Project Commitment Agreement with the New York Power Authority to Design and Install Photovoltaic Systems at Various County Sites

Date: 1/13/2020  
Submitted By: Lucas Rogers  
Department: Office of the County Executive  
Title: Policy Analyst  
Phone: 518-447-5566  
Department Rep.  
Attending Meeting: Lucas Rogers

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel



- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

New York Power Authority  
30 South Pearl Street  
Albany, NY 12207 Authority

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$35,000  
Scope of Services: Photovoltaic System Design and Installation

Bond Res. No.:  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.

Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: HKUV - Electrical Systems Upgrades

Appropriation Amount: \$35,000

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.

State: Click or tap here to enter text.

County: 100%

Local: Click or tap here to enter text.

Term

Term: (Start and end date) February 15, 2020 - February 14, 2023

Length of Contract: Three Years

Impact on Pending Litigation

Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Reso 258 for 2019

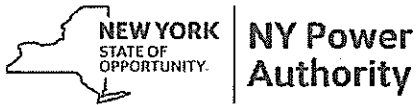
Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

As part of ongoing efforts to make Albany County a leader in sustainability I am requesting authorization to enter into a Customer Project Commitment agreement with the New York Power Authority (NYPA) to develop photovoltaic systems with the option for battery storage at seven County sites. The potential sites are: (1) 925 Watervliet Shaker Rd (radar tower parcel); (2) Albany County DPW headquarters; (3) Cornell Cooperative Extension; (4) 260 South Pearl Street; (5) the Sheriff's Clarksville Station; (6) the Albany County Correctional Facility; and (7) the TU Center Garage. The preliminary analysis conducted for these sites, which amount to more than three megawatts of solar capacity, is attached.

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CUSTOMER PROJECT COMMITMENT FOR ADVISORY  
SERVICES

BETWEEN

POWER AUTHORITY OF THE STATE OF NEW YORK

AND

ALBANY COUNTY

**IMPORTANT NOTE:** THIS CUSTOMER PROJECT COMMITMENT IS NOT A STAND-ALONE AGREEMENT, BUT IS SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH IN THE MASTER COST RECOVERY AGREEMENT DATED July 2, 2019, WHICH ARE HEREBY INCORPORATED BY REFERENCE.

## **CUSTOMER PROJECT COMMITMENT**

**Provider** (“Authority”)

New York Power Authority  
123 Main Street  
White Plains, NY 10601

**Customer** (“Customer”)

Albany County  
Office of the Albany County Executive  
112 State Street  
Albany, NY 12226

---

The Authority will provide the Advisory Services referenced below subject to the terms and conditions set forth in the Master Cost Recovery Agreement dated July 2, 2019 (the “Master Agreement”) hereby incorporated by reference and form a part of this Customer Project Commitment (“CPC”). Terms used but not defined herein shall have the meaning set forth in the Master Agreement, as applicable.

This CPC shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the Project, and no liability on account therefor shall be incurred beyond the amount of such monies. It is understood that neither this CPC nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of the Project.

**General Project Description:**

Authority and Customer have worked together to develop the following list of Customer sites suitable for the installation of solar photovoltaic (“solar PV”) arrays (“Customer Sites”). These Customer Sites were identified as potential locations for ground mounted, rooftop, and carport canopy solar arrays, due to their ability to meet technical requirements, and optimal project economics. The Customer is planning the installation of about 3.5MW (DC) of distributed solar photovoltaic energy among the Customer Sites (also referred to as a “Project”) listed below. The Project also includes the potential of incorporating energy storage

- Albany County Radar Tower
- Albany County Health Complex, 260 S. Pearl Street Building
- Albany County Cornell Coop
- Albany County DPW Headquarters
- Albany County Sheriff’s Clarksville Station
- Albany County Correctional Facility
- Albany County Wendell Street Garage, 9 Wendell St. Garage

The Authority and the Customer acknowledge that the Customer is continuing to review its other facilities for inclusion in the Project. The above list of Customer Sites may be augmented. The list of Projects above in no way limits the ability of the Customer to incorporate additional sites into this project scope in the future. In the event that additional sites are added the Authority Program Cost Recovery will be increased accordingly, as set out below.

The Authority anticipates that, for budgetary purposes, Projects associated with the Customer Sites will be constructed within 36 months of the execution of this CPC, however, the Parties acknowledge that forecasting any project schedule at this preliminary stage is uncertain.

The Authority intends to provide the Advisory Services using its own forces. At all times during the Project the Authority will provide two points of contact and a dedicated implementation team that will focus on the smooth development and execution of the Projects until they are constructed.

The solicitation of developers for the Project will be conducted through a mini-bid process among the Authority's pre-qualified vendors.

The Authority will provide the Advisory Services set forth below in connection with the Customer's development, procurement and installation of commercial scale solar arrays at the aforementioned Customer Sites.

### **Authority Obligations and Advisory Services:**

#### **Project Planning:**

- Assess economic feasibility of the installation of a commercial scale solar array at each Customer Site.
- Perform a utility bill analysis and evaluate rate tariffs to evaluate economic alternatives for consumption on site and under the Value of Distributed Energy Resources, as well as identifying possible options for separate project metering and interconnection.
- Perform an energy usage analysis to understand and optimize the meter load profiles at Customer Sites and develop a load profile for all facilities within each utility and load zone to maximize potential installed capacity at each Customer Site.
- Identify permit requirements.
- Identify utility distribution requirements, including interconnection capacity where possible.
- Develop and maintain a project timeline or Gantt chart from the date of this agreement until the Customer selects a developer, after which time the

developer will be responsible for the maintenance of the Gantt chart. The Authority will then require the developer to provide a Gantt chart to assist the Customer track the Project until it is constructed.

- Obtain final approval from the Customer to develop mini-bids for the Projects at the Customer Sites.

#### Project Mini-bid and Evaluation:

- Form an evaluation committee which may include members from the Customer, and the Authority engineering, business development, procurement, finance, and integrated grid, who will develop evaluation criteria and a scoring matrix designed to identify the best value proposal.
- Based on Customer requirements as well as the information and analysis gathered from the Project planning stage, prepare a mini-bid solicitation in accordance with NYPA's Strategic Supply Management requirements. The goal of the mini-bid is to select the best value proposal (or proposals) from a developer(s). The developer(s) will install, own, operate and maintain a solar power generating system for each of the Customer Sites under a solar Power Purchase Agreement ("Solar PPA") between the Customer and the selected solar developer.
- Provide general technical support in connection with the Customer's negotiation of the Solar PPA. This may include providing Customer with sample Solar PPAs used in the solar industry, reviewing and providing commentary on the template Solar PPA provided to address any unique Project issues. No such support, review or commentary will constitute legal advice. All Solar PPAs should be reviewed by the Customer's legal counsel and the Customer prior to inclusion in the mini-bid solicitation.
- Assist the Customer in responding to questions arising from the mini-bid, preparing bid addenda, and hosting any pre-bid conference(s) with potential solar developers (where necessary).
- Tabulate the proposals received from solar developers and if necessary, conduct interviews among selected solar developers.
- Issue a memorandum to the Customer setting forth the compiled bid results and evaluation team findings.
- Provide continued technical support and advice to the Customer during contract negotiations between the Customer and solar developer. No advice provided during negotiations will constitute legal advice.

#### Post Mini-bid and Project Execution:

After the solar developer has been identified by the evaluation committee and approved by the Customer, the project will enter the execution stage. The Authority will continue to provide ongoing support to the Customer during this phase including:

- Review of project documentation (e.g., developers' schedules, progress reports, contract amendments) as requested by the Customer.
- Provide industry-specific guidance and technical advice related to the Customer's interconnection obligation.
- Provide solar-related advice to the Customer for each solar array installation.
- Facilitate and assist where required with permitting application information.
- Work with the Customer, selected developer and relevant utility to develop the interconnection applications and resolve issues.
- Undertake detailed reviews of the final designs, drawings and calculations for each Customer Site to confirm that the designs are compliant with the elements set out in the mini-bid solicitation.
- Provide periodic on-site observations and reporting for all construction phases of the Project. Assist the Customer with confirming the solar developer is adhering to all specifications and timelines set for in their proposal response.

### **Customer Obligations:**

#### **Project Planning:**

- Identify approved site locations for the solar array installation; identify known site constraints; provide details regarding electrical loads, billing data and other site specific project data, including available land, and any access restrictions.
- Provide authorization to proceed with mini-bids for the Projects at the Customer Sites.
- Provide safe access to the Authority (and the Authority's consultants, if applicable) to all Customer Sites.
- Collaborate with the Customer and selected developer to obtain information regarding the relevant permitting applications.

#### **Project Mini-bid and Evaluation:**

- Participate on the mini-bid evaluation committee, pre-bid conferences and attend interviews with potential solar developers (if required).
- Furnish information requested by the Authority to prepare the mini-bid solicitation including, but not limited to, specific site requirements, required contract provisions, and any other regulations that must be addressed in the Solar PPA.
- Review and approve the mini-bid solicitation, including the Solar PPA and any other project-related data requested by the Authority.
- Work with the selected developer and the Authority to facilitate the development of applications for all historical and environmental reviews as well as any other



documentation required to comply with applicable regulations governing the solar array installation(s).

- Enter into a Solar PPA directly with the selected solar developer to the extent the installation of solar generating equipment under a Solar PPA is economically feasible.

#### Post Mini-bid and Project Execution:

- Customer will do all things necessary to assist in timely and smooth Project implementation, including but not limited to reviewing all documents, providing required authorizations to the developer (including site access) and coordinating with other third parties as required.
- Include the Authority as a project participant on any promotional signage installed in connection with the Project.

#### Compensation:

##### Authority Program Fee:

The Authority's Program Fee (the "Authority Program Fee" or "APF") for performing the Advisory Services identified above is a base cost of \$80,000 for the first megawatt (MW) of installed capacity with an additional \$0.025/Wdc cost for any capacity installed over 1 MWdc. The APF is inclusive of all costs that may be incurred by the Authority on behalf of the Customer for the Project(s). The APF will be paid on a milestone basis as articulated in the Solar PPA between the Customer and the solar developer (see Authority Program Fee below). Any project under this scope of work may trigger a milestone payment.

Except under the circumstances set forth in the termination provision below, the APF will be paid directly by the solar developer to the Authority under the terms of the Solar PPA. The Customer agrees to include reasonable payment terms in the Solar PPAs as will most expeditiously and fully compensate the Authority. At a minimum, the PPA between the Customer and the developer will require (i) the APF to be paid in full within 30 business days of the Customer receiving electricity from the first completed project and (ii) provides for a direct right of action by the Authority against the solar developer to recover the APF. The relevant language is as follows:

**Authority Program Fee.** *The Authority Program Fee ("APF") is payable by the Seller to the New York Power Authority ("Authority") for providing support services to the Purchase during the solicitation period, i.e., assessing the solar PV project sites, developing and issuing the mini-bid solicitation and evaluating proposals received in response to the mini-bid solicitation, and during the construction period.*

*The APF is equal to a base cost of \$80,000, for the first megawatt (MW) of installed capacity with an additional \$0.025/Wdc cost for any capacity over 1 MW.*

*The APF is payable as follows, (a) within 30 business days of vendor selection, the Seller will pay to the Authority a sum equal to 25% of the APF, (b) within 30 business days of PPA execution, the Seller will pay to the Authority a sum equal to 25% of the APF, (c) within 30 business days of commencing construction of the system, the Seller will pay to the Authority a sum equal to 50% of the APF.*

*The Parties agree that the Authority is a third party beneficiary of this PPA, with all rights and remedies afforded herein, for the express purpose of enforcing the Seller's obligation to make payment of the APF.*

*A failure, for any reason, by the Seller to adequately incorporate the APF costs into the Contract Price in Exhibit 1 does not relieve the Seller of any obligation to pay the APF to the Authority pursuant to this PPA.*

*If for any reason whatsoever the Seller fails to pay the APF to the Authority by the due dates set out above, then for as long as any portion of the APF remains unpaid the Purchaser shall not be required to pay for any electric energy generated by the System during that period. The Seller must continue to provide all electric energy generated by the System to the Purchaser during this time and does not relive the Seller of any of its obligations under this PPA.*

The total amount of the APF shall be paid within 30 days of the date the first electricity from the first project is received by the Customer. This requirement is premised on full recovery of the APF from the first Solar PPA developed without causing a negative cash flow to the Customer. Where full recovery of the APF from the first Solar PPA developed cannot be achieved due to Project economics, the Authority may allocate one or more milestone payments of the APF to the next Project, and so on, until full recovery of the APF is achieved. The Authority has sole discretion in determining if a Solar PPA will result in negative cash flow to the Customer. Allocation of the APF to subsequent Solar PPAs will be determined by the Authority based on factors, including but not limited, to the relevant utility and load zone.

If Customer and Authority agree to adding or modifying the list of approved Customer, the APF will be increased according to the capacity DC of the additional array(s); the APF will increase by \$0.025/W for every Watt DC of installed capacity above the 1MWdc. All additional projects will be considered additional capacity for the purposes of determining an increase to the APF. If a Customer Site identified is not installed the APF will not be modified.

Customer agrees to provide cooperation and support to the Authority in the event that the developer fails to make timely payment to the Authority, and agrees to execute all further and additional documentation necessary for the Authority to recover full payment of the APF under the Solar PPA.

Termination:

In the event that (i) eighteen (18) months after the selection of the solar developer(s) no project has received permits sufficient for the selected developer to begin construction; (ii) the Customer notifies the Authority that the Customer no longer wishes to proceed with developing any Projects under this CPC; or (iii) the Authority is unable to fully recover the APF under the Solar PPA, then the Customer agrees to pay the Authority the maximum amount of \$35,000.00 (or such lesser portion thereof that will result in the Authority's full recovery of the APF). Payment shall be made by Customer within sixty (60) days of Customer's receipt of an invoice from the Authority.

**Acceptance**

This Customer Project Commitment shall become binding upon the parties hereto upon signature below by an authorized representative of Authority and Customer.

**Accepted by:**

New York Power Authority

Albany County

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name Printed*

\_\_\_\_\_  
*Name Printed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Date:*

The proposed terms of this Customer Project Commitment are valid for 30 days, unless executed.

# Albany County

## Solar PV Analysis

### Summary

Albany County (“County”) has expressed an interest in clean energy technologies such as solar PV. The County provided the New York Power Authority (“NYPA”) with locations to incorporate ground and rooftop solar arrays as well as a potential location at the Albany County Sheriff’s Department where parking lot canopies would be installed. For the ground applications, the New York State Environmental Resource Mapper was used to determine if any of these locations are in possible wetland or wetland buffer zones as well as if there are any rare wildlife implications. For all proposed locations, National Grid’s hosting capacity map was used to locate 3-phase power nearby and determine if there is sufficient interconnection capacity for a new solar PV system to connect to.

The following preliminary designs summarize site characteristics and depict scenarios for potential baseline capacities for the solar PV systems. The NYS Public Service Commission (“PSC”) limits the solar PV system size on any individual land parcel to 5 MWac to receive the Value Distributed Energy Resource (“VDER”) credits.

Facility	System Type	Capacity	Application	Roof Age	Roof Type
Radar Tower	Ground mount	1600 kWdc	In-front of the meter	-	-
<b>Albany County Heath Complex</b>					
260 S. Pearl St. Building	Rooftop	176 kWdc	Behind-the-meter	~12 years	Johns Manville Adhered EPDM
175 Greene St Building	Rooftop	Not recommended	Behind-the-meter	~12 years	Johns Manville Adhered EPDM
Albany County Cornell Coop	Ground mount	370 kWdc	In-front of the meter	-	-
<b>Albany County DPW Headquarters Property</b>					
	Rooftop	242 kWdc	Behind-the-meter	-	-
	Ground mount	200 kWdc	Behind-the-meter	-	-
<b>Albany County Sheriff’s Clarksville Station</b>					
Roof 1	Rooftop	60 kWdc	Behind-the-meter	~10 years	
Roof 2	Rooftop	20 kWdc	Behind-the-meter	~10 years	
Roof 3	Rooftop	25 kWdc	Behind-the-meter	~10 years	
Roof 4	Rooftop	66 kWdc	Behind-the-meter	~10 years	
New Structure	Rooftop	105 kWdc* based on current renderings of the building	-	New	-
Albany County Correctional Facility	Carport	748 kWdc	In-front of the meter	-	-

## Interconnection

Based on the array capacities within this portfolio some project sites will be interconnected behind-the-meter to the existing building electrical system and will offset the electrical usage at the site. Other project locations will be connected in-front of the meter and inject energy directly into the respective utility's grid. The County will receive credits on their utility bills for the injected energy. In-front of the meter system connections may warrant additional protection requirements such as 3VO based on the system capacity. This is determined by the respective utility during the interconnection process.

## VDER & the Value Stack

The Value of Distributed Energy Resources ("VDER") compensation mechanism is designed to provide Distributed Energy Resources with value based on the benefit they directly provide to the utility grid. These values are based on several price indices listed below, and are collectively referred to as the Value Stack.

- Location Based Marginal Price ("LBMP")
- ICAP – Averted costs of installed capacity.
- Environmental Value ("E") – Clean Energy Standard Tier 1 Renewable Energy Credits or the Social Cost of Carbon, whichever is higher.
- Demand Reduction Value ("DRV") and Locational System Relief Value ("LSRV") – Averted costs base on the utility's marginal cost of service; LSRV is only available in certain areas.

The largest drivers of Value Stack revenue are LBMP and ICAP, which fluctuate with the cost of wholesale power, and vary by location. Although the future of wholesale electricity markets is uncertain, there is widespread belief that costs will continue to increase over time, to some degree. The DRV and LSRV values compensate for the benefit these systems provide to the distribution grid, and are locked in at the time of interconnection for a period of 3 and 10 years, respectively. Due to the locations of Albany County's facilities currently under consideration, these values are not expected to provide significant value to the project portfolio. The second largest revenue driver in the Value Stack is the E value, which is currently set to the Social Cost of Carbon (\$27.41/MWh). This is locked in at the time of interconnection for 25 years, and represents a significant guaranteed revenue stream for the projects.

The projected Year 1 VDER rate range for the projects in this portfolio is \$0.742 - \$0.0793

## Clarifying Questions

- Does the County pay National Grid, Central Hudson, OGS, and Direct Energy directly to each respective entity?
- Is the County interested in hosting a CDG project and be an off-taker?
- For the ground mount locations is the County okay with tree clearing? If yes, will the County be responsible for clearing the trees?

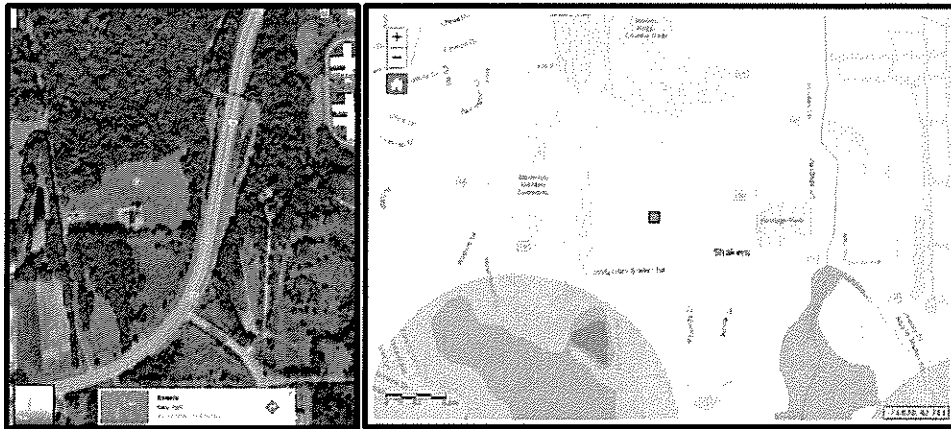
## Recommendation

Based on the preliminary analysis, it is recommended that 6 of the project sites, as well as the carports, move forward with a Request for Proposal (**RFP**) that NYPA will develop, and issue as a solicitation, and assist in the evaluation of proposals. NYPA also recommends including an option for bidders to propose favorable energy storage applications. A sensitivity analysis to verify the financial viability will be performed based on the responses received for both behind-the-meter and front of the meter interconnection methods.

## Radar Tower

Ground mounted array; 925 Watervliet Shaker Rd, Albany, NY 12211

This location will require tree clearing. The County may choose to remove or relocate the current trees at this location. Also, if desired by the County, the solar developer may remove the trees and do a 1-for-1 replacement or relocate the current trees. Note there are two prospective layouts. This is based on the currently available NYSERDA incentives. At this time systems under 750kW yield a higher incentive than a system over 750kW. However, a larger system yields higher production compensating for the lower incentive. It is recommended to provide both system footprints for vendors to provide a design and pricing. NYPA will evaluate the most economical value once pricing is received.



\* Project location

\*the photo on the right depicts the DEC wetland mapper

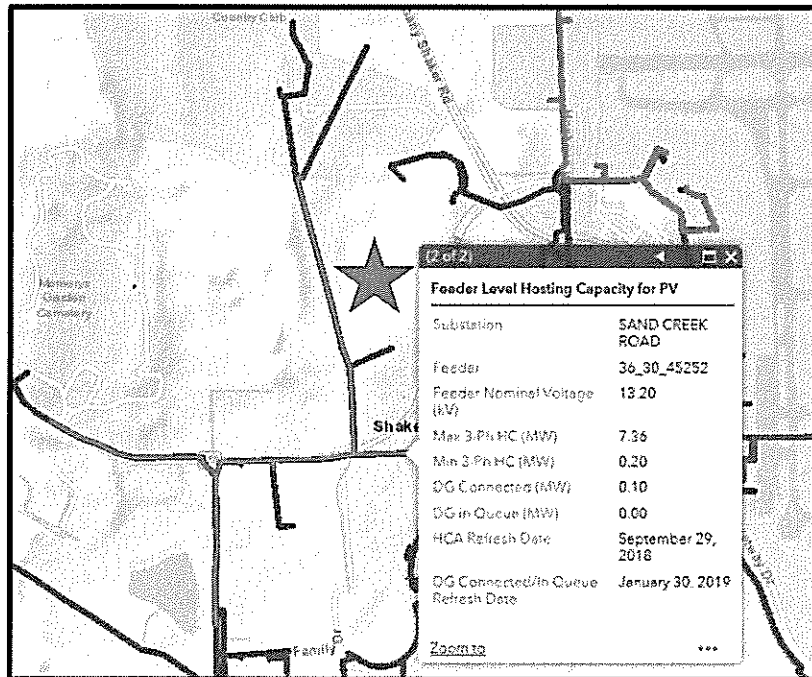
## Proposed System Size 1.6MW DC (1.3MW AC)



Proposed System Size 817kW DC (720kW AC)



The image below is of National Grid's hosting capacity map, the blue star represents the location of the solar array. At this time there is capacity to connect the solar array to National Grid's infrastructure. Note, there is no 3V0 protection at this substation, which may be required.





## Albany County Health Complex

Roof top arrays; 175 Green Street and 260 South Pearl Street

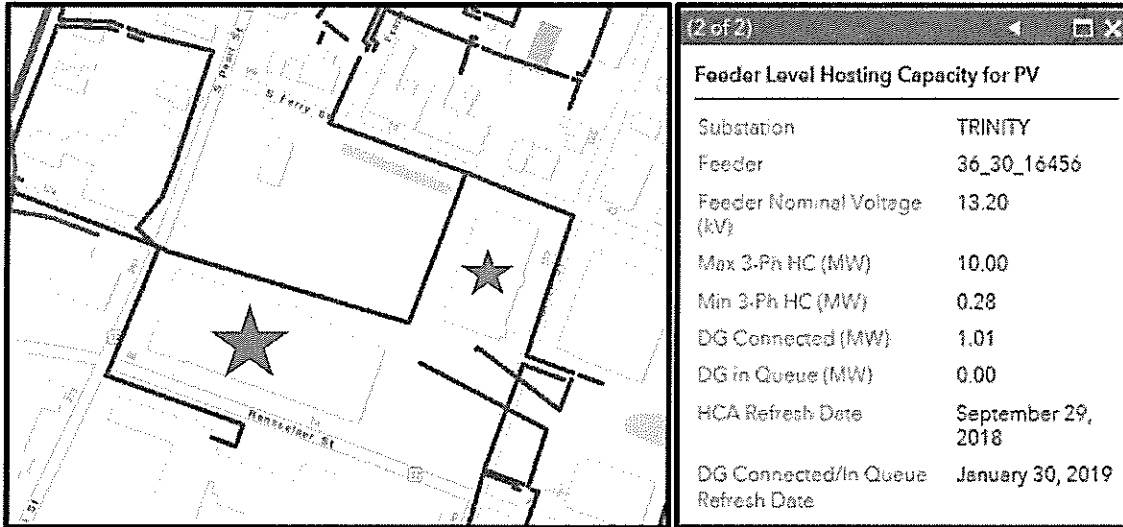
It is not recommended to incorporate solar PV on 175 Green Street due to the limited space on the roof.



Proposed System Size: 176 kW DC (171 kW AC) and 34 kW DC (30 kW AC)



The photo below is of National Grid's hosting capacity map, the blue stars represent the location of each solar array. At this time there is capacity to connect the solar arrays to National Grid's infrastructure without triggering major upgrades. Based on the location of the 3-phase power as well as the available capacity, interconnection costs may be favorable for this location. Note, there is 3V0 protection at this substation.



## Albany County Cornell Coop

Ground mount; 24 Martin Road, Voorheesville, NY 12156

Please see the environmental photo below, per the NYS DEC Environmental Resource Mapper, this location is within a wetland buffer zone. It is also within the vicinity of bats listed as endangered or threatened.

This location will require some tree clearing. The County may choose to remove or relocate the current trees at this location. Also, if desired by the County, the solar developer may remove the trees and do a 1-for-1 replacement or relocate the current trees.

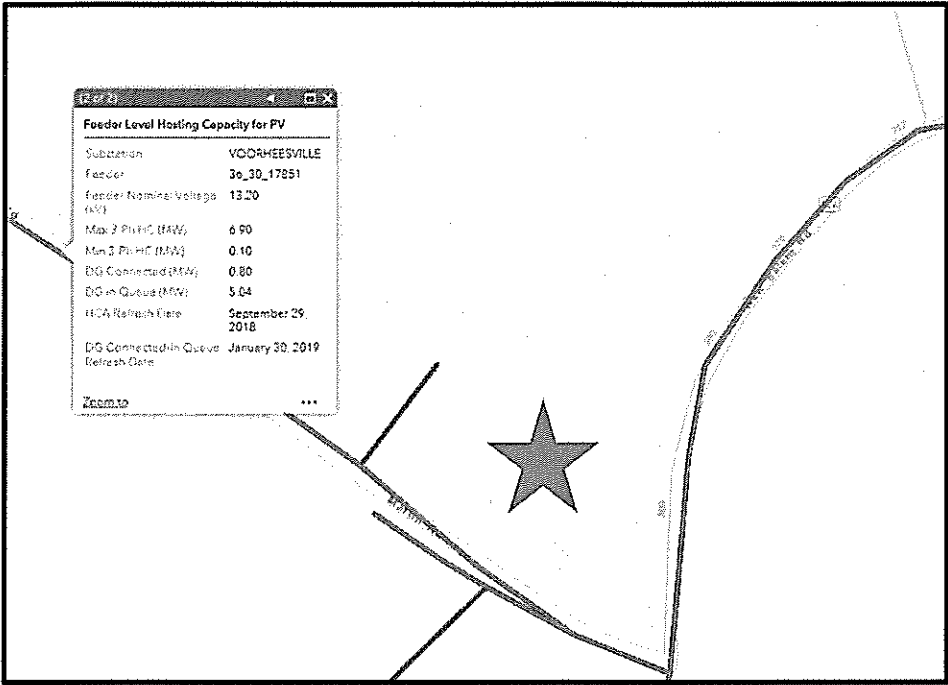


\*DEC Environmental Resource Mapper

Proposed System Size: 370 kW DC (310 kW AC)



The photo below is of National Grid's hosting capacity map, the blue star represents the location of the solar array. At this time there is capacity to connect the solar arrays to National Grid's infrastructure. Note, there is no 3VO protection at this substation, which may be required.



## Albany County DPW Headquarters

Roof and ground mount; 449 New Salem Road, Voorheesville, NY

This location is near wetlands and wetland buffer zone. This location is in the vicinity of bats listed as endangered or threatened. This location should need a little tree/plant clearing. The County may choose to remove or relocate the current trees at this location. Also, if desired by the County, the solar developer may remove the trees and do a 1-for-1 replacement or relocate the current trees.



\*DEC Environmental Resource Mapper

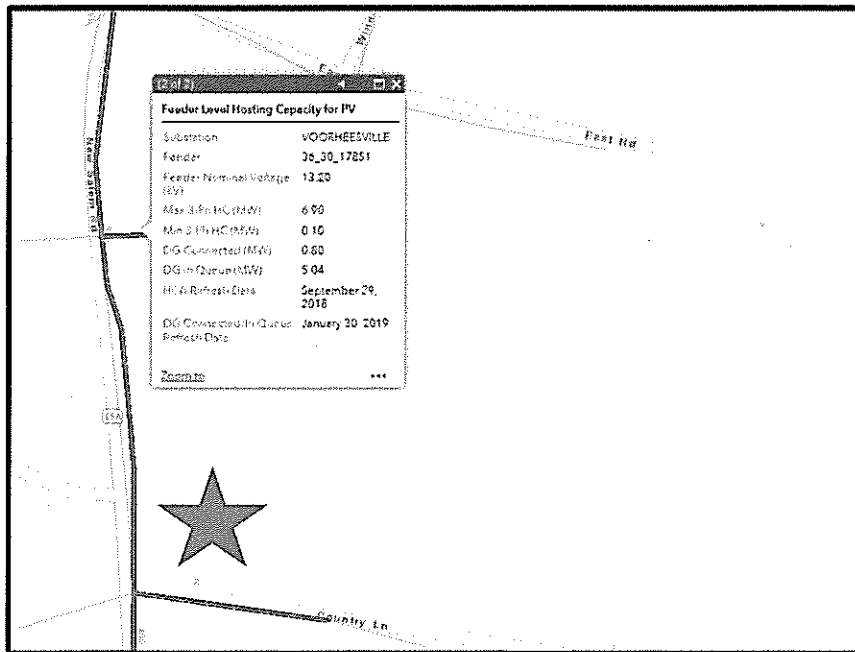
242 kW DC (215 kW AC)



200 kW DC (168 kW AC)



The photo below is of National Grid's hosting capacity map, the blue star represents the location of the solar array. At this time there is capacity to connect the solar arrays to National Grid's infrastructure. For this location there is ~960kW available at this time. Note, there is no 3V0 protection at this substation.



## Albany County Sheriff's Clarksville Station

Rooftop arrays; 58 Verda Ave, Voorheesville, NY 12186

This location is undergoing a capital project which entails roof replacements. At this time based on the current structure we can leave this project in the portfolio where in the RFP it will be made aware that this site will be undergoing roof replacements and potentially be removed from this phase of projects. This site is also incorporating another building in which the roof may be utilized to implement solar PV.



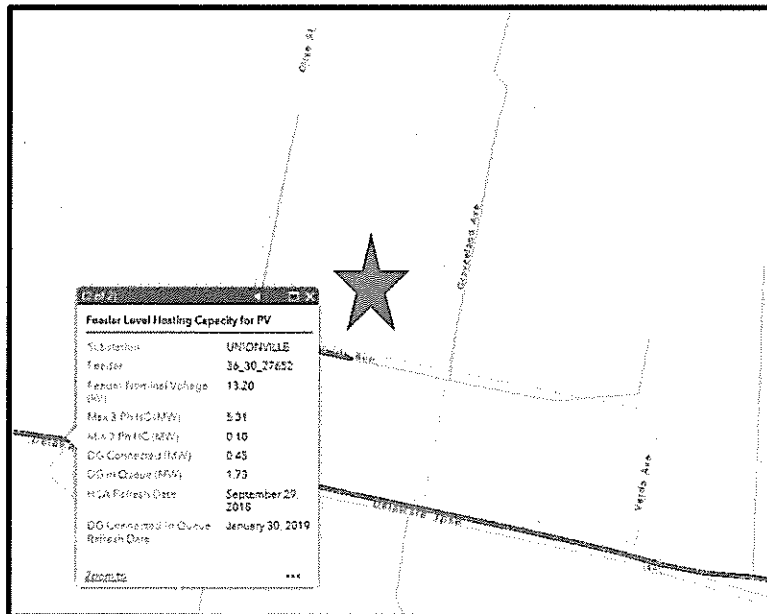
Proposed System Size 171 kW DC (168 kW AC)



Proposed System Size 105 kW DC (96 kW AC)



The photo below is of National Grid's hosting capacity map, the blue star represents the location of the solar arrays. At this time there is capacity to connect the solar arrays to National Grid's infrastructure. Note, there is no 3V0 protection at this substation, which may be required.

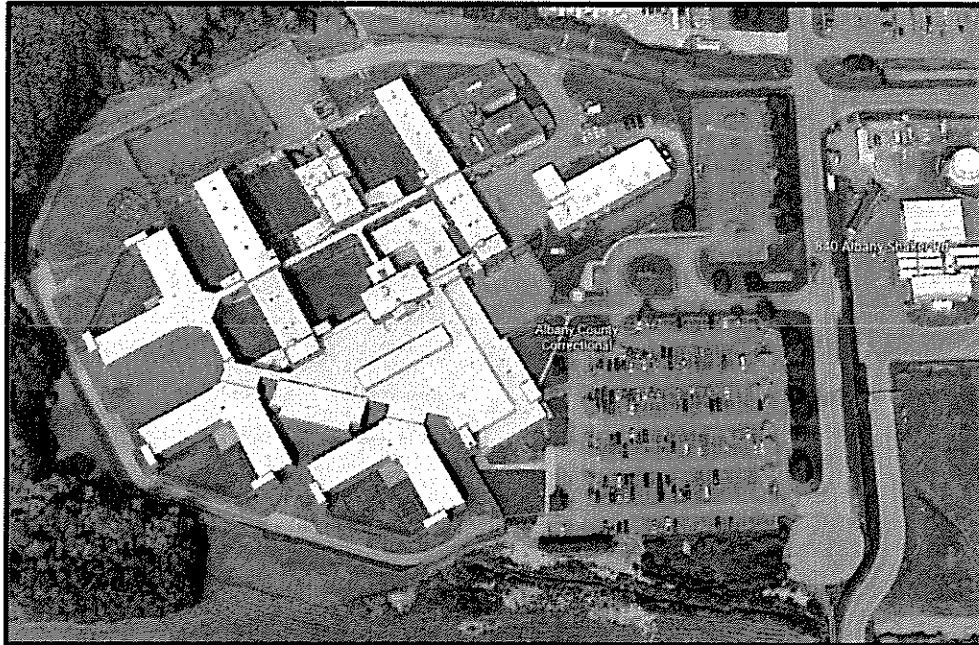




## Albany County Correctional Facilities

Carport; 840 Albany Shaker Rd, Albany, NY 12211

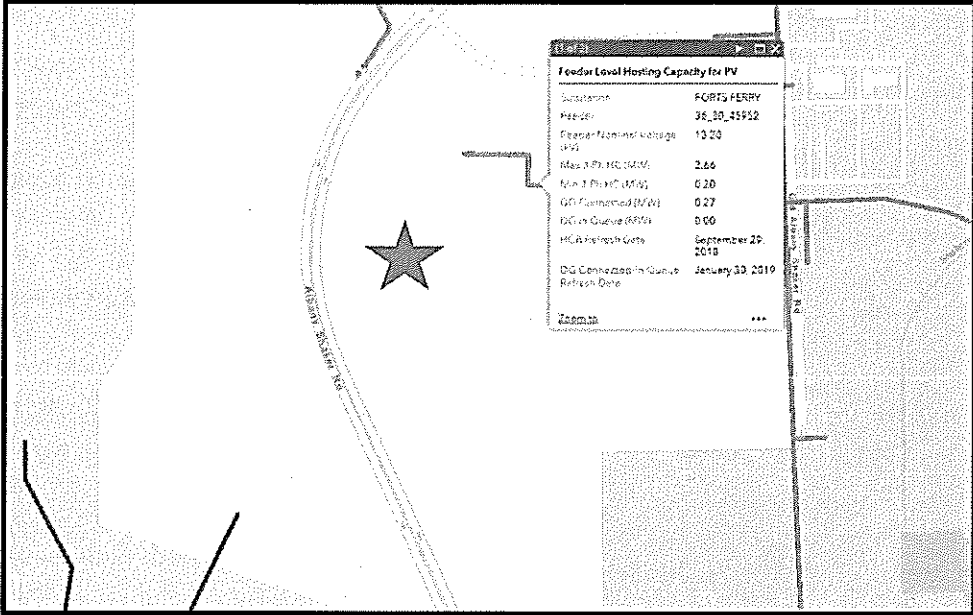
This location only would be carports, compared to ground and rooftop applications, this would be a greater cost. Note, this is near an airport, will the FAA require a glare analysis for this site?



Projected System Size 748 kW DC (625 kW AC)



The photo below is of National Grid's hosting capacity map, the blue star represents the location of the solar array. At this time there is capacity to connect the solar arrays to National Grid's infrastructure. Note, there is no 3V0 protection at this substation, which may be required.



15



DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF SOCIAL SERVICES  
162 WASHINGTON AVENUE  
ALBANY, NEW YORK 12210-2304  
(518) 447-7300  
WWW.ALBANYCOUNTY.COM

MICHELE G. MCCLAVE  
COMMISSIONER

ERIN M. STACHEWICZ  
DEPUTY COMMISSIONER

LISA A. FREEDMAND  
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Legislative Clerk's Office  
112 State St., Room 710  
Albany, NY 12207

Dear Chairman Joyce,

Under a Memorandum of Understanding between the New York State Office of Children and Family Services (OCFS) and Albany County, the County receives annual federal funding in the amount of \$245,145 for the provision of child care registration services and associated Albany County Department of Social Services (DSS) administrative costs.

The Albany County Department of Social Services is seeking approval to renew this agreement with OCFS and for the County to receive State funding for the project. The Department is also requesting authorization to renew our subcontract with Brightside Up, Inc. (formerly the Capital District Child Care Coordinating Council [CDCCCC]) to perform family day care services.

Brightside Up provides the registration and inspection of all child day care providers in Albany County that our department serves through comprehensive evaluations and reviews such as health requirements, safety requirements, criminal history checks, child abuse and maltreatment checks. They also conduct investigations and track complaints made against providers, provide outreach to low income neighborhoods in a concentrated effort to network and continually develop family day care providers. In addition they assist families in finding safe and qualified child care, provide training to providers and parents alike in areas such as early learning and development as well nutrition and physical activity.

Sincerely,

Michele G. McClave  
Commissioner

cc: Dennis A. Feeney, Majority Leader  
Frank A. Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Minority Counsel



# County of Albany

112 State Street  
Albany, NY 12207

## Legislation Text

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File #: TMP-1339, Version: 1

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### REQUEST FOR LEGISLATIVE ACTION

#### Description (e.g., Contract Authorization for Information Services):

Contract Authorization for Social Services (Brightside Up)

Date: 12/26/2019  
Submitted By: Joseph J DeAngelis  
Department: Social Services  
Title: Contract Administrator  
Phone: 518-447-7583  
Department Rep.  
Attending Meeting: Michele G. McClave

**Purpose of Request: Contract authorization for Social Service to provide OCFS pass through funding to Brightside Up.**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) [Click or tap here to enter text.](#)

### CONCERNING BUDGET AMENDMENTS

#### Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel

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- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Brightside Up, Inc. (formerly known as the Capital District Child Care Coordinating Council)  
91 Broadway  
Menands, NY 12204

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$245,145

Scope of Services: Provide OCFS pass through funding to Brightside Up for the provision of full Registrar Services in Albany County that includes initial and renewal registration/licenses, annual inspection, complaint investigation, safety assessments, training and support for all existing and potential family day care providers and school-age child care sites.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority: Social Service Law Sec 365f

Is there a Fiscal Impact: Yes  No

Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA6010 04610

Revenue Amount: \$245,145

Appropriation Account and Line: AA6010 44046

Appropriation Amount: \$245,145

Source of Funding - (Percentages)

Federal: 100%

State: 0

County: 0

Local: 0

Term

Term: (Start and end date) 1/1/2020 -12/31/2020

Length of Contract: 12 Months

Impact on Pending Litigation Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 509

Date of Adoption: 11/13/2018

**Justification:** (state briefly why legislative action is requested)

Under a Memorandum of Understanding between the New York State Office of Children and Family Services (OCFS) and Albany County, the County receives State pass through funding in the amount of \$245,145 for the provision of family day care services and associated Albany County Department of Social Services administrative costs. There is no County Share for this program.

NYS has selected Brightside Up, Inc. (formerly the Capital District Child Care Coordinating Council [CDCCCC]) as a subcontractor for the following services: Completion of family day care home registration applications, school age child care registration applications, inspections and safety assessments of family day care homes and school age child care programs, and investigations of complaints against registered programs.

The Albany County Department of Social Services is seeking approval to renew this agreement with OCFS, receive State funding for the project and to renew our sub- contract with Brightside Up, Inc. to perform these services in an amount not to exceed \$233,065.00 that is contingent upon the funding level that has been approved by OCFS. Since this is a NYS state selected provider of service an RFP is not required.

As the current provider, Brightside Up, Inc. is satisfactorily meeting the required performance target expectations. There are currently 498 active providers who provide care to 1047 active families receiving child care subsidy benefits.

Brightside Up provides the registration and inspection of all child day care providers in Albany County that our department serves through comprehensive evaluations and reviews such as health requirements, safety requirements, criminal history checks, child abuse and maltreatment checks to name a few. In addition they conduct investigations and track complaints made against a provider, provide outreach to low income neighborhoods in a concentrated effort to network and continually develop family day care providers. They also assist families in finding safe and qualified child care, provide training to providers and parents alike in areas such as early learning and development as well as nutrition and physical activity.





Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

December 4, 2019

Michelle McClave, Commissioner
Albany County Department of Social Services
162 Washington Avenue
Albany, New York 12210

Attn: Alice Geel

Re: MOU 2312
MOU Period: January 1, 2020 to December 31, 2020

Dear Commissioner:

The New York State Office of Children and Family Services (OCFS), through the Division of Child Care Services (DCCS), is pleased to inform you of the OCFS intention to renew the Memorandum of Understanding (MOU) for your Local Department of Social Services (LDSS) Day Care Registration and Inspection program. This letter serves to provide you with the funding level for the above calendar year. The MOU documents will provide LDSS with the necessary information to complete the Day Care Registration and Inspection Project electronic application. The documents are included in the email attachments that accompany this funding letter.

The disbursement of funding for your registration contract is described below:

Maximum Funding Available: \$245,145.00

New for 2020:

- 1. Inspections- Per regulation, Annual Inspections are required for licensed providers and facilities
2. The penalty for unmet Performance Standards will be 10%
• Please be advised that the signature of an authorized LDSS representative is not required at this point. It will only be required once your agency receives the paper copies of the MOU from your program contract manager after DCCS review and approval of your electronic application.
• No scanned or PDF formats will be accepted.

The registration MOU electronic application includes the Appendix D (application pages), Staff Plan Form (all registration staff must be identified by name and title) and the Draft simplified budget(s). The Appendix C-1 of Standard Performance Levels and Payment Schedule is attached for your review.

DCCS has entered the 2020 dates into the Day Care Registration application and budget(s) pages for you from a copy of the 2019 Appendix D, budget(s), and staff plan which you can modify accordingly with current 2020 information. You may save a copy of the completed documents for your files. Please

**make all necessary amendments to these forms, which has the most current text, and return for processing.** If changes occur after the submission of the Appendix D, please notify the DCCS contract unit immediately. **An e-mail address is being requested on the Appendix D for all contacts, including county administrative staff.** (You may use your county email if that is more convenient.)

Please do not amend the budget templates; use those forms provided in the attachments and **ensure any subcontractor uses the current template.**

The LDSS Districts that utilize a **subcontractor** to conduct the Day Care Registration and Inspection services will need to include in their electronic application an **additional**, completed subcontractor budget. **Please do not amend the budget templates.** The subcontractor's budget, if applicable, needs to be included in the LDSS budget in **Section B4. *The LDSS (and subcontractor's) B section needs either a quarterly or monthly cost in the line item description, in addition to the description for annual expenses over \$500.*** The OCFS and Total Cost field amounts need to be filled. LDSS has a ceiling of 5% administration cost when there is a subcontractor.

As a reminder, where applicable, the LDSS, as the contractor, is responsible for the day care registration and inspection project. Therefore, should LDSS utilize a subcontractor to perform the Registration services on their behalf, **LDSS is required to include in their subcontractor's agreement:**

1. **Every standard performance level** of the registration MOU found in Appendix C-1.
2. The same rules of confidentiality and professional conduct that are required of all registration staff in the LDSS and the DCCS Regional Offices. **It is essential that this language be included.**
3. DCCS requests the inclusion of the following statement: **It is important to note that during the Day Care Registration and Inspection contract period, training will be conducted and attendance is required, as determined by the OCFS DCCS Regional Office.**

**It is required to provide to the DCCS Regional Office Manager a signed copy of the subcontractor agreement.**

It is the legal responsibility of the contractor, LDSS, to provide supervision and oversight for the Day Care Registration and Inspection Project. DCCS requires for each renewal year, LDSS identify a designee/liason for the Day Care Registration and Inspection Project. It is a requirement that the LDSS staff person is employed at a professional level. Therefore, it is necessary to provide the DCCS Regional Office with the name of the current LDSS registration staff person responsible for the monitoring of the registration activities as reflected on the Appendix D.

**The Appendix C-1 performance standards include the requirement that the contractor maintain identified staffing levels that are necessary to conduct the registration activities** and that there be specific, designated staff conducting the registration activities. Therefore, **all registration staff must be identified by name and title**, as well as their percent of time scheduled for the registration project. Abbreviated names and titles are accepted due to format limitations. **We developed a means of electronic transfer of personnel budget information to the Staffing Plan form to better assist in this process.** The Staffing Plan form matches the size of the personnel columns in the budget for easy electronic copying of staff names and percentage on the project between these two documents. We added "Paste" buttons for your convenience. **Save a copy for your records. You will use this form during the year to report staff changes.**

It is a project requirement that the registration staffing plan is submitted as part of the application. The Regional Office Manager will review and approve your registration personnel. Staff resumes must be submitted to the DCCS Regional Office Manager for review and approval.

The staffing levels are also reviewed for approval and updated quarterly on the Summary of Quarterly Registration Review Report by the DCCS Regional Office. It is a quarterly requirement, that after the end of the quarter, any change in registration personnel be reported to the DCCS Regional Office. However, significant registration staff changes should be reported as they occur, anytime during the year, to the Regional Office on this Staffing Plan form. If any staffing requirements are not satisfactorily met, there will be a reduction of the quarterly performance payment as described in the Registration MOU Appendix C-1.

The performance-based claiming process provides equal quarterly payments (**1/4 of the total funding, including cents**) for the registration and inspection services upon verification of the standard performance levels being met. After the quarter ends, the appropriate DCCS Regional Office Manager will complete a Summary of Quarterly Registration Review Report. The electronically signed quarterly registration report will be sent to LDSS attention. The DCCS Regional Office report will specify that full quarterly payment will be allocated.

If a performance standard is not met, a payment reduction percentage must be applied as established in the Appendix C-1. A copy of the DRAFT Summary of Quarterly Registration Review Report and Overdue Program Report will be provided to the LDSS contractor and, where applicable, the subcontractor. LDSS will have the opportunity to explain how they were not able to meet the standard due to extraordinary or unforeseen circumstances as stated in the Appendix C-1. After receiving such explanation, the DCCS Regional Office report will specify if the reduction is waived and a full quarterly payment will be allocated, or no waiver issued, and payment reduced.

Upon receiving the completed Summary of Quarterly Registration Review Report electronically, **LDSS submits an ink signed voucher/claim** to the appropriate DCCS Regional Office Manager for the exact amount (including cents) that is in the report. You may create a claim template with standard information for your convenience. However, the claim will need to be printed and ink signed for this Office to process. Please use the Office of the State Comptroller claiming form AC3253-S (2012).

The amount on the claim needs to reflect the **exact amount (including cents)** shown on the quarterly report or Appendix C-1 (if there is no penalty). **There is no rounding to the nearest dollar.** Place data **inside of the Vendor Box.** This ink signed voucher/claim for payment will be scanned by the DCCS Regional Office Manager to the Registration Contract Manager at DCCS Central Office for the processing of the quarterly payment.

Your contribution in this process cannot be overstated. All efforts to submit your completed registration package **electronically** by **December 13, 2019** or earlier will be greatly appreciated. It is essential to take into consideration that the MOU processing time frame may need a two-month minimum from the time that the MOU and budget are reviewed and approved by DCCS, and LDSS returns by mail the authorized signed documents. The sooner your registration renewal package is returned to the DCCS Program Contract Manager and Regional Office Manager, the sooner the review and approval process can begin.

Please complete all documents in the electronic application and submit the Appendix D, staff plan and budget documents electronically and simultaneously to:

- Shondra Frazier, DCCS Registration Contract Manager at [shondra.frazier@ocfs.ny.gov](mailto:shondra.frazier@ocfs.ny.gov),
- your DCCS Regional Manager,
- **AND** Kevin Helems, DCCS Supervisor of Child Care Resource and Registration Unit  
[Kevin.Helems@ocfs.ny.gov](mailto:Kevin.Helems@ocfs.ny.gov)

We will be anticipating an electronic copy of your completed registration renewal. **Please remember: no scanned or PDF documents will be accepted.** Return the forms attached in this email with current information.

Please contact me with any questions or for technical assistance with the forms. If I am not available, you may contact Kevin Helems via email or at (518) 402-6860.

Thank you for your continued partnership and your commitment to the children and families in New York State. We will contact you as soon as possible with an approved MOU for signature.

Sincerely,

*Shondra Frazier*

**Shondra Frazier**

Program Manager Specialist 1

New York State Office of Children and Family Services

52 Washington Street, Room 309 South

Rensselaer, NY 12144

518-473-0677 | Fax: 518-474-9617 | [shondra.frazier@ocfs.ny.gov](mailto:shondra.frazier@ocfs.ny.gov)

cc: DCCS Regional Office Manager

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF SOCIAL SERVICES  
162 WASHINGTON AVENUE  
ALBANY, NEW YORK 12210-2304  
(518) 447-7300  
WWW.ALBANYCOUNTY.COM

MICHELE G. MCCLAVE  
COMMISSIONER

ERIN M. STACHEWICZ  
DEPUTY COMMISSIONER

LISA A. FREEDMAN  
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew Joyce, Chairman  
Legislative Clerk's Office  
112 State St., Room 710  
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Authorization is requested to enter into an agreement with Nanonation to provide the ability for clients and applicants to self-scan required documents through walk-in service at multiple locations throughout Albany County and to also apply directly for SNAP benefits on-line through myBenefits.gov.

Via RFP 2019-100R this Provider was the only respondent, has been vetted by DSS as being qualified to perform the serviced outlined RFP and will supply 4 Kiosks with two to be installed at DSS and two at other community based locations within Albany County.

Authorization is also requested to appropriate \$102,893 to partially fund implementation of the kiosks as more particularly detailed in attachment A of ADM 18-LCM-09 SNAP Bonus Award Allocation. Additionally, federal funds will be encumbered from 2019 to fully offset the cost of this project.

Sincerely,

Michele G. McClave  
Commissioner

cc: Dennis A. Feeney, Majority Leader  
Frank A. Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Minority Counsel



Legislation Text

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File #: TMP-1368, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Contract Authorization for Social Services (Nanonation)

Date: 1/8/2020  
Submitted By: Joseph J DeAngelis  
Department: Social Services  
Title: Contract Administrator  
Phone: 518-447-7583  
Department Rep.  
Attending Meeting: Michele G. McClave

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: 6010.22050  
Source of Funds: Federal  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Nanonation  
301 South 13th Street, Suite 700  
Lincoln, NE 68508

**Additional Parties (Names/addresses):**

Amount/Raise Schedule/Fee: \$149,160  
Scope of Services: Nanonation will provide DSS with four Kiosks to assist in modernizing their operations through the integration of self-service technology to increase access to Supplemental Nutrition Assistance Program (SNAP) benefits.

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No



Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA6010 04610

Revenue Amount: \$149,160.00

Appropriation Account and Line: AA6010 22050

Appropriation Amount: \$149,160.00

Source of Funding - (Percentages)

Federal: 100%

State: 0

County: 0

Local: 0

Term

Term: (Start and end date) 3/1/2020 - 2/28/2021

Length of Contract: 12 months

Impact on Pending Litigation Yes  No

If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**Justification:** (state briefly why legislative action is requested)

Authorization is requested to enter into an agreement with Nanonation to provide the ability for clients and applicants to self-scan required documents through walk-in service at multiple locations throughout Albany County and to also apply directly for SNAP benefits on-line through myBenefits.gov.

Via RFP 2019-100R this Provider was the only respondent, has been vetted by DSS as being qualified to perform the serviced outlined in the RFP and will supply 4 Kiosks with two to be installed at DSS and two at other community based locations within Albany County.

The kiosks will have the ability to interface with other County and New York State information systems and software applications which provides local social service districts with real-time access to documents through a single user interface. The documents are scanned and indexed and can be shared across the entitlement program areas. This will allow for more streamlined access to SNAP benefits as well as a more efficient client service program.

Authorization is also requested to appropriate \$102,893 to fund implementation of the kiosks as more particularly detailed in attachment A of ADM 18-LCM-09 SNAP Bonus Award Allocation. Additionally, funds will be encumbered from 2019 to offset the cost of this project.

<b>Total Allocation</b>	
Total for All Social Services Districts	\$ 9,097,336
New York City (NYC)	\$ 5,219,242
Rest of State (ROS)	\$ 3,878,094

<b>Allocation to Social Services Districts</b>	
Albany	\$ 102,893
Allegany	\$ 25,000
Broome	\$ 92,988
Cattaraugus	\$ 34,858
Cayuga	\$ 29,600
Chautauqua	\$ 72,042
Chemung	\$ 42,097
Chenango	\$ 25,000
Clinton	\$ 36,238
Columbia	\$ 25,000
Cortland	\$ 25,000
Delaware	\$ 25,000
Dutchess	\$ 61,118
Erie	\$ 449,632
Essex	\$ 25,000
Franklin	\$ 25,000
Fulton	\$ 25,437
Genesee	\$ 25,000
Greene	\$ 25,000
Hamilton	\$ 25,000
Herkimer	\$ 28,107
Jefferson	\$ 46,623
Lewis	\$ 25,000
Livingston	\$ 25,000
Madison	\$ 25,000
Monroe	\$ 368,169
Montgomery	\$ 25,000
Nassau	\$ 195,731
Niagara	\$ 96,027
Oneida	\$ 109,590
Onondaga	\$ 203,304
Ontario	\$ 28,432
Orange	\$ 98,688
Orleans	\$ 25,000
Oswego	\$ 52,503
Otsego	\$ 25,000
Putnam	\$ 25,000
Rensselaer	\$ 44,720
Rockland	\$ 86,196
St. Lawrence	\$ 44,479

Local Districts	Allocation
Saratoga	\$ 44,188
Schenectady	\$ 64,693
Schoharie	\$ 25,000
Schuyler	\$ 25,000
Seneca	\$ 25,000
Steuben	\$ 31,894
Suffolk	\$ 365,086
Sullivan	\$ 36,362
Tioga	\$ 25,000
Tompkins	\$ 25,066
Ulster	\$ 60,511
Warren	\$ 25,000
Washington	\$ 25,000
Wayne	\$ 28,571
Westchester	\$ 247,250
Wyoming	\$ 25,000
Yates	\$ 25,000

**Social Services 2020 Budget**

**APPROPRIATIONS**

ACCOUNT I	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
AA 6010 2 2050 000	Computer Equipment	102,893.00	0.00		Social Services
AA 0000 0 0000 000		0.00	0.00		
<b>TOTAL APPROPRIATIONS</b>		<b>102,893.00</b>	<b>0.00</b>		

**ESTIMATED REVENUES**

ACCOUNT I	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
AA 6010 0 4610 000	Social Service Administration	0.00	102,893.00		Social Services
AA 0000 0 0000 000		0.00	0.00		
<b>TOTAL ESTIMATED REVENUES</b>		<b>0.00</b>	<b>102,893.00</b>		
<b>GRAND TOTALS</b>		<b>102,893.00</b>	<b>102,893.00</b>		

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET - SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

GAIL GEOHAGEN-PRATT  
COMMISSIONER

MOIRA E. MANNING  
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to renew a contract with the New York State Department of Health for reimbursement of administrative costs incurred, for the provision of Early Intervention services, in the amount of \$114,851 for the period October 1, 2019 – September 30, 2020.

Local governments have the responsibility for administering the Early Intervention Program (EIP) subject to regulations of the Commissioner of Health. Administrative funds are provided to all municipalities to offset cost incurred in the implementation of the EIP, exclusive of due process costs. This funding is contingent upon a municipality's compliance with the work plan developed by the Department.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt  
Commissioner

cc: Dennis Feeny, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Amis Zilgme, Minority Counsel



Legislation Text

File #: TMP-1363, Version: 1

**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

*Contract Authorization to Accept Early Intervention Admin Reimbursement from NYSDOH 2019 2020*

Date: January 8, 2020  
Submitted By: Scott McNelis  
Department: Children, Youth and Families  
Title: Contract Administrator  
Phone: 7306  
Department Rep.  
Attending Meeting: Gail Geohagen, Commissioner

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.

Source of Funds: Click or tap here to enter text.

Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

Change Order/Contract Amendment

Purchase (Equipment/Supplies)

Lease (Equipment/Supplies)

Requirements

Professional Services

Education/Training

Grant

Renewal

Submission Date Deadline 9/30/2019

Settlement of a Claim

Release of Liability

Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

Party (Name/address):

NYSDOH

Division of Family Health, Fiscal Unit,

ESP Corning Tower - Room 878,

Albany, NY 12237-0657

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$114,851.00

Scope of Services: Reimbursement for administrative costs associated with the Early Intervention Program

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No

If Mandated Cite Authority: Public Health Law Title II-A of Article 25



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**File #: TMP-1363, Version: 1**

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Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: AA4059 03449  
Revenue Amount: \$114,851.00

Appropriation Account and Line: AA4059 1 8  
Appropriation Amount: \$72,079.21 \$42,771.79

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: 100%  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/1/2019 - 9/30/2020  
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-87, 17-039, 15-310, 15-83, 14-250, 13-074, 12-324, 11-179  
Date of Adoption: 3/11/19, 2/13/17, 8/10/15, 3/9/15, 7/14/14, 3/11/13, 9/10/12, 5/9/11

**Justification:** (state briefly why legislative action is requested)

Please see attached

## **Department for Children, Youth and Families**

### **Backup Material for Contractual Agreement Between the New York State Department of Health and Albany County for the Reimbursement of Administration Costs for Early Intervention**

The Department for Children, Youth and Families is seeking Legislative authorization to enter into a contractual agreement with the New York State Department of Health (NYSDOH) in the amount of \$114,851 for the period of October 1, 2019 – September 30, 2020. Under this contract, Albany County will be able to claim reimbursement from the State for administrative costs incurred for the provision of Early Intervention services.

The New York State Early Intervention Program (EIP) is part of the national Early Intervention Program for infants and toddlers with disabilities and their families. First created by Congress in 1986 under the Individuals with Disabilities Education Act (IDEA), the EIP is administered by the New York State Department of Health through the Bureau of Early Intervention. In New York State, the Early Intervention Program is established in Article 25 of the Public Health Law and has been in effect since July 1, 1993.

Local governments have responsibility for administering the Early Intervention Program (EIP) subject to regulations of the Commissioner of Health. Administrative funds are provided to all municipalities to offset cost incurred in the implementation of the EIP, exclusive of due process costs. This funding is contingent upon a municipality's compliance with the work plan developed by the Department.

To be eligible for services, children must be less than 3 years of age and have a confirmed disability or established developmental delay, as defined by the State, in one or more of the following areas of development: physical, cognitive, communication, social-emotional, and/or adaptive.

<b>BUDGET STATEMENT AND REPORT OF EXPENDITURES</b>			
<b>10/1/19- 9/30/20</b>			
<b>REPORT FOR QUARTER ENDING:</b>			
<b>BUDGET ITEM</b>	<b>APPROVED</b>	<b>COLUMN I</b>	<b>COLUMN II</b>
	<b>BUDGET</b>	<b>EXPENDITURES</b>	<b>EXPENDITURES</b>
	<b>AMOUNT</b>	<b>PRIOR PERIOD</b>	<b>CURRENT PERIOD</b>
<b>PERSONAL SERVICE (PS)</b>			
Early Intervention Services Manager (Romanski)	29,434.00		
Account Clerk III (DePeaux)	4,473.43		
Early Intervention Info. Specialist (Waters)	24,533.88		
Clerk I (Burke)	5,455.80		
Early Childhood Case Coord. (Yarn)	8,182.10		
Sub-Total Salaries	72,079.21		
Fringe Benefits 59.4%	42,771.79		
<b>SUBTOTAL PERSONAL SERVICE</b>	<b>114,851.00</b>		
<b>OTHER THAN PERSONAL SERVICE (OTPS)</b>			
None	-	-	-
<b>SUBTOTAL OTPS</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>114,851.00</b>		

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DANIEL P. MCCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES  
112 STATE STREET - SUITE 300  
ALBANY, NEW YORK 12207  
(518) 447-7324 - FAX (518) 447-7578  
www.albanycounty.com

GAIL GEOHAGEN-PRATT  
COMMISSIONER

MOIRA E. MANNING  
DEPUTY COMMISSIONER

January 15, 2020

Hon. Andrew C. Joyce, Chairman  
Albany County Legislature  
112 State St., Rm. 710  
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action for permission to enter into a Contractual Agreement with Cayuga Centers for the provision of Functional Family Therapy- Therapeutic Case Management (FFT-TCM). The contract would be for the period of January 1, 2020 to December 31, 2020.

Cayuga Centers pursued a grant from the Mother Cabrini Foundation to do evidence-based case management in Albany County. Cayuga Centers was awarded two \$500,000 grants - one of which is for Albany County. Cayuga Centers will be able to facilitate the FFT-TCM program through referrals from Albany County, at no cost to the County.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-7792.

Sincerely,

Gail Geohagen-Pratt  
Commissioner

cc: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Kevin Cannizzaro, Majority Counsel  
Arnis Zilgme, Minority Counsel



Legislation Text

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File #: TMP-1378, Version: 1

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**REQUEST FOR LEGISLATIVE ACTION**

**Description (e.g., Contract Authorization for Information Services):**

Authorization for a Contractual Agreement with Cayuga Centers to facilitate a Functional Family Therapy (FFT) program

Date: January 8, 2020  
Submitted By: Scott McNelis  
Department: Children, Youth and Families  
Title: Contract Administrator  
Phone: 7306  
Department Rep.  
Attending Meeting: Gail Geohagen, Commissioner

**Purpose of Request:**

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) [Click or tap here to enter text.](#)

**CONCERNING BUDGET AMENDMENTS**

**Increase/decrease category (choose all that apply):**

- Contractual
- Equipment
- Fringe

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- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.  
Source of Funds: Click or tap here to enter text.  
Title Change: Click or tap here to enter text.

**CONCERNING CONTRACT AUTHORIZATIONS**

**Type of Contract:**

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

**Contract Terms/Conditions:**

**Party (Name/address):**

Cayuga Center  
101 Hamilton Ave.  
Auburn, NY 13021

**Additional Parties (Names/addresses):**

Click or tap here to enter text.

Amount/Raise Schedule/Fee: 0.00  
Scope of Services: Please see attached

Bond Res. No.: Click or tap here to enter text.  
Date of Adoption: Click or tap here to enter text.

**CONCERNING ALL REQUESTS**

Mandated Program/Service: Yes  No   
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes  No   
Anticipated in Current Budget: Yes  No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.  
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.  
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.  
State: Click or tap here to enter text.  
County: Click or tap here to enter text.  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) January 1, 2020 to December 31, 2020.  
Length of Contract: 12 months

Impact on Pending Litigation

If yes, explain: Yes  No   
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 19-423, 18-473, 17-365  
Date of Adoption: 10/15/19, 10/9/18, 9/12/17

**Justification:** (state briefly why legislative action is requested)

Please see attached



## Department for Children, Youth and Families

### **Backup Material for Authorization to enter into a Contractual Agreement with Cayuga Centers for the provision on Functional Family Therapy- Therapeutic Case Management (FFT-TCM)**

The Albany County Department for Children, Youth, and Families (ACDCYF) respectfully requests Legislative authorization to enter into a Contractual Agreement with Cayuga Centers for the provision on Functional Family Therapy- Therapeutic Case Management (FFT-TCM). The contract would be for the period of January 1, 2020 to December 31, 2020.

Cayuga Centers pursued a grant from the Mother Cabrini Foundation to do evidence-based case management in Albany County. Cayuga Centers was awarded two \$500,000 grants - one of which is for Albany County. Cayuga Centers will be able to facilitate the FFT-TCM program in Albany County, at no cost to the county.

*Functional Family Therapy - Therapeutic Case Management (FFT-TCM)* is a tiered treatment model that extends services from young children to young adults. It incorporates a systemic risk assessment to determine the level of service needed, and in general, high risk families receive high intensity services and low risk receive lower intensity services. Family therapy and therapeutic case management based on the principles and techniques of FFT are integrated and are delivered by both masters level clinicians (high risk cases), and bachelors level interventionists for lower risk cases. It was developed by Dr. Thomas Sexton. He and Dr. James Alexander were co-developers of FFT before they went separate ways about fifteen years ago. Dr. Sexton is now a principal at FFT Partners which will be doing most of the FFT training and consultation in NYC under ACS's new RFP.

FFT-TCM serves youth ages 4-18, and typically has outcomes which prevent the need for out of home placements. Families referred are typically the least likely to engage in services and are at risk for or are presenting with: childhood development delays, truancy, domestic violence, negative peers, community violence, aggression, mental health and psychiatric issues, substance abuse, conflict, corporal punishment, poor supervision, neglect, AWOL, behavioral/ physical health needs, antisocial behaviors and juvenile delinquency. A typical intervention lasts 6 months. With a staff of 2 clinicians, 2 case managers and 1 supervisor, Cayuga Centers can serve approximately 38 cases at any one time, and approximately 76-80 cases annually.