CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*
Honorable Bruce A. Hidley, *County Clerk*
Honorable Andrew Joyce , *Chairman, County Legislature*

MARCH 9, 2020 MEETING MINUTES

John Cox, *Sheriff'f Office*	Lisa Ramundo, Public Works	Andrew Bristport, *IT*
Scott Bowman, *Sheriff's Office*	Dave Latina, *General Services*	Lucas Rogers, County Exec. Offic
Matt Clyne, *Board of Elections*	Karen Storm, *Purhasing*	Shawn Thelen, *Mgt. & Bdgt.*
Angelo Gaudio, *Water Purif. Dist.*	John Maney, *Law*	Dave Reilly, *Mgt. & Bdgt.*
		Denelle Albert, *Mgt. & Bdgt.*

Board Members: Hon. Bruce Hidley - County Clerk / Hon. Andrew Joyce - County Legislature / Daniel Lynch - Deputy County Attorney

The Board members will approve the minutes of the previous meeting.

Mr. Hidley opens the meeting at 4:00pm, he notes that in attendance are Dan Lynch and Andrew Joyce. Mr. Hidley brings the minutes from the February 10th CAB meeting up for approval. Mr. Joyce motions to approve minutes, Mr. Lynch seconds the motion, Mr. Hidley abstains, as he was not at the noted meeting. The minutes are approved.

Cont #	Action	Depart.	Vendor	Scope of Service	Est. Time	Est. Amount
5468	Renewal	A3110 - Sheriff	TYLER TECHNOLOGIES	ANNUAL SOFTWARE MAINTENANCE AND SUPPORT FOR THE SOFTWARE WE USE IN OUR CIVIL OFFICE	4/1/2020 THRU 3/31/2023	$35,000.00

Mr. Hidley reviews details of the contract. John Cox explains this is a 3 year contract and states Tyler Technologies is the best company to provide this service, nationally. Mr. Lynch motions to approve contract, Mr. Joyce seconds the motion. The contract is unanimously approved.

Cont #	Action	Depart.	Vendor	Scope of Service	Est. Time	Est. Amount
5469	New	A3110-Sheriff	SIV Ambulances	THE SHERIFF'S DEPT. IS LOOKING TO PURCHASE A USED AMBULANCE	1/1/20 - 12/31/20	$63,500.00

Mr. Hidley reviews details of the contract. Scott Bowman explains they have 5 old with high mileage. This was the low bid, can provide mileage if necessary. Mr. Hidley notes this is a 2015? Mr.Bowman replies yes. Mr. Hidley adds that this is anE450, higher model ambulance. Mr. Bowman states it has a larger chasse can carry higher weight, has more uses for us. Mr. Joyce motions to approve contract, Mr. Lynch seconds the motion. The contract is unanimously approved.

Cont #	Action	Depart.	Vendor	Scope of Service	Est. Time	Est. Amount
5418	Renew	A1450 - Board of Elections	NTS Data Services	The Albany County Board of Elections is seeking renewal of its maintenance agreement with NTS Data Services, LLC, which is the developer and sole point of support and maintenance for the TEAM voter registration, WorkFlow, Sign-It! signature digitization, full document imaging and PACETS election management applications currently installed in the Board of Elections. It also prints our April countywide mail check card and poll books. NTS is the only company that can practically and legally maintain the software and supplies these systems to forty-nine other counties in New York State. The cost of the agreement is $96,896	1 year	$96,896.00

Mr. Hidley reviews details of the contract. Mr. Klein states this is a renewal of the existing electronic voter registration database software program along with related apps. They have handled this since the inception. They service majority of counties in state. Very good vendor to work with. Additionally they handled annual mail check cards. This renewal is for everything they do for us in a year, Images, packets application etcetera. The cost is somewhat less than previous years, we are printing our own poll books. Mr. Lynch motions to approve contract, Mr. Joyce seconds the motion. The contract is unanimously approved.

<table>
<tr><th>Cont #</th><th>Action</th><th>Depart.</th><th>Vendor</th><th>Scope of Service</th><th>Est. Time</th><th>Est. Amount</th></tr>
<tr><td>5433</td><td>New</td><td>G8130 - Sewage Treatment</td><td>Emergency Power Systems</td><td>Preventative maintenance & emergency service for generators to emergency power systems</td><td>3/15/2020-3/14/2024</td><td>$55,000.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. No funding amount percentage. Mr. Thelen states it is 100% County funded. Angelo Gaudio states this is a five year contract for generator service at the North and South plant facilities. Mr. Joyce motions to approve contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5440</td><td>Amend.</td><td>A4010 - Health</td><td>Dr. Richard Gullott</td><td>Amend contract amount to $99,999 in order to pay bill for services rendered from April 2019 - December 2019. Current contract is for $70,000. This invoice will exceed the total contract price.</td><td>1/2017 - 12/31/2019</td><td>$98,684.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Mr. Thelen notes that the Department of Health cannot be here but he will do his best to explain this contract and the following one as well. This is for the Tuberculosis screening at a higher level. There was additional usage during this period and this is to bring the contract up to the full amount. Mr. Hidley clarifies that the amount of the amendment is $28, 684. Mr. Thelen replies that yes that this amount. Mr. Lynch motions to approve the contract, Mr. Joyce seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5459</td><td>New</td><td>A4010 - Health</td><td>Dr. Richard Gullott</td><td>Provides interpretation of chest x-rays for tuberculosis evaluation, orders treatment and tests related to TB as needed, indicates instructions for treatment follow-up to patients and clinic staff and provides patient education. Fee is $115 per hour.</td><td>1/1/2020 - 12/31/2022</td><td>$99,999.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Mr. Thelen states this a new contract for the noted period. The vendor we have had since 2007, the price is staying the same at $115. Mr. Joyce asks if he is based in Albany County? Mr. Thelen we can get you that information. Mr. Joyce are the screenings done here or at his office? They are not here. Mr. Thelen replies they send him the x-rays for review. Mr. Joyce motions to approve contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5470</td><td>New</td><td>A8020-Planning</td><td>Catholic Charities of the Diocese of Albany</td><td>Pass-through grant funding to provide Census Outreach in the County of Albany. Activities will include development and distribution of outreach fliers, media outreach, integration of census education into Catholic Charities agencies/programs, door-to-door conversations, social media, etc.</td><td>9 Months (March 2020 - December 2020)</td><td>$21,250.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contracts. Mr. Hidley asks that contract 5470 and 5471 be bundled into one resolution for approval. Mr. Joyce motions to bundle the contract., Mr. Lync seconds the motion. Lucas Rogers explains these are funded with pass through funding from NYS. The grant announcement came out in late January, Albany County has $300,000 available, of which 75% must to go to Non-profit organization, as required by NYS. We issued and RFP immediately, thank you to purchasing. A number of good responses were received, these are two of the larger ones, ability to reach large audiences. They will be a variety of activities including handling media, special census forums, community outreach. Mr. Hidley notes how important the Census is and how appreciative he is that the CE office acted so quickly. Mr. Lynch motions to approve the contracts, Mr. Joyce seconds the motion. The contracts are unanimously approved.</td></tr>
</table>

<table>
<tr><th>Cont #</th><th>Action</th><th>Depart.</th><th>Vendor</th><th>Scope of Service</th><th>Est. Time</th><th>Est. Amount</th></tr>
<tr><td>5471</td><td>New</td><td>A8020-Planning</td><td>United Way of the Greater Capital Region</td><td>Pass-through grant funding to provide Census Outreach in the County of Albany. Activities include, but are not limited to: community outreach events, distribution of print material, informational sessions, radio ad buys, digital ad buys, utilization of 211 network (text to pledge), etc. Also funds outreach done by two sub-grantees: The Baby Institute and NAACP.</td><td>9 Months (March 2020-December 2020)</td><td>$38,250.00</td></tr>
<tr><td colspan="7">See above contract 5470.</td></tr>
<tr><td>5424</td><td>New</td><td>D5110 - Maintenance Roads Buildings</td><td>Gorman Brothers Inc.</td><td>The Public Works Department is requesting the approval to enter into a contract with Gorman Brothers, Inc. for the Joint and Crack Sealing of various County Roads</td><td>6/1/2020-11/30/2020</td><td>$99,000.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Lisa Ramundo explains this part of our preventative maintenance that we do every year. Gorman brothers, is on state contract, has been doing the job for the last five years, and we would l like to continue to work with them. Mr. Joyce motions to approve the contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5296</td><td>Renew</td><td>A1620 - Building Services</td><td>J. McBain, Inc.</td><td>1 YR Renewal option to Primary Contract#4850 (for 2019) w/J. McBain, Inc - for Electrical Repair / Construction Services for various County Buildings and County Projects.</td><td>4/1/2020 - 3/31/2021</td><td>$99,999.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Dave Latina explains this is the first one year renewal on this contract. This is for all departments to use for emergency electrical work. We can get a bid on smaller projects or we can use another vendor. Mr. Lynch note this is a not to exceed $99,999 contract, do you have a ball park of the previous contract amount? Dave Latina, we can get the information, has not exceeded the amount. Mr. Thelen adds, as there are several of these contracts do you want a break out of all of them? Mr. Lynch yes please. Mr. Lynch motions to approve the contract, Mr. Joyce seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5297</td><td>Renew</td><td>A1620 - Building Services</td><td>Titan Roofing, Inc.</td><td>1 Yr Renewal Option to Primary Contract#4851 of 2019 w/ Titan Roofing Inc. for Emergency Roof Repair Services for Various County Buildings and County Projects</td><td>4/1/2020 - 3/31/2021</td><td>$99,999.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Dave Latina explains this is the first one year renewal on this contract. This is for all departments to use for emergency roof work. Mr. Joyce motions to approve contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5295</td><td>Renew</td><td>A1620 - Building Services</td><td>Harold R. Clune, Inc.</td><td>Secondary Contract - (1 Yr Renewal Option) - Primary Contract#4852 of 2019 w/ Harold R. Cline for Emergency Electrical Repair / Construction Services for Various County Buildings and County Projects.</td><td>4/1/2020 - 3/31/2021</td><td>$99,999.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Dave Latina explains this is the first one year renewal on this contract. This is for all departments to use for secondary emergency electrical work. May go to if the initial vendor can't get in or to get other pricing options. Mr. Lynch motions to approve the contract, Mr. Joyce seconds the motion. The contract is unanimously approved.</td></tr>
</table>

<table>
<tr><th>Cont #</th><th>Action</th><th>Depart.</th><th>Vendor</th><th>Scope of Service</th><th>Est. Time</th><th>Est. Amount</th></tr>
<tr><td>5294</td><td>Renew</td><td>A1620 - Building Services</td><td>BPI Mechanical Services, Inc.</td><td>1 Yr Renewal Option to Primary Contract#4848 of 2019 w/BPI Mechanical Services, Inc. - on HVAC Repair Services for Various County Buildings and County Projects.</td><td>4/1/2020 - 3/31/2021</td><td>$99,999.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Dave Latina explains this is the first one year renewal on this contract. This is for all departments to use for emergency HVAC work. Mr. Joyce motions to approve the contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5293</td><td>Renew</td><td>A1620 - Building Services</td><td>BPI Mechanical Services, Inc.</td><td>Secondary Contract - (1 Yr Renewal Option) - Primary Contract#4849 of 2019 w/ BPI Mechanical Inc. - on Boiler Repair Services for Various County Buildings and County Projects</td><td>4/1/2020 - 3/31/2021</td><td>$99,999.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Dave Latina explains this is the first one year renewal on this contract. This is for all departments to use for secondary emergency Boiler work. The first contractor did not want to renew the contract. Mr. Joyce asks why the first contractor did not want to renew. Dave Latina replies, probably not getting enough business. Mr. Lynch motions to approve the contract, Mr. Joyce seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5292</td><td>Renew</td><td>A1620 - Building Services</td><td>BPI Mechanical Services, Inc.</td><td>Secondary Contract - (1 yr Renewal Option) - Primary Contract#4853 of 2019 w/BPI Mechanical Inc. - on Plumbing Construction Services for Various County Buildings and County Projects</td><td>4/1/2020 - 3/31/2021</td><td>$99,999.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Dave Latina explains this is the first one year renewal on this contract. This is for all departments to use for emergency plumbing work. The first contractor did not want to renew the contract. Mr. Joyce motions to approve the contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5464</td><td>New</td><td>D5020 - Highways-Engineer. Div</td><td>Mercury Distributing</td><td>The purchase of Child Passenger Safety Seats. Term-1yr with 1yr renewal option.</td><td>Two Year (3/16/20-3/14/22)</td><td>$31,000.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Lucas Rogers states that the DPW Commissioner had to step out. This is the important car seat safety program. This was a c competitive bid. Mr. Lynch motions to approve the contract, Mr. Joyce seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5436</td><td>New</td><td>A1345 - Purchasing County wide</td><td>Unifirst Corp</td><td>This contract is for various County Departments for the rental and cleaning of uniforms: General Services, Public Works and the Water Purification District. Also Rental and cleaning of carpet runners for above departments and the Sheriff's Office.</td><td>1 Year term with (2) One year renewal terms</td><td>$58,395.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Karen Storm this vendor was the low bidder as they have been for the last few years. Mr. Joyce motions to approve the contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
</table>

<table>
<tr><th>Cont #</th><th>Action</th><th>Depart.</th><th>Vendor</th><th>Scope of Service</th><th>Est. Time</th><th>Est. Amount</th></tr>
<tr><td>5439</td><td>New</td><td>A1660 - Central Printing</td><td>Pitney Bowes</td><td>5 Yr. Lease Agreement ($999.78 per month for 60mo.) with Pitney Bowes -(New) SendPRO P3000 Solutions machine. Current lease has expired; a new machine/lease is required for efficiency for the County's Mailroom shipping & mailings. (Leases are an exception of competitive bidding. Purchasing has done their due diligence by shopping other contracts and vendors.)</td><td>60 months - 5 years</td><td>$60,000.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Dave Latina, Pitney wasn't lowest bidder, at first, we went back to Pitney Bowes and they repriced the bid saving the county $22,000 . Karen Storm notes it did not go out to bid it was off a cooperative contract. We didn't give out pricing to Pitney Bowes but they knew we were looking and sent in lower pricing. Mr. Hidley asks if the other vendor didn't meet needs. Dave Latina notes that we have worked with Pirney Bowes for many years and were willing to continue. Mr. Lynch motions to approve the contract, Mr. Joyce seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td>5479</td><td>New</td><td>A1996- Planning</td><td>Camoin Associates</td><td>Phase II of Albany County Economic Development Initiative. Assistance in enacting plan recommendations, including Communications plan, website, project development, and business retention campaign.</td><td>3/09/2020- 12/31/2020</td><td>$75,000.00</td></tr>
<tr><td colspan="7">Mr. Hidley reviews details of the contract. Lucas Rogers, the director had a prior commitment that could not be changed. Apologize for timing of this request. Dir. O'Connor has an aggressive plan to hit the ground running. He will be overseeing everything but Comoine is well positioned to handle the items in the contract. Dir. O'Conner wants to be sure we get this started correctly. Mr. Hidley states anything we can do for economic development is a huge bonus for us. On the right track, look forward to him working in the dept. Mr. Joyce asks if there was there always going to be a phase II. Lucas Rogers explains that late as it development it was apparent that the vendor is positioned to implement critical pieces of plan. Mr. Joyce replies, its good that we are not dropping in Kevin's lap and walking away. More details sooner would be good. Mr. Hidley notes the term is nine months. when is it set to begin. Lucas Rogers answers as soon as possible. Mr. Lynch adds that once it has approval from law then it will be executed. Mr. Joyce motions to approve the contract, Mr. Lynch seconds the motion. The contract is unanimously approved.</td></tr>
<tr><td colspan="7">Mr. Hidley takes a motion to adjourn the meeting at 4:30pm. Mr. Lynch motions to adjoun the meeting, Mr. Joyce seconds the motion. The meeting is adjourned.</td></tr>
</table>