

Request for Contract Approval	
Request ID #	5602
Contract #	5702
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	A3110 - Sheriff
Date submitted	6/11/20
Contact person	Rice, William M.
Contact Phone	(518) 655-7801
Vendor	DEPAULA CHEVROLET
Estimated Amount	\$67,760
Estimated Term	6/1/20 THRU 12/31/20
Scope of Services	THE SHERIFF'S OFFICE WISHES TO PURCHASE 2 VEHICLES. DEPAULA CHEVROLET WAS THE LOW BIDDER
Budget Line Item	AA3110
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	Yes - BID

Budget Analyst

Date:

Date Approved _____

**Andrew Joyce, Chairman
Albany County Legislature**

RFB#2020-069R		
Purchase of two (2) 2020 Chevy Traverse		
Depaula Chevrolet	Qty	Total
\$33,880.00	2	\$67,760.00
Biding 2020 Chevrolet Traverse LT AWD		

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Purchase of two (2) 2020 Chevy Traverse LT
Bid Number: 2020-069R

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

(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:

Depaula Chevrolet - Gary L. Bristol Jr.

785 Central Ave

Albany NY 12206

Phone: 518-669-9285 Fax: (518) 489-2479

E-mail: gbristol@depaula.com

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

BID FORM

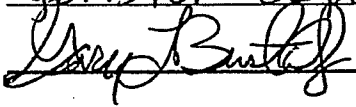
BID IDENTIFICATION:

Title: Purchase of Two (2) 2020 Chevy Traverse LT
Bid Number: 2020-069R

<u>Item Description</u>	<u>Price Each</u>	<u>Total</u>
Two (2) Chevy Traverse LT	\$ <u>33,880.⁰⁰</u>	\$ <u>67,760.⁰⁰</u>

**Delivery to Albany County shall be 7-10days are receipt of order.

2020 CHEVROLET TRAVERSE LT AWD
Year/make/model being bid

COMPANY: DE PAULA CHEVROLET
ADDRESS: 785 CENTRAL AVE
CITY, STATE, ZIP: ALBANY NY 12206
TEL. NO.: (518) 669-9285
FAX NO.: (518) 489-2479
FEDERAL TAX ID NO.: 14-1616459
REPRESENTATIVE: GARY L. BRISTOL JR
E-MAIL: gbristol@depaula.com
SIGNATURE AND TITLE:  COMMERCIAL TRUCK MGR.

DATE 6/04/2020



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: Hon. Craig Apple
Sheriff's Office

FROM: Karen Storm
Purchasing Agent

DATE: July 9, 2020

RE: RFB#2020-069R Purchase of Two (2) 2020 Chevy Traverse LT

I am in receipt of your recommendation to award the aforementioned Request for Bids to DePaula Chevrolet in the amount of \$67,760.00.

As DePaula Chevrolet 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.

Request for Contract Approval	
Request ID #	5608
Contract #	5708
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	
Department	A3110 - Sheriff
Date submitted	6/18/20
Contact person	Rice, William M.
Contact Phone	518-655-7809
Vendor	Amchar Wholesale Inc.
Estimated Amount	\$28,000
Estimated Term	7/1/2020-12/31/2020
Scope of Services	TO REPLACE GUNS WITHIN SHERIFF'S OFFICE
Budget Line Item	AA3150
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	Yes - BID

Date 7/9/2020

Date Approved _____

Andrew Joyce, Chairman
Albany County Legislature

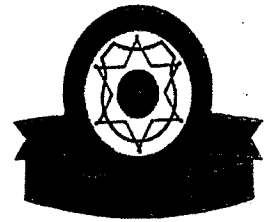


MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

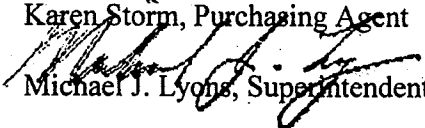
ALBANY COUNTY SHERIFF'S OFFICE

Albany County Corrections & Rehabilitative Services Center
840 Albany Shaker Road, Albany, New York 12211
(518) 869-2600 FAX (518) 869-3923

CRAIG D. APPLE, SR.
SHERIFF



MICHAEL J. LYONS
SUPERINTENDENT

Date: June 11, 2020
To: Karen Storm, Purchasing Agent
From:  Michael J. Lyons, Superintendent
Subject: Firearms, Ammunition & Accessories
RFB #2020-065

Facility staff has solicited and reviewed the bid tabulation for the above reference items, and have no objection with the selection Amchar Wholesale, the sole vendor to submit a bid.

County of Albany
Request for Bids #2020-065
Firearms and Ammunition Accessories

Albany County Correctional Facility & Sheriff's Office

Specifications

Section A

1. Through this Request for Bids, the County of Albany seeks qualified and responsive vendors to provide firearms, ammunition and accessories of various types and quantities.
2. The items listed in Section "A" are items which the County has purchased previously. For the items on the attached list, Bidders are to provide item pricing per the following conditions:
 - Bid price shall be quoted net, F.O.B. destination and shall include any charge for freight or delivery to any delivery location within Albany County.
 - No minimum order requirements shall apply.
 - Award of items will be made based on the lowest cost per line item.
 - No purchase quantity is guaranteed.
 - Item numbers and catalogs from which items were purchased in the past may be provided on the bid form for reference purposes. Bids may be submitted on the same or equivalent items. If quoting an equivalent item, Bidder must provide the catalog and item number of the cross-referenced item in the appropriate column on the Bid Form.
3. Section B represents items of unknown type and quantity, which the County will purchase throughout the bid term. Bidders may quote a percentage discount from any of the following base pricing sources:
 - manufacturer's current published price list
 - manufacturer's website
 - bidder's current published price list
 - bidder's current catalog
 - bidder's website
 - bidder's shelf/retail price

A copy of each price list or catalog identified in the bid proposal shall be provided with the bid submission. The discount bid shall remain firm throughout the contract period. Additional copies of catalogues or price lists must be supplied at the County's request throughout the term of the bid at no cost to the County.

For items in Section B, the following terms and conditions shall apply:

SECTION B:

1. The base price less discount shall be the net price, and shall be F.O.B. destination to any Albany County Facility; no additional costs for shipping or delivery will be accepted by Albany County.
2. No minimum order requirements shall apply.
3. Delivery: Delivery shall be made within five (5) business days of vendor's receipt of the purchase order. Repeated delayed or partial deliveries shall be interpreted as failure to meet contractual obligation and constitute cause for cancellation of Contract, with thirty (30) days' notice by the County to the contractor.

**County of Albany
Request for Bids #2020-065
Firearms and Ammunition Accessories**

Albany County Correctional Facility & Sheriff's Office

2020-065 Bid Proposal Form

SECTION "A" Item Description

Item	Part #	QTY.	Unit Price	List Price	Bid Price	Grand Total Price
TROY BATTLEMAG 3-PACK - BLACK SMAG-3PK-00BT-00	SMAG-3PK- 00BT-00	10.00ea*	\$24.36	\$35.00	\$24.36	\$243.60
Windom SRC 308- SS15 Model R16SFST - 308 Rifle	Model: R16SFST-308	1.00ea*	\$1105.92	\$1645.00	\$1105.92	\$1105.92
Windham Weaponry 5 Round Magazine .308 / 6.5 Creedmoor	SKU 8448670- 5-308	3.00ea*	\$13.75	\$18.95	\$13.75	\$41.25
Black Hawk MULTI-POINT QUICK DISCONNECT STRETCH - BLACK	SKU: BLA70MQD01 BK	20.00ea*	\$41.96	\$79.95	\$41.96	\$839.20
GRAND TOTAL:						\$ \$2,229.97

*The quantities are estimated. Albany County reserves the right to change them.

SECTION "B": Catalogue Discount

Discount Offered	N/A %
Base Pricing Source from which discounted price will be calculated:	N/A

Type text here

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Firearms and Ammunition Accessories
Bid Number: 2020-065

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 5/12/2020

Number #1

(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.

BF1

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:
- Ted Pinelli
- _____
- _____
- _____
- Phone: 585 465 2863 Fax: _____
- E-mail: ted.pinelli@amchar.com
8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

BID FORM

BID IDENTIFICATION:

Title: Firearms and Ammunition Accessories
Bid Number: 2020-065

COMPANY: Amchar Wholesale Inc
ADDRESS: 100 Air Park Dr
CITY, STATE, ZIP: 100 Air Park Dr Rochester NY 14624
TEL. NO.: 585 465 2863
FAX NO.: 585 328 4406
FEDERAL TAX ID NO.: 16-1374334
REPRESENTATIVE: Pat Spicci
E-MAIL: sales@amchar.com
SIGNATURE AND TITLE  Operations Manager

DATE

5/18/20

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

Pat Spicci- Operations Manager

Title

Amchar Wholesale

Company Name

5/18/20

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 New York)
COUNTY OF Monroe) SS.:

On this 18 day of May, 20020, before me personally appeared Pat Spicci to me known, who, being by me sworn, did say that he resides at (give address) 9670 WEST RIDGE RD BROCKPORT NY 14420 that he is the (give title) Operations Manager of the (name of corporation) AmChar Wholesale, Inc, 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 M BORRELLI
NOTARY PUBLIC-STATE OF NEW YORK
No. 01BO6395096
Qualified in Monroe County
My Commission Expires 07-22-2023

Amy M Borrelli
Notary Public, State of New York

Qualified in n/a

Commission Expires 7-22-2023

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: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME: AmChar Wholesale, Inc		3. IDENTIFICATION NUMBERS a) FEIN # 16-1374334 b) DUNS # 045611076	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 100 Airpark Dr. Rochester, NY 14624		7. TELEPHONE NUMBER 800-333-0695	8. FAX NUMBER 585-328-4406
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 Sharon Ekier/Amchar Wholesale Title L/E Clerk Telephone Number 800-333-0695 x119 Fax Number 585-328-4406 e-mail Sharon@amchar.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME Anthony DiChario	TITLE President-CEO	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.			
			☐ Yes ☒ No
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL 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>			☐ Yes ☒ No
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i>			☐ Yes ☒ 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:	☐ Yes ☒ No
a)	1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process; 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.	☐ Yes ☒ No
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 1 HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? 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."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>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.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No ☐ Yes ☒ No ☐ Yes ☒ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES 1 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? 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.	☐ Yes ☒ No
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: 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.	☐ Yes ☒ No
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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 # 16-1374334

State of: South Carolina

) SS:

County of: Dorchester

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.

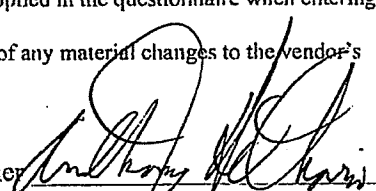
The undersigned certifies that he/she:

- 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 and 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 AmChar Wholesale, Inc

Address 100 Airpark Dr.

City, State, Zip Rochester, NY 14624

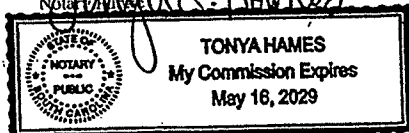
Signature of Owner 

Printed Name of Signatory Anthony D. Chario

Title President-CEO

Signed before me this 14 day of May, 2020

Notary Public



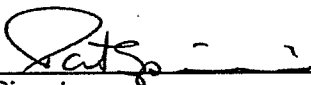
Printed Name _____

Signature _____

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

Pat Spicci- Operations Manager

Title

AmChar Wholesale, Inc

Company Name

5/18/20

Date

COUNTY OF ALBANY

Firearms and Ammunition Accessories

RFB #2020-065

ADDENDUM #1

May 12, 2020

The following Addendum No. 1 consisting of two (2) pages (including this cover page) is hereby issued on the 12th day of May, 2020, in connection with the Request for Bids #2020-065 Firearms and Ammunition Accessories, for the Albany County Correctional Facility & Sheriff's Office.

COUNTY OF ALBANY

**RFB #2020-065
Firearms and Ammunition Accessories**

ADDENDUM #1

The following information is provided as a result of a question(s) posed by vendor(s):

ITEM #1: The bid due date will be extended to Thursday, May 21st 2020 at 11:00am.

End of Addendum #1



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: First Sergeant Ronald Messen

FROM: Alaina Nuvola Purchasing Dept.

DATE: May 21, 2020

RE: Request for Bids #2020-065
Firearms, Ammunition and Accessories

Enclosed please find the bid received for your RFB #2020-065, Firearms, Ammunition and Accessories. Please review and return your recommendation for award to the Purchasing Agent. Amchar was the only bidder for RFB-2020-065.

Official award notification will occur only when your department and purchasing agree on the vendor selection. This selection process should include the department head or, at minimum, the department head should be aware of the vendor selection.

Please do not forward to approving bodies or notify vendors until the above has been completed.

Please contact me if you require any additional information, or if I can be of further assistance.

enc.

Request for Contract Approval	
Request ID #	5614
Contract #	5714
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	A3110 - Sheriff
Date submitted	6/24/20
Contact person	Wood, Dennis
Contact Phone	(518) 655-7848
Vendor	SIV AMBULANCES
Estimated Amount	\$82,500
Estimated Term	6/3/20 THRU 12/31/20
Scope of Services	SIV AMBULANCES WAS LOW BIDDER TO REMOUNT AN EXISTING FORD E450 AMBULANCE BODY ONTO A NEW 2021 FORD E450 CHASSIS.
Budget Line Item	AA3110
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



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: Lee Bormann, Chief Deputy
Sheriff's Office *LB*

FROM: Karen Storm *K Storm*
Purchasing Agent

DATE: June 22, 2020

RE: RFB#2020-071
Ambulance Remount

I am in receipt of your recommendation to award the aforementioned Request for Bids to SIV Ambulance in the amount of \$82,500.00.

As SIV Ambulance 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.



PROPOSAL
Remount Type III

RFB # 2020-071



A M B U L A N C E S

Albany County Sheriffs Office
Emergency Medical Services
112 State St
Room 100
Albany, NY 12207

June 3, 2020

On behalf of SIV Ambulances, we are pleased to submit for your consideration and approval our proposal for the remount of your existing Ford E450 Type III ambulance body onto new 2021 Model Year Ford E450 chassis. Specifications as discussed have been incorporated into this proposal with No Exceptions.

Please note, that the pricing proposed includes the fleet GPC discount from Ford. A valid FIN Code shall be provided in order to apply this discount.

We are the **Largest**, as well as the only **Ford QVM Certified Remounter in Pennsylvania** and also carry a \$5,000,000.00 Products Liability Insurance.

Thank you for considering SIV Ambulances and we would be honored to perform your ambulance remount with the highest care, attention, and quality that you expect.

Sincerely,

Sergio Siv
President

A M B U L A N C E S

PROPOSAL

<u>ITEM NO.</u>	<u>DESCRIPTION REMOUNT</u>	<u>COST</u>
1.	Remount of (1) Type III Ambulance Per Specs	\$82,500
Total		\$82,500

<u>ITEM NO.</u>	<u>DELIVERY SCHEDULE</u>	
1.	Level 2 Remount	45-60 Days

Note: This proposal is based on information and photos supplied to SIV Ambulances. Upon receipt of the unit at SIV Ambulances, an inspection will be performed. At Times, items may not be identified until the unit is in the production process. If items are identified as not operational or not to the standards our customers expect, then SIV Ambulances will notify the Customer of those items and provide a quote to correct them offering the opportunity to make the suggested changes. Unfortunately, some of these items cannot be identified until we start the remount process.

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588

TITLE: Ambulance Remount RFB NUMBER: 2020-071

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

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

IF YOU PLAN TO SUBMIT A BID, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFB.

Company Name: SIV Ambulances
Address: 24100 Big Oak Rd
City: Langhorne State: PA Zip Code: 19047
Contact Person: Sergio Siv
Title: President
Phone Number: 215 970 5067 Fax Number: _____ E-Mail: info@Sivambulances.com

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:
☐ Yes / ☐ No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail: info@Sivambulances.com

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Ambulance Remount
Bid Number: 2020-071

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) *none*

Date

Number

(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.

BF1

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:

STU Ambulances
24100 Big Oak Rd
Langhorne PA 19047
Phone: 215-970-5007 Fax: _____
E-mail: info@stambulances.com

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

BID FORM

BID IDENTIFICATION:

Title: Ambulance Remount
Bid Number: 2020-071

Item Description

Purchase of 2021 Ford E-450 chassis or/equivalent and the remounting of a currently owned Road Rescue Modular Ambulance. Pricing shall be all inclusive. (transporting of current ambulance, remounting of supplied chassis and completed delivery to the Albany County Sheriff)

\$ 82,500.00
Lump Sum

2021 Ford E450
Year/Make/Model of Chassis

****lease submit with bid package, chassis and remount literature****

COMPANY: SIV Ambulances
ADDRESS: 2400 Big Oak Rd
CITY, STATE, ZIP: Langhorne PA 19047
TEL. NO.: 215 970 5007
FAX NO.: _____
FEDERAL TAX ID NO.: 35-263 6645
REPRESENTATIVE: Seojo Siv
E-MAIL: info@sivambulances.com
SIGNATURE AND TITLE:  President

DATE 6/3/20

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

Title

Company Name

6/3/20

Date

President
SIV Ambulances

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME SIV Ambulances		3. IDENTIFICATION NUMBERS a) FEIN # 35-2636645 b) DUNS #	
4. D/B/A - Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 2400 Big Oak Rd Langhorne PA 19047		7. TELEPHONE NUMBER 215 970 5007	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE IN NEW YORK STATE, if different from above		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE Name Sergio Siv Title President Telephone Number 215 970 5007 Fax Number e-mail info@Sivambulances.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME Sergio Siv	TITLE President	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.		☐ Yes ☒ No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:		☐ Yes ☒ No	
a) An elected or appointed public official or officer? List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service		☐ Yes ☒ No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.		☐ Yes ☒ 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; 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? 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 ☐ Yes ☒ No ☐ 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? 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."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>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.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No ☐ Yes ☒ No ☐ 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? 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.	☐ Yes ☒ No
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.

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

President

Title

STV Ambulances

Company Name

6/3/20
Date

ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

FEIN # 35-2636645

State of: PA)
County of: Bucks) ss:

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 and 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 SIN Ambulance
Address 2400 Bry Oak Rd
City, State, Zip Langhorne PA 19047

Signature of Owner _____

Printed Name of Signatory Sergio Sin

Title President

Sworn before me this 03 day of June, 2020
Jenna Jacoby
Notary Public

Commonwealth of Pennsylvania - Notary Seal
Jenna Jacoby, Notary Public
Bucks County
My commission expires April 29, 2023
Commission number 1350245
Member, Pennsylvania Association of Notaries

Sergio Sinchuk
Printed Name

Signature _____

Date 6/3/20

ATTACHMENT "B"
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF PA)
COUNTY OF Bucks) 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 PA)
COUNTY OF Bucks) SS.:

On this 3 day of June, 2020, before me personally appeared Serge Sivchuck to me known, who, being by me sworn, did say that he resides at (give address) 2400 B. 3. 251C Rd Langhorne PA 19047; that he is the (give title) President of the (name of corporation) SEU Ambulance, 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.

Commonwealth of Pennsylvania - Notary Seal
Jenna Jacoby, Notary Public
Bucks County
My commission expires April 29, 2023
Commission number 1350245
Member, Pennsylvania Association of Notaries

Jenna Jacoby
Notary Public, State of Pennsylvania
Qualified in Bucks County
Commission Expires 04/29/2023

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 _____

Request for Contract Approval	
Request ID #	5646
Contract #	5746
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	A3110 - Sheriff
Date submitted	7/6/20
Contact person	Miller, Doug
Contact Phone	(518) 487-5022
Vendor	VAN BORTEL FORD
Estimated Amount	\$39,500
Estimated Term	6/26/20 THRU 12/31/20
Scope of Services	THE SHERIFF'S OFFICE IS LOOKING TO PURCHASE A 2020 FORD POLICE UTILITY VEHICLE USING GRANT FUNDS
Budget Line Item	AA3110
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Purchase of 2020 Ford Utility Police Interceptor
Bid Number: 2020-077

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

(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.

BF1

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:
- Van Bortel Ford, Inc
- Josh Rehya
- or George
- Phone: 585-5867705 Fax: 585 586 - 7706
- E-mail: fleet@vanbortelford.com
8. Terms used in this Bid have the meanings assigned to them in the Contract and General Provisions.

BID FORM

BID IDENTIFICATION:

Title: Purchase of 2020 Ford Utility Police Interceptor
Bid Number: 2020-077

Item Description

Purchase of one (1) 2020 Ford Utility Police
Interceptor AWD \$ 39,500.00

Delivery shall be 7-10 days after receipt of order to Albany County of Albany

2020 Ford Police Utility
Year make and model being bid

COMPANY: Van Bortel Ford, Inc.
ADDRESS: 71 Marsh Rd
CITY, STATE, ZIP: E. Rochester, NY 14445
TEL. NO.: 585-586-7705
FAX NO.: 585-586-7706
FEDERAL TAX ID NO.: 16-160 9363
REPRESENTATIVE: Josh Rehean
E-MAIL: fleet@vanbortelford.com

SIGNATURE AND TITLE

 Fleet Dept Mgr

DATE

6/26/2020

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 Josh Rehya

Fleet Dept Mgr
Title

Van Bortel Ford, Inc
Company Name

6/26/2020
Date

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME Van Bortel Ford, Inc		3. IDENTIFICATION NUMBERS a) FEIN # 16 1609363 b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 71 March Rd E. Rochester, N.Y. 14115		7. TELEPHONE NUMBER 585-586-7705	8. FAX NUMBER 585-586-7706
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 Josh Relyea Title Fleet Dept Mgr Telephone Number 585-586-7705 Fax Number 585-586-7706 e-mail fleet@vanbortelford.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME Mary VanBortel	TITLE President	b) NAME	TITLE
c) NAME Howard Van Bortel	TITLE CFO	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. ☐ Yes ☒ No 			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL 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> ☐ Yes ☒ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i> ☐ Yes ☒ 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; 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.	☐ Yes ☒ No
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? 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."	☐ Yes ☒ No
18.	DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO: a) file returns or pay any applicable federal, state or city taxes? <i>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.</i> b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i> c) Property Tax <i>Indicate the years the vendor failed to file.</i>	☐ Yes ☒ No ☐ Yes ☒ No ☐ 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? 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.	☐ Yes ☒ No
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.

FEIN # 16-1609363

PAMELA A. ROCKWELL
Notary Public - State Of New York
No. 01RO6345956
Qualified in Monroe County
My Commission Expires August 1, 2020

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

Fleet Dept Mayor

Title

Van Bortel Food, Inc

Company Name

6/26/2020

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 _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of 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.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

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 _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION
112 STATE STREET, ROOM 1000, ALBANY, NY 12207
TELEPHONE: 518-447-7140/ FAX: 518-447-5588

TITLE: Purchase of a 2020 Ford Utility Police Interceptor
RFB NUMBER: 2020-077

Receipt Confirmation Form

Please complete and return this confirmation form as soon as possible:

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

IF YOU PLAN TO SUBMIT A BID, YOU MUST RETURN
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL
FURTHER COMMUNICATION REGARDING THIS RFB.

Company Name: Van Bortel
Address: 71 MARSH RD
City: EAST ROCHESTER State: NY Zip Code: 14445
Contact Person: JOSHUA ROLYER
Title: FLEET MANAGER
Phone Number: 585-586-7705 Fax Number: 585-586-7706 E-Mail: fleet@vanbortelford.com

If a Bidders/Proposers meeting has been arranged for this Bid/RFP, please indicate if you plan to attend:

☐ Yes / ☒ No

I authorize the County of Albany to send further correspondence that the County deems to be of an urgent nature by the following method (check):

Fax Number: _____ E-Mail: _____

Request for Contract Approval	
Request ID #	5617
Contract #	5717
Contract Type	B) CAB Contracts
Contract Action	C) Renewal
Contract Action Type	ST) State Contracts
Department	A3020 - Emergency Telephone/E-911
Date submitted	6/26/20
Contact person	Demarest, Kevin
Contact Phone	(518) 655-7895
Vendor	MOTOROLA SOLUTIONS
Estimated Amount	\$94,754
Estimated Term	8/1/2020 THRU 7/31/2021
Scope of Services	VERINT SUPPORT AND MAINTENANCE ON OUR 911 RECORDERS
Budget Line Item	AA3020
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



SERVICE AGREEMENT

500 W Monroe St
Chicago, IL 60661
(800) 247-2346

Contract Number: USC000003913
Contract Modifier: R02-APR-20 20:30:49

Date: 10-APR-2020

Company Name: Albany County Sheriff's Dept

Attn.: Kevin Demarest

Billing Address: 16 Eagle St County Court House Rm 79

City, State, Zip Code: Albany, NY 12207

Customer Contact: Kevin Demarest

Phone: 518 857-9559

P.O.#: N/A

Customer #: 1035432369

Bill to Tag#: 0052

Contract Start Date: 01-AUG-2020

Contract End Date: 31-JUL-2021

Payment Cycle: ANNUALLY

Currency: USD

QTY	MODEL/OPTION	SERVICES DESCRIPTION	MONTHLY EXT	EXTENDED AMT
	SVC02SVC0446A	***** Recurring Services ***** VERINT SUPPORT & MAINTENANCE	\$7,896.17	\$94,754.00
			Sub Total	\$7,896.17
			Taxes	\$0.00
			Grand Total	\$94,754.00
SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS			THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA SOLUTIONS	

Subcontractor(s)	City	State
Call Center Operations	Schaumburg	IL
Verint Americas Inc	Alpharetta	GA

I received Statements of Work that describe the services provided on this Agreement. Motorola's Service Terms and Conditions, a copy of which is attached to this Service Agreement, is incorporated herein by this reference.

AUTHORIZED CUSTOMER SIGNATURE

TITLE

DATE

CUSTOMER (PRINT NAME)

MOTOROLA REPRESENTATIVE (SIGNATURE)

TITLE

DATE

JAMES WARING

MOTOROLA REPRESENTATIVE (PRINT NAME)

PHONE

Company Name : Albany County Sheriff's Dept
Contract Number : USC000003913
Contract Modifier : R02-APR-20 20:30:49
Contract Start Date : 01-AUG-2020
Contract End Date : 31-JUL-2021

Service Terms and Conditions

Motorola Solutions Inc. ("Motorola") and the customer named in this Agreement ("Customer") hereby agree as follows:

Section 1. APPLICABILITY

These Maintenance Service Terms and Conditions apply to service contracts whereby Motorola will provide to Customer either (1) maintenance, support, or other services under a Motorola Service Agreement, or (2) installation services under a Motorola Installation Agreement.

Section 2. DEFINITIONS AND INTERPRETATION

2.1. "Agreement" means these Maintenance Service Terms and Conditions; the cover page for the Service Agreement or the Installation Agreement, as applicable; and any other attachments, all of which are incorporated herein by this reference. In interpreting this Agreement and resolving any ambiguities, these Maintenance Service Terms and Conditions take precedence over any cover page, and the cover page takes precedence over any attachments, unless the cover page or attachment states otherwise.

2.2. "Equipment" means the equipment that is specified in the attachments or is subsequently added to this Agreement.

2.3. "Services" means those installation, maintenance, support, training, and other services described in this Agreement.

Section 3. ACCEPTANCE

Customer accepts these Maintenance Service Terms and Conditions and agrees to pay the prices set forth in the Agreement. This Agreement becomes binding only when accepted in writing by Motorola. The term of this Agreement begins on the "Start Date" indicated in this Agreement.

Section 4. SCOPE OF SERVICES

4.1. Motorola will provide the Services described in this Agreement or in a more detailed statement of work or other document attached to this Agreement. At Customer's request, Motorola may also provide additional services at Motorola's then-applicable rates for the services.

4.2. If Motorola is providing Services for Equipment, Motorola parts or parts of equal quality will be used; the Equipment will be serviced at levels set forth in the manufacturer's product manuals; and routine service procedures that are prescribed by Motorola will be followed.

4.3. If Customer purchases from Motorola additional equipment that becomes part of the same system as the initial Equipment, the additional equipment may be added to this Agreement and will be billed at the applicable rates after the warranty for that additional equipment expires.

4.4. All Equipment must be in good working order on the Start Date or when additional equipment is added to the Agreement. Upon reasonable request by Motorola, Customer will provide a complete serial and model number list of the Equipment. Customer must promptly notify Motorola in writing when any Equipment is lost, damaged, stolen or taken out of service. Customer's obligation to pay Service fees for this Equipment will terminate at the end of the month in which Motorola receives the written notice.

4.5. Customer must specifically identify any Equipment that is labeled intrinsically safe for use in hazardous environments.

4.6. If Equipment cannot, in Motorola's reasonable opinion, be properly or economically serviced for any reason, Motorola may modify the scope of Services related to that Equipment; remove that Equipment from the Agreement; or increase the price to Service that Equipment.

4.7. Customer must promptly notify Motorola of any Equipment failure. Motorola will respond to Customer's notification in a manner consistent with the level of Service purchased as indicated in this Agreement.

Section 5. EXCLUDED SERVICES

5.1. Service excludes the repair or replacement of Equipment that has become defective or damaged from use in other than the normal, customary, intended, and authorized manner; use not in compliance with applicable industry standards; excessive wear and tear; or accident, liquids, power surges, neglect, acts of God or other force majeure events.

5.2. Unless specifically included in this Agreement, Service excludes items that are consumed in the normal operation of the Equipment, such as batteries or magnetic tapes.; upgrading or reprogramming Equipment; accessories, belt clips, battery chargers, custom or special products, modified units, or software; and repair or maintenance of any transmission line, antenna, microwave equipment, tower or tower lighting, duplexer, combiner, or multicoupler. Motorola has no obligations for any transmission medium, such as telephone lines, computer networks, the internet or the worldwide web, or for Equipment malfunction caused by the transmission medium.

Section 6. TIME AND PLACE OF SERVICE

Service will be provided at the location specified in this Agreement. When Motorola performs service at Customer's location, Customer will provide Motorola, at no charge, a non-hazardous work environment with adequate shelter, heat, light, and power and with full and free access to the Equipment. Waivers of liability from Motorola or its subcontractors will not be imposed as a site access requirement. Customer will provide all information pertaining to the hardware and software elements of any system with which the Equipment is interfacing so that Motorola may perform its Services. Unless otherwise stated in this Agreement, the hours of Service will be 8:30 a.m. to 4:30 p.m., local time, excluding weekends and holidays. Unless otherwise stated in this Agreement, the price for the Services exclude any charges or expenses associated with helicopter or other unusual access requirements; if these charges or expenses are reasonably incurred by Motorola in rendering the Services, Customer agrees to reimburse Motorola for those charges and expenses.

Section 7. CUSTOMER CONTACT

Customer will provide Motorola with designated points of contact (list of names and phone numbers) that will be available twenty-four (24) hours per day, seven (7) days per week, and an escalation procedure to enable Customer's personnel to maintain contact, as needed, with Motorola.

Section 8. INVOICING AND PAYMENT

8.1 Customer affirms that a purchase order or notice to proceed is not required for the duration of this service contract and will appropriate funds each year through the contract end date. Unless alternative payment terms are stated in this Agreement, Motorola will invoice Customer in advance for each payment period. All other charges will be billed monthly, and Customer must pay each invoice in U.S. dollars within twenty (20) days of the invoice date.

8.2 Customer will reimburse Motorola for all property taxes, sales and use taxes, excise taxes, and other taxes or assessments that are levied as a result of Services rendered under this Agreement (except income, profit, and franchise taxes of Motorola) by any governmental entity. The Customer will pay all invoices as received from Motorola. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

8.3 For multi-year service agreements, at the end of the first year of the Agreement and each year thereafter, a CPI percentage change calculation shall be performed using the U.S. Department of Labor, Consumer Price Index, all Items, Unadjusted Urban Areas (CPI-U). Should the annual inflation rate increase greater than 3% during the previous year, Motorola shall have the right to increase all future maintenance prices by the CPI increase amount exceeding 3%. All items, not seasonally adjusted shall be used as the measure of CPI for this price adjustment. Measurement will take place once the annual average for the New Year has been posted by the Bureau of Labor Statistics. For purposes of illustration, if in year 5 the CPI reported an increase of 8%, Motorola may increase the Year 6 price by 5% (8%-3% base)

Section 9. WARRANTY

Motorola warrants that its Services under this Agreement will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. In the event of a breach of this warranty, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Section 10. DEFAULT/TERMINATION

10.1. If either party defaults in the performance of this Agreement, the other party will give to the non-performing party

a written and detailed notice of the default. The non-performing party will have thirty (30) days thereafter to provide a written plan to cure the default that is acceptable to the other party and begin implementing the cure plan immediately after plan approval. If the non-performing party fails to provide or implement the cure plan, then the injured party, in addition to any other rights available to it under law, may immediately terminate this Agreement effective upon giving a written notice of termination to the defaulting party.

10.2. Any termination of this Agreement will not relieve either party of obligations previously incurred pursuant to this Agreement, including payments which may be due and owing at the time of termination. All sums owed by Customer to Motorola will become due and payable immediately upon termination of this Agreement. Upon the effective date of termination, Motorola will have no further obligation to provide Services.

10.3 If the Customer terminates this Agreement before the end of the Term, for any reason other than Motorola default, then the Customer will pay to Motorola an early termination fee equal to the discount applied to the last three (3) years of Service payments for the original Term.

Section 11. LIMITATION OF LIABILITY

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Service provided under this Agreement. **ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT.** No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account. This limitation of liability will survive the expiration or termination of this Agreement and applies notwithstanding any contrary provision.

Section 12. EXCLUSIVE TERMS AND CONDITIONS

12.1. This Agreement supersedes all prior and concurrent agreements and understandings between the parties, whether written or oral, related to the Services, and there are no agreements or representations concerning the subject matter of this Agreement except for those expressed herein. The Agreement may not be amended or modified except by a written agreement signed by authorized representatives of both parties.

12.2. Customer agrees to reference this Agreement on any purchase order issued in furtherance of this Agreement, however, an omission of the reference to this Agreement will not affect its applicability. In no event will either party be bound by any terms contained in a Customer purchase order, acknowledgement, or other writings unless: the purchase order, acknowledgement, or other writing specifically refers to this Agreement; clearly indicate the intention of both parties to override and modify this Agreement; and the purchase order, acknowledgement, or other writing is signed by authorized representatives of both parties.

Section 13. PROPRIETARY INFORMATION; CONFIDENTIALITY; INTELLECTUAL PROPERTY RIGHTS

13.1. Any information or data in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer under this Agreement will remain Motorola's property, will be deemed proprietary, will be kept confidential, and will be promptly returned at Motorola's request. Customer may not disclose, without Motorola's written permission or as required by law, any confidential information or data to any person, or use confidential information or data for any purpose other than performing its obligations under this Agreement. The obligations set forth in this Section survive the expiration or termination of this Agreement.

13.2. Unless otherwise agreed in writing, no commercial or technical information disclosed in any manner or at any time by Customer to Motorola will be deemed secret or confidential. Motorola will have no obligation to provide Customer with access to its confidential and proprietary information, including cost and pricing data.

13.3. This Agreement does not grant directly or by implication, estoppel, or otherwise, any ownership right or license under any Motorola patent, copyright, trade secret, or other intellectual property, including any intellectual property created as a result of or related to the Equipment sold or Services performed under this Agreement.

Section 14. FCC LICENSES AND OTHER AUTHORIZATIONS

Customer is solely responsible for obtaining licenses or other authorizations required by the Federal Communications

Commission or any other federal, state, or local government agency and for complying with all rules and regulations required by governmental agencies. Neither Motorola nor any of its employees is an agent or representative of Customer in any governmental matters.

Section 15. COVENANT NOT TO EMPLOY

During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

Section 16. MATERIALS, TOOLS AND EQUIPMENT

All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customer's premises by Motorola at any time without restriction.

Section 17. GENERAL TERMS

17.1. If any court renders any portion of this Agreement unenforceable, the remaining terms will continue in full force and effect.

17.2. This Agreement and the rights and duties of the parties will be interpreted in accordance with the laws of the State in which the Services are performed.

17.3. Failure to exercise any right will not operate as a waiver of that right, power, or privilege.

17.4. Neither party is liable for delays or lack of performance resulting from any causes that are beyond that party's reasonable control, such as strikes, material shortages, or acts of God.

17.5. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.6. Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event.

17.7. THIS AGREEMENT WILL RENEW, FOR AN ADDITIONAL ONE (1) YEAR TERM, ON EVERY ANNIVERSARY OF THE START DATE UNLESS EITHER THE COVER PAGE SPECIFICALLY STATES A TERMINATION DATE OR ONE PARTY NOTIFIES THE OTHER IN WRITING OF ITS INTENTION TO DISCONTINUE THE AGREEMENT NOT LESS THAN THIRTY (30) DAYS OF THAT ANNIVERSARY DATE. At the anniversary date, Motorola may adjust the price of the Services to reflect its current rates.

17.8. If Motorola provides Services after the termination or expiration of this Agreement, the terms and conditions in effect at the time of the termination or expiration will apply to those Services and Customer agrees to pay for those services on a time and materials basis at Motorola's then effective hourly rates.

17.9. This Agreement may be executed in one or more counterparts, all of which shall be considered part of the Agreement. The parties may execute this Agreement in writing, or by electronic signature, and any such electronic signature shall have the same legal effect as a handwritten signature for the purposes of validity, enforceability and admissibility. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document.

Request for Contract Approval	
Request ID #	5609
Contract #	5709
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	S) Sole Source (please attach sole source letter)
Department	A1410 - County Clerk
Date submitted	6/18/20
Contact person	Gould, Geraldine
Contact Phone	518-487-5111
Vendor	Info Quick Solutions Inc
Estimated Amount	\$96,000
Estimated Term	1 yr with 4 optional 1 yr renewal
Scope of Services	Continuation of the Cashiering, Scanning & Indexing System for Land and Court Records, Pistol Permits, Liens, Notary Public, Maps and various miscellaneous filings, also allowing online access to County Records
Budget Line Item	AA1410
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature

COUNTY OF ALBANY, N.Y.
OFFICE OF THE COUNTY CLERK

INTEROFFICE MEMORANDUM

To: Hon. Daniel McCoy, County Executive
Hon. Andrew Joyce, Chair, County Legislature
Hon. Bruce A. Hidley, County Clerk

From: Geraldine M. Gould, Exec Deputy County Clerk

Subject: CAB Contract Approval with Info Quick Solutions Inc. for
the County Clerk Cashiering, Scanning & Indexing System

Date: June 16, 2020

Attached is the IQS Records Management Software Summary, along with a proposal letter from the vendor to continue to provide us with our County Clerk Cashiering, Scanning and Indexing System. Our contract with IQS expired on 5/31/20.

We have been using this system with IQS since November 2015. At that time, they converted our old database and provided us with numerous new features, allowing us to improve document processing of all Land and Court records in our office, including expanding online access for the public. This software system is proprietary and no other company can off the maintenance service they provide. They have continued to improve their system and update us on a regular basis. They have also given us the ability to eFile and eRecord documents during this unprecedented time while we were closed to the public.

We would like to continue this relationship and the price has remained the same (\$96,000/yr.) with 90% of the online web revenue generated to the county.

We request a 1-year contract with four (4) optional 1-year renewals (to be presented for approval each year) with no change in current pricing.

The County Clerk has appropriated the funds in the 2020 Budget in A1410.44046 Fees for Services.

Thank you for your attention to this matter, and please feel free to contact me if I can provide any further information.



Info Quick Solutions, Inc.

7460 MORGAN ROAD
LIVERPOOL, NEW YORK 13090
(315) 463.1400 • (800) 320.2617
Fax (315) 463.6202
EMAIL: sales@iqsworks.com
www.iqsworks.com

May 13, 2020

Hon. Bruce Hidley, County Clerk
16 Eagle Street
Albany, NY 12207

Dear Mr. Hidley:

As you know, our contract for a proprietary Cashiering, Scanning, and Indexing System for the Albany County Clerk's office is due to expire 5/31/2020.

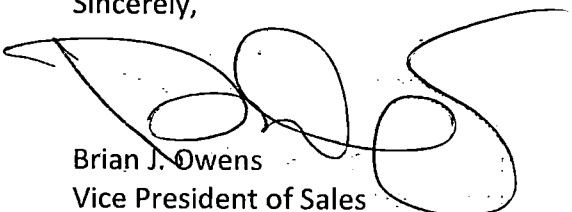
Our software suite (Solution) is proprietary and no other company can offer the maintenance services we provide. IQS provides all services in-house and does not use any resellers.

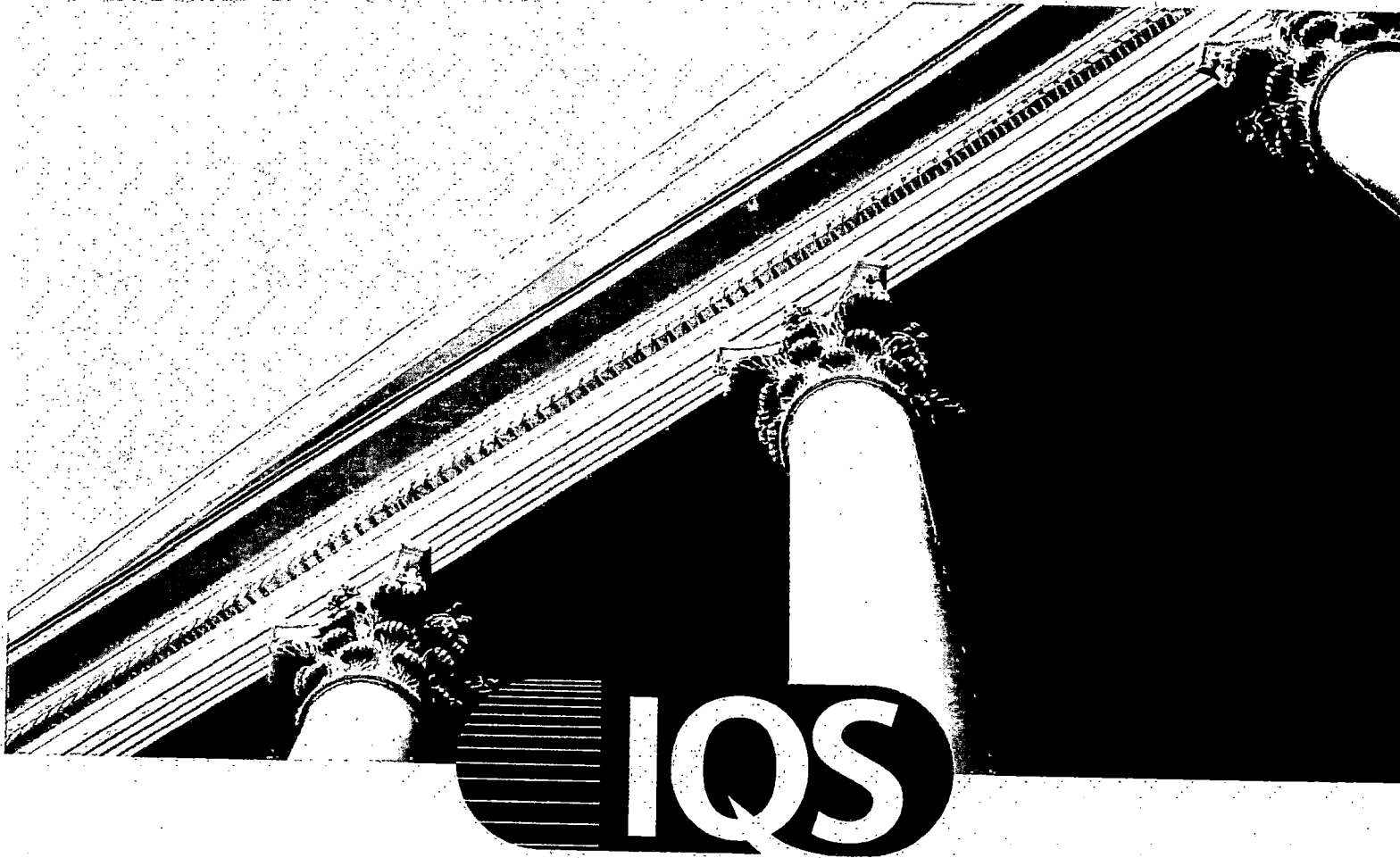
We at IQS have enjoyed our partnership with the Albany County Clerk's office over the past 5 years. During this time, we have produced many results together, including:

- Streamlined and integrated E-Filing process
- Implemented Electronic Recording of Land records, improving document processing efficiency and turnaround
- Modernized the Pistol Permitting process with card based licensing and electronic tracking system
- Provided modern online records search which increased constituent access to records and created a revenue stream for the County
- Provided backfile conversion of paper records into the County Clerk system
- Implemented electronic processing of real property transfer records to the Office of Real Property and Town Assessors

IQS would like to continue our relationship and would like to offer a 1- year contract at (\$96,000/yr.) with four (4) optional 1-year renewals at the same rate (\$96,000/yr.) The web revenue sharing plan shall remain at 90% of revenue generated going to the County and 10% to IQS. I look forward to hearing from you:

Sincerely,

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke.
Brian J. Owens
Vice President of Sales



Records Management Software Summary Albany County, NY

May 7, 2020

Info Quick Solutions, Inc.
7460 Morgan Rd. Liverpool, NY 13090
briano@iqsworks.com | (800) 320-2617

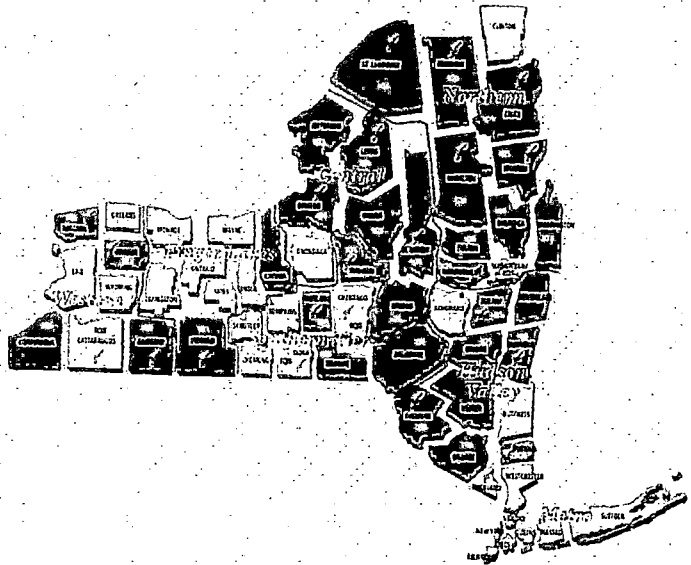


I. Executive Summary

Info Quick Solutions, Inc. (IQS) is pleased with the prospect of continuing our business relationship with the Albany County Clerk's Office.

It has been a privilege to serve Albany County over the past 5 years and many other New York State County Clerks over the past 20 years. During that time, we have established a track record of excellent service, quality products, and innovation. We have delivered many software updates and enhancements consistent with our commitment to continuous improvement.

Our proprietary software suite, Solution, integrates all office functions into a user-friendly and easily-adaptable interface. The system includes value-added features which further increase efficiency and streamline office functions to fee, index and image public land, court, pistol permit, and veterans' records.



Company Profile

IQS is a privately-held, veteran-owned, debt-free New York State corporation specializing in records management services. Our founder, Bernie Owens, has more than 40 years of experience in the field and has spearheaded numerous industry innovations throughout his career.

Our Liverpool, NY facility includes a state-of-the-art microfilming and imaging lab, indexing department, support center, programming staff, and data center. We employ approximately 50 people, representing many collective years of experience. We pride ourselves on high staff retention, which correlates to our excellent customer service and ability to innovate.



Experience

As an industry leader in land records management, IQS has deep knowledge and expertise in the business operations of the County Clerk's office. We provide a wide range of solutions to municipalities of all sizes in New York, Pennsylvania, Connecticut, Rhode Island, Maine, and New Jersey. IQS has implemented more than 70 installations.

Solution

Our philosophy is that software is never done. Our software suite is constantly being improved upon to accommodate feedback from our customers and integrate industry changes. IQS has been on the forefront of new technologies, including E-Filing and E-Recording.

Albany County will continue to receive the expert consultation it has come to expect from IQS. As a full-service company, IQS has the resources and knowledge to develop creative solutions in partnership with the County. Additionally, we strive to develop relationships with other stakeholders including title professionals, the New York State Department of Taxation and Finance, and the New York State Office of Court Administration to deliver comprehensive technology solutions.

In addition to our best-in-class software suite, we deliver unlimited, world-class support. Calls to our office are answered by live people and routed to the appropriate support person, who is empowered to solve any problems that may arise.

Conclusion

IQS is excited by the opportunity to continue to provide the Albany County Clerk's Office with a system that can expand well into the future.

If you have any questions, feel free to reach out to Brian Owens, Vice President of Sales, at briano@iqsworks.com or (800) 320-2617.



II. Solution

A. System Overview

Our software suite, Solution, integrates all office functions into a user-friendly and easily-adaptable interface. It is designed using Microsoft .NET technologies.

The application logic resides in modules that are independent of both the database and the user interface. This architecture allows functionality to be delivered to both Windows desktop clients and intranet/internet Web clients.

The system features a flexible workflow that can be adjusted as the situation demands. Administrators may easily identify the status of all documents via a real time "Work Status" console which facilitates ad hoc adjustments to workflows.

Users can scan documents at any time during the workflow, including prior to recording.

1. Technology Architecture

Program: Microsoft .NET

Database: Oracle 12c

Server: Windows Server 2014 or higher

Workstation: Windows 10 Professional

IQS does not use any proprietary hardware. We can provide hardware recommendations based on our experience with a variety of devices.

2. Security

The application security model uses a familiar users and groups structure. User access to screens and/or specific functions on a screen is easily controlled within the system. Sealed documents require users to have additional security credentials.

The system requires a username and password for access. Security levels are controlled by the system administrator using a flexible administrative interface within the program. Various access levels are granted for processing rights such as scanning, indexing, cashiering, reporting, and searching. Additional access levels are granted for supervisory functions such as voiding, revising/editing transactions, rescanning, deleting records, etc.

The system maintains extensive audit logs which record all modifications made to transactions and the administrative tables.



B. Software Features

1. Data Entry

Data entry screens are optimized for efficiency and accuracy. Where appropriate, data fields have auto-fill or select lists to minimize keystrokes. Repeated data may be carried over from one screen to the next, from one document to the next, or held in a clipboard ring. Validation and auto-cleanup rules may be applied to fields to ensure consistency of data. Document screens automatically reconfigure to show fields specific to the current document.

2. Fees

Fee formulas may be configured for document groups or individual document types. Fee line items may be exempted or overridden. Pricing for fees (cost per page, per name, etc.) is easily changed by an authorized user. Receipts may be configured to print in either detail or summary mode.

3. Cashiering

The system contains a fully integrated cashiering module. All tax and fee calculation methods are supported.

Main features include:

- Ability to optionally fully index a document at the counter
- Ability to optionally scan at the counter
- Easily rearrange documents on a receipt prior to recording
- Ability to quickly enter multiple documents of the same type (e.g. tax liens)
- Ability to suspend a transaction
- Ability to automatically generate rejection letters
- Ability to automatically generate certified copies
- Simple one-click method to manage apportionments
- Integration with Quick Books
- Integration with financial packages (e.g. MUNIS)



4. Indexing

Indexing can be performed at either the cashiering stage or later. The indexing module features a queue whereby the user either predefines attributes of the documents to be indexed (e.g. deeds only) or simply requests the next document in the queue.

Main features include:

- Optimized screen layout for indexing from the scanned image
- Dual monitor support
- Multiple devices to facilitate more efficient indexing (lookup tables, repeat keys, etc.)
- User-defined filters for record selection
- One-click access to view document receipt from the screen
- Easily regenerate a cover page from the indexing screen when information initially entered at the counter was inaccurate

5. Verification

The verification module provides ultimate flexibility for the user. The system supports sight, key, and combination verification options. Selection criteria may be defined by the user in the same manner as the indexing module.

Main features include:

- Optimized screen layout for verifying from the scanned image
- Dual monitor support
- User-defined filters for record selection
- One-click access to view document receipt from the screen
- Easily regenerate a cover page from the indexing screen when information initially entered at the counter was inaccurate

6. Imaging

The system supports both single and batch scanning during any point in the workflow. The scanning module contains numerous automatic and manual cleanup functions as well as the ability to skip blank pages and automatically detect the page length.



7. E-Recording/E-Filing/E-Tax Warrants/Corporations

The system features full integration of E-Recording and is operational in 26 New York counties. IQS partners with the County's current E-Recording vendors.

The E-Filing module is seamlessly integrated with the NYSCEF system and is operational in 27 New York counties, with new counties being added on a regular basis.

IQS has partnered with the New York State Department of Tax and Finance to receive Tax Warrants, Satisfactions, and Vacates electronically, saving the County a tremendous amount of time.

Corporations may also be electronically filed with a few clicks of the mouse.

8. Public Search

The in-office public search module is simple enough for the average user, yet powerful enough for the professional.

Main features include:

- Ability to view results in index or document mode
- Ability to simultaneously search multiple names, document types, and municipalities
- Ability to search names on both sides of a document (e.g. Deed where John Smith is the Grantor and Mary Jones is the Grantee)
- Document cart for easy printing of entire documents or specific pages
- Supports escrow or drawdown accounts for document printing
- Features document queue for the general public prints, allowing prints to be released when payment is collected.

The system also includes an internet access component. IQS handles customer support, maintenance, and fee collection. Public users will only see documents designated by the County Clerk; staff members can be given password-protected access to other data.

Images and data from the County's in-house production server are replicated and stored on a web server maintained at our Liverpool, NY facility. IQS maintains redundant FIOS lines to maximize system uptime and an automatic natural gas generator to provide service continuity.



9. Reporting

The application uses Crystal Reports as the main report engine. Reports can be printed or exported in several formats including Microsoft Word, Excel, ASCII, and PDF.

The Report Explorer module categorizes and displays the authorized reports for each user. Reports can be archived for future reference.

IQS will develop custom reports as needed at no extra cost to the County.

10. Archiving

A variety of archiving methods are available to ensure the permanence of the County's critical data. The system provides a simple method to prepare scanned images for conversion to archival microfilm. Images can be exported to a variety of formats suitable for archiving, including TIFF and PDF.

11. Pistol Permit Management

An integrated pistol permit management program is included in the proposed solution. This module prints permit cards, generates amendments, manages fee, and allows for document imaging.

12. Real Property Module

A Real Property module is provided whereby deeds and RP 5217 forms may be electronically submitted to the Real Property office for review and electronic delivery to local assessors. No paper needs to be generated during this process.

13. New York State Real Property Notification Law

Solution will calculate appropriate fees and generate property notification letters required by the State (Real Property Law §291) for residential deeds. Users are able to index all necessary fields.

The software is fully compliant with New York State law. IQS will make changes to adhere to future legislation at no charge to the County.



14. Fraud Alert

Fraud Alert allows users to sign up online and receive email alerts whenever a document, such as a deed or mortgage, is recorded under their name in the County Clerk's office. It gives homeowners peace of mind and allows them to quickly take action on unauthorized transactions. IQS offers this service at no cost to the County or its constituents. It is available at <https://searchiqs.com/fraudalert>.



C. Value-Added Considerations

In addition to the current office functions, these value-added considerations are available to the County at no charge.

1. Passport Transmittal

The proposed system includes a passport transmittal module that includes the ability to collect application fees and generate transmittals (normal and expedited).

2. Fines Module

The fines module enables the setup and collections of fines (DWI, DNA, etc.) The program features the ability to prioritize and automatically apply payments in the correct order. Payments flow directly into the AC909 report for further efficiency. The module also features a robust set of statistical and collections reports.

3. Data Integration

A great deal of information originating in the County Clerk's office is consumed by other departments, such as Real Property and Finance. IQS is eager to work with counties who wish to make that process more efficient and accurate. It is rare that these efforts result in extra fees.



D. Ongoing Services

1. Training and Support

Unlimited training and support are included for the duration of the contract. This includes both remote and on-site methods, depending on the situation.

IQS provides email and toll-free telephone support Monday through Friday from 8:00 AM to 5:00 PM EST.

Our support procedure is as follows:

1. Call or email is received by technical support personnel
2. Severity level is determined
3. Support specialist responds within required time frame
4. Problem resolution

IQS responds to support calls in relation to problem severity. For example, mission critical failures such as the system being down will receive immediate action. IQS will respond to less severe issues within 1 hour.

2. Software Updates

Our philosophy is that software is never done. As a result, feature updates and enhancements are provided at no additional charge during the contract.

Historically, major updates have been delivered every six months. This occurs primarily through a VPN connection during non-business hours.

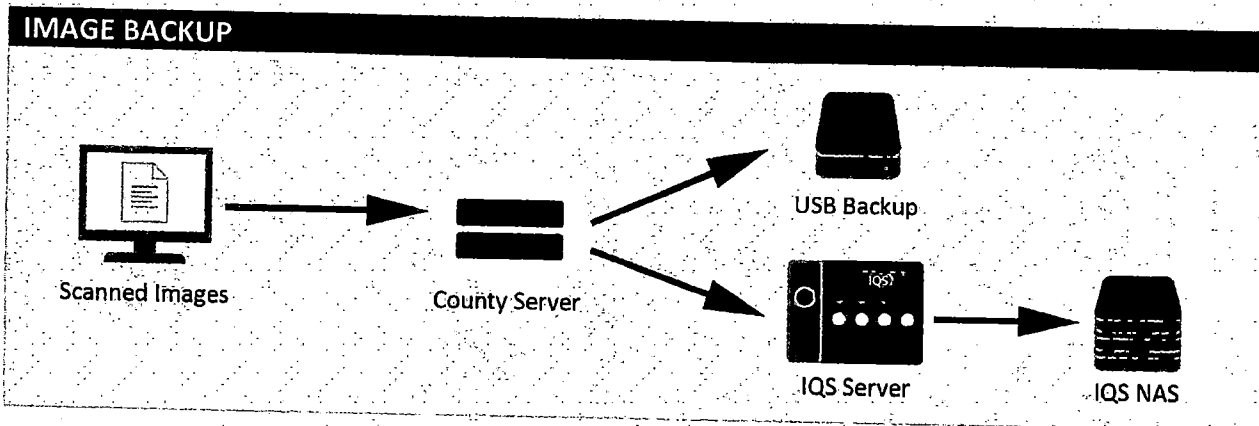
Our modular design provides users with ultimate flexibility. Although all customers receive the upgrades, features may be enabled or disabled based upon customer preference.

Since IQS maintains all customers on the current version of the software, there are no end of life cycle issues.

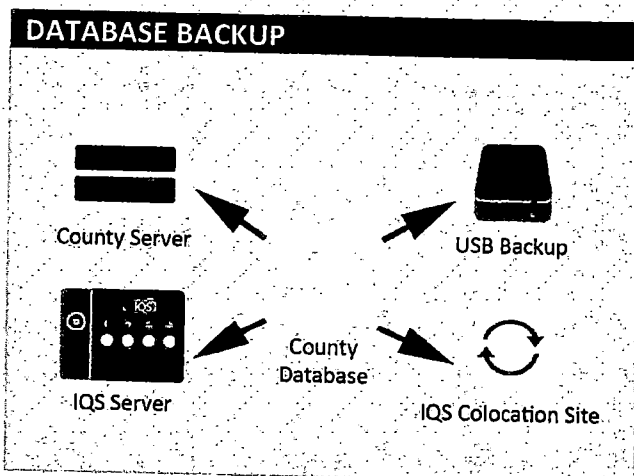
IQS utilizes several methods to keep customers current with any system changes or updates including user group meetings, our website, webinars, and email. When updates become available, IQS will contact the County Clerk to determine the best method to deliver the update or change. Updates could be delivered either remotely or on-site.

3. File Backup and Disaster Recovery

IQS has stringent backup policies in place to ensure the safety and security of the County's data.



Images are immediately backed up to a USB backup drive on the server as they are scanned. They are simultaneously pushed across the internet to our FTP site. Once a day, those images are backed up from our storage server over to our NAS. IQS verifies that all files are accounted for at the end of each month.



IQS runs scripts that securely transmit the database over an encrypted VPN tunnel to our servers. There is also a copy that gets transferred over to an external hard drive at the client facility, a copy on the County server, and a copy at the IQS colocation site.

Our customers are not dependent upon IQS to run on a day-to-day basis. All processing is done at the client site. IQS maintains redundant fiber-optic lines as well as a gas-powered backup generator.

In the event of a system failure, IQS would provide remote access to the database while restoring local hardware and software.

Request for Contract Approval	
Request ID #	5604
Contract #	5704
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date submitted	6/12/20
Contact person	Gaudio, Angelo
Contact Phone	518 447-1611
Vendor	William J. Keller & Sons Construction Corp.
Estimated Amount	\$39,000
Estimated Term	1 1/2 months
Scope of Services	Emergency repair of South Plant Water Line
Budget Line Item	GG8130
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
1 CANAL ROAD, SOUTH
ALBANY, NEW YORK 12204

REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207
PHONE: (518) 447-1611 FAX: (518) 433-0369
www.albanycounty.com

COMMISSION

JOHN R. ADAIR, JR.
CHAIRMAN

JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
DENNIS RIGOSU
SEAN E. WARD

June 12, 2020

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

Hon. Daniel P. McCoy
County Executive
112 State Street
Albany, NY 12207

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

Hon. Bruce Hidley
County Clerk
112 State Street
Albany, NY 12207

Re: CAB Request 5604
South Plant Emergency Water Line Repair

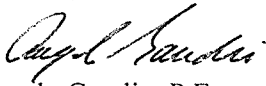
Dear Mr. Joyce

The Water Purification District (District) is requesting authorization to enter into a contract with William J. Keller & Sons Construction Corp (Keller) in the estimated amount of \$ 39,000 for an emergency repair of a water line at the District's South Plant. Two bids were received for the repair work and Keller was the lowest responsible bidder.

The active leak is being managed by buried isolation valves, however the valves are also leaking allowing water to continue to percolate to the pavement surface. The water line is approximately 15-ft deep and the District does not have the resources to undertake an excavation and repair to that depth. The District is asking that we be allowed to authorize Keller to proceed with the repair of the water line in advance of the regularly scheduled CAB meeting on July 13th.

If you have any questions or concerns you may reach me at (518) 447-1617.

Sincerely,

A handwritten signature in black ink, appearing to read "Angelo Gaudio". The signature is fluid and cursive, with a large initial "A" and a stylized "G".

Angelo Gaudio, P.E.
Executive Director

Enc. Bid Results

cc: Lucas Rogers, Policy Analyst
Sarah Cantwell, Budget Analyst

RFB#2020-073 South Plant Water Line Repair				
Due Date: June 10, 2020				
		Wm J. Keller & Sons		Anjo Construction
Lump Sum Base Bid-South Plant	\$	29,000.00	\$	36,294.00
Well Point Alternate	\$	5,000.00	\$	11,000.00
Contingency Allowance	\$	5,000.00	\$	5,000.00
Total	\$	39,000.00	\$	52,294.00
Additional 6" DIP Pipe (Linear Feet)	\$	200.00	\$	695.00
Additional Suitable Backfill (Cubic Yard) (NYSDOT Type#4 Stone)	\$	20.00	\$	50.00
Additional Hourly Labor Rate Crew (Per Hour)	\$	660.00	\$	1,100.00

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: South Plant Water Line Repair
Bid Number: 2020-073

LUMP SUM BASE BID-SOUTH PLANT: \$29,000- LS

WELL POINT ALTERNATE \$5,000- LS

CONTINGENCY ALLOWANCE: \$ 5,000

TOTAL \$39,000- LS

ADDITIONAL 6" DIP PIPE: \$200- / Linear Feet

ADDITIONAL Suitable Backfill
(NYSDOT Type #4 Stone): \$20- / Cubic Yard

ADDITIONAL Hourly Labor Rate (Crew): \$660- Per HR

COMPANY: Wm. J. Keller & Sons Construction Corp.

ADDRESS: 1435 Route 9

CITY, STATE, ZIP: Castleton, NY 12033

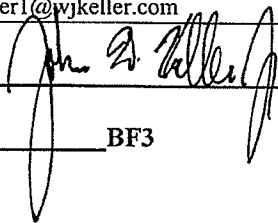
TEL. NO.: 518-732-7782

FAX NO.: 518-7324574

FEDERAL TAX ID NO.: 14-1507470

REPRESENTATIVE: John D. Keller Jr.

E-MAIL: jkeller1@wjkeller.com

SIGNATURE AND TITLE  President

DATE 6/10/20 BF3



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: Angelo Gaudio, Executive Director
Water Purification District

FROM: Karen Storm *Karen*
Purchasing Agent

DATE: June 11, 2020

RE: RFB#2020-073 South Plant Water Line Repair

I am in receipt of your recommendation to award the aforementioned Request for Bids to Wm J. Keller & Sons in the amount not to exceed \$39,000.00

As Wm J. Keller and Sons 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
1 CANAL ROAD, SOUTH
ALBANY, NEW YORK 12204
REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207
PHONE: (518) 447-1611 FAX: (518) 433-0369
www.albanycounty.com

COMMISSION
JOHN R. ADAIR, JR.
CHAIRMAN

JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
DENNIS RIGOSU
SEAN E. WARD

ANGELOS. GAUDIO, P.E.
EXECUTIVE DIRECTOR

MEMORANDUM

To: Karen Storm, Purchasing Agent
From: Angelo Gaudio, Executive Director 
Subject: RFB-2020-073 South Plant Water Line Repair
Date: June 10, 2020

The Water Purification District recommends award RFB-2020-073 South Plant Water Line Repair to Wm. J. Keller & Sons for a total not to exceed amount of \$39,000.00. Wm. J. Keller & Sons was the lowest responsible bidder.

If you have any questions, please feel free to contact me at 447-1617.

Request for Contract Approval	
Request ID #	5621
Contract #	5721
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date submitted	7/1/20
Contact person	Gaudio, Angelo
Contact Phone	518 447-1611
Vendor	RESA Power LLC
Estimated Amount	\$22,580
Estimated Term	7/14/20 - 12/31/20
Scope of Services	Preventative maintenance to the high voltage substations and switches at the District's South Plant
Budget Line Item	GG8130
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MC COY
COUNTY EXECUTIVE

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SEAN WARD

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

July 1, 2020

Hon. Daniel P. McCoy
County Executive
112 State Street
Albany, NY 12207

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

Hon. Bruce Hidley
County Clerk
112 State Street
Albany, NY 12207

Re: RFB-2020-072-Preventative Maintenance South Plant Electrical Substations

Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District (District) is requesting authorization to award the above subject contract to RESA Power LLC for a total not to exceed amount of \$22,580.00. Work will include preventative maintenance to the high voltage substations and switches at the District's South Plant. The estimated contract term is six months with completion expected by the end of 2020.

Two bids were received and RESA Power LLC was the lowest responsible bidder. The bid tabulation, District's recommendation memo and Purchasing Division's concurrence memo are attached herein.

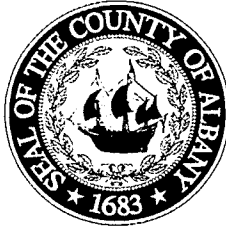
Should you have any questions please feel free to contact me at 518-447-1617.

Sincerely,

Angelo Gaudio, P.E.
Executive Director

Enc: District Recommendation Memo
Bid Tabulation
Purchasing Division Concurrence Memo

Cc: Lucas Rogers, Policy Analyst
Sarah Cantwell, Budget Analyst



DANIEL P. MCCOY
COUNTY EXECUTIVE

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SEAN E. WARD

ANGELOS. GAUDIO, P.E.
EXECUTIVE DIRECTOR

MEMORANDUM

To: Karen Storm, Purchasing Agent

From: Angelo Gaudio, Executive Director 

Subject: RFB-2020-072 Preventative Maintenance of South Plant Electrical Substations

Date: June 30, 2020

The Water Purification District recommends award RFB-2020-072 Preventative Maintenance of South Plant Electrical Substations to RESA Power LLC for a total not to exceed amount of \$22,580.00. RESA Power LLC was the lowest responsible bidder.

If you have any questions, please feel free to contact me at 447-1617.

RFB-2020-072 Tabulation

Preventative Maintenance for South Plant Electrical Substations

Bidder	Main Substation	Substation 3 & 4	Allowance	Total Lump Sum
High Voltage Electric	\$ 21,850.00	\$ 20,150.00	\$ 10,000.00	\$ 52,000.00
RESA Power	\$ 9,435.00	\$ 3,145.00	\$ 10,000.00	\$ 22,580.00



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: Angelo Gaudio
Water Purification District

FROM: Karen Storm *Karen Storm*
Purchasing Agent

DATE: June 30, 2020

RE: RFB #2020-072 Preventative Maintenance South Plant Electrical Substations

I am in receipt of your recommendation to award the aforementioned Request for Bids to RESA Power LLC in the amount of \$22,580.00.

As RESA Power LLC is the low responsive and responsible bidder, I concur with your recommendation.

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

Request for Contract Approval	
Request ID #	5640
Contract #	5740
Contract Type	B) CAB Contracts
Contract Action	B) Amendment
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date submitted	7/2/20
Contact person	Gaudio, Angelo
Contact Phone	518 447-1611
Vendor	BDI, Inc.
Estimated Amount	\$2,300
Estimated Term	1 MONTH
Scope of Services	purchase and delivery of 120' #720S Chain for North Plant Grit Collector. Additional \$2,300.00 to original contract amount of \$35,081.83
Budget Line Item	GG8130
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MC COY
COUNTY EXECUTIVE

COUNTY OF ALBANY
WATER PURIFICATION DISTRICT
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COMMISSION
JOHN R. ADAIR, JR.
CHAIRMAN
JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
DENNIS RIGOSU
SEAN WARD

July 2, 2020

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

Hon. Daniel P. McCoy
County Executive
112 State Street
Albany, NY 12207

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

Hon. Bruce Hidley
County Clerk
112 State Street
Albany, NY 12207

Re: RFB-2019-065
BDI Contract for Replacement Chains and Sprockets for Grit Collectors

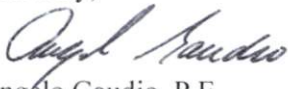
Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District is requesting authorization to purchase additional grit chain as an emergency purchase under the existing replacement grit collector chains and sprockets contract with BDI. The contract with BDI for the purchase of grit chain and hardware was executed on July 11, 2019 in the amount of \$35,081.83. The District is requesting the purchase of an additional 120 linear feet of chain in the amount of \$2,300.00.

This purchase will be executed by a purchase order with funds available in line G98130.4.4070, Property Repair and Rental.

If you have any questions, I can be reached at 447-1617.

Sincerely,

A handwritten signature in dark ink, appearing to read "Angelo Gaudio". The signature is fluid and cursive, with the first name "Angelo" being more prominent than the last name "Gaudio".

Angelo Gaudio, P.E.
Executive Director

Cc: Lucas Rogers, Policy Analyst
Sarah Cantwell, Budget Analyst



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET - ROOM 820
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588
WWW.ALBANYCOUNTY.COM

DAVID LATINA
COMMISSIONER OF GENERAL SERVICES

KAREN STORM
PURCHASING AGENT

NOTICE OF AWARD

July 11, 2019

Byron Kempf
BDI
1 Charles Blvd
Guilderland, NY 12084

RE: RFB 2019-065 Replacement Chains & Sprockets for North & South Plant Grit Collectors

Dear Mr Kempf:

You are the successful bidder under Request for BIDS 2019-065, as referenced above, for the Albany County Water Purification District. The Contract Administration Board has approved your contract award in an amount not to exceed \$35,081.83.

Kindly forward, within fifteen (15) days of the date of this correspondence July 11, 2019, the following items to the Purchasing Division for review:

1. Certificate(s) of insurance, showing proof that Albany County is named as an additional insured, as required by the Request for Bids

After receipt of same, a contract will be drawn by the Albany County Attorney, and it will be forwarded for your signature.

Thank you for your interest in doing business with the County of Albany.

Respectfully,

Karen A. Storm
Purchasing Agent

KAS:tmk
cc: Lisa Cavanaugh

RFB-2019-065: Replacement Chains/Sprockets for North & South Plant Grit Collectors Tabulation

Vendor: BDI

North Plant			
Quantity	Item/ Description	Price Each	Total
390 ft	#720S Chain	\$ 19.16	\$ 7,472.40
2 ea	#720-25T-24.09 P.D. 4 7/16"	\$ 978.02	\$ 1,956.04
1 ea (Plain)	#720-19T-18.46 P.D. 2 7/16"	\$ 643.30	\$ 643.30
1 ea (Set Screwed)	#720-19T-18.46 P.D. 2 7/16"	\$ 672.14	\$ 672.14
1 ea (Plain)	#720-19T-18.46 P.D. 2 15/16"	\$ 652.31	\$ 652.31
1 ea (Set Screwed)	#720-19T-18.46 P.D. 2 15/16"	\$ 680.77	\$ 680.77
1 ea (Plain)	#720-19T-18.46 P.D. 3 15/16"	\$ 718.57	\$ 718.57
1 ea (Set Screwed)	#720-19T-18.46 P.D. 3 15/16"	\$ 726.81	\$ 726.81
1 ea (Plain)	#720-19T-18.46 P.D. 3 7/16"	\$ 676.15	\$ 676.15
1 ea (Set Screwed)	#720-19T-18.46 P.D. 3 7/16"	\$ 697.25	\$ 697.25
	Total North Plant:		\$ 14,895.74
South Plant			
Quantity	Item/ Description	Price Each	Total
340 ft	#C110 Chain	\$ 36.36	\$ 12,362.40
2 ea	#C110-25T-24.12 P.D. 3 15/16"	\$ 999.56	\$ 1,999.12
2 ea (Plain)	#C110-19T-18.48 P.D. 2 15/16"	\$ 647.14	\$ 1,294.28
2 ea (Set Screwed)	#C110-19T-18.48 P.D. 2 15/16"	\$ 768.41	\$ 1,536.82
1 ea (Plain)	#C110-19T-18.48 P.D. 3 15/16"	\$ 709.12	\$ 709.12
1 ea (Set Screwed)	#C110-19T-18.48 P.D. 3 15/16"	\$ 807.14	\$ 807.14
1 ea (Plain)	#C110-19T-18.48 P.D. 3 7/16"	\$ 695.50	\$ 695.50
1 ea (Set Screwed)	#C110-19T-18.48 P.D. 3 7/16"	\$ 781.71	\$ 781.71
	Total South Plant:		\$ 20,186.09
TOTAL ALL ITEMS:			\$ 35,081.83

120'
\$2,299.20

Request for Contract Approval	
Request ID #	5613
Contract #	5713
Contract Type	B) CAB Contracts
Contract Action	B) Amendment
Contract Action Type	
Department	A6140 – Safety Net
Date submitted	6/23/20
Contact person	DeAngelis, Joe
Contact Phone	518-447-7583
Vendor	Capital Area Council of Churches
Estimated Amount	\$22,000
Estimated Term	5/1/20-6/30/20
Scope of Services	This is a seasonal shelter which serves homeless men 18 years and older who are chronically homeless with no other shelter options.
Budget Line Item	AA6140
Fiscal Impact	County 69.00%
	State 32.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



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
EXECUTIVE DEPUTY
COMMISSIONER

VALERIE SACKS
DEPUTY COMMISSIONER

July 6, 2020

Hon. Andrew Joyce
Hon. Daniel P. McCoy
Hon. Bruce A Hidley
Legislative Clerk's Office
112 State St., Room 710
Albany, NY 12207

Dear Sirs,

Authorization is requested to amend the contract with the Capital Area Council of Churches who provide mandated emergency and transitional services to Safety Net clients. The original contract was from November 2019 through April 30, 2020 and in the amount of \$70,000. Due to COVID 19 the shelter has remained open longer than contracted and has seen an additional fifteen Albany County Department of Social Services clients (DSS) as of 6/19/20. DSS is requesting an additional \$22,000 and to extend the term date until June 30, 2020. Note that there is sufficient funding in our current budget to accommodate this requested additional amount.

This is a seasonal shelter which serves homeless men 18 years and older who are chronically homeless with no other shelter options. This population of homeless is by reason suffering from mental illness or addiction and unable to stay in other more traditional shelters or motels. The shelter serves residents who live on the street and under bridges, primarily in the City of Albany. For many, this shelter is the last door they find open to them.

Capital Area Council of Churches Emergency Overflow Shelter Request

Authorization is requested to amend the contract with the Capital Area Council of Churches who provide mandated emergency and transitional services to Safety Net clients. The original contract was from November 2019 through April 30, 2020 and in the amount of \$70,000. Due to COVID-19 the shelter has remained open longer than contracted and has seen an additional fifteen Albany County Department of Social Services clients (DSS) as of 6/19/20. DSS is requesting an additional \$22,000 and to extend the term date until June 30, 2020. Note that there is sufficient funding in our current budget to accommodate this requested additional amount.

This is a seasonal shelter which serves homeless men 18 years and older who are chronically homeless with no other shelter options. This population of homeless is by reason suffering from mental illness or addiction and unable to stay in other more traditional shelters or motels. The shelter serves residents who live on the street and under bridges, primarily in the City of Albany. For many, this shelter is the last door they find open to them.

The Emergency Overflow Homeless Shelter normally operates between 6 PM and 7 AM, the next morning. Due to COVID 19, the Capital Area Council of Churches agreed to remain open for an additional 60 days and 24/7 so guests could stay in during the day which would reduce the risk of spreading the virus. The expansion of hours and the agreement to remain open for two additional months has increased the number of hours and days that staff are required to work. (increase in daily hours from 13 hours total staff time to 27 hours total staff time each day). The extra three hours allowed for the exchange of shifts three times a day. Operating 24/7 with clients remaining in the shelter all day, the Capital Area Council of Churches also had to provide an additional meal and snacks to guests each day, plus an additional 60 days of 3 meals per day, that they had not previously provided.

The shelter is equipped to handle 19 guests per night. As a result of the pandemic, CACC and DSS agreed that occupancy would need to be capped at 10 guests to make sure that occupied beds were spaced out safely according to social distancing guidelines. CACC is reimbursed for actual guests and not capacity. The additional staffing costs, the shelter's increased costs for additional meals (lunches and snacks), utilities, cleaning and staff time for the additional 60 days has increased the overall cost per day for the shelter. The additional funding will be used to increase the per diem for the guests during this time.

Request for Contract Approval	
Request ID #	5624
Contract #	5724
Contract Type	B) CAB Contracts
Contract Action	B) Amendment
Contract Action Type	
Department	A6010 - Social Services
Date submitted	7/1/20
Contact person	DeAngelis, Joe
Contact Phone	518-447-7583
Vendor	ACF Technologies
Estimated Amount	\$3,645
Estimated Term	5/1/19-10/31/20
Scope of Services	ACF Technologies is in the process of finalizing the development of our new multi-channel, multi-phase queuing system. This queuing system has the capacity to serve 400 plus clients/customers daily and will enhance and manage client flow and improve the customer experience. An additional \$3,645 is required to purchase additional licenses for staff in multiple divisions within DSS to manage and monitor the flow of clients.
Budget Line Item	AA6010
Fiscal Impact	County 25.00%
	State 25.00%
	Federal 50.00%
BID,RFP,RFQ Completed?	Yes - RFP

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
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MICHELE G. MCCLAVE
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EXECUTIVE DEPUTY
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VALERIE SACKS
DEPUTY COMMISSIONER

July 6, 2020

Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chair of the Legislature
Hon. Bruce A. Hidley, County Clerk
112 State St.
Albany, NY 12207

Dear Sirs,

The Department of Social Services (DSS) respectfully requests CAB approval for the following:

The Albany County Department of Social Services (ACDSS) has renovated the first floor client service area in its facility located at 162 Washington Avenue, Albany New York. The project encompasses 10,000 SF of floor area that includes; security/screening stations, greeter station, 2 waiting areas, 12 client service windows, 20 interview booths, administrative offices, employee work areas and service spaces.

Via contract No. 4783 CAB approved ACF Technologies to implement a bidder-hosted web-based queuing application for use by ACDSS Reception Area to enhance and manage client flow and improve the customer experience. ACDSS requires a multi-channel, multi-phase queuing system with the capacity to serve 400 plus clients/customers daily.

This multi-channel, multi-phases of service approach will include a check-in process that is able to manage both walk-in clients/customers and those clients/customers with scheduled appointments. This check in process will have an individual/client check in at an interactive self-service touch screen kiosk(s), answering a specific set of questions, and have the system issue a ticket number that is categorized based upon type of service (minimum of 15 different service types) and identify whether the individual/client is a walk in or has a scheduled appointment.

The original contract amount was \$87,092, however, it was subsequently determined that 3 additional licenses are required to properly administer the new system. The cost for these licenses would be \$3,645. We are requesting to add this amount to the original contract for a total amount of \$90,737. Note: the additional \$3,645 amount will be taken from the current ACDSS budget with no additional funding required.

Additionally, as a result of the COVID-19 Pandemic there have been many delays in the implementation process and we are, therefore, requesting to extend the contract term date six additional months from 4/30/20 to 10/31/20.

ACF Technologies

The Albany County Department of Social Services (ACDSS) has renovated the first floor client service area in its facility located at 162 Washington Avenue, Albany New York. The project encompasses 10,000 SF of floor area that includes; security/screening stations, greeter station, 2 waiting areas, 12 client service windows, 20 interview booths, administrative offices, employee work areas and service spaces.

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Additionally, as a result of the COVID-19 Pandemic there have been many delays in the implementation process and we are, therefore, requesting to extend the contract term date six additional months from 4/30/20 to 10/31/20.