

Request for Contract Approval	
Request ID #	5793
Contract #	5893
Contract Type	B) CAB Contracts
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A3020 - Emergency Telephone/E-911
Date submitted	10/26/20
Contact person	Rizzo, John
Contact Phone	(518) 655-7893
Vendor	MISSION CRITICAL PARTNERS
Estimated Amount	\$63,200
Estimated Term	1/1/2021 - 12/31/2021
Scope of Services	VENDOR WILL PROVIDE TECHNICAL SUPPORT SERVICES AND ON-SITE COMPUTER AIDED DISPATCH NETWORK SUPPORT FOR OUR E-911 PROGRAM
Budget Line Item	AA3020
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
BID,RFP,RFQ Completed?	N/A

Budget Analyst

Date

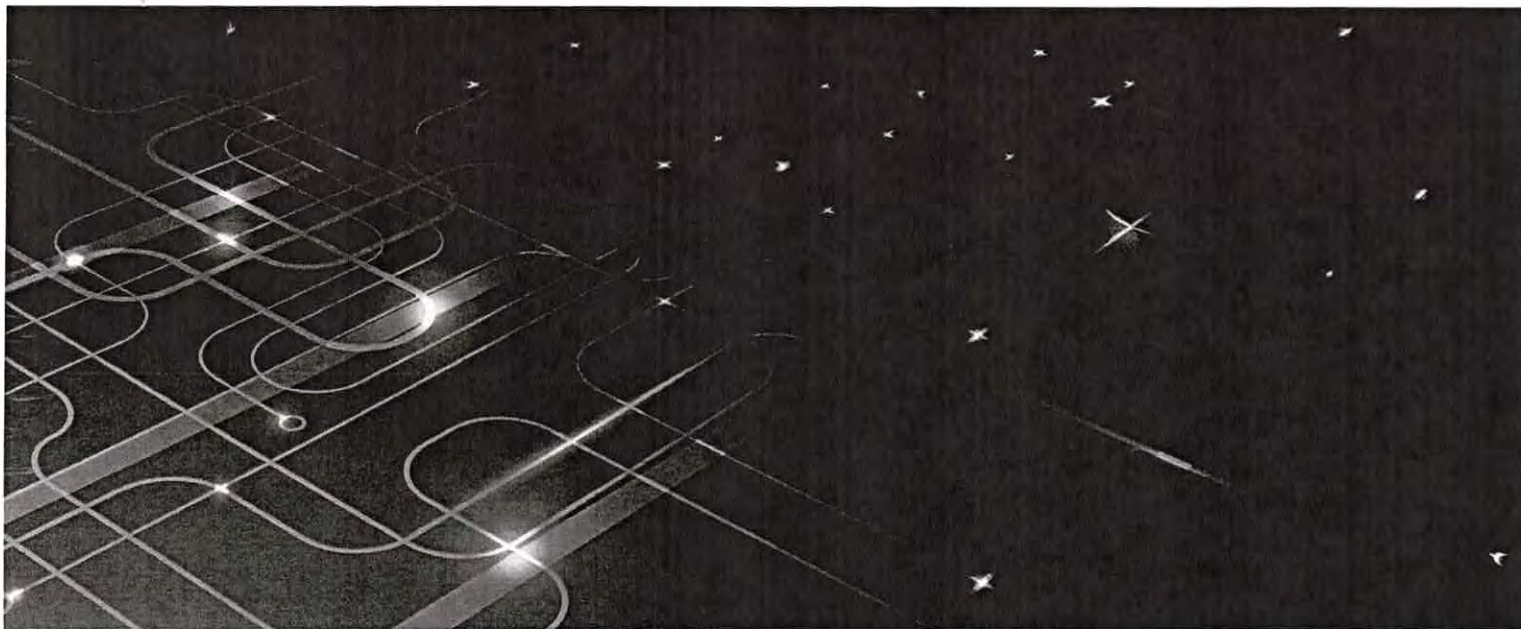
For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



MissionCriticalPartners

Because the Mission Matters

Mission-Critical NetPulseSM
Advanced Support Services Renewal

Proposal

PREPARED OCTOBER 22, 2020 FOR
ALBANY COUNTY SHERIFF'S OFFICE, NEW YORK

MissionCriticalPartners.com

State College Office | 690 Gray's Woods Blvd. | Port Matilda, PA 16870 | 888.8.MCP.911 or 888.862.7911

Introduction Letter

October 22, 2020

John Rizzo
System Administrator
Albany County Sheriff's Office
E911 Communications Center
449 New Salem Road
Voorheesville, NY 12186

Re: Mission-Critical NetPulseSM Advanced Monitoring and CAD On-Site Support Renewal

Dear Mr. Rizzo:

Mission Critical Partners, LLC (MCP) is pleased to provide Albany County, New York (County) Sheriff's Office a letter proposal for the continuation of monitoring, technical support services, on-site computer-aided dispatch (CAD) and Records Management System (RMS) network support for the period ending December 31, 2020. This letter proposal provides to Albany County, the County's portion of the Capital District of New York CAD system support. These are the same services that were provided during 2020 and MCP has kept the cost consistent with 2020 for the calendar year 2021.

MCP's NetPulse Advanced Monitoring and CAD On-Site Support services will run from January 1, 2021, to December 31, 2021. This proposal highlights MCP's NetPulse Advanced monitoring program. This comprehensive umbrella program includes:

- Proactive System and CAD Network Monitoring: Dynamic monitoring to detect and resolve issues before they cause failures, including the detection of performance issues
- Help Desk: 24 hours a day, seven days a week (24x7) for critical matters
- Shared Onsite Support Services with all three NY Capital District Counties: 8 a.m. to 5 p.m. Monday through Friday, excluding holidays.
- Special Services: Special projects and support requirements are possible and will be reviewed and quoted with the County's input, with pricing and detailed SOW's provided to Albany County where appropriate on a case-by-case basis.

Several factors make MCP well-qualified to ensure the success of the Albany County and overall Capital District CAD system and onsite support services, such as:

- Dedication to Public Safety: We specialize in support services for high-availability, high-performance and high-reliability mission-critical systems, such as 911 systems.
- Holistic Monitoring: Ability to monitor your entire CAD network holistically, including your CAD/RMS routers, servers, and other infrastructure.

- Track Record: Our clients will attest that our services are invaluable and that we are extremely reliable and responsive to their needs.
- Security: We understand security needs, including those related to Criminal Justice Information Services (CJIS) policies.

The regional service manager for this program will be Pat Cronin, Regional Service Manager for MCP. His contact information is:

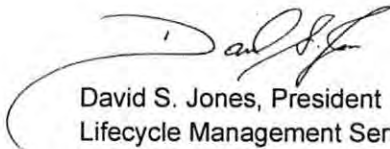
Pat Cronin, Regional Service Manager
Mission Critical Partners, LLC
690 Grays Woods Blvd.
Port Matilda, PA 16870

Cell: 814.404.6933
Office: 814.470.8896
Email: PatCronin@MissionCriticalPartners.com

Your onsite technical point of contact for this opportunity will be Cody Reimers, Network Support Technician. Phil Sisk will serve as the point of contact for this proposal response. If you have any questions or require additional information, Phil may be contacted at 401.443.6025 (cell) or via email at PhillipSisk@MissionCriticalPartners.com

Sincerely,

Mission Critical Partners, LLC



David S. Jones, President
Lifecycle Management Services Division

About Mission Critical Partners

Mission Critical Partners (MCP) is a leading provider of data integration, consulting, and network and cybersecurity solutions specializing in transforming critical-communications networks into integrated ecosystems that improve outcomes.

Through our breadth and depth of experience and an extensive network of resources, we offer innovative, vendor-independent and forward-thinking solutions that solve our clients' complex challenges.

Our capabilities span all aspects of mission-critical communications, while our expertise covers everything from wireless communications, technology, networks and 911, and facilities and operations. We provide confidence and support every step of the way, from procurement and design to implementation, integration and management. The result is an integrated, high-performing and modern ecosystem that achieves maximum value and optimal efficiency.

With MCP, the proof is in the numbers:

- Loyalty is the foundation of our business, with more than 90% of our clients remaining with us from project to project.
- Our specialized professionals are integral members of our team, with each bringing an average of 25 years or more to every project.
- We expand upon our experience year after year, completing more than 1,400 projects since our inception in 2009.
- We've performed services for clients in nearly all 50 states with a full suite of solutions and services.
- We invest more than a million dollars each year in training our subject-matter experts.

MCP stands behind the importance and nobility of the work our clients do. We understand the criticality of effective and critical communications systems, not just for our clients, but also for the communities and customers they serve. While we are proud to have the most experienced and knowledgeable team of professionals in the industry, our greatest pride comes in seeing the successful results of our clients' mission-critical operations.

Because at the end of the day, it's the mission that truly matters.

OFFICE LOCATIONS

Mission Critical Partners serves clients in the public safety, criminal justice, healthcare, transportation and utility markets across North America with offices in the following locations:

Corporate Headquarters

State College Office

690 Gray's Woods Blvd.

Port Matilda, PA 16870

Phone: 888.862.7911

Fax: 814.217.6807

Web: MissionCriticalPartners.com

Branches

Raleigh Office

4208 Six Forks Road, Suite 100

Raleigh, NC 27609

Pittsburgh Office

105 Bradford Rd. Suite 400

Wexford, PA 15090

Harrisburg Office

2578 Interstate Dr. Suite 106

Harrisburg, PA 17110

New Jersey Office

35 Beechwood Rd. Suite 2A

Summit, NJ 07901

Providence Office

166 Valley St., Bldg. 6M, Suite 103

Providence, RI 02909

Denver Office

1512 Larimer Street, Suite 950

Denver, CO 80202

Dallas Office

502 N. Carroll Ave. Suite 120

Southlake, TX 76092

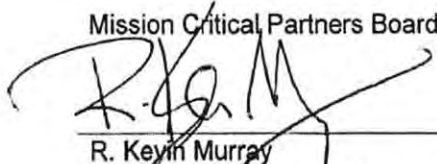
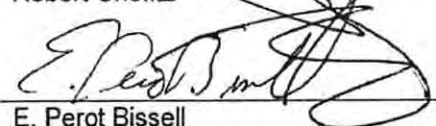
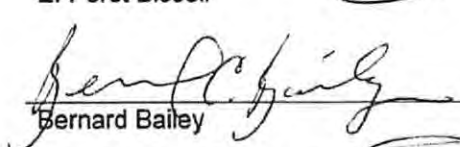
We're Committed to Putting our Clients First

Partnering with a firm that brings an independent, objective perspective to every engagement is a top priority of our clients. We stand behind our commitment to always put the fundamental interests of our clients first.

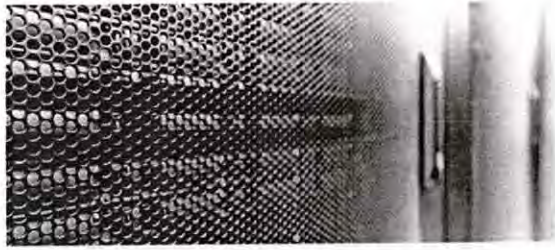
From our inception, vendor-neutrality is a value that underpins every aspect of what we do. Our goal is to determine the most favorable solution for our clients based on their unique requirements, budget, governance structure, operations, and existing technologies. We provide a holistic perspective regarding the entire mission-critical communications ecosystem, free of bias or favoritism to any specific product or service provider. Our recommendations always are based solely on the value and the benefit provided to the client.

For clients, this approach means more control and greater visibility into the systems they ultimately are responsible for operating and maintaining, and—more importantly—a successful project that improves outcomes.

Mission Critical Partners Board of Directors


R. Keyin Murray
Robert Chefitz
E. Perot Bissell
Bernard Bailey
Douglas Butler

Network and IT Support Services



We help our clients increase the reliability of their network and information technology (IT) environment long after implementation. Our holistic IT and network support solutions help our clients realize significant IT cost savings while remaining confident that their systems are running at peak performance, protected from unplanned network outages.

Clients partner with us so that they can focus on the strategic aspects of managing their public safety operations while we provide expanded continuity, capacity, and capability. We provide solutions that achieve our clients' goals, not their vendors', by applying a technology-independent approach.

With MCP's help maintaining their network environment, our clients have greater confidence that their IT infrastructure and related systems are running smoothly. Our objective is to help our clients drive a greater return from their maintenance investments while reducing their operating expenses. We provide a broad portfolio of assessment, monitoring, and support solutions that improve network reliability and provide agencies with greater insights into their Internet Protocol (IP) network and IT enterprise.

IT Network and Support Solutions	Network Management and Monitoring Solutions	Cybersecurity Solutions	Additional Offerings
Mission-Critical NetInform SM discovery services	Mission-Critical NetPulse SM 24x7 network monitoring	Mission-Critical NetInform SM network assessments	On-request services
Mission-Critical NetInform SM enterprise IT assessments		Mission-Critical NetPulse SM security monitoring	IT help desk services Integrated vendor support services

These support solutions can provide a holistic, end-to-end view into an agency's entire network and supporting infrastructure with support available for the following networks and applications:

- Computer-aided dispatch (CAD) systems
- Call-handling equipment (CHE)
- Records management systems (RMS)
- Microwave and fiber-optic backhaul systems
- Emergency services IP networks (ESInets)
- Telephony
- 911 and administrative networks
- Environmental site networks



Figure 1: Client-Focused Holistic Support

Scope of Work

Mission-Critical NetPulseSM Advanced Monitoring Services

The NetPulse Advanced program includes a comprehensive set of services:

- Establish a secure connection between the agency system and MCP's NOC
- Maintain user guide – including contact information and help desk instructions
- Provide a help desk to answer your questions, provide advice and solve problems
- Dynamically collect status information
- Set thresholds for alerts
- Monitor the status of systems and networks (see below for details)
- Respond to tickets when something needs attention
- Assist with the CAD and RMS operating system and application updates
- Analyze and report on conditions – provide monthly reports on routine matters and immediate reports on critical conditions and provide a dashboard view to activity, tickets, resolution, etc.
- Provide recommendations to keep systems and networks functioning properly
- Serve as an advocate for the agency when dealing with multiple support providers

Systems and Network Monitoring

NetPulse Advanced monitoring utilizes a server to collect and transmit data to the MCP NOC. The following are representative of the conditions monitored:

Server Monitoring

- Virtual environments
- Processor and memory utilization
- Disk utilization
- Services
- Print queues
- Error reports
- Event logs
- Time sync
- Backup logs
- Logs for high availability disk arrays

Network Monitoring

- Device status (up/down)
- Average response time (ping) to device
- Packet loss to device
- Processor utilization
- Memory utilization
- Port utilization

Application Monitoring

- CAD/RMS process status
- CAD/RMS service status
- Log files

In summary, MCP monitors the environment and engages as soon as a detected issue requires attention.

Problem Resolution for CAD/RMS

As issues are identified, MCP's services team follows a triage model, working along with your staff, to isolate the matter into one or more of the following categories:

- Application
- Hardware
 - Server
 - Storage
- Database
- Virtualization
- Network
- Remote systems and interfaces

Once the issue is assessed, MCP will resolve the issue or engage your staff and the other parties involved. We will monitor the status until the matter has been resolved.

Communications and Reporting

Critical issues and conditions are communicated to the agency immediately. The other monitoring results are reported monthly, at a minimum. The monthly reports include:

- All issues detected
- Corrective actions taken
- Summary of tickets created
- Review of system performance and utilization
- Link to a customized dashboard
- Required site actions

In addition to these communications, MCP assists in organizing monthly status calls that are attended by a wide range of stakeholders, including representatives of management, the primary users within the agency, the applications provider, IT support personnel and others.

Help Desk

NetPulse Advanced monitoring includes a comprehensive telephone support desk that is available for reporting issues, requesting services, solving routine matters, and answering questions during normal working hours, Monday – Friday 8 a.m. – 5 p.m. Eastern Time, excluding holidays. The help desk and support are available 24x7x365 for critical matters.

Agency Support and Facilities

The following are needed for MCP to monitor and perform troubleshooting triage of the systems and network:

- Remote access to the site using a virtual private network (VPN) or other secure access facilities
- A server to support monitoring – can be a virtual machine
- Ability to send email alerts and reports from the monitoring system to MCP
- Agency contact to assist in coordinating support services
- Onsite assistance during triage and other problem-solving activities

Premium On-Site Service

Mission Critical Partners recognizes that the associated network administrator responsibilities can be aided and supported with a dedicated onsite technical support resource to support and administer the CAD and RMS server hardware. The technical onsite network support services and SOW include:

- Support, configure, and maintain the Capital District's networks and networking hardware, (see Appendix A for the full list of supported hardware)
- Identify and aid in the deployment of updates as needed
- Support and administer CAD/RMS routing device configurations
- Aid in ensuring CAD/RMS network security and connectivity
- Monitor CAD/RMS network performance and monitor for fault and incidents
- Facilitate access controls for CAD/RMS routing hardware
- Resolve problems reported by end-users on the CAD/RMS supported hardware.
- Aid in defining CAD/RMS network policies and procedures
- Specify CAD/RMS network system requirements and design solutions
- Support research and make recommendations regarding CAD/RMS network architecture

Proposed Staff

MCP recognizes that as a consulting firm, our corporate capabilities are directly dependent on the capabilities and experience of our staff. MCP has assembled one of the most experienced and knowledgeable teams in the country. A multi-faceted project such as this requires different areas of expertise and knowledge, typically more than any one or two individuals can bring, and different areas of expertise are often required at different stages of the project.

Phil Sisk, Business Development Manager *Client Manager*

Phil Sisk supports the public safety community with more than 30 years of strong leadership in sales and operational management, territory analysis, sales forecasting, and pipeline development. Phil is highly knowledgeable in CAD, RMS, JMS, civil process, and mobile data applications. In his work on public safety projects, Phil provides strong communication skills to create consensus on strategy, direction, and goals between customers, employees, investors, and partners. His ability to bring consensus drives results and achieves goals.

Pat Cronin, Regional Service Manager*Service Program Manager*

Pat brings more than 24 years of experience in the public safety community. His experience involves CAD implementation, consolidation, IT network infrastructure and voice over internet protocol (VoIP) support. Pat has served as a Senior IT Project Manager for the implementation of a technology infrastructure upgrade for an eight-county CAD installation and migration. He has also served as a Senior Technology Specialist and a Technology Advisor supporting network infrastructure and service tickets.

Cody Reimers, Technology Specialist*Network Administrator On-Site CAD/RMS Support*

Cody is an emergency communication professional with more than five years of network administration experience in a variety of government and commercial positions. He has wide-ranging IT knowledge in software, applications, hardware, and databases. Cody's background includes broad expertise in IT, radio communications, comprehensive telephony experience, troubleshooting and resolving hardware and software issues. Cody's vast knowledge from the physical setup of networking and equipment to applications and routing network traffic provides clients simple and ideal networking experiences.

Mike Beagles, Platform and Service Product Manager*Technical Lead, Network Infrastructure Update*

Mike Beagles, Senior Technology Specialist, has been working in the IT field for more than 15 years with 10 years specifically supporting public safety environments. During that time Mike has designed and implemented a long list of technologies that support the public safety mission. He was the chief architect and implementer of EmergiTech's InterCAD system delivered over the network as a service to 911 agencies around the country. As an IT manager, he served as a technical lead on CAD, records management system (RMS), 911 and mobile projects. Mike has expertise in networking and network design, security and accessibility, server design, and application delivery. Mike attended Houston Community College, C-TREC Technical School Cisco Certified Network Associate (CCNA) Bootcamp, and holds certifications with Microsoft Server, and Comp Telecommunications Industry Association (TIA).

Mark Perkins, Vice President and Director of LMS Growth and Partner Management*Client Services Manager*

Mark Perkins has more than 36 years of extensive experience in customer advocacy, systems operation, network operations center (NOC) monitoring operations, security services operations, technical support and field service operations gained throughout a long term career with a very large technology company all within the public safety sector. Mark earned his Bachelor of Science Degree from California State University, Long Beach, California, and also carries Quality Management Services (QMS) Certifications in ITIL, TL9000 and ISO9000.

David S. Jones, President, Lifecycle Management Services Division
Service and Quality Assurance

David S. Jones will provide the customer advocacy and quality assurance (QA) overview and review of all deliverables and provide additional project management support to the project and client managers as needed. David's background includes more than 30 years of operations management, services management, strategic and tactical planning, vendor management and contract management within the public safety sector for a large technology company and a couple of smaller companies. David directly managed more than 1600 people and 900 contract partners and completed on-time projects with an average annual value greater than \$500 million per year during his prior tenure with the large technology company. He also owned more than \$250 million in contracts for technology maintenance, support and management. David earned his Bachelor of Science degree in engineering and a Master of Business Administration (MBA) degree in Systems Management.

Project Pricing and Signature Page

Mission-Critical NetPulseSM Advanced with Premium On-Site Service

Albany County agrees to renew the network monitoring with CAD On-Site services as described in the above scope of work for the period of January 1, 2021, through December 31, 2021, for a **total fee of \$63,200**, including expenses. MCP will invoice Albany County in advance, at the beginning of the 12 months of coverage, the annual amount of \$63,200. The payment terms for services are net 30 days from the date of invoice.

The costs presented in this proposal will remain valid for a period of 60 days.

Mission Critical Partners is pleased to offer this proposal under PBITS (Project Based Information Technology Consulting Services). The contract number for this New York contract vehicle is PB20340.

Mission Critical Partners is prepared to move ahead with the scope of work upon notification to proceed by receipt of a purchase order or your signature below.

AGREED TO AND ACCEPTED:

Albany County Sheriff's Office, New York

Mission Critical Partners, LLC

Name: John Rizzo

Title: System Administrator

Name: David S. Jones

Title: President, Lifecycle Management Services Division

Date: _____

Date: October 22, 2020



MissionCriticalPartners

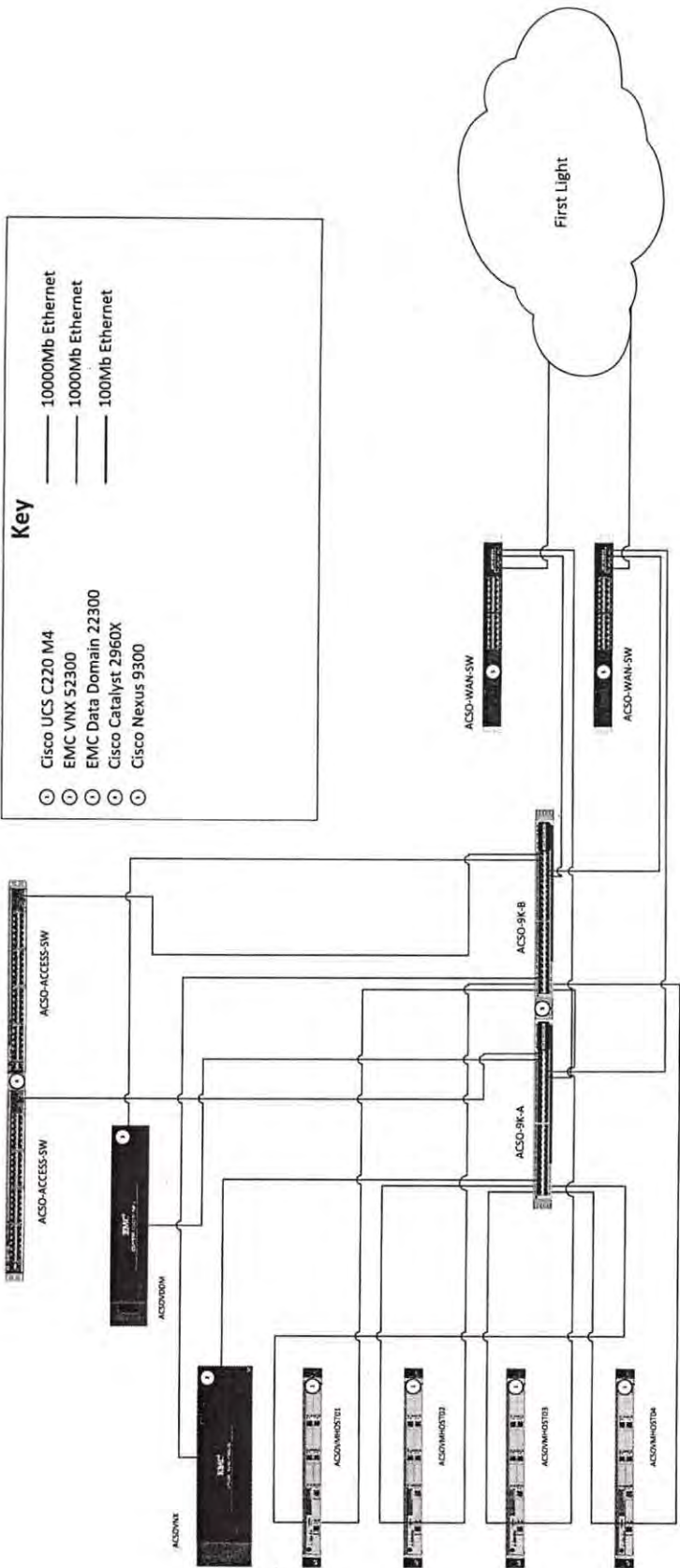
Appendix A: Equipment List

Servers			
ACSOPROQA	VM	CDPSVMMINT01	VM
ACSOSVMGMT01	Physical	CDPSVMMOB01	VM
ACSOVMVEEAM01	VM	CDPSVMMS01	VM
ACSOVMWDS01	VM	CDPSVMRLY01	VM
ACSOVMZVM01	VM	CDPSVMRPT02	VM
CDPSVMALI01	VM	CDPSVMTRWI01	VM
CDPSVMARM01	VM	CDPSVMTSINT01	VM
CDPSVMAV01	VM	CDPSVMTTMS01	VM
CDPSVMCAD01	VM	CDPSVMTWEB01	VM
CDPSVMCERT01	VM	CDPSVMWEB01	VM
CDPSVMDC01	VM	TIBPAGER	VM
CDPSVMGIS01	VM	ACSOVMHOST1	Physical
CDPSVMHD01	VM	ACSOVMHOST2	Physical
CDPSVMINT01	VM	ACSOVMHOST3	Physical
CDPSVMINT02	VM	ACSOVMHOST4	Physical
CDPSVMRTE01	VM		
CDPSVMSQL01	VM		
CDPSVMTCAD01	VM		
CDPSVMTMOB01	VM		
CDPSVMTRCI01	VM		
CDPSVMMGR02	VM		

Storage
ACSOVNX
ACSOSVDD
Network Equipment
ACSO-9K-A
ACSO-9K-B
ACSO-ACCESS-SW (x2 stacked)
ACSO-WAN-SW (x2 stacked)
ACSORTFTG01
ACSORTFTG02

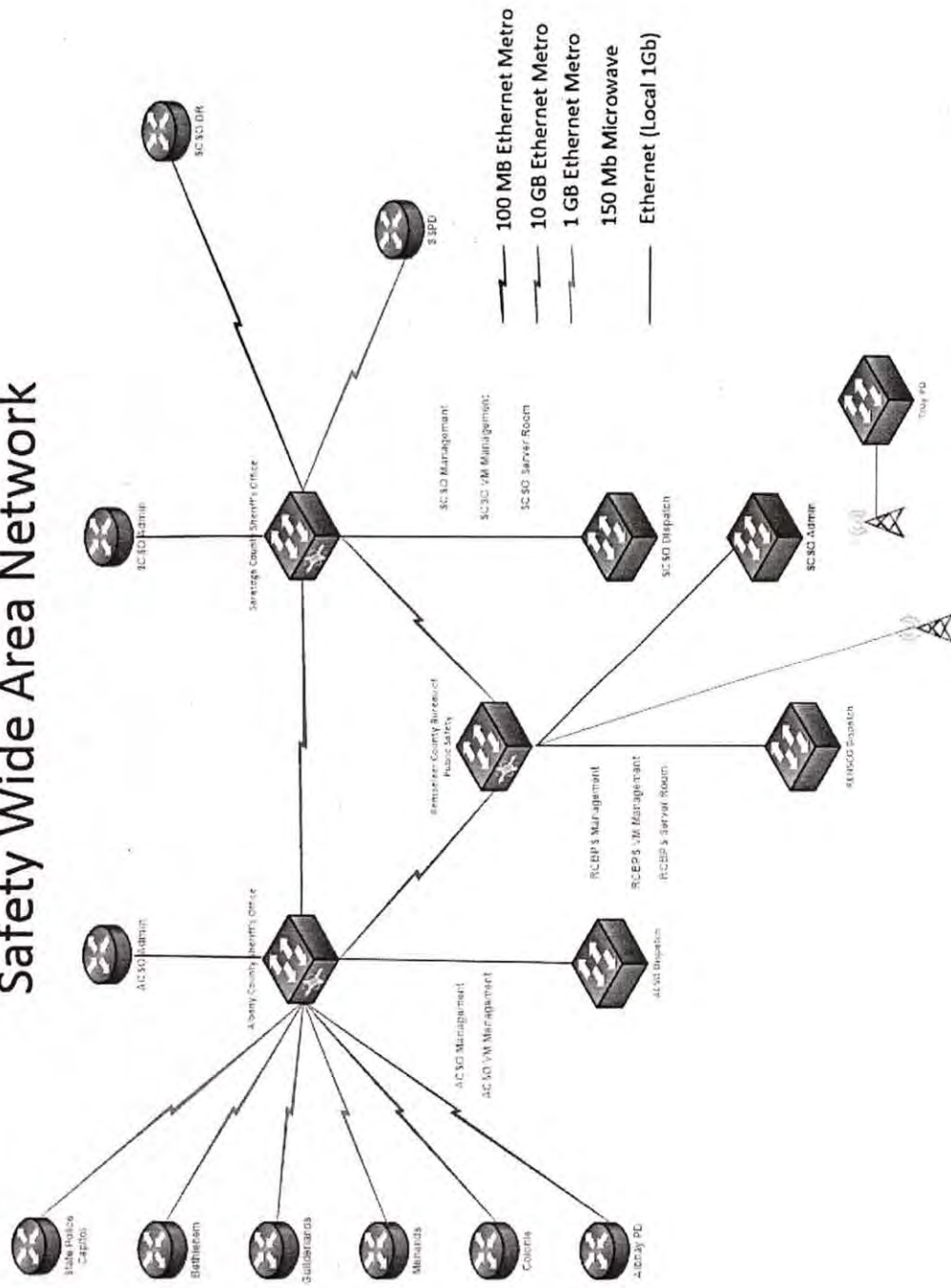
Storage
ACSOVNX
ACSOSVDD
Network Equipment
ACSO-9K-A
ACSO-9K-B
ACSO-ACCESS-SW (x2 stacked)
ACSO-WAN-SW (x2 stacked)
ACSORTFTG01
ACSORTFTG02

Appendix B: County Diagram



Appendix C: District Diagram

Capital District Public Safety Wide Area Network



Request for Contract Approval	
Request ID #	5775
Contract #	5875
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date submitted	10/22/20
Contact person	Gaudio, Angelo
Contact Phone	518 447-1611
Vendor	Phoenix Environmental Laboratories, Inc.
Estimated Amount	\$40,000
Estimated Term	11/30/2020 - 12/1/2021 plus 1 year renewal
Scope of Services	Environmental laboratory testing needed to comply with the District's NYS SPDES permits.
Budget Line Item	GG8130
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
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. MC COY
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 WARD

October 22, 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

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

Re: RFB-2020-102-Environmental Testing

Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District (District) is requesting authorization to award the above subject contract to Phoenix Laboratories for a total not to exceed amount of \$40,000.00. Work shall include various environmental laboratory testing needed to comply with the District's SPDES permits. The contract term will be for a two year period structured with a one year initial contract plus a one year renewal option. The estimated cost per year is \$20,000.00

Two bids were received and Phoenix Laboratories 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 & Scoring Sheet
Purchasing Division Concurrence Memo

Cc: Lucas Rogers, Policy Analyst
Sameer Modasra, Budget Analyst



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 Department

FROM: Karen Storm 
Purchasing Agent

DATE: October 22, 2020

RE: RFP # 2020-102 Environmental Testing

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Phoenix Laboratories for a total not to exceed amount of \$40,000.00 for the two year bid period plus 1 year renewal.

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

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



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: RFP-2020-102 Environmental Testing
Date: October 21, 2020

The Water Purification District recommends award RFP-2020-102 Environmental Testing to Phoenix Laboratories for a total not to exceed amount of \$40,000.00 for the two year bid period (one year + 1 year renewal.)

I have attached the Proposal Rating Sheets showing the reviewers scores.

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

Totals

RFP #2020-102 ENVIRONMENTAL LABORATORY SERVICES

Proposal Rating Worksheet

	Weight	Adirondack		Phoenix	
		Rate	Score	Rate	Score
Proposers comprehension of the required (work) Scope of Services	30%	13	3.9	14	4.2
Prior experience in similar projects	20%	14	2.8	14	2.8
Total proposed price	40%	12	4.8	15	6
Proposers demonstrated capabilities (equipment, financial solvency, location)	10%	13	1.3	14	1.4
TOTALS:			12.8		14.4

NOTES:

RFP #2020-102 ENVIRONMENTAL LABORATORY SERVICES

Proposal Rating Worksheet

	Weight	Craig Hurteau		Tyler Masick		Jake O'Connor	
		Rate	Score	Rate	Score	Rate	Score
Proposers comprehension of the required (work) Scope of Services	30%	5	1.5	5	1.5	4	1.2
Prior experience in similar projects	20%	5	1	5	1	4	0.8
Total proposed price	40%	5	2	5	2	5	2
Proposers demonstrated capabilities (equipment, financial solvency, location)	10%	5	0.5	5	0.5	4	0.4
TOTALS:			5		5		4.4

14.4

NOTES:

RFP #2020-102 ENVIRONMENTAL LABORATORY SERVICES

Proposal Rating Worksheet

		Craig Hurteau		Tyler Masick		Jake O'Connor	
	Weight	Rate	Score	Rate	Score	Rate	Score
Proposers comprehension of the required (work) Scope of Services	30%	5	1.5	5	1.5	3	0.9
Prior experience in similar projects	20%	5	1	5	1	4	0.8
Total proposed price							
	40%	4	1.6	4	1.6	4	1.6
Proposers demonstrated capabilities (equipment, financial solvency, location)	10%	5	0.5	4	0.4	4	0.4
TOTALS:			4.6		4.5		3.7

12.8

NOTES:

Proposal #	ID	ADK Costs	Phoenix Costs	EST #/Yr	ADK Costs (Annual)	Phoenix Costs (Annual)
4.11	Filter Cake	\$ 185.00	\$ 60.00	12	\$ 2,220.00	\$ 720.00
4.12	Sewage	\$ 30.00	\$ 222.00	24	\$ 720.00	\$ 528.00
4.13	DI	\$ 50.00	\$ 55.00	12	\$ 600.00	\$ 660.00
4.14	DI	\$ 75.00	\$ 50.00	1	\$ 75.00	\$ 50.00
4.15	DI	\$ 300.00	\$ 270.00	1	\$ 300.00	\$ 270.00
4.16	Ash	\$ 275.00	\$ 229.00	20	\$ 5,500.00	\$ 4,580.00
4.17	Eff	\$ 75.00	\$ 150.00	20	\$ 1,500.00	\$ 3,000.00
4.18	Eff	\$ 20.00	\$ 22.00	350	\$ 7,000.00	\$ 7,700.00
4.19	Eff	\$ 300.00	\$ 330.00	20	\$ 6,000.00	\$ 6,600.00
4.20	Eff	\$ 200.00	\$ 75.00	20	\$ 4,000.00	\$ 1,500.00
Total Annual Costs					\$ 27,915.00	\$ 25,608.00

Request for Contract Approval	
Request ID #	5802
Contract #	5902
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date submitted	10/29/20
Contact person	Gaudio, Angelo
Contact Phone	518 447-1611
Vendor	Troy Industrial Solutions
Estimated Amount	\$26,875
Estimated Term	8/31/2020 - 11/30/2020
Scope of Services	North Plant emergency repair of mechanical bar screens #1 and #2
Budget Line Item	GG8130
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



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

October 28, 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: North Plant Emergency Mechanical Bar Screen Repair

Dear Mr. Joyce

The Water Purification District (District) is requesting approval of an emergency contract with Troy Industrial Solutions in the amount of \$26,875.00 for work associated with the repair of mechanical bar screen #1 and #2 at the District's North Plant.

On August 29th all three influent mechanical bar screens failed as a result of a flow surge associated with a rain event. District staff were able to get Screen #3 back in service, however the gear box and drive assemblies for the other units needed significant repairs. As a single mechanical bar screen does not provided adequate redundancy or hydraulic capacity the District contracted with Troy Industrial Solutions to expedite the repairs. The cost of the work includes the materials and labor associated with repairing the drive assemblies including time to remove and reinstall the units. Both drive assemblies have been installed and all three screens are now operational.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Angelo Gaudio".

Angelo Gaudio, P.E.
Executive Director

cc: Lucas Rogers, Policy Analyst
Sameer Modasra, Budget Analyst



THE EVOLUTION OF
TROY BELTING AND SUPPLY CO.
70 COHOES RD WATERVLIET, N.Y. 12189

PHONE: (518) 272-4920

FAX: (518) 272-0531

INVOICE

Invoice Number: 150285-01A

Invoice Date: 10/20/20

Order Number: Multiple

Order Date: 8/31/2020

Salesperson:

Taker: ZCL

Customer Number: ALBCOS

SOLD TO:

ALBANY COUNTY SEWER DISTRICT
P.O. BOX 4187
ALBANY NY 12204

SHIP TO:

ALBANY COUNTY SEWER DISTRICT
CANAL ROAD
ALBANY NY 12204

Confirm To: ANGELO 518-598-9588

Customer P.O.	Ship VIA	F.O.B.	Shipping Instructions	Terms:
G98130-44070	NO FRT			1% 10 days Net 30

Item Number	Ordered	Shipped	Price	Amount
Emergency Repair of Screen #2	1	1	16,095.00	16,095.00

Work included:

- Overhaul of SEW Gearbox unit
- Furnishing and replacing of screen components
- Rewind of (1) Motor
- Swapping of stator on motor
- Field service calls on 9/3, 9/23, and 9/24 for removal and installation of components

Labor: \$13,506.40

75.9 Hours of In-Shop time billed at \$116.00/HR
26.0 Hours of On-Site Prevailing Wage Mechanical Field Service billed at \$159.00/HR
(Mechanical Field Service Rate is \$125.00/HR, Albany County Prevailing Wage is \$34.00/HR)
4.0 Hours of combined Travel Time billed at \$125.00/HR
40.0 Miles of combined service vehicle use billed at \$1.70/Mile

Material: \$2588.60

Emergency Repair of Screen #1

Work included:

- Overhaul of SEW Gearbox unit
- Furnishing and replacing of screen components
- Rewind of (1) Motor

Labor: \$8027.20

69.2 Hours of In-Shop time billed at \$116.00/HR

Material: \$2752.80

1	1	10,780.00	10,780.00
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"Seller certifies that these products were produced in compliance with all applicable requirements of Section 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor under Section 14 and subject to Executive Order 10925 as applicable."

**NO MATERIAL IS TO BE
RETURNED WITHOUT
WRITTEN PERMISSION**

**YOU MAY DEDUCT A CASH DISCOUNT OF:
268.75 IF PAID BY: 10/30/2020**

Net invoice:	26,875.00
Freight:	.00
Sales Tax:	.00
Invoice Total:	26,875.00

ALBANY COUNTY
CONTRACT FOR EMERGENCY SERVICES

1. Department Requesting Contract: Water Purification District

County Representative requesting contract:

Angelo Gaudio

Date: 8/31/2020

2. Name of Vendor: Troy Belting and Supply
Co AKA Troy Industrial

Address: Solutions

70 Cohoes Road

Watervliet NY 12189

Telephone # 518-272-4920

Fax # 518-272-0531

Federal Tax I.D. # (or Social Security #) 14-1127010

Note: This is required for payment of invoices

3. Description of services being provided (BE SPECIFIC):

Repair 2 gear boxes/drive assemblies on North Plant mechanical bar screens

4. Price to be paid less taxes. **This must include ALL incidental costs: ie: travel, lodging etc.**

\$ 159 / Per hr (hour, day, job) Total amt. \$ TBD

5. Start date: 8/31/2020 Completion date: TBD

6. Copy of Vendor's Insurance - *Note: Insurance certificates are required prior to any Purchase Order or Contract being issued or any work being started. The vendor is responsible for maintaining current insurance documentation on file with the County.*

By signing below, the Vendor agrees:

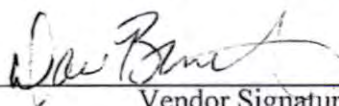
1. That the information contained in paragraphs 3 through 6 above is true and correct, that the services to be provided by the Vendor are accurately described above, and that the Vendor shall provide the services described above on the terms and conditions contained in this agreement.

2. Should Vendor's required insurance be cancelled, Vendor shall submit the insurer's notice of cancellation to the County within two (2) business days of receipt.

3. In addition to, and not in limitation of, the insurance requirements contained in Schedule "A" attached hereto and made a part hereof, the Vendor agrees to the fullest extent of the law:

- a) The Vendor shall defend, indemnify and save harmless the County of Albany, its agents, representatives and employees, from and against any and all claims, damages, losses and expenses (including, but not limited to, reasonable attorney's fees) arising out of or in consequence of any negligent or intentional act or omission of the Vendor, its agents or employees, to the extent of its or their responsibility of such claims, damages, losses or expenses; and
- b) The County may terminate this agreement if Vendor refuses or fails to supply enough properly skilled workers or proper materials to meet any of its requirements, if Vendor fails to make payment to County-approved subcontractors for materials or labor, or disregards laws, ordinances, rules or regulations or orders of a public entity having jurisdiction over the work, or if Vendor is substantially in breach of any of its provisions. Additionally, the County may, without cause, order the Vendor in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine. The Vendor may terminate this agreement if the County is substantially in breach of it.
- c) Pursuant to §109 of the General Municipal Law, the Vendor is prohibited from assigning, transferring, conveying, subcontracting or otherwise disposing of this agreement, or of its right, title or interest therein, to any other person or entity without the prior written consent of the County.
- d) Vendor shall maintain complete and proper accounting records that shall clearly identify all costs associated with and revenue derived from the work performed under this agreement. Vendor shall retain such records for six (6) years after final payment or termination of this agreement and shall make such information available to the County and authorized State and/or Federal personnel during such period.
- e) If Vendor is of the opinion that any work it has been directed to perform is beyond the scope of this agreement and constitutes extra work, Vendor shall promptly notify the County of that opinion. The County shall be the sole judge as to whether or not the work is in fact beyond the scope of this agreement and whether or not it constitutes extra work. If the County determines such work constitutes extra work, it shall provide extra compensation to Vendor on a negotiated basis.
- f) Vendor shall at all times obtain and maintain all licenses required by New York State, or other relevant regulating body, to perform the services required under this agreement.
- g) This agreement may only be modified by a formal written amendment executed by the parties.
- h) This agreement shall be governed by and construed in accordance with the laws of the State of New York. The Vendor agrees that the designated venue is Albany County, New York.

The above information will be used by the County to generate a purchase order for the services described. No services included as a part of this form are to be provided to the County prior to the receipt of a purchase order by the vendor. If you have any questions concerning this form, please call the Albany County Purchasing Department at (518) 447-7140.



Vendor Signature

03SEP20

Date

David R. Barcomb V.P.

Vendor Name Printed



New York State Insurance Fund

199 CHURCH STREET, NEW YORK, N.Y. 10007-1100

|nysif.com

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

***** 141127010
LOVELL SAFETY MGMT CO., LLC
110 WILLIAM STREET 12TH FLR
NEW YORK NY 10038



SCAN TO VALIDATE
AND SUBSCRIBE

POLICYHOLDER TROY BELTING AND SUPPLY COMPANY (A NY CORP) 70 COHOES ROAD WATERVLIET NY 12189		CERTIFICATE HOLDER ALBANY COUNTY SEWER 1 CANAL STREET ALBANY NY 12204	
POLICY NUMBER Z1470 406-8	CERTIFICATE NUMBER 492691	POLICY PERIOD 10/01/2019 TO 10/01/2020	DATE 9/3/2020

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 1470 406-8, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THE POLICY INCLUDES A WAIVER OF SUBROGATION ENDORSEMENT UNDER WHICH NYSIF AGREES TO WAIVE ITS RIGHT OF SUBROGATION TO BRING AN ACTION AGAINST THE CERTIFICATE HOLDER TO RECOVER AMOUNTS WE PAID IN WORKERS' COMPENSATION AND/OR MEDICAL BENEFITS TO OR ON BEHALF OF AN EMPLOYEE OF OUR INSURED IN THE EVENT THAT, PRIOR TO THE DATE OF THE ACCIDENT, THE CERTIFICATE HOLDER HAS ENTERED INTO A WRITTEN CONTRACT WITH OUR INSURED THAT REQUIRES THAT SUCH RIGHT OF SUBROGATION BE WAIVED.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 935855017

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE (RENEWED)

***** 141127010
LOVELL SAFETY MGMT CO., LLC
110 WILLIAM STREET 12TH FLR
NEW YORK NY 10038



SCAN TO VALIDATE
AND SUBSCRIBE

POLICYHOLDER TROY BELTING AND SUPPLY COMPANY (A NY CORP) 70 COHOES ROAD WATERVLIET NY 12189		CERTIFICATE HOLDER ALBANY COUNTY SEWER 1 CANAL STREET ALBANY NY 12204	
POLICY NUMBER Z1470 406-8	CERTIFICATE NUMBER 492692	POLICY PERIOD 10/01/2020 TO 10/01/2021	DATE 9/3/2020

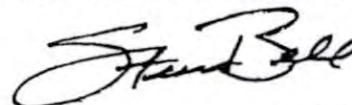
THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 1470 406-8, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THE POLICY INCLUDES A WAIVER OF SUBROGATION ENDORSEMENT UNDER WHICH NYSIF AGREES TO WAIVE ITS RIGHT OF SUBROGATION TO BRING AN ACTION AGAINST THE CERTIFICATE HOLDER TO RECOVER AMOUNTS WE PAID IN WORKERS' COMPENSATION AND/OR MEDICAL BENEFITS TO OR ON BEHALF OF AN EMPLOYEE OF OUR INSURED IN THE EVENT THAT, PRIOR TO THE DATE OF THE ACCIDENT, THE CERTIFICATE HOLDER HAS ENTERED INTO A WRITTEN CONTRACT WITH OUR INSURED THAT REQUIRES THAT SUCH RIGHT OF SUBROGATION BE WAIVED.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND



DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 870108581

SCHEDULE "A"
INSURANCE COVERAGE

1. **Workers' Compensation and Employers' Liability Insurance:** A policy or policies providing protection for employees in the event of job-related injuries.
2. **Automobile Liability Insurance:** A policy or policies with the limits of not less than \$500,000 combined for each accident because of bodily injury, sickness, or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any automobile.
3. **General Liability Insurance:** A policy or policies of comprehensive all-risk insurance, including coverage for demolition of structures, with limits of not less than:

Liability For:

Combined Single Limit

Property Damage
Bodily Injury
Personal Injury

\$1,000,000
\$1,000,000
\$1,000,000

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)
TROY BELTING & SUP CO INC

Business name/disregarded entity name, if different from above
A.K.A. TROY INDUSTRIAL SOLUTIONS

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶ _____

Address (number, street, and apt. or suite no.)
70 COHOES ROAD

City, state, and ZIP code
WATERVLIET, NY 12189 - 1829

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					

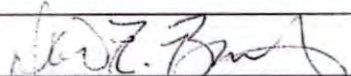
Employer identification number									
1	4	-	1	1	2	7	0	1	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ 3 SEP 20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/03/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ten Eyck Group 1924 Western Avenue Albany NY 12203		CONTACT NAME: Ten Eyck Group PHONE (A/C, No, Ext): (518) 464-0059 FAX (A/C, No): (518) 456-7076 E-MAIL ADDRESS:		
INSURED Troy Belting and Supply Company A/K/A Troy Industrial Solution Company 70 Cohoes Road Watervliet NY 12189		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Charter Oak Fire Insurance Company		25615
		INSURER B: Travelers Indemnity Company Of America		25666
		INSURER C: Travelers Property Casualty Company Of America		25674
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES CERTIFICATE NUMBER: CL19121919529 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

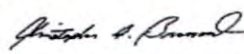
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			6308H740697	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
B	☒ AUTOMOBILE LIABILITY			810 1N946274	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
C	☒ UMBRELLA LIAB			CUP8H78998A	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 10,000,000
	☐ EXCESS LIAB	☒ OCCUR					AGGREGATE \$ 10,000,000
	☐ CLAIMS-MADE						\$
	☐ DED ☒ RETENTION \$ 10,000						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			Y/N			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance.

CERTIFICATE HOLDER

CANCELLATION

Albany County Sewer 1 Canal Street Albany NY 12204	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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New York State

State Agencies

Search all of NY.gov

New York State Department of Labor Prevailing Wage

Unemployment
Benefits

Career
Services

Business
Services

Worker
Protection

Forms and
Publications

Home

[Wage Schedule](#) · [Submit Notice Of Award](#) · [Submit Notice Of Project Completion](#)

PRC#: 2020009646

Type of Contracting Agency: County

Acceptance Status: Accepted Article 8

Contracting Agency

Send Reply To

Alb. Co. Water Purification
Angelo Gaudio
Executive Director
1 Canal Road South
Albany NY 12204

(518) 447-1611
(518) 433-0369 Fax
lisa.cavanaugh@albanycountyny.gov

Project Information

Project Title Repair Gear Boxes/Drive Assy.

Description of Work repair 2 gear boxes/drive assemblies on North Plant mechanical bar screens

Contract Id No. 2020-.08.31

Project Location(s) North Plant Facility

Route No / Street Address 1 Canal Road South

Village / City Menands

Town Colonie

State / Zip NY 12204

Nature of Project Other Reconstruction, Maintenance, Repair or Alteration

Approximate Bid Date 09/21/2020

Checked Occupation(s) Construction (Building, Heavy & Highway, Sewer, Water, Tunnel)

Applicable Counties

Albany

Request for Contract Approval	
Request ID #	5806
Contract #	5906
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date submitted	10/30/20
Contact person	Gaudio, Angelo
Contact Phone	518 447-1611
Vendor	Holland Company, Inc.
Estimated Amount	\$40,000
Estimated Term	1/1/2021 -012/31/2022
Scope of Services	Supply Sodium Bisulfite for de-chlorination
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
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 WARD

October 30, 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

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

Re: RFB-2020.115-Sodium Bisulfite Supply

Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District (District) is requesting authorization to award the above subject contract to Holland Company for the supply of sodium bisulfite for the unit price of \$ 1.29 per gallon. The contract will be for a two year term with an option for a one year renewal. The total estimated contract value is \$40,000.00 for the two year term or \$20,000 per year.

Three bids were received and Holland Company 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
Sameer Modasra, Budget Analyst



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*
Purchasing Agent

DATE: October 30, 2020

RE: RFB #2020-115 Sodium Bisulfite

I am in receipt of your recommendation to award the aforementioned Request for Bids to Holland Company for the unit price of \$1.29 per gallon delivered. The estimated value of this contract for the two year term is \$40,000.00.

As Holland Company 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

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WATER PURIFICATION DISTRICT
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SEAN E. WARD

ANGELOS. GAUDIO, P.E.
EXECUTIVE DIRECTOR

MEMORANDUM

To: Karen Storm, Purchasing Agent
From: Angelo Gaudio, Executive Director *AG*
Subject: RFB-2020-115 Sodium Bisulfite
Date: October 30, 2020

The Water Purification District recommends award to the apparent low bidder, Holland Company, Inc. for the unit price of \$1.29 per gallon delivered.

The estimated value of this contract for the 2 year term is \$40,000.00. Please return your notice of concurrence so that I may submit this award request to the Contract Management Board.

Should you have any questions regarding this recommendation I may be reached at 447-1611.

Bid Tabulation RFB-2020-115 Sodium Bisulfite

Vendor	Holland Company	Slack Chemical	PVC Chemical Solutions
Unit Price Per Gallon	\$ 1.29	\$ 1.47	\$ 1.40
Bid Security	\$ 5,000.00	\$ 5,000.00	Bond

Request for Contract Approval	
Request ID #	5807
Contract #	5907
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date submitted	10/30/20
Contact person	Gaudio, Angelo
Contact Phone	518 447-1611
Vendor	Surpass Chemical Co., Inc.
Estimated Amount	\$80,000
Estimated Term	1/1/2021 -012/31/2022
Scope of Services	Supply Sodium Hypochlorite for disinfection processes
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
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CHAIRMAN
JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
DENNIS RIGOSU
SEAN WARD

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

October 30, 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-2020-117 Sodium Hypochlorite Supply

Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District (District) is requesting authorization to award the above subject contract to Surpass Chemical for the supply of sodium hypochlorite for the unit price of \$0.8484 per gallon for bulk deliver via tanker truck and \$1.108 per 330 gallon tote. The contract will be for a two year term with an option for a one year renewal. The total estimated contract value is 80,000.00 for the two year term or \$40,000 per year.

Three bids were received and Surpass Chemical 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
Sameer Modasra, Budget Analyst



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*
Purchasing Agent

DATE: October 30, 2020

RE: RFB 2020-117

I am in receipt of your recommendation to award the aforementioned Request for Bids to Surpass Chemical Inc. for the unit price of \$.8484 per gallon delivered in 3,000 – 5,000 tanker trucks and \$1.108 per gallon delivered per 330 gallon tote.

The estimated value of this contract for the 2 year term is \$80,000.00.

As Surpass Chemical Inc. is the low responsive and responsible bidder, I concur with your recommendation.

Please obtain the necessary contract approval of the Contract Management 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
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ALBANY, NEW YORK 12204
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COMMISSION
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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 *AG*
Subject: RFB-2020-117 Sodium Hypochlorite
Date: October 30, 2020

The Water Purification District recommends award to the apparent low bidder, Surpass Chemical, Inc. for the unit price of \$.8484 per gallon delivered in 3,000 – 5,000 tanker trucks and \$1.108 per gallon delivered per 330 gallon tote.

The estimated value of this contract for the 2 year term is \$80,000.00. Please return your notice of concurrence so that I may submit this award request to the Contract Management Board.

Should you have any questions regarding this recommendation I may be reached at 447-1611.

RFB-2020-117 Tabulation

	<u>Slack Chemical Co</u>		<u>Surpass Chemical Co</u>		<u>Kuehne Chemical Co</u>	
Per gallon of Sodium Hypochlorite delivered	\$	0.94	\$	0.85	\$	1.15
Per 330 Gallon Tote	\$	1.08	\$	1.11	NO BID	
	\$	2.02	\$	1.96		

Request for Contract Approval	
Request ID #	5803
Contract #	5903
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	
Department	D5110 - Maintenance Roads Buildings
Date submitted	10/29/20
Contact person	Ramundo, Lisa
Contact Phone	518-765-2055
Vendor	KS Engineers, PC
Estimated Amount	\$22,236
Estimated Term	One Year (12/1/20-11/30/21)
Scope of Services	General Bridge Inspection Services for Eight (8) Bike/Pedestrian Bridges in Albany County
Budget Line Item	DD5110
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
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

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

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

LISA M. RAMUNDO
COMMISSIONER

SCOTT D. DUNCAN
DEPUTY COMMISSIONER

MEMORANDUM

To: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

From: Lisa M. Ramundo, Commissioner

Date: October 29, 2020

Re: RFP #2020-075 General Bridge Inspection Services

The Public Works Department respectfully requests approval for an agreement with KS Engineers, PC for General Bridge Inspection Services as outlined in RFP #2020-75. The following services should not exceed the amount of \$22,236.00 and budget line D5110.4046 Fees for Services will be used. The term of this contract will be for a one year period (12/1/20-11/30/21).

Please contact my office if further information is needed.



DANIEL P. McCOY
COUNTY EXECUTIVE

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

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM
PURCHASING AGENT

MEMORANDUM

TO: Lisa Ramundo, Commissioner
Public Works

FROM: Karen Storm *Karen*
Purchasing Agent

DATE: October 29, 2020

RE: RFP#2020-075 General Bridge Inspections

I am in receipt of your recommendation to award the aforementioned Request for Proposals to KS Engineers, PC in the amount of \$22,236.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of KS Engineers, PC for an award.

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



DANIEL P. MCCOY
COUNTY EXECUTIVE

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

LISA M. RAMUNDO
COMMISSIONER

RECOMMENDATION NOTICE

TO: Karen Storm, Purchasing Agent
FROM: Lisa M. Ramundo, Commissioner 
DATE: October 29, 2020
RE: RFP #2020-75
General Bridge Inspection Services

Upon review of the six (6) proposals that were received regarding the aforementioned services, I would like to recommend KS Engineers, PC for the award in the amount not to exceed \$22,236.00.

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

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

LMR:ct



DANIEL P. MCCOY
COUNTY EXECUTIVE

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

LISA M. RAMUNDO
COMMISSIONER

Memorandum

TO: Lisa M. Ramundo, Commissioner
FROM: Bill Anslow, Civil Engineer
DATE: October 29, 2020
RE: RFP#2020-75
General Bridge Inspection Services

Attached please find the rating tally sheet for General Bridge Inspection Services. After reviewing all six (6) of the RFP's, we recommend the project be awarded to KS Engineers, PC on the basis of the best understanding of the scope of the services and best price. Total contract amount not to exceed \$22,236.00.

Please let me know if you have any questions.

WA:ct

NOTICE TO PROPOSERS -- ALBANY COUNTY
REQUEST FOR PROPOSALS # 2020-75

Sealed Proposals for General Bridge Inspection Services for Eight (8) Bike/Pedestrian Bridges in Albany County as requested by Albany County Department of Public Works, will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 4:30 PM, local time on Thursday, October 22, 2020.

Request for Proposal (RFP) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFP documents may be available for download from the Empire State Bid System website at <http://www.empirestatebidsystem.com>, **starting** by close of business (4:30 p.m.) on Thursday, October 8, 2020.

Karen A. Storm
Purchasing Agent

Dated: October 2, 2020
Albany, New York

PUBLISH ONE DAY – OCTOBER 8, 2020 -- THE EVANGELIST
PUBLISH ONE DAY – OCTOBER 8, 2020 -- THE TIMES UNION

COUNTY OF ALBANY

Bridge Inspections

RFP-2020-075

ADDENDUM #1

October 14, 2020

The following Addendum No. 1 consisting of two (2) pages (including this cover page) is hereby issued on the 14th day of October, 2020, in connection with the Request for Proposals #2020-075, Bridge Inspections for the Albany County Department of Public Works.

COUNTY OF ALBANY

**RFP#2020-075
Bridge Inspections**

ADDENDUM #1

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

ITEM #1: In the proposal, Section 5.1 states that the contract period shall be from the date of contract execution until six (6) months after completion of all work under the contract.

In order to understand staffing logistics better, would you please provide the expected contract award date, and the time frame from Notice to Proceed to the field inspection work to be completed. Clarification on these dates would allow us to review our inspection teams' schedules and determine availability.

Answer: The contract award date is November 10. The Notice to proceed will occur on or around November 17, assuming the contracts have been signed.

End of Addendum #1

RATING SHEET

RFP 2020-075

General Bridge Inspections

HHRT (multiple towns) Multi-Use Trail (Colonie)

	CHA	GPI	JMT	KSE	IJ ENGINEERS	MJ ENGINEERING & LAND SURVEYING
Bill	8.400	9.000	9.400	10.000	8.600	8.800
Chris	8.050	8.850	9.150	9.675	8.375	8.475
Lisa	8.600	9.200	9.400	10.000	8.800	8.800
Tony	8.500	9.200	9.600	10.000	8.800	8.000
Totals	33.550	36.250	37.550	39.675	34.575	34.075
Average	8.388	9.063	9.388	9.919	8.644	8.519
Rank	6	3	2	1	4	5

RFP 2020-075
General Bridge Inspections
HHRT (multiple towns) + Multi-Use Trail (Colonie)

<u>SCORE</u>	<u>COMPANY</u>	<u>PROPOSED PRICE</u>
6.5	CHA	\$55,900.00 - Base \$9,600.00 - Alt Total- \$65,500.00
8	GPI	\$34,720.00 - Base \$15,370.00 - Alt Total- \$50,060.00
9	JMT	\$29,150.00 - Base \$26,600.00 - Alt Total- \$55,750.00
10	KSE	\$13,564.00 - Base \$8,672.00 - Alt Total- \$22,236.00
7	LU Engineers	\$50,999.00 - Base \$10,400.00 - Alt Total- \$61,399.00
7	MJ Engineering	\$51,000.00 - Base \$11,000.00 - Alt Total- \$62,000.00

**** Score based on BASE bid only**

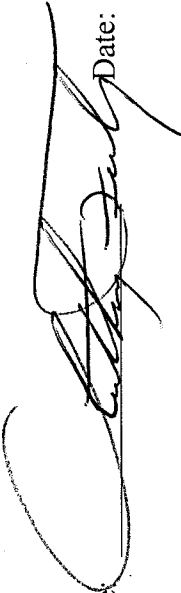
EVALUATION SCORE SHEET

RFP 2020-075

General Bridge Inspections HHRT (multiple towns) Multi-Use Trail (Colonie)

10/28/2020

PROPOSER	Criteria	CHA		GPI		JMT		KSE		LU ENGINEERS		MJ ENGINEERING & LAND SURVEYING	
		Weight											
Project Cost	40%	6.5	2.600	8	3.200	9	3.600	10	4.000	7	2.800	7	2.800
Project Manager's Bridge Inspection Experience	10%	10	1.000	10	1.000	10	1.000	10	1.000	10	1.000	10	1.000
Quality Control Engineer's Inspection Experience	20%	10	2.000	10	2.000	10	2.000	10	2.000	10	2.000	10	2.000
Load Rating Engineer's Design & Evaluation Experience	10%	9	0.900	10	1.000	10	1.000	10	1.000	10	1.000	8	0.800
Team Leader's Bridge Inspection Experience	20%	10	2.000	10	2.000	10	2.000	10	2.000	10	2.000	7	1.400
			8.500		9.200		9.600		10.000		8.800		8.000

Name:  Date: 10/28/2020

EVALUATION SCORE SHEET

RFP 2020-075

General Bridge Inspections

HHRT (multiple towns) Multi-Use Trail (Colonie)

10/28/2020

PROPOSER	Criteria	CHA		GPI		JMT		KSE		LU ENGINEERS		ENGINEERING & LAND SURVEYING	
		Weight											
Project Cost	40%	6.5	2.600	8	3.200	9	3.600	10	4.000	7	2.800	7	2.800
Project Manager's Bridge Inspection Experience	10%	9	0.900	9	0.900	9	0.900	9.75	0.975	9.25	0.925	9.75	0.975
Quality Control Engineer's Inspection Experience	20%	9	1.800	9.25	1.850	9.5	1.900	9	1.800	9.25	1.850	10	2.000
Load Rating Engineer's Design & Evaluation Experience	10%	9.5	0.950	9	0.900	9	0.900	10	1.000	9.5	0.950	9	0.900
Team Leader's Bridge Inspection Experience	20%	9	1.800	10	2.000	9.25	1.850	9.5	1.900	9.25	1.850	9	1.800
			8.050		8.850		9.150		9.675		8.375		8.475

Name: Christina Valachori Date: 10/28/2020

EVALUATION SCORE SHEET
RFP 2020-075
General Bridge Inspections
HHRT (multiple towns) Multi-Use Trail (Colonie)

10/28/2020

PROPOSER	Criteria	CHA		GPI		JMT		KSE		LU ENGINEERS		ENGINEERING & LAND SURVEYING	
		Weight											
Project Cost	40%	6.5	2.600	8	3.200	9	3.600	10	4.000	7	2.800	7	2.800
Project Manager's Bridge Inspection Experience	10%	10	1.000	10	1.000	10	1.000	10	1.000	10	1.000	10	1.000
Quality Control Engineer's Inspection Experience	20%	10	2.000	9	1.800	10	2.000	10	2.000	10	2.000	10	2.000
Load Rating Engineer's Design & Evaluation Experience	10%	10	1.000	10	1.000	10	1.000	10	1.000	10	1.000	10	1.000
Team Leader's Bridge Inspection Experience	20%	9	1.800	10	2.000	9	1.800	10	2.000	9	1.800	10	2.000
			8.400		9.000		9.400		10.000		8.600		8.800

Name: Bill Amstrong Date: 10/28/2020

EVALUATION SCORE SHEET
RFP 2020-075
General Bridge Inspections
HHRT (multiple towns) Multi-Use Trail (Colonie)

10/28/2020

PROPOSER	Criteria	CHA		GPI		JMT		KSE		LU ENGINEERS		MJ ENGINEERING & LAND SURVEYING	
		Weight											
Project Cost	40%	6.5	2,600	8	3,200	9	3,600	10	4,000	7	2,800	7	2,800
Project Manager's Bridge Inspection Experience	10%	10	1,000	10	1,000	10	1,000	10	1,000	10	1,000	10	1,000
Quality Control Engineer's Inspection Experience	20%	10	2,000	10	2,000	10	2,000	10	2,000	10	2,000	10	2,000
Load Rating Engineer's Design & Evaluation Experience	10%	10	1,000	10	1,000	10	1,000	10	1,000	10	1,000	10	1,000
Team Leader's Bridge Inspection Experience	20%	10	2,000	10	2,000	9	1,800	10	2,000	10	2,000	10	2,000
			8,600		9,200		9,400		10,000		8,800		8,800

Name: LISA RAMUNO Date: 10/28/2020

Request for Contract Approval	
Request ID #	5782
Contract #	5882
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date submitted	10/23/20
Contact person	Dillon, Patrick
Contact Phone	518 447 7733
Vendor	Jewish Family Services of NENY
Estimated Amount	\$81,900
Estimated Term	1/1/2021 - 12/31/2021
Scope of Services	The Contractor shall provide kosher home delivered meals to eligible older adults throughout Albany County.
Budget Line Item	AA6772
Fiscal Impact	County 27.01%
	State 63.76%
	Federal 0.00%
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 FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7722
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board

From: Patrick Dillon, Contract Administrator

Date: October 26, 2020

Regarding: Request for CAB Approval

Program:	Home Delivered Meals
Contractor:	Jewish Family Services of Northeastern New York
Contract Term:	1/1/21 – 12/31/21
Contract Amount:	\$81,900.00
Additional Meal Units:	10,218

The Department for Aging (DFA) requests approval to enter into a new contract with Jewish Federation of Northeastern New York, to provide kosher Home Delivered Meals to older Jewish and Muslim adults who reside within Albany County and meet specific criteria as required by Albany County, NYSOFA, and the Albany County Central Assessment Unit.

A Request for Proposal No. 2020-091 issued on August 13, 2020 requesting providers submit a proposal regarding Home Delivered Meals. There was a response to the RFP from five (5) providers. Three (3) proposals are existing Home Delivered Meal providers. The five (5) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.
- Total proposed price.

After reviewing the proposals and rating scores the Home Delivered Meal proposals were awarded as follows;

1. Life Path (SSA); Awarded - \$636,490.75
2. Peter Young Industries; Awarded - \$420,711.65
3. Senior Projects of Ravena; Awarded - \$165,439.00
4. Jewish Family Services of NENY; Awarded - \$81,900.00
5. Colonie Senior Services; Awarded - \$0

Total Awarded to Providers - \$1,304,541.40

The meal delivery shall include regular client monitoring, along with informing the community about the Home Delivered Meal program through education handouts and presentations. Jewish Family Services of Northeastern New York shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-091

DELIVERED MEALS PROGRAM

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

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C2 funding for the

home delivered meal (HDM) program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").

- b) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- c) The Proposer:
Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s) during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.
- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be

considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.

- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.
- h) The Proposer shall develop a procedure for dating all Hot, Cold and Frozen HDMs with the actual date the meal was prepared in a 12 font or greater, (Attachment "F").
- i) The Proposer shall be responsible to provide each client with at least (2) two shelf stable meals for use during emergency situations. Proposer shall provide the pre-approved shelf stable meals from the pre-approved shelf stable meal vendor. Deviations without prior written authorization (Attachment "G").

4.4 Kitchen Facilities:

- a) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use by all home delivered meal recipients as required by the County.
- b) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B").
- c) The Proposer shall be contractually required to maintain operations at proposed sites until written permission to discontinue service is obtained from the ACDFA or the term of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan; a good knowledge of Albany County roadways and topography regarding the local weather expectations throughout the year; food service delivery, particularly as they relate to meal delivery service for elderly persons; a knowledge of community agencies; facilities and services that may be utilized to help the elderly.
- b) The Proposer shall be responsible for:
 - i. Implementing staff and volunteer orientation.
 - ii. Coordinating "Staff and Volunteer Training" (Attachment "H")
 - iii. Ensuring compliance with all ACDFA rules and regulations.
 - iv. Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H" and "I") especially for emergency situations. Staff and volunteers who note any adverse

changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.

- g) All persons providing services under this Agreement shall be of stable personality and high moral character. All employees and volunteers providing services under this agreement shall at all times be courteous and helpful to each client under their care as well as caregivers or aides of these older adults. The Proposer shall adequately screen all agents or employees involved in the delivery of services under this Agreement to avoid or minimize risks to older adults participating in the program. The Proposer shall ensure that all such agents and employees are competent, conscientious and law-abiding and that each employee sign a Confidentiality and Disclosure form, (Attachment "J")

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").
- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking
- d) The Proposer shall have a policy and procedure for HDM including monitoring of transport vehicles for regular maintenance and cleanliness, appropriate equipment for storage of hot, cold and/or frozen foods as applicable and as specified in New York State and Albany County Department of Health Codes. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action.
- e) Completed "Time and Temperature Logs" and "End of Route Time and Temperature Logs" must be submitted to ACDFA monthly as directed in the policy and procedures. (Attachment "K" and "L").

4.7 Albany County Home Delivered Meal Assessment Unit:

- a) The Proposer shall demonstrate the ability to initiate service to new HDM clients within three (3) business days of being notified by the Unit through the Statewide Client Data System. When new HDM client service is initiated the Proposer shall ensure that all scheduled meals

are delivered. The Unit will provide HDM meal program orientation to the client as provided by the ACDFA, (Attachment "M") including the "Guidelines and Handling Instructions for HDM, (Attachment "F").

- b) Proposer shall receive updates regarding the individualized instructional changes from the Unit through the Statewide Client Data System; as warranted. The Unit shall advise the Proposer with all specific client instructions that shall clearly indicate:
 - The number of meals that a client shall receive each day of the week.
 - The type of meal or meal combinations to be delivered to each client.
 - Any client specific instructions for meal delivery, client monitoring, meal-set up and or meal storage.
 - Changes to client centered HDM instructions shall be incorporated into the meal delivery service within 3 business days of Proposer notification.
- c) All substantive changes in the condition of a client should be communicated to the Unit immediately. The Unit shall handle centralized intake/assessment & case management and document in the Statewide Client Data System. The Proposer shall respond to questions about specific deliveries, meal cancellations and undelivered meals. Reports should be made to the Unit via the Statewide Client Data System. Emergency response situations shall be handled by the entity first becoming aware of the emergency. For example, the person delivering the meal would call 911 in an emergency. If there is an emergency situation, the Proposer shall contact the Unit by telephone for immediate communication. The Unit shall conduct appropriate follow-up. Non-Emergency information identified at time of meal delivery shall be forwarded to the Unit, (Attachment "I"). It is expected that the Proposer, the Unit and ACDFA shall work together collaboratively.
- d) A standard of reasonable care is expected of the Proposers in all aspects of the notification process. This determination shall include an evaluation of all the pertinent circumstances concerning the change in client condition. In the event that there are substantive changes in the condition of a client, the ACDFA and Unit shall determine whether notification was submitted in a timely manner.
- e) The following steps shall be taken by the Unit to initiate assessments, provisions of meals and sharing report information:
 - All individuals interested in receiving Albany County Home Delivered Meals, and community organizations making referrals shall contact the Unit intake line at (518) 447-7177.
 - The Unit shall conduct an initial eligibility screen and follow up to complete an
 - Assessment.
 - All meal authorization/change of service notices shall originate from the Unit and be sent to the Proposer through the Statewide Client Data System.
 - The Unit is required to follow the informed client consent process, which will allow client info sharing with Proposer. With client consent, the Proposer can see the Assessment information within the Statewide Client Data System.
 - Additional meal requests (provision of more meals per week than stipulated in the care plan) are authorized solely by the Unit. The Unit shall issue a revised authorization to the Proposer, through the Statewide Client Data System.
 - The ACDFA Registered Dietitian (RD) can authorize a change with a client's meal service after a formal nutrition assessment. The RD will notify the Unit of a suggested meal delivery change.

- The Unit and Proposer shall report on a daily basis, permanent cancellations resulting from hospitalization, nursing home placement, moving from the area, etc. through the Statewide Client Data System.
 - The Proposers shall handle basic client issues such as not answering the door to receive the meal. The Unit shall be available during normal business to consult on any given particular client issue, (Attachment "N").
- f) The Proposer shall provide emergency meal delivery for new clients that have been determined by the Unit to be in need of emergency meals. The emergency meals shall be initiated either the day the referral was received, or the following day, depending upon the time of day the referral was sent. Circumstance for delayed emergency delivery would include after business hours. The Proposer shall be notified through the Statewide Client Data System as soon as the referral has been confirmed by the Unit. The Unit shall then contact the Proposer by phone to confirm the emergency meal delivery request has been received and is being implemented. The Proposer shall provide the ACDFA Guidelines and Handling Instructions for HDM with the start-up emergency meals (Attachment "F").

4.8 HDM Delivery, Drivers, Vehicles:

- a) It is the responsibility of the Proposer to provide delivery vehicles for the home delivered meal service. The Proposer shall be responsible for all cost of the vehicles including the cost of fuel, and are properly licensed, insured and maintained. Vehicles shall be properly identified with decals or signs. All drivers shall hold a current clean New York State driver's license.
- b) The Proposer's paid and volunteer delivery staff shall be trained upon beginning their position and annually using the ACDFA Meal Delivery Training Program (Attachment "I"). The Proposer should use the training materials provided by the ACDFA. Each employee and/or volunteer should sign the last sheet of the training program that states that he or she shall adhere to the guidelines. The Proposer shall keep a copy of the signature sheet on file with personnel records.
- c) The Proposer shall insure that fully trained supervisory staff shall instruct and train the delivery drivers.
- d) The Proposer shall supervise and monitor the delivery of meals to clients.
- e) All paid and volunteer delivery staff shall wear appropriate attire; maintaining a neat & clean appearance.
- f) The Proposer shall provide drivers on each route cell phones or 2-Way radios to be used in the event of an emergency. Proposer shall have the base station manned during delivery times with written defined responses to driver situations.
- g) Delivery vehicles shall be equipped with locked boxes and opaque envelopes to accept client confidential contributions. Monetary contributions shall be secured during the delivery route. Drivers will be responsible to return the lock box to the designated staff. Drivers/deliverers shall not solicit nor accept monetary tips or other gifts from the client or family members. Any money given to the delivery staff should be considered program income and handled according to the Program Instructions, (Attachment "O").
- h) Meal delivery routes are scheduled according to cluster client locations. The delivery times should not exceed the two-hour time frame of meal pack time. Every effort will be taken to schedule client meal delivery within the same time frame each day. Depending on the meal census and delivery routes, adjustments will need to be made to ensure delivery times are

within the two-hour time frame. When a holiday falls on a regular delivery day, the Proposer shall deliver meals the previous business day. Weekend meals are delivered as follows, Saturday frozen entrée delivered on Thursday, and Sunday frozen entrée delivered on Friday. The Proposer will have a procedure to track new client meals and/or hold/cancellations of meals.

- i) During the daily contact with the client the HDM delivery staff and volunteers shall be properly trained to detect observe and report changes in the older adult's condition, or environment as required under emergency reporting protocols and procedures.
- j) If a client is not home, the driver/deliverer will attach a door hanger to notify the client they were there to deliver the meal. Then the driver/deliverer is to follow protocol. When a client is not home to receive a meal, the driver/deliverer shall indicate "Not Home" on the route sheet. (Attachment "H", Attachment "I").
- k) The Proposer shall train delivery staff and volunteers to contact their immediate supervisor if any unusual circumstances (i.e. client is not answering the door, an accumulation of uneaten meals, and/or apparent deterioration in the clients' physical, mental or environmental conditions) or contact 911 if the delivery person deems that the client is in need of emergency services. (Attachment "N").
- l) The Proposer and Unit shall communicate regularly through the Statewide Client Data System, any temporary, and/or permanent HDM changes resulting from hospitalization, nursing home placement, moving from the area, extended vacation with family, client death, etc.
- m) The Proposer and their staff may not discontinue client meals for any reason, without approval from the Unit.

4.9 Inclement Weather/Disruption of Services:

- a) The Proposer must have written procedures concerning the provision of food/and or meals in weather related or other emergencies or disasters.
- b) The Proposer shall make the decision regarding delivery during emergency or inclement weather conditions. Dangerous road conditions should be considered and treated as any other emergency situation impacting on the delivery of meals. The County reserves the right to cancel service as dictated by the applicable circumstances.
- c) If the Proposer cannot provide meals on a given day due to weather or other emergencies they shall be required to notify the ACDFA immediately upon the decision being made via email and phone call. The Proposer shall also be responsible for notifying affected clients of the disruption of service.
- d) Proposer shall provide each client with at least (2) two shelf stable meals for use during these emergency instances. (Attachment "G").

4.10 Monthly Menus and Nutritional Education:

- a) Monthly menus shall be provided to all clients through direct distribution by the 25th day of the month before the monthly menu begins.
- b) Each month provider shall receive Nutrition Information from ACDFA. The Proposer shall also complete the Nutrition Education Report and submit monthly to ACDFA (Attachment "P").

4.11 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "O").
 - The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion; and
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner:
voucher amount (i.e., no. of units x rate) less contributions received = net amount due.
- b) ACDFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.

4.12 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFA as it is received from the New York State Office for

- Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.
- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
 - f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.13 Program Reporting and Claim Forms shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Home Delivered Meal Claim Form (Attachment "Q") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.14 Program Surveys and Performance Targets

- a) In order to assess client satisfaction, the client shall receive the HDM Survey (Attachment "R") at the end of the service or at a minimum annually. Returned surveys shall be tabulated on the Outcome Goals and Performance Target Reporting, (Attachment "S") and sent in with the monthly claim form.

4.15 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.16 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

- 4.17 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "T).
- 4.18 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.

VOTER REGISTRATION

- 4.19 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "U).
- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
 - b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

- 4.20 While providing the services described in the Agreement, the Contractor and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of New York, including, but not limited to, the Governor's executive orders and the federal government (including, but not limited to, the CDC guidelines), and the Contractor shall be subject to the provisions of the County's Local Emergency Order re Covid-19 and all supplements/renewals to said order.

SECTION 5: TERM OF CONTRACT:

- 5.1 The contract period shall be JANUARY 1ST, 2021 TO DECEMBER 31ST, 2021.
- 5.2 The successful Proposer shall execute a contract with the County of Albany in substantial conformance with this RFP as prepared and approved by the County Attorney.

SECTION 6: COST PROPOSAL:

- 6.1 Submit a cost proposal for the services described above in Section 4, Scope of Services, and on the Cost Proposal Form included herein.
- 6.2 Detail the fee structure for the Proposal. Provide hourly rates and reimbursable costs if not included in the lump sum.
- 6.3 Provide any other relevant information that will assist the County in evaluating your Proposal.

Home Delivered Meal Proposal Summary Sheet Re: RFP #2020-091						
AGENCY	STREET ADDRESS	CITY & ZIP CODE	PHONE	CONTACT	TITLE	BID AMOUNT
Colonie Senior Service Centers	6 Winners Circle	Colonie, NY 12205	518 459-2857	Diane Conroy-LaCivita	Director	\$ 880,000.00
Life Path	28 Colvin Avenue	Albany, NY 12206	518 465-3322	Monika Boeckmann	Director	\$ 691,797.75
Peter Young Industries	575 Broadway	Menands, NY 12204	518 463-1121	Peter Kelsey	Director	\$ 438,294.00
Senior Projects of Ravenna	9 Bruno Blvd	Ravenna, NY 12143	518 756-8593	Terri Albano	Director	\$ 165,439.00
Jewish Family Services of NENY	877 Madison Avenue	Albany, NY 12208	518 482-8856	Jane Ginsburg	President	\$ 116,890.15



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: Deborah Riitano, Commissioner, and Department for Aging
Commissioner, Department for Aging

FROM: Karen Storm 
Purchasing Agent

DATE: October 21, 2020

RE: RFP #2020-091 Home Delivered Meals Program

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Life Path (SSA); awarded \$636,490.75, Peter Young Industries; awarded \$420,711.65, Senior Projects of Ravena; awarded \$165,439.00 and Jewish Family Services of NENY; awarded \$81,900.00. Total awarded to providers \$1,304,541.40.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Life Path, Peter Young Industries, Senior Projects of Ravena and Jewish Family Services for an award.

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

Request for Contract Approval	
Request ID #	5779
Contract #	5879
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date submitted	10/23/20
Contact person	Dillon, Patrick
Contact Phone	518 447 7733
Vendor	Senior Citizens of Green Island
Estimated Amount	\$45,348
Estimated Term	1/1/2021 - 12/31/2021
Scope of Services	The Contractor shall provide congregate meals to eligible older adults in Albany County at their one site in Green Island.
Budget Line Item	AA6772
Fiscal Impact	County 10.00%
	State 0.00%
	Federal 90.00%
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 FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7722
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board

From: Patrick Dillon, Contract Administrator

Date: October 26, 2020

Regarding: Request for CAB Approval

Program:	Congregate Meal Program
Contractor:	Green Island Senior Citizens, Inc.
Contract Term:	1/1/21 – 12/31/21
Contract Amount:	\$45,347.50
Additional Meal Units:	4250

The Department for Aging (DFA) requests approval to enter into a new contract with Green Island Senior Citizens, Inc., to provide Congregate Meal Services to older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA. Green Island Senior Citizens, Inc. shall provide Congregate Meal Services to older adults at their one (1) location, 5 George Street, Green Island, NY 12183.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.

- Total proposed price.

After reviewing the proposals and rating scores the Congregate Meal proposals were awarded as follows;

1. Albany Jewish Community Center; Awarded - \$36,975.00
2. Allie B's Cozy Kitchen; Awarded - \$10,800.00
3. Colonie Senior Service Centers; Awarded - \$181,500.00
4. Green Island Senior Citizens; Awarded - \$45,347.50
5. Life Path (Senior Services of Albany); Awarded - \$267,300.00
6. Senior Projects of Ravena; Awarded - \$246,960.00

Total Awarded to Providers - \$788,882.50

Green Island Senior Citizens, Inc. shall provide nutrition education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. Green Island Senior Citizens, Inc. shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-100

**CONGREGATE MEAL PROGRAM FOR SENIOR RESIDENTS OF
ALBANY COUNTY**

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

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C1 funding for the Congregate Meal program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").
- b) The Proposer shall develop formal written procedures and guidelines for all aspects of their congregate meal service delivery, such procedures and guidelines will be distributed to staff at all sites and updated to reflect changes in program requirements as may occur over the term of the Agreement. Copies of all procedures and guidelines developed will be provided to the ACDFA.
- c) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs), and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- d) The Proposer:
 - Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.
 - Agrees to produce attractive, palatable and satisfying meals with consideration given to participant and volunteer comments and ACDFA Dietitian evaluations.
- e) The Proposer shall prepare and provide meals that meet a minimum of one-third (1/3) for one meal and two-thirds (2/3) for two meals of the required daily DRI/RDA. Older adults have specific nutritional needs and should include nutritious, flavorful, and culturally appropriate meals. The Proposer shall submit menus and prepare meals that use a variety of nutrient-dense foods and beverages while choosing foods that limit the intake of saturated fats, have no trans-fats and have little added sugars and salt. Meals shall be planned to keep total fat intake between 20-35 percent of calories, with most fats coming from sources of polyunsaturated and mono-unsaturated fatty acids. Less than 10 percent of calories shall be from saturated fat. Meals shall be prepared with little salt and with a goal of 500-800 mg of sodium per meal. It shall be necessary to utilize some low or lower sodium ingredients to achieve this requirement.

Food and beverages in this regular meal shall be prepared with little to no added sugars and emphasis shall be given to fiber- rich fruits, whole grains, vegetables and fat free or low-fat dairy products (see page 25 of NYSOFA 19-PI-26).

- f) Meal components, as listed below shall be included, as part of the meal served:
 - 1. Three (3) ounces edible protein, i.e. chicken, beef, pork, fish, cheese, etc.
Casseroles shall be eight (8) ounce portions of which three (3) shall be protein.
 - 2. Two (2) servings of vegetable and/or fruit, which shall include:
 - One half (½) cup cooked or raw vegetables.
 - One half (½) cup fruit or four (4) ounces of 100% juice.
 - One (1) cup large berries, melon or salad greens.
 - 3. Two (2) serving of grain, with at least one (1) ounce whole grain, all others shall be enriched grain.
 - 4. One to Two (1-2) teaspoon oil/fortified margarine spread or butter.
 - 5. Eight (8) ounces of fat free or low fat, or 1 serving of dairy and/or vitamin D fortified 100% fruit juice, see page 24 of NYSOFA 19-PI-26.
 - 6. One-half (½) cup of dessert.
- g) The Proposer shall procure all food and supplies as required in the preparation of meals in accordance with the standardized recipes and menus as approved by the ACDFA Registered Dietitian.

*Please Note: Omission of any components of the approved menu constitutes a violation of the Menu Policy. Meal reimbursement shall be denied if any part of the meal is omitted. Substitutions require prior approval by the ACDFA Registered Dietitian at least 2 days in advance of the meal service. Substitutions should be a comparable food item of the same food group.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s)

during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.

- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.
- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.

4.4 Kitchen Facilities:

- a) The Proposer shall have NYSOFA approval for the operation of any contracted or directly operated nutrition site, satellite site, central kitchen or facility which prepares, packages or serves meals using NYSOFA administered funding. Operation permits are kept on file at the ACDFA for NYSOFA review.
- b) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use at all congregate meal sites as required by the County.
- c) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B"). The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- d) The Proposer shall have written site agreements between the Proposer and all sites serving meals. The site agreement must address as denoted and described in Nutrition Program Standards (Attachment "B"). The Proposer shall be contractually required to maintain

operations at approved sites until written permission to discontinue service is obtained from the ACDFA or the terms of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan.
- b) The Proposer shall be responsible for:
 - Implementing staff and volunteer orientation.
 - Coordinating "Staff and Volunteer Training" (Attachment "H")
 - Ensuring compliance with all ACDFA rules and regulations.
 - Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H") especially for emergency situations. Staff and volunteers who note any adverse changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.
- g) The Proposer must have a written policy and procedures for all staff and volunteers which protects the confidentiality and limit the access to the client's information, (Attachment "J") Confidentiality is to be guaranteed for all clients receiving services funded by the US Department of Health and Human Services-Administration on Community Living (ACL), NYSOFA and Albany County. No information may be disclosed that identifies the person or his or her legal representatives unless disclosure is agreed to through written signed informed consent and confidentiality forms, or is required by court order, or by program monitoring by authorized staff from New York State Office for Aging or ACDFA. This includes obtaining the informed consent of an individual for the purpose of disclosing personal information to service providers for refer or any other purpose. In addition, other laws governing consent to capture, share, and disclose client information may apply generally to all individuals or to specific population groups, (Attachment "I").

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially

hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").

- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking.
- d) The Proposer shall have a policy and procedure for food delivered to satellite sites. This will include monitoring of transport vehicles for regular maintenance and cleanliness, appropriate and functioning equipment for transport of hot, cold and/or frozen foods. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action. Time and Temperature Logs must be monitored and submitted to ACDFA as directed in the policy and procedure. (Attachment "K").

4.7 Congregate Dining Site Environment:

- a) Ensure that each congregate site be neat, clean, project a pleasant atmosphere and have adequate lighting, ventilation and temperature control.
- b) The dining site shall be accessible and open at least one (1) hour before and after the meal to permit all participants to eat a leisurely meal, enjoy social contact and to take advantage of other services at the site. The Proposer shall monitor and enforce the time of meal service within a specific time frame the dining site is open to the maximum extent possible, sites should be open at least five (5) days a week to have a greater impact on the nutritional status of the participants.
- c) The Proposer will, to the maximum extent possible, provide for supportive, educational and/or recreational services and activities at the congregate meal site (sites).
- d) A copy of the signed approved menu by the ACDFA Registered Dietitian must be prominently displayed in the food preparation area of the kitchen at all times and used for reference.
- e) All Congregate Sites shall have a monthly menu posted and copies available for participants to take.

- f) Congregate meal providers have the option to allow participants to take leftover food home. Providers who do not allow food to be taken from their congregate sites must have a procedure in place to communicate this to participants. Those Proposers who allow participants to take leftovers home must follow the ACDFA policy and procedure. (Attachment "M")
- g) Closures other than federal, state and county holidays must be communicated to ACDFA as follows:
 - Notification of pre-determined date(s) of closing and reason is noted on the approved cycle menu.
 - In the case of inclement weather, emergencies or unforeseen situations the Proposer shall notify ACDFA of the situation immediately.

4.8 Client Eligibility, Registration and Sign-in Sheets:

- a) Eligible participants shall be 60 and older and/or the spouse of an eligible client regardless of spouse's age.
- b) Congregate meals may be made available to handicapped or disabled persons under 60 years of age who reside in a senior housing facility where congregate meals are served.
- c) Volunteers who perform essential functions related to the congregate meal program.
- d) The Proposer shall ensure all potential participants complete an ACDFA Client Registration Form (Attachment "F") and applicable "Informed Consent" forms (Attachment "I") and the "Nutritional Risk Screening Form" (Attachment "F"). These forms should be reviewed annually and updated if changes are identified. Forms should be updated more than annually if there is a change in program/services or client status. For those participants who consent to their information being captured, the completed Congregate Registration Form data will be entered into the Statewide Client Data System and the "Informed Consent to Capture form(s)" shall be scanned and uploaded into the Statewide Client Data System.
- e) Participants shall be referred to other supportive services when applicable (e.g., NY Connects, SNAP, HEAP, Transportation, etc.).
- f) The Proposer shall have a system for accepting meal reservations including the ability to forecast meals to control program costs. ACDFA shall only reimburse the provider for those meals accompanied by the signature of an eligible participant on the sign in sheet.
- g) The Proposer shall have a procedure in place that ensures that eligible participants are given priority for meals over all guests and staff under sixty.
- h) Daily sign-in sheets shall be maintained by each congregate meal site.
- i) All registered participants and volunteers 60+ years are required to sign-in for a

meal to be reimbursed. If the registered participant is unable to sign in personally, the meal site manager or designee is required to have a process to monitor, and verify each participant who receives meal and is unable to sign.

- j) Under age 60 guests shall be identified separately from eligible program participants. The Proposer shall have a system to track the monetary contributions of under age 60 guests/participants.

4.9 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "N").
- The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion;
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner:
voucher amount (i.e., no. of units x rate) less contributions received = net amount due.
- b) ACDFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.
- SNAP benefits shall be accepted for congregate meal contributions upon certification by the Department of Social Services. However, clients that have SNAP benefits shall be encouraged to use these resources to obtain proper nutrition for their other daily meals.
 - ACDFA provides the Congregate Meal Site suggested contribution signs that shall be prominently located at sites where the congregate meal takes place and includes the suggested meal contribution rate.
 - A contribution lock box with opaque envelopes available shall be visible at the congregate site near or next to the ACDFA Congregate Sign displaying information about the contribution policy.
 - Contributions shall be deposited into a locked box by the participant using the opaque envelopes to protect the confidentiality of participant's donation.

- Contributions shall be jointly counted daily by a staff member and either a volunteer or a service program supervisor. The Proposer shall report all contributions monthly. All contributions shall be used to expand services of the program.
- All contributions received each day shall be entered into a ledger and each person counting the contributions shall certify the amount received each day.

4.10 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFA as it is received from the New York State Office for Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.
- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.11 Program Reporting and Claim Forms:

shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Congregate Meal Claim Form (Attachment "P") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.12 Program Surveys and Performance Targets:

- a) The provider shall give each congregate meal participant an opportunity to comment on the meals. The participant aka "client" shall receive the Client Satisfaction Survey, (Attachment "Q") at the end of the service or at a minimum annually. Returned surveys shall be reviewed and tabulated on the Outcomes and Performance Target Reporting Form, (Attachment "R") and sent in with the monthly claim form.
- b) In order to assess the success and impact of Nutrition Education offered to congregate participants each client shall receive the Nutrition Education Survey (Attachment "L") at a minimum annually. These surveys should be submitted along with the Nutrition Education Report (Attachment "O") and sent in with monthly claim form.

4.13 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.14 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

- 4.15 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "S").
- 4.16 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- 4.17 Other Program and Services:**
- a) Each month, Proposers shall receive copies of the ACDFA Nutritional & Health Tidbits Nutrition Education developed by the ACDFA RD. The Proposer shall distribute the monthly education handout to each participant. The Proposer shall report to ACDFA the number of participants, and date the newsletters that were delivered, on the Nutritional and Health Education Report
 - b) The Proposer is required to present a minimum of six (6) pre-approved "Nutrition and Health Education Presentations" per year at each congregate site. The Proposer shall report to ACDFA the number of participants, the presentation topic, the presenter and date of the presentation on the Nutritional and Health Education Report. The Proposer is required to solicit feedback annually from congregate participants regarding the nutrition and health education utilizing the ACDFA "Nutrition and Health Presentation Survey". (Attachment "L").
 - c) The Proposer shall participate in the Senior Nutrition Farmer's Market Program. This is a seasonal program and guidance is provided by ACDFA.

VOTER REGISTRATION

- 4.18 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "T").
- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
 - b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

- 4.19 The successful proposer shall follow required guidelines set by the State and/or Federal Government and the County of Albany due to a declaration of disaster emergency. While providing the services described in the Agreement, the Proposer and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of

Congregate Meal Proposal Summary Sheet Re: RFP #2020-100							
AGENCY	STREET ADDRESS	CITY & ZIP CODE	PHONE	CONTACT	TITLE	BID AMOUNT	PROPOSED PROGRAM
Albany Jewish Community Center	340 Whitehall Road	Albany, NY 12208	518 438-6651	Janet Andrade	Director	\$ 36,975.00	\$9.86/meal
Colonie Senior Service Centers	6 Winners Circle	Colonie, NY 12205	518 459-2857	Diane Conroy-LaCivita	Director	\$ 192,000.00	\$11.00/meal
Green Island Senior Citizens	5 George Street	Green Island, NY 12183	518 273-2201	Maggie Alex	Director	\$ 33,873.00	\$7.97/meal
Senior Projects of Ravena	9 Bruno Blvd	Ravena, NY 12143	518 756-8593	Terri Albano	Director	\$ 246,960.00	\$10.29/meal
Life Path	32 Essex Street	Albany, NY 12206	518 465-3322	Monika Boeckmann	Director	\$ 274,950.00	\$9.00/meal
Allie B's Cozy Kitchen	340 Clinton Avenue	Albany, NY 12206	518 729-3472	Kizzy Williams	Owner	\$ 10,800.00	\$9.00/meal

Total: \$ 784,758.00



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: Deborah Riitano, Commissioner, and Department for Aging
Commissioner, Department for Aging

FROM: Karen Storm 
Purchasing Agent

DATE: October 21, 2020

RE: RFP #2020-100 Congregate Meals Program

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Albany Jewish Community Center; awarded \$36,975.00, Allie B's Cozy Kitchen; awarded \$10,800.00, Colonie Senior Service Centers; awarded \$181,500.00, Green Island Senior Citizens; awarded \$45,347.50, Life Path (Senior Services of Albany); awarded \$267,300.00 and Senior Projects of Ravena; awarded \$246,960.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of, Albany Jewish Community Center, Allie B's Cozy Kitchen, Colonie Senior Services Green Island Senior Citizens, Life Path and Senior Projects for Ravena for an award.

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



DANIEL P. McCOY
COUNTY EXECUTIVE

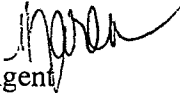
COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
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112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
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DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM
PURCHASING AGENT

MEMORANDUM

TO: Deborah Riitano, Commissioner, and Department for Aging
Commissioner, Department for Aging

FROM: Karen Storm 
Purchasing Agent

DATE: October 21, 2020

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Request for Contract Approval	
Request ID #	5778
Contract #	5878
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	
Department	A6772 - Aging
Date submitted	10/23/20
Contact person	Dillon, Patrick
Contact Phone	518 447 7733
Vendor	Albany Jewish Community Center
Estimated Amount	\$36,975
Estimated Term	1/1/2021 - 12/31/2021
Scope of Services	The Contractor shall provide congregate meals to eligible older adults in Albany County.
Budget Line Item	AA6772
Fiscal Impact	County 10.00%
	State 0.00%
	Federal 90.00%
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 FOR AGING
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210
ADMINISTRATION: (518) 447-7198
GENERAL INFORMATION: (518) 447-7177
FAX: (518) 447-7722
WWW.ALBANYCOUNTY.COM

DEBORAH C. RIITANO
COMMISSIONER

MEMORANDUM

To: Albany County Contract Approval Board

From: Patrick Dillon, Contract Administrator

Date: October 26, 2020

Regarding: Request for CAB Approval

Program:	Congregate Meal Program
Contractor:	Albany Jewish Community Center
Contract Term:	1/1/21 – 12/31/21
Contract Amount:	\$36,975.00
Additional Meal Units:	3750

The Department for Aging (DFA) requests approval to enter into a new contract with Albany Jewish Community Center (AJCC), to provide Congregate Meal Services to older adults in Albany County and meet specific criteria as required by Albany County and NYSOFA. AJCC shall provide Congregate Meal Services to older adults at their one (1) location, 340 Whitehall Road, Albany, NY 12208.

A Request for Proposal No. 2020-100 issued on August 20, 2020 requesting providers submit a proposal regarding Congregate Meals. There was a response to the RFP from six (6) providers. Five (5) proposals are existing Congregate Meal providers. The six (6) were evaluated and rated by the department scoring committee using the following criteria:

- Full demonstrated comprehension of the Scope of Services; including but not limited to; Knowledge of food safety/sanitation regulations and nutrition standards; Current Dietary Guidelines including knowledge and compliance with USDA nutrition standards.
- Prior experience and/or equivalent training with quantity food production and service projects
- Professional qualifications, staffing, equipment, and demonstrated capabilities.

- Total proposed price.

After reviewing the proposals and rating scores the Congregate Meal proposals were awarded as follows;

1. Albany Jewish Community Center; Awarded - \$36,975.00
2. Allie B's Cozy Kitchen; Awarded - \$10,800.00
3. Colonie Senior Service Centers; Awarded - \$181,500.00
4. Green Island Senior Citizens; Awarded - \$45,347.50
5. Life Path (Senior Services of Albany); Awarded - \$267,300.00
6. Senior Projects of Ravena; Awarded - \$246,960.00

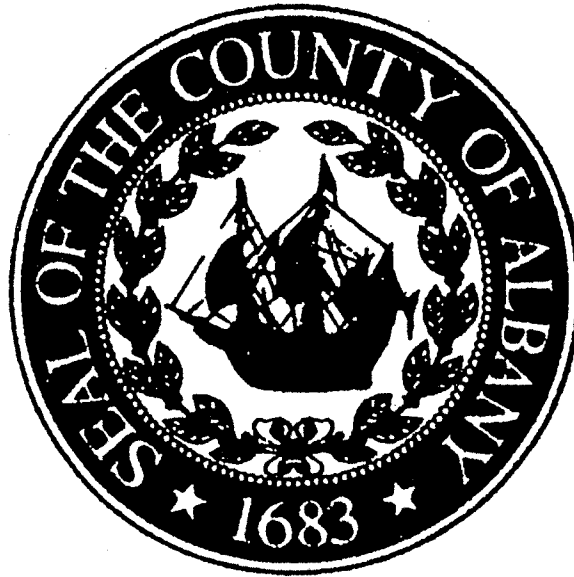
Total Awarded to Providers - \$788,882.50

AJCC shall provide nutrition education presentations to program participants at the congregate meal site not less than six (6) times during the contract year. AJCC shall be responsible for ensuring meals meet nutritional requirements established by the Food and Nutrition Board of the National Academy of Sciences National Research Council.

COUNTY OF ALBANY

REQUEST FOR PROPOSALS

DEPARTMENT FOR AGING



RFP # 2020-100

**CONGREGATE MEAL PROGRAM FOR SENIOR RESIDENTS OF
ALBANY COUNTY**

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

SECTION 4: SCOPE OF SERVICES

4.1 Nutritional Content Requirements:

- a) The Proposer shall abide by all pertinent provisions of law, including but not limited to the Federal Older Americans Act, Article 15 of the New York State Executive Law, the Federal Social Security Act. The Proposer shall abide by all other rules regulations or requirements imposed or issued by the New York State Office for Aging, including those requirements set forth in the Standard Clauses for ACDFA, (Attachment "A"), and Standard Assurances (Attachment "A"). The Proposer shall demonstrate knowledge of the Nutrition Program Standards 19-PI-26, Title III-C1 funding for the Congregate Meal program and current U.S. Department of Health and Human Services, USDA regulations (Attachment "B").
- b) The Proposer shall develop formal written procedures and guidelines for all aspects of their congregate meal service delivery, such procedures and guidelines will be distributed to staff at all sites and updated to reflect changes in program requirements as may occur over the term of the Agreement. Copies of all procedures and guidelines developed will be provided to the ACDFA.
- c) The Proposer shall plan, prepare and serve all meals according to the Nutrition Program Standards through the issuance of New York State Office for Aging Program Instructions (PIs) and Technical Assistance Memorandums (TAMs); and adhere to the daily Dietary Reference Intake (DRI)/Recommended Daily Allowance (RDA) and the current Dietary Guidelines for Americans. Compliance with all nutritional guidelines shall be routinely monitored by the regulatory agencies.
- d) The Proposer:
 - Agrees to provide nutritious and balanced meals to all clients according to the approved menu. Note: No special medical, therapeutic and/or modified consistency diets are offered through the ACDFA meal program.
 - Agrees to produce attractive, palatable and satisfying meals with consideration given to participant and volunteer comments and ACDFA Dietitian evaluations.
- e) The Proposer shall prepare and provide meals that meet a minimum of one-third (1/3) for one meal and two-thirds (2/3) for two meals of the required daily DRI/RDA. Older adults have specific nutritional needs and should include nutritious, flavorful, and culturally appropriate meals. The Proposer shall submit menus and prepare meals that use a variety of nutrient-dense foods and beverages while choosing foods that limit the intake of saturated fats, have no trans-fats and have little added sugars and salt. Meals shall be planned to keep total fat intake between 20-35 percent of calories, with most fats coming from sources of polyunsaturated and mono-unsaturated fatty acids. Less than 10 percent of calories shall be from saturated fat. Meals shall be prepared with little salt and with a goal of 500-800 mg of sodium per meal. It shall be necessary to utilize some low or lower sodium ingredients to achieve this requirement.

Food and beverages in this regular meal shall be prepared with little to no added sugars and emphasis shall be given to fiber- rich fruits, whole grains, vegetables and fat free or low-fat dairy products (see page 25 of NYSOFA 19-PI-26).

- f) Meal components, as listed below shall be included, as part of the meal served:
1. Three (3) ounces edible protein, i.e. chicken, beef, pork, fish, cheese, etc.
Casseroles shall be eight (8) ounce portions of which three (3) shall be protein.
 2. Two (2) servings of vegetable and/or fruit, which shall include:
 - One half (½) cup cooked or raw vegetables.
 - One half (½) cup fruit or four (4) ounces of 100% juice.
 - One (1) cup large berries, melon or salad greens.
 3. Two (2) serving of grain, with at least one (1) ounce whole grain, all others shall be enriched grain.
 4. One to Two (1-2) teaspoon oil/fortified margarine spread or butter.
 5. Eight (8) ounces of fat free or low fat, or 1 serving of dairy and/or vitamin D fortified 100% fruit juice, see page 24 of NYSOFA 19-PI-26.
 6. One-half (½) cup of dessert.
- g) The Proposer shall procure all food and supplies as required in the preparation of meals in accordance with the standardized recipes and menus as approved by the ACDFA Registered Dietitian.

*Please Note: Omission of any components of the approved menu constitutes a violation of the Menu Policy. Meal reimbursement shall be denied if any part of the meal is omitted. Substitutions require prior approval by the ACDFA Registered Dietitian at least 2 days in advance of the meal service. Substitutions should be a comparable food item of the same food group.

4.2 Targeting:

The Proposer shall make targeted outreach with attention to; low income, low-income minority individuals including Native American, and older adults residing in rural areas, older adults with greatest economic need, older adults with limited English proficiency, older individuals who are frail or with severe disabilities older adults with Alzheimer's Disease, or related disorders with neurological and organic brain dysfunction and the caretakers of such individuals to insure that the most critical needs of the targeted population are met. The Proposer shall target and prioritize services to older adult clients in compliance with NYSOFA targeting program instruction 12-PI-08, 13-TAM-01, (Attachment "C").

4.3 Menu Policy, Meals Preparation and Service:

- a) The Proposer shall have on its staff a qualified individual responsible for the overall site operation, who shall be expected to work closely with the ACDFA Registered Dietitian (RD).
- b) The Proposer will follow the ACDFA Menu Development policy (Attachment "D"). All cycle menus shall be submitted for nutritional analysis and approval at least six (6) weeks in advance of implementation. The ACDFA RD will work collaboratively with the Proposer(s)

during the menu review and approval process. Proposers shall keep copies of the approved sample menus on file for one year from the implementation date.

- c) Special Holiday Meals shall be required as part of the Menu Policy and menus shall be submitted for approval by the ACDFA RD prior to serving.
- d) The ACDFA Registered Dietitian assumes all menu items are prepared from scratch vs. prepackaged. If menu items are pre-prepared, processed, cured and/or canned, nutrition labels for those items shall be noted as such and submitted with the menu for analysis. If during a menu cycle or at any time during food purchasing a distributor changes a product the Proposer shall submit the nutritional facts and ingredient label to ACDFA RD for review and approval.
- e) All menu items with more than one ingredient shall have a quantity standardized recipe. Proposers will be required to use the standardized recipes available through the ACDFA Share Point Recipe Program. (Attachment "E").
- f) Due to availability and fluctuating costs of food items on a pre-set menu, the Proposer shall sometimes require an occasional substitution. Changes in the approved menu shall be considered only with prior approval from the ACDFA Registered Dietitian and kept to an absolute minimum.
- g) Failure to comply with the Menu Policy shall be considered a violation of contract requirements. Non-compliant meals shall be denied and as such reimbursement for said meals shall not be considered.

4.4 Kitchen Facilities:

- a) The Proposer shall have NYSOFA approval for the operation of any contracted or directly operated nutrition site, satellite site, central kitchen or facility which prepares, packages or serves meals using NYSOFA administered funding. Operation permits are kept on file at the ACDFA for NYSOFA review.
- b) The Proposer shall prepare within an approved kitchen and/or provide complete meals, portioned for use at all congregate meal sites as required by the County.
- c) The Proposer shall meet requirements for food handling, preparation and service and comply with the New York State Sanitary Code, subpart 14-1. In addition, facilities used for meal preparation and the delivery of meals shall meet all fire and safety regulations as denoted and described in Nutrition Program Standards, (Attachment "B"). The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- d) The Proposer shall have written site agreements between the Proposer and all sites serving meals. The site agreement must address as denoted and described in Nutrition Program Standards (Attachment "B"). The Proposer shall be contractually required to maintain

operations at approved sites until written permission to discontinue service is obtained from the ACDFA or the terms of the Agreement ends.

4.5 Staff, Supervision and Training:

- a) The operation of the nutrition program should be overseen by a qualified and responsible supervisory designee, who shall have a thorough knowledge of: supervising and directing the work of others; an ability to plan.
- b) The Proposer shall be responsible for:
 - Implementing staff and volunteer orientation.
 - Coordinating "Staff and Volunteer Training" (Attachment "H")
 - Ensuring compliance with all ACDFA rules and regulations.
 - Contacting the Albany County Home Delivered Meal Assessment Unit, (hereinafter called the "Unit") to report any changes or issues as they relate to the HDM client.
- c) Proposer shall furnish the employees and/or volunteers needed for full implementation and operation of the program.
- d) In order to control the operation of the nutrition program the Proposer shall have personnel policies and procedures and job descriptions for all staff and volunteers.
- e) All staff and volunteers shall be warm and welcoming and treat clients with dignity and respect. Staff and volunteers shall be neat, clean and properly dressed.
- f) All staff shall be aware of the physical and social needs of the older adults. The Proposer will be required to provide training and follow the ACDFA protocol (Attachment "H") especially for emergency situations. Staff and volunteers who note any adverse changes in the client(s) condition or circumstances are required to report to ACDFA or Unit.
- g) The Proposer must have a written policy and procedures for all staff and volunteers which protects the confidentiality and limit the access to the client's information, (Attachment "J") Confidentiality is to be guaranteed for all clients receiving services funded by the US Department of Health and Human Services-Administration on Community Living (ACL), NYSOFA and Albany County. No information may be disclosed that identifies the person or his or her legal representatives unless disclosure is agreed to through written signed informed consent and confidentiality forms, or is required by court order, or by program monitoring by authorized staff from New York State Office for Aging or ACDFA. This includes obtaining the informed consent of an individual for the purpose of disclosing personal information to service providers for refer or any other purpose. In addition, other laws governing consent to capture, share, and disclose client information may apply generally to all individuals or to specific population groups, (Attachment "I").

4.6 Food Service Practice Compliance:

- a) The Proposer shall comply with the New York State Sanitary Code, subpart 14-1 and local health and sanitation regulations. The older population is a high-risk population and are at greater risk for foodborne illness. The Proposer shall ensure proper handling of potentially

hazardous foods at each stage of food handling, preparation and delivery. Time-temperature testing shall be conducted using an approved food grade thermometer. Time-temperatures will be monitored and recorded according to ACDFA policy and procedure. The Proposer shall ensure that all time and temperature regulations are followed, (Attachment "K").

- b) Handling of potentially hazardous foods required by regulations include:
 - Reaching internal temperature of cooked foods according to regulations and maintain holding temperatures of hot foods at minimum temperature of 140 degrees Fahrenheit.
 - Keeping cold foods at or below 45 degrees Fahrenheit, (see page 14; NYSOFA 19-PI-26).
 - Maintain frozen foods at or below 0 degrees Fahrenheit.
- c) Potentially hazardous foods will be held at the respective temperatures during transportation and holding prior to service. Hot foods shall not be held longer than two (2) hours after the completion of cooking.
- d) The Proposer shall have a policy and procedure for food delivered to satellite sites. This will include monitoring of transport vehicles for regular maintenance and cleanliness, appropriate and functioning equipment for transport of hot, cold and/or frozen foods. Hot foods shall be packed separately from cold and frozen food items. The Proposer shall have a written contingency plan of resolution in the event the above standards are not met. The Proposer will notify the ADCFA within a reasonable time frame to report any issues with non-compliance with time and temperatures including corrective action. Time and Temperature Logs must be monitored and submitted to ACDFA as directed in the policy and procedure. (Attachment "K").

4.7 Congregate Dining Site Environment:

- a) Ensure that each congregate site be neat, clean, project a pleasant atmosphere and have adequate lighting, ventilation and temperature control.
- b) The dining site shall be accessible and open at least one (1) hour before and after the meal to permit all participants to eat a leisurely meal, enjoy social contact and to take advantage of other services at the site. The Proposer shall monitor and enforce the time of meal service within a specific time frame the dining site is open to the maximum extent possible, sites should be open at least five (5) days a week to have a greater impact on the nutritional status of the participants.
- c) The Proposer will, to the maximum extent possible, provide for supportive, educational and/or recreational services and activities at the congregate meal site (sites).
- d) A copy of the signed approved menu by the ACDFA Registered Dietitian must be prominently displayed in the food preparation area of the kitchen at all times and used for reference.
- e) All Congregate Sites shall have a monthly menu posted and copies available for participants to take.

- f) Congregate meal providers have the option to allow participants to take leftover food home. Providers who do not allow food to be taken from their congregate sites must have a procedure in place to communicate this to participants. Those Proposers who allow participants to take leftovers home must follow the ACDFA policy and procedure. (Attachment "M")
- g) Closures other than federal, state and county holidays must be communicated to ACDFA as follows:
 - Notification of pre-determined date(s) of closing and reason is noted on the approved cycle menu.
 - In the case of inclement weather, emergencies or unforeseen situations the Proposer shall notify ACDFA of the situation immediately.

4.8 Client Eligibility, Registration and Sign-in Sheets:

- a) Eligible participants shall be 60 and older and/or the spouse of an eligible client regardless of spouse's age.
- b) Congregate meals may be made available to handicapped or disabled persons under 60 years of age who reside in a senior housing facility where congregate meals are served.
- c) Volunteers who perform essential functions related to the congregate meal program.
- d) The Proposer shall ensure all potential participants complete an ACDFA Client Registration Form (Attachment "F") and applicable "Informed Consent" forms (Attachment "I") and the "Nutritional Risk Screening Form" (Attachment "F"). These forms should be reviewed annually and updated if changes are identified. Forms should be updated more than annually if there is a change in program/services or client status. For those participants who consent to their information being captured, the completed Congregate Registration Form data will be entered into the Statewide Client Data System and the "Informed Consent to Capture form(s)" shall be scanned and uploaded into the Statewide Client Data System.
- e) Participants shall be referred to other supportive services when applicable (e.g., NY Connects, SNAP, HEAP, Transportation, etc.).
- f) The Proposer shall have a system for accepting meal reservations including the ability to forecast meals to control program costs. ACDFA shall only reimburse the provider for those meals accompanied by the signature of an eligible participant on the sign in sheet.
- g) The Proposer shall have a procedure in place that ensures that eligible participants are given priority for meals over all guests and staff under sixty.
- h) Daily sign-in sheets shall be maintained by each congregate meal site.
- i) All registered participants and volunteers 60+ years are required to sign-in for a

meal to be reimbursed. If the registered participant is unable to sign in personally, the meal site manager or designee is required to have a process to monitor, and verify each participant who receives meal and is unable to sign.

- j) Under age 60 guests shall be identified separately from eligible program participants. The Proposer shall have a system to track the monetary contributions of under age 60 guests/participants.

4.9 Contributions:

In providing services pursuant to this Agreement, the Proposer shall not charge any fee or require any contribution for participation in any activities or programs it provides to elderly residents of Albany County, the Proposer shall:

- a) Adhere to the guidelines set forth in 18-PI-17, (Attachment "N").
- The contribution policy shall be explained to all individuals inquiring about the program or service. No client will be denied services for an inability or unwillingness to make a contribution. The Proposer shall not charge any fee or require any contribution for programs covered by funding from ACDFA. Protect the privacy of each older adult regarding contributions;
 - Establish a procedure to safeguard and account for all contributions. Said procedure shall be approved in advance by the Department for Aging;
 - Use all contributions to expand services of the program. The Proposer shall clearly illustrate how the contributions were used for expansion;
 - Not deny services to or discriminate against any older adult in the delivery of service because the older adult did not contribute;
 - Contributions shall be reflected monthly on each voucher in the following manner:
voucher amount (i.e., no. of units x rate) less contributions received = net amount due.
- b) ACDFA will determine the "Suggested Meal Contribution". Proposer agrees to comply with policies and procedures related to contributions made by or on behalf of individuals, including procedures to safeguard and account for all contributions as outlined in the above-referenced NYSOFA Program Instruction. Individuals with self-declared incomes at or above 185 percent of the federal poverty line shall be encouraged to contribute at levels based on the actual meal cost.
- SNAP benefits shall be accepted for congregate meal contributions upon certification by the Department of Social Services. However, clients that have SNAP benefits shall be encouraged to use these resources to obtain proper nutrition for their other daily meals.
 - ACDFA provides the Congregate Meal Site suggested contribution signs that shall be prominently located at sites where the congregate meal takes place and includes the suggested meal contribution rate.
 - A contribution lock box with opaque envelopes available shall be visible at the congregate site near or next to the ACDFA Congregate Sign displaying information about the contribution policy.
 - Contributions shall be deposited into a locked box by the participant using the opaque envelopes to protect the confidentiality of participant's donation.

- Contributions shall be jointly counted daily by a staff member and either a volunteer or a service program supervisor. The Proposer shall report all contributions monthly. All contributions shall be used to expand services of the program.
- All contributions received each day shall be entered into a ledger and each person counting the contributions shall certify the amount received each day.

4.10 Monitoring:

- a) All program facilities utilized by the Proposer in the delivery of services pursuant to this Agreement are to be open to authorized personnel from the federal government, New York State and Albany County Department for Aging, for the purposes of observation and monitoring contract and program, fiscal operations. The Proposer shall be monitored to ensure they are performing in accordance with requirements of federal, state, and local laws, regulations and guidance documents (including ACL and NYSOFA Program Instructions, Technical Assistance Memoranda, and Information Memoranda) and this Plan. Additionally, the Proposer shall be monitored to ensure they perform and make expenditures only for authorized items of expense contained in approved budgets. A written report of all inspections will be kept at the Albany County Department for Aging with a copy provided to the Proposer. Any defects or faults found are to be corrected within the designated timeframe or within 24 hours in the case of a health and safety risk. Failure to comply and take the necessary corrective action shall be grounds for immediate termination of the contract.
- b) ACDFA staff will utilize established program, fiscal and contract monitoring tools to review compliance with federal, state and local laws, regulations and guidance documents.
- c) The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and kitchens.
- d) Technical assistance and programmatic information concerning the Home Delivered Meals Program shall be shared by ACDFA as it is received from the New York State Office for Aging. These communications may also comprise special surveys of need, performance reviews and promotion of related programs, advice on special nutrition-related health risks concerning the elderly and warnings concerned with food-borne illnesses.
- e) Unannounced monitoring visits by ACDFA staff shall occur on an ongoing basis throughout the contract period to assure compliance.
- f) The Proposer shall furnish a copy of their policies with regards to equal opportunity and non-discrimination for employment.

RECORDS AND RECORDING DATA

4.11 Program Reporting and Claim Forms:

shall be submitted monthly to the Department's Fiscal Director by the 10th day of the following month. Monthly forms and reports consist of the following:

- a) Client Registration Data (for those who consent) and actual units of service must be entered into the Statewide Client Data System each month. For those individuals who do not consent (this should be minimal) an anonymous aggregate unit number must be entered into Statewide Client Data System and align with the itemized breakdown of units of service.
- b) Claim forms shall include an itemized breakdown of units of service and cost per unit. All contributions collected during the month for the service shall be reported on the Congregate Meal Claim Form (Attachment "P") and be subtracted from the gross amount of the claim. Vouchers will be paid on the net (services x units = gross less contributions = net) amount. A claim will not be processed for payment if the units entered into the Statewide Client Data System do not match the units billed.

4.12 Program Surveys and Performance Targets:

- a) The provider shall give each congregate meal participant an opportunity to comment on the meals. The participant aka "client" shall receive the Client Satisfaction Survey, (Attachment "Q") at the end of the service or at a minimum annually. Returned surveys shall be reviewed and tabulated on the Outcomes and Performance Target Reporting Form, (Attachment "R") and sent in with the monthly claim form.
- b) In order to assess the success and impact of Nutrition Education offered to congregate participants each client shall receive the Nutrition Education Survey (Attachment "L") at a minimum annually. These surveys should be submitted along with the Nutrition Education Report (Attachment "O") and sent in with monthly claim form.

4.13 Complete and proper accounting records shall be maintained by the Proposer which shall clearly identify the costs of the work performed under this Agreement. Upon County request, such records shall be subject to periodic and final audit by the County. Any attempt to delay the County's audit of program records shall constitute a breach of contract, and shall entitle the County to the remedies set forth in Article 3 of Schedule A, as well as all other remedies for breach of contract and/or fiduciary duty available in law or equity.

4.14 All program records shall be accessible to the County, the New York State Office of Aging, and the New York State Comptroller for a period of six (6) years following the date of final payment by the County to the Proposer for the performance of the work contemplated herein. The Proposer shall make all financial, program, and other related records available to Federal, State, and/or County personnel conducting monitoring visits to program offices and/or other facilities upon request.

- 4.15 The Proposer will provide an accounting of total costs of U.S. origin foods purchased and eligible for USDA reimbursement by the Federal government. USDA funds provided to the Home Delivered Meals Program shall be based on the prevailing rate at the time of payment to the Proposer and only for those meals meeting regulatory requirements. USDA reimbursement funds are only available towards foods grown and processed within the USA, (Attachment "S).
- 4.16 The Proposer shall maintain copies of their annual Department of Health permit and fire inspections for review by ACDFA staff. Copies must be made available to ACDFA upon request.
- 4.17 Other Program and Services:**
- a) Each month, Proposers shall receive copies of the ACDFA Nutritional & Health Tidbits Nutrition Education developed by the ACDFA RD. The Proposer shall distribute the monthly education handout to each participant. The Proposer shall report to ACDFA the number of participants, and date the newsletters that were delivered, on the Nutritional and Health Education Report
 - b) The Proposer is required to present a minimum of six (6) pre-approved "Nutrition and Health Education Presentations" per year at each congregate site. The Proposer shall report to ACDFA the number of participants, the presentation topic, the presenter and date of the presentation on the Nutritional and Health Education Report. The Proposer is required to solicit feedback annually from congregate participants regarding the nutrition and health education utilizing the ACDFA "Nutrition and Health Presentation Survey". (Attachment "L").
 - c) The Proposer shall participate in the Senior Nutrition Farmer's Market Program. This is a seasonal program and guidance is provided by ACDFA.

VOTER REGISTRATION

- 4.18 The Proposer shall offer voter registration forms to persons upon an initial application for services, and with each renewal, recertification, or change of address for relating to such services (Attachment "T").
- a) The Proposer shall assist applicants the same way the applicant would be provided assistance in completing any agency forms.
 - b) The Proposer will forward any forms received to the appropriate Board of Elections within ten (10) days of acceptance of a form.

DISASTER EMERGENCY

- 4.19 The successful proposer shall follow required guidelines set by the State and/or Federal Government and the County of Albany due to a declaration of disaster emergency. While providing the services described in the Agreement, the Proposer and its employees, agents, etc., shall follow all Covid-19 and Social Distancing requirements of the County; the State of

Congregate Meal Proposal Summary Sheet Re: RFP #2020-100							
AGENCY	STREET ADDRESS	CITY & ZIP CODE	PHONE	CONTACT	TITLE	BID AMOUNT	PROPOSED PROGRAM
Albany Jewish Community Center	340 Whitehall Road	Albany, NY 12208	518 438-6651	Janet Andrade	Director	\$ 36,975.00	\$9.86/meal
Colonie Senior Service Centers	6 Winners Circle	Colonie, NY 12205	518 459-2857	Diane Conroy-LaCivita	Director	\$ 192,000.00	\$11.00/meal
Green Island Senior Citizens	5 George Street	Green Island, NY 12183	518 273-2201	Maggie Alex	Director	\$ 33,873.00	\$7.97/meal
Senior Projects of Ravena	9 Bruno Blvd	Ravena, NY 12143	518 756-8593	Terri Albano	Director	\$ 246,960.00	\$10.29/meal
Life Path	32 Essex Street	Albany, NY 12206	518 465-3322	Monika Boeckmann	Director	\$ 274,950.00	\$9.00/meal
Allie B's Cozy Kitchen	340 Clinton Avenue	Albany, NY 12206	518 729-3472	Kizzy Williams	Owner	\$ 10,800.00	\$9.00/meal

Total: \$ 784,758.00



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: Deborah Riitano, Commissioner, and Department for Aging
Commissioner, Department for Aging

FROM: Karen Storm 
Purchasing Agent

DATE: October 21, 2020

RE: RFP #2020-100 Congregate Meals Program

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Albany Jewish Community Center; awarded \$36,975.00, Allie B's Cozy Kitchen; awarded \$10,800.00, Colonie Senior Service Centers; awarded \$181,500.00, Green Island Senior Citizens; awarded \$45,347.50, Life Path (Senior Services of Albany); awarded \$267,300.00 and Senior Projects of Ravena; awarded \$246,960.00.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of, Albany Jewish Community Center, Allie B's Cozy Kitchen, Colonie Senior Services Green Island Senior Citizens, Life Path and Senior Projects for Ravena for an award.

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

Request for Contract Approval	
Request ID #	5767
Contract #	5867
Contract Type	B) CAB Contracts
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A6071 - Preventative Assistance Program (Title XX)
Date submitted	10/21/20
Contact person	McNelis, Scott
Contact Phone	7306
Vendor	Youth L.I.F.E. Support Network, Inc.
Estimated Amount	\$99,900
Estimated Term	01/01/2021 - 12/31/2021
Scope of Services	Community Based Reintegration Service. A direct intervention, consistent with the Risk-Needs-Responsivity Framework and Reintegration Continuum model, available to Albany County youth, primarily from the City of Albany, who are adjudicated as Juvenile Delinquent and/or Person in Need of Supervision (PINS) and are placed in the custody of the NYSOCFS.
Budget Line Item	AA6071
Fiscal Impact	County 38.00%
	State 62.00%
	Federal 0.00%
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

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
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MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

MEMORANDUM

TO: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

FROM: Scott McNelis
Contract Administrator

RE: Contract Request for Youth L.I.F.E. Support Network

DATE: November 8, 2020

The Albany County Department for Children, Youth and Families respectfully requests approval of the referenced contract for Youth L.I.F.E. Support Network, Inc. to provide Community Based Reintegration Services. The requested contract term is for January 1, 2021 – December 31, 2021, for the amount not to exceed \$99,900.

Please call me at 447-7306 if you have any questions.

Enclosure

Department for Children, Youth and Families
Justification for Contract Authorization with Youth L.I.F.E. Support Network, Inc.
For the Provision of Community Based Reintegration Services

The Department for Children, Youth and Families respectfully requests Contract Administration Board approval for Albany County to enter into a contractual agreement with Youth L.I.F.E. Support Network, Inc. for the provision of Community Based Reintegration Services. The requested contract term will be January 1, 2021 – December 31, 2021 in the amount of \$99,900.

The Community Based Reintegration Service is a direct intervention, consistent with the Risk-Needs-Responsivity Framework and Reintegration Continuum model, available to Albany County youth, primarily from the City of Albany, who are adjudicated as Juvenile Delinquent and/or Person in Need of Supervision (PINS) and are placed in the custody of the Department or NYS Office of Children and Family Services (OCFS). Priority will be given to those youth in the Department's custody, at the sole discretion of the Department. These services are funded in part through the NYS Office of Children and Family Services (OCFS) Supervision and Treatment Services of Juveniles Program (STSJP).

Youth L.I.F.E. Support Network works with the targeted youth and his/her family at the time of entry to placement to begin the transition of living in the community safely. Youth will be engaged in as much structured time as possible during home visits while in placement, as well as, when reintegrating to the community, and at discharge from placement. Services for this population will focus on positive youth development, educational/vocational opportunities, restorative practices, skill building, and opportunities that would teach youth to give back to their community.

Service Area Outcomes:

- 85% of youth from the City of Albany who are referred to Community Based Reintegration Services will be successfully engaged within 24 business hours of referral post entry to placement.
- 90% of youth served will be linked to educational/vocational programming prior to discharge from placement and continue their engagement in such at least 6 months post placement discharge.
- 90% of the youth served will not commit any offense that requires new juvenile justice involvement within the first 6 months of discharge from placement.
- 90% of youth served will not enter detention within the first 6 months of discharge from placement.
- 90% of youth served will not re-enter placement within the first 6 months of discharge from placement.
- 90% of youth served will not re-enter placement within one year of discharge from placement.

Youth L.I.F.E. Support Network, Inc. is a community based non-profit, which works with juvenile justice involved high-risk youth and their families offering support, case management and community linkages to promote pro-social attitudes and behaviors. YLSN, Inc. utilizes a balance of professional staff and "Credible Messengers" in the delivery of services. Credible Messengers are individuals who have previous interactions with the juvenile and/or criminal justice systems and their experience provides a unique and effective opportunity to engage with youth and families, as well as the community at large. This service delivery model has proven effective in various communities

throughout the country. YLSN staff will be available to youth and families 24hrs a day, 7 days a week to provide individualized and flexible support to the youth and family. YLSN is committed to engaging and enhancing relationships with placement agencies, schools, and other community-based supports to effectively coordinate service delivery for youth and families.



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: Moira Manning, Commissioner
Children Youth and Family Services

FROM: Karen Storm *Karen*
Purchasing Agent

DATE: October 16, 2020

RE: RFP#2020-105 Community Based Reintegration Services

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Youth L.I.F.E.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Youth L.I.F.E for an award.

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

Request for Contract Approval	
Request ID #	5776
Contract #	5876
Contract Type	B) CAB Contracts
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A6071 - Preventative Assistance Program (Title XX)
Date submitted	10/23/20
Contact person	McNelis, Scott
Contact Phone	7306
Vendor	St. Anne Institute
Estimated Amount	\$61,451
Estimated Term	01/01/2021 - 12/31/2021
Scope of Services	Clinical Sexual Abuse Fee for Service for the provision of Specialty Prevention Services. St. Anne Institute (SAI) proposes to provide assessment and clinical services, to children, individuals, and families who are dealing with issues related to sexual victimization and/or sexual offending. The specific services include clinical consultation and evaluations, including trauma assessment, sex offender risk assessment, and validation (credibility) assessments. SAI will also provide specialized sexual abuse treatment services. The overarching goal for this program is the resolution of concerns related to the sexual victimization/offending behavior so that there is a reduced risk of foster care placement and/or a reduction in length of placement. First of two renewal options.
Budget Line Item	AA6071
Fiscal Impact	County 23.00%
	State 37.00%
	Federal 40.00%
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

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET # SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

MEMORANDUM

TO: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk

FROM: Scott McNelis
Contract Administrator

RE: Contract Request for St. Anne Institute – Prevention Services

DATE: November 8, 2020

The Albany County Department for Children, Youth and Families respectfully requests approval of the referenced contract for St. Anne Institute to provide Clinical Sexual Abuse Specialty Prevention Services. The requested contract term is for January 1, 2021 – December 31, 2021, for the amount not to exceed \$61,451.

Please call me at 447-7306 if you have any questions.

Enclosure

**The Department for Children, Youth and Families
Justification for Contract Authorization with St. Anne Institute
for the Provision of Specialty Prevention Services.**

The Department for Children, Youth and Families respectfully requests Contract Administration Board authorization to enter into a contractual agreement with St. Anne Institute--Clinical Sexual Abuse Fee for Service for the provision of Specialty Prevention Services. The requested contract term is for January 1, 2021 – December 31, 2021 in the amount of \$61,451. This is the second and final renewal option for the contract.

The Department, in collaboration with the Department of Probation, issued a Request for Proposals for Prevention Services—*RFP-2018-063-- PREVENTION SERVICES: Juvenile Justice Services, Clinical Services with Community and Recreational Supports, and Specialty Services* on May 17, 2018 with responses due June 29, 2018. Prevention programming focuses on either preventing children from entering foster care, detention or shortening their stay if placed in either. Children enter care either as a result of abuse, neglect and/or Juvenile Justice involvement.

The Department recognizes the importance and necessity for the development of effective collaborations in order to meet the complex needs of families and children within the shrinking fiscal resources. As such, the RFP issued promoted innovative, creative approaches to meet the needs of children and families and allowed much flexibility for agencies to propose how to most effectively do so. It does require a formal collaborative, whereas the prevention service has a reciprocal relationship with either a Youth Bureau funded, and/or community agency for the children and their families to have diverse, holistic programming of formalized and recreational/community based services. It also requires that all children in the family that are five (5) years and older, must be engaged in at least one consistent recreational or community support activity. The parent/guardians must also be engaged with a community support activity. The idea is that these supports will remain in place for the family when the formal services have ended.

Due to the complex challenges facing families, there are times when Specialty Prevention Services are required to assist families in addressing the safety, permanency and well-being of their children. These specialized services may be a supportive, time limited service to address a specific family member's need or it may be a specialized service which is provided to all family members. These services are designed to prevent the reoccurrence of child abuse/neglect, youth entering or re-entering foster care or to expedite permanency for children and youth in foster care.

Specialty Prevention Services include face to face contact with the family at a minimum once (1) per week, for a minimum of one (1) hour. Such contact must occur at least twice (2) monthly in the family residence. Such services occur in a variety of locations but the family need dictates this. All professionals schedule appointments at the convenience of the family. As the families' designated case planning agency, the provider will be responsible for service coordination amongst any other agencies involved. For those Specialty services which are clinically based, such clinical services must include: assessment, diagnostic testing, clinical and specialized therapies provided by a person who has received a Master of Social Work degree, Master of Mental Health Counseling degree or is a licensed Psychologist. Assessment and clinical services are to include family and individual interviews, contact with collateral agencies, schools, extended family and natural supports and diligent communication with Albany County staff.

St. Anne Institute (SAI) proposes to provide assessment and clinical services, on a fee-for-service basis, to children, individuals, and families who are dealing with issues related to sexual victimization and/or sexual offending. The specific services include specialized clinical consultation and specialized evaluations, including trauma assessment, sex offender risk assessment, and validation (credibility) assessments. SAI will also provide specialized sexual abuse treatment services (individual, group and family therapy) to children, parents/caregivers, and families. The overarching goal for this program is the resolution of concerns related to the sexual victimization/offending behavior so that there is a reduced risk of foster care placement and/or a reduction in length of foster care placement.

Request for Contract Approval	
Request ID #	5766
Contract #	5866
Contract Type	B) CAB Contracts
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A8020 - Economic Development
Date submitted	10/16/20
Contact person	DeGaetano, Laura
Contact Phone	518-447-4670
Vendor	Hudson Valley Agribusiness Development Corporation
Estimated Amount	\$25,000
Estimated Term	1/1/2021-12/31/21
Scope of Services	HVADC will provide programs to county farmers that are designed to support growth and development of agriculture and related industries by providing agribusiness technical assistance, project planning and development services, and agricultural development support..This partnership was recommended in the adopted County Agricultural & Farmland Protection Plan and is budgeted in the 2021 budget.
Budget Line Item	AA8020
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

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

MEMORANDUM

TO: Contract Administration Board
CC:
FROM: Laura DeGaetano
DATE: October 16, 2020
RE: CAB Review
SUBJECT: Partnership with Hudson Valley Agribusiness Development Corporation

Please find attached materials supporting a funded partnership with Hudson Valley AgriBusiness Development Corporation (HVADC). This partnership was recommended in the adopted County Agricultural and Farmland Protection Plan and is currently budgeted for in the Department's 2021 budget.

As a partner, HVADC will provide programs to county farmers that are designed to support growth and development of agriculture and related industries by providing agribusiness technical assistance, project planning and development services, and agricultural development support.

If you have any questions about the proposal or require additional information, please feel free to contact me at your convenience at 447-5670.

PROFESSIONAL SERVICE AGREEMENT
BETWEEN
THE COUNTY OF ALBANY
AND
HUDSON VALLEY AGRIBUSINESS DEVELOPMENT CORPORATION
FOR THE PROVISION OF PROGRAMS TO PROMOTE
ENTERPRISES AMONG COUNTY FARMERS

Contract No. 5866 OF 2021

THIS AGREEMENT is made by and between the County of Albany, a municipal corporation organized under the laws of the State of New York, acting by and through its County Executive, with a principal office at the Albany County Office Building, 112 State Street, Albany, New York 12207 (hereinafter, the "County"), and the Hudson Valley Agribusiness Development Corporation, a New York not-for-profit corporation with a principal address at 507 Warren Street, 2nd Floor, Hudson, New York 12534 (hereinafter, the "Contractor"). The County and the Contractor may be referred to individually as a "[p]arty" and collectively as the "[P]arties."

W I T N E S S E T H:

WHEREAS, the County has a vested interest in promoting and encouraging farm and farm-related enterprises throughout Albany County to effectively marshal and utilize technological, organizational, and funding opportunities to improve and expand those enterprises; and

WHEREAS, the Contractor's mission is to develop and provide innovative solutions that create dynamic agricultural entrepreneurship and enhance economic growth in the Hudson Valley, and supporting policies and regulations that recognize and support New York State's agricultural economy; and

WHEREAS, the Contractor has submitted a proposed agreement to establish the relationship between the County and the Contractor (hereinafter the "Contractor's Proposed Agreement") and;

WHEREAS, recognizing the importance of farming and related agricultural businesses, the County has modified the Proposed Agreement with the terms and conditions required to meet the County's needs; and

WHEREAS, this Agreement sets forth the understanding reached by the parties herein;

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY COVENANT AND AGREE AS FOLLOWS:

ARTICLE 1. THE CONTRACT DOCUMENTS; INTERPRETATION

- 1.1 The Contract Documents consist of the following: this Agreement; and the Contractor's Proposed Agreement, which is incorporated by reference and made a part hereof.
- 1.2 In the event of any discrepancy, disagreement, or agreement or ambiguity among the Contract Documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement, or ambiguity: 1) this Agreement, 2) the Contractor's Proposed Agreement.

ARTICLE 2. SCOPE OF SERVICES TO BE PERFORMED BY CONTRACTOR

The Contractor shall provide programs and services to Albany County Farmers that are designed to support growth and development of agriculture and related industries. These services shall include:

1. Providing technical assistance to farmers and farm-related/farm-dependent businesses applying for funding or implementing awards from various public and private sources including but not limited to: USDA Value Added Grant, USDA Rural Business Enterprise Grants, SBA, EDA, NYS Consolidated Funding Applications, etc.
2. Providing planning services to local farmers and farm-related/farm-dependent business seeking to diversify production.
3. Providing expansion counseling to local farmers and farm-related/farm-dependent businesses seeking to add process capacity and expand operations to make room for the next generation.
4. Supplying new farm and farm-related/farm-dependent businesses referrals for site search selection opportunities to locate in Albany County.
5. Providing referrals to the County's Industrial Development Agency (IDA) for consideration of funding support.
6. Providing representation and technical support to ensure farms and farm-related/farm dependent business interests are included in NYS Regional Economic Development Councils' plans and implementation.
7. Providing local farm product sourcing for regional commercial and institutional buyers.
8. Providing development and promotion of farm and local business sourcing to support agri/culinary-tourism and educate the community members and markets of the role local sourcing plays in economic development through the Hudson Valley Bounty Program and regional branding.

ARTICLE 3. COMPENSATION

In consideration of the terms and obligations of this TWENTY-FIVE THOUSAND AND 00/100 (\$25,000.00) DOLLARS (US currency) as full compensation for all services rendered under this Agreement.

ARTICLE 4. PAYMENT

Payment in full shall be due upon full execution of this Agreement. Payment shall be made upon Contractor having submitted to the Albany County Department of Economic Development, Conservation and Planning a duly executed Albany County Claim Form and voucher. Upon acceptance of Contractor's claim form, it shall be forwarded to the Albany County Comptroller and payment rendered.

ARTICLE 5. TERM OF THE AGREEMENT

The term of this Agreement shall commence on January 1, 2021 and continue in effect until December 31, 2021.

ARTICLE 6. TERMINATION OF AGREEMENT; REMEDY FOR BREACH

- 6.1 The County shall have the right at any time to terminate this Agreement by written notice of such termination provided to Contractor by the County. In the event of such termination of this Agreement, Contractor shall be entitled to compensation for all work heretofore authorized and performed pursuant to this Agreement. In the event that compensation to Contractor and reimbursement to the County cannot be determined on the basis of services having been performed, then and in that event, reimbursement shall be made on a pro-rata basis based upon the date of termination.
- 6.2 In the event of a breach by Contractor of any of the terms of this Agreement, Contractor shall pay to the County all direct and consequential damages caused by such breach including, but not limited to, all sums expended by the County to procure a substitute Contractor to satisfactorily complete the contract work together with the County's own costs incurred in procuring a substitute Contractor.

ARTICLE 7. ASSIGNMENT

- 7.1 Pursuant to §109 of the General Municipal Law, the Contractor is prohibited from assigning, transferring, conveying, subcontracting or otherwise disposing of this Agreement, or of its right, title or interest therein, to any other person or entity without the prior written consent of the County.
- 7.2 The Contractor shall not subcontract for any portion of the services required under this Agreement without the prior written approval of the County. Any such subcontractor shall be subject to the terms and conditions of this Agreement and any additional terms and conditions the County may deem necessary or appropriate.

ARTICLE 8. AVAILABLE DATA

All technical or other data relative to this Agreement in the possession of the County or in the possession of the Contractor shall be made available to the other party to this Agreement without expense to the other party.

ARTICLE 9. COOPERATION

Contractor shall cooperate with the agents, representatives and employees of the County and the County shall cooperate with the agents, representatives and employees of the Contractor to ensure that the work delineated herein proceeds and concludes as expeditiously as possible.

ARTICLE 10. NON-DISCRIMINATION

In accordance with Article 15 of the Executive Law (also known as the Human Rights Law), and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor agrees that neither it nor its County-approved subcontractors shall, by reason of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, or marital status refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment.

ARTICLE 11. EXTRA WORK

If the Contractor is of the opinion that any work it has been directed to perform is beyond the scope of this Agreement and constitutes extra work, the Contractor shall promptly notify the County of that opinion. The County shall be the sole judge as to whether or not such work is in fact beyond the scope of this Agreement and whether or not it constitutes extra work. In the event the County determines such work does constitute extra work, it shall provide extra compensation to the Contractor on a negotiated basis.

ARTICLE 12. COMPLIANCE WITH MACBRIDE PRINCIPLES

Contractor hereby represents that it is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. 3 for 1993, in that Contractor either (a) has no business operations in Northern Ireland or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles, and shall permit independent monitoring of its compliance with such principles. In the event of a violation of this stipulation, the County reserves all rights to take remedial measures as authorized under § 4 of the said Local Law No. 3 for 1993 including, but not limited to, imposing sanctions, enforcing compliance, recovering damages, declaring the Contractor in default, and/or seeking debarment or suspension of the Contractor.

ARTICLE 13. IRANIAN ENERGY SECTOR DIVESTMENT

Contractor hereby represents that Contractor is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment," in that Contractor has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

ARTICLE 14. RELATIONSHIP OF THE PARTIES

Contractor is, and will function as, an independent Contractor under the terms of this Agreement, and shall not be considered an agent or employee of the County for any purpose. The agents, representatives, and employees of the Contractor shall not in any manner be, or be held out to be, the agents, representatives, or employees of the County.

ARTICLE 15. INDEMNIFICATION

Contractor shall defend, indemnify, and save harmless the County, its agents representatives and employees, from and against any and all claims, damages, losses and expenses (including, but not limited to, reasonable attorney's fees) arising out of or in consequence of any negligent or intentional act or omission of the Contractor, its agents or employees, to the extent of its or their responsibility for such claims, damages, losses or expenses.

ARTICLE 16. INSURANCE COVERAGE

- 16.1 Contractor shall procure and maintain for the entire term of this Agreement, without additional expense to the County, insurance policies of the kinds and in the amounts provided in the Schedule A attached hereto and made a part hereof. The insurance policies shall name the County as an additional insured. Such policies may only be changed upon thirty (30) days prior written approval by the County.
- 16.2 Contractor shall, prior to commencing any of the services outlined herein, furnish the County with Certificates of Insurance showing that the requirements of this article have been met. The Contractor shall also provide the County with updated Certificates of Insurance prior to the expiration of any previously-issued by the Contractor. No work shall be commenced under this Agreement until the Contractor has delivered the Certificates of Insurance to the County. Upon failure of the Contractor to furnish, deliver and maintain such insurance certificates as provided above, the County may declare this Agreement suspended, discontinued or terminated.

- 16.3 As required by Section 108 of the N.Y. General Municipal Law, this Agreement shall be of no force and effect unless the Contractor shall secure compensation for the benefit of, and keep insured during the life of this Agreement, all employees engaged thereon in compliance with the provisions of the N.Y. Workers' Compensation Law. The Contractor shall require any subcontractor authorized by the County to do likewise for all of their employees engaged thereon, all in compliance with the provisions of the N.Y. Workers' Compensation Law and of Schedule A of this Agreement.

ARTICLE 17. NO WAIVER OF PERFORMANCE

Failure of the County to insist upon strict and prompt performance of the provisions of this Agreement, or any of them, and the acceptance of such performance thereafter shall not constitute or be construed as a waiver or relinquishment of the County's right thereafter to enforce the same strictly according to the tenor thereof in the event of a continuous or subsequent default on the part of the Contractor.

ARTICLE 18. ACCOUNTING RECORDS

- 18.1 Contractor shall maintain complete and proper accounting records that shall clearly identify all costs associated with and revenue derived from the work performed under this Agreement. Such records shall be subject to periodic and final audit by the County upon request.
- 18.2 Contractor shall provide the County and authorized State and/or Federal personnel access to any and all books, documents, records, charts, software or any other information relevant to performance under this Agreement, immediately upon request.
- 18.3 Contractor shall retain all of the above information for six (6) years after final payment or the termination of this Agreement, and shall make such information available to the County and authorized State and/or Federal personnel during such period.

ARTICLE 19. NON-APPROPRIATIONS

Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the County for payment under this Agreement. The County will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

ARTICLE 20. CHANGE IN LEGAL STATUS OR DISSOLUTION

During the term of this Agreement, the Contractor agrees that, in the event of its reorganization or dissolution as a business entity or change in business, the Contractor shall give the County thirty (30) days written notice in advance of such event.

ARTICLE 21. LICENSES

The Contractor shall at all times obtain and maintain all licenses required by New York State, or other relevant regulating body, to perform the services required under this Agreement.

ARTICLE 22. PARTIAL INVALIDITY

If any term, part, provision, section, subdivision, or paragraph of this Agreement shall be held to be unconstitutional, invalid or ineffective, in whole or in part, such determination shall not be deemed to invalidate the remaining terms, parts, provisions, sections, subdivisions, or paragraphs.

ARTICLE 23. HEADINGS – CONSTRUCTION

The headings appearing in this Agreement are for the purpose of easy reference only and shall not be considered a part of the Agreement or in any way to modify, amend or affect the provisions hereof.

ARTICLE 24. NOTICES

All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given if, and only if, delivered personally, sent by registered or certified United States mail, postage prepaid, or, with the prior consent of the receiving party, dispatched via facsimile transmission.

ARTICLE 25. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

ARTICLE 26. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and no representations or promises have been made except as expressly set forth herein.

ARTICLE 27. MODIFICATION

This Agreement may only be modified by a formal written amendment executed by the parties.

ARTICLE 28. EXECUTION OF DOCUMENTS

This Agreement may be executed in one or more counterparts, each of which shall constitute an original Agreement, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) hereunder set forth.

COUNTY OF ALBANY

DATED: _____

BY: _____
Daniel P. McCoy
Albany County Executive
or
Daniel C. Lynch
Deputy County Executive

HUDSON VALLEY AGRIBUSINESS
DEVELOPMENT CORPORATION

DATED: _____

BY: _____

STATE OF NEW YORK)
COUNTY OF ALBANY) SS.:

On the ____ day of _____, 20__, before me, the undersigned, personally appeared DANIEL P. McCOY personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

STATE OF NEW YORK)
COUNTY OF ALBANY) SS.:

On the ____ day of _____, 20__, before me, the undersigned, personally appeared DANIEL C. LYNCH, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

STATE OF NEW YORK)
COUNTY OF _____) SS.:

On the ____ day of _____, 20__, before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

SCHEDULE A

INSURANCE COVERAGE

1. Workers' Compensation and Employers' Liability Insurance: A policy or policies providing protection for employees in the event of job-related injuries.
2. Automobile Liability Insurance: A policy or policies with the limits of not less than \$500,000 combined for each accident because of bodily injury, sickness, or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any automobile for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any automobile.
3. General Liability Insurance: A policy or policies of comprehensive all-risk insurance, including coverage for demolition of structures, with limits of not less than:

Liability For:	Combined Single Limit
Property Damage	\$1,000,000.00
Bodily Injury	\$1,000,000.00
Personal Injury	\$1,000,000.00

Request for Contract Approval	
Request ID #	5765
Contract #	5865
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	N) None
Department	A1620 - Building Services
Date submitted	10/16/20
Contact person	Shea, Maureen
Contact Phone	5184477142
Vendor	Casella Waste Management, Inc.
Estimated Amount	\$86,652
Estimated Term	01/01/2021 - 12/31/2023
Scope of Services	Rubbish Removal and Recycling Services for the DGS facilities.
Budget Line Item	AA1620
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: Hon. Daniel P. McCoy, County Executive
Hon. Andrew Joyce, Chairman of the Legislature
Hon. Bruce Hidley, County Clerk,

FROM: Karen A. Storm, Purchasing Agent

DATE: October 19, 2020

RE: Contract Request ID #5765

The Purchasing Division respectfully requests approval of the referenced contract for Casella Waste Management Inc. to provide rubbish removal and recycling services for Albany County General Services departments during the term of three year from the start date. The term of the bid will be January 1, 2021 through December 31, 2023. Casella Waste Management, Inc. is the apparent low, responsible and responsive bidder.

Bid Tabulation RFB-2020-086 Rubbish Removal and Recycling Services

	Bidder	County Waste	Casella
Location #1	Department of Social Services	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 488.81	\$ 450.00
	Recycling Cost/Month	\$ 81.47	\$ 65.00
	Total Cost/Month Both	\$ 570.28	\$ 515.00
Location #2	Albany County Office Building	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 733.21	\$ 675.00
	Recycling Cost/Month	\$ 162.94	\$ 120.00
	Total Cost/Month Both	\$ 896.15	\$ 795.00
Location #3	Albany County Court House	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 488.81	\$ 450.00
	Recycling Cost/Month	\$ 48.88	\$ 35.00
	Total Cost/Month All Services	\$ 539.69	\$ 485.00
Location #4	Albany County Justice Building	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 488.81	\$ 450.00
	Recycling Cost/Month	\$ 32.59	\$ 25.00
	Total Cost/Month All Services	\$ 521.40	\$ 475.00
Location #5	Cooperative Extension	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 173.20	\$ 250.00
	Recycling Cost/Month	\$25.00 Per pickup	\$45.00 Per pickup
	Total Cost/Month All Services	\$ 198.20	250.00 plus
Location #6	Albany County Probation	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 122.20	\$ 112.00
	Recycling Cost/Month	\$ 32.59	\$ 25.00
	Total Cost/Month All Services	\$ 154.59	\$ 137.00
Location #7	Albany County Health/Mental Health	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 277.12	\$ 400.00
	Recycling Cost/Month	\$ 65.17	\$ 50.00
	Total Cost/Month All Services	\$ 342.29	\$ 450.00
Location #8	Board of Elections	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 277.12	\$ 400.00
	Recycling Cost/Month	\$ 48.88	\$ 35.00
	Total Cost/Month All Services	\$ 326.00	\$ 435.00

Bid Tabulation RFB-2020-086 Rubbish Removal and Recycling Services

	Bidder	County Waste	Casella
Location #9	Albany County Hall of Records	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 103.92	\$ 150.00
	Total Cost/Month All Services	\$ 103.92	\$ 150.00
Location #10	Albany County Nursing Home	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 2,850.00	\$ 4,110.00
	Recycling Cost/Month	\$ 900.00	\$1070.00/\$10.00 tote
	Total Cost/Month All Services	\$ 3,750.00	\$4110.00 plus
Location #11	Albany County Correctional Facility	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 2,850.00	\$ 4,810.00
	Recycling Cost/Month	\$ 900.00	\$1230. on call
	Total Cost/Month All Services	\$ 3,750.00	\$ 4,810.00
Location #12	Albany County Hockey Facility	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 207.84	\$ 300.00
	Recycling Cost/Month	no bid	no bid
	Total Cost/Month All Services	\$ 207.84	\$ 300.00
Location #13	Albany County Family Court	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 277.12	\$ 400.00
	Recycling Cost/Month	\$ 121.24	\$ 105.00
	Total Cost/Month All Services	\$ 398.36	\$ 505.00
Location #14	Albany County Water Purification District North	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Recycling Cost/Month	\$ 8.15	\$ 20.00
	Total Cost/Month All Services	\$ 8.15	\$ 20.00
Location #15	Albany County Water Purification District South	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Recycling Cost/Month	\$ 4.07	\$ 20.00
	Total Cost/Month All Services	\$ 4.07	\$ 20.00
Location #16	Albany County Public Works	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month Lawsons Lake	\$43.65 (full year)	\$ 150.00
	Recycling Cost/Month	\$ 31.31	\$ 30.00
	Total Cost/Month All Services	\$ 73.96	\$ 180.00

Bid Tabulation RFB-2020-086 Rubbish Removal and Recycling Services

	Bidder	County Waste	Casella
Location #17	Albany County Sheriff's E911	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 138.56	\$ 200.00
	Total Cost/Month All Services	\$ 138.56	\$ 200.00
Location #18	Albany County Sheriff's Office Clarksville	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 69.28	\$ 100.00
	Recycling Cost/Month	\$ 30.31	\$ 30.00
	Total Cost/Month All Services	\$ 99.59	\$ 130.00
Location #19	Sheriff's EMS Station Rensselaerville	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 12.22	No bid
	Recycling Cost/Month	\$ 8.15	
	Total Cost/Month All Services	\$ 20.37	
Location #20	Sheriff's Station Coeymans	Cost/Month or Cost/Request	Cost/Month or Cost/Request
	Rubbish Cost/Month	\$ 12.22	\$ 20.00
	Recycling Cost/Month	\$ 8.15	\$ 10.00
	Total Cost/Month All Services	\$ 20.37	\$ 30.00
All Locations	Credit for recycling of cardboard per pound	N/A	\$ -

ALBANY COUNTY RUBBISH REMOVAL AND RECYCLING SERVICES

SPECIFICATIONS

RFB-2020-086

RECYCLING

Albany County is seeking the services of a qualified contractor for the removal of recyclable materials on a recurring basis from all Albany County Facilities. The cost of these services shall include collection containers and will be provided based on the services of commingled single stream. The materials commingled single stream recycling as described below:

- Aluminum cans, plastic containers, glass containers (clear, brown and green), cardboard and tin/steel cans.
- Mixed office paper (see definition below), newspaper, shredded paper, magazines/glossy materials and hardback books.

DEFINITIONS: As used in this contract, the following terms shall have the meanings indicated below:

- **COLLECTION CONTAINER:** A receptacle, including lids that protect, contain, and store recyclable materials.
- **COMMINGLED:** Mixed recyclable materials of several types that are collected together.
- **RECYCLABLE MATERIALS:** Material that has been recovered or diverted from the non-hazardous solid waste stream for purposes of reuse, recycling or reclamation and a substantial portion of which is consistently used in the manufacture of products, which may otherwise be produced using raw or virgin materials.

Contractor Requirements: The contractor shall:

1. Provide a primary point of contact.
2. Provide an implementation and delivery schedule of containers for each location listed within this RFB, within two business days of the award, or an agreed upon date.
3. Provide extra pick up trips on an as needed basis as requested by Albany County Facilities.
4. Have and maintain all applicable permits required to be in compliance with Federal, State and locals laws, regulations and ordinances.
5. The contractor shall be solely responsible for any disposal costs associated with the collection of the Recyclables.
6. The contractor shall specify which recyclables can be commingled together in the recycling bins at the source of collection (i.e. all paper, or etc.).

ALBANY COUNTY RUBBISH REMOVAL AND RECYCLING SERVICES

SPECIFICATIONS

RFB-2020-086

RECYCLING

7. The contractor shall have the capability to provide recycling containers, the quantity; size, design and location of which shall be subject to approval by Albany County. All containers shall have a uniform design, durable, rust resistant and preferably have wheels.
8. The contractor shall furnish, set in place and maintain collection containers.
9. The contractor shall collect all recyclables from all designated locations on a regular and timely manner, frequently enough to ensure that they do not overflow the containers. The contractor shall maintain the established collection schedule making changes only as needed to increase efficiency without a decrease in quality of service.
10. The contractor shall report to Albany County whenever there is a need for planning and implementing any expansion to include additional recycling sites and/or recyclable materials.
11. The contractor shall provide updated schedules to Albany County every time there is an agreed-upon change.
12. The contractor shall ensure that all recycling containers are clearly labeled.
13. The contractor shall be responsible for keeping containers clean and for cleaning up any spills that may result from its collection activities.
14. The contractor shall collect, process, prepare and sell all specified recyclable materials to brokers or end-users, ensuring that the materials are actually recycled.
- 15. Bidders are responsible for verifying the size and type of containers currently at each location before submitting a bid.**

Reporting:

1. The contractor shall furnish to Albany County monthly reports, in an electronic spreadsheet format, due by the tenth (10th) of each month, which include details about:
 - a. The amount by weight, in units of pounds and tons, of all recyclables by type collected from each location.
 - b. The amount of contaminants/residues or non-recyclable materials collected including descriptions of the materials and means of disposal used.
 - c. Documentation of all work completed in the prior month.
2. The County of Albany may, on unannounced occasions, audit the collection, conveyance, and weighing procedures of the Contractor to assure that efficient operational practices are being maintained.

ALBANY COUNTY RUBBISH REMOVAL AND RECYCLING SERVICES

SPECIFICATIONS

RFB-2020-086

RECYCLING

Education and Training:

1. The contractor shall assist Albany County in educating employees about proper recycling procedures.
2. The contractor will designate one or more contact persons to answer questions from County facilities/employees. The contractor will work with Albany County representatives to coordinate collections, resolve problems, and develop improvements to the program.

RUBBISH REMOVAL

GENERAL SCOPE OF WORK:

1. The successful bidder(s) shall provide containers, where required, for the term of the contract, and shall provide rubbish pick-up service at the locations and schedules as indicated herein.
2. Prices for locations with containers shall be quoted as firm, fixed monthly fees based on the yardage of the location's specific container and the location's pickup schedule. Pickup prices for containers emptied upon request shall be quoted separately on a per pickup basis.
3. Pickup prices for locations with Alternative Storage Systems (no containers) shall be quoted as firm, fixed monthly fees based on pickup schedules indicated. If bid pricing is quoted based upon a maximum yardage or pickup weight, the bidder must so specify on the bid form and indicate the additional charge per yard or per pound which would apply if a given pickup exceeds the amount allowed.
4. All containers shall have a uniform design, durable, rust resistant and preferably have wheels.
5. The contractor shall be responsible for keeping containers clean and for cleaning up any spills that may result from its collection activities.

VENDORS ARE RESPONSIBLE FOR VERIFYING CONTAINERS AND LOCATIONS

**County of Albany
Department Location
Container and Pick up Schedule
RFB-2020-086**

Location #1 **Department of Social Services**
162 Washington Avenue
Albany, NY 12210

Rubbish Container(s): Eight (8) 90 Gallon Totes
Removal Schedule: Five times per week, Tuesday, Wednesday, Thursday,
Friday and Saturday prior to 7:00 A.M.

Recycling Container(s): 96 Gallon Container – Quantity 10
Removal Schedule: Weekly

Location #2 **Albany County Office Building**
112 State Street
Albany, NY 12207

Rubbish Container(s): Twelve (12) 90-Gallon Totes
Keyless Access card provided by the County for pickup
on 37 Howard Street
Removal Schedule: Five times per week, Tuesday, Wednesday, Thursday,
Friday and Saturday prior to 7:00 A.M.

Recycling Container(s): 96 Gallon Container – Quantity 20
Keyless Access card provided by the County for pickup
on 37 Howard Street
Removal Schedule: Weekly

Location #3 **Albany County Court House**
16 Eagle Street
Albany, NY 12207

Rubbish Container(s): Eight (8) 90 Gallon Totes
Totes pickup on Columbia Street
Removal Schedule: Five times per week, Tuesday, Wednesday, Thursday,
Friday and Saturday prior to 7:00 A.M.

Recycling Container(s): 96 Gallon Container – Quantity 6
Removal Schedule: Weekly

**County of Albany
Department Location
Container and Pick up Schedule
RFB-2020-086**

Location #4 **Albany County Justice Building**
6 Lodge Street
Albany, NY 12207

Rubbish Container(s): Eight (8) 90 Gallon totes picked up on the loading dock
of Chapel Street

Removal Schedule: Five times per week, Tuesday, Wednesday, Thursday
Friday and Saturday prior to 7:00 a.m.

Recycling Container(s): 96 Gallon Container – Quantity 4
Removal Schedule: Weekly

Location #5 **Albany County Cooperative Extension**
24 Martin Road
Voorheesville, NY 12186

Rubbish Container(s): One (1) 10 Cubic Yard Refuse Container
Removal Schedule: One (1) time per week: Friday between the hours of
6:20 A.M. and 7:30 A.M.

Recycling Container(s): 4 Yard Container – Quantity 1
Removal Schedule: On Call

Location #6 **Albany County Probation**
Mercantile Building
60 South Pearl Street
Albany, NY 12207

Rubbish Container(s): Two (2) 90 Gallon totes picked up near the loading dock on
Rensselaer Street.

Removal Schedule: Five times per week, Tuesday, Wednesday, Thursday,
Friday and Saturday prior to 7:00 a.m.

Recycling Container(s): 96 Gallon Container – Quantity 4
Removal Schedule: Weekly

**County of Albany
Department Location
Container and Pick up Schedule
RFB-2020-086**

Location #7 **Albany County Health & Mental Health Departments**
175 Green Street
Albany, NY 12202

Rubbish Container(s): One (1) 9 Cubic Yard Refuse Container
Removal Schedule: Two (2) Times per week: Monday and Thursday
Prior to 7:00 A.M.

Recycling Container(s): 96 Gallon Container – Quantity 8
Removal Schedule: Weekly

Location #8: **Board of Elections**
260 South Pearl Street
Albany, NY 12202

Rubbish Container(s): One (1) 9 Cubic Yard Refuse Container
Removal Schedule: Two (2) Times per week: Monday and Thursday
Prior to 7:00 A.M.

Recycling Container(s): 96 Gallon Container – Quantity 6
Removal Schedule: Weekly

Location #9 **Albany County Hall of Records**
95 Tivoli Street
Albany, NY 12207

Rubbish Container(s): One (1) 6 Cubic Yard Refuse Container **with lock.**
Removal Schedule: One (1) Time per week: Friday between the hours of
6:20 A.M. and 7:30 A.M.

Recycling Container(s): None
Removal Schedule: N/A

**County of Albany
Department Location
Container and Pick up Schedule
RFB-2020-086**

Location #10

Shaker Nursing and Rehabilitation Center
780 Albany Shaker Road
Albany, NY 12211

Rubbish Container: One (1) 30 Cubic Yard Self Contained Sealed
Refuse Container
Removal Schedule: Every Thursday

Recycling Container: 35 yd. Compactor - Quantity 2
55 Gallon Totes - Quantity 5
Removal Schedule: On Call

Location #11

Albany County Correctional Facility
840 Albany Shaker Road
Albany, NY 12211

Rubbish Container: One (1) 30 Cubic Yard Self Contained Sealed
Refuse Compactor
Removal Schedule: Every Friday between 10:00 A.M. and 12:00 P.M.

Recycling Container: 35 yd. Compactor – Quantity 2
Gaylord Type Pallet sized – Quantity 1
Removal Schedule: Will Call – average every 3 weeks

Location #12

Albany County Hockey Facility
830 Albany Shaker Road
Albany, NY 12211

Rubbish Container: One (1) 6 Cubic Yard Refuse Container
Removal Schedule: Two (2) times per week: Monday and Thursday early A.M.

Recycling Container: None
Removal Schedule: N/A

**County of Albany
Department Location
Container and Pick up Schedule
RFB-2020-086**

Location #13 **Albany County Family Court**
30 Clinton Ave.
Albany, NY 12207

Rubbish Container: One (1) 8 Cubic Yard Refuse Dumpster
Removal Schedule: Two (2) times per week: Tuesday and Friday prior to 7:00 a.m.

Recycling Container: 8 yd. Container – Quantity 1
Removal Schedule: 1 x per week

Location #14 **Albany County Water Purification District North**
1 Canal Road South
Menands, NY 12204

Rubbish Container: None

Recycling Container: 96 Gallon Container – Quantity 4
Removal Schedule: 1 x per month

Location #15 **Albany County Water Purification District South**
Church Road, Port of Albany
Albany, NY 12201

Rubbish Container: None

Recycling Container: 96 Gallon Container – Quantity 2
Removal Schedule: 1 x per month

Location #16 **Albany County Department of Public Works**
449 New Salem Road
Voorheesville, NY 12186

Rubbish Container: Seasonal Lawsons Lake -One (1) 6 Cubic Yard Dumpster
Removal Schedule: 1 x per week May 1st through October 1st.

Recycling Container: Voorheesville - 4 Yard Container – Quantity 1
Removal Schedule: 1 x per month

**County of Albany
Department Location
Container and Pick up Schedule
RFB-2020-086**

Location #17 **Albany County Sheriff's E-911**
449 New Salem Road
Voorheesville, NY 12186

Rubbish Container: One (1) 8 Cubic Yard Dumpster
Removal Schedule: 1 x per month

Recycling Container: None
Removal Schedule: N/A

Location #18 **Albany County Sheriff's Office**
68 Verda Avenue
Clarksville, NY 12041

Rubbish Container: One (1) 4 Cubic Yard Dumpster
Removal Schedule: 1 x per month

Recycling Container: 4 Yard Container – Quantity 1
Removal Schedule: 1 x per month

Location #19 **Albany County Sheriff's EMS Station Rensselaerville**
380 Fox Creek Road
Medusa, NY 12120

Rubbish Container: One (1) 96 Gallon Container
Removal Schedule: Weekly

Recycling Container: 96 Gallon Container – Quantity 1
Removal Schedule: Weekly

Bid #2020-086 Recycling Containers Currently in Use

Department	Building Location		Container Type & Quantity	Pickup Frequency
Office Building	112 State St.	Albany, NY 12207	96 Gallon Caddie - 20	weekly
Social Services	162 Washington Ave.	Albany, NY 12207	96 Gallon Caddie - 11	weekly
Hall of Records	95 Tivoli St.	Albany, NY 12207	none	
Health & Mental Health	175 Green St.	Albany, NY 12202	96 Gallon Caddie - 9	weekly
Board of Elections	224 South Pearl St.	Albany, NY 12202	96 Gallon Caddie - 2	weekly
Mercantile Building	60 S. Pearl St.	Albany, NY 12207	96 Gallon Caddie - 4	weekly
Water Purification District North	1 Canal Rd. South	Menands, NY 12204	96 Gallon Caddie - 4	1 x per month
Water Purification District South	Church Road	Albany, NY 12201	96 Gallon Caddie - 20	1 x per month
Public Works	449 New Salem Rd.	Voorheesville, NY 12186	4 yd Container	1 x per month
Court House	16 Eagle St.	Albany, NY 12207	96 Gallon Caddie - 6	weekly
Judicial Center	6 Lodge St.	Albany, NY 12207	96 Gallon Caddie - 4	weekly
Family Court	30 Clinton Ave.	Albany, NY 12207	8 Yard Container -1	1 x per week
Sheriff's Office	58 Verda Ave.	Clarksville, NY 12041	96 Gallon Caddie - 9	1 x per month
Sheriff's EMS Station	380 Fox Creek Road	Medusa, NY 12120	96 Gallon Caddie - 1	weekly
Shaker Nursing and Rehabilitation	780 Albany Shaker Rd.	Albany, NY 12211	35 yd Compactor Self Contained - 2 55 Gallon Totes - 5	on call
Correctional Facility	840 Albany Shaker Rd.	Albany, NY 12211	35 yd Compactor Self Contained - 2 Gaylord Tuple Pallet Sized - 1	on call
Hockey Facility	830 Albany Shaker Rd.	Albany, NY 12211	none	
Cooperative Extension	Martin Rd.	Voorheesville, NY 12186	4 yd Container	on call

This should be verified by bidders before submitting your bid.

Request for Contract Approval	
Request ID #	5798
Contract #	5898
Contract Type	B) CAB Contracts
Contract Action	A) New
Contract Action Type	
Department	A1310 - Finance
Date submitted	10/27/20
Contact person	Reilly, David
Contact Phone	518-447-5525
Vendor	GAR Associates LLC
Estimated Amount	\$85,000
Estimated Term	11/16/2020 - 11/15/2021
Scope of Services	GAR associated would provide the County with a variety of professional appraisal and consulting services on an "as requested" basis, including appraisals for a single family residential, multi-family, commercial, mixed-use, vacant land, leasehold interests, court-ready appraisals and court testimony. Additional services could be undertaken upon written request, including trail preparation, conferencing and/or testimony related to completed appraisals, as well as other miscellaneous appraisal-related services.
Budget Line Item	AA1310
Fiscal Impact	County 100.00%
	State 0.00%
	Federal 0.00%
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



SHAWN A. THELEN
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, SUITE 1200
ALBANY, NEW YORK 12207
OFFICE: (518) 447-5525
FAX: (518) 447-5589
www.albanycounty.com

M. DAVID REILLY
DEPUTY COMMISSIONER

October 27, 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: RFP-2020-103- Professional Real Estate Appraisal Services

Dear Messrs, McCoy, Joyce, Hidley:

The Department of Management and Budget is requesting authorization to award the above subject contract to GAR Associates LLC for a total not to exceed \$85,000.00. Work shall include a variety of professional appraisal and consulting services on an "as requested" basis, including appraisals for a single family residential, multi-family, commercial, mixed-use, vacant land, leasehold interests, court-ready appraisals and court testimony. Additional services could be undertaken upon written request, including trail preparation, conferencing and/or testimony related to completed appraisals, as well as other miscellaneous appraisal-related services.

GAR Associates LLC was the only bid received. The bid proposal, department recommendation memo and Purchasing Division's concurrence memo are attached herein.

Please feel free to reach to me if you have any questions at 518-447-5525.

Sincerely,

David Reilly
Deputy Commissioner, Department of Management and Budget

DANIEL P. MCCOY
COUNTY EXECUTIVE



SHAWN A. THELEN
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF MANAGEMENT AND BUDGET
112 STATE STREET, SUITE 1200
ALBANY, NEW YORK 12207
OFFICE: (518) 447-5525
FAX: (518) 447-5589
www.albanycounty.com

M. DAVID REILLY
DEPUTY COMMISSIONER

MOMORANDUM

To: Karen Storm, Purchasing Agent
From: David Reilly, Deputy Commissioner
Subject: RFP-2020-103 Professional Real Estate Appraisal Services
Date: October 27, 2020

The Department of Management and Budget recommends award RFP-2020-103 Professional Real Estate Appraisal Services to GAR Associates LLC for a total not to exceed amount of \$85,000.00 for the one year bid period.

If you have any questions, please feel free to contact me at 518-447-5525.



DANIEL P. McCOY
COUNTY EXECUTIVE

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

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM
PURCHASING AGENT

MEMORANDUM

TO: David Reilly, Deputy Commissioner
Department

FROM: Karen Storm *Karen*
Purchasing Agent

DATE: October 27, 2020

RE: RFP#2020-103

I am in receipt of your recommendation to award the aforementioned Request for Proposals to GAR Associates in the amount of \$85,000.00.

As GAR Associates was the only proposal submitted and they have met all requirements, I have no objection to the selection of GAR Associates for an award.

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

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

GAR Associates LLC
Proposal

Albany County
RFP# 2020-103
Professional Real Estate Appraisal Services
September 25, 2020

CORPORATE OFFICE:

5500 MAIN STREET SUITE 347 WILLIAMSVILLE, NEW YORK 14221 TEL. 716.691.7100 FAX. 716.691.7770
TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE 203 CLIFTON PARK, NEW YORK 12065 TEL. 518.579.3770 FAX. 518.579.3773
TOLL FREE: 1.800.836.0382

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

September 25, 2020

Ms. Karen A. Storm
Purchasing Agent
Albany County Department of General Services
112 State Street
Room 820
Albany, New York 12207

RE: Request for Proposals
RFP #2020-103
Professional Real Estate Appraisal Services

Dear Ms. Storm:

We at GAR Associates LLC would like to thank you for the opportunity to submit a proposal for the Albany County Professional Real Estate Appraisal Services.

We clearly understand the need to provide the highest quality product for the least cost to ensure communities maximize the benefits of the appraisal services. We commit to finding cost savings so communities can work within budgetary constraints.

GAR has over 60 years of experience in real estate appraisal and consulting services and has been providing both the public and private sector with professional appraisal and consulting services across New York State, the Northeast and the United States. GAR maintains an office in the Capital Region (Clifton Park). GAR's permanent experienced full-time appraisal staff include most with New York State Licenses and Certifications, including four designated members of the Appraisal Institute (MAI, SRA and SRPA).

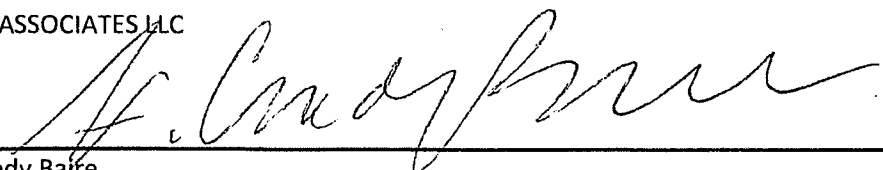
Enclosed is our proposal based on the specifications you have provided.

This proposal is fully negotiable.

Thank you for considering GAR Associates, Inc. and we look forward to the opportunity to work with you and the County.

Sincerely,

GAR ASSOCIATES LLC



F. Cindy Baife
Member

CORPORATE OFFICE:

5500 MAIN STREET SUITE 347 WILLIAMSVILLE NEW YORK 14221 TEL. 716-691-7100 FAX. 716-691-7770 TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE CLIFTON PARK, NEW YORK 12065 TEL. 518.579.3770 FAX. 518.579.3773 TOLL FREE: 1.800.836.0382

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

SECTION I

CORPORATE OFFICE:

5500 MAIN STREET SUITE 347 WILLIAMSVILLE NEW YORK 14221 TEL. 716-691-7100 FAX. 716-691-7770 TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE CLIFTON PARK, NEW YORK 12065 TEL. 518.579.3770 FAX. 518.579.3773 TOLL FREE: 1.800.836.0382

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

GAR Associates LLC
Proposal
RFP #2020-103
Professional Real Estate Appraisal Services

09/25/2020

F. Cindy Baire
GAR Associates LLC
Real Estate Appraisers and Consultants

David M. Barnett
GAR Associates LLC
Real Estate Appraisers and Consultants

632 Plank Road, Suite 203
Clifton Park, NY 12065

5500 Main Street, Suite 347
Williamsville, New York 14221

Fax: 716-691-7700
Phone: 716-691-7100 x 3020

CORPORATE OFFICE:

5500 MAIN STREET SUITE 347 WILLIAMSVILLE NEW YORK 14221 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE CLIFTON PARK, NEW YORK 12065 TEL.518.579.3770 FAX.518.579.3773 TOLL FREE: 1.800.836.0382

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

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5. Section VI:
 - a. Mandatory Documentation.....

CORPORATE OFFICE:

5500 MAIN STREET SUITE 347 WILLIAMSVILLE NEW YORK 14221 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE CLIFTON PARK, NEW YORK 12065 TEL.518.579.3770 FAX.518.579.3773 TOLL FREE: 1.800.836.0382

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

SECTION II

CORPORATE OFFICE:

5500 MAIN STREET SUITE 347 WILLIAMSVILLE NEW YORK 14221 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE CLIFTON PARK, NEW YORK 12065 TEL.518.579.3770 FAX.518.579.3773 TOLL FREE: 1.800.836.0382

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

Qualification and Experience

Introduction to GAR Associates

Your partner in providing Municipal Mass Assessments

GAR Associates was founded in **1961**. We provide professional real estate appraisal and consulting services throughout **New York State, the Northeast and the United States**. We feel we are able to provide our clients the services they deserve and expect. The Executive Team of GAR includes Ronald J. Rubino (MAI), David M. Barnett and F. Cindy Baire with a combined appraisal experience encompassing 90+ years.

At GAR we value service and quality at an affordable cost. We believe we provide the best appraisal services backed by solid practices and methodology. We maintain a high standard of quality, are consistently seeking out the latest technology applicable to our industry. We have varied experience in commercial and residential markets, housing projects, unique and highly complex property valuations. This diversity is the foundation that gives GAR the edge in valuing all classes of real estate.

GAR has a permanent full time staff of highly trained professionals and technicians who are friendly, dependable and knowledgeable. Most members of our team hold NYS licenses and certifications. In addition to partner Ronald J. Rubino, GAR staff member Bruce C. Roe also holds an MAI designation. Senior Executive Appraiser, David M. Barnett is a candidate for MAI and SRA and Senior Residential Appraiser Cheryl L. Barnas maintains an SRA designation.

We maintain a library of information and appraisal valuation resources that are made available to our clients. Our company subscribes to several national high level appraisal and valuation data services.

Approaching **60** years of experience our goals are very clear. We are in the real estate appraisal business full time, providing our clients with professional and reliable services. We are proud to serve communities throughout New York State and we will continue to provide the best appraisal support services available.

CORPORATE OFFICE:

5500 MAIN STREET SUITE 347 WILLIAMSVILLE NEW YORK 14221 TEL.716-691-7100 FAX.716-691-7770 TOLL FREE: 1.800.836.0382

CAPITAL REGION OFFICE:

632 PLANK ROAD SUITE CLIFTON PARK, NEW YORK 12065 TEL.518.579.3770 FAX.518.579.3773 TOLL FREE: 1.800.836.0382

GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

Introduction to GAR Associates

Experience and Training

Our appraisers not only have their own education and experience as a foundation, but also draw upon the collective knowledge of the entire team. To ensure the highest level of quality and standards we provide continuous education and training for our staff.

Our staff's experience encompasses a wide range of different property types, including single-family residential, multi-family, industrial, commercial, mixed use, vacant land, agricultural and leasehold interest valuations. Many in our staff are experienced with valuations in litigation procedures and are qualified to testify as an expert witness in the courts.

Standards and Proven Methodology

We utilize industry standard methodology to determine values. We are highly skilled in incorporating various approaches (cost, market, income) in our valuation models. We abide by and exceed the standards set by the Appraisal Institute, New York State and those set by our industry.

Customer and Public Service

Our courteous and professional staff is experienced at handling all types of inquiries from municipalities, taxpayers, financial institutions and realtors.

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GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

Services we offer:

Commercial Services

Our commercial clients include banks and private lenders, investors, municipalities and government agencies, developers and property owners, accounting firms, attorneys and realtors. Our clients are national in scope, but our work effort is primarily concentrated throughout Upstate New York and the Northeast. We have the experience and the capability to service other northeastern and national territories.

Our commercial services include:

- Appraisals: Limited, Complete, and Court Ready narrative appraisals for a wide variety of property types.
- Expert Court Testimony
- Specialty Properties: Sub-Divisions, Health Care Facilities, Elderly Housing, Hotels, Low-Income Housing, Hydro-Electric Facilities, CO-GEN, Industrial, Grain Elevators

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Residential Services

"New York State Licensed and Certified Appraisers with over 60 years of experience. Professional qualified full-time staff, FHA Approved."

Services:

Industry Standard Fee Appraisals (Forms: 1004, 2055, 704, SRIP) for:

- Financing (Mortgage and Home-equity)
- Matrimonial Settlement
- Court Ready / Testimony
- Estate Planning
- Relocation

Revaluation

A revaluation is the process of determining the current market value of all taxable properties in a municipality. Included in this process is the physical review of all land, property and improvements. The basic objective a revaluation is to achieve an equitable assessment so that each property bears only its fair share of the property tax burden.

GAR offers full revaluation services from start to finish as well as modified programs to fit the individual needs of each community. We are highly experienced in helping municipalities and counties through all the phases of a total or partial revaluation including; meeting with government authority to explain need and expectations, meeting with civic organizations and the public before announcement notices are issued, providing expert testimony, educating and training of staff, boards and public.

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Assessment Maintenance

When there are significant changes to the taxable property, the assessor will establish market value of the property. These changes include new building, major improvements, existing building, or a significant change in land use. This annual adjustment to the assessed value of the property is referred to as annual "Maintenance".

Keeping up with the rapidly changing values can be an overwhelming task for the governing authorities. GAR can help. Our expert staff can help collect data, run ratios, cost studies, update schedules and property cards among others. We also provide digital photography and sketching and can integrate it to the municipality RSVP program. We can also assist with training.

Consulting Services

GAR provides a wide variety of consulting services to municipalities, realtors, professional organizations and individuals.

Because of our vast experience and expertise we are regularly called to assist municipalities, other professionals and colleagues to find solutions for their appraisal and valuation needs. Some of the services we provide include but are not limited to:

- Training and consulting to help assessors who wish to build in-house appraisal capabilities
- Innovative public information and taxpayer training programs to create taxpayers understanding and acceptance of program.
- Expert testimony in litigation and court cases.
- Office Automation – Paperless.
- Educational and training on and off-site as needed by expert, and experienced professionals.
- Public Relations.
- Seminars and workshops including web based videos.
- On-line assessment Systems.
- Technical Support.

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Website Design

The public is relying more and more on the internet as their first source of information. Many expect to have their property information available to them on-line and accessible at their convenience 24 hours a day 7 days a week. In addition to providing a service often requested by the taxpayers it allows for cost savings, since the municipal or county staff will spend less time answering questions or accessing records for the taxpayers. GAR works with web developers and designers to ensure property owners receive a user friendly environment for data search and retrieval.

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Real Estate Appraisers and Consultants

Introduction to GAR Associates

1. **GAR offers a COMPLETE contained approach to the project to minimize precious time and resources of our clients.**
2. **GAR takes a TEAM approach to our projects ensuring that all stakeholders are kept informed and up to date on project progress. We INVEST a great deal of time and effort in communicating ideas and concepts necessary for a successful end product.**
3. **GAR will provide a strong organizational structure that will facilitate the needs of each client.**
4. **GAR utilizes technology to maximize labor and create efficiencies not only during the project but post project for the benefit of our clients. Examples of advanced technologies include:**
 - a. Digital sketch program
 - b. Digital photographs
 - c. Automated property record card – direct print from NYSORPTS RPSV4 – GAR custom program
 - d. Commercial Sales Data Base – County and Regional Wide
 - e. Customized Reports
 - f. Web Site – Interactive
5. **GAR will produce defensible assessments that are understandable to the stakeholders involved.**
6. **GAR will collect all required property inventory data.**
7. **GAR creates and maintains an open environment that promotes and encourages participation.**
8. **GAR will provide NYS Licensed and Certified Real Estate Appraisers.**
9. **GAR will provide NYS Licensed and Certified General Real Estate Appraisers.**
10. **GAR will provide Designated Appraisal Institute Members (MAI SRPA SRA)**

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SECTION IV

CORPORATE OFFICE:

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Plan Implementation

Scope of Services:

As per the RFP Section 4: Scope of Services items 4.1-4.5, GAR will adhere to specification listed in this section.

GAR Associates would provide the County with a variety of professional appraisal and consulting services on an "as requested" basis, including appraisals for single family residential, multi-family, commercial, mixed-use, vacant land, leasehold interests, court-ready appraisals and court testimony.

As part of the appraisal process, we would arrange and conduct visual and physical inspections. Interior inspections would be undertaken if requested by the County.

Appraisal services would be provided in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP).

Appraisal reports would vary in length and scope and include restricted, summary and comprehensive (court-ready) reports.

Estimates of market value for the subject property would be provided as of the applicable taxable status and valuation dates considering the sales comparison, income capitalization and cost approaches. Properties would be valued consistent with their "ownership and condition" as of the taxable status date, consistent with Real Property Tax Law.

Residential and vacant land would be appraised using the formats provided in Exhibits A and B, respectively, unless otherwise authorized by the County.

Preparation of commercial appraisals would include those items outlined in Section 4.5(e). We are familiar with items 1-11, which are part of our standard commercial appraisal process.

Selection of comparable sales would be carefully undertaken with an attempt to use recent market data, transferring within one year. For commercial properties, this may not be possible with a fewer number of comparables available. We would notify the County where there is a necessity to include older sale transactions.

The comparables would be located in similar market areas, typically within the same municipality and county.

All of the appraisals would be undertaken by GAR Associates and would not be delegated or subcontracted.

Additional services could be undertaken upon written request, including trial preparation, conferencing and/or testimony related to completed appraisals, as well as other miscellaneous appraisal-related services.

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SECTION IV:

Plan Implementation – The scope of appraisal and consulting services will dictate the plan implementation.

For individual appraisal reports, the subject property will initially be identified and salient fact information will be researched from both public records and field inspections. The appraisal process will then be undertaken with appropriate descriptions, photographs, neighborhood analysis, identification of the "ownership and condition" of the property, and highest and best use (if necessary). The appropriate valuation approaches will be considered, including the sales comparison, income capitalization and cost approaches.

The sales comparison approach is most relevant for single-user, owner-occupied properties. The income capitalization approach is most relevant for income/investment properties where there are leases in place. The sales comparison approach is also applicable for most investment properties but the expense information is typically necessary in order to appropriately analyze investment sales.

The cost approach is typically not relevant unless the subject is a special-purpose property where comparable sales are generally not available.

The results of each of the approaches are reconciled with most weight given to the most reliable approach when determining the final market value.

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Section V

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Cost Proposal

Hourly Rates by Appraisal Type:

Single Family Residential Property Appraisals:	\$75-\$125/hr
Multi-Family Residential Property Appraisals (2-3 units):	\$75-\$125/hr
Commercial Property Appraisals:	\$100-\$150/hr
Mixed Use Property Appraisals:	\$100-\$150/hr
Vacant Land Appraisals:	\$100-\$150/hr
Leasehold Interest Appraisals:	\$150-\$175/hr
Court and Adjudicative Appraisals:	\$200-\$250/hr

Rates vary depending on complexity of the property.

With each request for appraisal report GAR will provide a fee for the specific appraisal.

Any and all expenses associated with producing the appraisals are inclusive of the rates listed above, with the exception of court testimony appearances. Travel and hotel expenses may apply.

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SECTION VI

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GAR ASSOCIATES LLC
Real Estate Appraisers and Consultants

Mandatory Documentation

- 1. Proposal Form**
- 2. Non-Collusive Bidding Certification – Attachment A**
- 3. Acknowledgement by Proposer – Attachment B**
- 4. Vendor Responsibility Questionnaire – Attachment C**
- 5. Certification Pursuant to Section 103-g – Attachment D**

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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.

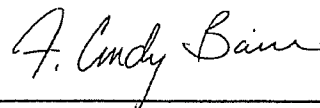
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(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

Member

Title

09/25/2020

Date

GAR Associates LLC

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

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

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

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

On this 21st day of September, 2020, before me personally appeared F. Cindy Baire to me known, who, being by me sworn, did say that he resides at (give address) 233 Oakgrove Drive Williamsville, NY 14221; that he is the (give title) Member of the (name of corporation) GAR Associates LLC, 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.

Rebecca A. IRR

Notary Public, State of _____

REBECCA A. IRR
Qualified in Notary Public, State of New York
Qualified in Niagara County

Commission Expires My Commission Expires Nov. 30, 2021

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

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

Notary Public, State of _____

Qualified in _____

Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: ☒ PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME GAR Associates LLC		3. IDENTIFICATION NUMBERS a) FEIN # 81-0825346 b) DUNS # 117004129	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD: N/A		5. WEBSITE ADDRESS (if applicable) www.garappraisal.com	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 5500 Main Street, Suite 347 Williamsville, NY 14221		7. TELEPHONE NUMBER 716-691-7100	8. FAX NUMBER 716-691-7770
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 F. Cindy Baire Title Member Telephone Number 716-691-7100 Fax Number 716-691-7770 e-mail cbaire@garappraisal.com			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME F. Cindy Baire	TITLE Member	b) NAME	TITLE
c) NAME Ronald J. Rubino	TITLE Member	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 FEDN. 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.

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN # 81-0825346

State of: New York)
) ss:
County of: Erie)

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 GAR Associates LLC

Signature of Owner

F. Cindy Baire

Address 5500 Main Street, Suite 347

Printed Name of Signatory

F. Cindy Baire

City, State, Zip Williamsville, NY 14221

Title Member

Sworn before me this 21st day of September, 2020;
Rebecca A. IRR
Notary Public

REBECCA A. IRR
Notary Public, State of New York
Qualified in Niagara County
My Commission Expires Nov. 30, 2020

F. Cindy Baire
Printed Name

Signature

Date

9-21-2020