

Albany County Request for Contract Approval

Contract #	2023-789
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A3110 - Sheriff
Date Submitted	Friday, January 20, 2023
Contact Person	Wood, Dennis
Contact Phone	() -518
Vendor Info	Traumasoft 1111 W. Centre Avenue, Portage , MI 49024
Estimated Amount	\$28,490.00
Estimated Term	1/20/2023 to 1/19/2024
Scope of Services	CLOUD-BASED EMS MANAGEMENT SOFTWARE TO BE USED WITHIN THE SHERIFF'S EMS UNIT.
Budget Line Item	AA3110 - 44046 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 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

Address: 1811 W. CENTRE AVE.
PORTAGE, MI 49024

Section 5 – Cost Proposal

TRAUMAsoft 1111 W. Centre Ave. • Portage, MI 49084 800.340.8098		Quote #: 22-0052	
		Date: 10/12/2022	
Sales Manager: AMY LOPEZ		Company Name:	Albany County Sheriff EMS
Phone: (315) 317-9099		Customer Name:	PAMELA O NEILL, PURCHASING AGENT
Email: ALOPEZ@TRAUMASOFT.COM		Address:	PO Box 315, Voorheesville, NY 12186
		Phone:	518-857-4140
		Email:	scott.bowman@albanycountyny.gov

Traumasoft Core Applications				
ITEM	DESCRIPTION	Monthly	Discount	EXT MONTHLY
Tier 2 Package Up to 40 Employees	System Bundled Package - includes:	\$ 2,000.00	\$ (430.00)	\$ 1,570.00
	Billing			
	Crew Scheduling * Scheduling, punch clock, PTO, payroll rules, cert tracking			
	HR & Virtual Classroom * Forms, hiring & reviews, courses & exam creator			
	Fleet Maintenance * Work orders, repair requests, PM's, vehicle tracking			
	EPCR * NEMSIS Gold version 3.4			
	Reporting & Analytics * Library of reports, advanced db access for custom reporting			
	Servers & Maintenance:			
	Cloud Customers: Includes all hardware and software maintenance & support			

Traumasoft Add-on Applications			
ITEM	DESCRIPTION	ONE-TIME	Monthly
Heart Mon.	3rd Party Connections Maintenance Fee*	\$250.00	\$200.00

Traumasoft Bundled Package Includes Unlimited Access to All Modules Listed in This Quote.	Monthly Payment	\$1,770.00
	Quarterly Payment	\$5,310.00
	One-Time Activation	\$7,250.00

Deployment: There is an initial, one-time, activation fee for setup, deployment & training. In addition, there is a flat fee of \$2,500 for travel & expenses for all on-site training (this fee is waived for all virtual training). Note: Virtual training is included for 60 days post go-live and charged at \$75/hr thereafter. Continuation training requests after 6 months are priced at \$1,500 per day plus a flat fee of \$2,500 for travel & expenses for on-site training and \$1,000 per day for online training.

Quarterly Charges/Payment: Quarterly charges/payments will begin either the first day of the following month after training concludes, or 90 days from signature of this document; whichever occurs first. Customer must agree to enrollment in autopay by credit card or e-check. Automatic withdrawal of payment will occur on the first of each quarter. This agreement covers usage of Traumasoft for the number of employees listed and is subject to re-evaluation after one year of deployment.

Service and Software Customizations: While Traumasoft releases updates on a frequent basis, specific customizations may require payment to be completed by an agreed upon target date. For those paid customizations, customers should expect a 90-day lead time. Please contact Traumasoft Support with specific requests.

Google GPS Service API: Traumasoft uses Google Maps API to feed your GPS module and other location services systems within Traumasoft. Traumasoft will assist customer in creating a Google account to enable Google Maps API access. While it's unlikely that customer will incur Google fees with normal usage, it's possible that Google will lower its threshold for free monthly queries. If a customer is poised to incur Google fees, Traumasoft Support will strategize with said customer on alternatives to reduce usage below Google's paid threshold.

Training and Initial Set-Up: After signature of this agreement, Traumasoft will contact customer to arrange dates and other information regarding on-boarding. No dates are guaranteed until this document is signed and returned. Customer will be asked to comply with request for information on employees, vehicles, forms and processes.



MICHAEL S. MONTELEONE
EXECUTIVE UNDERSHERIFF

SHAWN P. NOONAN
CHIEF DEPUTY

ALBANY COUNTY SHERIFF'S OFFICE

County Court House Albany, New York 12207 (518) 487-5400
WWW.ALBANYCOUNTYSHERIFF.COM

CRAIG D. APPLE, SR.
SHERIFF



WILLIAM M. RICE
UNDERSHERIFF

LEON A. BORMANN
CHIEF DEPUTY

TO: Maureen Shea
Purchasing Division

FROM: Dennis M. Wood
Captain - EMS

DATE: November 16, 2022

RE: RFP #2022-123
Cloud-Based EMS Management Software Suite

I have reviewed the response to RFP #2022-123. At this time my recommendation is to award the aforementioned Request for Purchase to Traumasoft for the amount that they submitted. Our recommendation is based on the fact that Traumasoft submitted the only bid that met our requirements as pointed out in our scoring sheets.

If you have any questions, please feel free to contact me. Thank you.



DANIEL P. McCOY
COUNTY EXECUTIVE

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

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Dennis Wood
Sheriff's EMS Unit

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: November 17, 2022

RE: RFP #2022-123

I am in receipt of your recommendation to award the aforementioned to Traumasoft, LLC in the amount of \$28,490.00 plus travel and expenses fees for on-site training.

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 Traumasoft, LLC.

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

Scott Bowman

RFP #2022-123: Cloud-Based EMS ManagementSoftware Suite

Proposal Rating Worksheet

Reviewer: Scott Bowman

	TraumaSoft			First Due			Mola Group	
	Weight	Rate	Score	Rate	Score	Rate	Score	
Criterion #1: Prior experience with EMS software.	20%	5	1	4	0.8	3	0.6	
Criterion #2: Ability to provide all required pieces of software (modules) under a single web-based service.	20%	5	1	1	0.2	1	0.2	
Criterion #3: Ability to implement workplan January 1, 2023.								
	20%	4	0.8	4	0.8	4	0.8	
Criterion #4: Responsiveness to scope of services.								
	20%	5	1	1	0.2	1	0.2	
Criterion #5: Total proposed cost.	20%	4	0.8	5	1	1	0.2	
TOTALS:			4.6		3		2	

NOTES:

Traumasoftware is the only bidder who offers all of the required modules.

With the short time frame, I do not believe any of the bidders would be able to fully implement by Jan 1, 2023.

First Due's focus is fire-based services, not EMS. This is clear by looking at their website.

Scott Bowman

Mola Group does not have their own software. They are resellers of individual pieces of software that are not all working off a single database and they don't intrinsically communicate with each other.

Reviewer 3

RFP #2022-123: Cloud-Based EMS ManagementSoftware Suite

Proposal Rating Worksheet

Reviewer: Nena Ruiz

	First Due			Reviewer 2		Reviewer 3	
	Weight	Rate	Score	Rate	Score	Rate	Score
Criterion #1: Prior experience with EMS software.	20%	4	0.8		0		0
Criterion #2: Ability to provide all required pieces of software (modules) under a single web-based service.	20%	1	0.2		0		0
Criterion #3: Ability to implement workplan January 1, 2023.							
	20%	4	0.8		0		0
Criterion #4: Responsiveness to scope of services.							
	20%	1	0.2		0		0
Criterion #5: Total proposed cost.	20%	5	1		0		0
TOTALS:			3		0		0

NOTES: Does not offer billing services, vehicle maintenance.

RFP #2022-123: Cloud-Based EMS ManagementSoftware Suite

Proposal Rating Worksheet

Reviewer: Dennis Wood

	TraumaSoft			Mola Group		First Due	
	Weight	Rate	Score	Rate	Score	Rate	Score
Criterion #1: Prior experience with EMS software.	20%	5	1	4	0.8	3	0.6
Criterion #2: Ability to provide all required pieces of software (modules) under a single web-based service.	20%	5	1	1	0.2	1	0.2
Criterion #3: Ability to implement workplan January 1, 2023.							
Criterion #4: Responsiveness to scope of services.	20%	4	0.8	4	0.8	4	0.8
	20%	5	1	3	0.6	1	0.2
Criterion #5: Total proposed cost.	20%	4	0.8	2	0.4	3	0.6
TOTALS:			4.6		2.8		2.4

NOTES: Traumasoft is the only Vendor that meets the bid requirements.

First Due does not offer a billing service

Mola Group is clearly re-selling multiple components to meet our requirements, however they don't fall under one umbrella.

Albany County Request for Contract Approval

Contract #	2023-808
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	SC) State Contract
Department	A3020 - Emergency 911
Date Submitted	Tuesday, January 31, 2023
Contact Person	Demarest, Kevin
Contact Phone	() -518
Vendor Info	DYNTEK 255 WASHINGTON AVENUE EXT. SUITE 102, ALBANY, NY 12205
Estimated Amount	\$25,635.00
Estimated Term	1/31/2023 to 1/30/2024
Scope of Services	FALCON COMPLETE WITH THREAT GRAPH FOR 300 END POINT WITHIN THE SHERIFF'S E911 CENTER
Budget Line Item	AA3020 - 22750 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 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

X

Law Enforcement

ALBANY COUNTY SHERIFFS OFFICE
REQUEST FOR SUPPLIES AND EQUIPMENT

Request Number 01102022h
Requisition Number _____
Purchase Order Number _____

DATE: 1/19/2022

I RESPECTFULLY REQUEST THE FOLLOWING SUPPLIES OR EQUIPMENT:

[illegible]

Deliver To:

**Kenneth Bovia Assistant Director of 911
Albany County E-911 Communications Center
449 New Salem Road
Voorheesville, N.Y. 12186**

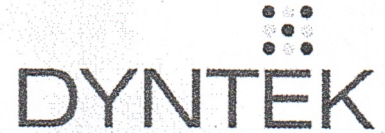
DATE FILED 1/20/2023

AUTHORIZED SIGNATURE

* 3020.17
LINE 3750 *

AUTHORIZED SIGNATURE Neal Bouda

Main:
Email: steven.sanchez@dyntek.com
Web: dyntek.com
Tax ID: 13-4067484



CrowdStrike

Quote #009231 v1

Prepared For:

Albany County - BLOCKED - NO ORDER ENTRY

Cody Reimers
58 Verda Ave
Clarksville, NY 12041

P: (518) 720-8078

E: Cody.Reimers@albanycountyny.gov

Prepared by:

DynTek Services, Inc - New York State

Steve Sanchez
255 Washington Avenue Ext
Suite 102
Albany, NY 12205

P: (518) 207-3410

E: steven.sanchez@dyntek.com

Date Issued:

01.13.2023

Expires:

02.12.2023

Software

Ln #	Qty	Part Number	Description	Unit Price	Extended Price
1	300	CS.FCSD.GOV.SOLN.T1	Falcon Complete with Threat Graph Standard on GovCloud + 300 - Tier 1 12 Month Term	\$85.45	\$25,635.00
2	300	CS.INSIGHTB.SOLN.T3	Prevent - Tier 3 12 Month Term	\$0.00	\$0.00
3	300	CS.PREVENTB.SOLN	Prevent 12 Month Term	\$0.00	\$0.00
4	300	CS.DISCB.SOLN.T3	Discover - Tier 3 12 Month Term	\$0.00	\$0.00
5	300	CS.FALCOMPSTGOV.SVC	Falcon Complete Subscription on Gov Cloud 12 Month Term	\$0.00	\$0.00
6	300	CS.OWB.SVC.T3	Overwatch - Tier 3 12 Month Term	\$0.00	\$0.00
7	300	CS.TG.STD.GOV	Threat Graph Standard on GovCloud 12 Month Term	\$0.00	\$0.00
8	1	CS.FALCOMPONBC.SOLN	Falcon Complete: Complimentary CID 12 Month Term	\$0.00	\$0.00
9	2	RR.PSO.ENT.NCAP	University LMS Subscription New Customer Access Pass 12 Month Term	\$0.00	\$0.00
Subtotal:					\$25,635.00

Purchase Authorization

Customer agrees to purchase the products and/or services described in this Quotation from DynTek Services, Inc. ("DynTek"), subject to the terms of this Quotation and credit approval from DynTek. Customer agrees to accept partial billings as products and/or services are provided. All DynTek invoices shall be paid within 30 days of the invoice date. Customer agrees to pay interest at the rate of 1.5% per month on any invoices that are not paid within 30 days of the invoice date. If DynTek incurs any costs, expenses or fees, including, without limitation, attorney's fees and professional collection services fees, in connection with the collection of any amounts due from Customer to DynTek, Customer agrees to reimburse Seller for all such costs, expenses and fees.

The person signing this Quotation on behalf of Customer represents to DynTek that he or she is a duly authorized agent of Customer with full authority to bind Customer to this Quotation.

Contract Vehicle: NYS OGS CrowdStrike #PM68183

State of New York Office of General Services (OGS) - Information Technology Umbrella Contract Manufacturer Based - Group 73600/Award 22802 Information Technology Umbrella Contract - Manufacturer Based (Statewide).

Albany County Request for Contract Approval

Contract #	2023-758
Contract Type	B) CAB Contract
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A1450 - Board of Elections
Date Submitted	Tuesday, January 10, 2023
Contact Person	Bledi, Rachel
Contact Phone	1 (518) 487-5070
Vendor Info	Vincy's Printing 1832 Curry Rd., Schenectady, NY 12306
Estimated Amount	\$99,999.00
Estimated Term	1/1/2023 to 12/31/2023
Scope of Services	We are seeking renewal of contract No. 2022-388 for a 1-year term with Vincy's Printing, Ltd., which will provide ballot stock paper on an as-needed basis for the primary, general and any special elections held within 2023. The contract is not to exceed \$99,999.00. Vincy's was the lowest responsible and responsive bidder for RFB#2022-069, a purchasing cooperative agreement subject to a 4-year renewal.
Budget Line Item	AA1450 - 44042 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 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



Albany County Board of Elections

COMMISSIONERS OF ELECTION
Rachel L. Bledi (R)
Kathleen Donovan (D)

260 S. PEARL ST.
ALBANY, NEW YORK 12202
OFFICE HOURS: 8:30 A.M. TO 4:30 P.M.
TELEPHONE: (518) 487-5060
FAX: (518) 487-5077
WWW.ALBANYCOUNTY.COM /VOTE/

MEMO

TO: The Contract Administration Board

FROM: Rachel Bledi, Board of Elections Commissioner
Kathleen Donovan, Board of Elections Commissioner

CC: Dave Reilly, Commissioner, Department of Management and Budget
Sameer Modasra, Budget Analyst, Department of Management and Budget

RE: Ballot Paper

DATE: 01/10/2023

We are seeking renewal of contract No. 2022-388 for a 1-year term with Vincy's Printing, Ltd., which will provide ballot stock paper on an as-needed basis for the primary, general and any special elections held within 2023. The contract is not to exceed \$99,999.00.

Vincy's was the lowest responsible and responsive bidder for RFB#2022-069, a purchasing cooperative agreement subject to a 4-year renewal.



January 9, 2023

County of Albany Dept. of General Services
Purchasing Division
112 State Street, Rm 1000
Albany, New York 12207-2021

Dear Pam,

I'm responding to the notice I received for the Albany County RFB# 2022- 069 Ballot Paper. I have reviewed the new pricing calculated and I am writing to let you know that I will renew as stated.

I thank you in advance for your time and the opportunity to continue our working relationship. Please contact me directly to discuss or answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anthony Denning', with a stylized flourish at the end.

Anthony Denning

Bid Tabulation 2022-069 Ballot									
A. Lot (One) 80# Weyerhaeuser-Opaque White/or approved equivalent									
June PPI 180.77									
Current PPI 188.266									
1.04146									
Total Ballot Size	Micro-Perforated Stub length (50 teeth/Inch)*	Price per 1,000		Price per 5,000		Price per 10,000		Price per 50,000	
8 1/2" x 14"	N/A-No Stub	\$125.00	<i>\$130.18</i>	\$521.00	<i>\$542.60</i>	\$1,031.00	<i>\$1,073.75</i>	\$5,022.00	<i>\$5,230.21</i>
8 1/2" x 15	1"	\$335.00	<i>\$348.89</i>	\$790.00	<i>\$822.75</i>	\$1,927.00	<i>\$2,006.89</i>	\$5,535.00	<i>\$5,764.48</i>
8 1/2" x 15" -with color bar	1"	\$720.00	<i>\$749.85</i>	\$1,403.00	<i>\$1,461.17</i>	\$2,456.00	<i>\$2,557.83</i>	\$6,403.00	<i>\$6,668.47</i>
8 1/2" x 16"	2"	\$335.00	<i>\$348.89</i>	\$790.00	<i>\$822.75</i>	\$1,927.00	<i>\$2,006.89</i>	\$5,535.00	<i>\$5,764.48</i>
8 1/2" x 16" -with color bar	2"	\$720.00	<i>\$749.85</i>	\$1,403.00	<i>\$1,461.17</i>	\$2,456.00	<i>\$2,557.83</i>	\$6,403.00	<i>\$6,668.47</i>
8 1/2" x 18"	1"	\$335.00	<i>\$348.89</i>	\$790.00	<i>\$822.75</i>	\$1,927.00	<i>\$2,006.89</i>	\$5,535.00	<i>\$5,764.48</i>
8 1/2" x 18"-with color bar	1"	\$720.00	<i>\$749.85</i>	\$1,403.00	<i>\$1,461.17</i>	\$2,456.00	<i>\$2,557.83</i>	\$6,403.00	<i>\$6,668.47</i>
8 1/2" x 17"	No Stub	\$125.00	<i>\$130.18</i>	\$521.00	<i>\$542.60</i>	\$1,031.00	<i>\$1,073.75</i>	\$5,022.00	<i>\$5,230.21</i>
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B. Lot (Two) 100# Text (Cascades Fine Paper, Rolland Opaque30) White/or approved equivalent									
Total Ballot Size	Micro-Perforated Stub length (50 teeth/Inch)*	Price per 1,000		Price per 5,000		Price per 10,000		Price per 50,000	
8 1/2" x 14"	N/A-No Stub	\$142.00	<i>\$147.89</i>	\$588.00	<i>\$612.38</i>	\$1,105.00	<i>\$1,150.81</i>	\$6,202.00	<i>\$6,459.13</i>
8 1/2" x 15	1"	\$382.00	<i>\$397.84</i>	\$891.00	<i>\$927.94</i>	\$2,048.00	<i>\$2,132.91</i>	\$6,753.00	<i>\$7,032.98</i>
8 1/2" x 15" -with color bar	1"	\$756.00	<i>\$787.34</i>	\$1,322.00	<i>\$1,376.81</i>	\$2,585.00	<i>\$2,692.17</i>	\$7,618.00	<i>\$7,933.84</i>
8 1/2" x 16"	2"	\$382.00	<i>\$397.84</i>	\$891.00	<i>\$927.94</i>	\$2,048.00	<i>\$2,132.91</i>	\$6,753.00	<i>\$7,032.98</i>
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8 1/2" x 19"-with color bar	2"	\$756.00	<i>\$787.34</i>	\$1,322.00	<i>\$1,376.81</i>	\$2,585.00	<i>\$2,692.17</i>	\$7,618.00	<i>\$7,933.84</i>

Price per 100,000		Price per 150,000		Price per 200,000	
\$9,528.00	<i>\$9,923.03</i>	\$12,248.00	<i>\$17,165.08</i>	\$16,244.00	<i>\$16,917.48</i>
\$10,406.00	<i>\$10,837.43</i>	\$13,491.00	<i>\$18,907.10</i>	\$17,549.00	<i>\$18,276.58</i>
\$11,724.00	<i>\$12,210.08</i>	\$15,318.00	<i>\$21,467.56</i>	\$19,429.00	<i>\$20,234.53</i>
\$10,406.00	<i>\$10,837.43</i>	\$13,491.00	<i>\$18,907.10</i>	\$17,549.00	<i>\$18,276.58</i>
\$11,724.00	<i>\$12,210.08</i>	\$15,318.00	<i>\$21,467.56</i>	\$19,429.00	<i>\$20,234.53</i>
\$10,406.00	<i>\$10,837.43</i>	\$13,491.00	<i>\$18,907.10</i>	\$17,549.00	<i>\$18,276.58</i>
\$11,724.00	<i>\$12,210.08</i>	\$15,318.00	<i>\$21,467.56</i>	\$19,429.00	<i>\$20,234.53</i>
\$9,528.00	<i>\$9,923.03</i>	\$12,248.00	<i>\$17,165.08</i>	\$16,244.00	<i>\$16,917.48</i>
\$10,406.00	<i>\$10,837.43</i>	\$13,491.00	<i>\$18,907.10</i>	\$17,549.00	<i>\$18,276.58</i>
\$11,724.00	<i>\$12,210.08</i>	\$15,318.00	<i>\$21,467.56</i>	\$19,429.00	<i>\$20,234.53</i>

Price per 100,000		Price per 150,000		Price per 200,000	
\$11,929.00	<i>\$12,423.58</i>	\$17,232.00	<i>\$17,946.44</i>	\$20,931.00	<i>\$21,798.80</i>
\$12,810.00	<i>\$13,341.10</i>	\$18,440.00	<i>\$19,204.52</i>	\$22,335.00	<i>\$23,261.01</i>
\$14,124.00	<i>\$14,709.58</i>	\$19,595.00	<i>\$20,407.41</i>	\$24,339.00	<i>\$25,348.09</i>
\$12,810.00	<i>\$13,341.10</i>	\$18,440.00	<i>\$19,204.52</i>	\$22,335.00	<i>\$23,261.01</i>
\$14,124.00	<i>\$14,709.58</i>	\$19,595.00	<i>\$20,407.41</i>	\$24,339.00	<i>\$25,348.09</i>
\$12,810.00	<i>\$13,341.10</i>	\$18,440.00	<i>\$19,204.52</i>	\$22,335.00	<i>\$23,261.01</i>
\$14,124.00	<i>\$14,709.58</i>	\$19,595.00	<i>\$20,407.41</i>	\$24,339.00	<i>\$25,348.09</i>
\$11,929.00	<i>\$12,423.58</i>	\$17,232.00	<i>\$17,946.44</i>	\$20,931.00	<i>\$21,798.80</i>
\$12,810.00	<i>\$13,341.10</i>	\$18,440.00	<i>\$19,204.52</i>	\$22,335.00	<i>\$23,261.01</i>
\$14,124.00	<i>\$14,709.58</i>	\$19,595.00	<i>\$20,407.41</i>	\$24,339.00	<i>\$25,348.09</i>

AGREEMENT
BETWEEN THE COUNTY OF ALBANY
AND VINCY'S PRINTING, LTD.
FOR BALLOT STOCK PAPER

Contract No. 2022-388

This is an Agreement made by and between the County of Albany, a municipal corporation duly authorized by the laws of the State of New York, located at the Albany County Office Building, 112 State Street, Albany, New York 12207, acting by and through its County Executive (hereinafter referred to as the "County"), and Vincy's Printing, LTD, with a principal address of 1832 Curry Road, Schenectady, New York 12306 (hereinafter referred to as the "Contractor"). The County and Contractor each individually may be referred to as a "[P]arty" or together as the "[P]arties."

WITNESSETH:

WHEREAS, the County, on behalf of the Albany County Board of Elections, has a need for ballot paper and has issued a request for bids for said ballot paper, said request having been denominated RFB #2022-069, and having been issued by the Albany County Purchasing Division on May 19, 2022 and published on May 26, 2022 (hereinafter called the "RFB"); and

WHEREAS, the Contractor has submitted a bid on June 8, 2022 to furnish the requested ballot paper during a one-year period (hereinafter called the "Bid"); and

WHEREAS, the County has accepted the Bid of the Contractor to provide the aforesaid electrical construction work as the lowest responsible bid; 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 I. THE CONTRACT DOCUMENTS; INTERPRETATION

- 1.1 The Contract Documents consist of the following: this Agreement; the RFB, which is incorporated herein and made a part hereof in its entirety by reference; and the Contractor's Bid, which is incorporated herein and made a part hereof in its entirety by reference (collectively called "the Agreement" hereinafter).
- 1.2 In the event of any discrepancy, disagreement, or ambiguity among the documents which comprise this Agreement, 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 RFB; 3) the Contractor's Bid.

ARTICLE II. SCOPE OF SERVICES TO BE PERFORMED BY CONTRACTOR

- 2.1 Contractor shall furnish Special, Primary and General Election ballot paper on an as-needed basis as delineated in Exhibit "A" attached hereto and made a part hereof to the Albany County Board of Elections.
- 2.2 Prior to accepting any tender or delivery pursuant to this Agreement, the Contractor must make a "test run delivery" of fifty (50) sheets of each distinct ballot type stock ordered. Only upon successful testing of the test run delivery and determination that the test run product meets the specifications of the Board of Elections will authorization be given to the Contractor to tender the complete order.
- 2.3 Contractor shall make prompt deliveries as directed by the Albany County Board of Elections. All delivered items are to be packaged by ballot style in suitable containers/cartons that are standard to the trade.

ARTICLE III. COMPENSATION

- 3.1 In consideration of the terms and obligations of this Agreement, the County agrees to pay and the Contractor agrees to accept an amount not to exceed NINETY-NINE THOUSAND, NINE HUNDRED NINETY-NINE AND 00/100 DOLLARS (\$99,999.00) (US currency) as full compensation for all goods furnished under this Agreement.
- 3.2 Payment under this Agreement shall be for the quantities and items actually ordered during the contract period.
- 3.3 The prices set forth in Exhibit "A" shall remain fixed for the entire term of this Agreement.

ARTICLE IV. PAYMENT AND DELIVERY

- 4.1 Albany County operates a formal Purchase Order System. Under NO circumstances will the Contractor be paid without a purchase order. Contractor shall deliver only the items specified on the purchase order. If Contractor delivers items which are not ordered or duplicates or over ships items, Contractor does so entirely at its own expense. Such shipments will be at no cost or responsibility to the County.
- 4.2 All deliveries shall be made within ten (10) business days of Contractor's receipt of purchase order unless otherwise agreed upon between the County and the Contractor.
- 4.3 Unless otherwise specified by the County, inside delivery is required.

- 4.4 Orders will be placed on an “as-needed” basis. There are to be no minimum order amounts required.
- 4.5 Prior to payment, the items furnished and or work performed will be inspected by the Purchasing Agent or designee to determine their conformity to specification. No payment will be made for items or work not meeting specification.

ARTICLE V. TERM OF THE AGREEMENT

The term of this Agreement shall commence on July 1, 2022 and continue in effect through December 31, 2022.

ARTICLE VI. TERMINATION OF AGREEMENT; REMEDY FOR BREACH

- 6.1 This Agreement may be terminated by the County or the Contractor as follows:

- 6.1.1 The County may terminate this Agreement if the Contractor refuses or fails to supply enough properly skilled workers or proper materials to meet any of its requirements, if the Contractor fails to make payment to County-approved subcontractors for materials or labor, or disregards laws, ordinances or rules and regulations or orders of a public entity having jurisdiction over the work, or if the Contractor is substantially in breach of any of its provisions. Additionally, the County may, without cause, order the Contractor in writing, to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine.

- 6.1.2 The Contractor may terminate this Agreement if the County is substantially in breach of it.

- 6.2 In the event of a breach by the Contractor, the 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 work, together with the County’s own costs incurred in procuring a substitute Contractor.

ARTICLE VII. 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 VIII. 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 IX. 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 X. 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 XI. 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 XII. 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 XIII. 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 XIV. 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 XV. 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 XVI. 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 certificate(s). 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 XVII. NON-COLLUSIVE BIDDING

By execution of this Agreement, Contractor warrants, under penalty of perjury, that to the best of knowledge and belief the prices communicated to the County in establishing the costs of goods and services covered in this Agreement have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition. Contractor warrants that it is in compliance with NYS General Municipal Law Sec. 103-d with regard to the prices of goods and services covered in this Agreement.

ARTICLE XVIII. 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 XIX. ACCOUNTING RECORDS

- 19.1 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.
- 19.2 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.

- 19.3 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 XX. 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 XXI. 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 XXII. LICENSES

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

ARTICLE XXIII. 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 XXIV. 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 XXV. 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 XXVI. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New York. The designated venue is Albany, New York.

ARTICLE XXVII. 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 XXVIII. MODIFICATION

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

ARTICLE XXIX. 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

VINCY'S PRINTING, LTD.

DATED: _____

BY: _____
President

STATE OF NEW YORK)
COUNTY OF ALBANY) SS:

On the _____ day of _____, 2022, 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 _____, 2022, 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 _____, 2022, 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/she/they executed the same in his/her/their capacity, and that by his/her/their 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

The kinds and amounts of insurance to be provided are as follows:

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 for each accident because of bodily injury, sickness or disease, including death at any time, resulting there from, sustained by any person caused by accident, and arising out of the ownership, maintenance or use of any automobiles; and with the limits of \$500,000 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 automobiles.
3. General Liability Insurance: A policy or policies including comprehensive form, personal injury, contractual, products/completed operations, premises operations and broad form property insurance shall be furnished with limits of not less than:

<u>Liability for:</u>	<u>Combined Single Limit:</u>
Bodily Injury	\$1,000,000.
Property Damage	\$1,000,000.
Personal Injury	\$1,000,000.

EXHIBIT A

Ballot Paper

1. **Scope:** The County of Albany, County of Schenectady and County of Rockland (Albany County Purchasing Cooperative) requires a continuous supply of Special, Primary and General Election paper and for the use of the County Board of Elections. Notwithstanding the details presented in these specifications, it will be the responsibility of the bidder to verify the completeness of same to meet the intent of these Specifications. Note: Schenectady County currently prints ballots for Oneida and Montgomery Counties.

2. **Performance Ability:** The successful seller must be prepared to furnish evidence, including established proof of capabilities and experience to satisfactorily supply the County for its requirements for the conduct of the Primary and General Election, and any Special Election that may be called. If requested, proof of financial responsibility may be required.

The bidder must meet all of the precise specifications stated in the “Detailed Specifications for Ballot Paper.” **Prior to the bid opening, vendors quoting equivalent stock must be pre-approved by the Albany County Purchasing Cooperative. See Section 13.2 of General Instructions to bidders. Prior to award the County may require samples to be provided for performance testing with the equipment. Any samples must be supplied at no cost.**

3. **Test Ballot Supply:** Prior to accepting any tender or delivery pursuant to this bid/contract, the vendor must make a “test run delivery” of 50 sheets of each distinct ballot type stock ordered. Only upon successful testing of the test run delivery and determination that the test run product meets the specifications of the Board of Elections, will authorization be given to the vendor to tender the complete order. **Supply of the test ballots is to be included in the bid pricing.**

4. **Quantities:** The quantities and items are estimates only. However, each contract shall be for the quantities and items actually ordered during the contract period.

5. **Contract Term and Renewal:** The bid shall be for the period of July 1, 2022 – December 31, 2022. Price increase/decrease will be allowed quarterly using the US Department of Labor, Bureau of Labor Statistics Produce Price Index as listed below.

At the end of the initial bid period, upon mutual agreement of the County and the Contractor, the agreement may be renewed for four (4) additional years, in four (4) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County. Renewals shall be subject to quarterly price increases/decreases in accordance with changes in the US Department of Labor, Bureau of Labor Statistics Produce Price Index PPI for:

Series ID: PCU322-322
Industry: Paper Manufacturing
Product: Paper Manufacturing

Price adjustments shall be calculated by the following formula:

$$(\text{Current PPI}/\text{Base PPI}) \times \text{Original Awarded Bid Price} = \text{Adjusted Bid Price}$$

A price change factor shall be determined by dividing the current PPI by the base PPI. The current PPI shall be the value most recently published, at the time of price adjustment, by the US Department of Labor. The base PPI shall be the value of PPI at the time of bid opening, June 2022. The price change factor shall be multiplied by the original awarded bid price to determine the adjusted bid price.

6. Minimum Requirements: Bidders are directed to bid on ALL items per Lot (One) and/or Lot (Two) indicated on the “Detailed Specifications for Ballot Paper.”

7. Deliveries: The successful bidder must be prepared, at all times, to make prompt deliveries, as directed by the Albany County Purchasing Cooperative. All delivered items are to be packaged by ballot style, in suitable containers/cartons that are standard to the trade. **Vendors shall shrink wrap the ballots in the requested quantities as per the request of the municipality. Each shrink wrapped package shall contain the exact quantity requested for the daily audits of the municipality.**

All delivery charges must be included in the price.

8. Award: Award will be based on a total per Lot (One) and Lot (Two). Upon request of the County, vendor shall submit samples of the ballot stock for testing with the Albany County Purchasing Cooperative machines. Samples are to be supplied at no cost.

Award will be made as determined to be in the best interest of the Albany County Purchasing Cooperative.

All offers received shall be net cost to the Albany County Purchasing Cooperative. The Cooperative shall not be responsible for any additional costs; including, but not limited to, overtime required by the vendor to meet the appropriate deadlines.

9. Prices for Intermediate Quantities:

On a quantity that is not set forth in the bid award but falls between quantities listed, the difference between the next lowest and next highest bid price shall be pro-rated.

To determine intermediate quantity prices, the following method will be used. Assume the quantity ordered is 15,000 and assume the following prices have been established for quantities of 20,000 and 10,000:

Total price for 20,000 = \$500.00

Total price for 10,000 = \$350.00

To arrive at an intermediate price per M price, the total price for 10,000 is subtracted from the total price for 20,000.

$$\$500.00 - \$350.00 = \$150.00$$

This amount is divided by 10 (the difference between the quantities)

\$150.00 divided by 10 is \$15.00

The intermediate Price per M is then \$15.00/M

The price for 15,000 is therefore \$425.00 which is calculated as follows:

Add the intermediate price of \$15.00 for each additional M to the 10,000 price

10M=\$350.00

11M=\$15.00 additional or \$365.00

12M=\$15.00 additional or \$380.00

13M=\$15.00 additional or \$395.00

14M=\$15.00 additional or \$410.00

15M=\$425.00

Detailed Minimum Specifications for Ballot Paper

A. LOT (ONE)

Paper Stock:	80 lb. Weyerhaeuser - Opaque White
Grain Direction On Finished Ballot:	Long
Basis Weight:	80 # text weight (36.2874 kg)
Thickness:	0.0061 in. (0.015494 cm)
Smoothness:	130 sheffields
Moisture:	5.5 percent
Opacity:	97
Brightness:	96
PPI:	338

Total ballot size	Micro-Perforated Stub length (50 teeth/inch)*
8 1/2 X 14"	N/A - No stub
8 1/2 X 15"	1"
8 1/2 X 15" - with color bar	1"
8 1/2 X 16"	2"
8 1/2 X 16" - with color bar	2"
8 1/2 X 18"	1"
8 1/2 X 18" - with color bar	1"
8 1/2 x 17"	No stub
8 1/2 x 19"	2
8 1/2 x 19" - with color bar	2

* - All stubs will run along the 8 1/2" side of the paper. "Color bar" refers to a strip of color designated by the board of elections printed on one side of the ballot paper in approximately a 1 inch by 6 inch block.

B.LOT (TWO)

Paper Stock:	100# Text (Cascades Fine Paper, Rolland Opaque 30) White
Grain Direction On Finished Ballot:	Short
Basis Weight:	100#, 110 to 155 gsm
Thickness:	0.0006 to .008"
Smoothness:	80 to 150
Moisture:	4 to 6 percent
Opacity:	>95%
Brightness:	>90%

Total ballot size	Micro-Perforated Stub length (50 teeth/inch)*
8 1/2 X 14"	N/A - No stub
8 1/2 X 15"	1"
8 1/2 X 15" - with color bar	1"
8 1/2 X 16"	2"
8 1/2 X 16" - with color bar	2"
8 1/2 X 18"	1"
8 1/2 X 18" - with color bar	1"
8 1/2 x 17"	No stub
8 1/2 x 19"	2
8 1/2 x 19" - with color bar	2

* - All stubs will run along the 8 1/2" side of the paper. "Color bar" refers to a strip of color designated by the board of elections printed on one side of the ballot paper in approximately a 1 inch by 6 inch block.

A. Lot (One) 80# Weyerhaeuser-Opaque White/or approved equivalent																			
Total Ballot Size	Micro-Perforated Stub length (50 teeth/inch)*	Price per 1,000	Price per 5,000	Price per 10,000	Price per 50,000	Price per 100,000	Price per 150,000	Price per 200,000	Row Total										
8 1/2" x 14"	N/A-No Stub	\$125.00	\$521.00	\$1,031.00	\$5,022.00	\$9,528.00	\$12,248.00	\$16,244.00	\$44,719.00										
8 1/2" x 15	1"	\$335.00	\$790.00	\$1,927.00	\$5,535.00	\$10,406.00	\$13,491.00	\$17,549.00	\$50,033.00										
8 1/2" x 15" -with color bar	1"	\$720.00	\$1,403.00	\$2,456.00	\$6,403.00	\$11,724.00	\$15,318.00	\$19,429.00	\$57,453.00										
8 1/2" x 16"	2"	\$335.00	\$790.00	\$1,927.00	\$5,535.00	\$10,406.00	\$13,491.00	\$17,549.00	\$50,033.00										
8 1/2" x 16" -with color bar	2"	\$720.00	\$1,403.00	\$2,456.00	\$6,403.00	\$11,724.00	\$15,318.00	\$19,429.00	\$57,453.00										
8 1/2" x 18"	1"	\$335.00	\$790.00	\$1,927.00	\$5,535.00	\$10,406.00	\$13,491.00	\$17,549.00	\$50,033.00										
8 1/2" x 18" -with color bar	1"	\$720.00	\$1,403.00	\$2,456.00	\$6,403.00	\$11,724.00	\$15,318.00	\$19,429.00	\$57,453.00										
8 1/2" x 17"	No Stub	\$125.00	\$521.00	\$1,031.00	\$5,022.00	\$9,528.00	\$12,248.00	\$16,244.00	\$44,719.00										
8 1/2" x 19"	2"	\$335.00	\$790.00	\$1,927.00	\$5,535.00	\$10,406.00	\$13,491.00	\$17,549.00	\$50,033.00										
8 1/2" x 19" -with color bar	2"	\$720.00	\$1,403.00	\$2,456.00	\$6,403.00	\$11,724.00	\$15,318.00	\$19,429.00	\$57,453.00										
								Grand Total of Lot One	\$519,382.00										

B. Lot (Two) 100# Text (Cascades Fine Paper, Rolland Opaque30) White/or approved equivalent									
Total Ballot Size	Micro-Perforated Stub length (50 teeth/Inch)*	Price per 1,000	Price per 5,000	Price per 10,000	Price per 50,000	Price per 100,000	Price per 150,000	Price per 200,000	Row Total
8 1/2" x 14"	N/A-No Stub	\$142.00	\$588.00	\$1,105.00	\$6,202.00	\$11,929.00	\$17,232.00	\$20,931.00	\$58,129.00
8 1/2" x 15	1"	\$382.00	\$891.00	\$2,048.00	\$6,753.00	\$12,810.00	\$18,440.00	\$22,335.00	\$63,659.00
8 1/2" x 15" -with color bar	1"	\$756.00	\$1,322.00	\$2,585.00	\$7,618.00	\$14,124.00	\$19,595.00	\$24,339.00	\$70,339.00
8 1/2" x 16"	2"	\$382.00	\$891.00	\$2,048.00	\$6,753.00	\$12,810.00	\$18,440.00	\$22,335.00	\$63,659.00
8 1/2" x 16" -with color bar	2"	\$756.00	\$1,322.00	\$2,585.00	\$7,618.00	\$14,124.00	\$19,595.00	\$24,339.00	\$70,339.00
8 1/2" x 18"	1"	\$382.00	\$891.00	\$2,048.00	\$6,753.00	\$12,810.00	\$18,440.00	\$22,335.00	\$63,659.00
8 1/2" x 18" -with color bar	1"	\$756.00	\$1,322.00	\$2,585.00	\$7,618.00	\$14,124.00	\$19,595.00	\$24,339.00	\$70,339.00
8 1/2" x 17"	No Stub	\$142.00	\$588.00	\$1,105.00	\$6,202.00	\$11,929.00	\$17,232.00	\$20,931.00	\$58,129.00
8 1/2" x 19"	2"	\$382.00	\$891.00	\$2,048.00	\$6,753.00	\$12,810.00	\$18,440.00	\$22,335.00	\$63,659.00
8 1/2" x 19" -with color bar	2"	\$756.00	\$1,322.00	\$2,585.00	\$7,618.00	\$14,124.00	\$19,595.00	\$24,339.00	\$70,339.00
								Grand Total of Lot Two	\$652,250.00

COUNTY OF ALBANY

REQUEST FOR BIDS ALBANY COUNTY BOARD OF ELECTIONS



RFB #2022-069

PURCHASE OF BALLOT PAPER

**ALBANY COUNTY DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
PAMELA O NEILL, PURCHASING AGENT
112 STATE STREET, ROOM 1000
ALBANY, NY 12207**

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

TITLE: Purchase of Ballot Paper RFB NUMBER: 2022-069

Receipt Confirmation Form

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

Pamela O Neill
Purchasing Agent
County of Albany
112 State Street, Room 1000
Albany, NY 12207

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

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Title: _____

Phone Number: _____ Fax Number: _____ E-Mail: _____

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

☐ **Yes** / ☐ **No**

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

Fax Number: _____ E-Mail: _____

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NY 12207

NON-BIDDER RESPONSE

RFB #2022-069
Purchase of Ballot Paper

The Albany County Department of General Services, Purchasing Division, is interested in the reasons why bidders fail to submit bids. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the above address.

- ☐ Could not meet specifications or Scope of Services.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements are too restricting.
- ☐ Bond requirements are too restricting.
- ☐ Specifications or Scope of Services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to firm.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid.
- ☐ Other reasons; please state and define:

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone: _____

NOTICE TO BIDDERS -- ALBANY COUNTY
REQUEST FOR BIDS #2022-069

Sealed Bids for Purchase of Ballot Paper as requested by Albany County Board of Elections will be received by the Albany County Purchasing Agent, Room 1000, 112 State Street, Albany, New York 12207 until 11:00 AM, local time on Thursday, June 9, 2022.

Request for Bid (RFB) documents may be obtained at the office of the Albany County Purchasing Agent, as noted above. RFB 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 **May 26, 2022**

Pamela O Neill
Purchasing Agent

Dated: Albany, New York
May 19, 2022

PUBLISH ONE DAY – MAY 26, 2022 -- THE EVANGELIST
PUBLISH ONE DAY – MAY 26, 2022 -- THE TIMES UNION

COUNTY OF ALBANY
REQUEST FOR BIDS
GENERAL INSTRUCTIONS TO BIDDERS

BID DISTRIBUTION- *IMPORTANT NOTICE*

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

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

SECTION 1: BID IDENTIFICATION

- 1.1 Title: **Purchase of Ballot Paper**
- 1.2 Requesting Department: **Albany County Purchasing Cooperative**
- 1.3 Bid Number: **2022-069**

SECTION 2: PURPOSE

- 2.1 The intent of these specifications is to furnish information to responsible bidders for the purpose of obtaining bids for **Purchase of Ballot paper** as requested by **the Albany County Purchasing Cooperative**.
- 2.2 Minority Business Enterprises (MBE's) and Women Business Enterprises (WBE's) are encouraged to apply.
- 2.3 This Request for Bids is a cooperative venture between/among Albany County, Schenectady County and Rockland County. Any pricing offered to Albany County under the RFB shall be extended to these agencies.

SECTION 3: BIDDING DOCUMENTS

- 3.1 Complete sets of the Bidding Documents may be obtained or examined as stated in the Notice to Bidders.

- 3.2 Complete sets of Bidding Documents must be used in preparing bids. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

SECTION 4: SUBMISSION OF BIDS

- 4.1 Bids and any other required documents must be submitted, sealed in an opaque envelope, plainly marked with the name and number of the bid and the name and address of the bidder and accompanied by the required documents. Bids must be received no later than **11:00am Thursday June 9, 2022** at the following address:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, NY 12207

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

SECTION 5: TERM OF BID

Contract Term and Renewal: The bid shall be for the period of July 1, 2022 – December 31, 2022. Price increase/decrease will be allowed quarterly using the US Department of Labor, Bureau of Labor Statistics Produce Price Index as listed below.

At the end of the initial bid period, upon mutual agreement of the County and the Contractor, the agreement may be renewed for four (4) additional years, in four (4) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County. Renewals shall be subject to quarterly price increases/decreases in accordance with changes in the US Department of Labor, Bureau of Labor Statistics Produce Price Index PPI for:

Series ID: PCU322-322
Industry: Paper Manufacturing
Product: Paper Manufacturing

Price adjustments shall be calculated by the following formula:

(Current PPI/Base PPI) x Original Awarded Bid Price = Adjusted Bid Price

A price change factor shall be determined by dividing the current PPI by the base PPI. The current PPI shall be the value most recently published, at the time of price adjustment, by the US Department of Labor. The base PPI shall be the value of PPI at the time of bid opening, June 2022. The price change factor shall be multiplied by the original awarded bid price to determine the adjusted bid price.

SECTION 6: BID SECURITY

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

SECTION 7: QUALIFICATION OF BIDDER

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

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

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

SECTION 8: Section not in use

SECTION 9: DISQUALIFICATION

9.1 The County reserves the right to refuse to issue Bidding Documents to a prospective bidder should such bidder be in default for any of the following reasons:

- (a) Failure to comply with any pre-qualification regulations of the County, if such regulations are cited, or otherwise included, in the Bidding Documents as a requirement for bidding.
- (b) Bidder's failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts in force (with the Owner) at the time the County issues the Bidding Documents to a prospective bidder.
- (c) Bidder's default under previous contracts with the County.

(d) Bidder's unsatisfactory work on previous contracts with the County.

9.2 Bids received from bidders who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A bid may be rejected if the bidder cannot show that it has the necessary ability, plant and equipment to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or within the time specified. A bid may be rejected if the bidder is already obligated for the performance of other work which would delay the commencement, performance or completion of the work.

9.3 Albany County reserves the right to reject any bid if the information submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

9.4 Bids will be considered irregular and shall be subject to rejection for the following reasons:

(a) If the bid is on a form other than that furnished by Albany County, or, if the Albany County's form is altered, or, if any part of the bidding documents is detached.

(b) If there are unauthorized additions, conditional or alternate pay items, or irregularities of any kind which make the bid incomplete, indefinite, or otherwise ambiguous.

(c) If the bid is not accompanied by the bid security specified by the Albany County.

SECTION 10: Section not in use

SECTION 11: NON-COLLUSIVE BIDDING CERTIFICATE

11.1 All bidders bidding under the provisions of the specifications are subject to the provisions of Section 103 of the General Municipal Law of the State of New York. A signed Non-Collusive Bidding Certificate (Attachment "A") is required to be submitted with each bid on the form provided by the County.

SECTION 12: BID FORM

12.1 The Bid Form is attached hereto; additional copies may be obtained from the County.

12.2 Bids must be made on the Bid Form provided by the County. The Bid Form must be completed in ink or by typewriter. The Bid Form must also be signed by an authorized representative of the bidder.

12.3 Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign on behalf of the corporation) and the corporate seal must be affixed by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.

12.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature. The official address of the partnership must be shown below the signature.

12.5 All names must be printed or typed below the signature.

12.6 The bid must contain an acknowledgment of receipt of all Addenda (the number of which will be filled in on the Bid Form).

12.7 The address to which communications regarding the bid are to be directed must be included on the Bid Form.

SECTION 13: EQUIVALENT GOODS

13.1 Manufacturers name brands are listed to indicate minimum requirements and bidding may be on brands listed, (if specified), or equivalent. Specifications shall be furnished by bidder to support equivalency. In the event of any claim by any unsuccessful bidder concerning or relating to the issue of “equal or better” or “or equal”, the successful bidder agrees, that his own cost and expense, to defend such claim or claims and agrees to hold the County of Albany free and harmless from any and all claims for loss or damage arising out of this transaction for any reasons.

13.2 Requests for substitution must be reviewed and approved by the County prior to receipt of bids. Vendors wishing to quote substitute equipment shall complete and return the “Request for Substitution Approval” form, along with complete specifications and manufacturer’s descriptive literature, by 4:30pm ***Friday June 3, 2022*** to the Albany County Purchasing Division. Requests shall be submitted to the Albany County Purchasing Agent at 112 State Street, Room #1000, Albany NY 12207, or via fax to (518) 447-5588.

SECTION 14: SPECIFICATION CLARIFICATION

14.1 All inquiries with respect to this Request for Bids must be directed to the Albany County Purchasing Agent as follows:

Pamela O Neill
Albany County Purchasing Agent
112 State Street, **Room 1000**
Albany, NY 12207
Telephone: (518) 447-7140
Facsimile: (518) 447-5588
Email: pamela.oneill@albanycountyny.gov

14.2 All questions about the meaning or intent of the specifications must be submitted to the aforementioned designated person in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded as having received the bidding documents. Questions

received less than four (4) days prior to the date of submission of bids will not be answered. The County will be bound only by responses given by formal written Addenda.

SECTION 15: BID EVALUATION

15.1 Bids shall remain valid until:

- (a) the execution of a contract by Albany County; or
- (b) the award of a purchase order by Albany County; or
- (c) as otherwise rejected by Albany County.

15.2 Bids received will be evaluated by Albany County and will be based, as a minimum, upon the following criteria:

- (a) Lowest total bid cost and projected timetable for completion of services and/or delivery of goods described herein;
- (b) Completeness of the bid; and
- (c) Bidder's demonstrated capabilities and professional qualifications.

15.3 The County reserves the right to award this contract on a per item or aggregate basis, whichever is most beneficial to the County of Albany. Bidders need not submit bids for all items listed to be eligible for an award of this contract.

15.4 The County reserves the right to purchase items pursuant to General Municipal Law 103 from New York State Contracts, other County, political subdivision or district contracts, or other Governmental Agency or New York State Preferred Sources within its discretion.

SECTION 16: MODIFICATION AND WITHDRAWAL OF BIDS

16.1 Bids may be modified or withdrawn at any time prior to the opening of bids by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where bids are to be submitted.

16.2 If, prior to awarding of the contract or within three days after opening, whichever period is shorter, any bidder files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there was a material and substantial mistake in the preparation of its bid, that bidder may withdraw its bid and the bid security will be returned.

SECTION 17: AWARD OF BID

- 17.1 After the award has been approved by the proper County governing authority, the successful bidder will be issued a Notice of Award. A notice of contract award shall not be binding upon the County until the contract has been fully executed by both parties.

The following documents shall be incorporated, to the extent deemed appropriate in the sole discretion of the County, within the contract between Albany County and the apparent successful Bidder: the successful Bidder's bid, this Request For Bids and any written Addenda issued by Albany County in response to inquiries of prospective bidders as set forth in Section 12.2 hereof.

- 17.2 No successful bidder to whom a contract or purchase order is let, granted or awarded, shall assign, transfer, convey, sublet, or otherwise dispose of same, or of its right, title, and interest herein, including the performance of the contract or purchase order or the right to receive monies due or to become due, or of its power to execute the contract or purchase order without the prior written consent of the Albany County Purchasing Agent. In the event the contractor shall without prior written consent assign, transfer, convey, sublet or otherwise dispose of the contract or purchase order or of its right, title and interest therein, including the performance of this contract or purchase order, or the right to receive monies due or to become due, or its power to execute such contract or purchase order to any other person or corporations, or upon receipt by Albany County of an attachment against the Successful Bidder, the County of Albany shall be relieved and discharged from any and all liability and obligation growing out of such contract or purchase order to such contractor, and the person or corporation to which such contract or purchase order shall have been assigned, its assignees, transferees or sub lessees shall forfeit and lose all monies theretofore assigned under the contract or purchase order, except so much as may be required to pay its employees.

SECTION 18: PERFORMANCE BOND

- 18.1 No Performance bond is requested for this bid.

SECTION 19: INSURANCE REQUIREMENTS

- 19.1 The successful Bidder will be required to procure and maintain at its own expense the following insurance coverage:
- (a) **Workers' Compensation and Employers Liability Insurance:** A policy or policies providing protection for employees in the event of job-related injuries.
 - (b) **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.

- (c) **General Liability Insurance:** A policy or policies of comprehensive all-risk insurance with limits of not less than:

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

19.2 Each policy of insurance required shall be of form and content satisfactory to the Albany County Attorney.

- (a) Albany County shall be named as an additional named insured on all liability, policies. **The bid number must appear on policy.**

- (b) The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to Albany County. It shall be automatically renewed upon expiration and continued in force unless Albany County is given at least thirty (30) days written notice to the contrary.

19.3 No work shall be commenced under the contract or purchase order until the successful Bidder has delivered to the County Purchasing Agent or his designee proof of issuance of all policies of insurance required by the contract to be procured by the successful Bidder. If at any time, any of said policies shall expire or become unsatisfactory to the County, the successful Bidder shall promptly obtain a new policy and submit proof of insurance of the same to the County for approval. Upon failure of the successful Bidder to furnish, deliver and maintain such insurance as above provided, the contract or purchase order may, at the election of the County, be forthwith declared suspended, discontinued or terminated. Failure of the successful Bidder to procure and maintain any required insurance shall not relieve the successful Bidder from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Bidder concerning indemnification.

SECTION 20: INDEMNIFICATION

20.1 The successful Bidder shall defend, indemnify and save harmless the County, its employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the successful Bidder, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

SECTION 21: REMEDY FOR BREACH

- 21.1 In the event of a breach by CONTRACTOR, 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.

SECTION 22: DELIVERY AND PAYMENT

- 22.1 All bid prices shall include freight and shall be quoted F.O.B. destination.
- 22.2 Albany County operates a formal Purchase Order System. Under **NO** circumstances will the vendor or contractor be paid without a purchase order. Contractor shall deliver only the items specified on the purchase order. Any Contractor who delivers items which are not ordered, or who duplicates or overships items, does so entirely at his own expense. Such shipments will be at no cost or responsibility to Albany County.
- 22.3 All deliveries shall be made within ten (10) business days of vendor's receipt of purchase order, unless otherwise specified in this Request for Bids, or as otherwise agreed upon between the vendor and the Purchasing Division.
- 22.4 Unless otherwise specified by the County, inside delivery is required. Some delivery locations are not equipped with loading docks and no additional compensation shall be paid to vendors for inside delivery at those locations.
- 22.5 Orders will be placed on an "as-needed" basis by Albany County departments. There are to be no minimum order amounts required. Bids stipulating minimum quantity or dollar value orders will not be considered.
- 22.6 Prior to payment, the items furnished and or work performed will be inspected by the Purchasing Agent or his designee to determine their conformity to specification. No payment will be made for items or work not meeting specification.
- 22.7 ALBANY COUNTY IS NOT SUBJECT TO FEDERAL, STATE OR LOCAL TAXES.

SECTION 23: CASH DISCOUNT

- 23.1 Cash discounts may be offered by a bidder for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low bidder.
- 23.2 For purposes of any applicable cash discount, the payment date shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

SECTION 24: EXTENSION OF BIDS TO ALL POLITICAL SUBDIVISIONS AND AUTHORIZED DISTRICTS LOCATED IN THE STATE OF NEW YORK

- 24.1 It is the intent of this Request For Bids that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of materials, equipment or supplies from the resulting the bid award.
- 24.2 No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
- 24.3 All purchases shall be subject to audit and inspection by the other political subdivisions for which the purchase was made.
- 24.4 All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment directly to the successful Bidder.
- 24.5 Upon request, participating entities must furnish the successful Bidder with the proper tax exemption certificates or documentation of tax exempt status. (Purchase orders should have this information and be retained for documenting the tax exempt sale.)
- 24.6 The sole responsibility in regard to performance of the bid, or any obligation, covenant, condition or term thereunder by the successful Bidder and the participating entities will be borne and is expressly assumed by the successful Bidder and the participating entities and not by Albany County. In the event of a failure or breach in performance of any such bid by a participating entity or the successful Bidder, Albany County, specifically and expressly disclaims any and all liability for such defective performance or breach, or failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Albany County centralized bid.

SECTION 25: MACBRIDE PRINCIPLES

- 25.1 Contractor/Proposer hereby represents that said contractor/proposer is in compliance with the MacBride Principles of Fair Employment as set forth in Albany County Local Law No. [3] for 1993, in that said contractor/proposer 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 their 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 section 4 of Local Law No. [3] in 1993, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the contract/proposer in default and/or seeking debarment or suspension of the contractor/proposer.
- 25.2 In the case of a contract which must be let by competitive sealed bidding, whenever the lowest bidder has not agreed to stipulate to the conditions set forth in this section, and another bidder who has agreed to stipulate to such conditions has submitted a bid within five percent of the lowest bid for a contract to supply goods, services or construction of comparable quality, the contracting entity shall refer the contract to the County Legislature, which shall determine whether the lowest bidder is responsible. In making such

determination, the County Legislature may consider, as a factor bearing on responsibility, whether the lowest bidder discriminates in employment in Northern Ireland.

25.3 As used in this section, the term “contract” shall not include contracts with government and non-profit organizations, contracts awarded pursuant to an emergency procurement procedure or contracts, resolutions, indentures, declarations of trust or other instruments of authorizing or relating to the authorization, issuance, award, sale or purchase of bonds, certificates of indebtedness, notes or other fiscal obligations of the County, provided that the policies of this section shall be considered when selecting managing underwriters in connection with such activities.

25.4 The provisions of this section shall not apply to contracts for which the County receive funds administered by the United States Department of Transportation, except to the extent Congress has directed that the Department of Transportation not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles, or to the extent that such funds are not otherwise withheld by the Department of Transportation.

SECTION 26: Section not in use

26.1 The following is taken from Resolution No. 298 adopted by the Albany County Legislature on December 4, 1986:

“RESOLVED, That any person, firm, corporation, partnership or other entity (hereinafter “contractor”) as a prerequisite to the award of any public works contract by the County of Albany, shall agree that it will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the contractor or by any of the trades working in or about the public works and/or premises where the work is being performed, and, be it further

“RESOLVED, That in awarding contracts for public works, the County of Albany shall consider the ability of the contractor to undertake the work without interruption due to labor strife or unrest, and, be it further

“RESOLVED, That unless such contractor shall demonstrate to the satisfaction of the County of Albany that it will not intentionally engage in such conduct as aforesaid which will or may result in the interruption of the performance of the public work, then and in that event, such public works contract shall not be awarded to such contractor.”

A signed Non-Interruption of Work Agreement is required to be submitted with each bid in the form specified with the bid documents.

SECTION 27: Section not in use

SECTION 28: Section not in use

SECTION 29: ANTI DISCRIMINATION CLAUSE

29.1 Pursuant to Section 220-E of the NYS Labor Law, regarding provisions in contracts prohibiting discrimination on account of race, creed, color or national origin in employment of citizens upon public works, the Contractor agrees: (a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, disability, gender, marital status, military status, sexual orientation or national origin discriminate against any citizen of the state of New York who is qualified and available to perform the work to which the employment relates; (b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, color, disability, gender, marital status, military status, sexual orientation or national origin; (c) That there may be deducted from the amount payable to the contractor by the state or municipality under this contract a penalty of fifty dollars for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract; (d) That this contract may be cancelled or terminated by the state or municipality, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the contract; and (e) The aforesaid provisions of this section covering every contract for or on behalf of the state or a municipality for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the state of New York.

SECTION 30: Section not in use

SECTION 31: INTERPRETATION

31.1 In the event of any discrepancy, disagreement or ambiguity among the documents which comprise this RFB, and/or, the Agreement (between the County and the successful bidder/proposer) and its incorporated documents, the documents shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity: 1) the Agreement; 2) the RFB; 3) the Contractor's bid.

SECTION 32: NON APPROPRIATIONS CLAUSE

32.1 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.

SECTION 33: IRANIAN ENERGY SECTOR DIVESTMENT

33.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor/Proposer 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.

33.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

33.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (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 organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).”

Albany County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

33.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefor. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The County of Albany has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Albany would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

SECTION 34: Section not in use

SECTION 35: Section not in use

Ballot Paper

1. **Scope:** The County of Albany, County of Schenectady and County of Rockland (Albany County Purchasing Cooperative) requires a continuous supply of Special, Primary and General Election paper and for the use of the County Board of Elections. Notwithstanding the details presented in these specifications, it will be the responsibility of the bidder to verify the completeness of same to meet the intent of these Specifications. Note: Schenectady County currently prints ballots for Oneida and Montgomery Counties.

2. **Performance Ability:** The successful seller must be prepared to furnish evidence, including established proof of capabilities and experience to satisfactorily supply the County for its requirements for the conduct of the Primary and General Election, and any Special Election that may be called. If requested, proof of financial responsibility may be required.

The bidder must meet all of the precise specifications stated in the “Detailed Specifications for Ballot Paper.” **Prior to the bid opening, vendors quoting equivalent stock must be pre-approved by the Albany County Purchasing Cooperative. See Section 13.2 of General Instructions to bidders. Prior to award the County may require samples to be provided for performance testing with the equipment. Any samples must be supplied at no cost.**

3. **Test Ballot Supply:** Prior to accepting any tender or delivery pursuant to this bid/contract, the vendor must make a “test run delivery” of 50 sheets of each distinct ballot type stock ordered. Only upon successful testing of the test run delivery and determination that the test run product meets the specifications of the Board of Elections, will authorization be given to the vendor to tender the complete order. **Supply of the test ballots is to be included in the bid pricing.**

4. **Quantities:** The quantities and items are estimates only. However, each contract shall be for the quantities and items actually ordered during the contract period.

5. **Contract Term and Renewal:** The bid shall be for the period of July 1, 2022 – December 31, 2022. Price increase/decrease will be allowed quarterly using the US Department of Labor, Bureau of Labor Statistics Produce Price Index as listed below.

At the end of the initial bid period, upon mutual agreement of the County and the Contractor, the agreement may be renewed for four (4) additional years, in four (4) consecutive one-year intervals. Renewal of multiple item bid awards shall be contingent upon renewal of all items; partial renewals shall not be accepted by the County. Renewals shall be subject to quarterly price increases/decreases in accordance with changes in the US Department of Labor, Bureau of Labor Statistics Produce Price Index PPI for:

Series ID: PCU322-322
Industry: Paper Manufacturing
Product: Paper Manufacturing

Price adjustments shall be calculated by the following formula:

$$(\text{Current PPI}/\text{Base PPI}) \times \text{Original Awarded Bid Price} = \text{Adjusted Bid Price}$$

A price change factor shall be determined by dividing the current PPI by the base PPI. The current PPI shall be the value most recently published, at the time of price adjustment, by the US Department of Labor. The base PPI shall be the value of PPI at the time of bid opening, June 2022. The price change factor shall be multiplied by the original awarded bid price to determine the adjusted bid price.

6. Minimum Requirements: Bidders are directed to bid on ALL items per Lot (One) and/or Lot (Two) indicated on the “Detailed Specifications for Ballot Paper.”

7. Deliveries: The successful bidder must be prepared, at all times, to make prompt deliveries, as directed by the Albany County Purchasing Cooperative. All delivered items are to be packaged by ballot style, in suitable containers/cartons that are standard to the trade. **Vendors shall shrink wrap the ballots in the requested quantities as per the request of the municipality. Each shrink wrapped package shall contain the exact quantity requested for the daily audits of the municipality.**

All delivery charges must be included in the price.

8. Award: Award will be based on a total per Lot (One) and Lot (Two). Upon request of the County, vendor shall submit samples of the ballot stock for testing with the Albany County Purchasing Cooperative machines. Samples are to be supplied at no cost.

Award will be made as determined to be in the best interest of the Albany County Purchasing Cooperative.

All offers received shall be net cost to the Albany County Purchasing Cooperative. The Cooperative shall not be responsible for any additional costs; including, but not limited to, overtime required by the vendor to meet the appropriate deadlines.

9. Prices for Intermediate Quantities:

On a quantity that is not set forth in the bid award but falls between quantities listed, the difference between the next lowest and next highest bid price shall be pro-rated.

To determine intermediate quantity prices, the following method will be used. Assume the quantity ordered is 15,000 and assume the following prices have been established for quantities of 20,000 and 10,000:

Total price for 20,000 = \$500.00

Total price for 10,000 = \$350.00

To arrive at an intermediate price per M price, the total price for 10,000 is subtracted from the total price for 20,000.

$$\$500.00 - \$350.00 = \$150.00$$

This amount is divided by 10 (the difference between the quantities)

\$150.00 divided by 10 is \$15.00

The intermediate Price per M is then \$15.00/M

The price for 15,000 is therefore \$425.00 which is calculated as follows:

Add the intermediate price of \$15.00 for each additional M to the 10,000 price

10M=\$350.00

11M=\$15.00 additional or \$365.00

12M=\$15.00 additional or \$380.00

13M=\$15.00 additional or \$395.00

14M=\$15.00 additional or \$410.00

15M=\$425.00

Detailed Minimum Specifications for Ballot Paper

A. LOT (ONE)

Paper Stock:	80 lb. Weyerhaeuser - Opaque White
Grain Direction On Finished Ballot:	Long
Basis Weight:	80 # text weight (36.2874 kg)
Thickness:	0.0061 in. (0.015494 cm)
Smoothness:	130 sheffields
Moisture:	5.5 percent
Opacity:	97
Brightness:	96
PPI:	338

Total ballot size	Micro-Perforated Stub length (50 teeth/inch)*
8 1/2 X 14"	N/A - No stub
8 1/2 X 15"	1"
8 1/2 X 15" - with color bar	1"
8 1/2 X 16"	2"
8 1/2 X 16" - with color bar	2"
8 1/2 X 18"	1"
8 1/2 X 18" - with color bar	1"
8 1/2 x 17"	No stub
8 1/2 x 19"	2
8 1/2 x 19" - with color bar	2

* - All stubs will run along the 8 1/2" side of the paper. "Color bar" refers to a strip of color designated by the board of elections printed on one side of the ballot paper in approximately a 1 inch by 6 inch block.

B.LOT (TWO)

Paper Stock:	100# Text (Cascades Fine Paper, Rolland Opaque 30) White
Grain Direction On Finished Ballot:	Short
Basis Weight:	100#, 110 to 155 gsm
Thickness:	0.0006 to .008"
Smoothness:	80 to 150
Moisture:	4 to 6 percent
Opacity:	>95%
Brightness:	>90%

Total ballot size	Micro-Perforated Stub length (50 teeth/inch)*
8 1/2 X 14"	N/A - No stub
8 1/2 X 15"	1"
8 1/2 X 15" - with color bar	1"
8 1/2 X 16"	2"
8 1/2 X 16" - with color bar	2"
8 1/2 X 18"	1"
8 1/2 X 18" - with color bar	1"
8 1/2 x 17"	No stub
8 1/2 x 19"	2
8 1/2 x 19" - with color bar	2

* - All stubs will run along the 8 1/2" side of the paper. "Color bar" refers to a strip of color designated by the board of elections printed on one side of the ballot paper in approximately a 1 inch by 6 inch block.

COUNTY OF ALBANY
REQUEST FOR BIDS #2022-069
Ballot Paper

REQUEST FOR SUBSTITUTION APPROVAL

Indicate the ballot paper _____ which you wish to submit for Albany County's consideration:

Attach descriptive literature and return to:

**Albany County Purchasing Division
112 State Street, Room #1000
Albany, NY 12207**

or fax to: (518) 447-5588

Deadline for submission of substitution approval requests is June 3, 2022 by close of business (4:30 p.m.).

VENDOR: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TEL. NO.: _____

FAX NO.: _____

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: Purchase of Ballot Paper
Bid Number: 2022-069

THIS BID IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 1000
Albany, NY 12207-2021

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

Date

Number

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

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

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

7. Communication concerning this Bid shall be addressed to:

Phone: _____ Fax: _____

E-mail: _____

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

A. Lot (One) 80# Weyerhaeuser-Opaque White/or approved equivalent									
Total Ballot Size	Micro-Perforated Stub length (50 teeth/Inch)*	Price per 1,000	Price per 5,000	Price per 10,000	Price per 50,000	Price per 100,000	Price per 150,000	Price per 200,000	Row Total
8 1/2" x 14"	N/A-No Stub								\$
8 1/2" x 15	1"								\$
8 1/2" x 15" -with color bar	1"								\$
8 1/2" x 16"	2"								\$
8 1/2" x 16" -with color bar	2"								\$
8 1/2" x 18"	1"								\$
8 1/2" x 18"-with color bar	1"								\$
8 1/2" x 17"	No Stub								\$
8 1/2" x 19"	2"								\$
8 1/2" x 19"-with color bar	2"								\$
								Grand Total of Lot One	\$

B. Lot (Two) 100# Text (Cascades Fine Paper, Rolland Opaque30) White/or approved equivalent									
Total Ballot Size	Micro-Perforated Stub length (50 teeth/Inch)*	Price per 1,000	Price per 5,000	Price per 10,000	Price per 50,000	Price per 100,000	Price per 150,000	Price per 200,000	Row Total
8 1/2" x 14"	N/A-No Stub								\$
8 1/2" x 15	1"								\$
8 1/2" x 15" -with color bar	1"								\$
8 1/2" x 16"	2"								\$
8 1/2" x 16" -with color bar	2"								\$
8 1/2" x 18"	1"								\$
8 1/2" x 18"-with color bar	1"								\$
8 1/2" x 17"	No Stub								\$
8 1/2" x 19"	2"								\$
8 1/2" x 19"-with color bar	2"								\$
								Grand Total of Lot Two	\$

BID FORM

BID IDENTIFICATION:

Title: 2022-069

Bid Number: Purchase of Ballot Paper

COMPANY:

ADDRESS:

CITY, STATE, ZIP:

TEL. NO.:

FAX NO.:

FEDERAL TAX ID NO.:

REPRESENTATIVE:

E-MAIL:

SIGNATURE AND TITLE

DATE

BF5

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

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

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

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

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

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

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

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

Signature

Title

Date

Company Name

ATTACHMENT "B"
ACKNOWLEDGMENT BY BIDDER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

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

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 200__, before me personally appeared _____ to me known, who, being by me sworn, did say that he resides at (give address) _____; that he is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Notary Public, State of _____

Qualified in _____

Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

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

Notary Public, State of _____

Qualified in _____

Commission Expires _____

**ATTACHMENT “C”
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

1. VENDOR IS: ☐ PRIME CONTRACTOR			
2. VENDOR’S LEGAL BUSINESS NAME		3. IDENTIFICATION NUMBERS a) FEIN # b) DUNS #	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD:		5. WEBSITE ADDRESS (if applicable)	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE		7. TELEPHONE NUMBER	8. FAX NUMBER
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name Title Telephone Number Fax Number e-mail			
13. LIST ALL OF THE VENDOR’S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A “YES,” AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor. ☐ Yes ☐ No 			
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS: a) An elected or appointed public official or officer? <i>List each individual’s name, business title, the name of the organization and position elected or appointed to, and dates of service</i> ☐ Yes ☐ No b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals 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? Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. b) file returns or pay New York State unemployment insurance? Indicate the years the vendor failed to file/pay the insurance and the current status of the liability. c) Property Tax Indicate the years the vendor failed to file.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
19.	HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES I WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.	☐ Yes ☐ No
20.	IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, 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 ¹ :	☐ Yes	☐ No
	a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;		
Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.			

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

**ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN #

State of:)
) ss:
County of:)

CERTIFICATION:

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

The undersigned certifies that he/she:

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

Name of Business

Signature of Owner _____

Address

Printed Name of Signatory _____

City, State, Zip

Title

Sworn before me this ____ day of _____, 20__;

Notary Public

Printed Name

Signature

Date

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

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

Signature

Title

Date

Company Name

Albany County Request for Contract Approval

Contract #	2023-767
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	S) Sole Source (please attach sole source letter)
Department	A1411 - Hall of Records
Date Submitted	Wednesday, January 11, 2023
Contact Person	WrightRamos, Ricardo
Contact Phone	1 (518) 487-5150
Vendor Info	New York State Industries for the Disabled Inc. (NYSID) 11 Columbia Circle Drive West, Albany, New York 12203
Estimated Amount	\$52,033.28
Estimated Term	1/1/2023 to 12/31/2023
Scope of Services	Digitization and data entry of Vital Records, Town Board Meeting Minutes, and Payroll Records for the Town of Guilderland as per the terms of the awarded 2022-2023 Local Government Records Management Improvement Fund.
Budget Line Item	AA1411 - 40446 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

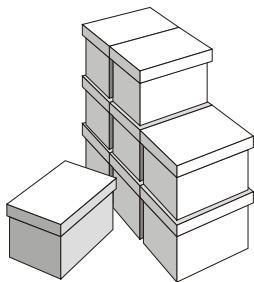
Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature

BRUCE A. HIDLEY
County Clerk



**ALBANY COUNTY
HALL OF RECORDS**
ALBANY COUNTY CLERK

CRAIG A. CARLSON
Deputy County Clerk

95 Tivoli Street
Albany, NY 12207
Phone: (518) 436-3663
Fax (518) 436-3678
www.albanycounty.com/achor

Memorandum

To: The Honorable Daniel McCoy, Albany County Executive; The Honorable Andrew C. Joyce, Chairman, Albany County Legislature; The Honorable Bruce Hidley, Albany County Clerk

From: Craig Carlson
Deputy County Clerk
Albany County Hall of Records

Date: January 26, 2023

Subject: Request for Contract Approval-Contracts #767 and #769
New York State Industries for the Disabled (NYSID)
Scanning Services

Please be advised that the Albany County Hall of Records respectfully requests your authorization to contract with New York State Industries for the Disabled (NYSID) to provide book and microfilm scanning services for the Town of Guilderland Vital Records, Town Board Minutes, and Payroll Records (contract #767) and the Hall of Records Albany County Penitentiary Records (contract #769). Contract #767 consists of Town of Guilderland Vital Records, Town Board Minutes, and Payroll Records, approximately 138,302 images with indexing, for a total cost of \$52,033.28. Included in contract #769 are 13 volumes of Albany County Penitentiary Records, approximately 2,906 images with indexing, for a total cost of \$60,230.14. These monies came from a grant awarded by the Local Government Records Management Improvement Fund (LGRMIF) for the 2022-2023 grant cycle for \$149,669. NYSID is the Sole Source provider for imaging services as per the guidelines of the LGRMIF grant offered by the New York State Education Department.



**Shared Services
Document Scanning Proposal
For
Albany County
Town of Guilderland**

Submitted: March 11, 2022

**Submitted By: Laurie Green
Senior Account Executive
Image Data, Inc.
(518) 862-2740
lgreen@imgdata.com**

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and document scanning records for Albany County and Town of Guilderland, NY. The project will be converted in our Albany, New York production facility according to the requirements detailed in this Statement of Work.

Town of Guilderland Documents include:

- Vital records
- Burial Permits
- Death registers
- Payroll records
- Minutes records

Albany County Documents include:

- Registers of Prisoners

Image Data Team will work closely with the designated representatives from Albany and Guilderland throughout the term of this project to provide for a smooth, timely, confidential and successful partnership.

2.0 SUMMARY OF CONTENTS

The following sections are included in this SOW:

Production Contacts
Pickup and Delivery
Conversion Services
Transmission of Images
Post Scan Indexing
Delivery and File Back-up
Facility, Production and QC Overview
Pricing Schedules

3.0 PRODUCTION CONTACTS

The conversion will be managed by a team consisting of the following Image Data individuals, who will be responsible for completion of production activities.

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| 1. Kara Heniges
(518) 862-2740 ext. 1030 | Operations Manager |
| 2. Ken Major
(518) 862-2740 ext.1023 | Director of IT |
| 3. Laurie Green
(518) 862-2740 ext.1021 | Senior Account Executive |

4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

Albany and Guilderland will box all records for pick-up by driver and deliver to Image Data's production facility in Albany. Shipment dates, schedules and volume of boxes to be determined.

5.0 DOCUMENT PREPARATION

Town of Guilderland:

Film:

- Image Data will ensure film is not broken or damaged
- Image Data will load film and make ready for imaging and ensure frames are legible
- Image Data will ensure there are target separations
- For old and fragile film, breaking is not unusual and splicing would be required

Paper:

- Paper document preparation will be needed to remove staples, paperclips, sticky notes and prior to scanning and will be completed by Image Data.
- All other records: items will not be placed back into folders/subfolders but kept in the scan batch format after scanning.

Albany County:

Document preparation will be needed to remove packaging, staples, paperclips, sticky notes and prior to scanning and will be completed by Image Data.

- Bound books: Spine will not be cut

6.0 DOCUMENT CONVERSION SERVICES

Town of Guilderland:

Film:

- All rolls are 16mm or 35mm
- All frames, including blanks, on the film will be captured and passed regardless of content
- Due to poor legibility of some rolls, a higher resolution may be needed to capture image and would be done in grayscale
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Data will be sent to Albany and Guilderland SFTP to their preferred platform.

8.0 POST-SCANNING INDEXING & ORGANIZING

Image Data will index Town of Guilderland records as follows:

Description	Index
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Ledger Film	Box Description
Index	Name and date
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	Box Description
Index	Names of partner 1, 2, Baby, DOB
Ledger Film	Box Description
Index	Name and date
Death register (Film)	
	Box Description
Index	Name, DOD
Ledger Film	Box Description
Index	Name date
Burial Permits (Film)	
Key Certs	Name, DOD, Plot #
Scan Only	Box Description
Index	Name and date
Minutes (Film)	Box Description
Payroll Paper Records	
Green-bar	Year on binder or box
8.5X11 White	Year on binder or box

Image Data will index Albany County records as follows:

All indexing is from handwritten text and date from 1843-1963

Description	Index	Notes
Bound Book Registers	Book title	All hand written; Ledger pages up to 32" long
Indexing Ledgers	Name and date of incarceration	Key name as written

9.0 IMAGE RETRIEVALS DURING PRODUCTION

While the Records are at Image Data during production, a process will be determined for easy access to the images when requested. Requests by Authorized Representatives from Albany County and Guilderland can be made via email and delivered via email. The cost is \$17.00 per retrieval plus the imaging fee.

Retrieval: One record pulled from one file = one retrieval. All FedEx, USPS, UPS, or other ground service costs incurred are not part of this pricing structure and will be billed accordingly.

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Documents will be returned to Albany County and Town of Guilderland once scanning is complete.

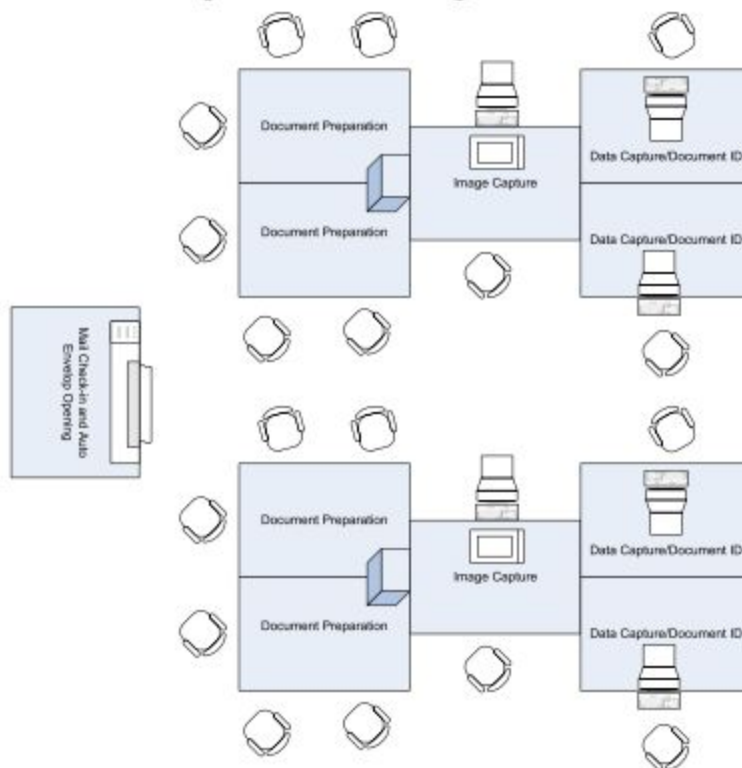
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Lean Sigma Cells

All IMAGE DATA centers operate in a Lean Sigma Cell design. This design ensures efficiency by eliminating delays in any work queue. Work is not stacked or bottlenecked with the possibility that errors may be contained in an over produced work station. With this workflow design, all elements are synchronized to maximize a daily throughput rate by balancing and managing workloads at each station of the cell. The error prone design of separating prep/imaging/index/document identification within different areas of the room is not utilized by Team IMAGE DATA. Errors are virtually eliminated by employees working side-by-side to ensure that process or product deficiencies are reported to the previous station. This flow enables the Lean Cell to find and correct deficiencies instantly, ensuring that the correction is made at the time of occurrence. In addition, our Lean Sigma work cells process the information in smaller batches, resulting in faster net throughput times. Fast processing times promote the turnaround times required and ensures quality assurance checks continue to be completed in conjunction with deliverable times. Team IMAGE DATA will create a lean cell for each unique task order under this agreement.

Lean Sigma continuously improves overall production and eliminates errors resulting in providing County of Albany and Town of Guilderland higher quality images and data with the highest accuracy levels and at the same time lowering overall costs to our clients.

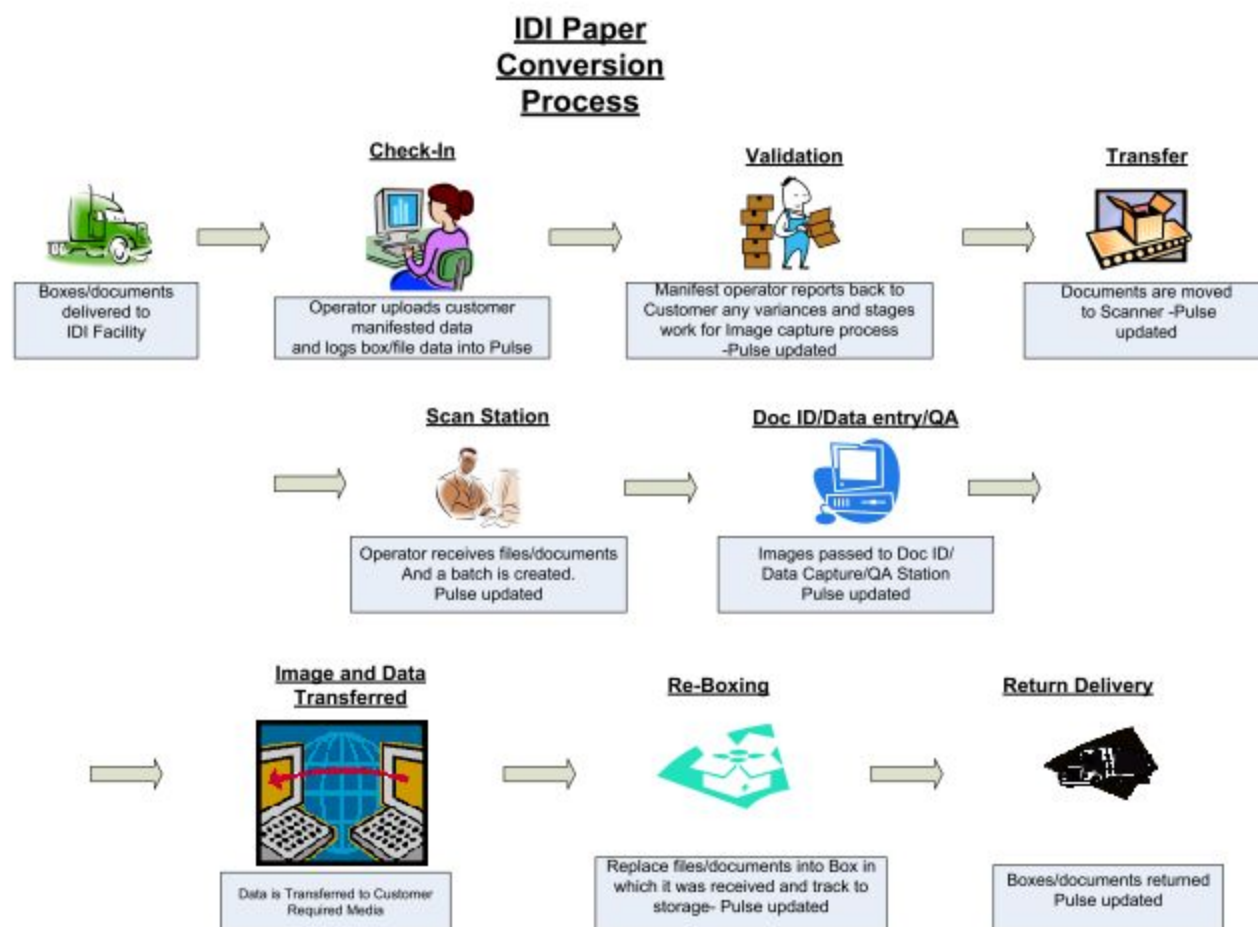
Sample Lean Cell Design



Production Planning and Process Control Activities

The Production phase commences with the transfer of project knowledge from Ramp up to production personnel through systematic training. A team of cross-functional personnel carries out the production activities. This team is dedicated to meet the customers' requirement in terms of quality, timeliness and other deliverables. The cross-functional team contains expertise for document preparation, conversion instruction, ramp up, software, and production planning activities.

The initial activity in the production phase is the creation of the project management/implementation plan that describes the quality objectives, the project deliverables, project schedules, resource requirements, training schedules, risk assessment, risk mitigation plans and individual responsibilities towards meeting the project targets and deliverables.



The following are examples of quality measures within the project:

Document Preparation - Paper Audit (If warranted)

- IDI will insert a "File Level" barcode sheet as well as "Document Type" barcode labels on the various document types within the file.
- Paper files will be audited to validate the document preparation process is complete and accurate prior to being sent to the scanning area.

Scanning – Attended Mode QC

- Scan in "Attended Mode" to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- IDI unitizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- IDI utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to "Release". This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

Pricing Summary—Town of Guilderland

Description	Images	Keystrokes	Cost per Image/Unit	Estimated Cost
Marriage register (Film)				
	4,805		\$ 0.054	\$ 259.47
Index		380,908	\$ 0.014	\$ 5,332.71
Ledger Film	90		\$ 0.054	\$ 4.86
Index		32,760	\$ 0.014	\$ 458.64
Birth register (Film)				
	1,903		\$ 0.054	\$ 102.76
Index		113,336	\$ 0.014	\$ 1,586.70
Ledger Film	107		\$ 0.054	\$ 5.78
Index		52,000	\$ 0.014	\$ 728.00
Death register (Film)				
	3,597		\$ 0.054	\$ 194.24
Index		158,976	\$ 0.014	\$ 2,225.66
Ledger Film	98		\$ 0.054	\$ 5.29
Index		92,092	\$ 0.014	\$ 1,289.29
Burial Permits (Film)	6,904			
Key Certs		217,312	\$ 0.014	\$ 3,042.37
Scan Only	9,993		\$ 0.054	\$ 539.62
Index		206,206	\$ 0.014	\$ 2,886.88
Minutes (Film)	17,000		\$ 0.054	\$ 918.00
Payroll Paper Records				
Green-bar	73,700		\$ 0.39	\$ 28,743.00
8.5X11 White	25,000		\$ 0.126	\$ 3,150.00
Pick-up (2)			140	\$ 280.00
Return (2)			140	\$ 280.00
	138,302	Totals		\$ 52,033.28

Pricing Summary—Albany County

Description	Book Scan Images/Units	Cost per Image	Estimated Cost
Bound Book Registers (13)	2,906	\$ 3.25	\$ 9,444.50
Indexing Ledgers (keystrokes)	3,627,546	\$ 0.014	\$ 50,785.64
Hall of Records will deliver and pick-up books		Totals	\$ 60,230.14

Total Estimated Cost: \$112,263.42

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

IDI expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted

The parties agree that each party's liability in connection with or arising out of or pursuant to this agreement shall in no event exceed the amount of the charges hereunder for the respective services rendered. IDI makes no warranties regarding services or materials provided by it or by others (including, without limitation, implied warranties as to merchantability, fitness for a particular purpose, or warranties against infringement of any patent), either expressed or implied, except as provided herein, neither party shall be liable for any special, indirect, incidental or consequential damages in connection with or arising out of the furnishing, performance, or use of services and supplies hereunder, and shall have no other responsibility or liability with respect to any services or supplies provided hereunder except as is specifically set forth in this agreement.

Albany County Request for Contract Approval

Contract #	2023-769
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	S) Sole Source (please attach sole source letter)
Department	A1411 - Hall of Records
Date Submitted	Wednesday, January 11, 2023
Contact Person	WrightRamos, Ricardo
Contact Phone	1 (518) 487-5150
Vendor Info	New York State Industries for the Disabled Inc. (NYSID) 11 Columbia Circle Drive West, Albany, New York 12203
Estimated Amount	\$60,230.14
Estimated Term	1/1/2023 to 12/31/2023
Scope of Services	Digitization and data entry for the series of Albany County Penitentiary record volumes currently held at the Albany County Hall of Records as per the terms of the awarded 2022-2023 Local Governemnt Records Management Improvement Fund Grant.
Budget Line Item	AA1411 - 44046 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

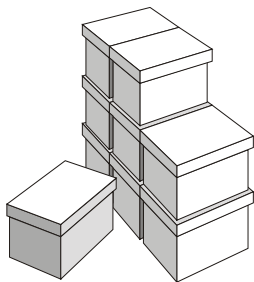
Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
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**ALBANY COUNTY
HALL OF RECORDS**
ALBANY COUNTY CLERK

CRAIG A. CARLSON
Deputy County Clerk

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Memorandum

To: The Honorable Daniel McCoy, Albany County Executive; The Honorable Andrew C. Joyce, Chairman, Albany County Legislature; The Honorable Bruce Hidley, Albany County Clerk

From: Craig Carlson
Deputy County Clerk
Albany County Hall of Records

Date: January 26, 2023

Subject: Request for Contract Approval-Contracts #767 and #769
New York State Industries for the Disabled (NYSID)
Scanning Services

Please be advised that the Albany County Hall of Records respectfully requests your authorization to contract with New York State Industries for the Disabled (NYSID) to provide book and microfilm scanning services for the Town of Guilderland Vital Records, Town Board Minutes, and Payroll Records (contract #767) and the Hall of Records Albany County Penitentiary Records (contract #769). Contract #767 consists of Town of Guilderland Vital Records, Town Board Minutes, and Payroll Records, approximately 138,302 images with indexing, for a total cost of \$52,033.28. Included in contract #769 are 13 volumes of Albany County Penitentiary Records, approximately 2,906 images with indexing, for a total cost of \$60,230.14. These monies came from a grant awarded by the Local Government Records Management Improvement Fund (LGRMIF) for the 2022-2023 grant cycle for \$149,669. NYSID is the Sole Source provider for imaging services as per the guidelines of the LGRMIF grant offered by the New York State Education Department.



**Shared Services
Document Scanning Proposal
For
Albany County
Town of Guilderland**

Submitted: March 11, 2022

**Submitted By: Laurie Green
Senior Account Executive
Image Data, Inc.
(518) 862-2740
lgreen@imgdata.com**

Statement of Services

Scope of Work

1.0 OBJECTIVE

The objective of this proposal is to provide preparation and document scanning records for Albany County and Town of Guilderland, NY. The project will be converted in our Albany, New York production facility according to the requirements detailed in this Statement of Work.

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- Vital records
- Burial Permits
- Death registers
- Payroll records
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Albany County Documents include:

- Registers of Prisoners

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The following sections are included in this SOW:

- Production Contacts
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- Transmission of Images
- Post Scan Indexing
- Delivery and File Back-up
- Facility, Production and QC Overview
- Pricing Schedules

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| 3. Laurie Green
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4.0 PROJECT PICKUP AND DELIVERY SCHEDULES

Albany and Guilderland will box all records for pick-up by driver and deliver to Image Data's production facility in Albany. Shipment dates, schedules and volume of boxes to be determined.

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Film:

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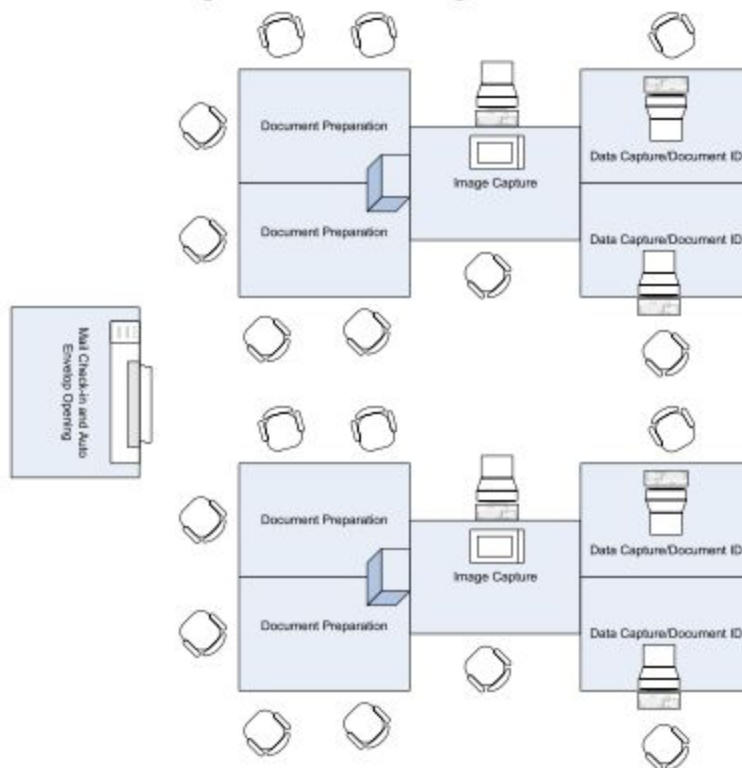
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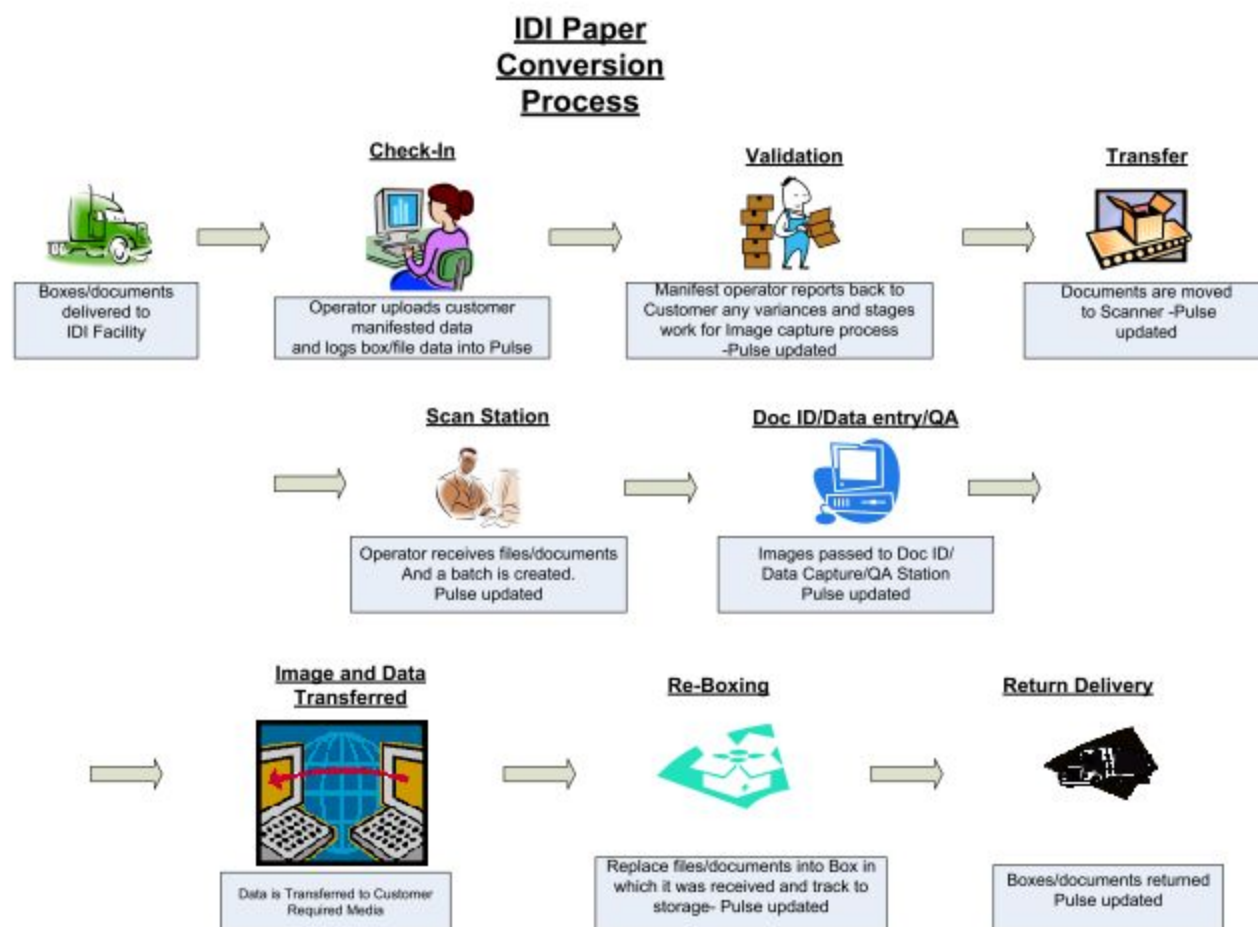
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Scanning – Attended Mode QC

- Scan in "Attended Mode" to assure that the best quality image is rendered
- Visually inspects each image as it is captured and interrupt scanning if any issues that comprise image quality are detected such as double feeds, folded corners, light images, dark images etc.
- While attended mode scanning is slower than unattended scanning, it provides the first line of image quality control and avoids re-scanning documents.
- IDI unitizes auto-blank page deletion when dropping the back side/page of a paper document with no content. This process is over 99% effective/accurate provided the backs are clean of smudges and darkened areas. With this process, backs with content will not be deleted but backs that have content, dark areas, or smudges will remain and be part of the image transfer stream.

Image Clean-up Processes

- Image processing includes de-skew, de-speckle, black border removal and crop.
- IDI utilizes state of the art production scanners and image processing technologies to render the best possible electronic document images comparable to the quality of the original documents.
- Set-up entails scanner adjustments to assure the accurate and complete capture of the documents.

Post Scan Automated QC

- QC steps are looking for a corrupt image, large image file size, etc.
- In addition other steps are typically introduced which may include:
- Manually review blank backs and delete.

Post Scan Visual QC

- After the automated QC has completed, a QC operator will perform visual QC of images and data prior to sending the batch to "Release". This is a random effort after all errors in the process have been corrected.

Workflow QC

- If discrepancies are found within a batch in any step of the conversion process, then the entire batch is directed to Quality Control Module and re-processed to correct identified issues.

Post Release QC

- An automated process is run against the batch to ensure all images and data have been written properly and none are corrupt.

Pricing Summary—Town of Guilderland

Description	Images	Keystrokes	Cost per Image/Unit	Estimated Cost
Marriage register (Film)				
	4,805		\$ 0.054	\$ 259.47
Index		380,908	\$ 0.014	\$ 5,332.71
Ledger Film	90		\$ 0.054	\$ 4.86
Index		32,760	\$ 0.014	\$ 458.64
Birth register (Film)				
	1,903		\$ 0.054	\$ 102.76
Index		113,336	\$ 0.014	\$ 1,586.70
Ledger Film	107		\$ 0.054	\$ 5.78
Index		52,000	\$ 0.014	\$ 728.00
Death register (Film)				
	3,597		\$ 0.054	\$ 194.24
Index		158,976	\$ 0.014	\$ 2,225.66
Ledger Film	98		\$ 0.054	\$ 5.29
Index		92,092	\$ 0.014	\$ 1,289.29
Burial Permits (Film)	6,904			
Key Certs		217,312	\$ 0.014	\$ 3,042.37
Scan Only	9,993		\$ 0.054	\$ 539.62
Index		206,206	\$ 0.014	\$ 2,886.88
Minutes (Film)	17,000		\$ 0.054	\$ 918.00
Payroll Paper Records				
Green-bar	73,700		\$ 0.39	\$ 28,743.00
8.5X11 White	25,000		\$ 0.126	\$ 3,150.00
Pick-up (2)			140	\$ 280.00
Return (2)			140	\$ 280.00
	138,302	Totals		\$ 52,033.28

Pricing Summary—Albany County

Description	Book Scan Images/Units	Cost per Image	Estimated Cost
Bound Book Registers (13)	2,906	\$ 3.25	\$ 9,444.50
Indexing Ledgers (keystrokes)	3,627,546	\$ 0.014	\$ 50,785.64
Hall of Records will deliver and pick-up books		Totals	\$ 60,230.14

Total Estimated Cost: \$112,263.42

Note: Pricing is based on the document samples reviewed and outlined in this proposal. Other documents not described for these same and other departments may need review for valid pricing points.

IDI expects documents to be in orderly condition, not damaged by water or other contaminants, with easily identifiable index fields and light to medium prep of documents. If these conditions do not exist, boxes may be rejected, or price increase may apply.

Above is the complete list of services priced in this agreement. Other services required and not outlined in this enclosure should not be implied.

Pricing is based on the quantities listed in this proposal. If the images are more or less than 10% of the assumed quantities, the per-image price is subject to change based on the number of images actually submitted

The parties agree that each party's liability in connection with or arising out of or pursuant to this agreement shall in no event exceed the amount of the charges hereunder for the respective services rendered. IDI makes no warranties regarding services or materials provided by it or by others (including, without limitation, implied warranties as to merchantability, fitness for a particular purpose, or warranties against infringement of any patent), either expressed or implied, except as provided herein, neither party shall be liable for any special, indirect, incidental or consequential damages in connection with or arising out of the furnishing, performance, or use of services and supplies hereunder, and shall have no other responsibility or liability with respect to any services or supplies provided hereunder except as is specifically set forth in this agreement.

Albany County Request for Contract Approval

Contract #	2023-770
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	S) Sole Source (please attach sole source letter)
Department	A1411 - Hall of Records
Date Submitted	Wednesday, January 11, 2023
Contact Person	WrightRamos, Ricardo
Contact Phone	1 (518) 487-5150
Vendor Info	ICC Community Development Solutions 781 Elmgrove Road, Rochester, New York 14624
Estimated Amount	\$34,201.50
Estimated Term	1/1/2023 to 12/31/2023
Scope of Services	Processing and attachment of previously digitized files to be used within the Albany County Laserfiche Electronic Records Repository by both Albany County employees and Town of Guilderland employees per the terms of the awarded 2022-2023 Local Government Records Management Improvement Fund Grant.
Budget Line Item	AA1411 - 44046 - - -
Fiscal Impact	County: 0.00% State: 100.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

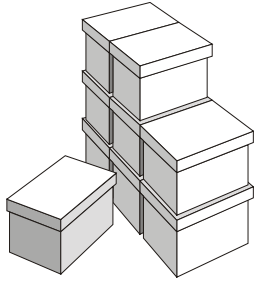
Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature

BRUCE A. HIDLEY
County Clerk



**ALBANY COUNTY
HALL OF RECORDS**
ALBANY COUNTY CLERK

CRAIG A. CARLSON
Deputy County Clerk

95 Tivoli Street
Albany, NY 12207
Phone: (518) 436-3663
Fax (518) 436-3678
www.albanycounty.com/achor

Memorandum

To: The Honorable Daniel McCoy, Albany County Executive; The Honorable Andrew C. Joyce Chairman, Albany County Legislature; The Honorable Bruce Hidley, Albany County Clerk

From: Craig Carlson
Deputy County Clerk
Albany County Hall of Records

Date: January, 26 2023

Subject: Request for Contract Approval-Contracts #770
ICC Community Development Solutions
Data Processing Services

Please be advised that the Albany County Hall of Records respectfully requests your authorization to contract with ICC Community Development Solutions to provide data processing for the Town of Guilderland Vital Records, Town Board Minutes, and Payroll Records and the Hall of Records Albany County Penitentiary Records. Included in this contract are the services to process and convert the images scanned by an outside vendor(NYSID) into a format that is suitable for the Albany County Laserfiche Electronic Records Management System. This contract also calls for the application of Indexing Data, provided by NYSID, to the images, to allow for easy searching capabilities for the staffs at both the Town of Guilderland and the Hall of Records. Finally, the cost of delivering this data to our server is included as well. The total cost of this contract is \$34,201.50. These monies came from a grant awarded by the Local Government Records Management Improvement Fund (LGRMIF) for the 2022-2023 grant cycle for \$149,669.

Albany County, NY

October, 19 2022

Valid for 6 months



Document Management Solution

Scanned Image Indexing and Processing Services

Bruce Cadman
518-441-6496

BCadman@generalcode.com

DOCUMENT CONVERSION / PROJECT DELIVERABLES / INVESTMENT DETAIL

DOCUMENT CONVERSION PROJECT

Reference is made to the Document Scanning Proposal between EBiz, formerly Image Data, Inc. ("EBiz") and Albany County, NY

PROJECT DELIVERABLES

The following deliverables are included in your project pricing. As we do not have the proposal from our vendor partner, EBiz, this price is based solely on the information /assumptions as set forth below.

- The document conversion services associated with the project will be performed by EBiz.
- Upon completion of the scanning and indexing portion of the project by EBiz, EBiz will upload the image files to ICC-CDS, LLC.
- Once received from EBiz, ICC-CDS, LLC will process the images and index data into Laserfiche Viewer format and upload same onto Laserfiche system, if owned.
- ICC-CDS, LLC is not responsible for the accuracy and quality of the images (e.g., black borders, skewed images, blurry images, non-legible images, etc.), index data or other errors on the scanning portion provided to ICC-CDS, LLC by EBiz.
- One (1) copy of the Laserfiche Viewer formatted documents will be provided on removable media.

PROJECT MANAGEMENT AND OTHER SERVICES

- Our charge includes project management and assumes that all the documents contained in this project will be imaged and provided by EBiz to ICC-CDS, LLC.
- Project Management will include job setup, creation of file structures and databases (as applicable) and Laserfiche Viewer containing images and data on removable media.
- Placement of the shipped documents in your repository will be performed as a courtesy service upon request.
- To schedule the placement of the documents, please contact Mike Rizzo at 855-GEN-CODE.

INVESTMENT DETAIL

Our price is based upon the information set forth above and is valid for 6 months.

	Est. of Images	Est. of Documents	Unit Price	Extended Price
Premium Document Indexing: For documents without standardized cover sheets and/or mixed document types.	47,403	-	\$ 0.500	\$ 23,701.50
Data Processing/Upload services on all records into Laserfiche, including applying templates and indexing to images, file naming and folder structure creation.	146,103			\$ 8,700.00
Delivery Fee per delivery for processing, copying, delivery and upload of backfile documents.		6	\$ 300.00	\$ 1,800.00
Project Management and other related services including job setup, creation of file structures and database (as applicable) and Laserfiche viewer containing images and data on removable media.				<i>Included in per-image price</i>
Total Indexing, Processing/Upload Pricing:				\$ 34,201.50

Pricing Summary—Town of Guilderland				\$ 29,548.50
Pricing Summary—Albany County				\$ 2,853.00
Delivery Fees \$300 per delivery				\$ 1,800.00
				\$ 34,201.50

Document Indexing/Processing Specifications - Albany County

Document Type / Description		Est. of images	Est. of Documents
Registers of Prisoners		2,906	
Index Field(s)/Keying (Books)	Book Title		
Index Field(s)/Keying (Ledgers)	Name and Date of Incarceration		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Book Title		
Document Organization (Folders)	Registers of Prisoners\Book Title		
Microfilm needed?	No		
Comments / Special Instructions			

Document Indexing/Processing Specifications - Town of Guilderland

Document Type / Description		Est. of images	Est. of Documents
Marriage Register (Film)		4,805	
Index Field(s)/Keying	Box Description, Names of Partner 1 & 2, DOM		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Name - DOM		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			
Document Type / Description		Est. of images	Est. of Documents
Marriage Register Ledger Film		90	
Index Field(s)/Keying	Box Description		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Box Description, Name and Date		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			
Document Type / Description		Est. of images	Est. of Documents
Birth Register (Film)		1,903	
Index Field(s)/Keying	Box Description, Names of Partner 1 & 2, Baby, DOB		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Name - DOB		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			
Document Type / Description		Est. of images	Est. of Documents
Birth Register Ledger Film		107	
Index Field(s)/Keying	Box Description		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Box Description, Name and Date		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			

Document Type / Description		Est. of images	Est. of Documents
Death Register (Film)		3,597	
Index Field(s)/Keying	Box Description, Name, DOD		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Name - DOD		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			
Document Type / Description		Est. of images	Est. of Documents
Death Register Ledger Film		98	
Index Field(s)/Keying	Box Description		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Box Description, Name and Date		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			
Document Type / Description		Est. of images	Est. of Documents
Burial Permits (Film)		6,904	
Index Field(s)/Keying	Name, DOD, Plot #		
Who is Keying/Indexing	Image Data		
Document Naming Convention	TBD		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			
Document Type / Description		Est. of images	Est. of Documents
Burial permits (Film) - Scan Only		9,993	
Index Field(s)/Keying	Box Description, Name and Date		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Box Description, Name and Date		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			

Document Type / Description		Est. of images	Est. of Documents
Minutes (Film)		17,000	
Index Field(s)/Keying	Box Description		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Box Description		
Document Organization (Folders)	TBD		
Microfilm needed?	No		
Comments / Special Instructions			
Document Type / Description		Est. of images	Est. of Documents
Payroll Paper Records		98,700	
Index Field(s)/Keying	Year on binder or box		
Who is Keying/Indexing	Image Data		
Document Naming Convention	Year - DocType		
Document Organization (Folders)	Decade\Year		
Microfilm needed?	No		
Comments / Special Instructions			

AUTHORIZATION & AGREEMENT

Albany County, NY hereby agrees to the procedures outlined above, to ICC-CDS, LLC's Document Management Solution Terms & Conditions which are available at <http://cms.generalcode.com/terms-conditions> and are incorporated herein by reference as they apply to this proposal, and authorizes ICC-CDS, LLC to proceed with the project.

Payment Schedule:

ICC-CDS, LLC will invoice for processing services upon shipment of each batch of the scanned documents.

Performance Schedule:

The project will be completed within 90 days of ICC-CDS, LLC's receipt from EBiz of all materials necessary to complete the project.

(Client please fill out) Invoice for this Project to be sent to:

Department: _____ Contact Name: _____

ALBANY COUNTY, NY

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

ICC-CDS, LLC, CMS, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. *Sign the Proposal*
 2. *Fax or email the Authorization & Agreement Section only to: ICCCDS@generalcode.com • fax (585) 328-8189*
 3. *Mail the signed Proposal to ICC-CDS, LLC at: 781 Elmgrove Road • Rochester, NY 14624*
- Upon request, ICC-CDS, LLC can mail a signed copy of this agreement back to the Municipality for its records.*



March 3, 2022

Hon. Bruce A. Hidley
Albany County Clerk
Room 128
16 Eagle Street
Albany, NY 12207

Dear Mr. Hidley:

Please accept this letter as confirmation that ICC Community Development Solutions (ICC CDS) is the Laserfiche Value-Added Reseller (VAR) of record for Albany County's Laserfiche system.

Pursuant to the above, ICC CDS is the only entity that can perform authorized services, maintenance and ordering of product extensions (additional user licenses, modules, etc.) from Laserfiche for said system and is positioned as the sole source provider for the County's Laserfiche ECM software and support needs.

We look forward to continuing our relationship with the Albany County on its current and future ECM endeavors.

Please let me know if there is anything else you require.

Sincerely,

Daniel S. Foster
General Manager

Albany County Request for Contract Approval

Contract #	2023-792
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	A3140 - Probation
Date Submitted	Monday, January 23, 2023
Contact Person	Connors, William (Probation Dept)
Contact Phone	1 (518) 487-5194
Vendor Info	Public Safety Psychology P.L.L.C. 18 Corporate Woods, Albany, New York 12211
Estimated Amount	\$25,000.00
Estimated Term	4/30/2023 to 4/30/2026
Scope of Services	The Probation Department requires Probation Officer to receive psychological evaluation pre-employment to assist in selection and hiring. This medical services is an exception to proposals or quotations. The cost per evaluation is \$325.
Budget Line Item	AA3140 - 44046 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	N/A

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



**COUNTY OF ALBANY
PROBATION DEPARTMENT
60 SOUTH PEARL STREET
ALBANY, NEW YORK 12207**
PHONE: (518) 487-5200
FAX: (518) 487-5204
www.albanycountyny.com

DANIEL P. MCCOY
County Executive

WILLIAM CONNORS
Director

LORI HAGGERTY
Deputy Director

MICHAEL OCONNOR
Principal Probation Officer

January 18, 2023

Albany Contract Board:

Hon. Daniel P. McCoy, County Executive
112 State Street, Room 1200
Albany, NY 12207

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

Hon. Bruce A. Hidley, County Clerk
Albany County Court House, Room 128
16 Eagle Street
Albany, NY 12207

Re: Public Safety Psychology

Dear Sirs:

Authorization is requested to contract with Public Safety Psychology, P.L.L.C.

Albany County Probation requires all Probation Officer applicants to undergo pre-employment testing as to their ability to perform essential Probation Officer job functions.

The Probation Department is currently in a contract with Public Safety Psychology which will be expiring in April 2023. We are seeking a three year contract not to exceed \$25,000.

Thank you for your consideration.

Sincerely,



**COUNTY OF ALBANY
PROBATION DEPARTMENT
60 SOUTH PEARL STREET
ALBANY, NEW YORK 12207**

PHONE: (518) 487-5200

FAX: (518) 487-5204

www.albanycountv.com

WILLIAM CONNORS
Director

LORI HAGGERTY
Deputy Director

MICHAEL O'CONNOR
Principal Probation Officer

DANIEL P. MCCOY
County Executive

TO: Pamela O'Neill, Albany County Purchasing

FROM: William Connors, Probation Director

DATE: January 19, 2023

RE: Probation Contract-Physician Exception Review

The Probation Department will be seeking a new contract with Public Safety Psychology to provide psychological evaluation services for candidates for employment of Probation Officer. Our current contract expires in April 2023. We will be seeking a three contract not to exceed \$25,000. The fee per evaluation will be \$325.

The medical services provided by Public Safety Psychology are an exception to proposals or quotations. Could you review and provide an opinion letter.

Thank you for your assistance.



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

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: William Connors, Probation Director

FROM: Pamela O Neill
Purchasing Agent

DATE: January 18, 2023

RE: Physician Exception Review

I am in receipt of your recommendation to award psychological evaluation services in the amount of \$25,000 to Public Safety Psychology.

As physician services is an exception to a competitive solicitation in the procurement policy no formal RFP or additional quotes are needed.

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

PROFESSIONAL SERVICES
AGREEMENT
BETWEEN THE
COUNTY OF ALBANY
AND
PUBLIC SAFETY PSYCHOLOGY P.L.L.C.

Contract No. 5241 of 2020

THIS AGREEMENT is made by and between the County of Albany, a municipal corporation, acting by and through its County Executive with its principal office located at the Albany County Office Building, 112 State Street, Albany, New York 12207 (hereinafter the "County"), and Public Safety Psychology, P.L.L.C., a New York professional service limited liability company with a principal address of 18 Corporate Woods Boulevard, Suite 120, Albany, New York 12210¹ (hereinafter called the "Contractor"). The Contractor and the County may collectively be referred to as the "Parties," or either as the "Party."

WITNESSETH:

WHEREAS, the County seeks a Contractor able to provide certain psychological evaluation services regarding the County's Department of Probation's prospective employees; and

WHEREAS, the Contractor has expertise in performing the aforesaid psychological evaluation services, and has submitted a Quote to provide those services; and

WHEREAS, the County has accepted the Quote of the Contractor as for the aforementioned psychological evaluation services; 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 Quote, which is incorporated herein and made a part hereof (collectively referred to as "the Agreement" hereinafter).
- 1.2 In the event of any discrepancy, disagreement or ambiguity among the Contract Documents, the documents shall be given preference in the following order to interpret and to resolve each discrepancy, disagreement, or ambiguity: 1) this Agreement, 2) the Quote

ARTICLE 2. SCOPE OF SERVICES

The Contractor shall provide pre-employment, psychological screening services for the County's potential employees on an as-needed basis.

ARTICLE 3. COMPENSATION

3.1. For the services performed in this Agreement, the County agrees to pay, and the Contractor agrees to accept, a fee of THREE HUNDRED AND 00/100 (\$300.00) DOLLARS (U.S. CURRENCY) for each evaluation performed by the Contractor.

3.2 During the life of this Agreement, the County agrees to pay, and the Contractor agrees to accept, a sum not to exceed FOURTEEN THOUSAND, ONE HUNDRED AND 00/100 (\$14,100.00) DOLLARS (U.S. CURRENCY) for all evaluations conducted under this Agreement.

ARTICLE 4. PAYMENT

Payment shall be made to the Contractor by the County upon the Contractor's submission of a properly executed Claim Form, plus all supporting documentation, to the Albany County Department of Probation, and acceptance by the County of the Claim Form.

ARTICLE 5. TERM OF AGREEMENT

The Term of this agreement shall commence on execution and continue in effect for three (3) years.

ARTICLE 6. TERMINATION OF THE AGREEMENT; REMEDY FOR BREACH

6.1 This Agreement may be terminated by the County or the Contractor as follows:

6.1.1 The County may terminate this Agreement if the Contractor refuses or fails to supply enough properly skilled workers or proper materials to meet any of its requirements, if the Contractor fails to make payment to County-approved subcontractors for materials or labor, or disregards laws, ordinances or rules and regulations or orders of a public entity having jurisdiction over the work, or if the Contractor is substantially in breach of any of its provisions. Additionally, the County may, without cause, order the Contractor in writing to suspend, delay, or interrupt the work in whole or in part for such period of time as the County may determine.

6.1.2 The Contractor may terminate this Agreement if the County is substantially in breach of it.

6.2 In the event of a breach by the Contractor, the 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 work, together with the County's own costs incurred in procuring a substitute Contractor.

ARTICLE 7. ASSIGNMENT

7.1 The Contractor specifically agrees as required by Section 109 of the N.Y. General Municipal Law that the Contractor is prohibited from assigning, transferring, conveying, subcontracting, or otherwise disposing of this Agreement, or of the Contractor's right, title, or interest therein, 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 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

The Contractor shall cooperate with representatives, agents, and employees of the County and the County shall cooperate with representatives, agents, and employees of the contractor to the end that work may proceed expeditiously and economically.

ARTICLE 10. NON-DISCRIMINATION

In accordance with Article 15 of N.Y. 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 any of 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 discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions, or privileges of employment.

ARTICLE 11 RELATIONSHIP

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 12. 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 13. 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 14. APPLICABLE LAW

The laws of the State of New York shall govern this Agreement. The designated venue is Albany, New York.

ARTICLE 15. RECORDS

15.1 The 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.

15.2 The 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.

15.3 The Contractor shall retain all of the above information 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.

ARTICLE 16. INSURANCE

16.1 The 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 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 certificate(s). 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. MODIFICATION

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

ARTICLE 19. 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.

ARTICLE 20. HEADINGS—CONSTRUCTION

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

ARTICLE 21. ENTIRE AGREEMENT

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

ARTICLE 22. 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 23. NON-INTERRUPTION OF WORK

The Contractor agrees that it will not intentionally engage in any course of conduct or activity, or employ for the purposes of performing the public work, any subcontractors, employees, labor or materials which will or may result in the interruption of the performance of the public work due to labor strife or unrest by workmen employed by the Contractor or by any of the trades working in or about the public works and/or premises where the work is being performed.

ARTICLE 24. 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 25 MISCELLANEOUS PROVISIONS

25.1 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 an event.

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

25.3 If any term, part, provision, section, subdivision of 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.

25.4 The County shall bear no responsibility other than that set forth in this Agreement.

25.5 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.

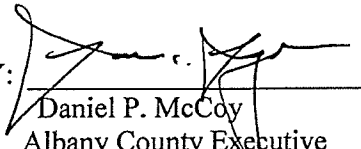
ARTICLE 26. HIPAA COMPLIANCE

The parties agree to comply with the HIPAA Compliance provisions, attached hereto as Schedule B and made a part hereof

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

COUNTY OF ALBANY

DATED: 4/20/2020

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

PUBLIC SAFETY PSYCHOLOGY,
P.L.L.C.

DATED: 4-03-20

BY: 

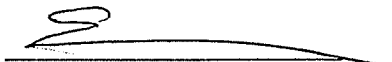
STATE OF NEW YORK)
COUNTY OF ALBANY___) SS.:

On the ____ day of _____, 2020, 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 26th day of April, 2020, before me, the undersigned, personally appeared Daniel C. Lynch, Esq., 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.

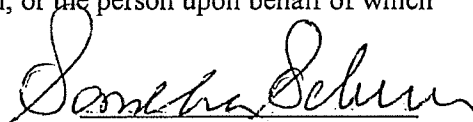


NOTARY PUBLIC

EUGENIA K. CONDON
Notary Public, State of New York
No. 02CO4969817
Qualified in Albany County
Commission Expires July 23, 2022

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

On the 3rd day of April, 2020, before me, the undersigned, personally appeared David Kelley, 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

SANDRA SCHEUER
NOTARY PUBLIC-STATE OF NEW YORK
NO. 01SC6187142
QUALIFIED IN ALBANY COUNTY
COMMISSION EXPIRES MAY 12th, 2022

SCHEDULE "A"

INSURANCE COVERAGE

Workers' Compensation and Employers' Liability Insurance: A policy or policies providing protection for employees in the event of job-related injuries.

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.

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
Bodily Injury	\$1,000,000
Personal Injury	\$1,000,000

Professional Liability Insurance: A policy or policies of professional liability insurance with limits not less than \$1,000,000 per occurrence.

SCHEDULE B

OBLIGATIONS AND ACTIVITIES OF THE CONSULTANT AS A BUSINESS ASSOCIATE PURSUANT TO 45 CFR SECTION 164.504

The parties to the Agreement hereby agree to comply with the following provisions to ensure their compliance with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996.

Pursuant to the terms of the Agreement, and in accordance with the requirements of 45 CFR Sections 160 and 164, the CONSULTANT/CONTRACTOR herein shall be considered a "Business Associate." The following terms are hereby incorporated in this AGREEMENT and shall be binding upon the parties hereto:

A. DEFINITIONS

1. "Business Associate" – under the terms of this Agreement, the term "Business Associate" shall mean the Consultant/Contractor, Public Safety Psychology, P.L.L.C.
2. "Covered Entity" – for purposes of this Agreement, the term "Covered Entity" shall mean the County of Albany and/or the Albany County Probation Department.
3. "Individual" – under the terms of this Agreement, the term "Individual" shall have the same meaning as the term "individual" in 45 CFR Section 160.103, and shall include a person who qualifies as a personal representative in accordance with 45 CFR Section 164.502(g).
4. "Privacy Rule" – shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
5. "Protected Health Information" - shall have the same meaning as the term "protected health information" in 45 CFR Section 160.103, limited to the information created, received, maintained or transmitted by the Business Associate from or on behalf of the Covered Entity.
6. "Required by Law" – shall have the same meaning as the term "required by law" in 45 CFR Section 164.103.
7. "Secretary" – shall mean the Secretary of the Department of Health and Human Services or his/her Designee.
8. "Subcontractor" – shall have the same meaning as the term "subcontractor" in 45 CFR Section 160.103.

B. OBLIGATIONS AND ACTIVITIES OF THE BUSINESS ASSOCIATE

1. Pursuant to the terms of the Agreement, the Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by the Agreement, or as required by law.
2. The Business Associate agrees to use appropriate safeguards to prevent the use or disclosure of electronic Protected Health Information other than as provided for by this Agreement in accordance with the requirements of 45 CFR Section 164.314(a)(2)(i).
3. Pursuant to the terms of the Agreement and as more particularly described in the INDEMNIFICATION provisions of the Agreement, the Business Associate hereby agrees, and shall be required to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of Protected Health Information by the Business Associate which is in violation of the requirements of the Agreement.
4. The Business Associate shall immediately report to the Covered Entity any use or disclosure of unsecured Protected Health Information not provided for by the Agreement, of which it shall become aware in accordance with the provisions of 45 CFR Section 164.410.
5. The Business Associate agrees to ensure that any agent, including a subcontractor, that creates, receives, maintains or transmits Protected Health Information on behalf of the Business Associate agrees to the same restrictions and conditions that apply through this Agreement to the Business Associate with respect to such information pursuant to 45 CFR Section 164.502(e) (1) (ii) by entering into a contract or other arrangement in accordance with the requirements of 45 CFR Section 164.314.
6. Business Associate agrees to provide access, at the request of the Covered Entity, to Protected Health Information in a Designated Record Set, to the Covered Entity or as directed by the Covered Entity, to an Individual, in order to meet the requirements under 45 CFR Section 164.524.
7. Business Associate agrees to make any necessary amendments to Protected Health Information in a Designated Record Set that the Covered Entity directs or agrees pursuant to 45 CFR Section 164.526, at the request of Covered Entity or an Individual, in a timely manner.
8. Business Associate agrees to make its internal practices, books, and records, including policies and procedures relating to the use and disclosure of Protected Health Information received from, or created or received by the Business Associate on behalf of the Covered Entity, available to the

Secretary for purposes of the Secretary determining the Covered Entity's compliance with the Privacy Rule.

9. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with the requirements of 45 CFR Section 164.528.
10. Business Associate agrees to provide to the Covered Entity or an Individual, upon request, information which may be collected by the Business Associate during the term of this Agreement, for purposes of permitting the Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information, in accordance with the provisions of 45 CFR Section 164.528.
11. To the extent that the Business Associate is to carry out an obligation of the Covered Entity as a term of this Agreement, Business Associate agrees to comply with the requirements of the Privacy Rule under 45 CFR Section 164.504 that apply to the Covered Entity in the performance of such obligation.

C. PERMITTED USES AND DISCLOSURE

1. General Uses and Disclosure - Except as otherwise limited in this Agreement, the Business Associate may use or disclose Protected Health Information to perform the functions, activities, or services as defined in this Agreement, provided that such use or disclosure would not violate the Privacy Rule if said disclosure were done by the Covered Entity, or the minimum necessary policies and procedures of the Covered Entity, as well as the applicable provisions of the New York State Mental Hygiene Law.
2. Specific Uses and Disclosure – Except as otherwise limited in this Agreement, the Business Associate may disclose Protected Health Information for the proper management and administration of the services to be provided by the Business Associate in this Agreement, provided that disclosures are Required by Law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law, or for the purposes for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware that the confidentiality of the information has been breached.

3. Except as otherwise limited in this Agreement, the Business Associate may use Protected Health Information to provide information required to the Covered Entity as permitted by 45 CFR Section 164.504 (e)(2)(i)(B).
4. Except as otherwise limited in this Agreement, the Business Associate may use Protected Health Information to carry out the legal responsibilities of the Business Associate.
5. The Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR Section 164.502 (j)(1).
6. Nothing within this section shall be construed as to inhibit the disclosure of information as may be required by the New York State Mental Hygiene Law, Sections 33.13 or 33.16, or other provisions, as may be required by Law.

D. OBLIGATIONS OF COVERED ENTITY WITH REGARD TO PRIVACY PRACTICE AND RESTRICTIONS

1. The Covered Entity shall notify the Business Associate of any limitations in its notice of privacy practices in accordance with 45 CFR Section 164.520, to the extent that such limitation may affect the Business Associate's use or disclosure of Protected Health Information.
2. The Covered Entity shall notify the Business Associate of any changes in, or revocation of, permission by the Individual to use or disclose Protected Health Information, to the extent that such changes may affect the Business Associate's use or disclosure of Protected Health Information.
3. The Covered Entity shall notify the Business Associate of any restriction to the use or disclosure of Protected Health Information that the Covered Entity has agreed to in accordance with 45 CFR Section 164.522, to the extent that such restriction may affect the Business Associate's use or disclosure of Protected Health Information.

E. PERMISSIBLE REQUESTS BY COVERED ENTITY

The Covered Entity shall not request the Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by the Covered Entity.

F. COVERED ENTITY'S RESPONSIBILITIES UPON TERMINATION

1. The term of this Agreement shall commence upon execution and continue for three (3) years. Upon termination of this Agreement, the Covered Entity shall take such

necessary precautions to ensure the confidentiality of the Protected Health Information, in accordance with the provisions of 45 CFR Section 164.

2. Termination for Cause – In the event that the Covered Entity becomes aware of a material breach by the Business Associate of the terms of this Schedule B, the Covered Entity shall have the right, at its sole discretion, to proceed as follows:
 - (a) Provide an opportunity to the Business Associate to cure the breach, and end the violation within ten (10) business days. If the Business Associate does not cure the breach and end the violation within ten (10) business days, the Covered Entity shall have the right to immediately terminate the agreement; or,
 - (b) Immediately terminate the agreement if the Business Associate has breached a material term of this Schedule B, and cure is not possible; or
 - (c) If neither termination of the agreement nor cure is feasible, the Covered Entity shall report the violation to the Secretary.

G. EFFECT OF TERMINATION

1. Upon termination of the Agreement, the Business Associate shall take all necessary precautions and extend the protections of this Agreement to all Protected Health Information, as if the Agreement were still in force and effect.
2. At the end of all audit and other relevant periods, as more particularly described in the RECORDS provisions of the Agreement, the Business Associate shall, if feasible, return or destroy all Protected Health Information received from or created or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form.

H. MISCELLANEOUS

1. Regulatory References – A reference in this Agreement to a section in the Privacy Rule or in the Mental Hygiene Law means the section as in effect or as amended.
2. Amendment – The parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for the Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996.
3. Survival – The respective rights and obligations of the Business Associate with regard to this Schedule B shall survive the termination of this Agreement.

4. Interpretation – Any ambiguity in this Agreement shall be resolved to permit the Covered Entity to comply with the Privacy Rule.
5. Incorporation in the Agreement – The terms of this Schedule B are hereby incorporated into the Agreement between the parties hereto.

Albany County Request for Contract Approval
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Contract #	2023-764
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	SC) State Contract
Department	NH6020 - Residential Health Care Facility
Date Submitted	Wednesday, January 11, 2023
Contact Person	Slatky, Larry
Contact Phone	1 (518) 213-8940
Vendor Info	Johnson Controls 1399 Vischer Road, Clifton Park, New York 12065
Estimated Amount	\$27,208.00
Estimated Term	1/1/2023 to 12/31/2024
Scope of Services	Johnson Controls will install smoke detectors, pull stations, strobes, software and programming for the child day care center fire protection system.
Budget Line Item	NH6020 - HNNA - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 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

Larry I. Slatky
Executive Director

TO: The Honorable Daniel P. McCoy
 Albany County Executive

 The Honorable Andrew Joyce
 Chairman, Albany County Legislature

 The Honorable Bruce Hidley
 Albany County Clerk

FROM: Larry Slatky
 Executive Director,
 Shaker Place Rehabilitation and Nursing Center.

DATE: January, 11, 2023

SUBJECT: Johnson Controls

Shaker Place Rehabilitation and Nursing Center respectfully requests to enter into an agreement with Johnson Controls that will commence on January 1, 2023 and will conclude on December 31, 2024.

This contract will require Johnson Controls to install smoke detectors, pull stations, strobe lights, software and programming that will tie into the existing fire alarm system for the Child Day Care Center. The cost of this contract is \$27,208.00 and it should be noted that Johnson Controls is a State approved contractor #PT68816.

We respectfully request approval to enter into this contract. Thank you for your consideration.





ALBANY
1399 Vischer Ferry Road
Clifton Park, New York 12065

Phone: 518-952-6040
JCI Contact: Karl Bach 518-527-4279

PRICING PER NYS CONTRACT NO. PT68816

JOHNSON CONTROLS FIRE PROTECTION
(FORMERLY SIMPLEXGRINNELL)

OGS Procurement Weblink: <https://online.ogs.ny.gov/purchase/snt/awardnotes/7720123150ContractorPage.pdf>

CONFIDENTIAL - FOR USE ONLY BY
Johnson Controls Fire Protection
AND

Shaker Place - Child Day Care

JCI Fire Protection Quote No:

DATE: 12.15.22

REV DATE:

FACILITY: Albany County Nursing & Rehab Center
COUNTY: Albany
OGS REGION NUMBER: 5
BLDG NAME & NUMBER: Shaker Place
PROJECT NAME: New Child Day Care Center
PROJECT NUMBER:

Work to be performed as:

- ☒ FIXED PRICE/LUMP SUM
☐ TIME & MATERIAL (LABOR & MATERIAL)

MATERIAL PRICING

SEE ATTACHED
MATERIAL SHEETS

PAGE 1

SUB TOTAL \$ 16,703.44

TOTAL MATERIAL \$ 16,703.44

JCI FIRE PROTECTION - LABOR PRICING - TOTAL COMBINED

DESCRIPTION

TOTAL

DESIGNER - STRAIGHT TIME SUB TOTAL \$ 670.72

DESIGNER - STRAIGHT TIME SUB TOTAL \$ 2,012.16

PROJECT/PROGRAM MANAGER - STRAIGHT TIME SUB TOTAL \$ 1,229.22

SECURITY/FIRE ALARM TECHNICIAN - STRAIGHT TIME SUB TOTAL \$ 6,591.68

TOTAL LABOR \$ 10,503.78

PRICING SUMMARY

				Category	Net Price
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JCI FIRE PROTECTION MATERIAL \$ 16,703.44

JCI FIRE PROTECTION LABOR \$ 10,503.78

GRAND TOTAL \$ 27,207.22

(REVISION) 8/23/2022



ALBANY
1399 Vischer Ferry Road
Clifton Park, New York 12065
Contact: Karl Bach 518-527-4279

PRICING PER NYS CONTRACT NO. PT68816

JOHNSON CONTROLS FIRE PROTECTION
(FORMERLY SIMPLEXGRINNELL)

CONFIDENTIAL - FOR USE ONLY BY
Johnson Controls Fire Protection AND

Shaker Place - Child Day Care

JCI Fire Protection Quote No:

DATE: 12.15.22

REV DATE:

FACILITY: Albany County Nursing & Rehab Center
COUNTY: Albany
OGS REGION NUMBER: 5
BLDG NAME & NUMBER: Shaker Place
PROJECT NAME: New Child Day Care Center
PROJECT NUMBER: 0

SCOPE OF WORK

SCOPE OF WORK

Johnson Controls Fire Protection is pleased to offer for your consideration this quotation for the above project.
Terms and conditions of the Intelligent Facility & Security Systems and Solutions NYS Contract PT68816 prevail

The above quotation does not include installation but includes final control connections and assistance in testing of the system by a SimplexGrinnell technician.

All installation of above equipment and any associated back boxes, wire, conduit and raceway provided by others.

All engineering, submittals, shop drawings, functional acceptance test and full customer training included.

The above quotation is valid for (30) thirty days and is based upon acceptance of delivery within (1) one year.

Warranty is 1 year.

The above quotation does not include sales or applicable use tax.



ALBANY
1399 Vischer Ferry Road
Clifton Park, New York 12065
Contact: Karl Bach 518-527-4279

PRICING PER NYS CONTRACT NO. PT68816

JOHNSON CONTROLS FIRE PROTECTION
(FORMERLY SIMPLEXGRINNELL)

CONFIDENTIAL - FOR USE ONLY BY
Johnson Controls Fire Protection AND

Shaker Place - Child Day Care

JCI Fire Protection Quote No:

FACILITY: Albany County Nursing & Rehab Center
COUNTY: Albany
OGS REGION NUMBER: 5
BLDG NAME & NUMBER: Shaker Place
PROJECT NAME: New Child Day Care Center
PROJECT NUMBER: 0

DATE: 12.15.22
REV DATE:

PAGE 1

NYS CONTRACT ITEMS PRICING					
QTY	MODEL	DESCRIPTION	NYS NET PRICE (EACH)	NET TOTAL	NYS CONTRACT LINE NUMBER
4	4099-9004	STATION-LED, SA ADDR	\$ 152.87	\$ 611.48	41739
21	4098-9714	PHOTO SENSOR	\$ 227.48	\$ 4,777.08	41642
21	4098-9792	SENSOR BASE	\$ 290.00	\$ 6,090.00	41686
1	4009-9201	NAC EXTENDER 120VAC, IDNET	\$ 1,092.21	\$ 1,092.21	41296
2	2081-9274	BATTERY 10AH	\$ 161.44	\$ 322.88	39364
13	49CMTV-WRF	CONVEN MTV WALL RED FIRE	\$ 130.57	\$ 1,697.41	43911
7	4906-9101	STROBE MC RED	\$ 226.84	\$ 1,587.88	43726
2	4090-9002	RELAY IAM	\$ 235.09	\$ 470.18	41555
2	4090-9802	COVER-ADDRESS MODULE SURFACE	\$ 27.16	\$ 54.32	41573
NYS MATERIAL Sub-Total Page 1				\$ 16,703.44	



ALBANY
1399 Vischer Ferry Road
Clifton Park, New York 12065
Contact: Karl Bach 518-527-4279

PRICING PER NYS CONTRACT NO. PT68816

JOHNSON CONTROLS FIRE PROTECTION
(FORMERLY SIMPLEXGRINNELL)

Shaker Place - Child Day Care

SimplexGrinnell Quote Reference No:

FACILITY: Albany County Nursing & Rehab Center
COUNTY: Albany
OGS REGION NUMBER: 5
BLDG NAME & NUMBER: Shaker Place
PROJECT NAME: New Child Day Care Center
PROJECT NUMBER: 0

DATE: 12.15.22
REV DATE: January 8, 1900

LABOR

		\$	-
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JCI FIRE PROTECTION - LABOR PRICING

HOURS	DESCRIPTION OF WORK	JCI LABOR TITLE	NYS CONTRACT TITLE	UNIT PRICE	ADDITIONAL DISCOUNT	TOTAL
4	DESIGN	DESIGNER - STRAIGHT TIME	Designer	\$ 167.68	\$	670.72
12	CAD	DESIGNER - STRAIGHT TIME	CAD Specialist	\$ 167.68	\$	2,012.16
6	PROJECT MANAGEMENT & MTGS	PROJECT/PROGRAM MANAGER - STRAIGHT TIME	Project/Program Manager	\$ 204.87	\$	1,229.22
32	PROGRAMMING SYSTEM	SECURITY/FIRE ALARM TECHNICIAN - STRAIGHT TIME	Fire Alarm System Technician Onsite Region 5	\$ 205.99	\$	6,591.68
				\$ -	\$	-
				JCI FP LABOR	\$	10,503.78

Albany County Request for Contract Approval

Contract #	2023-793
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date Submitted	Monday, January 23, 2023
Contact Person	Gaudio, Angelo
Contact Phone	() -518
Vendor Info	Bearings Distributors Inc 1 Charles Blvd, Guilderland, NY 12084
Estimated Amount	\$30,000.00
Estimated Term	2/13/2023 to 7/13/2023
Scope of Services	Purchase and delivery of bearings and seals.
Budget Line Item	GG8130 - 44070 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - BID

Budget Analyst

Date

For Contract Board Use:

Date Approved

Daniel P. McCoy
Albany County Executive

Bruce A. Hidley
Albany County Clerk

Andrew Joyce, Chairman
Albany County Legislature



DANIEL P. MCCOY
COUNTY EXECUTIVE

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

COMMISSION
DENNIS RIGOSU
CHAIRMAN

JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
MAGGIE ALIX
CHARLES G. CARLUCCIO

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

January 23, 2023

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-2022-132–Bearings & Seals
Contract Authorization – Bearing Distributors, Inc.**

Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District (District) is requesting authorization to award the above subject contract to Bearing Distributors, Inc. (BDI), for the supply of bearings and seals. The contract terms will be for six months from date of award with an option for two (2) consecutive six (6) month renewals. The total estimated contract value is \$30,000 for the contract term.

Four bids were received and Bearing Distributors, Inc., 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,

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

Angelo Gaudio, P.E.
Executive Director

Enc.: District Recommendation Memo
Purchasing Dept. Memo

cc: Lucas Rogers, Policy Analyst
Chris Herbert, 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

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Angelo Gaudio
Water Purification District

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: January 18, 2023

RE: RFB #2022-132 Bearings & Seals

I am in receipt of your recommendation to award the aforementioned Request for Bids to Bearing Distributors, Inc. (BDI) for the attached list of items and a 15% markup from manufacturer's price list on non-listed items.

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

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



DANIEL P. MCCOY
COUNTY EXECUTIVE

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

REMITTANCE: 112 STATE ST., BASEMENT, ALBANY, NY 12207
PHONE: (518) 447-1611 FAX: (518) 433-0369
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ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

MEMORANDUM

To: Pamela O'Neill, Purchasing Agent

From: Angelo Gaudio, Executive Director 

Subject: RFB-2022-132 Bearings & Seals

Date: January 12, 2023

The Water Purification District completed its review of the four bidders that responded to the above referenced RFB and recommends award to the apparent lowest responsible bidder, Bearing Distributors Inc (BDI). The contract term is six (6) months from the date of award with the option for two (2) consecutive six (6) month renewals. The estimated annual contract amount is \$30,000

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

Bid #2022-132 BID FORM
Bearings and Seals

Seals	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
450869		\$14.84	10%	\$16.32
470163		\$3.89	10%	\$ 4.28
472164		\$6.44	10%	\$ 7.08
450316		\$10.18	10%	\$ 11.20

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Discount or Markup	National Oil Seals	10%
Non Listed items	Discount or Markup	C.R. Seals	10%
Non Listed items	Discount or Markup	TSM	10%
Non Listed items	Discount or Markup	HARWAL	10%

Single Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
SKF-6014-2ZJEM		\$77.58	10%	\$85.34
Nachi-6309-ZZE		\$66.57	10%	\$73.23
SKF63092ZNRJEM		\$66.57	10%	\$73.23
MRC-5216-CFF		\$302.50	10%	\$332.75
MRC-214-MFF		\$131.45	10%	\$144.60
6205-2RSJEM		\$15.31	10%	\$16.84
6205		\$12.35	10%	\$13.59

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

204SFF		\$131.45	10%	\$144.60
211SFF		\$71.57	10%	\$78.73
304SFF		\$15.00	10%	\$16.50
311SFF		\$111.85	10%	\$123.04
404SF		\$162.06	10%	\$178.27
411S		\$150.00	10%	\$165.00
6203-2ZJEM		\$7.15	10%	\$7.87
6203		\$6.43	10%	\$7.07

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed Items	Discount or Markup	SKF	10%
Non Listed Items	Discount or Markup	MRC	10%
Non Listed Items	Discount or Markup	FAG	10%
Non Listed Items	Discount or Markup	FAFNIR	10%
Non Listed Items	Discount or Markup	NACHI	10%
Non Listed Items	Discount or Markup	EBC	10%
Non Listed Items	Discount or Markup	NTN	10%
Non Listed Items	Discount or Markup	KOYO	10%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 BID FORM
Bearings and Seals

Double Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
MRC-5314-MF		\$611.62	10%	\$672.78
5206CFF		\$63.57	10%	\$69.93
5306CFF		\$90.68	10%	\$99.75
5408C		\$305.72	10%	\$336.29

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Discount or Markup	SKF	10%
Non Listed items	Discount or Markup	MRC	10%
Non Listed items	Discount or Markup	FAG	10%
Non Listed items	Discount or Markup	FAFNIR	10%
Non Listed items	Discount or Markup	CONSOLIDATED	10%
Non Listed items	Discount or Markup	NTN	10%
Non Listed items	Discount or Markup	NACHI	10%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Angular Contact Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
206R		\$ 191.07	10%	\$ 210.18
306R		\$ 215.00	10%	\$ 236.50

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Discount or Markup	SKF	10%
Non Listed items	Discount or Markup	MRC	10%
Non Listed items	Discount or Markup	FAG	10%
Non Listed items	Discount or Markup	FAFNIR	10%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Tapered Roller Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
LM11949		\$7.53	10%	\$8.28
LM11910		\$4.04	10%	\$4.44
JHM522649		\$194.64	10%	\$214.10
JHM522610		\$93.56	10%	\$102.92
98400		\$325.05	10%	\$357.56
98788		\$180.96	10%	\$199.06

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Discount or Markup	TIMKIN	10%
Non Listed items	Discount or Markup	BOWER	10%
Non Listed items	Discount or Markup	NTN	10%
Non Listed items	Discount or Markup	EBC	10%

Bid #2022-132 BID FORM
Bearings and Seals

Flange Mounted Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
NICE-N-6908-TNTG18		\$24.34	10%	\$26.77
FX3-U216N		\$46.35	10%	\$50.99
F3-U216N		\$46.35	10%	\$50.99
F3-U231N		\$94.15	10%	\$103.57

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Discount or Markup	LINKBELT	10%
Non Listed items	Discount or Markup	DODGE	10%
Non Listed items	Discount or Markup	NICE	10%
Non Listed items	Discount or Markup	EBC	10%

Pillow Block Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
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*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Discount or Markup	LINKBELT	10%
Non Listed items	Discount or Markup	DODGE	10%
Non Listed items	Discount or Markup	EBC	10%
Non Listed items	Discount or Markup	MOLINE	10%

Sheaves	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
1B66TB		\$23.09	10%	\$25.40
3B66TB		\$36.10	10%	\$39.71

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Discount or Markup	DODGE	10%
Non Listed items	Discount or Markup	MARTIN	10%
Non Listed items	Discount or Markup	MASKA	10%
Non Listed items	Discount or Markup	POWER DRIVE	10%

Sprockets	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
60B19		\$35.32	10%	\$38.85
60B80		\$36.98	10%	\$40.68

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Discount or Markup	DODGE	10%
Non Listed items	Discount or Markup	MARTIN	10%
Non Listed items	Discount or Markup	EBC	10%
Non Listed items	Discount or Markup	IWIS	10%
Non Listed items	Discount or Markup	UST	10%
Non Listed items	Discount or Markup	BROWNING	10%

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Bid #2022-132 BID FORM
Bearings and Seals

IDLER BEARINGS (75MM)	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$172.21	10%	\$189.43
Dodge H4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$158.67	10%	\$174.54
Dodge / NACHI 22215C3 / 22215EXW33C3	Bearing, 75mm Direct Mount	\$192.51	10%	\$211.76

***All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.**

Non Listed items	Discount or Markup	DODGE	10%
Non Listed items	Discount or Markup	NACHI	10%

COMPRESSION BEARINGS (85MM)	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$258.69	10%	\$284.56
Dodge H4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$237.63	10%	\$261.39
Dodge/NACHI 22217C3 / 22217EXW33C3	Bearing, 85mm Direct Mount	\$263.95	10%	\$290.35
Dodge 42TTDN315	Bearing Housing Seal, 3- 15/16" Triple Tech Drop- in	\$71.44	10%	\$78.58
Dodge 32TTDN303	Bearing Housing Seal, 3- 3/16" Triple Tech Drop- in	\$63.92	10%	\$70.31
Rotorclip 35364	85mm External Snap Ring	\$35.00	10%	\$38.50

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 BID FORM
Bearings and Seals

ALIGNING, FEEDBOX	DESCRIPTION	Base Price	Adjustment*	Bid Price
Linkbelt PB22439E7E7CSS	2-7/16" 2-Bolt Pillow Block Bearing	\$633.22	10%	\$696.54
Linkbelt TB22439E7E7CSS	2-7/16" Take Up Bearing	\$640.19	10%	\$704.21
Linkbelt / Iptici F3U216E3 / UCF205- 16L3	1" 4-Bolt Flange Bearing Bearing	\$18.56	10%	\$20.42
Dodge 38TTDN307	Bearing Housing Seal, 3- 7/16" Triple Tect Drop-In	\$71.44	10%	\$78.58
Dodge 24TTDN213	Bearing Housing Seal, 2- 3/16" Triple Tect Drop-In	\$40.61	10%	\$44.67
Rotoclip DSH-74	755mm External Snap Ring	\$17.50	10%	\$19.25

*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.

Non Listed items	Discount or Markup	LINKBELT	10%
Non Listed items	Discount or Markup	IPICI	10%

ADDITIONAL ITEMS FOR 2019/2020	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge TB7114 CP4B- 515USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$453.46	10%	\$498.81
Dodge TB7114 P4B- 515-USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$453.46	10%	\$498.81
Dodge TB7114 CP2B- 511-USAF-115-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$372.99	10%	\$410.29
Dodge TB7114 P2B- 515-USAF-207-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$372.99	10%	\$410.29
Linkbelt M17115 TB22423E7E7CSS	1-7/16" Take Up Unit, Non-Expansion, w/SS Caps	\$406.97	10%	\$447.67
Linkbelt M17115 PB22423E7E7CSS	1-7/16" 2 bolt Pillow Block, Non-Expansion wSS Caps	\$341.20	10%	\$375.32
Linkbelt M17115 F3U216E3	1" 4 bolt Flange	\$46.35	10%	\$50.99
BSC	2 Ply 220 3/16" x 1/16" x 24" Wide Conveyer Belt	9.30/ft	10%	10.23/ft

Bid #2022-132 BID FORM
Bearings and Seals

Flexco 375XSJ30SSC	SS Fasteners	\$387.72	10%	\$426.49
Nachi 22211EXQW33KC3	Spherical Roller Bearing 5MM ID x 100MM OD x 25MM WD	\$128.43	10%	\$141.27
Nachi 22215EXQW33KC3	Spherical Roller Bearing 75MM ID x 130MM OD x 31MM WD	\$180.52	10%	\$198.57
Whithig SNW	15 x 2-7/16" Adapter Bore 2 19/64" LTB	\$39.90	10%	\$43.89
PTI SNW	11 x 1-15/16" Adapter	\$14.91	10%	\$16.40
Dodge 12TTDN115	Roller and Sleeve	\$40.61	10%	\$44.67
Dodge 20TT/DN207	Seal Triple-Tect Drop In 2-7/16" Bore	\$40.61	10%	\$44.67

*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.

Bid #2022-132 BID FORM
Bearings and Seals

Seals	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
450869	450869TIMK	\$	%	\$18.55
470163	470163TIMK	\$	%	\$ 4.86
472164	472164TIMK	\$	%	\$ 8.05
450316	450316TIMK	\$	%	\$ 12.73

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	National Oil Seals	20%
Non Listed items	Markup	C.R. Seals	20%
Non Listed items	Markup	TSM	20%
Non Listed items	Markup	HARWAL	20%

Single Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
SKF-6014-2ZJEM	SKF-6014-2ZJEM	\$	%	\$96.98
Nachi-6309-ZZE	Nachi-6309-ZZE	\$	%	\$38.44
SKF63092ZNRJEM	SKF63092ZNRJEM	\$	%	\$105.83
MRC-5216-CFF	MRC-5216-CFF	\$	%	\$340.30
MRC-214-MFF	MRC-214-MFF	\$	%	\$147.85
6205-2RSJEM	SKF6205-2RSJEM	\$	%	\$19.14
6205	SKF6205	\$	%	\$15.44

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

204SFF	MRC204SFF	\$	%	\$12.28
211SFF	MRC211SFF	\$	%	\$80.51
304SFF	MRC304SFF	\$	%	\$19.01
311SFF	MRC311SFF	\$	%	\$125.80
404SF	MRC404SF	\$	%	\$182.31
411S	MRC411S	\$	%	\$182.08
6203-2ZJEM	SKF6203-2ZJEM	\$	%	\$8.94
6203	SKF6203	\$	%	\$8.04

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed Items	Markup	SKF	20%
Non Listed Items	Markup	MRC	20%
Non Listed Items	Markup	FAG	20%
Non Listed Items	Markup	FAFNIR	20%
Non Listed Items	Markup	NACHI	20%
Non Listed Items	Markup	EBC	20%
Non Listed Items	Markup	NTN	20%
Non Listed Items	Markup	KOYO	20%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 BID FORM
Bearings and Seals

Double Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
MRC-5314-MF		\$	%	\$570.73
5206CFF		\$	%	\$71.51
5306CFF		\$	%	\$102.01
5408C		\$	%	\$343.93

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	SKF	20%
Non Listed items	Markup	MRC	20%
Non Listed items	Markup	FAG	20%
Non Listed items	Markup	FAFNIR	20%
Non Listed items	Markup	CONSOLIDATED	20%
Non Listed items	Markup	NTN	20%
Non Listed items	Markup	NACHI	20%

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Angular Contact Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
206R	MRC206R			\$ 214.95
306R	MRC306R	obsolete no replacement		

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	SKF	20%
Non Listed items	Markup	MRC	20%
Non Listed items	Markup	FAG	20%
Non Listed items	Markup	FAFNIR	20%

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Tapered Roller Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
LM11949	TIMKLM11949	\$	%	\$9.41
LM11910	TIMKLM11910	\$	%	\$5.05
JHM522649	TIMKJHM522649	\$	%	\$243.30
JHM522610	TIMKJHM522610	\$	%	\$116.95
98400	TIMK98400	\$	%	\$406.31
98788	TIMK98788	\$	%	\$226.20

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	TIMKIN	20%
Non Listed items	Markup	BOWER	20%
Non Listed items	Markup	NTN	20%
Non Listed items	Markup	EBC	20%

Bid #2022-132 BID FORM
Bearings and Seals

Flange Mounted Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
NICE-N-6908-TNTG18	RBCN-6908-TNTG18	\$	%	\$30.41
FX3-U216N	LBF3-U216N	\$	%	\$72.63
F3-U216N	LBF3-U216N	\$	%	\$72.63
F3-U231N	LBF3-U231N	\$	%	\$144.84

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	LINKBELT	20%
Non Listed items	Markup	DODGE	20%
Non Listed items	Markup	NICE	20%
Non Listed items	Markup	EBC	20%

Pillow Block Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
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*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	LINKBELT	20%
Non Listed items	Markup	DODGE	20%
Non Listed items	Markup	EBC	20%
Non Listed items	Markup	MOLINE	20%

Sheaves	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
1B66TB	Mart1B66TB	\$	%	\$55.80
3B66TB	Mart3B66TB	\$	%	\$92.54

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	DODGE	20%
Non Listed items	Markup	MARTIN	20%
Non Listed items	Markup	MASKA	20%
Non Listed items	Markup	POWER DRIVE	20%

Sprockets	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
60B19	MART60B19	\$		\$34.18
60B80	MART60B80	\$		\$194.66

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	DODGE	20%
Non Listed items	Markup	MARTIN	20%
Non Listed items	Markup	EBC	20%
Non Listed items	Markup	IWIS	20%
Non Listed items	Markup	UST	20%
Non Listed items	Markup	BROWNING	20%

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Bid #2022-132 BID FORM
Bearings and Seals

<u>IDLER BEARINGS</u> <u>(75MM)</u>	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$	%	\$216.87
Dodge H4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$	%	\$199.81
Dodge / NACHI 22215C3 / 22215EXW33C3	Bearing, 75mm Direct Mount	\$	%	\$142.69

***All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.**

Non Listed items	Markup	DODGE	20%
Non Listed items	Markup	NACHI	20%

<u>COMPRESSION</u> <u>BEARINGS (85MM)</u>	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$	%	\$325.76
Dodge H4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$	%	\$299.24
Dodge/NACHI 22217C3 / 22217EXW33C3	Bearing, 85mm Direct Mount	\$	%	\$184.49
Dodge 42TTDN315	Bearing Housing Seal, 3- 15/16" Triple Tech Drop- in	\$	%	\$89.97
Dodge 32TTDN303	Bearing Housing Seal, 3- 3/16" Triple Tech Drop- in	\$	%	\$80.50
Rotorclip 35364	85mm External Snap Ring	\$	%	\$2.54

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 BID FORM
Bearings and Seals

<u>ALIGNING, FEEDBOX</u>	DESCRIPTION	Base Price	Adjustment*	Bid Price
Linkbelt PB22439E7E7CSS	2-7/16" 2-Bolt Pillow Block Bearing	\$	%	\$768.48
Linkbelt TB22439E7E7CSS	2-7/16" Take Up Bearing	\$	%	\$776.94
Linkbelt / Iptici F3U216E3 / UCF205- 16L3	1" 4-Bolt Flange Bearing Bearing	\$	%	\$22.74
Dodge 38TTDN307	Bearing Housing Seal, 3- 7/16" Triple Tect Drop-In	\$	%	\$89.97
Dodge 24TTDN213	Bearing Housing Seal, 2- 3/16" Triple Tect Drop-In	\$	%	\$51.14
Rotoclip DSH-74	755mm External Snap Ring	\$	%	\$1.37
*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.				
Non Listed items	Markup	LINKBELT		20%
Non Listed items	Markup	IPICI		20%
ADDITIONAL ITEMS FOR 2019/2020	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge TB7114 CP4B- 515USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$	%	\$571.04
Dodge TB7114 P4B- 515-USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$	%	\$571.04
Dodge TB7114 CP2B- 511-USAF-115-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$	%	\$469.70
Dodge TB7114 P2B- 515-USAF-207-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$	%	\$635.42
Linkbelt M17115 TB22423E7E7CSS	1-7/16" Take Up Unit, Non-Expansion, w/SS Caps	\$	%	\$497.57
Linkbelt M17115 PB22423E7E7CSS	1-7/16" 2 bolt Pillow Block, Non-Expansion wSS Caps	\$	%	\$417.16
Linkbelt M17115 F3U216E3	1" 4 bolt Flange	\$	%	\$110.16
BSC	2 Ply 220 3/16" x 1/16" x 24" Wide Conveyer Belt	\$	%	\$1,687.50

Bid #2022-132 BID FORM
Bearings and Seals

Flexco 375XSJ30SSC	SS Fasteners	\$	%	\$349.09
Nachi 22211EXQW33KC3	Spherical Roller Bearing 5MM ID x 100MM OD x 25MM WD	\$	%	\$113.38
Nachi 22215EXQW33KC3	Spherical Roller Bearing 75MM ID x 130MM OD x 31MM WD	\$	%	\$142.69
Whithig SNW	15 x 2-7/16" Adapter Bore 2 19/64" LTB	\$	%	\$50.25
PTI SNW	11 x 1-15/16" Adapter	\$	%	\$18.78
Dodge 12TTDN115	Roller and Sleeve	\$	%	\$51.14
Dodge 20TT/DN207	Seal Triple-Tect Drop In 2-7/16" Bore	\$	%	\$51.14

*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.

Bid #2022-132 BID FORM
Bearings and Seals

Seals	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
450869	TIMKEN	\$14.84	8.7%	\$16.13
470163	TIMKEN	\$3.89	8.7%	\$ 4.23
472164	TIMKEN	\$6.44	8.7%	\$ 7.00
450316	TIMKEN	\$5.28	8.7%	\$ 5.74

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	National Oil Seals	15%
Non Listed items	Markup	C.R. Seals	15%
Non Listed items	Markup	TSM	15%
Non Listed items	Markup	HARWAL	15%

Single Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
SKF-6014-2ZJEM	EBC6014ZZ	\$5.18	8.7%	\$5.63
Nachi-6309-ZZE	EBC6309ZZ	\$5.80	8.7%	\$6.30
SKF63092ZNRJEM	NACHI6309ZZNR	\$27.50	8.7%	\$29.89
MRC-5216-CFF	NACHI5216CFF	\$146.63	8.7%	\$159.39
MRC-214-MFF	NTNBL214ZZ	\$108.13	8.7%	\$117.54
6205-2RSJEM	EBC62052RS	\$1.24	8.7%	\$1.35
6205	EBC62052RS	\$0.89	8.7%	\$0.97

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

204SFF	EBC6204ZZ	\$1.11	8.7%	\$1.21
211SFF	EBC6211ZZ	\$3.77	8.7%	\$4.10
304SFF	EBC6304ZZ	\$1.45	8.7%	\$1.58
311SFF	EBC6311ZZ	\$7.42	8.7%	\$8.07
404SF	SKF404SF	\$145.85	8.7%	\$158.54
411S	KOYO6411	\$130.56	8.7%	\$141.92
6203-2ZJEM	EBC6203ZZ	\$0.79	8.7%	\$0.86
6203	EBC6203ZZ	\$0.60	8.7%	\$0.65

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed Items	Markup	SKF	15%
Non Listed Items	Markup	MRC	15%
Non Listed Items	Markup	FAG	15%
Non Listed Items	Markup	FAFNIR	15%
Non Listed Items	Markup	NACHI	15%
Non Listed Items	Markup	EBC	15%
Non Listed Items	Markup	NTN	15%
Non Listed Items	Markup	KOYO	15%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 BID FORM
Bearings and Seals

Double Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
MRC-5314-MF	NTNBL3142	\$191.09	8.7%	\$207.71
5206CFF	EBC5206ZZ	\$5.71	8.7%	\$6.21
5306CFF	EBC5306ZZ	\$6.44	8.7%	\$7.00
5408C	CON5408	\$200.30	8.7%	\$217.73

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	SKF	15%
Non Listed items	Markup	MRC	15%
Non Listed items	Markup	FAG	15%
Non Listed items	Markup	FAFNIR	15%
Non Listed items	Markup	CONSOLIDATED	15%
Non Listed items	Markup	NTN	15%
Non Listed items	Markup	NACHI	15%

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Angular Contact Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
206R	SKF206R	\$ 171.96	8.7%	\$ 186.92
306R	NACHI7306BMUC3	\$ 31.50	8.7%	\$ 34.24

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	SKF	15%
Non Listed items	Markup	MRC	15%
Non Listed items	Markup	FAG	15%
Non Listed items	Markup	FAFNIR	15%

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Tapered Roller Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
LM11949	EBCLM11949	\$1.28	8.7%	\$1.39
LM11910	EBCLM11910	\$0.56	8.7%	\$0.61
JHM522649	KOYOJHM522649	\$132.83	8.7%	\$144.39
JHM522610	KOYOJHM522610	\$59.66	8.7%	\$64.85
98400	NTN98400	\$289.66	8.7%	\$314.86
98788	NTN98788	\$161.25	8.7%	\$175.28

*Please indicate if percentage is a discount or a markup with a "-" or a "+"

Non Listed items	Markup	TIMKIN	15%
Non Listed items	Markup	BOWER	15%
Non Listed items	Markup	NTN	15%
Non Listed items	Markup	EBC	15%

Bid #2022-132 BID FORM
Bearings and Seals

Flange Mounted Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
NICE-N-6908-TNTG18	NICE-N-6908-TNTG18	\$22.95	8.7%	\$24.95
FX3-U216N	EBCUCFL205-16	\$3.96	8.7%	\$4.30
F3-U216N	EBCUCF205-16	\$4.08	8.7%	\$4.43
F3-U231N	EBCUCF210-31	\$11.23	8.7%	\$12.21

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	LINKBELT	15%
Non Listed items	Markup	DODGE	15%
Non Listed items	Markup	NICE	15%
Non Listed items	Markup	EBC	15%

Pillow Block Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
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***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	LINKBELT	15%
Non Listed items	Markup	DODGE	15%
Non Listed items	Markup	EBC	15%
Non Listed items	Markup	MOLINE	15%

Sheaves	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
1B66TB	MDI1B66TB	\$26.35	8.7%	\$28.64
3B66TB	MDI3B66TB	\$43.70	8.7%	\$47.50

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	DODGE	15%
Non Listed items	Markup	MARTIN	15%
Non Listed items	Markup	MASKA	15%
Non Listed items	Markup	POWER DRIVE	15%

Sprockets	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
60B19	AMEC60B19	\$12.06	8.7%	\$13.11
60B80	PDT60B80	\$115.42	8.7%	\$125.46

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	DODGE	15%
Non Listed items	Markup	MARTIN	15%
Non Listed items	Markup	EBC	15%
Non Listed items	Markup	IWIS	15%
Non Listed items	Markup	UST	15%
Non Listed items	Markup	BROWNING	15%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 BID FORM
Bearings and Seals

<u>IDLER BEARINGS</u> <u>(75MM)</u>	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$172.21	8.7%	\$187.19
Dodge H4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$158.67	8.7%	\$172.47
Dodge / NACHI 22215C3 / 22215EXW33C3	Bearing, 75mm Direct Mount	\$82.99	8.7%	\$90.21
*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.				
Non Listed items	Markup	DODGE		15%
Non Listed items	Markup	NACHI		15%

<u>COMPRESSION</u> <u>BEARINGS (85MM)</u>	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$258.69	8.7%	\$281.20
Dodge H4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$237.63	8.7%	\$258.30
Dodge/NACHI 22217C3 / 22217EXW33C3	Bearing, 85mm Direct Mount	\$107.30	8.7%	\$116.64
Dodge 42TTDN315	Bearing Housing Seal, 3- 15/16" Triple Tech Drop- in	\$71.44	8.7%	\$77.66
Dodge 32TTDN303	Bearing Housing Seal, 3- 3/16" Triple Tech Drop- in	\$60.27	8.7%	\$65.51
Rotorclip 35364	85mm External Snap Ring	\$0.54	8.7%	\$0.59

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 BID FORM
Bearings and Seals

<u>ALIGNING, FEEDBOX</u>	DESCRIPTON	Base Price	Adjustment*	Bid Price
Linkbelt PB22439E7E7CSS	2-7/16" 2-Bolt Pillow Block Bearing	\$633.22	8.7%	\$688.31
Linkbelt TB22439E7E7CSS	2-7/16" Take Up Bearing	\$640.19	8.7%	\$695.89
Linkbelt / Iptici F3U216E3 / UCF205- 16L3	1" 4-Bolt Flange Bearing Bearing	\$18.37	8.7%	\$19.97
Dodge 38TTDN307	Bearing Housing Seal, 3- 7/16" Triple Tect Drop-In	\$71.44	8.7%	\$77.66
Dodge 24TTDN213	Bearing Housing Seal, 2- 3/16" Triple Tect Drop-In	\$40.61	8.7%	\$44.14
Rotoclip DSH-74	755mm External Snap Ring	\$0.10	8.7%	\$0.11

*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.

Non Listed items	Markup	LINKBELT	15%
Non Listed items	Markup	IPICI	15%

ADDITIONAL ITEMS FOR 2019/2020	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge TB7114 CP4B- 515USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$399.31	8.7%	\$434.05
Dodge TB7114 P4B- 515-USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$399.31	8.7%	\$434.05
Dodge TB7114 CP2B- 511-USAF-115-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$297.04	8.7%	\$322.88
Dodge TB7114 P2B- 515-USAF-207-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$399.31	8.7%	\$434.05
Linkbelt M17115 TB22423E7E7CSS	1-7/16" Take Up Unit, Non-Expansion, w/SS Caps	\$406.97	8.7%	\$442.38
Linkbelt M17115 PB22423E7E7CSS	1-7/16" 2 bolt Pillow Block, Non-Expansion wSS Caps	\$341.20	8.7%	\$370.88
Linkbelt M17115 F3U216E3	1" 4 bolt Flange	\$18.37	8.7%	\$19.97
BSC	2 Ply 220 3/16" x 1/16" x 24" Wide Conveyer Belt	\$1,249.92	8.7%	\$1,358.66

Bid #2022-132 BID FORM
Bearings and Seals

Flexco 375XSJ30SSC	SS Fasteners	\$279.27	8.7%	\$303.57
Nachi 22211EXQW33KC3	Spherical Roller Bearing 5MM ID x 100MM OD x 25MM WD	\$61.43	8.7%	\$66.77
Nachi 22215EXQW33KC3	Spherical Roller Bearing 75MM ID x 130MM OD x 31MM WD	\$13.59	8.7%	\$14.77
Whithig SNW	15 x 2-7/16" Adapter Bore 2 19/64" LTB	\$5.63	8.7%	\$6.12
PTI SNW	11 x 1-15/16" Adapter	\$2.32	8.7%	\$2.52
Dodge 12TTDN115	Roller and Sleeve	\$40.61	8.7%	\$44.14
Dodge 20TT/DN207	Seal Triple-Tect Drop In 2-7/16" Bore	\$40.61	8.7%	\$44.14

*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.

Bid #2022-132 Bid Tabulation
Bearings and Seals

Seals	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
450869		\$	%	\$16.98
470163		\$	%	\$ 4.45
472164		\$	%	\$ 7.36
450316		\$	%	\$ 11.65

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	National Oil Seals	14.4%
Non Listed items	Markup	C.R. Seals	14.4%
Non Listed items	Markup	TSM	14.4%
Non Listed items	Markup	HARWAL	14.4%

Single Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
SKF-6014-2ZJEM		\$	%	\$18.54
Nachi-6309-ZZE		\$	%	\$11.34
SKF63092ZNRJEM		\$	%	\$31.05
MRC-5216-CFF		\$	%	\$165.00
MRC-214-MFF		\$	%	\$108.20
6205-2RSJEM		\$	%	\$3.00
6205		\$	%	\$3.00

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

204SFF		\$	%	\$2.75
211SFF		\$	%	\$12.80
304SFF		\$	%	\$3.20
311SFF		\$	%	\$26.50
404SF		\$	%	\$102.60
411S		\$	%	\$142.70
6203-2ZJEM		\$	%	\$2.65
6203		\$	%	\$2.86

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed Items	Markup	SKF	14.4%
Non Listed Items	Markup	MRC	14.4%
Non Listed Items	Markup	FAG	14.4%
Non Listed Items	Markup	FAFNIR	14.4%
Non Listed Items	Markup	NACHI	14.4%
Non Listed Items	Markup	EBC	14.4%
Non Listed Items	Markup	NTN	14.4%
Non Listed Items	Markup	KOYO	14.4%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

**Bid #2022-132 Bid Tabulation
Bearings and Seals**

Double Row Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
MRC-5314-MF		\$	%	\$207.00
5206CFF		\$	%	\$15.70
5306CFF		\$	%	\$21.20
5408C		\$	%	\$287.00

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Discount or Markup	SKF	14.4%
Non Listed items	Markup	MRC	14.4%
Non Listed items	Markup	FAG	14.4%
Non Listed items	Markup	FAFNIR	14.4%
Non Listed items	Markup	CONSOLIDATED	14.4%
Non Listed items	Markup	NTN	14.4%
Non Listed items	Markup	NACHI	14.4%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Angular Contact Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
206R				\$ 115.00
306R				\$ 375.00

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	SKF	14.4%
Non Listed items	Markup	MRC	14.4%
Non Listed items	Markup	FAG	14.4%
Non Listed items	Markup	FAFNIR	14.4%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Tapered Roller Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
LM11949		\$	%	\$2.50
LM11910		\$	%	\$1.90
JHM522649		\$	%	\$175.50
JHM522610		\$	%	\$82.88
98400		\$	%	\$321.50
98788		\$	%	\$180.00

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	TIMKIN	14.4%
Non Listed items	Markup	BOWER	14.4%
Non Listed items	Markup	NTN	14.4%
Non Listed items	Markup	EBC	14.4%

**Bid #2022-132 Bid Tabulation
Bearings and Seals**

Flange Mounted Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
NICE-N-6908-TNTG18		\$	%	\$22.70
FX3-U216N		\$	%	\$25.50
F3-U216N		\$	%	\$25.50
F3-U231N		\$	%	\$38.00

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	LINKBELT	14.4%
Non Listed items	Markup	DODGE	14.4%
Non Listed items	Markup	NICE	14.4%
Non Listed items	Markup	EBC	14.4%

Pillow Block Bearings	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
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***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	LINKBELT	14.4%
Non Listed items	Markup	DODGE	14.4%
Non Listed items	Markup	EBC	14.4%
Non Listed items	Markup	MOLINE	14.4%

Sheaves	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
1B66TB		\$	%	\$45.00
3B66TB		\$	%	\$46.90

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	DODGE	14.4%
Non Listed items	Markup	MARTIN	14.4%
Non Listed items	Markup	MASKA	14.4%
Non Listed items	Markup	POWER DRIVE	14.4%

Sprockets	Item Quoted (Mfg. and P/N)	Base Price	Adjustment*	Bid Price
60B19		\$		\$21.25
60B80		\$		\$147.20

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Non Listed items	Markup	DODGE	14.4%
Non Listed items	Markup	MARTIN	14.4%
Non Listed items	Markup	EBC	14.4%
Non Listed items	Markup	IWIS	14.4%
Non Listed items	Markup	UST	14.4%
Non Listed items	Markup	BROWNING	14.4%

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

**Bid #2022-132 Bid Tabulation
Bearings and Seals**

IDLER BEARINGS (75MM)	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$172.21	14.4%	\$197.00
Dodge H4S-215- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$158.67	14.4%	\$181.52
Dodge / NACHI 22215C3 / 22215EXW33C3	Bearing, 75mm Direct Mount	\$110.00	14.4%	\$125.84
*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.				
Non Listed items	Markup	DODGE		14.4%
Non Listed items	Markup	NACHI		14.4%

COMPRESSION BEARINGS (85MM)	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge CH4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Closed End, 316SS Hardware	\$258.69	14.4%	\$295.94
Dodge H4S-217- USAF	Bearing Housing, USAF 200 4-Bolt Open End, 316SS Hardware	\$237.63	14.4%	\$271.85
Dodge/NACHI 22217C3 / 22217EXW33C3	Bearing, 85mm Direct Mount	\$124.50	14.4%	\$142.43
Dodge 42TTDN315	Bearing Housing Seal, 3- 15/16" Triple Tech Drop- in	\$71.44	14.4%	\$81.73
Dodge 32TTDN303	Bearing Housing Seal, 3- 3/16" Triple Tech Drop- in	\$63.92	14.4%	\$73.13
Rotorclip 35364	85mm External Snap Ring	\$0.65	14.4%	\$0.75

***Please indicate if percentage is a discount or a markup with a "-" or a "+"**

Bid #2022-132 Bid Tabulation
Bearings and Seals

ALIGNING, FEEDBOX	DESCRIPTION	Base Price	Adjustment*	Bid Price
Linkbelt PB22439E7E7CSS	2-7/16" 2-Bolt Pillow Block Bearing	\$309.88	14.4%	\$354.50
Linkbelt TB22439E7E7CSS	2-7/16" Take Up Bearing	\$359.41	14.4%	\$411.17
Linkbelt / Iptici F3U216E3 / UCF205- 16L3	1" 4-Bolt Flange Bearing Bearing	\$18.80	14.4%	\$21.50
Dodge 38TTDN307	Bearing Housing Seal, 3- 7/16" Triple Tect Drop-In	\$71.44	14.4%	\$81.72
Dodge 24TTDN213	Bearing Housing Seal, 2- 3/16" Triple Tect Drop-In	\$40.61	14.4%	\$46.45
Rotoclip DSH-74	755mm External Snap Ring	\$0.25	14.4%	\$0.29
*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.				
Non Listed items	Discount or Markup	LINKBELT		
Non Listed items	Discount or Markup	IPICI		
ADDITIONAL ITEMS FOR 2019/2020	DESCRIPTION	Base Price	Adjustment*	Bid Price
Dodge TB7114 CP4B- 515USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$399.31	14.4%	\$456.81
Dodge TB7114 P4B- 515-USAF-207-TTDN	2-7/16" USAF Bearing, 4- Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$399.31	14.4%	\$456.81
Dodge TB7114 CP2B- 511-USAF-115-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$372.99	14.4%	\$426.70
Dodge TB7114 P2B- 515-USAF-207-TTDN	1-15/16" USAF Bearing, 2-Bolt Closed End Pillow Block, Drop In Triple- Tect Seal 304SS Hardware	\$504.59	14.4%	\$577.25
Linkbelt M17115 TB22423E7E7CSS	1-7/16" Take Up Unit, Non-Expansion, w/SS Caps	\$303.70	14.4%	\$346.86
Linkbelt M17115 PB22423E7E7CSS	1-7/16" 2 bolt Pillow Block, Non-Expansion wSS Caps	\$281.61	14.4%	\$207.76
Linkbelt M17115 F3U216E3	1" 4 bolt Flange	\$46.35	14.4%	\$53.02
BSC	2 Ply 220 3/16" x 1/16" x 24" Wide Conveyer Belt	\$1,579.00	14.4%	\$1,806.38

Bid #2022-132 Bid Tabulation
Bearings and Seals

Flexco 375XSJ30SSC	SS Fasteners	\$284.74	14.4%	\$325.74
Nachi 22211EXQW33KC3	Spherical Roller Bearing 5MM ID x 100MM OD x 25MM WD	\$67.95	14.4%	\$77.73
Nachi 22215EXQW33KC3	Spherical Roller Bearing 75MM ID x 130MM OD x 31MM WD	\$91.50	14.4%	\$104.69
Whithig SNW	15 x 2-7/16" Adapter Bore 2 19/64" LTB	\$18.50	14.4%	\$21.16
PTI SNW	11 x 1-15/16" Adapter	\$8.35	14.4%	\$9.55
Dodge 12TTDN115	Roller and Sleeve	\$40.61	14.4%	\$46.46
Dodge 20TT/DN207	Seal Triple-Tect Drop In 2-7/16" Bore	\$40.61	14.4%	\$46.46

*All adjustments shall indicate either a "-" to for discount or a "+" to indicate markup.

Albany County Request for Contract Approval

Contract #	2023-805
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	G8130 - Sewage Treatment
Date Submitted	Monday, January 30, 2023
Contact Person	Gaudio, Angelo
Contact Phone	() -518
Vendor Info	Pioneer Pump Systems PO Box 130, Syracuse, NY 13211
Estimated Amount	\$25,809.00
Estimated Term	12/21/2022 to 1/6/2023
Scope of Services	Purchase or replacement pump for pump #6 at the North Plant. 300hp, Hyundai md#N700E
Budget Line Item	GG8130 - 44070 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 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. 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
DENNIS RIGUSO
CHAIRMAN

JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
MAGGIE ALIX
CHARLES CARLUCCIO

ANGELO GAUDIO, P.E.
EXECUTIVE DIRECTOR

January 30, 2023

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: Emergency Purchase of Variable Frequency Drive for North Plant Influent Pump

Dear Messrs. McCoy, Joyce, Hidley:

The Water Purification District (District) is requesting approval for an emergency purchase of a variable frequency drive (VFD) used to control Influent Pump No. 6 at the District's North Plant. On December 19, 2022 the VFD failed causing the influent pump to become inoperable. The District was able to source a replacement unit from Pioneer Pump Systems Inc, and received permission from the Law Department to secure the VFD as an emergency purchase on December 21, 2022. The total cost for the replacement VFD was \$25,809 and was delivered on December 30, 2022 and installed.

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

Sincerely,


Angelo Gaudio, P.E.
Executive Director

Pioneer Pump Systems, Inc.

PO Box 130
Syracuse, NY 13211-0130
(315) 453-1766

Invoice

Date	Invoice #
12/29/2022	4688

Bill To
Albany County Water Purification District Att: Accounts Payable PO Box 4187 Albany, NY 12204

Ship To
Albany County Sewer District Attn: Brent Garlock 1 Canal Rd South Menands, NY 12204 TAG PO# 22177143-00

P.O. No.	Terms	Ship Date	Ship Via	FOB	Rep
22177143-00	Net 30	12/28/2022	Federal Express	Origin; PP&A	MGG
Qty	Description		Unit Price	Total Amount	
1	RE: Replacement 300 HP Drive for Existing GE/Fuji at Influent Pump Station Hyundai model N700E variable frequency drive rated for 350 HP (450 continuous amps) in a wall mount NEMA 1 enclosure rated for variable torque application (120% overload). Enclosure dimensions are: 36.22"h x 20"w x 15.35"d. Approximate weight: 242 lbs. Includes the following: - Inbound freight to Albany, NY - Field startup; one day, one trip - 12 month factory warranty Notes: - FedEx PRO# 6162630891		25,809.00	25,809.00T	
All prices are valid for 15 days. Please call with any questions.			Subtotal	\$25,809.00	
Return Policy: Stock products purchased from Pioneer Pump Systems may be returned within 30 days of purchase. All items must be unused and in the original carton. A restocking fee of 25% will apply. Shipping & Handling charges are not subject to refund.			Sales Tax (0.0%)	\$0.00	
			Total	\$25,809.00	

Albany County Request for Contract Approval

Contract #	2023-809
Contract Type	B) CAB Contract
Contract Action	C) Renewal
Contract Action Type	N) None
Department	A6119 - Children, Youth & Families
Date Submitted	Wednesday, February 01, 2023
Contact Person	McNelis, Scott
Contact Phone	() -518
Vendor Info	Youth L.I.F.E. Support Network, Inc. PO Box 5785, ALBANY, NY 12205
Estimated Amount	\$99,900.00
Estimated Term	1/1/2023 to 12/31/2023
Scope of Services	Community Based Reintegration Services - 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
Budget Line Item	AA6119 - 44046 - - -
Fiscal Impact	County: 23.00% State: 37.00% Federal: 40.00% Local: 0.00% Other: 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

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 Youth L.I.F.E. Support Network, Inc.

DATE: February 1, 2023

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, 2023 – December 31, 2023 in the amount of \$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 contract renewal 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, 2023 – December 31, 2023 in the amount of \$99,900. The Department desires to exercise its second and final option under the contract, to renew the agreement.

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.
- 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.

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

Albany County Request for Contract Approval

Contract #	2023-810
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	A6071 - Preventative Assistance Program (Title XX)
Date Submitted	Wednesday, February 01, 2023
Contact Person	McNelis, Scott
Contact Phone	() -518
Vendor Info	Cayuga Center 101 Hamilton Ave., Auburn, NY 13021
Estimated Amount	\$74,692.00
Estimated Term	1/1/2023 to 12/31/2023
Scope of Services	Parent Partner services with a focus on reducing reliance on Persons in Need of Supervision (PINS) petitions to address family conflicts.
Budget Line Item	AA6071 - 44046 - - -
Fiscal Impact	County: 23.00% State: 37.00% Federal: 40.00% Local: 0.00% Other: 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
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 Cayuga Centers / Parent Partner Services

DATE: February 1, 2023

The Department for Children, Youth and Families respectfully requests Legislative authorization to enter into a contractual agreement with Cayuga Centers for the provision of Parent Partner Services. The total contractual amount is for \$74,692.20 for the period of January 1, 2023 – December 31, 2023.

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

Enclosure

Department for Children, Youth and Families

Request for Authorization to enter into Contractual Renewal Agreement with Cayuga Centers for the Provision of Parent Partner Services

The Department for Children, Youth and Families respectfully requests Legislative authorization to enter into a contractual agreement with Cayuga Centers for the provision of Parent Partner Services. The total contractual amount is for \$74,692.20 for the period of January 1, 2023 – December 31, 2023.

In order to implement the Parent Partner services, the Department, in collaboration with the Department of Probation, issued a Request for Proposals for Parent Partner Services—*RFP-2022-115*—on September 15, 2022 with responses due September 30, 2022. Albany County sought proposals to provide Parent Partner services with a focus on reducing reliance on Persons in Need of Supervision (PINS), petitions to address family conflicts.

As of January 1, 2020, the new PINS legislation became effective. At this time, there is no longer be the ability to remand PINS youth to detention. Additionally, there are significant changes to PINS placement, including PINS-Truancy. In Albany County, PINS-Runaways and Truancy are a driving factor in the number of PINS youth placed. The goal is to significantly reduce and eventually eliminate all PINS placements as they are 100% local costs as of 1-1-20. Albany County believes the Parent Partner Service is a proactive strategy to address these concerns and be responsive to the changes in PINS legislation.

Parent Partners are typically individuals who have gained a unique set of skills and knowledge based on their personal experience in advocating for their own child(ren) who have been involved in one or more formal service systems. Effective Parent Partners assist families by engaging them and offering empathy, support, encouragement, information and advocacy as to what they should expect from service providers within the system of care. Having a Parent Partner available can be of tremendous support to families as they learn the complexities and challenges presented within Child Welfare and Probation (juvenile justice) services.

Albany County Request for Contract Approval

Contract #	2023-757
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	N) None
Department	A1345 - Central Purchasing
Date Submitted	Monday, January 09, 2023
Contact Person	Shea, Maureen
Contact Phone	1 (518) 447-7142
Vendor Info	Safety-Kleen Inc. 17 Green Mountain Dr., Cohoes, NY Zip Code
Estimated Amount	\$29,000.00
Estimated Term	2/1/2023 to 1/31/2026
Scope of Services	This bid is for hazardous waste removal for Public Works and the Water Purification District. This includes removal of used oil, antifreeze, oil filters as well as cleaning of parts washers and shop floor drains and runoff.
Budget Line Item	DM5130 - 44029 GG8130 - 44046 - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 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

PAMELA O'NEIL
PURCHASING AGENT

MEMORANDUM

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

FROM: Pamela O'Neill, Purchasing Agent

DATE: January 24, 2023

RE: Contract Request ID #2023-757

The Purchasing Division respectfully requests approval of the referenced contract for Safety Kleen Inc. to provide cleaning and removal of hazardous waste materials for the Albany County Water Purification District and the Department of Public Works during the term of three years from the start date. Safety Kleen Inc is the apparent low, responsible and responsive bidder.

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: **Hazardous Waste Removal**
Bid Number: **2022-138**

THIS BID IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 1000
Albany, NY 12207

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the Disposition of Bid Security. This Bid may remain open for ninety (90) days after the day of Bid opening. BIDDER will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in this Contract, that:
 - (a) BIDDER has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

Date	Number
12/13/2022	Albany County RFB-2022-138 Addendum 1
12/13/2022	Albany County RFB-2022-138 Addendum 2

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

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

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

4. BIDDER will complete the Work for the following prices(s): (Attach Bid Proposal)
5. BIDDER agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. BIDDER agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Bid:
- (a) Non-Collusive Bidding Certificate (Attachment "A")
 - (b) Acknowledgment by Bidder (Attachment "B")
 - (c) Vendor Responsibility Questionnaire (Attachment "C")
 - (d) Iranian Energy Divestment Certification (Attachment "D")
 - (e) MS-4-1 Certification Statement RE: Stormwater Discharges (Attachment "E")

7. Communication concerning this Bid shall be addressed to:

Safety-Kleen Systems, Inc.

Attn: Michael Bliven

42 Longwater Drive, Norwell, MA 02061-9149

Phone: 518/783-8080

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

Public Works

Description of Service	Price Per Gallon	Approximate Gallons	Total
Shop Floor Drains, Runoff	\$ 1.60 per Gallon	310	\$176.00
Oil/Water Separator	\$ 1.60 per Gallon	1500	\$2,400.00

Description of Service	Hourly Cost	Estimated Number of Hours	Total
Vac Truck Service Charge	\$ 156.00 per hour	3 Hours	\$468.00

Description of Service	Cost Per Service	Service Frequency in Weeks	Units
Immersion Cleaner Customer owned	\$ N/A Not in Service Any Longer		1 Unit
MDL 14 with Solvent on Stand	\$175.00	Every 12 Weeks	3 Units
MDL 30 Sink on Drum Parts Washer	\$175.00	Every 12 Weeks	3 Units
Gun Cleaner or 1055W/HD Recycle #87020 for paint sprayer	\$ 372.00	Every 12 Weeks	

Description of Service	Price Per Gallon	Service Frequency in Weeks	
Antifreeze	\$ 1.00 per Gallon	Every 24 Weeks	\$200 based on 200 Gallons
Used Oil 500 Gallon Holding Tank	\$.41 Cents per gallon	Every 24 Weeks	
Used Oil Filters in 55 Gallon Drum	\$ 85.00 per Drum		

Water Purification
District North and South
Plant

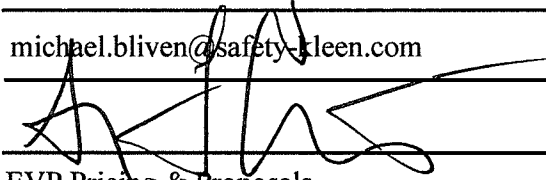
	Price Per Gallon or Drum	Service Frequency in Weeks	Units
Parts Washers	\$ 175.00	Every 12 Weeks	2 Units
Antifreeze	\$		
Used Oil in 55 Gallon Drums	\$		
Used Oil Filters	\$		

COUNTY OF ALBANY

BID FORM

BID IDENTIFICATION:

Title: **Hazardous Waste Removal**
Bid Number: **2022-138**

COMPANY:	Safety-Kleen Systems, Inc.
ADDRESS:	42 Longwater Drive
CITY, STATE, ZIP:	Norwell, MA 02061-9149
TEL. NO.:	781-792-5000
FAX NO.:	N/A
FEDERAL TAX ID NO.:	39-6090019
REPRESENTATIVE:	George L. Curtis
E-MAIL:	michael.bliven@safety-keen.com
SIGNATURE AND TITLE	 EVP Pricing & Proposals

DATE 12/13/2022

Public Works

Crystal Clean

Description of Service	Price Per Gallon	Approximate Gallons	Total
Shop Floor Drains, Runoff	\$ 1.45	310	\$2.75/Gal solids
Oil/Water Separator	\$ 1.45	1500	\$2.75/Gal solids
Description of Service	Hourly Cost	Estimated Number of Hours	Total
Vac Truck Service Charge	325	TBD	
Description of Service	Cost Per Service	Service Frequency in Weeks	Units
Immersion Cleaner Customer owned	\$ 223.00	12	1 Unit
MDL 14 with Solvent on Stand	\$ 180.00	12	3 Units
MDL 30 Sink on Drum Parts Washer	\$ 259.00	12	3 Units
Gun Cleaner or 1055W/HD Recycle #87020 for paint sprayer	\$ 480.00	12	
Description of Service	Price Per Gallon	Service Frequency in Weeks	
Antifreeze	\$ 1.35	TBD	\$75.00/55 G drum
Used Oil 500 Gallon Holding Tank	\$0.00	TBD	no charge
Used Oil Filters in 55 Gallon Drum	\$ 50.00	TBD	

Water Purification District North and

South Plant

	Price Per Gallon or Drum	Service Frequency in Weeks	Units
Parts Washers	\$ 259.00	12	2 Units
Antifreeze	\$1.35/Gallon	TBD	
Used Oil in 55 Gallon Drums	\$0.00	TBD	no charge
Used Oil Filters	\$50.00/Drum	TBD	

Public Works

Clean Harbors

Description of Service	Price Per Gallon	Approximate Gallons	Total
Shop Floor Drains, Runoff	\$ 1.60	310	\$ 176.00
Oil/Water Separator	\$ 1.60	1500	\$ 2,400.00
Description of Service	Hourly Cost	Estimated Number of Hours	Total
Vac Truck Service Charge	\$ 156.00	3 Hours	\$ 468.00
Description of Service	Cost Per Service	Service Frequency in Weeks	Units
Immersion Cleaner Customer owned	N/A	not in service	1 Unit
MDL 14 with Solvent on Stand	\$ 175.00	every 12 weeks	3 Units
MDL 30 Sink on Drum Parts Washer	\$ 175.00	every 12 weeks	3 Units
Gun Cleaner or 1055W/HD Recycle #87020 for paint sprayer	\$ 372.00	every 12 weeks	
Description of Service	Price Per Gallon	Service Frequency in Weeks	Based on 200 Gallons
Antifreeze	\$ 1.00	every 24 weeks	\$ 200.00
Used Oil 500 Gallon Holding Tank	\$ 0.41	every 24 weeks	
Used Oil Filters in 55 Gallon Drum	\$85.00 Per Drum		

Water Purification District North and

South Plant

	Price Per Gallon or Drum	Service Frequency in Weeks	Units
Parts Washers	\$ 175.00	every 12 weeks	2 Units
Antifreeze	\$		
Used Oil in 55 Gallon Drums	\$		
Used Oil Filters	\$		



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: Pamela O'Neill, Purchasing Agent

FROM: Lisa M. Ramundo, Commissioner 

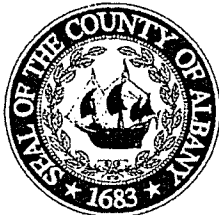
DATE: January 6, 2023

RE: RFB #20222-138
Hazardous Waste Removal

Upon review of the two (2) Bids that were received regarding the aforementioned services, I would like to recommend Clean Harbors for the award of this bid.

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

LMR:ct



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
DENNIS RIGOSU
CHAIRMAN

JOHN W. BISHOP, JR.
NICHOLAS W. FOGLIA
MAGGIE ALIX

ANGELO S. GAUDIO, P.E.
EXECUTIVE DIRECTOR

MEMORANDUM

To: Pamela O'Neill, Purchasing Agent
From: Angelo Gaudio, Executive Director 
Subject: RFB-2022-138 Hazardous Waste Removal
Date: January 9, 2023

The Water Purification District recommends award to the apparent low bidder Clean Harbors, for the unit price as bid.

The term of this contract is for three a (3) year term. Please send your letter of concurrence so I may submit the request to the Contract Administration Board.

Should you have any questions regarding this recommendation I may be reached at, 518-447-1611.



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

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Lisa Ramundo
Public Works

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: January 9, 2023

RE: RFB-2022-138 Hazardous Waste Removal

I am in receipt of your recommendation to award the aforementioned to Clean Harbors/Safety Kleen in the amount of not to exceed \$23,000.00 for a three year period.

As Clean Harbors/Safety Kleen is the lowest responsible and responsive bidder, I concur with your recommendation.

The Purchasing division will obtain the necessary contract approval of the Contract Administration Board. After approval, we will issue a Notice of Award.



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

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Angelo Gaudio
Water Purification District

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: January 9, 2023

RE: RFB-2022-138 Hazardous Waste Removal

I am in receipt of your recommendation to award the aforementioned to Clean Harbors/Safety Kleen in the amount of not to exceed \$6,000.00 for a three year period.

As Clean Harbors/Safety Kleen is the lowest responsible and responsive bidder, I concur with your recommendation.

The Purchasing division will obtain the necessary contract approval of the Contract Administration Board. After approval, we will issue a Notice of Award.

Albany County Request for Contract Approval

Contract #	2023-773
Contract Type	B) CAB Contract
Contract Action	A) New
Contract Action Type	
Department	A1620 - Building Services
Date Submitted	Wednesday, January 18, 2023
Contact Person	Stover, Thomas
Contact Phone	1 (518) 447-3020
Vendor Info	John W Danforth Company 5 Liebich Lane, Clifton Park, NY 12065
Estimated Amount	\$78,485.00
Estimated Term	2/1/2023 to 1/31/2024
Scope of Services	Replace Two (2) gas fired Reznor Heating units for the Hockey Facility.
Budget Line Item	AA1620 - 4046 - - -
Fiscal Impact	County: 100.00% State: 0.00% Federal: 0.00% Local: 0.00% Other: 0.00%
BID, RFP, RFQ Completed?	Yes - RFQ

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, ESQ.
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
112 STATE STREET, SUITE 1300
ALBANY, NEW YORK 12207
(518) 447-7210 FAX (518) 447-7747
WWW.ALBANYCOUNTY.COM

DAVID M. LATINA
COMMISSIONER

SCOTT D. ALLARDICE
DEPUTY COMMISSIONER

January 18, 2023

Honorable Daniel P. McCoy
Albany County Executive
112 State Street, 9th Floor
Albany, New York 12207

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, 7th Floor
Albany, New York 12207

Honorable Bruce A. Hidley
Albany County Clerk
Albany County Courthouse
15 Eagle Street, 1st Floor
Albany, New York 12207

Dear Messrs. McCoy, Joyce and Hidley:

The Department of General Services requests authorization to enter into an agreement with John W. Danforth Company for replacement of Two (2) Gas Fired Reznor Heating Units at a cost of \$78,485.00 which includes a 10% Contingency Allowance of the Base Proposal Price (\$71,350.00 + \$7,135.00).

The Department of General Services solicited a bid price for the Project at the County Hockey Facility utilizing the Town of Greece, NY statewide Job Order Contracting Services. The Town of Greece extends these services to other eligible governmental entities including all government agencies, education agencies including colleges and universities pursuant to NYS General Municipal Law, allowing them access to complete repair, renovation and maintenance services at competitively solicited prices. Albany County Purchasing Division has also determined that the Town of Greece, NY statewide Job Order Contracting Services meets the requirements of N.Y. Gen. Mun. Law and the County's Procurement Policies.

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

Sincerely,

David M. Latina
Commissioner

DML:tas

Enclosure(s)

HVAC & Plumbing System Installation • Design & Build • Building Information Modeling • Sheet Metal & Pipe Fabrication • Commissioning • Cleanroom & Lab Solutions • LEED Green Building Construction • Lighting Retrofits • Energy Performance Contracting • Preventive Maintenance • Filtration Solutions

1/12/2023

Albany County
Hockey Facility

ATTN: Paul Hebert

RE: Replacement of Heating Units

BUDGET PROPOSAL

Demolition:

- Remove and dispose of properly:
 - Two (2) existing gas fired Reznor Heating units
 - Disconnect exiting gas services
 - Disconnect existing ducts to allowing installation of new units
 - Disconnect existing vent and combustion air
 - Disconnect existing electrical

Installation:

- Supply and install:
 - Two (2) Gas fired duct heating units
 - Replace with best available like in kind
 - Sterling units currently 6 week lead time
 - New vent and combustion air through the roof
 - SS double wall insulated vent
 - Galvanized combustion air
 - Concentric roof vent
 - New ductwork transitions from equipment to existing ducts at the point of disconnection
 - New gas piping connections from existing points of disconnection
 - New electrical connections extended from existing points of disconnection
 - Start-up
 - 1 year parts and labor warranty

In Summary and Inclusive to above:

- All work areas to be free of equipment and obstructions that would prevent access to the work outlined above;
- All work to be performed during normal working hours of 7:00am-3:30pm;
- All work areas will broom clean upon completion of proposed work;
- Pricing **does not** include NY State sales tax on materials;
- Payment terms are net 30 on agreed schedule of values at the time of award;

Exclusions:

- Supply of any systems or equipment not outlined above;
- Engineering or Permits;
- Roof work of any kind;
- Structural reinforcing steel work of any kind;
- Electrical power panel upgrades;
- Controls, control wiring, or BMS integration;
- Fire/Smoke detectors, sprinklers, or system work of any kind;
- Temporary heat;
- Premium time;
- Environmental remediation of any kind (i.e. asbestos, lead, mold, etc.);
- Performance and payment bond or Special insurance;

Investment:

AS OUTLINED IN THIS BUDGETARY PROPOSAL FOR THE SUM OF:

Seventy One Thousand Three Hundred Fifty Dollars and 00/100.....\$71,350.00

Jeremy Hart

Design Build Sales Executive

Jhart@jwdanforth.com

C: (518) 415-5196

O: (518) 406-5696

5 Liebich Lane

Clifton Park, NY 12065

JOHN W. DANFORTH COMPANY

Pricing is based on conditions at time of budget. Danforth reserves its right for an adjustment in contract time, price, or both, due to changing conditions relating to COVID-19, or any pandemic, epidemic, or disease outbreak.