



CONTRACT ADMINISTRATION BOARD

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

June 13, 2023 MEETING AGENDA

Pat Collins, Legislature	Angelo Gaudio, Water Purification	Dave Reilly, <i>Mgt. & Bdgt.</i>
Caitlin O'Brien, Legislature	Anton Konev, Comptroller	Patrick Alderson, <i>Mgt. & Bdgt.</i>
Austin Wolfgang, Legislature	Eugenia Condon, Law	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
George Penn, County Executive	Conor Cahalan, Law	Sameer Modasra, <i>Mgt. & Bdgt.</i>
Ransom Moore, Health	David Latina, DGS	Amanda Brady, <i>Mgt. & Bdgt.</i>
Pam O'Neill, Purchasing	Nicole Ward, CYF	Chris Herbert, <i>Mgt. & Bdgt.</i>
Michael McGuire, Real Property	Eric Ford, Legislature	Zak Smetana, <i>Mgt. & Bdgt.</i>
		Alexandra Araujo, <i>Mgt. & Bdgt.</i>

Board Members: Hon. Bruce Hidley - County Clerk / Daniel Lynch - Deputy County Executive

The Board will review minutes from the May CAB Meeting.

Bruce Hidley opens the Contract Administration Board at 11:35am. In attendance is Dan Lynch Deputy County Executive and Bruce Hidley Albany County Clerk. Absent from the meeting is the Honorable Andrew Joyce Chairman of the County Legislature. The meeting minutes from the May 8, 2023 meeting are tabled.

2023-1092	A) New	A1010 - Legislature	Salvation Army of Albany	Support funding for outreach & engagement of young adults (ages 18 to 24 yrs.) to participate in Workforce Development trainings at the campus. Includes Workforce Preparedness, case management services and workshops & industry specific trainings to participants.	6/30/2023 to 6/30/2024	\$25,000.00
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Bruce Hidley reads the details of the contract. Eric Ford states this is the Albany County Legislatures community development public health and safety program. This was under RFP 2023-54 and while working with Purchasing, they developed this set of proposals that were subsequently processed and they are requesting approval for the \$25,000 contract with Salvation Army to do programming for individuals that are part of family crisis and moving them from that state to better life circumstances. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1093	A) New	A1010 - Legislature	African American Culture Center	Youth Artists Advocacy: provides performing arts training for youth 14-18 yrs. Youth participants collaborate with local artists on themes focused on reducing violence among teen peers while developing social emotional skills.	6/30/2023 to 6/30/2024	\$25,000.00
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Bruce Hidley reads the details of the contract. Eric Ford states the Legislature is requesting approval for a \$25,000 contract with Youths Artists Advocacy. This is a partnership between BEN Productions and the African American Culture Center, to provide youth artistry as a form of training for youth participants. The contract will go for one year and it is anticipated that it will be part of the larger Legislative move for anti-violence amongst youth. Mr. Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1094	A) New	A1010 - Legislature	Eden's Rose Foundation	Wheels up Program: provides for the services and expenses of a bicycle repair program for youth in low-income communities in Albany.	6/30/2023 to 6/30/2024	\$25,000.00
Bruce Hidley reads the details of the contract. Eric Ford states this is the Legislatures request for approval of a \$25,000 contract with Eden's Rose Foundation, to provide roughly 150 youth with programming for bicycle repair. This is in terms of skills development and youth job training preparation. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2023-1095	A) New	A1010 - Legislature	In Our Own Voices	Expansion of Mental Health Services to LGBTQ+ youth, to include a contracted mental health social worker (LMSW) for youth focused counseling.	6/30/2023 to 6/30/2024	\$25,000.00
Bruce Hidley reads the details of the contract. Eric Ford states this is the Legislatures request for approval of a \$25,000 contract with In Our Own Voices, to provide supplemental health services for LGBTQ youth community. The contract will go out for one year and is part of a Legislative focus on standing up more comprehensive services to the LGBTQ community. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-1098	A) New	A1010 - Legislature	Maimonides Hebrew Day School	Funding is to support and expand programming for the Camp Gan's youth summer physical & educational enrichment programs.	6/30/2023 to 6/30/2024	\$25,000.00
Bruce Hidley reads the details of the contract. Eric Ford states this contract is to provide opportunities for 50 youth to participate in Summer youth programs, some educational and some physical. The contract is for one year however, would really be for Summer programming. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2023-1099	A) New	A1010 - Legislature	Grateful Villages, Inc.	Job skills training for 24 youth trainees utilizing community clean up projects and agricultural activities.	6/30/2023 to 6/30/2024	\$24,960.00
Bruce Hidley reads the details of the contract. Eric Ford states the Legislature is requesting approval of this contract for \$24,960 for the training of youth who will primarily be mentored by professionals and community members to be prepared for entry level jobs in and around the community. The contract will go out for one year and is part of a larger Legislative initiative to provide productive programming, educational programming, job training programming to youth in Albany. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-1100	A) New	A1010 - Legislature	Capital District Irish American Association	Support funding for Cultural Educational and Socialization programming for community members.	6/30/2023 to 6/30/2024	\$25,000.00
Bruce Hidley reads the details of the contract. Eric Ford states the Legislature is requesting approval of this contract for \$25,000. It is to promote Irish culture through various activities within the community. It is anticipated that the contract would go out for the full year. Bruce Hidley asks what types of community events would there be to attend. Eric Ford responds that they have a number of lectures and community dance activities that they undertake. There are certain annual events such as a parade and this would support those types of programming. David Reilly points out that on page six of the backup there is a listing of the specifics. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2023-1075	A) New	A3150 - Correctional Facility	Scotia Linen	Provide personal laundry and linen service for the Albany County Correctional Facility.	6/15/2023 to 6/14/2024	\$24,000.00
Bruce Hidley reads the details of the contract. David Reilly on behalf of Tina Harris states, this is a one year contract with Scotia Linen with two- one year renewal options and they were the only respondent to RFB 2023-056 and purchasing concurred that was the choice. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.						
2023-1076	A) New	G8130 - Sewage Treatment	Bubonia Holding Corporation	Ash Lagoon cleaning at both the North and South Plants	7/1/2023 to 12/31/2023	\$93,580.00

Bruce Hidley reads the details of the contract. Angelo Gaudio states they received three bids in response to RFB 2023-21. The work as identified for ash removal at both of their facilities associated with bio solids for their incinerator process. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1085	A) New	G8130 - Sewage Treatment	BPI Piping	Removal and replacement of ash piping at the District North Plant	6/15/2023 to 8/15/2023	\$30,000.00
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Bruce Hidley reads the details of the contract. Angelo Gaudio states BPI was the lowest responsible bidder. This involves repair of an eight inch six inch piping at the incinerator at their North Plant. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1056	B) Amendment	A4010 - Health	St. Peter's Hospital	St. Peter's Hospital will provide the Albany County Department of Health with Laboratory Services to provide services to the patients and staff of the Albany County Department of Health. St. Peter's Hospital has experience in providing these services to Article 28 Diagnostic and Treatment facilities. St. Peter's Hospital and its staff must at all times be licensed or certified in New York State to perform laboratory services. ***Please add PCR Testing for MPOX to the list of services.***	5/16/2023 to 12/31/2023	\$17,500.00
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Bruce Hidley reads the details of the contract. Ransom Moore states this is contract request for amendment for a contract that had previously expired at the of March 2023. They are in the process with Purchasing to do a new RFP process in the Fall to get a new contract starting in January. Since it is such an emergency and required service that the Health Department needs to provide under mandated services at the STI clinic as well as, Tuberculosis testing. This request also included adding MPOX to the list of testing services for St. Peter's to provide. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1088	A) New	A6119 - Children, Youth & Families	St Anne Institute	Specialized Independent Living Skill Services as per the Chafee Act for 20 slots at a monthly cost of \$2500 and a total contract not to exceed \$30,000.	4/1/2023 to 3/31/2024	\$30,000.00
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Bruce Hidley reads the details of the contract. Nicole Ward states this was achieved through a bid and St Anne's was the only agency to submit the bid. They will work with their caseworkers to transition youth six months prior to discharge from foster care, making sure that there is a continuation of services so that they have stable housing, insurance and any other DSS needs that they may require. They can provide this 24/7 so that youth have access to this emergency service when needed. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1086	C) Renewal	A1420 - Law	Arthur J Gallgher Risk Management Services	Acts as broker of record for county Insurance coverages. Fees are paid by insurance carriers and are estimated based upon premiums. No fees are paid directly by the County.	6/1/2023 to 6/1/2024	\$99,999.00
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Bruce Hidley reads the details of the contract. Eugenia Condon states this is the broker of record for all of the liability insurance coverages. It is not health insurance, just for liability coverage. Arthur J Gallagher acts as the broker of record. It is the second year under the RFP and currently they are in the middle of the renewal for the liability and property insurance in mid-mal. They go out and market the insurance for the County and in addition to that, they handle all of the insurance needs during the year including issuing certificates of insurance, adding insurance to their coverage when we purchase any automobiles, any properties and notifying the carrier. They notify the excess carrier of any large losses that need to be notified to the excess carrier, they notify the carrier of any property losses. They also assist with contract language for particular contracts they may have issues with or if there is concern with the type of language to be added. They are a general insurance consultant broker on all insurance issues related to liability coverage. As indicated, this is the second year under the RFP and they have been the broker of record for about eight years and the County does not pay them directly. They are paid by commission and is estimated based upon what the premiums are which are not known until the August renewal. This is generally how commissions are paid and a broker is used, the County never pays them directly. They are one of the largest municipal brokerage firms in the world and the County is very pleased with them. Their services extend all over the world and they are able to provide public entity insurance coverage, which is why they are generally chosen over other brokerages that provide proposals because of the markets they are able to access that give a wide variety of areas to choose from. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1087	A) New	A1230 - County Executive	Albany County Airport Authority	Albany County will provide assistance with drafting, effectuating and implementing a communication plan for the duration of the Terminal Expansion Project.	6/19/2023 to 6/18/2024	\$96,000.00
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Bruce Hidley reads the details of the contract. David Reilly states this is a request for a memorandum of agreement between the Albany County Airport Authority and the County. The County's internal communications services team will handle communications needs for the Airport during their large terminal expansion project, estimated to be about a year. There is language that allows for an extension if the project is delayed, it is whatever comes first. Dan Lynch points out for clarity that this is revenue generating for the County and David Reilly confirms, that is correct. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1104	A) New	A1340 - Management & Budget, A1355 - Real Property	GAR Associates LLC	GAR Associates LLC will be providing professional real estate appraisal services on an as needed basis. Appraisal services are to include appraisals in connection the purchase, sale, or leasing of properties by Albany County.	8/1/2023 to 7/31/2024	\$99,000.00
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Bruce Hidley reads the details of the contract. Michael McGuire states this is a request for approval with GAR Associates. The purpose is to provide professional real estate appraisal services on an as needed basis for County owned properties. A RFP was released and there were two responses that were received. GAR had the highest score rate and GAR has a long history of demonstrated success throughout NYS. They are going to be able to provide efficient and professional services to Albany County. The contract is for one year and not to exceed \$99,000.00. There is an option to continue that contract as well depending on the level of services provided and quality. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1060	A) New	A1620 - Building Services	Emergency Power Systems, LLC	Backup generator preventive maintenance and servicing for County Office Building, County Judicial Center, County Court House and County Family Court.	7/1/2023 to 6/30/2028	\$90,932.00
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Bruce Hidley reads the details of the contract. David Latina states there was a RFP put out for emergency power contracts for the generators. The vendor was the lowest responsive in the RFP. It is a five year contract for \$60,932 with a contingency allowance of \$30,000 to cover any kinds of emergency services and parts. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1080	A) New	A1620 - Building Services	C&S Engineers, Inc.	ENGINEERING DESIGN SERVICES, installation of a new standby power generator and replacement of existing switchgear for the Albany County Mental Health, Children's Advocacy Center and Board of Elections Building located at 250-260 South Pearl Street.	7/1/2023 to 6/30/2024	\$48,470.00
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Bruce Hidley reads the details of the contract. David Latina states there was a RFQ requested for a generator design at the BOE, CAC and Mental Health facility. There was an initial feasibility study done and C&S was the lowest responsive and highest scorer for the bid. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1089	B) Amendment	A1620 - Building Services	Complete Perfection Construction, LLC (dba) Perfection Roofing	Replace existing corrugated roofing system of the Waldman Lodge with new corrugated roofing system.	10/1/2022 to 9/30/2023	\$45,895.00
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Bruce Hidley reads the details of the contract. David Latina states DGS went out for bid for the roofing project on Waldman Lodge requested by the Recreation Department. The initial cost of this was for \$33,975. When they started pulling the old metal corrugated roof off, they found there were two more layers of shingles underneath and a lot of wood was rotted because of the improper installation of the original corrugated roof which was not noticeable until they started ripping. This is a request for an \$11,920 amendment to that original contract for a total amount of \$45,895.00. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

2023-1090	B) Amendment	A1620 - Building Services	Alpine Environmental Services, Inc.	Hazardous Material Abatement Air Sampling & Project Monitoring Services for the demolition of structures at #875 Albany Shaker Road.	9/1/2022 to 12/31/2023	\$65,372.00
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Bruce Hidley reads the details of the contract. David Latina states the original contract was for close to \$35,000.00 for the original air monitoring contract. Once the demo of the project was started, they ran into more hazardous materials and delayed the project a little bit. As they were taking it down, the construction of the Anne Lee is that of a lot of steel however, they need 24 hour monitoring as this is being taken down. They need the contract increased by another \$39,672.00 for a not to exceed cost of \$65,372.00. This does not mean however that this is what will actually be spent. The dates are being pushed out and this is really a time material and if they are done earlier, it would not cost that much. Bruce Hidley makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1109	A) New	A1620 - Building Services	Delta Engineers, Architects, Land Surveyors & Landscape Architects, DPC	Design and Consulting Services to Provide Interior Design and Project Management Services for the 1st Floor 112 State Street	7/1/2023 to 6/30/2025	\$92,500.00
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Bruce Hidley reads the details of the contract. David Latina states DGS has requested to get a feasibility study and a design study for the 1st floor of 112 State Street to update it and look at more security concerns; updating the lobby, the deli and a complete redesign of the 1st floor. Delta was the highest scorer on the RFP and it is for \$92,500 with a \$13,000 contingency included in case they want to move the deli to the basement floor and make the entrance down there for more continuity for people in the area. Dan Lynch makes a motion and Bruce Hidley seconds the motion. The motion is carried.

Mr. Hidley entertains a motion to adjourn the meeting at 12:05pm. Dan Lynch makes a motion and Bruce Hidley seconds the motion.