



CONTRACT ADMINISTRATION BOARD

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

December 11, 2023 MEETING AGENDA

Eugenia Condon, Law	Keith Bulatao, Public Defender	Dave Reilly, <i>Mgt. & Bdgt.</i>
John Liguori, Law	Lisa Ramundo, Public Works	Patrick Alderson, <i>Mgt. & Bdgt.</i>
Conor Cahalan, Law	Frank Commisso, Comptroller	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Sia Googas, Law	Mike Lekkas, Comptroller	Zak Smetana, <i>Mgt. & Bdgt.</i>
Tina Harris, Sheriff	Mike McLaughlin, County Executive	Amanda Brady, <i>Mgt. & Bdgt.</i>
Ed Kennedy, Sheriff	Kurtis Kennedy, Legislature	Alexandra Araujo, <i>Mgt. & Bdgt.</i>
Mark Olsen, Shaker Place	Pam O'Neill, Purchasing	Faye Feters, <i>Mgt. & Bdgt.</i>
Melissa Kermani, BOE	David Cady, BOE	
Erin Stachewicz, DSS		

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

The Board will review minutes from the September, October & November CAB Meetings. Bruce Hidley & Dan Lynch-September Minutes. Bruce Hidley & Andrew Joyce-October Minutes. Dan Lynch & Andrew Joyce-November Minutes.

Bruce Hidley opens the Contract Administration Board at 4:05pm. In attendance is the Honorable Andrew Joyce Chairman of the County Legislature, Bruce Hidley Albany County Clerk and Dan Lynch Deputy County Executive. The meeting minutes from the September, October and November CAB meetings were all approved by the respective board members.

2023-1473	A) New	A3110 - Sheriff	DeNooyer Chevrolet	Purchase vehicles for Albany County Sheriff's Office Patrol Unit	11/24/2023 to 11/23/2024	\$75,019.24
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Bruce Hidley reads the details of the contract. Tina Harris states Purchasing issued a bid and DeNooyer Chevrolet was the vendor to submit the bid with the correct color. This is to replace two vehicles they have at their headquarters. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1507	A) New	A3150 - Correctional Facility	Empire Electric	Replacement of Simplex Node 14 Control Panel at the Albany County Correctional Facility.	12/15/2023 to 12/14/2024	\$49,875.00
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Bruce Hidley reads the details of the contract. Tina Harris states this is to replace a Simplex Node Control Panel that ties into the facilities main alarm system. A RFB was completed. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-1508	A) New	A3150 - Correctional Facility	David Kinhead	I-Con System for standalone toilets on housing units at the Albany County Correctional Facility	12/15/2023 to 12/14/2024	\$49,400.97
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Bruce Hidley reads the details of the contract. Tina Harris states this is the water system for all of the housing units standalone toilets. This will reduce contraband and also control some of the water usage to lower the bill. I-Con is a sole source who responded to the bid and it is a phasing process that was in total around \$180,000 and is why they are phasing it in piece by piece. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1479	A) New	A1450 - Board of Elections	Knowink	We are seeking approval of a contract with Knowink for the maintenance of software for our electronic poll books. The contract is in the amount of \$59,726 for the term of 01/01/2024 to 12/31/2024. Knowink is on the state contract (PS68741) and is sole source.	1/1/2024 to 12/31/2024	\$59,726.00
Bruce Hidley reads the details of the contract. Melissa Kermani states Knowink provides their electronic poll books and they have been using them as a vendor for the past four years. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-1481	C) Renewal	A1450 - Board of Elections	NTS	Please be advised that the Albany County Board of Elections is seeking renewal of its maintenance agreement with NTS Data Services, LLC, which is the developer and sole point of support and maintenance for the APEX voter registration, WorkFlow, signature digitization, full document imaging and the petitions election management applications currently installed in the Board of Elections. NTS is the only company that can practically and legally maintain our voter registration system. The cost for the agreement is \$97,965. The term of the agreement is 1/1/2024 to 12/31/2024.	1/1/2024 to 12/31/2024	\$97,965.00
Bruce Hidley reads the details of the contract. Melissa Kermani states they have been using software from NTS for the past 18 years and this is their annual maintenance agreement. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-1492	C) Renewal	A1450 - Board of Elections	Vincy's Printing	We are seeking renewal of contract No. 2023-758 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 2024. 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.	1/1/2024 to 12/31/2024	\$99,999.00
Bruce Hidley reads the details of the contract. Melissa Kermani states since they do all of their ballot printing in house, they need to have paper. Vincy's was the lowest bid and they have been using them for years. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-1476	A) New	D5010 - Public Works	Creighton Manning Engineering, LLP	Supplemental Agreement with Creighton Manning Engineering, LLP for additional engineering services for CR352 (Fox Creek Rd.) over Fox Creek Bridge Replacement Project	11/27/2023 to 11/27/2024	\$7,500.00

Bruce Hidley reads the details of the contract. Lisa Ramundo states they are asking for an additional \$7,500.00. The construction extended beyond the 20 weeks they estimated in the RFP. These fees will cover the extra expenses. Mr. Hidley confirms there is funding for this and Lisa confirms they have bonding authority for this additional amount. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1512	A) New	D5110 - Maintenance of Roads and Bridges	Traffic Markings Inc.	Purchase of a Used Crew Cab Flatbed Truck for the purpose of following the Road Striping Paint Truck.	12/4/2023 to 6/4/2024	\$47,750.00
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Bruce Hidley reads the details of the contract. Lisa Ramundo states this truck will follow behind their striping truck. Two people can be on either side and they will be putting cones out so that it will prevent cars from driving over the newly painted surface. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-1516	B) Amendment	D5110 - Maintenance of Roads and Bridges	Greenman Pedersen, Inc	Extension of Contract with Greenman Pedersen, Inc for the Construction Inspection Services for Krumkill Rd. Bridge over the Normanskill (BIN 3301270) Rehabilitation Project (2023-1029)	1/1/2024 to 12/31/2024	\$71,900.00
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Bruce Hidley reads the details of the contract. Lisa Ramundo states this project was supposed to be constructed this year and it slipped into next year. They are extending the construction inspection contract so that they will be available for next years construction season. Mr. Hidley asks if the original work was to be done in 2023. Lisa confirms that is correct and states they did not get bidders for the project and they had to re-bid it two more times. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-1491	A) New	NH6020 - Residential Health Care Facility	Capital District Transportation Authority (CDTA)	CDTA will provide universal access to its entire route network for Shaker Place employees. The service options include CDTA's regular fixed route, STAR paratransit, FLEX On Demand, Northway Xpress and Thruway Xpress commuter services. CDTA will also expand the number of stop of the route 117 bus at Shaker Place by 10 per day, Monday through Friday.	1/1/2024 to 12/31/2026	\$45,000.00
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Bruce Hidley reads the details of the contract. Mark Olsen states they feel that this agreement with CDTA will really help with their recruitment and retention. Having the bus to their front door 10 times per day at a price actually lower than they are paying now to CDTA for limited access. Andrew Joyce states this is major and a big victory for Albany County and the employees at the Shaker Place. The employees have been advocating for this for years through the pandemic and the public as well. Increasing that accessibility and it's great for recruitment and for individuals that want to visit. Dan Lynch states he needs to abstain from the vote on this contract as he is a current board member of CDTA. Mr. Hidley makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-1477	C) Renewal	A1170 - Public Defender	New York State Defenders Association	Access to and software maintenance, new software releases, and training for the Public Defender's client management system (PDCMS).	1/1/2024 to 12/31/2024	\$48,360.00
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Bruce Hidley reads the details of the contract. Keith Bulatao states this will be a one-year extension of their contract with New York State Defenders Association. They moved their platform into the cloud in April of 2022 and this will extend them through the end of 2024. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-1511	A) New	A1170 - Public Defender	Gideon's Promise	Two Albany County Public Defenders will be provided twenty-four days of training between January 2024 and July 2026 including an orientation from January 26-28, 2024, a two-week initial training from January 13-27, 2024, and four subsequent weekends offered semi-annually.	1/26/2024 to 7/31/2026	\$26,000.00
Bruce Hidley reads the details of the contract. Keith Bulatao states this is their second set of Public Defenders that they will be sending to Gideon's Promise. In addition to the extensive 24 days of training that they receive over a two and a half year period, it also allows the Public Defenders office to be a partner with Gideon's Promise which has a benefit of having partnerships with Law Schools all over the Country and there is possible placement of Law School Grads in their office. They have one they are interviewing one for next Fall and they hope in the subsequent year they will have several that they will be interviewing and possibly joining the Public Defenders office. Mr. Hidley entertains a motion Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-1475	A) New	A6140 - Safety NetA6142 - Emergency Aid for Adults	Homeless and Travelers Aid Society	The provision of a Homeless/Housing Emergency Services Program that provides after hours, weekends and holiday coverage to serve individuals and families, who present as homeless, by assisting them to access needed emergency shelter during Code Blue days.	10/1/2023 to 9/30/2024	\$60,638.00
Bruce Hidley reads the details of the contract. Erin Stachewicz states the homeless and travel were mandated by Code Blue by the state for Code Blue purposes to shelter any individuals or homeless families should the temperature fall below 32 degrees based on the wind chill. They have two components HATAS calls monthly provider meetings which includes Mental Health, CDTA, the police department, DSS. They meet monthly to talk about Code Blue issues and how they can continue to serve the homeless population. The second component is an on-site HATAS person to provide assistance to DSS staff for any homeless individual or family who comes into the building who is not eligible for temporary housing assistance through the public welfare system and/or they refuse to apply. Last year they served over 800 individuals who refused to apply and/or who were not eligible to apply for temporary housing assistance. This will be extremely beneficial for DSS to have HATAS on-site to assist their staff and also for HATAS to call the Code Blue nights and hold those monthly meetings to ensure coordination. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
Mr. Hidley would like to entertain a motion to break for Executive Session at 4:20pm. Dan Lynch makes a motion and Andrew Joyce seconds the motion.						
	A) New	A1420 - Law		Confidential Settlement		
Bruce Hidley re-opens the regular meeting at 4:27pm. Mr. Hidley would like to entertain a motion to accept the agreement for the Executive Session. Dan Lynch makes the motion and Andrew Joyce seconds the motion. The motion is carried for Executive Session.						
Mr. Hidley entertains a motion to adjourn the meeting at 4:29pm. Dan Lynch makes the motion and Andrew Joyce seconds the motion. All are in favor.						