



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*
Honorable Bruce A. Hidley, *County Clerk*
Honorable Joanne Cunningham, *Chairwoman, County Legislature*

August 12, 2024 MEETING AGENDA

Tina Harris, Sheriff	Eugenia Condon, Law	Dave Reilly, <i>Mgt. & Bdgt.</i>
Margaret Skarlis, DSS	Kurtis Kennedy, Legislature	Alex Dott, <i>Mgt. & Bdgt.</i>
Nicole Ward, CYF	Pam O'Neill, Purchasing	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Michael Lalli, County Executive	Christine Breton, Comptroller	Zak Smetana, <i>Mgt. & Bdgt.</i>
Dave Latina, DGS	Wesley Hartmann, County Executive	Amanda Brady, <i>Mgt. & Bdgt.</i>
Patrick Curran, County Executive	Patrick Collins, Legislature	Alexandra Araujo, <i>Mgt. & Bdgt.</i>
		Katelyn Pauly, <i>Mgt. & Bdgt.</i>
		Faye Feters, <i>Mgt. & Bdgt.</i>

Board Members: Hon. Bruce Hidley - County Clerk / Hon. Joanne Cunningham - County Legislature / Michael McLaughlin - Deputy County Executive

The Board will review minutes from the July CAB meeting.

Bruce Hidley opens the Contract Administration Board at 4:00pm . In attendance is the Honorable Joanne Cunningham Chairwoman of the County Legislature, Bruce Hidley Albany County Clerk and Michael McLaughlin Deputy County Executive. Mr. Hidley entertains a motion to accept the July meeting minutes. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The minutes from the July meeting are approved.

2024-2125	C) Renewal	A3150 - Correctional Facility	PowerDMS	Annual Subscription Renewal for PowerDms software w730 License manuals, and accreditations.	8/16/2024 to 8/15/2025	\$24,943.38
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Bruce Hidley reads the details of the contract. Tina Harris states this is the annual subscription renewal for the Law Enforcement and Corrections platform which manages in and connects policy training and accreditation. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-2178	A) New	A3150 - Correctional Facility	Emergency Power Systems	Generator Perventative Maintenance for transfer switch located at the Albany County Correctional Facility	6/1/2024 to 12/31/2026	\$40,917.00
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Bruce Hidley reads the details of the contract. Tina Harris states a bid was issued and there was two (2) vendors that submitted. The vendor selected was the lowest to submit the bid. This is for preventative maintenance on the generators at the Correctional Facility. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-2175	A) New	A6010 - Social Services	New York State Industries for the Disabled, Inc. (NYSID) / SecureScan	A 12-month NYS/County IT connectivity issue impacted the scanning machine interface utilized by DSS Eligibility Staff to upload and index required documentation into the NYS Imaging Enterprise Document Repository (I/EDR). The connectivity issue led to an accumulation of 400 boxes of documents to upload into I/EDR. Attached is a proposal from NYSID for an 80-Box Pilot Scanning Project at \$600/box (to establish a baseline) for \$48,000. A total of \$96,000 for 2024 is anticipated for the pilot portion of this scanning project. In addition, we request a budget amendment to shift monies from MMIS line 6100.44252 to the FFFS line 6010.44046 in order to appropriately pay for the project.	9/1/2024 to 12/31/2024	\$96,000.00
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Bruce Hidley reads the details of the contract. Margaret Skarlis states the scope of service explains it all. They are also requesting a budget amendment to move funds from MMIS to Fees for Services to pay for that. Joanne Cunningham asks for this to be describe in more detail. Margaret states there was about a year-long connectivity issue and eligibility staff were unable to scan the many documents they have to for applicants and clients. Mike McLaughlin states there have always been IT issues between the state system and local governments. This came to head over the past year related to the ability to digitize records and upload them into the system. The system is currently very outdated. What the department has been able to get done so far, the state was amazed by how labor intensive and how slow the connectivity is. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-2176	B) Amendment	A6070 - Preventative Assistance Program	Bishop House Consulting, Inc.	Utilizing additional Adult Protective Services (APS) ARPA funding, Bishop House will build upon the first phase of team-building and individual leadership coaching provided to APS's Supervisory and Management Team.	12/1/2023 to 9/30/2024	\$15,726.00
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Bruce Hidley reads the details of the contract. Margaret Skarlis states the initial project with Bishop house was executive training for the management staff and there were some elements that remain to be utilized. This is to be able to work with the case manager B level in the same way they did with management. Bruce asks why the term is 12/1/2023. Margaret states there was an initial contract and this is an amendment. Joanne asks about the intial contract being approximately \$17k and asking if this extends that. Margaret confirms that is correct. Joanne asks if other departments in the County do this. Mike McLaughlin confirms departments have lines within their budget for training and confereneces for staff to attend. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.

2024-2177	C) Renewal	A2960 - Service for Physically Handicapped Children	See Attached	Nursing services to support children with special needs (ages three to five years) to meet their medical needs.	9/1/2024 to 8/1/2025	\$50,000.00
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Bruce Hidley reads the details of the contract. Nicole Ward states this is for when children's service plan comes in and they are mandated to provide nursing. If they're taking a bus to center, they have a trach that needs to be cleaned, etc. Most of the centers have nurses on staff but they have the two (2) from the RFP here due to nurse shortage. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.

2024-2180	A) New	A1310 - Finance	Carrow Real Estate Services LLC	Albany County will be entering into an agreement with Carrow Real Estate Services LLC for Realtor Services.	8/2/2024 to 8/2/2025	\$99,999.00
Bruce Hidley reads the details of the contract. Michael Lalli states this is a request to contract with Carrow Real Estate for services that will involve advertising, negotiating and listing for any properties that shall be sold. They have looked at selling the Mercantile building for decades now and it would benefit the County to have a professional do that. Based on their commission of 6%, even if it was sold for 1.5 million which is above the 1.2 million that it was appraised for, they are looking at about \$90,000 for 1.5 million. Michael continues with they would also provide additional real estate services such as advising, looking up different properties that may be available. Bruce addresses the dollar amount being just below the threshold and Michael states they do not anticipate on exceeding \$90,000 and the remaining is a buffer in case. Joanne states the Comptroller had sent an email stating in her experience the 6% was higher than industry standard and had mentioned that in her experience it was lower like 5%. Joanne asks if other real estate companies were considered. Michael states this was bid out and the vendor selected was the top bidder that came back. One bidder did not provide enough information for the County to accept the bid and the other bidder did not include percentage. Eugenia Condon states they did not have commercial real estate experience. Mike McLaughlin stated he was part of a few real estate transactions already and they were all 5.5% - 6% and 6% he does not consider high. There may also be a difference between commercial and residential. Joanne asks what those sales were for those percentages and Mike responded they were residential. Joanne asks if it is known to be true that there is a different commission rate between commercial and residential. Eugenia states it is based upon the amount of work involved. Eugenia adds she was involved in this process and the RFPs and the other proposals they received were from firms that did not have experience with commercial, while one did not have commission listed. Mike states they also went through the correct process for bidding and if someone was lower, they did not respond. David Reilly states Management and Budget reviews all of these submissions before they go out and based off of a quick google search, it was found to be 4% to 10% with the difference being the amount of leg work the broker has to put in for the specific deal. Mr. Hidley entertains a motion. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. The motion is carried.						
2024-2061	A) New	A1411 - Hall of Records, A1620 - Building Services, G8110 - Water Purification District, NH6020 - Residential Health Care Facility	Samsara	Albany County will be entering into an agreement with Samsara to provide global positioning system (GPS) and telematics services for all Albany County vehicles.	7/1/2024 to 7/1/2027	\$35,899.68
Bruce Hidley reads the details of the contract. Patrick Curran states this agreement is to enter into contract with Samsara to provide GPS services and telematic services for all of the County vehicles. The level of detail and service this vendor provides for telematics is a big upgrade from previous providers. Mr. Hidley makes a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.						
2024-2162	B) Amendment	A1620 - Building Services	L.H. Heimburge Well Drilling	Additional testing services needed to calculate the yield and potability of the water retrieved from the new well. The current costs of contract 2023-1252 and amendment 2024-2041 total \$40,552.00. This increased cost amendment of \$5,000.00 will increase the project not to exceed total to \$45,552.00.	9/14/2023 to 9/15/2024	\$5,000.00
Bruce Hidley reads the details of the contract. Dave Latina states the two (2) wells drilled need a 24-hour yield test to see what the water recovery is. The Health Department will also be there to collect samples to make sure there is potability on the well for the upper camp at Lawson Lake. Mr. Hidley entertains a motion. Mike McLaughlin makes a motion and Joanne Cunningham seconds the motion. The motion is carried.						
Mr. Hidley entertains a motion to adjourn the meeting at 4:15pm. Joanne Cunningham makes a motion and Mike McLaughlin seconds the motion. All are in favor.						