



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

Honorable Andrew Joyce, *Chairman, County Legislature*

JANUARY 13, 2020 MEETING MINUTES

Vincent Commisso HOR	Thomas DeBose Law	Lucas Rogers CEO
Craig Carlson HOR	Doug Miller Sheriff	Andrew Brisport IT
Karen Storm Purch	Dave Latina DGS	Shawn Thelen DMB
Laura DeGaetano	Mike Perrin Leg	Dave Reilly DMB
Joe DeAngelis DSS	Nicole Antonucci Leg	
Patrick Dillon Aging		

The Board will review the minutes from the previous meeting

Board Members : Andrew Joyce, County Legislature - Daniel Lynch Deputy County Executive - Bruce Hidley, County Clerk

Cont. #	Action	Dept.	Vendor	Scope of Service	Est. Term	Est. Amt.
5277	New	A3110 - Sheriff	SHEPHERD COMMUNICATIONS & SECURITY	WE ARE LOOKING TO PURCHASE A MPS 3400 TRAILER CAMERA SYSTEM USING GRANT FUNDS	1 YEAR	\$77,935.00

Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Doug Miller speaks up to clarify that this is grant funded and it is a state pass through. Dan Lynch explains that due to the fact Mr. Joyce cannot vote on this particular contract due to his involvement. thus not having enough of a quorum to vote . An emergency meeting will be scheduled at a later date to address the contract. Mr. Joyce makes his apologies. The contract is tabled.

5279	New	A1411 - Hall of Records (County Archives)	New York State Industries for the Disabled (NYSID)	To digitize and index Town of Colonie records (Contracts, Vital Records, Payroll Records, and Roster Cards) from different formats (paper and microfilm) for a Local Government Records Management Improvement Fund shared services grant with Albany County.	3/1/2020 to 9/1/2021 (18 months)	\$21,498.00
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Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Vincent Commisso speaks on behalf of the request stating this is the annual contract that will be shared with the town of Colonie . Daniel Lynch makes a motion to accept the contract. Andrew Joyce seconds the motion. The contract is approved.

5280	New	A1411 - Hall of Records (County Archives)	New York State Industries for the Disabled (NYSID)	To digitize and index the variously-sized Appropriation Maps ("Envelope Maps") of the Albany County Clerk's office and Hall of Records as well as any accompanying documents.	3/1/2020 to 9/1/2021 (18 Months)	\$29,574.00
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Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Vincent Commisso speaks on behalf of this request stating that this contract is for the appropriation maps located in the clerks office, that need to be digitized to be available for customers. Andrew Joyce makes a motion to accept the contract. Dan Lynch seconds the motion. The contract is approved.

5281	New	A1411 - Hall of Records (County Archives)	New York State Industries for the Disabled (NYSID)	To digitize and index Albany County and City of Albany Pistol Permits residing at the Albany County Clerk's office and Hall of Records.	2/1/2020 to 9/1/2021 (19 Months)	\$43,370.00
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Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Vincent Commisso states that this helps to digitize and central locate permits for County residents. Dan Lynch makes a motion to accept the contract. Andrew Joyce seconds the motion. The contract is approved.

Cont. #	Action	Dept.	Vendor	Scope of Service	Est. Term	Est. Amt.
5282	New	A1411 - Hall of Records (County Archives)	General Code, LLC	To process and upload ("attach") images from NYSID vendor (Image Data, Inc.) to Albany County's Laserfiche repository, as well as design folder structure and manage metadata associated with each record series. See specifics for each record series in the proposal	3/1/2020 to 10/1/2021 (18 months)	\$24,483.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Vincent Commisso explains the difference in the previous requests in which it is imaging and indexing this request makes them accessible, the ability to "attach" the uploaded images to the repository. Dan Lynch Makes a motion to accept the contract. Andrew Joyce Seconds the motion. The contract is approved.						
5291	New	A1411 - Hall of Records (County Archives)	eclipse Network Solutions LLC	To improve the security infrastructure of the Hall of Records through the installation of interior and exterior surveillance cameras.	2/1/20 to 4/30/20 (3 Months)	\$23,560.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Vincent Commisso addresses the request stating that this is to ensure that every side of the facility had security , He also clarifies that this is HHY2 which was not an option to insert in the submission process of the contract. Shawn thelen clarifies that this contract already exists and this is a continuation because of a lack of software. Dan Lynch makes a motion to accept the contract. Andrew Joyce seconds the motion. The contract is approved.						
5272	New	A8020 - Econ. Development	Hudson Valley AgriBusiness Development Corporation	HVADC will provide programs to county farmers that are designed to support growth and development of agriculture and related industries by providing agribusiness technical assistance, project planning and development services, and agricultural development support. This partnership was recommended in the adopted County Agricultural & Farmland Protection Plan and is budgeted in the 2020 budget.	1/1/2020-12/31/2020	\$25,000.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Laura DeGaetano agrees with what Mr. Thelen has stated and goes on to state that this is a program to join support with local farmers to provide services for development. Andrew Joyce makes a motion to accept the contract. Dan Lynch seconds the motion. The contract is approved.						
5270	Amend.	A6772 - Aging	Town of Colonie Senior Resources	The Contractor provides services to Albany County caregivers of older adults age 60+ consisting of caregiver counseling and case management. The contractor is requesting an additional \$29,500 in caregiver services provided due to a change in NYSOFA billing requirements. This will increase contract no.	1/1/2019 to 12/31/2019	\$29,500.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Pat Dillon speaks on behalf of the contract stating that this is for case assistance , counseling and caregiving counseling billing issues where the financials fell short. Dan Lynch makes a motion to accept the contract. Andrew Joyce seconds the motion. The contract is approved.						

Cont. #	Action	Dept.	Vendor	Scope of Service	Est. Term	Est. Amt.
5276	Renew	A6140 - Safety Net; A6142 - Emergency Aid for Adults	Interfaith Partnership for the Homeless (IPH)	Interfaith Partnership for the Homeless will operate the Sister Mavis Jewell Medical Respite for the Homeless which will house and serve adult men and women who are homeless and being discharged from an inpatient hospital setting with ongoing medical needs.	4/1/2020-3/31/2021	\$73,000.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Joe DeAngelis states that this is a facility to address a stay for the homeless during recovery of medical issues. Andrew Joyce asks where the location of this facility is ? Mr. DeAngelis does not recollect the exact location but states that it is downtown somewhere. Andrew Joyce makes a motion to accept the contract. Dan Lynch seconds the motion. The contract is approved. At a later date clarificatin was sent that the location of the Medical Respite Center in Troy at 1300 Massachusetts Ave.						
5260	New	A1620 - Bldg. Svcs	Evan Corporation dba Evan Fall Protection	Vendor shall design, fabricate and install a new engineered fall protection system for the TUC to enhance the existing system. Also will be performing the required engineering, preparations NYS signed and sealed design drawings and suppling & installing the required fall protection components. Using Bond HKUV	Jan 1, 2020 - June 30, 2020 6 months	\$99,986.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Dave Latina states that this is a Capital Plan item and that this is fall protection plan for the rigging. Andrew Joyce makes a motion to accept the contract. Dan Lynch seconds the motion. The contract is approved.						
5290	New	A1620 - Building Services	SMRT Architects and Engineers, PC	proceed with the Schematic Design for the facility services for the CDJSDF renovations and additions into compliance with the Raise the Age requirements. This contract is pursuant to Contract No. 4069 for 2018. There will be a shared cost between the Counties of Albany, Rensselaer, Schenectady and Saratoga. Paid from Bond HHWO	1 year Jan 2020-Dec 2020	\$97,000.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Dave Latina states that this is for the Youth Detention Center raise the Age requirement to comply. Dan Lynch makes the point of the County's funding obligation Dan Lynch makes a motion to accept the contract. Andrew Joyce seconds the motion. The contract is approved.						
5285	New	A1620 - Building Services	GP Flooring Solutions	Labor associated with future carpet installation services at various County facilities	3/1/2020 - 2/28/2021	\$99,000.00
Shawn Thelen reviews the scope of the contract and opens up the discussion for questions and comments. Dave Latina states that this is for the RFP that was put out for smaller labor issues . Andrew Joyce asks about the estimated amount and where this number was generated. Dave Latina explains at length how this number is compiled. Andrew Joyce . Makes a motion to accept the contract. Dan Lynch Seconds the motion. The contract is approved.						
Mr. Lynch closes the meeting at 4:25PM						