

BOARD OF ACQUISITION AND CONTRACT
November 12, 2014

A meeting of the Broome County Board of Acquisition and Contract was held on Wednesday, November 12, 2014, at 11:00 a.m., in the LEGISLATIVE CONFERENCE ROOM, Sixth Floor, County Office Building, Government Plaza, Binghamton, New York. The minutes for this meeting are set forth below.

MEMBERS PRESENT: M. Kalka, D. Schofield, A. Martin

ALSO PRESENT: A. Suer, C. Sullivan, P. DeWind, Law Dept.; J. Flynn, Purchasing; A. Garrison, Parks & Recreation; C. Edwards, Health Dept.; J. DeLuca, K. Carey, G. Bishop, Willow Point Nursing Home; T. Dellapenna, Risk & Insurance; C. Dziedzic, Legislature; J. Bernardo, Executive

1. The Board reviewed and approved the minutes of the meeting held on October 22, 2014, as prepared and presented.

The Board welcomed Kevin Carey, Administrator for Willow Point Nursing Home to the meeting. Introductions were then made by attendees.

The Board accepted the following walk around approvals:

- 1a. DIRAD Technologies – State Contract # PT64260, Award # 21350, Group # – Microsoft based IVR Telephone system software for Transit with two year maintenance warranty from NTP – K. Andrews, Information Technology – NTE \$18,302.73 – CA 1236-412 – 31010105.2040.6004056, 138, 193 – Approved, Law Dept. to process
2. **VENDOR:** Stanley Convergent Security Solutions
DESCRIPTION: State Contract # PT65822, Award # 20191, Group # 77201 - Purchase & installation of access control equipment for the Airport Security Improvement Project
REQUESTED BY: D. Hickling, Aviation
TERM: 90 days from NTP
COST: NTE \$110,304.90
BAC ACTION: **Approved, Law Dept. to process**
CA 1-1075
BUDGET LINE: **28010005.2012.6002102.2820048**

3. VENDOR: Scottech, LLC
DESCRIPTION: Bid # 2014-070 - General Construction for the Airport Security Improvement Project - Sole Bidder
REQUESTED BY: D. Hickling, Aviation
TERM: 90 Days from NTP
COST: NTE \$418,950.00
**BAC ACTION: Approved, Law Dept. to process
CA 1-2246
BUDGET LINE: 28010005.2012.6002102.2820048**

4. VENDOR: Schuler Haas Electrical Corporation
DESCRIPTION: Bid # 2014-070 - Electrical Contract for the Airport Security Improvements Project - Second Low Bidder
REQUESTED BY: D. Hickling, Aviation
TERM: 90 Days from NTP
COST: NTE \$462,100.00
**BAC ACTION: Approved, Law Dept. to process
CA 1-2247
BUDGET LINE: 28010005.2012.6002102.2820048**

5. VENDOR: Pharmacy Consulting Services
DESCRIPTION: Consulting services to oversee dispensing, storage and administration of medicines
REQUESTED BY: C. Edwards, Health Dept.
TERM: 1/1/15-12/31/15
COST: NTE \$2,000.00 @ \$70.00/hr plus one time fee of \$400.00
**BAC ACTION: Approved, Law Dept. to process
CA 10-738
BUDGET LINE: 25020004.1010.6004413**

6. VENDOR: CBCS
DESCRIPTION: Collection services for the Dog Shelter
REQUESTED BY: J. Dadamio, DPW/Security
TERM: 11/20/14-11/20/17
COST: Revenue - Vendor keeps 33.33% of collected monies
**BAC ACTION: Held Over – Dept. will provide more documentation/quotes from other vendors.
CA 11-1889
BUDGET LINE: 22000203.1010.5000226**

7. VENDOR: Economy Paving Co., Inc.
DESCRIPTION: Bid # 2014-029 - Change Order #1 for the Rehabilitation of Hooper Road Bridge Project BR-1201 to increase cost
REQUESTED BY: L. Boulton, P. Hogan, DPW/Engineering
TERM: No change
COST: New NTE \$1,602,853.33 - Increase of \$71,321.83
BAC ACTION: Approved, Law Dept. to process
CA 11-2374
BUDGET LINE: 29010105.5202.6002205.2920065

8. VENDOR: Economy Paving Co., Inc.
DESCRIPTION: Bid # 2014-029 - Amend Rehabilitation of Hooper Road Bridge contract to remove retainage language
REQUESTED BY: D. Schofield, DPW/Engineering
TERM: No change
COST: No change
BAC ACTION: Discussion ensued - P. DeWind provided overview based on NYSDOT position on retainage for Federal Aid projects. The Board disapproved item.
CA 11-2374
BUDGET LINE: 29010105.5202.6002205.2920065

9. VENDOR: Broome Bituminous
DESCRIPTION: Bid # 2014-026 - Amend Conklin Multi Use Trail Phase I contract to remove retainage language
REQUESTED BY: D. Schofield, DPW/Engineering
TERM: No change
COST: No change
BAC ACTION: Discussion ensued - P. DeWind provided overview based on NYSDOT position on retainage for Federal Aid projects. The Board disapproved item.
CA 11-2375
BUDGET LINE: 29010105.5202.6002205.2920065

10. VENDOR: Emerald Resources / Medline Industries
DESCRIPTION: Bid # 2014-088 - Purchase of bariatric beds and mattresses from the low bidders
REQUESTED BY: J. DeLuca, S. Stagg, Willow Point Nursing Home
TERM: 11/1/14-10/31/15
COST: EST NTE \$20,000.00 @ \$2,830.00/Bed - \$1,650.00/Mattress
BAC ACTION: Approved, Purchasing Dept. to process
CA 17-554

BUDGET LINE: 27060304.2050.6002505

11.

VENDOR: Emerald Resources
DESCRIPTION: Bid # 2014-087 - Purchase of Hi-Lo Electric Beds and accessories from the second low bidder
REQUESTED BY: J. DeLuca, S. Stagg, Willow Point Nursing Home
TERM: 11/1/14-12/31/15
COST: EST NTE \$100,000.00 @ \$1,959.96/Bed
BAC ACTION: Held Over, Reject Bid - Purchasing Dept. will rebid with more detailed specifications provided by WPNH.
CA 17-554(a)
BUDGET LINE: 27060304.2050.6002505
12.

VENDOR: Our Lady of Lourdes Hospital
DESCRIPTION: Use of autopsy rooms
REQUESTED BY: R. Behnke, B. Narozny, Law Dept.
TERM: 1/1/15-12/31/15
COST: NTE \$400.00/Autopsy
BAC ACTION: Approved, Law Dept. to process
CA 477(a)
BUDGET LINE: 03000001.1010.6004406
13.

VENDOR: By The Numbers Actuarial Consulting, Inc.
DESCRIPTION: RFP # 2014-080 - Actuarial services for self insured workers compensation plan
REQUESTED BY: T. Dellapenna, Risk & Insurance
TERM: 11/1/14-6/1/15
COST: NTE \$5,000.00
BAC ACTION: Approved, Law Dept. to process
CA 872-104-1
BUDGET LINE: 18030001.2100.6004573
14.

VENDOR: Allen Tunnell Corporation
DESCRIPTION: Amend tax delinquency software upgrade to increase term
REQUESTED BY: J. Lindsay, K. Soltis, Office of Management & Budget
TERM: 1/1/13-12/31/15 - extend one year
COST: NTE \$89,700.00 - No change
BAC ACTION: Approved, Law Dept. to process
CA 1236-111(b)
BUDGET LINE: 45010001.5202.6004573.4520003

15. VENDOR: Environmental Systems Research Institute, Inc. (ESRI, Inc.)
DESCRIPTION: Maintenance for the GIS software - Sole Source
REQUESTED BY: F. Evangelisti, D. English, Planning & Economic Development
TERM: 1/1/15-12/31/15
COST: NTE \$12,418.00
**BAC ACTION: Approved, Law Dept. to process
CA 1236-158
BUDGET LINE: 37000007.1010.6004255**

16. VENDOR: Various
DESCRIPTION: Bid # 2014-094 - Purchase of raw meat - various low bidders
REQUESTED BY: M. Haus, Central Foods
TERM: 11/1/14-12/31/14
COST: Per attached spreadsheet
**BAC ACTION: Approved, Purchasing Dept. to process
CA 1619
BUDGET LINE: 02010001.2060.6004030**

17. VENDOR: Sysco of Syracuse
DESCRIPTION: State Contract # PC60353, Award # 02832, Group # 02450 - Purchase of raw meat
REQUESTED BY: M. Haus, Central Foods
TERM: 11/1/14-11/30/14
COST: Per attached spreadsheet
**BAC ACTION: Approved, Purchasing Dept. to process
CA 1619
BUDGET LINE: 02010001.2060.6004030**

18. VENDOR: Terra Compactor Wheel Corp.
DESCRIPTION: Purchase of Terra twist cleats for wheels on the compactor
REQUESTED BY: D. Schofield, R. Hand, Solid Waste Management
TERM: One time purchase - 12/31/14
COST: NTE \$57,550.00
**BAC ACTION: Approved, Purchasing Dept. to process
CA 1732-Misc.
BUDGET LINE: 38040007.2020.6004130**

19. VENDOR: CBORD Group, Inc.
DESCRIPTION: Maintenance for the purchasing and production software
REQUESTED BY: M. Haus, Central Foods
TERM: 1/1/15-12/31/15
COST: NTE 12,092.94

**BAC ACTION: Approved, Law Dept. to process
CA 1748-9
BUDGET LINE: 02010001.2060.6004192**

20. **VENDOR:** Plexicomm
DESCRIPTION: Amend contract to increase cost for WIFI at Otsiningo Park
REQUESTED BY: A. Garrison, Parks & Recreation
TERM: April 2014 - work is completed
COST: NTE 2,120.00
**BAC ACTION: Approved, Law Dept. to process
CA 2652
BUDGET LINE: 43010008**
21. **VENDOR:** Wilmac
DESCRIPTION: Maintenance for NICE Recorders at OES, Vestal Police, Endicott Police
and OES backup - Single Source
REQUESTED BY: B. Chellis, N. Desko, Office of Emergency Services
TERM: 1/1/15-12/31/15
COST: NTE \$32,120.00
**BAC ACTION: Approved, Law Dept. to process
CA 2738
BUDGET LINE: 20010003.1010.2010004**

The board reviewed and approved the attached checklist prepared by the Purchasing and Law Depts. for distribution to department contacts to use as a training tool when submitting Purchasing/BAC requests. Checklist will be returned to departments by Purchasing when required information is missing from request forms.

There being no further business at hand, the meeting was adjourned at 11:45



Ann Marie Suer, Secretary
Board of Acquisition and Contract

cc A. McLaughlin
T. Dellapenna
C. Dziedzic
H. Miller

**Broome County
Division of Purchasing
Quality Assurance
BAC/Purchasing Checklist**

Please complete the checklist and submit with your BAC/Purchasing request form:

| | <i>Yes</i> | <i>No</i> | <i>N/A</i> |
|---|------------|-----------|------------|
| I have indicated approval needed (BAC or Purchasing), Department, date, and category of request. | | | |
| I have attached information displaying award, group, and contract number for NYS Contract requests. | | | |
| I have described the request including departmental need and any additional comments. | | | |
| I have indicated model and/or serial number for equipment request. | | | |
| I have provided full name and address of vendor, as well as the vendor's contact name, phone number and e-mail address. | | | |
| I have designated the contract term or "one time purchase". If "one time purchase", please indicate contract end date to allow for sufficient processing. | | | |
| I have noted the full or estimated cost of request as "Not to Exceed" (NTE) dollar amount of NTE price per unit (hour, mile, etc.). | | | |
| I have attached the Proposal/Quote and/or Specifications from Vendor. (Emails from vendors with pricing will not be accepted.) | | | |
| I have reviewed the Bid documents; all forms are completed and attached along with any Prevailing Wage documents with PRC#, if applicable. | | | |
| I have attached the Single or Sole Source form, if applicable. | | | |
| I have entered the budget lines, title of the account code being used and checked renewal if contract is a true renewal. | | | |
| I have checked amendment line if it is an amendment to an existing contract. | | | |
| I have checked the attached insurance requirements to the original only. | | | |
| I have indicated the contract term if the Department had a contract previously, previous vendor, cost, contract number (CA) (for renewals enter existing CA #), bid # (for renewal use existing bid #), indicate resolution # and attach a copy of resolution if request previously had a resolution. | | | |
| I have attained signature of Department head or designee, indicated name and title of Department head or designee, and indicated a contact name with title and phone number for request. | | | |

Name and Department (please print): _____ Date: _____

For Purchasing Department only:

Reviewed by (please initial): _____