

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: March 30, 2010

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
VANNESS
CHAMPAGNE
GIRARD
BELDEN
PITKIN

OTHERS PRESENT:

WILLIAM LAMY, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRED AUSTIN, BUILDING PROJECT COORDINATOR
JOAN SADY, CLERK OF THE BOARD
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS STEC
LOEB
TAYLOR
CONOVER
JULIE PACYNA, PURCHASING AGENT
BUD YORK, SHERIFF
SHANE ROSS, CHIEF DEPUTY
WILLIAM MONTFORT, COMMISSIONER OF BOARD OF ELECTIONS
MARY BETH CASEY, COMMISSIONER OF BOARD OF ELECTIONS
TODD LUNT, DIRECTOR OF HUMAN RESOURCES
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR McCOY

Mr. Thomas called the meeting of the County Facilities Committee to order at 11:17 a.m.

Motion was made by Mr. Champagne, seconded by Mr. Belden and carried unanimously to approve the minutes of the March 3, 2010 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to William Lamy, Superintendent of Public Works, who reported that all electronic access readers (FOB's) were now in place and the Buildings & Grounds Department would issue the FOB's for building access. The plan, he stated, was to recore the outside doors to the Municipal Building which would eliminate many keys which had been unaccounted for, and then use the FOB's with Department Head approval. He noted that Frank Morehouse, Superintendent of Buildings & Grounds, recommended that the secure door be installed in the Courts on the first floor main hallway prior to accessibility. Mr. Thomas reiterated that Mr. Morehouse had approved the process to issue FOB's and he noted that discussions with Department Heads would take place relative to employee access.

Regarding the need for additional space by the Board of Elections (BOE), Mr. Lamy explained that additional space was requested on the south side of the BOE Office which was originally proposed for the Courts. He advised that a door could be installed to control access to the secure Court area and allow for egress from the BOE Office. Mr. VanNess stated that as long as the Courts and Mr. Lamy were in agreement, he supported the use of 120 square feet of space for the BOE to use for counting ballots, and Mr. Thomas concurred.

Motion was made by Mr. Champagne and seconded by Mr. VanNess to approve the use of additional Office space for the BOE, previously intended for us by the Courts.

Shane Ross, Chief Deputy, informed the Committee of \$369 in remaining grant funds that was available which was designated for security purposes and could be used for the project relative to the FOB system. The request for use of said funds, he stated, must be submitted to the State by June 15, 2010. He noted that the cost to install the secure doorway was possible option for this funding source.

Mr. Thomas called the question and the motion was carried unanimously to approve the use of 120 square feet of additional space by the BOE as outlined above and the necessary resolution was authorized for the April 16, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Continuing, Mr. Lamy addressed the issue of the surplus furniture located in Annex Building No. 10 and he stated that \$2,500 was appropriated in the demolition contract for same. He apprised that he received suggestions to hold a tag-sale or to place the furniture for sale on eBay; however, he stated, it was questionable if such a strategy would generate enough revenue to offset the cost of labor required for the sale. Mr. Lamy recommended that the contractor be responsible for the removal of the furniture. Julie Pacyna, Purchasing Agent, stated that the labor cost to hold a sale was estimated to be \$600. Mr. Pitkin asked if a one day sale could be set for the Warren County not-for-profit agencies who might need the furniture. Ms. Pacyna apprised that such a sale was subject to the County auction process. Mr. Geraghty countered that similar sales had been held through the Towns; therefore, he advised, the items for sale could first be transferred to the Towns and they could sell them to the not-for-profit agencies. Mr. Pitkin noted that quality office furniture had been obtained in this manner for use by the Town of Thurman. Ms. Pacyna stated that a resolution request would be required for the transfer of furniture from the County to the Towns. Mr. Champagne suggested that the furniture be made available for sale to the highest bidders of not-for-profit agencies, with no minimum bid requirement. Ms. Pacyna stated that she would speak to the County Attorney with regard to waiving the policy rules regarding the matter.

Motion was made by Mr. Pitkin, seconded by Mr. Belden and carried unanimously to approve the request to offer the furniture located in Annex Building No. 10 to not-for-profit agencies, and to waive the purchasing policy if necessary, pending approval by the County Attorney. *(Please note: subsequent to the meeting, the resolution was authorized at the April 1, 2010 Special Board Meeting.)*

Pertaining to the vending machine contracts with Warren County, Ms. Pacyna advised that this was the first time that the bid process was used for vending services and revenues had increased to approximately \$22,000. She apprised that one measure of good business practice was to seek competitive commission rates. She apprised that she had compiled the data relative to the 27 vending machines located throughout the County to develop the Request for Proposal (RFP). Presently, she said, Fitzgerald Brothers Vending provided and serviced the majority of vending machines for Warren County and Babe Mitchell Vending handled the Up Yonda Farm and the Fish Hatchery locations. She maintained that one contract to include all County vending machines was preferred for optimum administrative efficiency.

Addressing the bid results for vending services, Ms. Pacyna reported that Babe Mitchell Vending was not large enough to handle all of the County sites and therefore could not bid on the RFP; the bidder that proposed the highest commission rate did not complete the bid properly; and Fitzgerald Brothers Vending who could handle all of the County's vending needs, submitted the bid properly. Typically, she said, a bidder with incomplete paperwork would be disqualified for non-responsiveness.

Ms. Pacyna added that the commission rates had increased significantly under both proposals.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to authorize a contract (Bid No. WC 35-10) with Fitzgerald Brothers Vending, for Warren County vending services, from April 16, 2010 through April 15, 2011 and the necessary resolution was authorized for the April 16, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes.*

The next agenda item presented by Mr. Lamy were requests to award the contracts for the demolition and abatement of Annex Building No. 10 to Ritter & Paratore, Inc., at a cost of \$266,000; and to Phoenix Electricians Company, Inc., at a cost of \$28,447. He enumerated the incidental costs that included \$8,000 for fuel tank closure and the Department of Environmental Conservation (DEC) Approval Report; \$2,000 for printing services; \$10,000 for special inspections; and \$3,000 for elevator decommissioning, for a total amount of \$43,000. With regard to air monitoring, Mr. Lamy informed that there was a contract in place which would expire on June 30, 2010 at which time a request for extension or rebid would be presented.

Privilege of the floor was extended to Fred Austin, Building Project Coordinator, who stated that the largest costs for the project were for the architects, engineering services and Bovis Lend Lease, Inc., which included project design. He noted that the aforementioned items were already in a bond that was issued for the Human Services Building, and the language therein prevented those monies from being used for demolition purposes. He explained that the intent of the elevator decommissioning was to insure the removal of the elevator weights prior to demolition to avoid the risk of catastrophic injury. The fuel tank closure, he said, was estimated at \$8,000 and would include the removal of the tank located in the basement and disposal of the sludge. Mr. Austin noted that the DEC Approval Report did not require RFP's and that the DEC requirement had not been detailed.

Addressing cost, Mr. Austin reported that the total cost of demolition was \$569,648 for which \$530,000 was budgeted. He said that \$44,500 in remaining allowance could be subtracted from the total and a \$20,000 transfer from the Contingent Fund was included.

Mr. Lamy presented a request to establish a capital project in the amount of \$577,148. Mr. VanNess noted the difference of \$7,500 as compared to Mr. Austin's total and JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, explained that Bovis Lend Lease, Inc., had requested \$7,500 for reimbursable costs that were included in the contract.

Mr. Lamy explained that two different figures were reported for the abatement/demolition bond (\$357,447 and \$577,148), and he explained that the difference was approximately \$220,000 and reflected the amount previously approved under the Human Services Building Bond.

Therefore, he said, approximately \$220,000 would be transferred or reestablished into the new bond for the Annex Building Demolition.

Responding to a question from Mr. Geraghty, Mrs. McKinstry stated that the final costs for Bovis Lend Lease, Inc., and Clark Patterson Engineering would be at the budgeted amounts. Mr. Pitkin confirmed the new net costs would be \$357,447.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried unanimously to award the contracts to the low bidders for demolition/abatement of Annex Building #10 to Ritter & Paratore, in the amount of \$577,148; to award the electrical demolition bid to Phoenix Electricians Company, Inc., in the amount of \$28,447; and to include the incidental costs detailed above and the necessary resolution was authorized for the April 16, 2010 Board meeting. *A copy of the resolution request form is on file with the minutes. (Please note: Subsequent to the meeting, the necessary resolutions were approved at the April 1, 2010 Special Board Meeting.)*

Mr. Thomas informed that Bovis Lend Lease, Inc., had thoroughly examined the capabilities of the two aforementioned bidders and their abilities were deemed acceptable.

Mr. Lamy presented a request to establish Capital Project No. H315.9550 280 - Abatement and Demolition of Annex Building No.10, in the amount of \$577,148 of which \$220,000 reflected funds that had already been appropriated.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried by majority vote, with Mr. Champagne and Mr. Belden voting in opposition, to approve the request to establish Capital Project No. H315.9550 280 in the amount of \$577,148. *A copy of the request to establish a Capital Project is on file with the minutes. (Please note: Subsequent to the meeting, this resolution was approved at the April 1, 2010 Special Board Meeting.)*

Concluding the agenda review, Mr. Lamy stated that he would defer the review of pending items to a future meeting with Mr. Morehouse in attendance.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. VanNess and seconded by Mr. Belden, Mr. Thomas adjourned the meeting at 11:46 a.m.

Respectfully submitted,
Joanne Collins, Legislative Office Specialist