

TECHNOLOGY & RESILIENCY COMMITTEE

April 29, 2021 4:00 p.m.

AGENDA

Chair: Tara Gaston

Members:

Phil Barrett - VC

Eric Connolly

Joe Grasso

Bill Peck

Mike Smith

Matthew Veitch

- I. Welcome and Attendance
- II. Approval of the minutes of the March 25, 2021 meeting
- III. Audio and Visual upgrades to the Board meeting and Committee meeting rooms – Eileen Bennett, Information Technology
- IV. Phone upgrades for DMV – Eileen Bennett, Information Technology
- V. Website Discussion
- VI. Government Resiliency Plan
- VII. Community Resiliency Committee
- VIII. Other Business
- IX. Adjournment

Due to public health and safety concerns related to COVID-19, there is limited capacity in the Boardrooms. The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145

Access Code: 1840389



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Mike Hartnett, County Attorney
Pam Wright, Clerk of the Board

CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: Eileen M. Bennett, Director of Information Technology

DATE: April 22, 2021

RE: Audio/Visual Design and Implementation

COMMITTEE: Technology and Resiliency

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed:
(If yes, budget lines and impact must be provided)
NO
3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
NO
4. Specific details on what the resolution will authorize:
Authorizing a contract with a vendor for Audio/Visual Design and Implementation Services related to audio and visual upgrades to the Board of Supervisors and One (1) Committee Room.
5. Does this item require hiring a Vendors/Contractors:
 - a. Were bids/proposals solicited: Yes
 - b. Is the vendor/contractor a sole source: No
 - c. Commencement date of contract term:
 - d. Termination of contract date:
 - e. Contract renewal and term:
 - f. Contact information:
 - g. Is the vendor/contractor an LLS, PLLC or partnership:
 - h. State of vendor/contractor organization: New York
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:
(If yes, attach the last approved resolution)
 - a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:

7. Is a new position being created:
 - a. Effective date
 - b. Salary and grade

8. Is a new employee being hired:
 - a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:

9. Is a grant being accepted:
 - a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

A comprehensive review of the four (4) proposals received to the County's RFP relating to the Audio/Visual Upgrades to the Board and Committee Rooms concluded that (Vendor Name Here) be contracted for the purpose of designing and implementing a turnkey audio visual system for the Board Room and Committee Room. Upgraded system includes a new Supervisors discussion system, which includes a all-in-one terminal at each desk that acts as microphone, speakers, and video monitor, this system is scalable and can be upgraded to a complete paperless meeting system, a local video system with commercial grade monitors, and the ability to live stream meetings.



SARATOGA COUNTY

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CC: Jason Kemper, Planning Director
Therese Connolly, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, Confidential Secretary/County Attorney's Office

FROM: Eileen M. Bennett, Director of Information Technology

DATE: April 23, 2021

RE: Phone upgrades and support to the Department of Motor Vehicles phone system

COMMITTEE: Technology and Resiliency

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed:
(If yes, budget lines and impact must be provided)
NO

3. Are there Amendments to the Compensation Schedule:
(If yes, provide details)
NO

4. Specific details on what the resolution will authorize:

To Amend Resolution 257-2019 where as Twinstates original proposal that formed the basis for the agreement for the lease of phone equipment, maintenance and support services for Saratoga County included the option to add Phone upgrades and support for the Department of Motor Vehicles. The Twinstates quote#005657 Version 5 is for 39 months at a monthly cost of \$997.00 for a total of \$38,883.00 This addendum will be co-terminus with the original contract term - ending 11/19/2024.

5. Does this item require hiring a Vendors/Contractors:

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement: YES or NO
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:
(If yes, attach the last approved resolution)
 - a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:

7. Is a new position being created:
 - a. Effective date
 - b. Salary and grade

8. Is a new employee being hired:
 - a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:

9. Is a grant being accepted:
 - a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Attached resolution 257-2019 and Resolution 96-2019.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 257 - 2019

Introduced by Supervisors Veitch, Barrett, Kusnierz, Peck, Raymond, Smith and Wright

AMENDING RESOLUTION 96-2019, AND AUTHORIZING THE CHAIR TO EXECUTE AN AMENDED AGREEMENT WITH TWINSTATE TECHNOLOGIES, INC. PROVIDING FOR PHONE MAINTENANCE AND SUPPORT SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS BUILDING

WHEREAS, pursuant to Resolution 96-2019, this Board authorized an agreement with Twinstare Technologies, Inc. ("Twinstare") for a term of sixty (60) months for; i) the lease of phone equipment, maintenance and support services for the County offices at 25 and 50 West High Street, 40 McMaster Street, Sheriff's Department, the Services Building and the Animal Shelter in Ballston Spa, as well as Mental Health and Addiction Services in Saratoga Springs, at a cost not to exceed \$262,000 and ii) the installation and lease of phone equipment, provision of related licenses, training and support services for the new Public Safety Facilities Building at a cost not to exceed \$192,000; with total payments to Twinstare not to exceed \$454,000; and

WHEREAS, Twinstare's original proposal that formed the basis for said contract included the option to add the provision of phone maintenance and support services for the County Department of Public Works Building to the contract at a later date; and

WHEREAS, at the request of the County's Department of Information Technology, Twinstare submitted a proposal to amend its contract to add phone maintenance and support services for the County Department of Public Works Building for a term of sixty (60) months at a cost of \$290.83 per month, with total costs for the term being in the amount of \$17,450; and

WHEREAS our Buildings and Grounds Committee and the Director of Information Technology have recommended that Resolution 96-2019 be amended to include the provision of phone maintenance and support services by Twinstare for the County Department of Public Works Building for a term of sixty (60) months at a cost of \$290.83 per month, with total costs for the term being in the amount of \$17,450, and that the Chair of the Board be authorized to execute an amendment to the agreement with Twinstare providing for such additional phone services; now, therefore, be it

RESOLVED, that the first **RESOLVED** paragraph of Resolution 96-2019 is hereby amended to state as follows:

RESOLVED, that the Chair of the Board is hereby authorized to execute a lease agreement with Twinstare Technologies, Inc. for a term of sixty (60) months for: i) the lease of phone equipment, maintenance and support services for the County offices at 25 and 50 West High Street, 40 McMaster Street, Sheriff's Department, the Services Building, and the Animal Shelter in Ballston Spa, as well as Mental Health and Addiction Services in Saratoga Springs, at a cost not to exceed \$262,000; ii) the installation and lease of phone equipment, provision of related licenses, training and support services for the new Public

Safety Facilities Building at a cost not to exceed \$192,000; and iii) the provision of phone maintenance and support services for the Department of Public Works Building at a cost not to exceed \$17,450; with total payments to Twinstare not to exceed \$471,450; and, be it further

and, be it further

RESOLVED, that the Chair of the Board is authorized to execute an amendment to the agreement with Twinstare Technologies, Inc. providing for the provision of phone maintenance and support services by Twinstare for the County Department of Public Works Building in Ballston Spa, at an additional cost of \$17,450, thereby increasing the total payments to Twinstare to the not to exceed amount of \$471,450, with the form and content of said amendment to be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 96 - 2019

Introduced by Supervisors Veitch, Barrett, Raymond, Kusnierz, Peck, Smith and Wright

AUTHORIZING A LEASE AGREEMENT WITH TWINSTATE TECHNOLOGIES, INC. TO UPDATE THE COUNTY'S OUTDATED AND UNSUPPORTED PHONE SYSTEMS

WHEREAS, several Saratoga County departments, including the offices at 25 and 50 West High Street, 40 McMaster Street, Sheriff's Department, the Services Building and the Animal Shelter in Ballston Spa, as well as Mental Health and Addiction Services in Saratoga Springs, use leased phone systems that are outdated, have reached the end of their useful life, are no longer supported by their vendor, and need to be replaced; and

WHEREAS, the new Public Safety Facilities Building, currently under construction, will require new phone systems for the Sheriff's Department, Office of Emergency Services, Probation Department and Public Health Services; and

WHEREAS, for many years Twinstare Technologies, Inc. ("Twinstare") has provided the County with its phone system equipment under a lease agreement, and provided related phone maintenance, support and repair services; and

WHEREAS, the phone equipment and services provided by Twinstare have been satisfactory; and

WHEREAS, Twinstare submitted to the County a proposal for: i) the lease of phone equipment, maintenance and support services for the County offices at 25 and 50 West High Street, 40 McMaster Street, Sheriff's Department, the Services Building and the Animal Shelter in Ballston Spa, as well as Mental Health and Addiction Services in Saratoga Springs, for a term of 60 months at a cost of \$262,000; and ii) the installation and lease of phone equipment, provision of related licenses, training and support services for the new Public Safety Facilities Building for a term of sixty (60) months at a cost of \$192,000; and

WHEREAS, our Buildings and Grounds Committee and the Director of Information Technology have recommended that the proposal of Twinstare Technologies, Inc. be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is hereby authorized to execute a lease agreement with Twinstare Technologies, Inc. for a term of sixty (60) months for: i) the lease of phone equipment, maintenance and support services for the County offices at 25 and 50 West High Street, 40 McMaster Street, Sheriff's Department, the Services Building and the Animal Shelter in Ballston Spa, as well as Mental Health and Addiction Services in Saratoga Springs, at a cost not to exceed \$262,000; and ii) the installation and lease of phone equipment, provision of related licenses, training and support services for the new Public Safety Facilities Building at a

cost not to exceed \$192,000; with total payments to Twinstone not to exceed \$454,000; and, be it further

RESOLVED, that the form and content of such lease agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: None. Costs associated with this lease are paid monthly and are included in the 2019 budget.