



# Buildings & Grounds Committee

**Tuesday, February 1, 2022 4PM**

Chair: Matt Veitch

Members:

Eric Connolly  
Joe Grasso  
John Lant  
Scott Ostrander  
Jean Raymond  
Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the November 29, 2021 meeting.
- III. Appoint Vice Chair
- IV. 2022 Goals and Initiatives (Chairman Veitch)
- V. Request contract for County wide refuse pick-up with Consolidated Waste Services, LLC, DBA Twin Bridges Waste & Recycling, LLC effective March 1, 2022 – November 29, 2022 for the amount of \$2,044.17 per month plus \$6.00 per cubic yard for additional pick up. (Chad Cooke, Public Works)
- VI. Request resolution to amend the Consultant Agreement with H2M for additional professional services related to the rehabilitation of the 100,000 Pedosphere elevated water tank in the amount of \$32,626.63. No budget amendment is required. (Chad Cooke, Public Works)
- VII. Request resolution authorizing a contract with Complete Building Solutions, Inc. for cleaning services at Clifton Park and Wilton DMV Offices for the amount of \$22,080 for the first year. (Chad Cooke, Public Works).
- VIII. Reappropriate 2021 budget funds for audio/visual upgrade project. (Eileen Bennett, IT)
- IX. Amending Resolution 219-2021 to authorize Buildings & Grounds to approve change orders to the agreement with Presentation Concepts Corporation (Eileen Bennett, IT)
- X. Board Room upgrades update. (Eileen Bennett, IT)
- XI. Other Business
- XII. Adjournment

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  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:**

**DATE:**

**RE:**

**COMMITTEE:**

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: **YES** or **NO**  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: **YES** or **NO**  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**
  - 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: **YES** or **NO**  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
  - Are the terms changing:
  - What is the reason for the change in terms:
7. Is a new position being created: **YES** or **NO**
- Effective date
  - Salary and grade
8. Is a new employee being hired: **YES** or **NO**
- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted: **YES** or **NO**
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

PROPOSAL

Twin Bridges Waste & Recycling agrees to furnish Saratoga County with Refuse  
(firm name)

Pick-Up Service, as called for in specification 21-BRP-1

PLEASE PROVIDE MONTHLY/ANNUAL COST PER LOCATION AND TOTAL BID PRICE.

The following are to be invoiced and vouchered separately, as per the bid specification:

Mental Health	\$ <u>93.52</u> / month x 12 = \$ <u>1,122.24</u> / year
Animal Shelter	\$ <u>93.52</u> / month x 12 = \$ <u>1,122.24</u> / year
Public Works Facility	\$ <u>210.43</u> / month x 12 = \$ <u>2,525.16</u> / year
Fire & Training Facility	\$ <u>56.76</u> / month x 12 = \$ <u>681.12</u> / year


The following are to be broken down by location and submitted on one (1) invoice and one (1) voucher to the Saratoga County Buildings Department:

Motor Vehicle	\$ <u>280.58</u> / month x 12 = \$ <u>3,366.96</u> / year
Solar Building (#5)	\$ <u>140.29</u> / month x 12 = \$ <u>1,683.48</u> / year
Services Building	\$ <u>210.43</u> / month x 12 = \$ <u>2,525.16</u> / year
Building #4	\$ <u>140.29</u> / month x 12 = \$ <u>1,683.48</u> / year
County Jail	\$ <u>631.31</u> / month x 12 = \$ <u>7,575.72</u> / year
Public Safety	\$ <u>187.04</u> / month x 12 = \$ <u>2,244.48</u> / year

TOTAL BID PRICE: \$ 24,530.04 /year  
COST FOR ADDITIONAL PICK-UP PER CUBIC YARD: \$ 6.00

Saratoga County, through its Purchasing Department, reserves the right to reject parts of any or all bids.

DATE 11/18/21

SIGNATURE 

NAME & TITLE James Beard COO

COMPANY Twin Bridges Waste & Recycling

ADDRESS 1626 Route 9  
Clifton Park NY 12065

TELEPHONE (518) 914-8442

FAX \_\_\_\_\_

EMAIL jbeard@tbre recycling.com



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Chad M. Cooke, P.E.

**DATE:** 1/21/22

**RE:** H2M contract amendment

**COMMITTEE:** Buildings and Grounds

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:  **YES** or  **NO**  
(If yes, budget lines and impact must be provided)

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

4. Specific details on what the resolution will authorize:

Authorize an amendment to the contract with H2M in the amount of \$32,626.63 for additional professional services associated with the pedesphere rehabilitation project.

5. Does this item require hiring a Vendors/Contractors:  **YES** or  **NO**

- a. Were bids/proposals solicited: No - professional services
- b. Is the vendor/contractor a sole source: No - professional services
- c. Commencement date of contract term: Org contract: May 2, 2019
- d. Termination of contract date: Upon project completion
- e. Contract renewal and term: N/A
- f. Contact information: H2M Architects and Engineers, 538 Broad Hollow Road, Melville, NY 11747
- g. Is the vendor/contractor an LLS, PLLC or partnership: No
- h. State of vendor/contractor organization: NY
- 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:  YES or  NO  
(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:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  NO
- 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):

The original contract with H2M was authorized as part of the County's capital plan in 2019. The original contract totaled \$70,500 and included design and construction administration services associated with the rehabilitation of the County's pedesphere elevated water tank. The project was completed in 2021 and H2M issued a change order request in late 2021 for additional services completed as part of this project.

The additional services included reissuing bid documents (Task 1 - \$475), additional coordination during bypass pumping (Task 2 - \$929.60), inlet pipe repair redesign (Task 3 - \$1,985), and additional project coordination and construction observation (Tasks 4 & 5 - \$29,237.03). Task 1 was a result of lack of bidder interest and Tasks 2 and 3 were the result of unforeseen conditions. Tasks 4 and 5 are related to the contractor's poor workmanship and scheduling during the project that ultimately required additional efforts by not only H2M but also DPW staff to get this project completed. The County is pursuing back charges against the contractor for costs associated with Tasks 4 and 5.

Budget Impact: None. Funds are included in the 2022 budget.

Precedent Resolution: N/A

Attached is a copy of H2M's change order request.



**SARATOGA COUNTY CONSULTANT AGREEMENT AMENDMENT**

Rev. (12/6/21)

**PROJECT :** Rehabilitation of Saratoga County's 100,000 Gallon Pedesphere Elevated Water Storage Tank

**CONSULTANT:** **H2M Architects, Engineers, Land Surveying and Landscape Architecture, D.P.C.**  
**d/b/a H2M architects + engineers (H2M)**  
538 Broad Hollow Road  
Melville, New York 11747

**Amendment Number:** 1  
**Initiation Date:** 12/6/2021  
**Consultants Project Number:** LP211520  
**Contract For:** Professional Design and Inspection Services  
**Contract Date:** 5/2/19

**You are directed to make the following amendment to the Consultant Agreement:**

Additional services provided: Task 1 - Project Rebid - preparation and issuance of re-bid documents  
Task 2 - Additional consultation regarding pump bypass system  
Task 3 - Re-design inlet pipe connection  
Task 4 - Additional project progress meetings  
Taks 5 - Additional site construction observation and inspections

See attached document dated 11/23/2021

Not Valid until signed by both the Owner and Consultant.  
Signature of the Consultant indicates his agreement herewith, including any adjustment in the contract sum or contract time.

The original contract sum was:	\$ 70,500.00
Net change by previously authorized amendments:	\$ -
The contract sum prior to this amendment was:	\$ 70,500.00
The contract sum will be increased by this amendment amount:	\$ 32,626.63
The new contract sum including this amendment:	\$ 103,126.63
The contract time will be unchanged by:	Zero Days

**CONSULTANT:**  
**H2M Architects and Engineers**  
538 Broad Hollow Road  
Fourth Floor East  
Melville, N.Y. 11747

**OWNER:**  
**Saratoga County**  
40 McMaster Street  
Ballston Spa, N.Y. 12020

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Theodore T. Kusnierz, Jr., Chairman  
Saratoga County Board of Supervisors  
Pursuant to Resolution Number: \_\_\_\_\_-2022  
Date: \_\_\_\_\_

**APPROVED AS TO FORM AND CONTENT:**

\_\_\_\_\_  
Michael J. Hartnett, County Attorney

Notice – This document may not be modified without the permission of an authorized representative of Saratoga County





architects + engineers

3 Lear Jet Lane, Ste 205  
Latham, NY 12110 | tel 518.765.5105

November 23, 2021

Mr. Thomas A. Speziale, Deputy Commissioner  
Saratoga County Department of Public Works  
3654 Galway Road  
Ballston Spa, New York 12020

**Re: Saratoga County Department of Public Works  
Proposal for Engineering Services  
Additional Engineering Services for the Rehabilitation  
of 100,000 Gallon Elevated Water Storage Tank  
H2M Proposal No.: LP211520**

Dear Mr. Speziale:

As you may be aware, our office has been required to expend additional effort above and beyond our original scope on this project due to project rebidding, contractor scheduling delays, contractor field errors and additional contractor coordination and meetings. In accordance with the written Notice to Proceed dated, March 30, 2020, construction was required to be completed by August 27, 2020. The Certificate of Substantial Completion was issued on March 3, 2021. As such, the contractor was approximately 190 days beyond the original completion date.

Specifically, the additional services H2M was required to expend include the following:

Task 1 – Project Re-Bid:

- Per H2M's original proposal LP200001, dated January 15, 2020, our office was required to revise, and re-issue bid documents associated with the re-bidding of this project. This proposal was submitted at that time, however, the DPW had requested that we revisit this request at the end of the project.

Task 2 – Additional Coordination:

- Due to the temporary pump system subcontractor's inability to properly install the correct pumping system and perform the appropriate water quality sampling, H2M was required to expend additional effort coordinating with both the contractor and his subcontractor associated with getting the temporary pump system on-line and properly sampled in accordance with the New York State Department of Health requirements. This additional coordination resulted in H2M expending an additional 5.6 hours of effort associated with this task.

Task 3 – Inlet Pipe Repair Re-Design:

- Due to the welding subcontractor's inability to follow the original design documents, H2M was required to attend several phone conference meetings and to provide additional redesigns to the originally specified inlet pipe repair plate/welding. This additional coordination and design work resulted in H2M expending an additional 10.5 hours of effort associated with this task.

Task 4 – Additional Meetings:

- In accordance with the original project specifications and construction schedule, contractor coordination/progress meetings were to be held every two weeks throughout construction, which would equate to approximately eighteen (18) progress meetings. However, due to a lack of confidence in the contractor, the DPW had requested that meetings occur weekly. As of substantial completion, there were a total of twenty-six (26) contractor coordination/progress meetings. Therefore, H2M had been required to expend additional effort associated with an

**CORPORATE HEADQUARTERS**

538 Broad Hollow Road, 4th Floor East | Melville, NY 11747 | 631.756.8000 | h2m.com



additional eight (8) meetings, which accounts for an additional 8.0 hours of effort associated with this task.

Task 5 – Additional Construction Observation:

- Due to contractor work delays, poor scheduling and required repair to previously performed work, H2M was required to perform ten (10) additional site visits after the original contract completion date, as well as a final inspection. This additional construction observation resulted in H2M expending an additional 161.5 straight time hours and 27.5 overtime hours of effort associated with this task.

Based on the required effort that was expended as described above, we, respectfully request that our originally agreed upon fee be increased in accordance with the following schedule:

Task	Description	Fee Type	Fee
1	*Preparation and Issuance of Re-Bid Documents	Lump Sum	\$475.00
2	Additional Contractor Coordination	Lump Sum	\$929.60
3	Inlet Pipe Repair Re-Design	Lump Sum	\$1,985.00
4	Additional Meetings	Lump Sum	\$1,496.00
5	Additional Construction Observation	Hourly Rates	\$27,741.03
<b>Total Fee:</b>			<b>\$32,626.63</b>

\*Note that under the original proposal, only electronic copies of the bid documents were to be provided to the DPW for bidding purposes. Ultimately, we had prepared three (3) hard copies of the bid documents for both the original bid and re-bid at no additional cost.

Furthermore, noting that the contractor was 190 days beyond the original contract completion date, we propose to the DPW that contractual damages be imposed on the contractor in order to compensate for this additional effort incurred.

We greatly appreciate the opportunity to submit this proposal. Should you have any questions or comments, please feel free to contact our office.

Very truly yours,

H2M architects + engineers

James L. Neri, P.E.  
Sr. Vice President | Division Director of Water

JLN/AMT/amt

Anthony M. Trombino  
Discipline Engineer



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

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Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
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Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Chad M. Cooke, P.E.

**DATE:** 1/21/22

**RE:** Complete Building Solutions contract for cleaning services

**COMMITTEE:** Buildings and Grounds

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:  **YES** or  **NO**  
(If yes, budget lines and impact must be provided)

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

4. Specific details on what the resolution will authorize:

Authorize a contract with Complete Building Solutions, Inc. for cleaning services at Clifton Park and Wilton DMV Offices in the amount of \$22,080 for the first year with 2-1 year renewal options.

5. Does this item require hiring a Vendors/Contractors:  **YES** or  **NO**

- a. Were bids/proposals solicited: Yes
- b. Is the vendor/contractor a sole source: No
- c. Commencement date of contract term: April 1, 2022
- d. Termination of contract date: March 31, 2023
- e. Contract renewal and term: N/A
- f. Contact information: Complete Building Solutions, Inc., PO Box 32, Guilderland, NY 12084
- g. Is the vendor/contractor an LLS, PLLC or partnership: No
- h. State of vendor/contractor organization: NY
- 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:  YES or  NO  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
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  - What is the reason for the change in terms:
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- Effective date
  - Salary and grade
8. Is a new employee being hired:  YES or  NO
- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted:  YES or  NO
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

This is another contract that has been historically managed through a DPW Facilities Maintenance Agreement. DPW sought three (3) quotes for services in March 2021 and Complete Building Solutions, Inc was the low bid. The current contract with Complete Building Solutions, Inc. expires on March 31, 2022. The requested resolution is to contract with Complete Building Solutions, Inc. for an additional year from April 1, 2022 through March 31, 2023 along with 2-1 year renewal options.

Budget Impact: None. Funds are available in the 2022 budget.

Precedent Resolution: N/A

Attached is a copy of Complete Building Solutions, Inc. submitted bid. Bid tabulation is as follows:

Complete Building Solutions, Inc. \$22,080/YR  
GForce \$31,260/YR

Janitorial / Cleaning Services  
Saratoga County DMV Facilities

Saratoga County Fee Schedule

Contract is for one year from April 1, 2021 to March 31, 2022. Please enter cleaning services pursuant to the above scope as well as unit rates for additional services as requested.

Initial Year

Cleaning Services

1,790.<sup>00</sup> \$/month

Additional Service as needed

1. Clean or Shampoo Carpeting (runners/rugs) Clifton Park	<u>150.-</u>	(\$/visit)
2. Clean or Shampoo Carpeting (runners/rugs) Wilton	<u>100.-</u>	(\$/visit)
3. Spot Treatment carpeting	<u>0</u>	(\$/hr)
4. Machine Clean (hard floor surface) Clifton Park	<u>250.-</u>	(\$/visit)
5. Machine Clean (hard floor surface) Wilton	<u>150.-</u>	(\$/visit)
6. Emergency Response Labor	<u>27.90</u>	(\$/hour)
7. Emergency Response Labor (bio hazard)	<u>34.90</u>	(\$/hour)
8. Covid Disinfection (service mobilization/setup)	<u>190.<sup>00</sup></u>	(\$/visit)
9. Covid Disinfection (labor, chemicals, PPE, incl)	<u>0</u>	(\$/hr)
10. Window Cleaning (Clifton Park)	<u>120.<sup>00</sup></u>	(\$/visit)
11. Window Cleaning (Wilton)	<u>200.<sup>00</sup></u>	(\$/visit)
12. Other- (If any, please list with rates)	<u>0</u>	
13. Other- (If any, please list with rates)	<u>0</u>	

Cleaning services may be renewed annually up to three times pending Saratoga County review and mutual agreement with Contractor. Rates maintained at the initial year may be automatically renewed. Please provide subsequent rate adjustment (if any) in the spaces provided below.

First Renewal

Cleaning Services

1,840.<sup>00</sup> \$/month

Additional Service as needed

1. Clean or Shampoo Carpeting (runners/rugs) Clifton Park	<u>150.-</u>	(\$/visit)
2. Clean or Shampoo Carpeting (runners/rugs) Wilton	<u>100.-</u>	(\$/visit)
3. Spot Treatment carpeting	<u>0</u>	(\$/hr)
4. Machine Clean (hard floor surface) Clifton Park	<u>250.-</u>	(\$/visit)
5. Machine Clean (hard floor surface) Wilton	<u>150.-</u>	(\$/visit)
6. Emergency Response Labor	<u>27.90</u>	(\$/hour)
7. Emergency Response Labor (bio hazard)	<u>34.90</u>	(\$/hour)
8. Covid Disinfection (service mobilization/setup)	<u>190.<sup>00</sup></u>	(\$/visit)
9. Covid Disinfection (labor, chemicals, PPE, incl)	<u>0</u>	(\$/hr)
10. Window Cleaning (Clifton Park)	<u>120.-</u>	(\$/visit)
11. Window Cleaning (Wilton)	<u>200.-</u>	(\$/visit)
12. Other- (If any, please list with rates)	<u>0</u>	
13. Other- (If any, please list with rates)	<u>0</u>	

Second Renewal

Janitorial / Cleaning Services  
Saratoga County DMV Facilities

Cleaning Services

1,840.<sup>00</sup> \$/month

Additional Service as needed

1. Clean or Shampoo Carpeting (runners/rugs) Clifton Park	<u>150.-</u>	(\$/visit)
2. Clean or Shampoo Carpeting (runners/rugs) Wilton	<u>100.-</u>	(\$/visit)
3. Spot Treatment carpeting	<u>0</u>	(\$/hr)
4. Machine Clean (hard floor surface) Clifton Park	<u>250.-</u>	(\$/visit)
5. Machine Clean (hard floor surface) Wilton	<u>150.-</u>	(\$/visit)
6. Emergency Response Labor	<u>27.90</u>	(\$/hour)
7. Emergency Response Labor (bio hazard)	<u>34.90</u>	(\$/hour)
8. Covid Disinfection (service mobilization/setup)	<u>190.-</u>	(\$/visit)
9. Covid Disinfection (labor, chemicals, PPE, incl)	<u>0</u>	(\$/hr)
10. Window Cleaning (Clifton Park)	<u>120.-</u>	(\$/visit)
11. Window Cleaning (Wilton)	<u>200.-</u>	(\$/visit)
12. Other- (If any, please list with rates)	<u>0</u>	
13. Other- (If any, please list with rates)	<u>0</u>	

Third/Final Renewal

Cleaning Services

1,840.- \$/month

Additional Service as needed

1. Clean or Shampoo Carpeting (runners/rugs) Clifton Park	<u>150.-</u>	(\$/visit)
2. Clean or Shampoo Carpeting (runners/rugs) Wilton	<u>100.-</u>	(\$/visit)
3. Spot Treatment carpeting	<u>0</u>	(\$/hr)
4. Machine Clean (hard floor surface) Clifton Park	<u>250.-</u>	(\$/visit)
5. Machine Clean (hard floor surface) Wilton	<u>150.-</u>	(\$/visit)
6. Emergency Response Labor	<u>27.90</u>	(\$/hour)
7. Emergency Response Labor (bio hazard)	<u>34.90</u>	(\$/hour)
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11. Window Cleaning (Wilton)	<u>200.-</u>	(\$/visit)
12. Other- (If any, please list with rates)	<u>0</u>	
13. Other- (If any, please list with rates)	<u>0</u>	

Clarifications: (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

N/A

QUESTIONNAIRE:

Janitorial / Cleaning Services  
Saratoga County DMV Facilities

1	Number of years providing janitorial services?	30 years
2	Does company have Quality Assurance Plan?	yes
3	Projected staffing requirements (# people and #hours) Clifton Park	2 People / -1 1/2 hrs
4	Projected staffing requirements (# people and #hours) Wilton	2 People / hr
5	Emergency Response time (hrs) ?	usually within 1 hour
6	Are all services provided by contractor employees?	yes
7	List of Services subcontracted out (if applicable)	N/A

Submitted by:

John J. Ardoini

Company Name & Address

Complete Building Solutions Inc.  
P.O. BOX 32  
Guilderland N.Y. 12084

FED ID No.

74-3029328

John J. Ardoini  
Printed Name

John J. Ardoini  
Signature

3-24-2021  
Date



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

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**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Eileen M. Bennett, Director of Information Technology

**DATE:** 1/25/2022

**RE:** Rollover of 2021 budget to the 2022 budget to complete A/V project in the Board & Committee room

**COMMITTEE:** Buildings and Grounds

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:  YES or  NO  
(If yes, budget lines and impact must be provided)

Appropriated fund balance A-0599.B in the amount of \$176,672.05

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

4. Specific details on what the resolution will authorize:

Authorize the transfer of 2021 funds to complete the board and committee room that is scheduled for completion in 2022. The audio/visual upgrade project for the two rooms was not completed in 2021 due in part to shipment delays of equipment.

5. Does this item require hiring a Vendors/Contractors:  YES or  NO

- 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:  YES or  NO  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
  - Are the terms changing:
  - What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- Effective date
  - Salary and grade
8. Is a new employee being hired:  YES or  NO
- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted:  YES or  NO
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Accounts to budget:

Project IT.BRU.Equipment - Information Technology Board Room Upgrade

A.23.000-7051 Communications Equipment \$112,539.05

A.23.000-8200 Departmental Supplies \$2,000.00

A.23.000-8221 Building Material \$1,000.00

A.23.000-8520 Software \$16,133.00

Project IT.BRU.Prof Services - Information Technology Board Room

A.23.000-8190 Other Professional Services \$45,000.00



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office  
Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

**FROM:** Eileen M. Bennett, Director of Information Technology

**DATE:** 1/31/2022

**RE:** Amened Resolution 219-2021 replacing authorizing entity from Technology and Resiliency to Buildings and Grounds

**COMMITTEE:** Buildings and Grounds

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:  YES or  NO  
(If yes, budget lines and impact must be provided)

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

4. Specific details on what the resolution will authorize:

Amend Resolution 219-2021 to replace authorizing entity from Technology and Resiliency to Buildings and Grounds to approve change orders to the agreement with Presentation Concepts Corporation for audio/visual upgrade design and implementation not to exceed a total project cost approved by the Board.

5. Does this item require hiring a Vendors/Contractors:  YES or  NO

- 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:  YES or  NO  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
  - Are the terms changing:
  - What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- Effective date
  - Salary and grade
8. Is a new employee being hired:  YES or  NO
- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted:  YES or  NO
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Resolution 219-2021 was authorized by the Technology and Resiliency committee to approve change orders for Presentation Concepts Corporation for the Audio/Visual upgrade design and implementation project. This project was not completed in 2021. There are additional change orders that are required to complete the project. This agenda item request is required because the Information Technology Department is reporting to the Buildings and Grounds committee for 2022. Resolution 219-2021 attached with proposed amendment.



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 219 - 2021**

**Introduced by Supervisors Gaston, Barrett, Connolly, Grasso, Peck, Smith and Veitch**

#### **AMENDING RESOLUTION 151-2021 TO AUTHORIZE THE TECHNOLOGY AND RESILIENCY COMMITTEE TO APPROVE CHANGE ORDERS TO THE AGREEMENT WITH PRESENTATION CONCEPTS CORPORATION**

WHEREAS, the Technology and Resiliency subcommittee and the Director of Information Technology have identified that the Board of Supervisors Room and Board of Supervisors Conference Room are in need of audio/visual upgrades to enable more efficient and effective interaction with the public during open meetings; and

WHEREAS, Resolution 151-2021 authorized the Chair of the Board to execute an agreement with Presentation Concepts Corporation for audio/visual upgrade design and implementation at a cost not to exceed \$143,735, and authorized the Technology and Resiliency Committee to approve change orders to the agreement with Presentation Concepts Corporation in an amount not to exceed 10% of the above stated amount; and

WHEREAS, the Technology and Resiliency subcommittee approved a change order to the agreement on June 24, 2021 in the amount of \$10,537.00; and

WHEREAS, a second change order in the amount of \$11,283.00 has been proposed by Presentation Concepts Corporation, and it is necessary to amend resolution 151-2021 to increase the authorization to the Technology and Resiliency Committee to approve change orders to the agreement, not to exceed a total project cost of \$315,000, in accordance with the total 2021 adopted budget appropriation established by this Board for such upgrades; and

WHEREAS, the Technology and Resiliency Committee and the Director of Information Technology have recommended that Resolution 151-2021 be amended accordingly; now, therefore, be it

RESOLVED, that Resolution 151-2021 is hereby amended to authorize the Technology and Resiliency Committee to approve change orders to the agreement with Presentation Concepts Corporation for audio/visual upgrade design and implementation, not to exceed a total project cost of \$315,000, in accordance with the total 2021 adopted budget appropriation established by this Board for such upgrades; and it is further

**\*\* Amendment on next page.**

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.

**\*\*Amendment to resolution:**

Resolution 219-2021 is hereby amended to authorize the Buildings and Grounds Committee to approve change orders to the agreement with Presentation Concepts Corporation for audio/visual upgrade design and implementation, not to exceed a total budget adopted by this Board for such upgrades;