



# Buildings & Grounds Committee

**Tuesday, April 5, 2022 4PM**  
40 McMaster Street, Ballston Spa, NY  
Conference Room 1

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 March 1, 2022 meeting.
- III. Enterprise agreement with Dell (Eileen Bennett, I.T.)
- IV. Request resolution to amend the McFarland Johnson Consultant Agreement in the amount of \$19,959 for additional professional services related to the Airport 6 Bay T-Hangar. Funds are included in the 2022 Budget. (Chad Cooke, Public Works)
- V. Request resolution to amend the McFarland Johnson Consultant Agreement in the amount of \$29,858 for additional professional services related to the Airport Snow Removal Equipment Building. The funds are included in the 2022 Budget. (Chad Cooke, Public Works)
- VI. Award County Facilities Assessment Study (Chad Cooke, Public Works)
- VII. Executive Session - proposed acquisition, sale or lease of real property
- VIII. Other Business
- IX. Adjournment

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2022-meetings/>



# 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):



### Budgetary Quote

Customer: Saratoga County (9C2EC421)  
 Contact: Eileen Bennett  
 Customer # 6763267  
 Enrollment# 8428662  
 Date of Issue: 3/25/2022

Remit To:	LA Dell Marketing LP One Dell Way Round Rock TX 78680
Federal ID:	74-2616805

Product Description - Year 1 payment due at time of order	Coverage Dates	Mfr #	Quantity	Price	Yr 1 Total
O365GCCE3 ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2022-6/30/2023	AAA-11894	190	228.53	\$43,420.70
Audio Conferencing GCC Sub Per User	7/1/2022-6/30/2023	NYH-00001	190	0.00	\$0.00
AzureInfoProtPremP1GCC ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2022-6/30/2023	MQP-00001	865	17.71	\$15,319.15
ExchgOnlnP2GCC ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2022-6/30/2023	3NS-00003	675	70.59	\$47,648.25
AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision	7/1/2022-6/30/2023	J5U-00004	1	0.00	\$0.00
<b>Yr 1 Subtotal</b>					<b>\$106,388.10</b>
<b>Contract No: 51AHM</b>					<b>Tax 0.00%</b>
<b>Customer Agreement No: PS68202</b>					<b>Yr 1 Grand Total \$106,388.10</b>
Product Description - Year 2 payment due on anniversary	Coverage Dates	Mfr #	Quantity	Price	Yr 2 Total
O365GCCE3 ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2023-6/30/2024	AAA-11894	190	228.53	\$43,420.70
Audio Conferencing GCC Sub Per User	7/1/2023-6/30/2024	NYH-00001	190	0.00	\$0.00
AzureInfoProtPremP1GCC ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2023-6/30/2024	MQP-00001	865	17.71	\$15,319.15
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<b>Yr 2 Subtotal</b>					<b>\$106,388.10</b>
<b>Contract No: 51AHM</b>					<b>Tax 0.00%</b>
<b>Customer Agreement No: PS68202</b>					<b>Yr 2 Grand Total \$106,388.10</b>
Product Description - Year 3 payment due on anniversary	Coverage Dates	Mfr #	Quantity	Price	Yr 3 Total
O365GCCE3 ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2024-6/30/2025	AAA-11894	190	228.53	\$43,420.70
Audio Conferencing GCC Sub Per User	7/1/2024-6/30/2025	NYH-00001	190	0.00	\$0.00
AzureInfoProtPremP1GCC ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2024-6/30/2025	MQP-00001	865	17.71	\$15,319.15
ExchgOnlnP2GCC ShrdSvr ALNG SubsVL MVL PerUsr	7/1/2024-6/30/2025	3NS-00003	675	70.59	\$47,648.25
AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision	7/1/2024-6/30/2025	J5U-00004	1	0.00	\$0.00
<b>Yr 3 Subtotal **</b>					<b>\$106,388.10</b>
<b>Contract No: 51AHM</b>					<b>Tax 0.00%</b>
<b>Customer Agreement No: PS68202</b>					<b>Yr 3 Grand Total** \$106,388.10</b>
<b>3 Year Total**:</b>					<b>\$319,164.30</b>

- 1) Customer's purchase is subject to Dell's Terms and Conditions of Sale found at [www.dell.com](http://www.dell.com), unless Customer has a separate purchase agreement with Dell.
- 2) Sales/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file.
- 3) If you have a question re: your tax status, please contact your Dell Software sales representative listed above.
- 4) All product descriptions and prices are based on latest information available and are subject to change without notice or obligation.
- 5) All prices are based on Net 30 Terms. If not shown, shipping, handling, taxes, and other fees will be added at the time of order, where applicable.
- 6) Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.



## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION 115 - 2019**

**Introduced by Supervisors Allen, Kinowski, Ostrander, Pemrick, Schopf, Szczepaniak and Wright**

#### **AUTHORIZING A RENEWAL ENTERPRISE ENROLLMENT AGREEMENT WITH MICROSOFT THROUGH DELL MARKETING, L.P. FOR EMAIL HOSTING SERVICES**

WHEREAS, pursuant to Resolution 129-2016 as amended by Resolution 96-2018, the County entered into an Enterprise Enrollment Agreement with Microsoft for the provision of Microsoft Office Exchange email services through Dell, Inc. for a term of three (3) years commencing on or about June 15, 2016 at a cost not to exceed \$35,000 the first year, \$57,500 the second year, and \$63,000 the third year; and

WHEREAS, the Enterprise Enrollment Agreement with Microsoft for the provision of email services through Dell, Inc. will expire on June 30, 2019; and

WHEREAS, Microsoft has submitted a proposed renewal Enterprise Enrollment Agreement authorizing the provision of 725 Microsoft Exchange email accounts and 35 Office 365 email accounts through Dell Marketing, L.P. for a renewal term of three (3) years at a cost not to exceed \$71,923.80 the first year, and \$71,923.80 plus a contingency in the amount of \$3,076.20 per year for additional email account licenses for a total of \$75,000 per year for the second and third years; and

WHEREAS, the Microsoft Exchange/Office 365 solution is currently the only New York State approved email provider that satisfies current federal and state email security and encryption requirements and incorporates Health Insurance Portability and Accountability Act (HIPAA), Personally Identifiable Information (PII) and Criminal Justice Information Services (CJIS) compliance and certification; and

WHEREAS, our Law and Finance Committee and the Director of Information Technology have recommended that the County enter into a three year renewal Enterprise Enrollment Agreement with Microsoft through Dell Marketing, L.P. for the term June 30, 2019 through June 30, 2022 at a cost not to exceed \$71,923.80 the first year, and \$71,923.80, plus a contingency for additional licenses in the amount of \$3,076.20 per year, for a total of \$75,000.00 for the second and third years; now, therefore, be it

RESOLVED, that the Chair of the Board and/or the Director of Information Technology are authorized to execute an Enterprise Enrollment Agreement with Microsoft for the provision of Microsoft Exchange/Office email services through Dell Marketing, L.P., of Round Rock, Texas, for the term June 30, 2019 through June 30, 2022 at a cost not to exceed \$71,923.80 the first year, and \$71,923.80, plus a contingency in the amount of \$3,076.20 per year for additional licenses, for a total of \$75,000.00 the second and third years; and be it further

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

BUDGET IMPACT STATEMENT: None. Funds for this renewal agreement are included in the 2019 budget.



# 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:** 3/21/2022

**RE:** Amend contract with McFarland Johnson for T-Hangar Project

**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 agreement with McFarland Johnson Inc. in the amount of \$19,959 for additional professional services related to the Airport 6-Bay T-Hangar project.

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 137 of 2015 authorized a contract with McFarland Johnson, Inc. in the amount of \$98,912 (Resolution 137 of 2015 authorized a not-to-exceed amount of \$104,000) for professional services in connection with a 6-Bay T-Hangar project at the airport. The project was designed and put out to bid in 2017 but the project was ultimately shelved as bid prices exceeded the NYSDOT grant amount for the project. In an effort to utilize the grant funds before they expire, the project was included and approved in our 2022 budget for capital projects. In addition to the \$531,000 original grant amount, the County is in receipt of an additional \$818,000 in grant funds for this project leaving \$151,000 as the County's share of this \$1.5 million project.
- This resolution would amend the agreement with McFarland Johnson in the amount of \$19,959 to provide additional engineering services to update the construction documents and put the project back out to bid.
- Precedent Resolution: 137-2015  
Budget Impact Statement: Funds for this amended contract are included in the 2022 budget.





# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
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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:** 3/21/2022

**RE:** Amend contract with McFarland Johnson for Snow Removal Equipment Building

**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 agreement with McFarland Johnson Inc. in the amount of \$29,858 for additional professional services related to the Airport Snow Removal Equipment Building project.

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

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  - 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 255 of 2019 authorized a contract with McFarland Johnson, Inc. in the amount of \$83,333 for professional services in connection with a Snow Removal Equipment Building at the airport. The project was designed and put out to bid in 2020 but bid prices exceeded engineers estimates due in large part to the escalating costs of construction. The project was shelved and then included and approved in our 2022 budget for capital projects along with an increased County share. In addition to the \$644,000 original grant amount from NYSDOT, the County is in receipt of an additional \$420,000 in grant funds for this project leaving \$436,000 as the County's share of this \$1.5 million project.

This resolution would amend the agreement with McFarland Johnson in the amount of \$29,858 to provide additional engineering services to update the construction documents and put the project back out to bid.

Precedent Resolution: 255-2019

Budget Impact Statement: Funds for this amended contract are included in the 2022 budget.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

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Audra Hedden, County Administrator's Office  
Stephanie Hodgson, Director of Finance

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

**DATE:** 3/29/2022

**RE:** Award County Facilities Assessment Study

**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:  
Award the County Facilities Assessment Study to a qualified consultant.
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: TBD
  - d. Termination of contract date: TBD
  - e. Contract renewal and term: N/A
  - f. Contact information: TBD
  - g. Is the vendor/contractor an LLS, PLLC or partnership: TBD
  - h. State of vendor/contractor organization: TBD
  - 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  
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- a. Effective date of employment
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  - 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 County issued RFP 22-SCFAS-1 seeking proposals from qualified consultants to perform a facilities assessment of County owned and leased space to assess condition and departmental space needs for the next 20 years. The County received six (6) proposals from the following consulting firms:
- BCA Architects and Engineers  
Labella  
Delta Engineers  
CPL  
CHA  
CBRE