

MEETING OF THE FINANCE COMMITTEE  
HELD ON TUESDAY, JUNE 16, 2009  
AT 3:30 P.M.  
42 BROADWAY, 6<sup>th</sup> FLOOR HEARING ROOM  
NEW YORK, NY 10004

---

P R E S E N T:           President Frederic Umare  
                              Secretary Julie Dent

Commissioners Polanco, Silie and Soumas

Marcus Cederqvist, Executive Director  
George Gonzalez, Deputy Executive Director  
Steven H. Richman, General Counsel  
John Owens, Jr., Director, Campaign Finance Enforcement  
Stewart Liberman, Agency Chief Contract Officer, Procurement  
John O'Grady, Chief, Voting Machine Technician  
Nicholas Squicciarini, Manager, Facilities

---

President Umare called the meeting to order at 3:30 P.M.

The Agency Chief Contract Officer requested to review several small contracts and one (1) large contract with the Commissioners.

The Chief Voting Machine Technician distributed a list of small purchase order contracts to the Commissioners. Mr. O'Grady reported that he placed an order of SHOUP voting machine wheels and casters at a cost of \$28,875. The wheels and casters were sent for bid to five (5) different

companies.

The Chief Voting Machine Technician reported that he purchased 115,000 clear plastic bags to cover the BMDs. The plastic bags protect the BMDs from the rain and other environmental issues. Mr. O'Grady explained that the plastic bags will be reused and they cost less than vinyl covers.

The Chief Voting Machine Technician reported that there is an order in progress for ladder seals, number tie seals and padlock seals. These are security seals used for both the SHOUP voting machines and BMDs. Mr. O'Grady placed an order for 100,000 QTY. for each type of security seal. One company has a bid with the Board for \$34,800. President Umane inquired if Staples sells these specific security seals. Mr. O'Grady explained that the padlock seals and number tie seals are very hard to find. The seals have special dimensions to fit the voting machines.

The Chief Voting Machine Technician reported on future items to be purchased. He noted that the Board will be moving the SHOUP voting machines out of the Voting Machine Facilities. There will be several types of boxes needed for the move. Mr. O'Grady reported that he needs to

order 4' X 4' boxes to contain the straps, pins and comps. The boxes will be packed to the back of each SHOUP voting machine in the event the Board has to use the machines as a contingency plan. The other boxes will be used to pack the other supplies and parts that the Board has accumulated in the past 46 years. The estimated purchase order cost is \$27,500 which will be sent to bid.

The Chief Voting Machine Technician reported on the future purchase order for paper rolls for the SHOUP machines. The paper rolls contain lines and numbers which are very hard to find. The Board purchased the rolls from IES in the past, but the company does not exist anymore. Mr. O'Grady reported that he is inquiring with Phoenix Graphix who recommended a supplier that can produce the paper rolls. He will need to purchase approximately 500 paper rolls at \$199 per roll. These paper rolls are used for personal choice. President Umame inquired if the Board can contact the supplier directly rather than go through Phoenix Graphix since it may cost less. Mr. O'Grady reported that the paper rolls are on a specialized spool so the supplier cannot duplicate it exactly without the help of the printer.

President Umame moved to authorize the Chief Voting Machine

Technician's purchase order requests and requested a follow up on the contracts. Commissioner Soumas seconded the motion, which was adopted unanimously.

Commissioner Silie expressed some concerns about the small purchase order contracts. She explained that the Commissioners agreed to hold a Finance Committee meeting with large purchase orders that exceed \$100,000.

The Manager of Facilities reported on Stanley Convergence Security Solutions. The company provides the daily monitoring and maintenance for the alarm and video systems for the Board's facilities. Mr. Squicciarini explained that it is a five (5) year contract which was initially started with Elliot Borack, the previous Agency Chief Contract Officer. The five (5) year contract would cost less for an extended term. Commissioner Polanco inquired how much the contract is. Mr. Squicciarini reported it is \$475,000. Commissioner Polanco inquired if the contract was the best bid. Commissioner Soumas inquired when the bid was solicited. Mr. Squicciarini reported that the contract is a negotiated acquisition. The General Counsel explained that the contract may be a negotiated acquisition if there is a time sensitive situation where the vendor must be

quickly retained for compelling needs for goods and services. Commissioner Soumas raised several concerns about the negotiated acquisition. He requested for Mr. Liberman to retrieve the file folder on the Stanley Convergence Security Solutions for his review. Mr. Squicciarini explained that Stanley Convergence Security Solutions is the conglomerate of Sonitrol. He noted that Stanley Convergence Security Solutions is the only company which provides audio sensing devices. The General Counsel reported that the State Board requires that the new voting systems must have a closed circuit surveillance system. The Executive Director stated that it is very important to secure the facilities, and Stanley Convergence Security Solutions will oversee and monitor the whole agency. President Umane inquired if the Board owned the current surveillance cameras. Mr. Squicciarini explained that the Board owns the cameras, and Stanley Convergence Security Solutions provides maintenance for the units. Each Board location has a video monitor which records footage up to a week. Commissioner Soumas raised concerns about the time sensitivity of the contract. President Umane suggested keeping the contract with the same company and to move ahead. He suggested that in the future, the Procurement Department should review different companies and contracts to obtain the best offer and have comparisons in terms of price. President Umane inquired if the company

works with other City agencies. Mr. Squicciarini replied yes, and noted that in the past the other security companies charged the Board \$65 for each false alarm. Stanley Convergence Security Solutions does not charge for false alarms. Commissioner Polanco requested for Board office codes for after hours. Mr. Squicciarini reported that the Chief and Deputy Chiefs compile a list of people for office codes and submits it to him. Commissioner Soumas inquired when the existing contract expires. Mr. Squicciarini reported that it has been expired for a year, but the company still provides the services.

Commissioner Soumas reviewed the Stanley Convergence Security Solutions file folder. He inquired if the contract is signed already. Mr. Liberman reported that the contract was not signed yet. Commissioner Soumas inquired if it was a competitive bidding process. Commissioner Polanco recognized that this contract process started before Mr. Cederqvist's tenure at the Board. Commissioner Soumas clarified that the contract was forwarded and solicited to bid.

Commissioner Soumas made a motion to authorize Executive Management to execute the necessary contract document, with his review of the documented file which had no responses to the request for bid, and

the negotiated acquisition was properly entered into the system. Commissioner Polanco seconded the motion, which was adopted unanimously.

President Umane adjourned the meeting of the Finance Committee.