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October 30, 2020

Hon. Andrew Joyce, Chairman
Albany County Legislature
Albany, New York 12207

Hon. Dennis Feeney
Majority Leader
Albany, New York 12207

Hon. Frank Mauriello
Minority Leader
Albany, New York 12207

Re. Request for Legislative Action

Dear Chairman Joyce,

Enclosed please find the Albany County Coroner's request for legislative action seeking to renew a contract with Ellis Hospital for morgue, histology, x-rays and toxicology services to conduct Coroner death investigations. The term of the contract will be a for two years.

Sincerely,
Timothy J. Cavanaugh
Albany County Coroner

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Morgue and Laboratory Services
RFP Number: 2020-110R

COMPANY: Ellis Medicine
ADDRESS: 1101 Nott St.
CITY, STATE, ZIP: Schenectady, NY 12308
TEL. NO.: (518) 243-4248
FAX NO.: (518) 243-1355
FEDERAL TAX ID NO.: # 14-1338428
REPRESENTATIVE: Robert Miglin
E-MAIL: MIGLINR@ELLISMEDICINE.org
SIGNATURE AND TITLE Robert Miglin, Admin Lab Director
DATE 10/19/2020

3. Plan Implementation

Ellis Medicine will provide facilities, staff, supplies and equipment necessary to perform autopsy procedures. Scope of Service may include: *

- Morgue facility staffed by the equivalent of 2 FT autopsy technicians with forensic training.
- Scalpels, scissors, clamps, hoses and knives.
- Specimen holders, specimen labeling, storage and proper maintenance of chain of custody.
- Masks, caps, shoe covers, special full face masks with hepa filter for isolation cases of TB as specified in OSHA guidelines.
- Office space with telephone for Coroner, Law Enforcement personnel and pathologists.
- Isolation area with showers for doctors and attendants/assistants.
- Stock storage of autopsy tissues, blocks, and microscopic slides and incineration of waste materials.
- Two (2) autopsy tables.
- Morgue cooler capable of holding at least six (6) bodies.
- Refrigerator for storing blood and organs for Medical/Leal examinations.
- Radiology services.
- Weighing machines.
- Adequate lighting.
- Preparation of routine H&E and special stained slides which will be available within three (3) business days of post mortem examination.
- Disposal of organs and specimens in accordance with New York State Department of Health Rules and Regulations for disposal of pathological waste.
- Security personnel for proper handling of deceased person while on hospital property.
- In-house general lab testing
- Non-standard reference lab testing such as DNA and genetic testing.

* Third party toxicology testing will be contracted separately by Albany County

4.3 Fees

a. Full Autopsy: \$1000

Cost includes:

- Morgue facility staffed by the equivalent of 2 FT autopsy technicians with forensic training.
 - Scalpels, scissors, clamps, hoses and knives.
 - Specimen holders, specimen labeling, storage and proper maintenance of chain of custody.
 - Masks, caps, shoe covers, special full face masks with hepa filter for isolation cases of TB as specified in OSHA guidelines.
 - Office space with telephone for Coroner, Law Enforcement personnel and pathologists.
 - Isolation area with showers for doctors and attendants/assistants.
 - Stock storage of autopsy tissues, blocks, and microscopic slides and incineration of waste materials.
 - Two (2) autopsy tables.
 - Morgue cooler capable of holding at least six (6) bodies.
 - Refrigerator for storing blood and organs for Medical/Leal examinations.
 - Weighing machines.
 - Adequate lighting.
 - Preparation of routine H&E slides which will be available within three (3) business days of post mortem examination.
 - Disposal of organs and specimens in accordance with New York State Department of Health Rules and Regulations for disposal of pathological waste.
 - Security personnel for proper handling of deceased person while on hospital property.
- b. External Autopsy requiring the use of Autopsy Technician: \$500
- c. In-house general lab testing/special stains: \$100
- d. Non-standard reference lab testing such as DNA and genetic testing: Cost to be reimbursed by county plus \$25 processing and handling
- e. Radiology Assistance: \$250
- f. Storage (after 30 days and subsequent 30 days thereafter): \$100



Albany County Contract Management System

This Site: Albany County Contr



Albany County Contract Management System > Request for Contract Approval > 5805

Request for Contract Approval : 5805

New Item |
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Request ID #	5805
Department	A1185 - Coroners
Contract Type	C) County Legislative Contracts
Contract Action	C) Renewal
Contract Action Type	
Resolution #	
Date Submitted	10/30/2020 12:00 AM
Expiration Date	1/1/2021 12:00 AM
Contact Person	Budka, Helen
Contact Phone	518-4457604
Contact Email	Helen.Budka@albanycountyny.gov
Vendor Info	Name: Ellis Hospital Address: 1101 Nott Street Schenectady, New York 12308
Estimated Amount	445,000.00
Estimated Term	Two year
Scope of Service	Morgue facility staffed. See attached
Budget Line	AA1185
Point 2 or 4	2
Line Item	44,048.00
Budget Line	AA1185
Point 2 or 4	
Line Item	
Budget Line	AA1185
Point 2 or 4	
Line Item	
Budget Line	
Point 2 or 4	
Line Item	
Fiscal Impact - County	0.02
Fiscal Impact - State	0.00

Account Code

Fiscal Impact - Federal	0.00
Revenue Code	AA1185
Revenue Line	44,048.00
Capital Plan	Capital Plan:
Capital Plan - Line Item	
Revenue Code	Revenue Code
Revenue Line	
Capital Plan	Capital Plan:
Capital Plan - Line Item	
Revenue Code	Revenue Code
Revenue Line	
Capital Plan	Capital Plan:
Capital Plan - Line Item	
Revenue Code	Revenue Code
Revenue Line	
Capital Plan	Capital Plan:
Capital Plan - Line Item	
Anticipated in Current Budget	Yes
BID, RFP, RFQ Completed?	Yes - RFP
BID/RFP/RFQ #	
Additional Comments	
Attachments	Ellis 2021.pdf

DMB Section

DMB Approval

Reason for Disapproval

Not to Exceed Amount

Date of Approval or Disapproval

If CAB contract, Date approved by CAB

If Legislative contract, Date approved by Legislature

Contract ID #	5,905
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Law Section

Law receives request to prepare contract

Law receives back-up documentation to prepare contract

Law sends draft of contract to Dept for review

Law sends final contract to department

Law sends signed contract to CEO to sign

Law sends signed contract to Comptrollers office and requesting department.

Completed Date

Created at 10/30/2020 2:17 PM by Budka, Helen

Last modified at 11/4/2020 11:40 AM by Budka, Helen