



DANIEL P. McCOY  
COUNTY EXECUTIVE

COUNTY OF ALBANY  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION  
112 STATE STREET, ROOM 1000  
ALBANY, NEW YORK 12207-2021  
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA  
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL  
PURCHASING AGENT

## MEMORANDUM

**TO:** David M. Latina, Commissioner  
General Services

**FROM:** Pamela O Neill *Pamela*  
Purchasing Agent

**DATE:** March 26, 2024

**RE:** Town of Greece JOC-2021-06-GC Upstate Companies LLC

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I am in receipt of your recommendation to Upstate Companies, LLC for the Window upgrades at the Albany County Marillac Shelter in the amount of \$160,809.00.

As Upstate Companies, LLC has an approved award utilizing the Gordian contract from the Town of Greece I approve your recommendation.

Please obtain the necessary contract approval of the Albany County Legislature so that we may issue a Notice of Award.