



SUSAN A. RIZZO  
COUNTY COMPTROLLER

MICHAEL F. MCNEFF  
CHIEF ACCOUNTANT

COUNTY OF ALBANY  
OFFICE OF THE COMPTROLLER  
112 STATE STREET, ROOM 1030  
ALBANY, NEW YORK 12207-2021  
(518) 447-7130  
susan.rizzo@albanycountyny.gov

EDWARD L. DOTT  
EXECUTIVE DEPUTY COMPTROLLER

FRANK COMMISSO  
EXECUTIVE DEPUTY COMPTROLLER

May 19, 2025

Hon. Joanne Cunningham, Chairwoman  
Albany County Legislature  
112 State Street – Suite 710  
Albany, New York 12207

RE: RLA – Bond Counsel Services

Dear Chairwoman Cunningham,

The Department of Audit and Control requests approval to enter into a three-year contract with two additional one-year options with Hawkins, Delafield and Wood, LLP, for bond counsel services. The RLA and the concurrence letter issued by the Purchasing Division are attached for your review and convenience.

Should you require any additional information, please let me know.

Sincerely,

Susan A. Rizzo  
Albany County Comptroller  
112 State Street, Room 1030  
Albany, New York 12207  
(518) 447-7130

CC: Dennis Feeney, Majority Leader  
Frank Mauriello, Minority Leader  
Necole Chambers, Clerk of the Legislature  
Caitlin O'Brien, Chief of Staff  
Thomas DeBose, Counsel to the Chair  
Rebekah Kennedy, Majority Counsel  
James Curran, Minority Counsel

## REQUEST FOR LEGISLATIVE ACTION

---

Requesting Authorization to Enter into a Three-Year Contract with Hawkins, Delafield and Wood, LLP, for Bond Counsel Services

---

Date:	05/20/2025	Submitted By:	Commisso
Department:	Audit & Control	Title:	Deputy Comptroller
Attending Meeting:	Comptroller Rizzo	Phone:	(518) 447-3039

Purpose of Request: Contract Authorization      Three Years with two mutual one-year options

### **CONTRACT TERMS/CONDITIONS:**

Party Names and Addresses:

Hawkins, Delafield and Wood, LLP  
140 Broadway  
New York, New York 10005

Term: (Start/end date or duration)      July 1, 2025 through June 30, 2028 with two one-year options

Amount/Raise Schedule/Fee:

### **BUDGET INFORMATION:**

Is there a Fiscal Impact:      Yes ☒ No ☐

    Anticipated in Budget:      Yes ☒ No ☐

    Spreadsheet attached:      Yes ☐ No ☒

### **Source of Funding – (Percentages)**

Federal:	County:	100%
State:	Local:	

### **County Budget Accounts:**

Revenue Account and Line:

Revenue Amount:

Appropriation Account and Line:      A.91315.44046

Appropriation Amount:      The 2025 Executive Budget provides for adequate funding, consistent with the submitted cost proposal, whereby expense will be largely tied to whether the county issues debt.

### **ADDITIONAL INFORMATION:**

Mandated Program/Service:      Yes ☐ No ☒

If Mandated, Cite Authority:

Request for Bids / Proposals:

    Competitive Bidding Exempt:      Yes ☐ No ☒

    # of Response(s):      5

    # of MWBE:      0

    # of Veteran Business:      0

Bond Resolution No.:

Apprenticeship Program

Yes ☐ No ☐

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date:

**DESCRIPTION OF REQUEST:** (state briefly why legislative action is requested)

The Albany County Comptroller requires legal services throughout the debt-issuance process. Hawkins, Delafield and Wood, LLP, will provide legal services related to the issuance of general obligation debt, including serial bonds, refunding bonds, bond anticipation notes (BANs), tax anticipation notes (TANs), revenue anticipation notes (RANs). Legal services will further be provided related to necessary disclosure and tax reporting. General legal advice will be provided to the County Comptroller regarding the issuance of debt by the county.



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:** Frank Commisso Jr., Executive Deputy Comptroller  
Audit & Control

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

**DATE:** May 16, 2025

**RE:** RFP-2025-078, Bond Counsel

---

I am in receipt of your recommendation to award the aforementioned to Hawkins, Delafield & Wood.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposals submitted. I have no objection to the selection of Hawkins, Delafield & Wood.

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