



Operations Committee - Board of Representatives

Jonathan Jacobson, Chair

John Zelinsky, Jr., Vice Chair

Committee Report

Date: Tuesday, May 28, 2019

Time: 6:30 p.m.

Place: Republican Caucus Room, 4th Floor, Government Center, 888 Washington Boulevard

The Operations Committee met as indicated above. In attendance were Chair Jacobson and Vice Chair Zelinsky and Committee Member Reps. Lee, Mahoney, Sherwood, Spadaccini and Watkins. Absent or excused Committee Member Reps. Adams and Coleman. Also in attendance: Representative Stella; Chris Dellaselva, Law Dept.; Mark McGrath, Director of Operations; Erik Larson, Purchasing; Laura Burwick, Mayor's Office; Cindy Grafstein, Mayor's Office; Lee Berta, OPM; Chris Gioielli, Stamford Police Department; and Kevin Murray, Parks/Facility.

Chair Jacobson called the meeting to order at 6:31 p.m.

Item No.	Description	Committee Action
Possibly in Executive Session:		
1. O30.044	APPROVAL; Agreement with Affineco LLC (d/b/a United Services of America, Inc.) for Maintenance services of the Government Center and Police Headquarters. 05/08/19 – Submitted by Mayor Martin 05/09/19 – Approved by Board of Finance	Committee Approved 6-1-0

Eric Larson explained:

- The RFP Process and Bids; Bids are over \$10,000, competitive bidding procedures, no negotiations; RFP's are over \$25,000, can be negotiated after receiving proposals
- RFP's starts with a scope from the department head; may reissue old presentations with updates; The RFP goes out; then proposers may ask questions; The City responds and if the responses have substance they will receive it as an addendum
- Then a selection committee is formed (committee consists of employees related to the item)
- The Committee then will meet and consider the proposals; the committee looks at price point, experience, references, etc. and will give a score to each proposal; this will reduce the selection;
- The committee may then have questions for some of the proposers and will ask for more detail

- The Committee will begin the interviews in detail

The Committee also discussed the following with the RFP Selection Committee:

- The RFP process for this item started in July 2018
- A few hundred hours were spent on this RFP
- Currently at the Police Station there are 4 custodial employees at the cost of \$547,739; this includes overtime for the police station
- Affinco LLC Agreement cost for the first year will be \$439,000 with a phase in of benefits; The following year will be \$468,000 with full benefits
- The police station has doubled in size so it would need additional coverage
- The 4 custodians currently at the Police station will not be laid off; 2 will fill 2 open positions currently in the city; the others will be floaters for the operations department
- The employees stay with the building; current employees will transfer to new company
- The police department is currently covered 7am to 4 pm for custodial service (call-backs for emergencies only); with new contract it will have coverage from 7am to 10pm (9 employees which include 4 night part-time employees)
- All employees will be screened by the City and the Police Department employees will have an additional screened done by the Internal Affairs.
- The new company will have preventative maintenance and will include mold prevention
- The employees are in unions

Chair Jacobson read into record a [letter](#) from the Mayor regarding certification of executive session on this item.

A motion was made to go into executive session to discuss details of this agreement was made, seconded and approved by a vote of 6-0-0(Jacobson, Zelinsky, Lee, Mahoney, Spadaccini and Watkins in favor)

The following Board members went into executive session: Reps. Jacobson, Zelinsky, Mahoney, Lee, Watkins, and Spadaccini. Also in executive session: Chris Dellaselva, Mark McGrath, Erik Larson, Laura Burwick, Cindy Grafstein, Lee Berta, Chris Gioielli, and Kevin Murray.

The Committee Came out of Executive Session and Chair Jacobson stated Rep. Sherwood joined executive session. Chair Jacobson also stated the committee discussed the item and no votes were taken.

A motion was made to approve this item was made, seconded and approved by a vote of 6-1-0 (Jacobson, Zelinsky, Lee, Mahoney, Spadaccini and Watkins in favor; Sherwood opposed)

Chair Jacobson adjourned the meeting at 8:51 p.m.

Respectfully submitted,
Jonathan Jacobson, Chair

This meeting is on video ([Pt.1](#), [Pt.2](#) & [Pt.3](#))