

City of Darien
Minutes of the Administrative/Finance Committee
August 1, 2022

Chairwoman/Alderwoman Sullivan called the Meeting to order at 6:30 pm. Committee members Aldermen Vaughan and Schauer were present. City Administrator Vana and Treasurer Coren were also present.

A resolution accepting a proposal from AIS for the purchase and install of a larger Barracuda Message Archiver 350 in an amount not to exceed \$10,600.

Staff advised the City uses a Barracuda Message Archiver for municipal record retention requirements. The City’s current system, which is the smallest Archiver Barracuda offers, has been in place for more than 8 years and is running out of hard drive space and will eventually stop working. AIS recommends the City purchase a larger archiver. The larger archiver will accommodate the city’s needs for record retention. The committee unanimously recommended approval of the resolution. Alderman Vaughan suggested the city explore Google Suite for next year’s budget.

A resolution approving a contract extension, year 2, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien in an amount not to exceed \$26,600

Staff advised that last year the City requested janitorial services bids, which included optional contract extensions. For the past 12 months, Eco Clean Maintenance, Inc. has provided janitorial services for the City, including Public Works, Police Department and City Hall. Eco Clean. Staff advised the services from Eco have been satisfactory. The committee unanimously recommended approval of the resolution.

Minutes – May 2, 2022 – The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:45pm.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Lester Vaughan, Member _____