

City of Darien
Minutes of the Administrative/Finance Committee
September 4, 2018

The Meeting was called to order by Chairman/Alderman Ted Schauer at 6:00 pm. Committee members Aldermen Kenny and Chlystek (6:15) were present. Treasurer Mike Coren, City Administrator Bryon Vana and Accountant Julie Saenz were also present.

Presentation – Draft FYE 18 Annual Financial Report

Jim Savio of Sikich presented the draft Annual Financial Report for the Year Ended April 30, 2018. The final report will be presented to the City Council October 1, 2018.

Janitorial Services Agreement

Staff advised that the janitorial services agreement between the City of Darien and Best Quality Cleaning has expired. Best Quality Cleaning has continued to provide their services to keep the buildings clean and dispose of garbage. Staff solicited proposals from six companies and three submitted a bid. The lowest bid was received from Clean Slate, Inc. for \$1,884.20 per month. Currently, Best Quality charges \$2,000.00 per month. While the number of days being serviced has been reduced, we expect the quality of services to increase. References provided by Clean Slate, Inc. have been verified and Clean Slate, Inc. is in good standing as a member of Darien’s Chamber of Commerce. The Committee unanimously recommended approval of the agreement.

Minutes – August 6, 2018

The minutes were approved.

Adjournment - The meeting adjourned at 6:47.

Approved:

Ted Schauer, Chairman _____

Joseph Kenny, Member _____

Thomas Chlystek, Member _____