

Joint Services Committee

~ 2011 INTERIM REPORT ~

The members of the Milford Joint Services Committee are pleased to provide this interim report of our activities for 2011.

The Milford Joint Services Committee was formed as a result of the voters approving a committee to look at the procurement activities of both the Town and Schools and make recommendations where possible cost savings could be achieved by jointly purchasing materials and/or services. Members were appointed by, and report to, the moderator. Members of the committee include:

- Steve Martin, chairman and community member
- Paul Burkhardt, secretary and town budget committee representative
- Katie Chambers, school district finance representative
- Rose Evans, community member
- Len Mannino, school board representative
- Mike Putnam, board of selectmen representative
- Jack Sheehy, town finance representative
- Steve Takacs, community member
- Rick Wood, school budget committee representative

The committee's organizational meeting was held at Town Hall on May 25, 2011. Four meetings were held in 2011.

The committee's initial activity was to develop a list of common School and Town services and purchased goods that should be considered for possible study. The committee's final list of services and commodities purchased by both the School and Town that we determined were candidates for further study are shown in exhibit 1 of this report, "List of Potential Services and Issues to Study".

Once the initial list was agreed to, the committee discussed each item in order to narrow the potential list to those items that made the most sense for further study that had a greater opportunity for shorter term savings. The list was discussed at length and it was agreed by the committee to focus on three (3) target areas: human resources, purchasing and facilities. The final list of target areas is included as exhibit 2 of this report "List of Agreed upon Potential Services to Study".

In order to study each of these three areas in more detail, the committee formed three (3) subcommittees to study each area. The subcommittee members were organized as follows:

<u>Subcommittee</u>	<u>Members</u>
Human Resources	Katie Chambers, Mike Putnam, Steve Takacs
Purchasing	Rose Evans, Rick Wood, Jack Sheehy
Facilities	Len Mannino, Paul Burkhardt, Steve Martin

Each subcommittee worked on their assigned area and brought back a suggested list of information to the full committee that they recommended would be needed in order to analyze the joint purchasing practices in order to determine if savings would be possible and to develop final recommendations to the school board and board of selectmen. After considerable discussion, the committee decided that further study of human resources would likely not see a material savings and dropped that area from further study at this time. The committee's final list of questions for further information needed to complete its task is included as exhibit 3 of this report "Joint Services Committee Information Request for School and Town."

The committee sent its initial request for this information to the Superintendent of Schools and Town Administrator on August 1, 2011, requesting that the committee receive an estimated availability date of the first package by Monday August 8, 2011 in order to allow the committee to plan its work schedule.

The school district promptly acknowledged the request and the committee received its first data submission from the school district on September 4 with additional submissions of data on September 7 and September 20. Unfortunately, the committee failed to receive any data from the Town until October 18.

As we entered October without the needed information to continue its work, and with many committee members busy from work and School and Town budget activities, the committee voted at its October 18 meeting to suspend operations until after the budget and voting cycle was completed. The Superintendent of Schools and Town Administrator were notified of the decision to suspend meetings until after the March vote when the Joint Services Committee will reconvene and continue its work. The committee asked both the School and Town to provide the committee with all information originally requested on August 1, 2011 no later than March 15, 2012.

While we recognize that we have missed the budget setting process for 2012, we are confident that any suggested changes we make can easily be implemented during the year and not have to wait until the 2013 budget year process.

Respectfully Submitted:
Milford Joint Services Committee

Steve Martin, Chairman
Paul Burkhardt, Secretary
Katie Chambers
Rose Evans
Len Mannino
Mike Putnam
Jack Sheehy
Steve Takacs
Rick Wood

EXHIBIT 1
JOINT SERVICES COMMITTEE
LIST OF POTENTIAL SERVICES AND ISSUES TO STUDY

Facilities Maintenance

- Custodial Services
- Building Repairs (electrical, plumbing, etc.)
- Lawn care/landscaping
- Field maintenance
- Snow Plowing
- Pavement Maintenance
- Fire Protection Systems
- HVAC Systems
- Athletics/recreation/field and facilities use – this covers who uses what, who maintains what, who pays for what (port-a-potties are an issue), etc.

Financial Administration

- Accounts Payable
- Audit services

Human Resources Management

- Benefits Administration
- HR Administration
- Payroll Services

Information Technology

- IT Services
- Support

Purchasing

- Purchasing Process (Common Purchasing / Common Bidding)
- Janitorial Supplies
- Vehicles
- Equipment and Business Supplies
- Fuel/Vehicle Repair Services
- Telecommunications
- Electricity
- Gas
- Oil
- Natural Gas
- Propane
- IT hardware, software & supplies
- Risk Management
- Property Casualty
- Liability
- Workers Compensation
- Loss Prevention Services

EXHIBIT 2
JOINT SERVICES COMMITTEE
LIST OF AGREED UPON POTENTIAL SERVICES TO STUDY

Facilities Maintenance

- Building Repairs (electrical, plumbing, etc.)
- Snow Plowing
- Fire Protection Systems (all safety systems including alarms, security, cameras, etc.)
- HVAC Systems

Human Resources Management

- HR Administration

Purchasing

- Purchasing Process (Common Purchasing / Common Bidding)
- Janitorial Supplies
- Vehicles
- Equipment and Business Supplies
- Fuel/Vehicle Repair Services
- Telecommunications
- Electricity
- Gas
- Oil
- Natural Gas
- Propane
- IT hardware, software & supplies

EXHIBIT 3
Joint Services Committee Information Request for School and Town

PURCHASING

Natural Gas

- Copy of current year's budget
- Complete inventory of all town or school buildings using gas
- Annual volume and cost of natural gas or propane usage per building/location over past 3 years
- Vendor providing gas supply and a copy of last 6 months of bills showing rates charged
- If purchased under contract, what is the annual volume commitment and expiration date of the current agreement
- Did town or school do a formal RFP or bid for natural gas or propane supply

Gasoline & Diesel

- Copy of current year's budget
- Complete inventory of all town or school vehicles using gas or diesel
- Annual volume and cost of gasoline and diesel usage over past 3 years
- Vendor providing gas or diesel supply and a copy of last 6 months of bills showing rates charged
- If purchased under contract, what is the annual volume commitment and expiration date of the current agreement
- Did town or school do a formal RFP or bid for gasoline or diesel supply

Custodial and Janitorial Supplies

- Copy of current year's budget
- For your top ten items purchased, please provide the annual quantity used per building
- Square footage of each building
- List of top five (5) suppliers of custodial and janitorial supplies for the town & school
- For these five suppliers, a copy of the last 12 months of invoices for each vendor for each school/town location clearly identifying what was purchased and unit costs.

Vehicles and Heavy Duty Equipment

- Copy of current year's budget
- Complete inventory for both school and town vehicles segmented by fuel type
- Are any vehicles hybrid or use alternative fuels
- Quantity and cost of fuel used by fuel type for school and town
- Process for each to currently purchase fuel
- List of vendors who provide vehicle repair services for town and school vehicles and total of billings over the past 12 months

- What is the annual maintenance costs for town and school for vehicles for the past 3 years

Copier Equipment and Supplies

- Copy of current year's budget
- Complete inventory of all copiers in each building showing make and model and specify if it is leased or owned. If leased, the annual cost and the expiration date of the lease.
- List of vendors who provide copiers and copier supplies and total of billings over the past 12 months
- List of vendors who provide copy paper and total volume and cost of purchases over the past 12 months

Telecommunications

- Copy of current year's budget
- List of the current providers of telephone and internet services for the town and school along with the total billings for each over the past 12 months. If covered by a contract, what is the expiration date of the agreement?
- Complete list of all cell phones by town and school including the number of phones (including sub-totals for cell phones and smart phones), the vendor providing services, and the cost for each over the past 12 months
- List of vendors providing maintenance for both internet and telephone equipment including total billings by vendor and copies of invoices showing work performed and the hourly rate for the past 12 months
- List of any service contracts for telephone or internet services and equipment showing the vendor, annual cost and expiration date of the agreement

IT Hardware & Supplies

- Copy of current year's budget
- Complete inventory of printers showing color versus black & white, and ink jet versus laser, by location for the town and school
- List of the current providers of ink jet and laser cartridges for the town and school along with copies of invoices for each showing unit costs over the past 12 months. If covered by a contract, what is the expiration date of the agreement?
- List of computer purchases for the past 3 years showing vendor, number purchased, and invoice total. Identify any of these purchased using grant funding.
- Number of employees currently doing IT support (including help desk) and their fully loaded cost for the town and school?
- Number of employees currently doing IT network administration and their fully loaded cost for the town and school?
- Is IT equipment and supplies purchased under a formal RFP or bid process? If so, a copy of the latest RFP/bid.

Electricity

- Copy of current year's budget
- Annual volume and cost of electricity usage per building/location over past 3 years
- Vendor providing electricity supply and a copy of last 6 months of bills showing rates charged
- If purchased under contract, what is the annual volume commitment and expiration date of the current agreement
- Did town or school do a formal RFP or bid for electricity supply

FACILITIES MAINTENANCE

Building Repairs

- Copy of current year's budget
- List of vendors and amount of billings over the past 12 months by vendor.
- Are any vendors under contract or retainer arrangement? If so please provide a copy.
- For electricians, HVAC and plumbers, a copy of the last 12 months of invoices for each vendor for each school/town location clearly identifying what was repaired and the rate. If you can group them by craft (electrician, HVAC & plumber) that would be helpful.

Systems Maintenance

- Copy of current year's budget
- Inventory of HVAC, safety systems and elevators (fire, security, alarms, cameras, energy management systems & elevators) by location including manufacturer, model and number of access points, etc. requiring maintenance.
- List of current vendors and total of billings over the past 12 months
- Are any vendors under contract or retainer arrangement? If so please provide a copy of agreement and expiration date of the current agreement/contract.
- Copies of all HVAC, safety systems and elevator maintenance billings over the past 12 months for each school/town location clearly identifying what was repaired and the rate.

ADDITIONAL QUESTION FOR BOTH SCHOOL AND TOWN

Please provide a description of your parameters of the RFP process including what level of expenses (whether a one-time payment or reoccurring services) require the town or school to solicit prices through a formal FP or competitive bid process, including:

- What items, quantity and price points require RFPs or bids
- Are requirements across the five schools or town departments combined into a consolidated RFP or bid
- Identify usage of any collaborative purchasing group bid procurement purchases (e.g. state of NH bids)