



CITY OF TORRINGTON
Addendum # 1

**ADDENDUM 1 HAS BEEN ISSUED PERTAINING TO ANSWERS TO THE QUESTIONS
SUBMITTED BY POTENTIAL BIDDERS**

**RFP #OAS-011-111816 OPERATIONS ANALYSIS OF CITY OF TORRINGTON STREET & PARKS
DEPARTMENT AND EQUIPMENT MAINTENANCE DIVISION**

Bid opening: **November 18, 2016** Time: **11:30 AM** Location: **City Hall, Room 206, 140 Main Street, Torrington, CT**

MUST SUBMIT SIGNED ADDENDUM WITH SUBMITTED BID.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: November 10, 2016 Purchasing Agent _____
Pennie Zucco

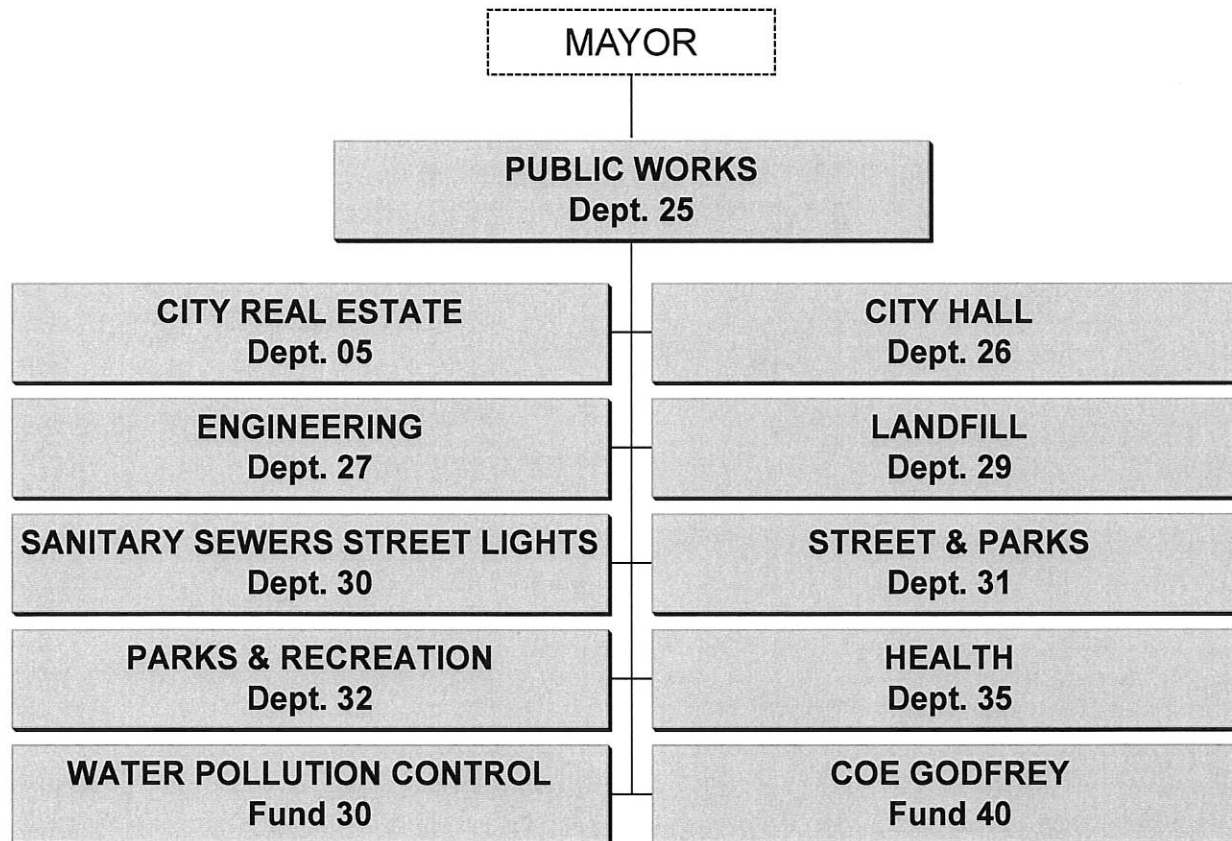
Bid Submitted By: _____
Name of Company _____ Signature _____
Address: _____ Title _____
_____ Date _____
Phone/Fax: _____

QUESTIONS/ANSWERS 11/10/16:

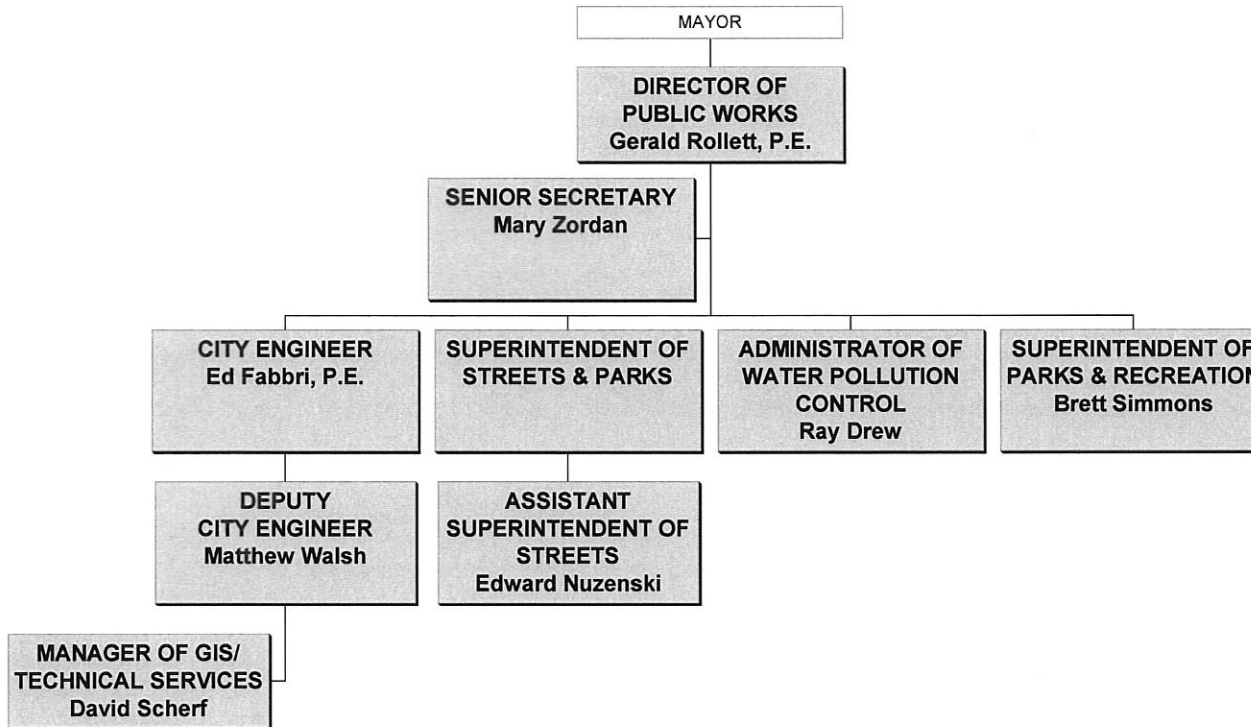
- Q1)** How many City of Torrington employees are there in the Street & Parks Department, and the Equipment Maintenance Division?
A1) See Appendix A through E for requested information
- Q2)** When surveying best practices of similar municipalities, can the City of Torrington refer and introduce us to their contacts in other cities in order to ease introductions and facilitate data collection?
A2) The City will be relying on the consultant to seek out and provide best practices.
- Q3)** There may be a verb absent from the start of the Technology deliverable ("Technology -- Maintenance management systems utilizing technology such as work order systems and best practices"), and so we'd like to make sure the deliverable is clear. Is the City seeking recommendations on preferred maintenance management systems?
A3) Yes, the City is seeking recommendations and estimated cost for maintenance.

APPENDIX A
TORRINGTON PUBLIC WORKS
2017

DEPARTMENTS



APPENDIX B
TORRINGTON PUBLIC WORKS
2017
ADMINISTRATIVE POSITIONS

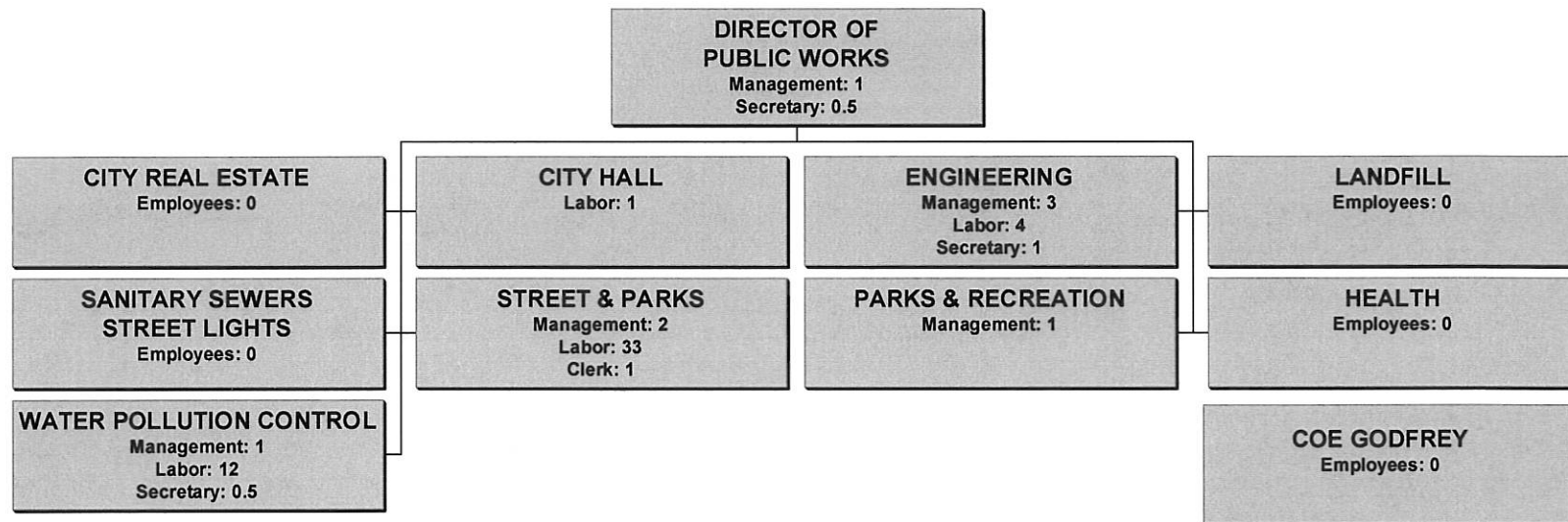


APPENDIX C TORRINGTON PUBLIC WORKS

2017

EMPLOYEE COUNT

TOTAL EMPLOYEES	
Management:	8
Labor:	50
Secretarial/Clerk:	<u>3</u>
Total:	61

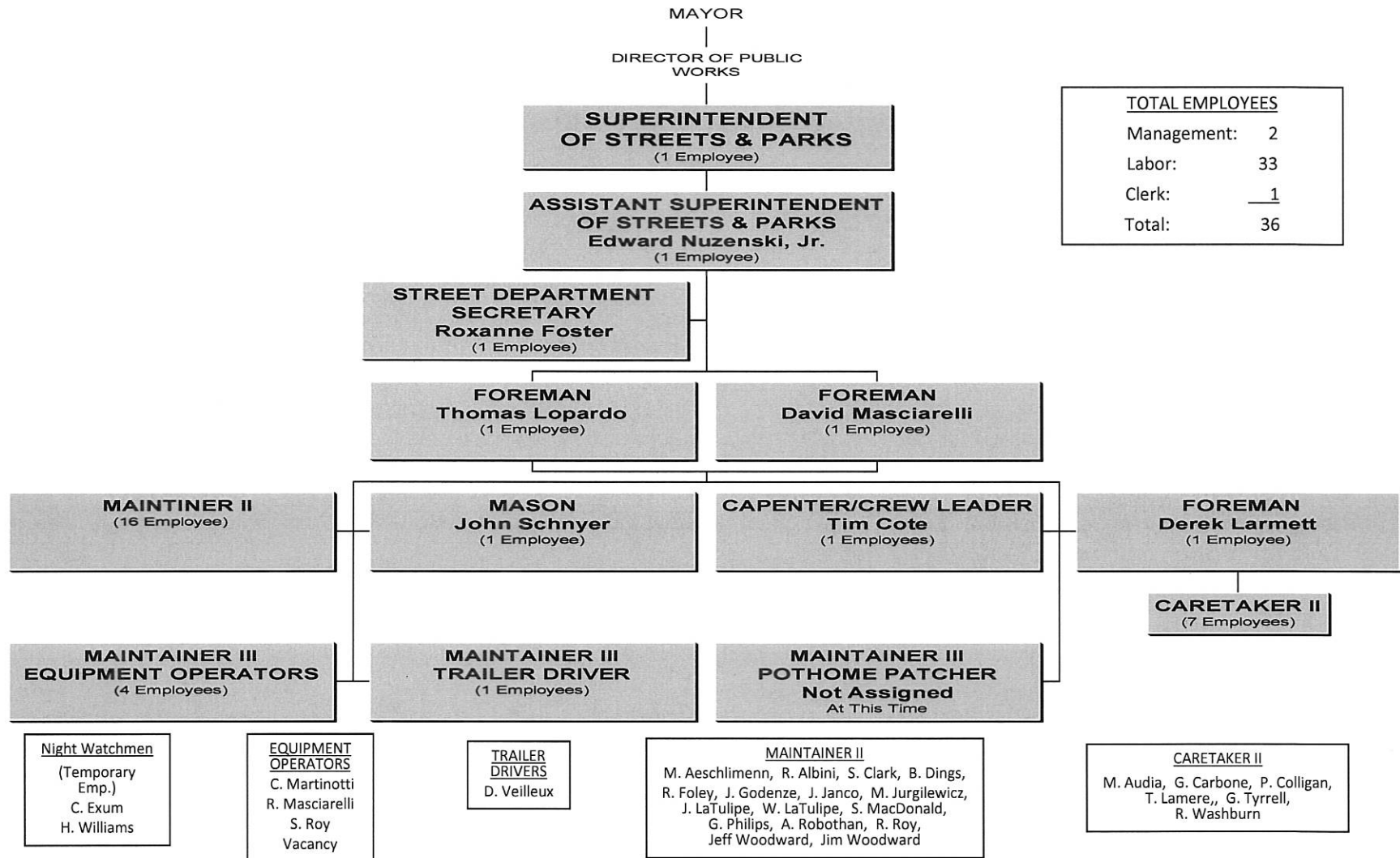


TORRINGTON PUBLIC WORKS
EMPLOYEE HISTORY
With Out Equipment Maintenance

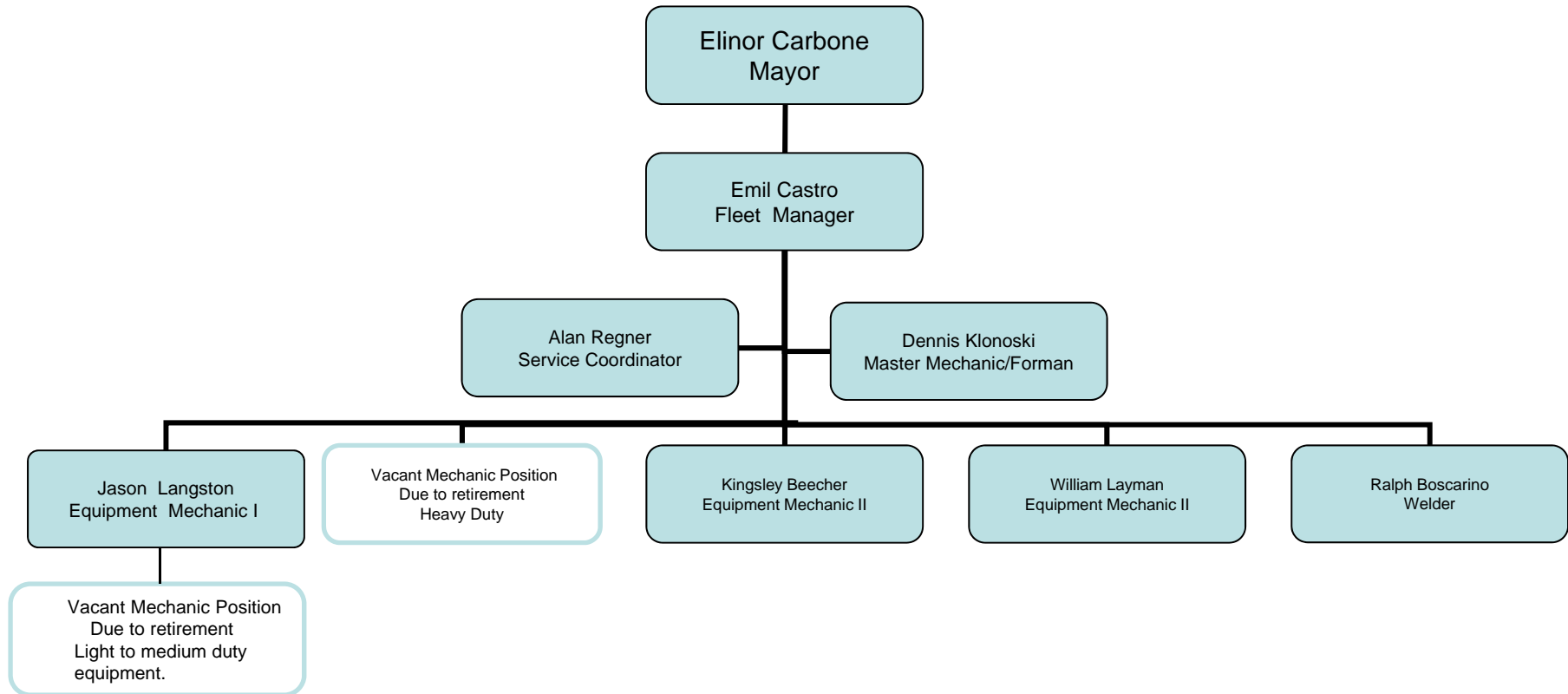
DEPARTMENT	1980	1985	1990	1995	2000	2005	2010	2015	2017
Public Works Director	1	2	1	1	1.5	1.5	1.5	1.5	1.5
City Hall	4	2	2	2	2	2	2	1	1
Engineering	7	9	10	10	9	9	9	7	8
Street	36	39	35	31	29	30	29	34	36
Parks	6	7	11	12	9	10	10	1	1
Water Pollution Control	26	17	18	13	13.5	13.5	13.5	13.5	13.5
Landfill	3	2	0	0	0	0	0	0	0
TOTAL EMPLOYEES:	83	78	77	69	64	66	65	58	61

APPENDIX D TORRINGTON PUBLIC WORKS 2017

STREET & PARKS DEPARTMENT



APPENDIX E
EQUIPMENT MAINTENANCE DEPARTMENT
2016-2017



** Please note, understaffed by 2 - Zero budget increase requirement