

3A15

City of Keene
NEW HAMPSHIRE

In City Council August 6, 2009.
Voted with two opposed to carry out the
intent of the report.

William S. Dow

Deputy City Clerk

July 30, 2009

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Police Captain - Sole Source Provider - Amer
Electric**

On 3-0 vote, the Finance, Organization and Personnel Committee recommends to the City Council that Amer Electric, of Keene, NH, is designated as a "sole-source" provider for all work to be performed at the Keene Police Department which requires a licensed electrician. This process would be repeated every three years.

Cynthia Georgina
Chairman/Designee

Background:

Captain Meola indicated that this recommendation is the result of a recent audit that was conducted by the State. He explained that the Keene Police Department utilizes the SPOTS System to conduct queries of driver's licenses, vehicle registrations etc. He stated that there is a policy through the Department of Safety, which is referred to as the Security and Sanctions Policy which indicates that anyone who has access to the system must be cleared through a criminal background check. It also goes to the extent that any vendor or contractor working on the system in the proximity to the system's components either have to be escorted and watched while they are working or have to be cleared through finger printing and background checks.

Captain Meola stated that having to watch these contractors perform their duties can be tedious at times, mainly because police officers might not always understand the technical aspect of the work and also because taking an officer from their daily duties and assigning them to a task such as this can put a strain on the department. He went on to say that Amer Electric was hired to do some recent work and those employees involved were put through the background check and finger printing. All but one of those employees passed the check and this employee was not permitted to be on site.

He indicated that Amer Electric has done a lot of work for the Police Department and their employees are familiar with the department's systems and its components. They have been the lowest bidder on the last few projects. Because these employees are familiar with the department's system, staff is requesting that they be authorized to become the Police Department's sole source provider for all electrical work.

Councilor Lane asked whether there is a time limit when this background check could expire and the employees are then re-checked. Captain Meola stated that the finger printing is good for five years and added that if Amer Electric hires new employees they would need to advise the Police Department of such hire and that employee would have to be cleared through the department.

The Manager suggested going through this process every three years.


Councilor Lane made the following motion which was seconded by Councilor Bendzinski.


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Police Department
City of Keene, New Hampshire

Date: June 25, 2009

To: Finance, Organization, and Personnel Committee

Through: John MacLean, ~~City Manager~~
Arthur Walker, ~~Police Chief~~ 

From: Kenneth J. Meola, Police Captain 

Subject: Sole Source Provider – Amer Electric

Recommendation:

That Amer Electric, of Keene, NH, is designated as a "sole-source" provider for all work to be performed at the Keene Police Department which requires a licensed electrician.

Background:

In the course of its duties, the Keene Police Department utilizes the SPOTS System to conduct queries of driver's licenses, vehicle registrations, wanted persons, etc... This system is regulated through the New Hampshire Department of Safety, Division of State Police, *NCIC/SPOTS Security and Sanctions Policy*. The New Hampshire State Police are designated as the Criminal Justice Information Systems (CJIS) agency as approved by the FBI Advisory Policy Board. As such, the Security and Sanctions policies are the guidelines which we must adhere to in order to utilize the system.

There are very tight constraints as to where the systems are set up, who can access them, how they can be utilized, and who can perform service on them. This includes vendors working in the Police Department who could possibly access the SPOTS wiring or electrical systems.

Any persons working in that capacity cannot do so unattended, unless they have been cleared through a criminal history check, supported by fingerprints. Given the nature of the electrical work that is regularly conducted at the Keene Police Department, having to assign personnel to watch all the work being conducted is time-consuming and impractical.

We recently contracted electrical work with Amer Electric that made it all but impossible to monitor all employees and the work they were doing. We were able to conduct criminal history checks and fingerprinting that cleared all but one employee, in accordance with the Security and Sanctions Policy, to work unattended in the building. The one employee who was rejected was not allowed to work. Permitting them to work unfettered in that capacity allowed the work to be completed efficiently and without disruption.

Amer Electric performed all the electrical work when the building was being constructed and are familiar with all the systems. They have been called upon regularly for service and to correct issues. They are familiar with the building and we are familiar with their personnel.

The above facts, combined with the fact that we have identified a core group of their employees who could work unattended and allow us to remain in compliance with the policies as noted-above, lead us to make this recommendation.