



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**37**

**2. Council Meeting Date:**

June 9, 2011

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** May 9, 2011

**THROUGH: CITY MANAGER**

**4. Requesting Department:** Management Services

**5. SUBJECT:** Approve use of the State of Arizona Contract No. EPS070043 for Temporary Services with Staffmark Investment, LLC, Randstad, Corporate Job Bank and Kelly Services, in a combined total amount not to exceed \$120,000.

**6. RECOMMENDATION:** Request the approval of the use of the State of Arizona Contract No. EPS070043 for Temporary Services with Staffmark Investment, LLC, Randstad, Corporate Job Bank and Kelly Services, in a combined total amount not to exceed \$120,000.

**7. HISTORICAL BACKGROUND/DISCUSSION:** Temporary services are used throughout the year primarily for additional janitorial staff and for short periods of time for vacancies, sick leave, vacations, special projects, etc. On an annual basis, departments do a cost/benefit analysis to determine if utilization of a full time or regular part time employee would be most beneficial. Review and analysis is done during the budget process by each department when considering personnel needs for the next fiscal year. Where applicable, volunteers and grants are used to defray some of the costs for temporary services. In FY 10/11 approximately \$87,100 will be expended for temporary services. Staff provided an estimate of \$107,500 for FY 11/12. A not to exceed amount of \$120,000 is requested to cover any unforeseen needs. Attached is an estimate of temporary services requirements for FY 11/12.

**8. EVALUATION PROCESS:** The state of Arizona issued a Request for Proposals for temporary services and an award was made to multiple vendors. By using the State of Arizona contract, it eliminates the bidding cost and obtains better pricing due to the purchasing discounts the state obtains on their bids. A purchase order will be used as the form of contract when utilizing these services.

**9. FINANCIAL IMPLICATIONS:** Funds for temporary service employees will come from various departments' professional contract services fund accounts.

**10. PROPOSED MOTION:** Move to approve the use of the State of Arizona Contract No. EPS070043 for Temporary Services with Staffmark Investment, LLC, Randstad, Corporate Job Bank and Kelly Services, in a combined total amount not to exceed \$120,000.

**APPROVALS**

**11. Requesting Department**

Mike Mandt, CPPB  
Acting Purchasing & Materials Supervisor

**12. Department Head**

Dennis Strachota, Management Services Director

**13. Procurement Officer**

Kristy Garcia, CPPB

**14. City Manager**

Rich Dlugas

<b>DEPT/DIV</b>	<b>COST CENTER</b>	<b>DESCRIPTION</b>	<b>Est Usage for FY 10/11</b>	<b>Est Usage for FY 11/12</b>
Community Services / Building & Facilities	3200	Additional Janitorial Staff	\$70,000	\$80,000
Community Services / Recreation	4551	Secret shoppers, back-up for shortage of staff, vacations, etc.	\$600	\$1,000
Management Services / Tax & License	1245	Temporary help during busy season	\$5,500	\$7,000
Municipal Utilities / Solid Waste	3700	College interns, outdoor labor-related work at recycling collection center	\$8,000	\$15,000
Transportation & Development / Streets	3300	Sick time usage, vacations, seasonal landscape	\$3,000	\$4,500
<i>TOTAL</i>			<i>\$87,100</i>	<i>\$107,500</i>