



Chandler · Arizona
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**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

17

2. Council Meeting Date:

March 26, 2015

TO: MAYOR & COUNCIL

3. Date Prepared: February 18, 2015

THROUGH: CITY MANAGER

4. Requesting Department: City Manager

5. SUBJECT: Amendment No. 1 to Agreement CS4-964-3332 for Temporary Staffing Services

6. RECOMMENDATION: Staff recommends City Council approve Amendment No. 1 to extend Agreement No. CS4-964-3332, with Devau Human Resources for Temporary Staffing Services, in an amount not to exceed \$1,200,000 for a one-year term of April 1, 2015 through March 31, 2016.

7. BACKGROUND/DISCUSSION: Temporary staff is utilized by the Community and Neighborhood Services Department and the Cultural Affairs Division to fill temporary staffing needs such as class instructors, coaches, sign language interpreters, swim coaches, library aides, C.O.R.E. teachers and production assistants. Other City departments that require temporary, specialty positions not available through temporary agencies under state contract also utilize this contract to fill those temporary staffing needs. The contract was originally established when the IRS determined in December 1992 that a number of temporary employees used by City departments should, in fact, be appointed contract employees through a temporary employment agency. Human Resources monitors the use of this contract to ensure that it is used exclusively for this purpose.

8. EVALUATION PROCESS: City Council approved the award of Agreement No. CS4-964-3332 to Devau Human Resources for an initial term of April 1, 2014 through March 31, 2015 following a Request for Proposals (RFP) process. The City is charged a cost per hour per temporary staff person plus a markup for each temporary staff person used under the contract. The percentage is added to the cost per hour for the total number of hours the temporary staff person works. The markup percentage will vary depending on skill classification, with the client referral markup being 21.9% and the other skill classifications markup being 26.9%. The markup rate covers liabilities, check distribution, application process, and federal tax reporting for the temporary staff. Human Resources reviews and approves the hourly wage prior to any temporary staff being used under the contract. Attached is a report of all departments currently using Devau for temporary contract temporary staff and their estimated annual usage for the next contract term. Staff provided estimates for the next contract term in the amount of \$1,115,075. An amount not to exceed \$1,200,000 is being requested to allow for any additional requirements other than those listed during the extension term.

9. FINANCIAL IMPLICATIONS: Funds for temporary staff will be from various departments' professional contract services fund accounts (5219), except for Housing which will utilize a portion from HUD funds.

General Fund/Professional Services Account 5219:	\$1,080,000.00
HUD Funds:	<u>\$ 120,000.00</u>
	\$1,200,000.00

10. PROPOSED MOTION: Move City Council approve Amendment No. 1 to extend Agreement No. CS4-964-3332 with Devau Human Resources for Temporary Staffing Services in an amount not to exceed \$1,200,000 for a one-year term of April 1, 2015 through March 31, 2016.

ATTACHMENT: Amendment No. 1, Department Usage Report

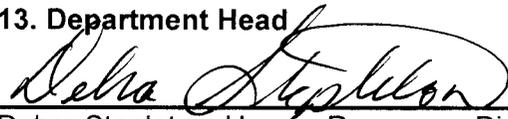
APPROVALS

11. Requesting Department



Debra Stapleton, Human Resources Director

13. Department Head



Debra Stapleton, Human Resources Director

12. Procurement Officer



Juan Martinez

14. City Manager



Rich Dlugas

AMENDMENT NO. 1

DEVAU HUMAN RESOURCES
TEMPORARY STAFFING SERVICES
AGREEMENT NO. CS4-964-3332

This Amendment No. 1 to the Agreement between the City of Chandler ("City") and Devau Human Resources ("Contractor") (collectively "the Parties") for Temporary Staffing Services, dated March 28, 2014, is entered into this ____ day of _____, 2015.

WHEREAS, the Parties entered into an Agreement with an initial one-year term of April 1, 2014, through March 31, 2015, and provision for four additional mutually agreed upon 12-month extensions; and

WHEREAS, the Parties wish to extend their Agreement for an additional one-year term;

NOW THEREFORE, the Parties agree as follows:

1. Section 5.1 of the Agreement is hereby amended to extend the term of the Agreement for a one-year period from April 1, 2015, through March 31, 2016.
2. All other terms, conditions, and pricing of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this ____ day of _____, 2015.

CITY OF CHANDLER:

By: _____
Mayor

APPROVED AS TO FORM:

City Attorney *raj*

ATTEST:

City Clerk

CONTRACTOR:

By: *Terry Hilkey*
Title: RESIDENT

ATTEST: (If corporation)

Arastu Akh
Secretary

WITNESS (If individual or partnership):

[SEAL]

DEPT/DIVISION	COST CENTER	EST DOLLAR AMT - NEW CONTRACT TERM 4/1/15 - 3/31/16	DESCRIPTION
City Clerk	1030	\$5,700	Transcription Services
Center for the Arts	1100	\$140,000	Custodial, production, box office & house management contract staff needed during busier times of the year
Police	2021	\$50,000	3 Latent Print Examiners
Transportation & Development	3010	\$17,071	Contract Planner
MUD/Solid Waste	3700	\$85,000	Temporary positions - support for Refuse Management System (RMS) and the Recycling-Solid Waste Collection Center (RSWCC)
Library	4310	\$304,129	Library Pages (23), Techno Clerk (8), Security (2).
Parks	4530	\$48,175	Groundskeepers
Recreation	4550, 4551, 4555	\$318,000	EEC - Instructors; Senior Center - Community Class Instructors; Community Center & Teen Programs - Classes for all ages and youth/teens. Tumbleweed - Instructors for camps, fitness programs, preschool, dance, computers, sports, arts, etc. Therapeutic - Recreation Classes, Sign Language.
Housing & Redevelopment	4650	\$120,000	Salaries for 3-4 part-time recreational leaders, one part-time administrative assistance, one part time management assistant, one part time CSR, one part time hearing officer and one temporary Accountant. Note that some of these positions are shared with Neighborhood Resources.
Code Enforcement	1060, 1061	\$20,000	Administrative assistance and Blight Elimination Enforcement
Community Development	4700	\$7,000	VITA Program Site Coordinator

Total: \$1,115,075