



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

60

2. Council Meeting Date:

June 28, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: June 7, 2007

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. **SUBJECT:** Approve the use of the State of Arizona contract (EPS070043) for temporary services in an amount not to exceed \$200,000

6. **RECOMMENDATION:** Staff recommends Council approve the use of the State of Arizona contract (EPS070043) for temporary services in an amount not to exceed \$200,000.

7. **HISTORICAL BACKGROUND/DISCUSSION:** Temporary services are used throughout the year primarily 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, Cooperative Office Education (COE) students and grants are used to defray some of the costs for temporary services. Last FY approximately \$140,000 was spent for temporary services. Staff provided an estimate of \$167,330 for FY 2007-08. A not to exceed amount of \$200,000 is requested to cover any unforeseen needs. A report is attached for reference.

8. **EVALUATION PROCESS:** The state of Arizona issued a Request for Proposals for temporary services and an award was made to sixteen 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 agreement when utilizing these services. Council has approved the form of the purchase order as well as an intergovernmental agreement with the State of Arizona.

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 (EPS070043) for temporary services in an amount not to exceed \$200,000, per staff recommendation.

APPROVALS

11. Requesting Department


Robert Combs, CPPB
Purchasing & Materials Manager

12. Department Head


O.D. Burr, Acting Management Services Director

13. Procurement Officer


Glenda Shackelford, CPPB

14. City Manager


W. Mark Pentz

DEPT/DIV	COST CENTER	DESCRIPTION	Est Usage for FY 07/08
Center For The Arts	1100	Used for custodial services.	\$1,500
Risk Management	1260	Vacancy.	\$3,000
Environmental Management	1265	Vacations, illness, vacancies	\$3,000
Information Technology	1199	Vacancies	\$40,000
Real Estate	3070	Administrative vacancy FY 07/08.	\$5,280
Streets	3300	Temporary employees used to fill in for vacancies and lengthy leave of absence.	\$12,000
Traffic Engineering	3330	Vacation, illness and vacancies.	\$550
Solid Waste	3700	Laborer to work at the Checker Station, repairing cans, clean up at Transfer Station, making composters. Temporary staff used in this area because of full time staff shortage.	\$16,000
Wastewater Collection	3900	Vacations, special projects	\$5,000
Housing	4650	Part time receptionist utilized to cover front counter for lunch, breaks, sick and vacation leave and additional temps for next fiscal year.	\$31,000
Community Services	Various	Custodial services and vacancies	\$50,000
TOTAL			\$167,330

TEMPORARY SERVICES VENDORS ON STATE OF AZ CONTRACT

RW STAFFING SOLUTIONS LLC
KELLY SERVICES
ROBERT HALF INTERNATIONAL INC.
STAFFMARK PACIFIC LLC
DEPENDABLE PERSONNEL
ADVANTAGE HUMAN RESOURCING
APPLEONE EMPLOYMENT SERVICES
RANDSTAD NA
MY BROTHERS KEEPER
CORPORATE JOB BANK PERSONNEL SERVICES
ACCOUNTANTS, INC.
SUPERIOR STAFF RESOURCES, INC
SPHERION TECHNOLOGY GROUP
ACCOUNTING & FINANCE PROFESSIONALS
ALLSTAFF SERVICES INC.
PROVINCIA STAFFING LLC