



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

42

2. Council Meeting Date:

June 12, 2008

TO: MAYOR & COUNCIL

3. Date Prepared: May 19, 2008

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. SUBJECT: Approve purchase of temporary services utilizing the State of Arizona contract (EPS070043) with: Staffmark Pacific LLC; Randstad NA; Corporate Job Bank; Kelly Services and Accountants, Inc., in an amount not to exceed \$175,000.

6. RECOMMENDATION: Approve the purchase of temporary services utilizing the State of Arizona contract (EPS070043) with: Staffmark Pacific LLC; Randstad NA; Corporate Job Bank; Kelly Services and Accountants, Inc., in an amount not to exceed \$175,000.

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. In FY 07/08 approximately \$135,000 will be expended for temporary services. Staff provided an estimate of \$133,925 for FY 2008-09. A not to exceed amount of \$175,000 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 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. 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 purchase of temporary services utilizing the State of Arizona contract (EPS070043) with: Staffmark Pacific LLC; Randstad NA; Corporate Job Bank; Kelly Services and Accountants, Inc., in an amount not to exceed \$175,000.

APPROVALS

11. Requesting Department

Robert Combs, CPPB
Purchasing & Materials Manager

12. Department Head

Dennis Strachota, Management Services Director

13. Procurement Officer

Glenda Shackelford, CPPB

14. City Manager

W. Mark Pentz

DEPT/DIV	COST CENTER	DESCRIPTION	Est Usage for FY 08/09
Magistrate	1050	Contract programming	\$25,000
CM Neighborhood Res.	1060, 1061, 4700	Front desk coverage	\$2,945
Information Technology	1199	Vacancies	\$10,000
Community Services/B&F	3200	Vacancies	\$20,600
Streets	3300	Temporary employees used to fill in for vacancies and light duty assignments	\$20,580
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.	\$36,000
Wastewater Collection	3900	Vacations, special projects	\$2,300
Housing	4650	Vacant position/front desk. Accountant position	\$16,500
<i>TOTAL</i>			<i>\$133,925</i>