

## Legislation Text

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**File #:** 21-5376, **Version:** 1

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RFP No. 2021-081 - Annual Contract for Temporary Personnel Services for Solid Waste and Streets.  
(Authorize the City Manager to finalize and execute a contract with A & Associates, Inc., in the amount not to exceed \$280,000.00. The term of this contract is for one year, with four additional one-year renewal options. The City Manager is authorized to exercise the renewal options subject to annual appropriation of sufficient funds.)

### **Name of Department**

Public Works - Solid Waste

### **Project/Budgeted Amount**

\$200,940.00 (Solid Waste)

\$79,060.00 (Streets)

### **Sum of Bid/Bid Amount**

\$280,000.00

The City's Solid Waste Division and Street Division currently utilize a contract for temporary labor. Temporary laborers are used as needed to cover manpower shortages caused by staff vacancies, seasonal workload, increased residential tonnage from COVID-19 and use of paid leave by City staff. Because the current contract will not meet the required funding, and could exceed the contract limits, staff advertised a Request for Proposals (RFP) for temporary labor services. The new contract will allow the Solid Waste and Streets Divisions to continue to use temporary labor on an as-needed basis.

The Request for Proposal documents were distributed to vendors through the Bidsync electronic bidding system, posted on the City's website and an advertisement for bid notice was published in the *Daily Commercial Record* newspaper. Three responses were received.

The current contract has an hourly pay rate of \$11.75 and a billed rate of \$15.63. The proposed new hourly rate will be \$10.00 to \$12.00, and the billed rate will be \$15.00. Based on the amount budgeted in FY2021 and the new billed rate of the \$0.63 per hour decrease, the current funding for Streets will be sufficient; however, Solid Waste funding will be increased to cover the additional temporary labor used to cover the heavy workload created by COVID-19. Any additional funding would come from staffing shortages in salary savings.

The term of this contract is for one year with four additional one-year renewal options.

### **Financial Implications**

- \$200,940.00 General Fund - Solid Waste (\$124,230.00 funded in FY2022 and, if needed, the remaining \$76,710.00 would come from salary savings)
- \$79,060.00 General Fund - Streets

### **Recommended/Desired Action**

Staff recommends award to A & Associates, Inc.

**Attachment(s)**

Proposal Evaluation

**Drafter**

Charles Goodson

**Head of Department**

Curt Cassidy P.E., CFM