

Mayor and Council Communication

DATE: 05/19/20

M&C FILE NUMBER: M&C 20-0327

LOG NAME: 13P20-0050 TEMPORARY FIELD STAFF CC WATER

SUBJECT

Authorize Execution of an Agreement with PDQ Temporaries Inc., for Temporary Field Staffing Services in an Annual Amount Up to \$500,000.00 and Authorize Four Annual Renewal Options and Increase Amounts of \$575,000.00 for the Third Renewal and \$661,250.00 for the Fourth Renewal (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with PDQ Temporaries Inc., for temporary field staffing services in an annual amount up to \$500,000.00 and authorize four annual renewal options and increase amounts of \$575,000.00 for the third renewal and \$661,250.00 for the fourth renewal.

DISCUSSION:

The Water Department approached the Purchasing Division to procure an annual agreement for temporary field staffing services. The temporary positions needed are Field Service Representative, Survey Technician, Senior Field Service Representative, and Combination Inspector. In order to procure these services, Staff issued a Request for Proposals (RFP). The RFP consisted of detailed specifications regarding the job descriptions and qualifications. The services will be requested on an "as needed" basis during staff absences, work overloads, and special projects. Specific areas where this contract will be utilized include in support of the meter inventory and lead service replacement program, on-going meter replacement in support of the MyH2O program, and seasonal support to the meter reading contract to ensure staffing levels do not impact meter and billing functions. An increase in the annual amount for years three and four will ensure that spending authority is available throughout the agreement term.

The RFP was advertised in the [Fort Worth Star-Telegram](#) on January 29, 2020, February 5, 2020 and February 12, 2020. The City received three proposals.

Proposals were evaluated on best value criteria including qualifications, experience, references, comprehensive recruitment process and availability of resources. Staff from the Water Department evaluated the proposals submitted and recommends awarding a one-year agreement to PDQ Temporaries Inc. with four one-year options to renew. No guarantee was made that a specific amount of these services will be purchased. The amount for the Water Department's annual requirements is up to \$500,000.00 with an increase in the annual amount for years three, four and five to ensure that spending authority for staffing services is available throughout the agreement term. In addition, an administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

Office of Business Diversity - A waiver of the goal for M/WBE subcontracting requirements was requested by the Purchasing Division and approved by the OBD, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon City Council approval, the Agreement shall begin upon execution of the Agreement and shall end one year from that date.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendations, funds are available in the current operating budget, as appropriated, of the Water and Sewer Fund and that, prior to an expenditure being made, the participating department has the responsibility to validate the availability of funds.

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