

Mayor and Council Communication

DATE: 11/05/19

M&C FILE NUMBER: M&C 19-0283

LOG NAME: 13P TEMPORARY PERSONNEL SERVICES HR JPB

SUBJECT

Authorize the Execution of a Contract with Smith Temporaries Inc., dba Cornerstone Staffing for Temporary Personnel Services Using an Inter-local Agreement with the City of Arlington in an Amount Up to \$2,000,000.00 for One-Year Term for All City Departments (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize the execution of a contract with Smith Temporaries Inc., dba Cornerstone Staffing for temporary personnel services using an Inter-Local agreement with the City of Arlington Bid 19-0036 in an Amount Up to \$2,000,000.00 for one-year term for all City departments.

DISCUSSION:

On February 03, 2015, the City Council approved M&C P-11729 authorizing agreements for temporary personnel services with various vendors for an amount up to \$1,200,000.00 per year. City Departments use these Agreements to acquire personnel on a temporary basis to work in conjunction with city staff. The length of assignments vary from a few weeks to several months. The agreements were for one year and four additional one-year renewal options. The current agreements will expire on February 3, 2020.

On December 4, 2018, City Council approved increasing the amount of the Temporary Personnel Service Agreements to a maximum of \$1,500,000.00 (M&C P-12278) Currently, the city spends approximately \$110,000 - \$160,000.00 per month on temporary services, therefore, the approved spending authority is not sufficient for a full year. Accordingly, Purchasing and Human Resource staff began compiling the information to begin the rebidding process over the summer and the bid will be released in the 1st quarter of 2020.

In order to meet the City's need for temporary personnel services while the bid process is proceeding, Purchasing and Human Resource staff recommend utilizing the City of Arlington's bid for temporary personnel services. In March of 2019, the City of Arlington completed an Invitation to Bid (ITB) process for temporary personnel services and awarded the contract to Smith Temporaries Inc., dba Cornerstone Staffing. The City of Fort Worth will utilize an Inter-Local Agreement with the City of Arlington to execute a one-year agreement with Smith Temporaries Inc., dba Cornerstone Staffing for up to \$2,000,000.00 which will be superseded when the city's bid for temporary services is completed.

State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. In accordance with the Mayor and Council Communication (M&C P-12061) approved June 13, 2017, the City Manager may enter into an Inter-local Cooperative Purchasing Agreement that allows the cities to take advantage of each other's competitively bid contracts. The City has a Cooperative Purchasing Agreement with the City of Arlington.

Staff has reviewed the pricing and determined it to be fair and reasonable. No guarantee was made that a specific amount of these services will be purchased.

A MBE/SBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

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.

Upon City Council approval, the Agreement shall begin upon execution of the Agreement and shall continue for a term up to one year.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and award of the contract, funds are available in the current operating budget, as appropriated, in the participating departments' Operating Funds. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Kevin Gunn 2015

Originating Business Unit Head: Reginald Zeno 8517

Additional Information Contact:

Cynthia Garcia 8525

John Padinjaravila Baby 2279