



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 23, 2023

FROM: INNOVATION & TECHNOLOGY DEPARTMENT WARDS: ALL

SUBJECT: INCREASE PURCHASE ORDER NO. 214151 WITH PEAK TECHNICAL SERVICES, INC, IN THE AMOUNT OF \$15,000 TO PROVIDE TEMPORARY EMPLOYEE SERVICES FOR VARIOUS INNOVATION AND TECHNOLOGY JOB CLASSIFICATIONS FOR A REVISED PURCHASE ORDER AMOUNT OF \$74,600

ISSUE:

Authorize the increase to Purchase Order No. 214151 with Peak Technical Services, Inc., of Pittsburgh, Pennsylvania, in the amount of \$15,000 to provide temporary employee services for various Innovation and Technology job classifications for a revised Purchase Order amount of \$74,600.

RECOMMENDATIONS:

That the City Council:

1. Authorize an increase to Purchase Order No. 214151 with Peak Technical Services, Inc., of Pittsburgh, Pennsylvania, in the amount of \$15,000 to provide temporary employee services for various Innovation and Technology job classifications for a revised Purchase Order amount of \$74,600.
2. Authorize the City Manager, or his designee, to execute the Purchase Order and associated documents pertaining to the Change Order.

BACKGROUND:

A Request for Proposal (RFP) was issued on June 19, 2017, requesting proposals for temporary employee services. A total of 18 clerical, technical and/ or general light industrial agencies responded. Proposals were reviewed by the Human Resources Department and evaluated as follows: work plan and technical approach (40%), experience and qualifications (30%), presentation/ interview (20%) and pricing structure (10%). Four of the eighteen proposals were recommended for contract award - one of which was Peak Technical Service, Inc. (PTS). On June 5, 2018, City Council approved the awards.

During the intervening years, City Council approved several term extensions with the most recent one being on May 11, 2021.

DISCUSSION:

Over the past two years, the Innovation and Technology Department has faced staffing shortages due to unexpected and unplanned vacancies. PTS has proven to be an effective and responsible resource by providing skilled workers with advanced knowledge of the technological systems utilized by the City. This Change Order will allow us to finish the fiscal year strong as we work to complete several high-level recruitments.

Purchasing Resolution 23914, Section 1104, Change Orders states that, “Modifications to a Purchase Order shall be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of (1) adding and/or deleting quantity of items being procured, (2) modifying unit prices, (3) modifying scope of Work/services being provided, where the modification is reasonably related to the original scope of work/services, (4) changing funding source(s), (5) modifying contract completion time or the term of a Contract, or (6) any other change approved by the Manager. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval: ... (b) Any Change Order which causes the contract price to exceed \$50,000, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity”.

The Purchasing manager concurs that the recommended action is compliant with Purchasing Resolution No. 23814, Section 1104(b).

STRATEGIC PLAN ALIGNMENT:

This item contributes to Envision Riverside 2025 Strategic Priority No. 6 Infrastructure, Mobility & Connectivity and Goal No. 6.2 - maintain, protect and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

The item aligns with each of the five cross-cutting threads as follows:

1. **Community Trust** – Ensuring the department has adequate staffing to provide for the continued operations of all technology-based programs and services prevents downtimes and interruptions (especially for those public facing functions such as the 311 Call Center, One Stop Shop, Business Licensing, Accounts Payable, etc.).
2. **Equity** – Providing effective, skilled workers for the city’s technological infrastructure reinforces the commitment to provide every member of the community equal access to the services provided.
3. **Fiscal Responsibility** – Utilization of temporary staffing agencies provide salary savings without impacting departmental goals and objectives.
4. **Innovation** – Employing temporary agency staffing is just one of the many ways in which the Innovation and Technology Department addresses needs and proactively considers solutions to operational challenges.
5. **Sustainability & Resiliency** – Hiring temporary agency staff demonstrates the Innovation and Technology Department’s commitment to meeting the technological needs of the city and helps maintain morale by eliminating excessive workloads on city staff.

FISCAL IMPACT:

The total fiscal impact of this action is \$15,000. Sufficient funds are available in the General Fund, IT Operations, Temporary Services account number 2410000-418000, related to salary savings from a vacant position within the IT Department.

Prepared by: George Khalil, Chief Innovation Officer
Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/
Chief Financial Officer/City Treasurer
Approved by: Edward Enriquez, Interim Assistant City Manager/
Chief Financial Officer/City Treasurer
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. 2018 Executed Agreement with Peak Technical Services
2. 2019 Executed First Amendment with Peak Technical Services
3. 2020 Executed Second Amendment with Peak Technical Services
4. 2021 Executed Third Amendment with Peak Technical Services
5. 2022 Executed Fourth Amendment with Peak Technical Services