



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 18, 2019

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENTS WITH HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC., DBA APPLEONE EMPLOYMENT SERVICES; KIMCO STAFFING SERVICES, INC; AND PEAK TECHNICAL SERVICES, INC; TO EXTEND TEMPORARY EMPLOYEMENT SERVICES THROUGH JUNE 30, 2020.

ISSUE:

Approve the First Amendment to Professional Consultant Services Agreements from RFP No. 1726 for temporary employee services with Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services, Kimco Staffing Services Inc., and Peak Technical Staffing, Inc., to extend services through June 30, 2020.

RECOMMENDATION:

That the City Council

1. Approve the First Amendment to Professional Consultant Services Agreements with Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services; Kimco Staffing Services Inc.; and Peak Technical Staffing, Inc., to extend services through June 30, 2020; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreements with Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services, Kimco Staffing Services Inc., and Peak Technical Staffing, Inc., including additional extensions to the agreement or making minor and non-substantive changes.

BACKGROUND:

The City has approximately 2,100 full-time and part-time permanent employees who work in City Hall and various offsite locations. To maintain the high standard of customer service the City provides, temporary employee services may be periodically required on a short-term and/or project basis. Per Human Resources policy, such services are only to

be utilized on an "as needed" or emergency basis as approved by the City Manager or his designee and are subject to availability of funds.

DISCUSSION:

A Request for Proposal (RFP) was issued on June 19, 2017 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.

On June 12, 2018, the City Council approved Professional Consultant Services Agreements for Temporary Employment Services with Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services, Kimco Staffing Services Inc., Peak Technical Staffing, Inc. and Total Placement Solutions, LLC dba Decton Li. The contracts had an original term end date of June 30, 2019 with an option for two one-year renewals not to exceed the date of June 30, 2021.

Staff recommends exercising the first one-year extension to the contracts for the following agencies based on their experience/qualifications, competitive pricing structure, high standard of service, and commitment to provide high quality temporary employee services to the City of Riverside:

1. Howroyd-Wright Employment Agency, Inc. dba AppleOne Employment Services
2. Kimco Staffing Services Inc.
3. Peak Technical Staffing, Inc.

FISCAL IMPACT:

The fiscal impact of this action will be dependent upon the specific services requested by each department. Departments may only utilize temporary services upon approval of the City Manager's Office and when funds are available in the department budget.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary Geuss, City Attorney

Attachments:

1. Agreement with Howroyd-Wright Employment Agency, Inc.
2. Agreement with Kimco Staffing
3. Agreement with Peak Technical