



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 11, 2021**

FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH HOWROYD-WRIGHT EMPLOYMENT AGENCY (dba APPLEONE EMPLOYMENT SERVICES); KIMCO STAFFING SERVICES INC; AND PEAK TECHNICAL SERVICES INC. TO PROVIDE TEMPORARY EMPLOYEE SERVICES FOR VARIOUS CITY JOB CLASSIFICATIONS

ISSUE:

Approve the Third Amendment to the Professional Consultant Services Agreement between the Human Resources Department and HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. (dba APPLEONE EMPLOYMENT SERVICES); KIMCO STAFFING SERVICES, INC.; and PEAK TECHNICAL SERVICES, INC., to provide temporary employment services in accordance with Purchasing Resolution 23256 (K) through June 30, 2022 with the option of two one-year renewals.

RECOMMENDATION:

That the City Council:

1. Approve the Third Amendment to the current Professional Consultant Services Agreement with HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. (dba APPLEONE EMPLOYMENT SERVICES); KIMCO STAFFING SERVICES, INC.; and PEAK TECHNICAL SERVICES, INC., to provide temporary employment services from July 1, 2021 through June 30, 2022 with the option of two one-year renewals after June 30, 2022 or through June 30, 2024.
2. Authorize the City Manager or his designee to execute the 3rd Amendment to the Professional Consultant Services Agreement with HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. (dba APPLEONE EMPLOYMENT SERVICES); KIMCO STAFFING SERVICES, INC.; and PEAK TECHNICAL SERVICES, INC., including making minor and non-substantive changes.

BACKGROUND:

On July 8, 2014 the City Council approved the Professional Consultant Services Agreement with APPLEONE EMPLOYMENT SERVICES (APPLEONE) for fiscal years 2014/15 through 2016/17 with an option to extend the Agreement for two, two-year renewals thereafter upon mutual agreement of both parties for a total contract term of seven years. The award and selection were

made as part of a formal solicitation and Request for Proposal for temporary employment services conducted by the Human Resources Department. Since 2014, APPLEONE has partnered with the City of Riverside's Human Resources team regarding the City's temporary employment services as one of the sourcing agencies for the City's temporary employment needs.

Since 2018, KIMCO STAFFING SERVICES, INC. (KIMCO) and PEAK TECHNICAL SERVICES, INC. (PEAK) partnered with the City of Riverside's Human Resources team regarding the City's temporary employment services. KIMCO and PEAK are one the three sourcing agencies for the City's temporary employment needs. This relationship has proven most beneficial to the quality of temporary employment services that are provided to various City departments.

DISCUSSION:

A Request for Proposal (RFP 1726) 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 are recommended for contract award. The proposed term was effective May 22, 2018 through June 30, 2019 with the option to extend, by mutual consent, for two one-year renewal options, not to exceed the date of June 30, 2021.

Over the years, APPLEONE, KIMCO and PEAK have proven to deliver responsive, cost-effect and exceptional temporary employment services on an "as needed" basis with various City departments.

The final amendment to the current Agreement with APPLEONE, KIMCO and PEAK expires June 30, 2021. The Human Resources Department is requesting that the Professional Consultant Services Agreement with HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. (dba APPLEONE EMPLOYMENT SERVICES); KIMCO STAFFING SERVICES, INC.; and PEAK TECHNICAL SERVICES, INC., be extended to June 30, 2022, with the option of two one-year renewals after June 30, 2022 or through June 30, 2024 in accordance with Purchasing Resolution 23256 (k) which states When the awarding entity waives bidding requirements under and according to the circumstances set forth in Section 1109 of the City Charter, or when it is determined by the Manager to be in the best interests of the City to do so;

The Purchasing Manager concurs that the recommendation action in compliance with Purchasing Resolution No. 23256, Section 702 (K).

FISCAL IMPACT

There is no fiscal impact. Departments may only utilize temporary employment services upon approval of the City Manager's Office and where the Department has budgeted funds available.

Prepared by: Rene Goldman, Human Resources Director
Certified as to availability

of funds: Edward Enriquez, Interim Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachment:

1. Professional Consultant Services Agreement with HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. (APPLEONE EMPLOYMENT SERVICES)
2. Professional Consultant Services Agreement with KIMCO STAFFING SERVICES, INC.
3. Professional Consultant Services Agreement with PEAK TECHNICAL SERVICES, INC.