

C-8

January 19, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute all documents necessary to amend Contract No. 33651 with Howroyd Wright Employment Agency, Inc., dba AppleOne Employment Services, of Long Beach, CA, for temporary staffing services, to extend the term of the contract for an additional one-year term through January 4, 2022. (Citywide)

DISCUSSION

City Council approval is requested to amend Contract No. 33651 with AppleOne, for temporary staffing services, to extend the term of the contract for an additional one-year period to January 4, 2022.

On December 16, 2014, the City Council awarded a contract to Howroyd Wright Employment Agency, Inc., dba AppleOne Employment Services (AppleOne), to provide temporary staffing services, in an annual contract amount not to exceed \$2,750,000, for a period of two years, with the option to renew for three additional one-year periods. On December 19, 2017, the City Council approved an increase, for a revised total annual contract amount not to exceed \$3,519,000. On January 7, 2020, the City Council renewed the contract for an additional one-year period. The contract expired on January 4, 2021.

The unexpected impacts created by the COVID-19 pandemic impacted the capacity and ability for City staff to prepare and release a formal Request for Proposals (RFP). The proposed amendment will ensure continuity of services without disruptions and provide adequate time for the Department of Human Resources, with the assistance of the Purchasing Division in the Financial Management Department, to complete a formal procurement process.

This matter was reviewed by Principal Deputy City Attorney Gary J. Anderson on December 15, 2020, by Business Services Bureau Manager Tara Yeats on December 21, 2020, and by Revenue Management Officer Geraldine Alejo on December 22, 2020.

TIMING CONSIDERATIONS

City Council action is requested on January 19, 2021, to ensure continuity of services.

FISCAL IMPACT

The requested amendment will extend the term of the contract for one additional year through January 4, 2022. The total annual contract amount will remain at \$3,519,000, inclusive of a 15 percent contingency. The contract is budgeted in various funds and departments. Each temporary staffing position filled under this agreement will be funded by the requesting department, as the need arises. Each department is responsible for payment of services rendered and managing the expenditures within their budgets. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. Approval of this recommendation will provide continued support to our local economy by assisting in the preservation of temporary employment assignments for approximately 450 AppleOne employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



FRED VERDUGO
ACTING DIRECTOR OF HUMAN RESOURCES

APPROVED:



THOMAS B. MODICA
CITY MANAGER