



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

R-26

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6845 • Fax (562) 570-5836

February 13, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-00907 and award contracts to Apple One Employment Services, Kimco Staffing Services, Inc., and Spherion Atlantic Enterprises, LLC, to provide temporary clerical and accounting services, in the combined estimated annual amount of \$3,300,000, including tax, for a two-year term, with the option of renewing for three additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into multiple contracts to provide temporary clerical and accounting services. Multiple contracts are awarded to ensure a pool of qualified candidates is available.

The previous contract issued in 2002 was for clerical services only. In an effort to reduce the number of non-contract purchase agreements for temporary staffing, accounting services were added to the current contract. This support service fills the City's need for clerical and accounting support on a temporary basis. In most cases, temporary staffing support is needed when full-time employees take leaves of absence and/or vacations. The proposed contracts will also enable the City to continue to provide City Services in critical areas where vacancies exist. It is being proposed that the contract be awarded to three service providers due to the size and diversity of the City's temporary staffing needs.

The bid was advertised on January 2, 2007, and 78 potential bidders specializing in temporary staffing services chose to download the bid; six are Minority-owned Business Enterprises (MBEs), five are Women-owned Business Enterprises (WBEs), six are Long Beach businesses, and six are certified Small Business Enterprises (SBEs). The bid document was made available from the Purchasing Division, located on the Plaza Level of City Hall, and the Division's website at www.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 32 local, minority, and women's business groups. Bids were opened on January 22, 2007. Apple One Employment Services of Glendale, CA (with two offices in Long Beach, CA); Kimco Staffing Services, Inc., of Lakewood, CA, and Spherion Atlantic Enterprises, LLC of Long Beach, CA, are the lowest responsible bidders.

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This matter was reviewed by Deputy City Attorney Lori A. Conway on December 21, 2006, and Budget and Performance Management Bureau Manager David Wodynski on February 5, 2007.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-00907 and award a contract concurrently is requested on February 13, 2007 to ensure contracts are in place as soon as possible, as the current contract expires February 14, 2007.

FISCAL IMPACT

Citywide expenditures are estimated to be \$3,300,000 annually, based on historical spending, and are budgeted in various funds of the participating departments. The City will have the option of adding expenditures up to 10 percent (or \$330,000) above the contract amount.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


MICHAEL A. KILLEBREW
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:


for GERALD R. MILLER
CITY MANAGER