

C-10

January 7, 2020

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 renew the contract for an additional one-year term through January 4, 2021. (Citywide)

DISCUSSION

At its meeting 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 the City of Long Beach (City). On December 19, 2017, the City Council approved an increase in contract authority to a revised total annual contract amount of \$3,519,000. The contract is set to expire in January 2020.

City Council approval is requested to authorize the City Manager, or designee, to execute an amendment to Contract No. 33651 with AppleOne, to renew the contract for an additional one-year period through January 4, 2021. The implementation of the City's new financial system and Human Resources system, coupled with the relocation into the new Civic Center, 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 Purchasing Division to complete a formal procurement process.

This matter was reviewed by Purchasing Agent Tara Yeats on November 26, 2019, and by Principal Deputy City Attorney Gary J. Anderson and Budget Analysis Officer Julissa José-Murray on December 6, 2019.

TIMING CONSIDERATIONS

City Council action is requested on January 7, 2020, to ensure continuity of services.

FISCAL IMPACT

The annual contract in the amount of \$3,519,000 will be extended to January 4, 2021. The contract was 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.

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Each department is responsible for payment of services rendered and managing the expenditures within their budgets. The approval of this recommendation for the extension of this contract will provide continued support to our local economy by assisting in the preservation of temporary employment assignment for approximately 457 residing AppleOne employees in Long Beach. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ALEJANDRINA BASQUEZ
DIRECTOR OF HUMAN RESOURCES

APPROVED:



THOMAS B. MODICA
ACTING CITY MANAGER