



# CITY OF LONG BEACH

C-3

DEPARTMENT OF FINANCIAL MANAGEMENT

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June 17, 2014

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Authorize the City Manager to execute all documents necessary to amend Contract No. 32151 with Howroyd Wright Employment Agency, Inc., dba AppleOne Employment Services, a Long Beach-based business, extending the contract for continuance of temporary staffing services to January 3, 2015.  
(Citywide)

## DISCUSSION

City Council approval is requested to authorize the City Manager to execute an amendment to the contract with Howroyd Wright Employment Agency, Inc., dba AppleOne Employment Services (AppleOne), extending the term to January 3, 2015. The contract with AppleOne provides temporary staffing services to various City departments on an as-needed basis. Services are used Citywide to fulfill the requirement for clerical support on a temporary basis, as necessary, by providing support for positions temporarily vacant due to promotions, retirements, resignations, and protected leaves under the Family Medical Leave Act (FMLA). In addition, services are used to assist departments with meeting project-related peak workloads.

On April 19, 2011, the City Council awarded a one-year contract to AppleOne with the option to renew for two additional one-year periods, with an expiration date of May 28, 2014. AppleOne is currently providing temporary staffing services under an interim blanket purchase order for the term June 1, 2014 to June 30, 2014.

The proposed amendment will provide adequate time for the Purchasing Division to assist the Department of Human Resources with a Request for Proposals (RFP) to ensure appropriate contract specifications are in place that will best serve the City's needs. To ensure there is no interruption to availability of services prior to the award of a new contract, it is requested that the current contract be extended until January 3, 2015. AppleOne has agreed to hold rates current with no increases for the duration of the extended term.

This matter was reviewed by Deputy City Attorney Amy R. Webber and by Budget Management Officer Victoria Bell on June 6, 2014.

TIMING CONSIDERATIONS

City Council action to amend Contract No. 32151 is requested on June 17, 2014 to ensure uninterrupted availability of temporary staffing services for City departments.

FISCAL IMPACT

Contract costs are budgeted in various departments and funds and are sufficient to cover the requested term extension. AppleOne uses Long Beach residents; therefore, the recommended action will result in a positive local job impact.

**SUGGESTED ACTION:**

Approve recommendation.

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT



DEBORAH R. MILLS  
DIRECTOR OF HUMAN RESOURCES

JG:DRM:JM:AM  
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APPROVED:



PATRICK H. WEST  
CITY MANAGER