



CITY COUNCIL AGENDA REPORT

MEETING DATE: FEBRUARY 20, 2007

ITEM NUMBER:

SUBJECT: TEMPORARY EMPLOYEE STAFFING SERVICES

DATE: JANUARY 30, 2007

FROM: FINANCE DEPARTMENT- FINANCIAL PLANNING DIVISION

PRESENTATION BY: MARC R. PUCKETT, DIRECTOR OF FINANCE

FOR FURTHER INFORMATION CONTACT: DEBBIE DOBROTT AT 714/754-5212

RECOMMENDATION:

1. Award a three-year contract for temporary employee staffing services requested in RFP No. 01-1126 to AppleOne Employment Services, Government Services Division, 990 Knox Street, Torrance, California 90502. The term of the contract is for a three-year period with the option of renewing for two additional one-year periods with a not to exceed amount of \$75,000 per year.
2. Authorize the Mayor and the City Clerk to execute the Professional Services Agreement for the contract.

BACKGROUND:

Apple One has been providing temporary employee staffing services for the City of Costa Mesa for over 10 years. In previous years, the City was able to piggyback off of the contract the County of Orange established with Apple One; however the County of Orange changed their contract eliminating the opportunity for other agencies to piggyback off of the County pricing contract.

Purchasing staff informed the Administrative Services Department of an opportunity for a cooperative bid with the City of Garden Grove. The result was RFP #01-1126 as a combined effort between the City of Costa Mesa and the City of Garden Grove, with the City of Garden Grove taking the lead. By using the volume from both agencies, pricing economies of scales were realized. The RFP document states that each city will issue their own separate contract and be responsible for their own invoices.

As required by the City of Costa Mesa Municipal Code, the "Request for Proposals" was solicited from qualified vendors whose names were on the bidders' list, and other vendors requesting a bid package. Twenty-two prospective bidders were invited to participate. A "Request for Proposals" was published by the City of Garden Grove on September 15, 2006 and re-advertised on September 22, 2006. The pre-proposal meeting was conducted on October 5, 2006, with purchasing staff from both agencies and ten company representatives in attendance.

ANALYSIS:

Five (5) proposals were received on October 17, 2006. During the week of December 4, 2006, the evaluation team from both agencies completed reviewing the proposals.

The analysis below indicates the evaluation scores for both cities. It should be noted that there were two (2) evaluators from the City of Costa Mesa, and three (3) evaluators from the City of Garden Grove.

COMPANY	Percentage Mark-up on hourly rates	City of Costa Mesa Scores	City of Garden Grove Scores	Combined Scores
AppleOne Employment Services Torrance, CA Administrative Assistant General Office Assistant	38-42% Low/High Rates (incl markup) 20.70 – 24.84 15.18 – 17.94	1,585	2,387	3,972
Randstad Work Solutions Irvine, CA Administrative Assistant General Office Assistant	43-45% Low/High Rates (incl markup) 21.45 – 24.31 15.73 – 17.16	1,360	2,555	3,915
ACT-1 Personnel Services Torrance, CA Administrative Assistant General Office Assistant	38-40% Low/High Rates (incl markup) 16.56 – 20.70 15.18 – 17.94	1,292	2,217	3,509
Abigail Abbott Staffing Service, Inc. Santa Ana, CA Administrative Assistant General Office Assistant	36-49% Low/High Rates (incl markup) 19.37 – 23.84 17.14 – 20.14	1,409	1,903	3,312
PDQ Careers Los Angeles, CA Administrative Assistant General Office Assistant	50% Low/High Rates (incl markup) 18.00 – 24.00 15.00 – 21.00	1,378	1,882	3,260

The intent was to award two or three separate contracts for temporary employee staffing services to the top scoring proposers, however the proposals received from Randstad Work Solutions and ACT-1 took exceptions to both City's standard professional services agreement contracts.

Staff determined it would be in the best interest of the City to award one contract to the provider that received the highest overall score and to a provider that was able to meet the terms of the City's professional service agreement.

ALTERNATIVES CONSIDERED:

No other alternatives have been considered.

FISCAL REVIEW:

While these contracts are established by the Administrative Services Department, each department is responsible for budgeting for temporary personnel needs each year.

To date the expenditures for temporary employment services in Budget Year 06-07 have been approximately \$27,000. Expenditures in Budget Year 05-06 were \$38,000 for the entire year. Staff is confident that a contract with the not to exceed amount of \$75,000 per year should meet the City's needs for temporary employment staffing services.

LEGAL REVIEW:

The City Attorney's office has reviewed and approved the attached Professional Services agreements as to form.

CONCLUSION:

It is recommended that City Council award one three-year pricing agreement for temporary employee staffing services to AppleOne Employment Services in the amount not to exceed \$75,000 per year and to authorize the Mayor and the Deputy City Clerk to execute the Professional Services Agreement.

MARC R. PUCKETT
Director of Finance

DEBBIE DOBROTT
Purchasing Supervisor

Attachments: [Professional Services Agreement](#)
Part 1 – Pg 1-27
Part 2 – Pg 28-52

Distribution: Administrative Services Director
City Attorney
City Clerk