



Cover Memorandum/Staff Report

File #: 19-370

Agenda Date: 4/16/2019

Item #: 6.D.

TO: Mayor and Commissioners
FROM: Jennifer Alvarez, Purchasing Director and Duane D'Andrea, Human Resources Director
THROUGH: Neal de Jesus, Interim City Manager
DATE: April 16, 2019

APPROVAL OF RESOLUTION NO. 68-19 FOR TEMPORARY STAFF FROM GUIDESOFT, INC. DBA KNOWLEDGE SERVICES UTILIZING STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES CONTRACT NO. 3141800-14-ACS - \$119,000

Recommended Action:

Motion to approve Resolution No. 68-19 for Temporary Administrative and Light Industrial Staff from Guidesoft, Inc. dba Knowledge Services Utilizing State of Florida, Department of Management Services Contract No. 3141800-14-ACS - \$119,000 and authorize the City Manager to approve renewal options, in the amounts below, contingent upon appropriation of funds.

Background:

On November 18, 2014, the State of Florida, Department of Management Services awarded an agreement to Guidesoft, Inc. dba Knowledge Services for Temporary Administrative and Light Industrial Staff. The agreement is valid through November 17, 2019 with two, one-year renewal options.

The temporary positions are used periodically by various departments. This agreement will allow for the quick acquisition of temporary staff with a wider variety of temporary applicants when needed. When a department requires a temporary worker, the vendor will provide resumes for the proposed temporary assignment. The department would then make the selection for the temporary candidate and the awarded vendor will be issued a purchase order upon selection of a temporary worker.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

Estimated Contract Value		
Initial Term	April 16, 2019 - November 17, 2019	\$119,000
Renewal 1	November 18, 2019 - November 17, 2020	\$109,000
Renewal 2	November 18, 2020 - November 17, 2021	\$109,000

\$337,000

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Please include a comprehensive and complete fiscal analysis of the item and full justification.

Finance	\$50,000	001-13-000-513-34-10
Neighborhood and Community Services	\$20,000	001-24-230-519-34-10
Development Services	\$5,000	001-26-2001-515-34-10
Parks and Recreation - Cemetery	\$8,000	001-39-000-539-34-90
Parks and Recreation - Parks and Maintenance	\$6,000	001-72-738-572-34-90
Public Works	\$15,000	001-41-350-519-31-90 501-43-000-549-31-90
Utilities	\$15,000	441-36-259-536.34-10 441-36-283-536.34-10