

City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 4 Ordinance/Resolution# 13-14-328

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of March 3, 2014
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR TEMPORARY EMPLOYMENT SERVICES TO TEMPORARY ALTERNATIVES, INC., ITSQUEST, INC., KELLY SERVICES, INC., AND MANPOWERGROUP US FOR A TERM OF UP TO FIVE (5) YEARS CONDITIONED UPON ANNUAL RENEWALS AND APPROVED BUDGETS.

PURPOSE(S) OF ACTION:

To award multiple contracts.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Jessica Garrick	<u>Department/Section:</u> Human Resources	<u>Phone:</u> 528-3100
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In September 2013, the City of Las Cruces Purchasing Section solicited proposals from qualified firms to provide the City with continued temporary employment services. Those services include accounting, administrative, engineering, custodial, and general labor services, as well as special events staff.

The Purchasing Section received seven (7) responses to the solicitation that were scored and evaluated by the Selection Advisory Committee (SAC) on November 19, 2013 (see Attachment "A"). The SAC is recommending award to the top four (4) firms as follows:

1. Temporary Alternatives, Inc.
2. itsQuest, Inc.
3. Kelly Services, Inc.
4. ManpowerGroup US

The City has historically used these services to address temporary employment needs due to illnesses, backlogs, and/or federally job protected leave under the Family and Medical Leave

Act. Valuable time is saved in securing temporary employment services to minimize negative impacts on service delivery and enable existing staff to be utilized in other capacities.

It is advantageous for the City to have a list of pre-qualified temporary employment firms from which departments can select from for their specific staffing requirements. All departments will be able to utilize the services provided by these firms on an as needed basis.

The City of Las Cruces Human Resources Department requests approval to enter into an agreement with the aforementioned four (4) selected firms to provide temporary employment services on an as needed basis for a period of up to five (5) years conditioned upon annual renewals and approved budget appropriations.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract (PMRC).
3. Attachment "A", RFP Selection Notice.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of for FY__.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Individual department purchase order requests will be dependent on available budgeted amounts and funds approved through budget office.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Various	Various	Various	Various	Various	Various

(Continue on additional sheets as required)

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution to award multiple contracts for temporary employment services.
2. Vote "No"; this will deny the Resolution to award multiple contracts for temporary employment services and thus, could negatively impact continued City of Las Cruces operations.
3. Vote to "Amend"; this could modify the Resolution to reflect the wishes of the City Council.
4. Vote to "Table"; this could delay procurement of temporary employment services and thus, could negatively impact continued City of Las Cruces operations.

REFERENCE INFORMATION:

N/A

(Continue on additional sheets as required)

RESOLUTION NO. 13-14-328

A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR TEMPORARY EMPLOYMENT SERVICES TO TEMPORARY ALTERNATIVES, INC., ITSQUEST, INC., KELLY SERVICES, INC., AND MANPOWERGROUP US FOR A TERM OF UP TO FIVE (5) YEARS CONDITIONED UPON ANNUAL RENEWALS AND APPROVED BUDGETS.

The City Council is informed that:

WHEREAS, in September 2013, the City of Las Cruces Purchasing Section solicited proposals from qualified firms to provide the City with continued temporary employment services; and

WHEREAS, the Purchasing Section received seven (7) responses to the solicitation that were scored and evaluated by the Selection Advisory Committee (SAC) on November 19, 2013; and

WHEREAS, the SAC is recommending award to the top four (4) firms as follows: Temporary Alternatives, Inc., itsQuest, Inc., Kelly Services, Inc., and ManpowerGroup US; and

WHEREAS, temporary employment services are needed to address labor shortages due to illnesses, backlogs, and/or federally job protected leave under the Family and Medical Leave Act; and

WHEREAS, valuable time is saved in securing temporary employment services to minimize negatively impacting service delivery; and

WHEREAS, it is advantageous for the City to have a list of pre-qualified temporary employment firms from which departments can select from for their specific staffing requirements; and

WHEREAS, this agreement will be on an as needed basis for a period of up to five (5) years conditioned upon annual renewals and approved budget appropriations.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT an indefinite quantity, indefinite cost price agreement for temporary employment services is hereby awarded to Temporary Alternatives, Inc., itsQuest, Inc., Kelly Services, Inc., and ManpowerGroup US based on the proposals received, on an as needed basis for a period of up to five (5) years conditioned upon annual renewals and approved departmental budget appropriations.

(II)

THAT the Purchasing Manager is hereby authorized to contract with the four (4) recommended firms as outlined in the signed Purchasing Manager's Request to Contract Form (Exhibit "A", attached hereto).

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____ 20____.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Levatino:	_____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: March 3, 2014

Resolution No.: 13-14-328

Contract Purchase For Temporary Employment Services

The Las Cruces City Council is provided the following information concerning this request:

RFP SOLICITATION INFORMATION:

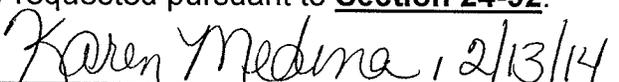
1. RFP No./ Due Date: RFP No. 13-14-328 / September 26, 2013
2. Description: Temporary Employment Services
3. Using Department: Human Resources
4. Number of Responses Solicited: Twenty five (25)
5. Number of Responses Accepted: Seven (7)
6. Award Recommendation To: itsQuest, Inc., Kelly Services, Inc.,
ManpowerGroup US of Las Cruces, NM
and Temporary Alternatives, Inc. of El Paso, TX
7. Total Award Amount: Indefinite; As Needed
8. Contract Duration: One (1) year with four (4) one-year renewals subject
to approved budget appropriations and annual renewal

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No		LCMC §24-100 not applicable to this solicitation
	Yes	X	Made A Difference To Awards(s)
		X	Made No Difference To Bid Award(s)

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.


 Purchasing Manager Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
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PO Box 20000
Las Cruces, NM 88004

November 20, 2013

RE: RFP No. 13-14-328
Temporary Employment Services

Dear Sir/Madame:

Seven responses to the above referenced RFP solicitation were received and evaluated by an evaluation committee based upon the RFP criteria. The evaluation resulted in the following firms as the highest ranked respondents per the attached Proposal Evaluation Report:

itsQuest, Inc.
Kelly Services, Inc.
ManpowerGroup US Inc.
Temporary Alternatives, Inc.

Negotiation with the highest ranked respondents will commence with intent to establish contract terms/conditions acceptable to the parties. Should negotiations fail to establish such terms/conditions, negotiation will terminate and commence with the next ranked firm. This process will continue until a contract satisfactory to the parties is established.

Your continued interest and participation in this selection process is greatly appreciated. Should you need additional information regarding this notice, please contact me at your convenience.

Cordially,

A handwritten signature in cursive script that reads "Bertha Chavira".

Bertha Chavira
Buyer
Phone: (575) 541-2520
Fax: (575) 541-2515

PROPOSAL EVALUATION REPORT									
TITLE: Temporary Employment Services		TOTAL POINTS POSSIBLE	POINTS DISTRIBUTION						
RFP NO.: 13-14-328	CRITERIA		Beatty's Services, Inc.	itsQuest, Inc.	Kelly Services, Inc.	Labor Ready Central, Inc.	Manpower	Premier Staffing Source, Inc.	Temporary Alternatives, Inc.
	Experience and ability to provide services based upon responsiveness to client's needs, quality of workforce, costs, ability to meet schedules, and references	625	400	475	500	400	500	400	475
	Responses to attachment B	625	300	425	425	350	425	325	450
	Clarity of proposal	1125	495	765	765	540	765	630	675
	RATING SHEET RAW SCORES	125	65	85	90	65	85	65	80
	NM Resident Preference (Yes or No)	2500	1260	1750	1780	1355	1775	1420	1680
	IF "YES", ADD TOTAL POINTS POSSIBLE X .05		No	No	No	No	No	No	No
	SCORE		0.0	0.0	0.0	0.0	0.0	0.0	0.0
	LOCAL? (Yes or No)		1260	1750	1780	1355	1775	1420	1680
	IF "YES", ADD RAW SCORE X .05)**		No	Yes	Yes	Yes	No	No	Yes
	FINAL SCORE		0.0	87.5	89.0	67.8	0.0	0.0	84.0
			1260.0	1837.5	1869.0	1422.8	1775.0	1420.0	1764.0