



Legislation Text

File #: ID 16-0828, **Version:** 1

Resolution Authorizing the Award of Contract 2016-10495 to Hire Quest, LLC dba Trojan Labor for Temporary Labor Services for Various Divisions Within the Water Resources Department.

Department: Water Resources
Council District: All

Public Hearing: N/A
Advertising Date/By: N/A

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Contact 2 and Phone: Kristine Williams, Water Resources Assistant Director, 373-2556

PURPOSE:

The Water Resources Department requests City Council approval for the resolution authorizing Contract 2016-10495 to Hire Quest, LLC dba Trojan Labor for Temporary Labor Services for various divisions within the Water Resources Department. In accordance with current City policy, contracts exceeding \$100,000 in value require City Council approval.

BACKGROUND:

The Water Resources Department contracts temporary labor staffing to ensure that it delivers services in an efficient and effective manner. The temporary services that Water Resources utilizes are for Meter Technicians for Water Customer Service, Crew Maintenance Members for both Water Supply and Water Reclamation, Water Quality Maintenance Members for Water Supply and Administrative Assistants for both Water Resources Customer Service and Business.

Following the prior vendor's cancellation of multiple temporary labor contracts, the Water Resources Department requested that the Centralized Contracting Division conduct an on-line competitive Request for Bids (RFB) for various Temporary Labor Services through the Greensboro Electronic Procurement System (GePS) in Event #8286. The M/WBE Office provided a list of M/WBE firms from the Greensboro 10-county to invite to participate in the solicitation opportunity through an outreach email.

In accordance with the M/WBE Program Plan, the various services needed were de-bundled to provide an opportunity for multiple vendors to bid on various contracts for these Temporary Labor Services. A total of 427 contacts were notified of the solicitation through the GePS system and 8 firms identified by the M/WBE Office received an outreach email inviting them to participate in the online bidding opportunity. A M/WBE memo is attached.

Based on the lowest responsive, responsible bid standard of award, the Water Resources Department and Centralized Contracting Division concur in this recommendation to award this contract for temporary labor services for the Water Resources Department to Hire Quest, LLC dba Trojan Labor, a business with offices located in Greensboro, NC.

The contracted service amounts are listed as follows:

<u>Service Description</u>	<u>Contract Number</u>	<u>Estimated Annual Amount</u>	<u>Estimated 3-Years Total Amt</u>	<u>Estimated 5-Years Total Amt</u>
Water Resources Temp Services	2016-10495	\$318,521	\$960,341	\$1,616,639

BUDGET IMPACT:

The initial contract term is for three years, with two potential one-year renewals. The total potential five-year amount is estimated at approximately \$1,616,639. Funding for this agreement is available in the current fiscal-year budget in account numbers 501-7011-01.5414, 501-7012-01.5414, 501-7023-01.5414, and 501-7056-01.5414. Funding in subsequent years is contingent upon future City Council appropriations through the annual budget.

RECOMMENDATION / ACTION REQUESTED:

Staff requests City Council approval of the resolution authorizing the award of Contract 2016-10495 to Hire Quest, LLC dba Trojan Labor for Temporary Labor Services in the Water Resources Department.