



Legislation Text

File #: 21-0454, Version: 1

**CITY MANAGER AUTHORITY PROCUREMENT AWARDS**

**ACTION REQUESTED:**

Approve the award of Change Order #2 to Option Year Two of Contract 16-219, Staffing Services, to LaSalle Staffing for an amount not to exceed \$9,800 and for an additional forty-nine days and an award total of \$109,800

**DEPARTMENT:** Information Technology

**SUBMITTED BY:** Jacqueline Nguyen, Director

**BACKGROUND:**

The City Manager awarded Contract 16-219 to multiple vendors including LaSalle Network in 2016 to provide temporary staffing services to the City for a two-year term, with three, one-year options to renew. The first renewal occurred at the end of 2018 and the end of 2019 with an ultimate completion date of December 31, 2020.

In January 2021, the City Manager approved an extension to the second renewal term of the contract for ten additional weeks. This extension would be funded by savings experienced during the second option year in order to retain an employee assigned to Information Technology (IT) to work on a specific project.

**DISCUSSION:**

This change order is to request approval of additional days which will require additional funding of no more than \$9,800. The project has run longer than originally estimated requiring additional days. The IT department has available funds in the 2021 budget for temporary staffing. The completion date of this extension will be no later than April 30, 2021.

**FISCAL IMPACT:**

CIP#: N/A

Temporary staffing services for the IT Department is expensed to the Professional services account listed below. A total of \$50,000 is budgeted for this service in 2021 of which \$13,465 has been expended. The requested award extension is within budget.

Account Number	Fund Description	Total Budget Amount
16101100-531309	General Fund	\$488,600