

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** HUMAN RESOURCES

**AGENDA DATE:** AUGUST 2, 2005

**CONTACT PERSON/PHONE:** TERRY BOND

**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve award of Solicitation 2005-199 Temporary Personnel for Human to Advance'd Temporaries Inc.. Human Services and Purchasing recommend award as indicated, Advance'd Temporaries Inc., is the lowest bid that provides and meets the Best Value Criteria and its specifications. \$55,252.50 Estimated/Year, Total Award \$165,757.50 Estimated. Additionally Advance'd Temporaries Inc. offers a 1% 20 Days Prompt Payment Discount. This is a thirty-six month contract, with the option to renew contract for one (1) additional year.

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Provide Temporaries as required by Human Resources and other departments.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one?

Yes

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

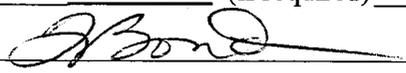
09010027-01101- 502001 Human Resources Administration, Operating Account, Temporary Services and Various Others. Total Award \$55,252.50 Estimated/Year. Total Contract Award \$165,757.50

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** Terry Bond  \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:** \_\_\_\_\_

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



PROJECT FORM

DATE: JULY 12, 2005

PROJECT: TEMPORARY PERSONNEL
BID NO.: 2005-199 DEPARTMENT HUMAN RESOURCES
BUDGET NO.: 09010027-01101-502001 AND VARIOUS OTHERS
FUNDING: HUMAN RESOURCES ADMINISTRATION, OPERATING ACCOUNT, TEMPORARY SERVICES AND VARIOUS OTHERS
DISTRICT(S): ALL

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RECOMMENDATION: VENDOR #1: ADVANCE'D TEMPORARIES INC
EL PASO TX
ITEM(S): #1 - 7
\$55,252.50 ESTIMATED/YEAR

Human Resources and Purchasing recommend awards as indicated, Advance'd Temporaries, Inc. Is the lowest bid that provides and meets the Best Value Criteria and its specifications.

This is a thirty-six [36] month contract with the option to renew contract one (1) additional year. Additionally, Advance'd Temporaries Inc. offers a 1% 20 days Prompt Payment Discount.

BIDS SOLICITED: 23 BIDS LOCAL: 20
BIDS RECEIVED: 06
BIDS SVCS: 06
"NO BID " REC'D: 01

CURRENT TAXES PAID
OUT-OF-TOWN ESTIMATED TOTAL RECOMMENDED AWARD:\$165,757.50

\*\*\*\*\*

COUNCIL: APPROVED REJECTED CITY CLERK

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APPROVED: COUNCIL MEETING OF: AUGUST 2, 2005

Handwritten signature of Byron E. Johnson and Director of Purchasing title.



# Human Resources Department

## MEMORANDUM

6-9-2005

**To:** Ray Heredia, Procurement Analyst  
**Thru:** Terry Bond, Human Resources Director *TB*  
**From:** Timo Carreon, Comp. App. Supervisor  
**Re:** Temporary Personnel Contract Selection and Backup

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We recommend the selection of Advanced Temporaries, Inc. as our primary vendor for temporary personnel bid # 2005-199.

We recommend the selection of RM Personnel, Inc. as our backup vendor for temporary personnel bid # 2005-203.

Finance account number - 502001.  
Account number 09010027-01101-09000.

RECEIVED  
HUMAN RESOURCES DEPARTMENT  
6-9-2005

6:11 PM 6-9-2005

## CITY OF EL PASO BID TABULATION

BID ITEM: TEMPORARY PERSONNEL BID DATE: MAY 18, 2005			BID # 2005-199 DEPARTMENT: HUMAN RESOURCES							
			ADVANCE'D TEMPORARIES, INC. EL PASO, TX		BURNETT STAFFING SERVICES EL PASO, TX		HUMANO GROUP, LLC EL PASO, TX		INTEGRATED HUMAN CAPITAL, LLC EL PASO, TX	
ITEM NO.	ANN. EST. QTY./UNIT	DESCRIPTION	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL
1.	100 HR.	CUSTODIAL WORKER	\$7.35	\$735.00	NO BID		\$9.66	\$966.00	\$7.56	\$756.00
2.	100 HR.	LABORER	\$7.35	\$735.00	NO BID		\$9.66	\$966.00	NO BID	
3.	3,000 HR.	CASHIER CLERK	\$7.08	\$21,240.00	NO BID		\$8.97	\$26,910.00	\$6.98	\$20,940.00
4.	1,000 HR.	MESSENGER	\$7.01	\$7,010.00	\$8.78	\$8,780.00	\$8.97	\$8,970.00	NO BID	
5.	1,500 HR.	AUTOMOTIVE SERVICE WORKER I	\$7.96	\$11,940.00	NO BID		\$12.42	\$18,630.00	NO BID	
6.	750 HR.	BUILDING MINTENANCE WORKER I	\$12.15	\$9,112.50	NO BID		\$11.04	\$8,280.00	NO BID	
7.	500 HR.	ADMINISTRATIVE ASSISTANT	\$8.96	\$4,480.00	\$10.13	\$5,065.00	\$12.42	\$6,210.00	\$9.96	\$4,980.00
<b>ANNUAL ESTIMATED TOTAL FOR TEMPORARY PERSONNEL</b>			<b>\$55,252.50</b>		<b>\$13,845.00</b>		<b>\$70,932.00</b>		<b>\$26,676.00</b>	

APPROVED BY: 

DATE: 5-19-05

## CITY OF EL PASO BID TABULATION

<b>BID ITEM: TEMPORARY PERSONNEL</b> <b>BID DATE: MAY 18, 2005</b>	<b>BID # 2005-199</b> <b>DEPARTMENT: HUMAN RESOURCES</b>			
	<b>ADVANCE'D TEMPORARIES, INC.</b> <b>EL PASO, TX</b>	<b>BURNETT STAFFING SERVICES</b> <b>EL PASO, TX</b>	<b>HUMANO GROUP, LLC</b> <b>EL PASO, TX</b>	<b>INTEGRATED HUMAN CAPITAL, LLC</b> <b>EL PASO, TX</b>
<p><b>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</b></p> <p><b>BIDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT, AT THE SAME UNIT PRICE, IF THE OPTION IS EXERCISED WITHIN:</b></p> <p><b>A. ONE (1) YER FROM DATE OF AWARD OF THE CONTRACT.</b></p> <p><b>B. NO OPTION OFFERED.</b></p>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<b>PAYMENT TERMS:</b>	1% - 20 DAYS	NET - 30 DAYS	NET - 30 DAYS	NET - 30 DAYS

APPROVED BY:

DATE: 5-19-05

## CITY OF EL PASO BID TABULATION

BID ITEM: TEMPORARY PERSONNEL BID DATE: MAY 18, 2005							BID # 2005-199 DEPARTMENT: HUMAN RESOURCES			
			NEW TIMES STAFFING EL PASO, TX		RMPERSONNEL, INC. EL PASO, TX					
ITEM NO.	ANN. EST. QTY./UNIT	DESCRIPTION	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL	BILLABLE HOUR	YEARLY TOTAL
1.	100 HR.	CUSTODIAL WORKER	\$7.15	\$715.00	\$7.48	\$748.00				
2.	100 HR.	LABORER	\$7.28	\$728.00	\$7.80	\$780.00				
3.	3,000 HR.	CASHIER CLERK	\$7.47	\$22,410.00	\$7.13	\$21,390.00				
4.	1,000 HR.	MESSENGER	\$7.80	\$7,800.00	\$9.00	\$9,000.00				
5.	1,500 HR.	AUTOMOTIVE SERVICE WORKER I	\$8.45	\$12,675.00	\$10.50	\$15,750.00				
6.	750 HR.	BUILDING MINTENANCE WORKER I	\$9.10	\$6,825.00	\$10.40	\$7,800.00				
7.	500 HR.	ADMINISTRATIVE ASSISTANT	\$9.75	\$4,875.00	\$10.71	\$5,355.00				
<b>ANNUAL ESTIMATED TOTAL FOR TEMPORARY PERSONNEL</b>			<b>\$56,028.00</b>		<b>\$60,823.00</b>					

APPROVED BY: 

DATE: 5-19-05

# CITY OF EL PASO BID TABULATION

<b>BID ITEM: TEMPORARY PERSONNEL</b> <b>BID DATE: MAY 18, 2005</b>		<b>BID # 2005-199</b> <b>DEPARTMENT: HUMAN RESOURCES</b>		
	<b>NEW TIMES STAFFING EL PASO, TX</b>	<b>RMPERSONNEL, INC. EL PASO, TX</b>		
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT, AT THE SAME UNIT PRICE, IF THE OPTION IS EXERCISED WITHIN:</p> <p>A. ONE (1) YER FROM DATE OF AWARD OF THE CONTRACT.</p> <p>B. NO OPTION OFFERED.</p>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>  <input type="checkbox"/>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>  <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>  <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>  <input type="checkbox"/>
<b>PAYMENT TERMS:</b>	<b>NET - 30 DAYS</b>	<b>1% - 10 DAYS</b>		
<b>BIDS SOLICITED: 23</b>	<b>BIDS RECEIVED: 6</b>	<b>BIDS LOCAL: 20</b>	<b>NO BID: 1</b>	

APPROVED BY: 

DATE: 5-19-05

KELLY TEMPORARY SERVICES  
7234 N. MESA ST.  
EL PASO, TX 79912

ACCU-STAFF  
1830 GEORGE DIETER  
EL PASO, TX 79936

GAIL DARLING TEMPORARIES  
5500 DONIPHAN  
EL PASO, TX 79932

*IA*

*ANK*

SOUTHWEST STAFFING INC  
12025 ROJAS STE L  
EL PASO TX 79936

RMPERSONNEL, INC.  
4707 MONTANA  
EL PASO, TX 79925

JOHN DROKE  
ADVANCE'D TEMPORARIES  
9900 MONTANA STE B  
EL PASO, TX 79925

SOUTHWEST STAFFING INC  
BECKY GONZALEZ  
12025 ROJAS STE L  
EL PASO TX 79936

ATTN: PAULINE GARCIA  
QUEST HEALTHCARE  
2660 AIRPORT ROAD SUITE 900  
SANTA TERESA, NM 88008

DMDICKASON PERSONNEL  
SERVICES  
4900 N. MESA  
EL PASO, TX 79912

*NO Bid*

ADECCO  
ATTN: MARSHA LEBLANC  
7500 N. MESA SUITE 301  
EL PASO, TX 79912

*NO Bid*

NEW TIMES STAFFING  
ATTN: TISH TIMES  
11709 CHIQUIS LN.  
EL PASO, TX 79936

*FTE*  
*\* see new address*

ALLEGIANCE STAFFING  
ATTN: CATHRYN BAKER  
6065 MONTANA SUITE B-10  
EL PASO, TX 79925

BURNETT STAFFING SPECIALISTS  
6070 GATEWAY EAST STE 200  
EL PASO TX 79902

IN STAFF  
ATTN: JOHN HERNANDEZ  
9530 VISCOUNT STE 1 I  
EL PASO, TX 79925

STAFFING SOLUTIONS  
ATTN: SERGIO AMATO  
9515 GATEWAY WEST, SUITE H  
EL PASO, TX 79925

INTEGRATED HUMAN CAPITAL  
ATTN: DEBBI HESTER  
7300 VISCOUNT, SUITE 103  
EL PASO, TX 79925

ATTN: CYNTHIA CHAVEZ  
SELECT PERSONNEL SERVICES  
1610 ZARAGOSA RD. STE A-2  
EL PASO, TX 79936

NEW TIMES STAFFING \*  
10701 VISTA DEL SOL DR APT 14  
EL PASO, TX 79935-4517

ATTN: TISH TIMES  
NEW TIMES STAFFING  
2200 N. YARBROUGH STE 163-B  
EL PASO, TX 79925-6333

ATTN: RENE AGUALLO  
RELIABLE STAFFING CORPORATION  
7224 BLANCO ROAD  
SAN ANTONIO, TX 78216

ATTN: EVA BROCCOLE  
HUMANO GROUP, LLC  
5959 GATEWAY W. SUITE 218  
EL PASO, TX 79925

ATTN: JENNIFER AVILA  
C2 PORTFOLIO, INC.  
14151 NEWBROOK DRIVE SUITE 120  
CHANTILLY, VA 20151

ATTN: MONICA MORENO  
THE JOB CONNECTION  
8855 VISCOUNT SUITE E  
EL PASO, TX 79925

BID INFORMATION SERVICE  
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER  
PO BOX 5600  
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901

EL PASO HISPANIC CHAMBER OF COMMERCE  
2829 MONTANA AVE, B-100  
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER  
CLASSIFIED/LEGAL SECTION  
PO BOX 20  
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER  
4791 N. MESA  
EL PASO, TX 79902

SAM'S CLUB  
7970 NORTH MESA  
EL PASO, TX 79932

SUBCONTRACTORS ASSOCIATION  
PO BOX 3612  
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY  
2626 NORTHEAST #103  
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901