Date: February 17, 2016

To: Mayor Marco A. Salvino, Sr.

 Vice Mayor Bobbie H. Grace

 Commissioner Chickie Brandimarte

 Commissioner Albert C. Jones

From: Robert Baldwin, City Manager

By: Colin Donnelly, Assistant City Manager

Subject: Temporary Staffing – Southeast Florida Government Purchasing Co-op

The Charter of the City of Dania Beach, Part III, Article 3, Section 4, Subsection (j), authorizes the City Manager to purchase supplies, services, equipment and materials for the City government in amounts in excess of the established monetary threshold ($25,000) without competitive bidding and without advertisement for bids if he is authorized to do so in advance by a resolution adopted by the City Commission;

The City budget has the following planned temporary staffing services budgeted in FY 2016:

* 001-13-00-513-34-10 $5,000 (Human Resources)
* 001-18-00-519-34-10 $20,000 (City Hall Greeter)

However, it has been determined that certain unplanned and unforeseen instances may arise throughout the fiscal year which warrant the use of various temporary personnel services and it has been further determined not every staffing agency provides all positions which may be required throughout the year.

The City Administration has identified a need for temporary staffing services to assist in the maintenance of certain recreation fields.

The Administration is seeking approval to utilize the following three vendors under the Southeast Florida Government Purchasing Cooperative Group Contract 13-D-140F which may exceed a single vendor total of $25,000.00.

* Albion Staffing Solutions, Inc.
* Alpha1 Staffing/Search Firm, LLC
* Tampa Service Co., Inc. d/b/a Pacesetter

All Department use of temporary staffing shall be made in accordance with the Administration’s temporary staffing policy and within the respective Departments’ approved operating budget for FY 2016. The funding for the recreation field maintenance temporary worker, in an estimated amount of $5,000.00, will be made available through a transfer from City Manager Professional Services Account #001-12-01-512-31-10 to Recreation Contractual Services Account #001-72-05-572-34-10. Additional funding in the amount of $9,100.00 is necessary for the City Hall Greeter due to an increase in the hourly rate from $12.00 to $14.43, and will be made available through a transfer from City Manager Professional Services Account #001-12-01-512-31-10 to General Services Administration Contractual Services Account #001-18-00-519-34-10.

Recommendation

The Administration recommends approval of the resolution authorizing the administration to utilize the following three vendors under the Southeast Florida Government Purchasing Cooperative Group Contract 13-D-140F which may exceed a single vendor total of $25,000.00 and approve the budget transfer from the City Manager’s Division.

* Albion Staffing Solutions, Inc.
* Alpha1 Staffing/Search Firm, LLC
* Tampa Service Co., Inc. d/b/a Pacesetter