

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new Contract with **Kelly Services** for temporary, summer Water Management staff.

Backgrounder (if "yes," "See backgrounder information") No

Board Meeting Date: April 21, 2009

Project or Job Name: Water Management Services Summer Staff

Project Contact: Jill Hoyenga Ext. 3619

Purchasing Contact: Quentin Furrow Ext. 3287

Action Requested:	
<input checked="" type="checkbox"/>	Contract Award
<input type="checkbox"/>	Contract Renewal
<input type="checkbox"/>	Contract Increase
<input type="checkbox"/>	Other

Contract Amount:

Original Contract Amount: \$45,000

Additional \$ Previously Approved: \$

Invoices over last approval: \$

Percentage over last approval: %

Amount this Request: \$45,000

Resulting Cumulative Total: \$45,000

Funding Source:	
<input checked="" type="checkbox"/>	Budget
<input type="checkbox"/>	Reserves
<input type="checkbox"/>	New Revenue
<input type="checkbox"/>	Bonding
<input type="checkbox"/>	Other

Contracting Method:

Method of Solicitation: Exemption

If applicable, basis for exemption: EWEB Rule 6-0260 Temporary Services

Term of Agreement: June 15, 2009 – October 9, 2009

Option to Renew? No

Approval for purchases "as needed" for the life of the contract No

Form of Contract:	
<input type="checkbox"/>	Single Purchase
<input type="checkbox"/>	Services
<input checked="" type="checkbox"/>	Personal Services
<input type="checkbox"/>	Construction
<input type="checkbox"/>	IGA
<input type="checkbox"/>	Price Agreement
<input type="checkbox"/>	Other

NARRATIVE:

The Board is being asked to approve a new contract with **Kelly Services** for temporary, summer Water Management Program Assistants.

Each year Water Management Services hires 4 to 5 college students as Seasonal Water Management Assistants to fulfill summer seasonal program services through the Commercial & Industrial Landscape Audit Program. These program Assistants perform on-site water use evaluations for commercial customers. Students are recruited through the Landscape Architecture and Environmental Studies programs at the University of Oregon, the Water Conservation Technician program at Lane Community College, the Environmental Technology program at Clackamas Community College and the Horticulture programs at Oregon State University. Program Assistants work approximately 20 to 40 hours per week performing water use surveys, which includes irrigation system usage.

EWEB is required to comply with Oregon Administrative Rule 690-086-0150: Municipal Water Conservation Element (6)(b) that mandates water supplier to provide technical and financial water assistance programs to encourage and aid residential, commercial and industrial customer in implementation of conservation measures. The temporary Program Assistants help EWEB meet these compliance requirements.

Seasonal Water Management Assistants are selected initially on their qualifications and then from informal interviews with Water Division Staff. Students are hired and paid through a temporary service agency (Kelly Services); no other employment means is available for the temporary employment of these students. Consistent with past years, staff estimates that the cost of these temporary services will be approximately \$45,000. The program runs from June 15, 2009 through October 9, 2009.

ACTION REQUESTED:

Staff requests Board approve award of a new contract with **Kelly Services** for Temporary Water Management Staff. Funds for these services were budgeted for 2009.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____