

## EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an increase to the contract with **Selectemp** for temporary staffing services for moving and light building maintenance.

Backgrounder: No

Board Meeting Date: Tuesday, April 24, 2009

Project or Job Name: Temporary Help for Building Maintenance

Project Contact: Nick Holmes Ext. 3909

Purchasing Contact: Cindy McLaren Ext. 3276

### Contract Amount:

Original Contract Amount: \$ 22,000

Additional \$ Previously Approved: \$ 0.00

Invoices over last approval: \$ 0.00

Percentage over last approval: N/A %

Amount this Request: \$ N/A

**Resulting Cumulative Total:** \$ 22,000

### Action Requested:

Contract Award  
 Contract Renewal  
 Contract Increase  
 Other

### Funding Source:

Budget  
 Reserves  
 New Revenue  
 Bonding  
 Other

### Contracting Method:

Method of Solicitation: City of Eugene Contract

If applicable, basis for exemption: \_\_\_\_\_

Term of Agreement: February 2009 through April 2009

Option to Renew? No

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

### Form of Contract:

Single Purchase  
 Services  
 Personal Services  
 Construction  
 IGA  
 Price Agreement  
 Other

## NARRATIVE

The Board is being asked to approve an increase to the contract with **Selectemp** for temporary staffing services for moving and light building maintenance.

In November 2009, Building Maintenance contracted for temporary help to assist with the current renovations and moves at EWEB's Headquarters. It was anticipated that the renovations and office moves would be completed in two months, and the total cost would be under \$20,000. Temporary staff for moving and light maintenance work was needed to free up the maintenance staff, to be able to perform their other duties; and that work continued into March 2009.

This temporary work has been completed, but final invoices (currently totally \$21,087) are exceeding the Board approval threshold. Staff apologizes for the oversight and is coming to the Board at this time to make the Board aware of this contract and to ask for approval, so the outstanding invoices may be paid.

### ACTION REQUESTED:

The Board is being asked to approve an increase to the contract with **Selectemp** for temporary staffing services for moving and light building maintenance. 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: \_\_\_\_\_