

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, Inc.** for Temporary Staffing Services for the Generation Department.

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

Board Meeting Date: January 11, 2010

Project or Job Name: Temporary help for Generation Engineering

Project Contact: Catrin Van Donkelaar Ext. 7367

Purchasing Contact: Ramie Alkire Ext. 7413

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 19,500

Additional \$ Previously Approved: \$ 0.00

Invoices over last approval: \$ 0.00

Percentage over last approval: N/A %

Amount this Request: \$ 17,000

Resulting Cumulative Total: \$ 36,500

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: ORS 279A.215 Permissive Coop Procurements
(City of Eugene Contract)

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

Term of Agreement: January, 2010 to December, 2010

Option to Renew? No

Approval for purchases "as needed" for the life of the contract Yes

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, Inc.** for Temporary Staffing Services for the Generation Department.

In March 2009, Generation Engineering has contracted with SelecTemp for temporary administrative services. The temporary administrative assistant has become a key support person for completing documentation of the Leaburg-Walterville License implementation, Carmen-Smith operation manual digitization, and support of engineering staff, which allows them to focus on technical work.

The original estimated cost of these services was under \$20,000 (the required Board approval threshold), but continued assistance with the Leaburg-Walterville documentation and administrative support for engineering will cross the \$20,000 threshold. This additional funding will allow staff to continue to use the administrative services through December 31, 2010.

Additional funds are being requested at this time to allow continued use of the temporary services until the Leaburg-Walterville documentation and Carmen-Smith operation manual digitization is completed.

ACTION REQUESTED:

The Board is being asked to approve an increase to the contract with **Selectemp** for temporary administrative services for Generation Engineering. Funds for these services were budgeted for 2010.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____