



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

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**File #:** 18-01123, **Version:** 1

**Item #:** C-18.

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**CC - (1) Waiver of Formal Competitive Bidding Procedures; and (2) Approval of Professional Services Agreements with Various Temporary Staffing Agencies.**

**Meeting Date:** April 23, 2018

**Contact Person/Dept:** Serena Wright/Administrative Services

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (04/18/18);

**Department Approval:** Serena Wright-Black, Administrative Services Director (04/11/18)

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### RECOMMENDATION

Staff recommends the City Council (1) waive formal competitive bidding procedures; and (2) approve professional services agreements with various temporary staffing agencies to provide contingent staffing to operating departments.

### BACKGROUND/DISCUSSION

From time to time, operating departments require temporary staff to backfill vacancies or provide additional support for special projects. Such staffing is often needed with little advance notice. In order to respond to these issues, Human Resources is recommending that City Council approve professional services agreements with various staffing agencies to be used on an as-needed basis.

Staff has identified the following agencies that provide personnel offering diverse skill sets and experience.

- Absolute Employment Solutions
- Act One

- Adecco
- Aerotek
- Corestaff
- Chrysalis
- PrideStaff
- Superb Tech, Inc.
- Volt Services

Culver City Municipal Code (CCMC) § 3.07.085 exempts professional services from the formal competitive bid process. However, pursuant to CCMC Section 3.07.050, where the same consultant has been utilized for a period of five years, the formal bidding procedures shall apply unless waived by the City Council. In this case, City staff is requesting that the City Council waive this requirement for the reasons stated above, in accordance with CCMC § 3.07.075.E.3.

### **FISCAL ANALYSIS**

The hourly rate varies by agency and is also dependent upon the type of skills and experience required. Funding for temporary staff will be paid individually from each associated departments line item based upon approved budget.

### **ATTACHMENTS**

None

### **MOTION**

That the City Council:

1. Pursuant to CCMC Section 3.07.075.E.3, waive formal competitive bidding procedures; and
2. Approve professional services agreements with various temporary staffing agencies; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.