



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: May 27, 2022
TO: Chris Wilson, Assistant City Manager

FROM: Patricia Martin, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to execute contract number 2022-11004 for Temporary Labor with Blue Arbor Inc. for the Water Resources Department.

Solicitation:

The Water Resources Department requested a contract for Temporary Labor. Procurement Services conducted Event 10524 to secure a contract for this service. There was four (4) bidders on this event however two (2) responsive proposals. Blue Arbor Inc. was selected as the best value to provide this service.

Recommendation:

The Procurement Services Division concurs with the recommendation of the Water Resource Department to approve this contract with Blue Arbor Inc.

Outreach:

- There were 1173 vendors solicited through GePS.
- There were 12 M/WBE vendors notified from the list provided by the M/WBE office.
- There were 2,796 vendors notified from the IPS website.
- Blue Arbor Inc. is a registered HUB vendor.

Financial information:

- Encumbrances will be applied per year as follows:

Customer Service	501-7012-01.5414	\$156,000 annually
Water Reclamation	501-7056-01.5414	\$62,400 annually
Water Supply	501-7023-01.5414	\$156,000 annually
- Contract Term: July 15, 2022 through July 14, 2025
- FY23
- Estimated annual contract value: \$374,400.00
- Estimated lifetime contract award amount: \$1,123,200.00

Attachment/PM