



Legislation Text

File #: 21-0663, **Version:** 2

Resolution to Award a Contract to Manpower, Inc. of Southeastern Michigan for Temporary Staffing Services for Public Works (RFP # 21- 09)

Attached for your review and approval is a resolution to award a professional services contract to Manpower Inc. of Southeastern Michigan for temporary staffing services for a period of up to three (3) years, with an option to extend for two (2) additional one (1) year periods if approved by the City Administrator.

The Public Works Unit is responsible for core services such as solid waste collection and public infrastructure maintenance. Temporary staff are employed to support seasonal workload fluctuations and to temporarily fill gaps caused by staffing shortages. The City has historically had a difficult time directly recruiting a qualified and competent temporary workforce in these areas but has had success when utilizing temporary staffing services. Utilization of a temporary staffing agency will help ensure there is no interruption in core services.

RFP # 21-09 was issued on February 18, 2021 and was advertised on the City's website and on the Michigan Inter-Governmental Trade Network (MITN) website. Three (3) proposals were received and publicly opened on March 16, 2021. A selection committee of Public Works staff reviewed the proposals and selected the firms most qualified to perform the required services. The firms were evaluated and scored on the following criteria:

- Professional Qualifications (20 points)
- Past Involvement with Similar Projects (30 points)
- Proposed Work Plan (30 points)
- Fee Proposal (20 points) - Fee proposals were opened and reviewed for the two (2) proposals with the most awarded points for the preceding three (3) categories.

After reviewing and scoring the proposals, staff ranked the responding firms in the following order:

1. Manpower, Inc. of Southeastern Michigan
2. A & Associates, INC.
3. Diskriter Inc.

Manpower, Inc. of Southeastern Michigan was selected based on the professional qualifications, past involvement with similar projects including previous work for the City of Ann Arbor, as well as their work plan and the fee proposal.

Budget/Fiscal Impact: It is anticipated that up to 5500 labor hours per fiscal year may be needed. However, a more refined estimate is difficult due to the unpredictability of turnover and resulting recruitment needs. Personnel funding for the first year is available in the approved FY22 Public Works Operations and Maintenance budgets to be charged as appropriate and will be available in subsequent annual budgets if approved by Council.

Manpower, Inc. of Southeastern Michigan comply with the City's Non-Discrimination and Living Wage ordinances.

This agreement covers the period of July 1, 2021 through June 30, 2024 and may be extended for up to two (2) additional one (1) year periods, subject to agreement by the City and the Contractor.

Prepared by: Cara Arbeit, Public Works Office Manager

Reviewed by: Molly Maciejewski, Public Works Manager

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Tom Crawford, City Administrator

Whereas, the Public Works Unit is responsible for core services such as solid waste collection and public infrastructure maintenance;

Whereas, Temporary staff are employed to support seasonal workload fluctuations and to temporarily fill gaps caused by staffing shortages;

Whereas, These core services cannot be interrupted by seasonal workload demands, staff turnover and recruiting and onboarding permanent employees;

Whereas, The need for temporary labor is dependent upon employee turnover and therefore difficult to accurately predict;

Whereas, RFP # 21-09 was issued on February 18, 2021 for Public Works temporary staffing services and three (3) proposals were received and publicly opened on March 16, 2021;

Whereas, Manpower Inc. of Southeastern Michigan has developed a work plan which includes local recruitment efforts and screening process that meets the operational needs of Public Works;

Whereas, Proposals were reviewed by Procurement and evaluated by City staff based on professional qualifications, past involvement with similar projects, proposed work plan and fee proposal;

Whereas, Public Works would like to award a professional services contract to Manpower Inc. of Southeastern Michigan for temporary staffing services for a period of up to one (1) year;

Whereas, Funding is available in the approved FY22 Public Works Operations and Maintenance budgets to be charged as appropriate and will be available in subsequent annual budgets if approved by Council; and

Whereas, Manpower Inc. of Southeastern Michigan complies with the City of Ann Arbor's Non-Discrimination and Living Wage Ordinances;

RESOLVED, That City Council approve the award of a one year contract to Manpower Inc. of Southeastern Michigan for Temporary Employees;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney;

and

RESOLVED, That the City Administrator be authorized to take the necessary actions to implement this resolution.

As Amended and Approved by Ann Arbor City Council on June 21, 2021.