

RESOLUTION 2004-149

AUTHORIZING AN INCREASE TO CONTRACT 2004-095 WITH ALLIANCE STAFFING SOLUTIONS TO PROVIDE ADDITIONAL TEMPORARY SERVICES IN AN AMOUNT NOT TO EXCEED \$5,000.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$29,500.00 (GENERAL FUND – ACCOUNTING DEPARTMENT BUDGET).

WHEREAS, services to provide a temporary Payroll Clerk were competitively procured due to a vacancy; and

WHEREAS, a small purchase contract was entered into with Alliance Staffing Solutions located at 6200 Rockside Woods Boulevard, Suite 215, Independence, Ohio 44131 to provide a temporary Payroll Clerk at a price not to exceed \$24,500.00; and

WHEREAS, additional services are required and it is necessary to increase the price of said contract by an amount not to exceed \$5,000.00 to fund this contract through December 31, 2004 or until the position can be filled; and

WHEREAS, the General Manager/Secretary-Treasurer has deemed it in the best interest of the Authority to obtain these additional services through Alliance Staffing Solutions; and

WHEREAS, said increase will exceed the General Manager/Secretary-Treasurer's small purchase authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Alliance Staffing Solutions to provide additional temporary payroll clerical services, as negotiated, be and the same is hereby accepted.

Section 2. That the General Manager/Secretary-Treasurer of the Authority be and he is hereby authorized to amend contract 2004-095 with Alliance Staffing Solutions to provide additional payroll clerical services.

Section 3. That said amendment shall be payable out of the General Fund, Accounting Department budget in an amount not to exceed five thousand & 00/100 dollars (\$5,000.00) for a total contract amount not to exceed twenty-nine thousand five hundred & 00/100 dollars (\$29,500.00).

Section 4. That all other terms and conditions of said contract shall remain unchanged.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: November 16, 2004



President

Attest: 

CEO, General Manager/Secretary-Treasurer



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Title/Description: AUTHORIZING AN INCREASE TO CONTRACT 2004-095 WITH ALLIANCE STAFFING SOLUTIONS TO PROVIDE ADDITIONAL TEMPORARY SERVICES IN AN AMOUNT NOT TO EXCEED \$5,000.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$29,500.00 (GENERAL FUND – ACCOUNTING DEPARTMENT BUDGET).	Resolution No.: 2004- 149
	Date: November 11, 2004
	Initiator: Accounting Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

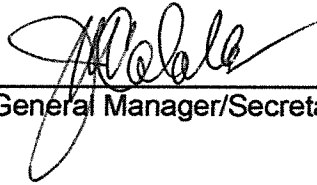
- 1.0 PURPOSE/SCOPE: This action will allow the Authority to enter into a change order with Alliance Staffing Solutions to continue to provide the services of a temporary Payroll Clerk.
- 2.0 DESCRIPTION/JUSTIFICATION: At the time this contract was awarded, the Authority anticipated that the vacant Payroll Clerk position would be filled by October 2004 and that outside services would not be required beyond that time. The estimated cost for that term was \$24,500.00. There are critical tasks that the payroll clerk provides to the Authority to process the weekly payrolls.
- 3.0 PROCUREMENT BACKGROUND: In June 2004, the Authority competitively procured and entered into a small purchase contract with Alliance Staffing Solutions to provide a temporary Payroll Clerk at a price not to exceed \$24,500.00. Subsequently, the Authority has determined that, due to this continued vacancy, additional services are required until this position can be filled. An estimated \$5,000.00 will be required to fund this extension at the original contract bill rate. Since the amount exceeds the small purchase limit, Board authorization is required.

A price analysis has been performed and the Procurement Department has determined the hourly rate to be fair and reasonable to the Authority.
- 4.0 AFFIRMATIVE ACTION/ DBE BACKGROUND: The Office of Business Development does not conduct Affirmative Action reviews on contracts determined to be personnel services contracts.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This change order is funded through the General Fund, Accounting Department budget in an amount not to exceed five thousand & 00/100 dollars (\$5,000.00) for a total contract amount not to exceed twenty-nine thousand five hundred & 00/100 dollars (\$29,500.00).
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this change order will create a Payroll Clerk vacancy leaving the Authority without critical support.

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- 8.0 RECOMMENDATION: It is recommended that the change order be accepted and the resolution passed authorizing the General Manager/Secretary-Treasurer to modify the contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to
the availability of funds, legal form and conformance
with the Procurement Requirements.



CEO, General Manager/Secretary-Treasurer