

RESOLUTION NO. 2006-124

AUTHORIZING AN INCREASE TO CONTRACT NO. 2006-074 WITH ARNELLA M. SIGLER TO PROVIDE ADDITIONAL TEMPORARY PAYROLL SERVICES IN AN AMOUNT NOT TO EXCEED \$5,000.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$30,000.00 (GENERAL FUND, ACCOUNTING DEPARTMENT BUDGET)

WHEREAS, the Authority required the services of a temporary Payroll Clerk to fill a vacancy created due to medical leave; and

WHEREAS, after negotiations, a small purchase contract was entered into with Arnella M. Sigler located at 3560 East 118<sup>th</sup> Street, Cleveland, Ohio 44105 to provide temporary payroll clerical services in an amount not to exceed \$25,000.00; and

WHEREAS, additional services are required and it is necessary to increase the price of said contract in an amount not to exceed \$5,000.00 to fund this contract through August 31, 2006 or until the vacancy can be filled; and

WHEREAS, the General Manager/Secretary-Treasurer deems it in the best interest of the Authority to obtain these additional services from Arnella M. Sigler; 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 Arnella M. Sigler to continue to provide 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 No. 2006-074 with Arnella M. Sigler to provide these additional services.

Section 3. That said amendment shall be payable from 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 thirty thousand & 00/100 dollars (\$30,000.00).

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: July 18, 2006

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
CEO, General Manager/Secretary-Treasurer



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

TITLE/DESCRIPTION: AUTHORIZING AN INCREASE TO CONTRACT NO. 2006-074 WITH ARNELLA M. SIGLER TO PROVIDE ADDITIONAL TEMPORARY PAYROLL SERVICES IN AN AMOUNT NOT TO EXCEED \$5,000.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$30,000.00 (GENERAL FUND, ACCOUNTING DEPARTMENT BUDGET)

Resolution No.:  
2006-124

Date:  
July 13, 2006

Initiator: Accounting  
Department

ACTION REQUEST:

Approval     Review/Comment     Information Only     Other \_\_\_\_\_

- 1.0 PURPOSE/SCOPE: This action will allow the Authority to enter into a change order with Arnella M. Sigler to continue to provide payroll clerical services.
- 2.0 DESCRIPTION/JUSTIFICATION: At the time this contract was awarded, the Authority anticipated that its employee would be returning from medical leave before June 30, 2006. Based on recent information, it is now necessary to extend the services of the temporary Payroll Clerk through August 31, 2006 or until the now vacant position can be filled.
- 3.0 PROCUREMENT BACKGROUND: In January 2006, the Authority entered into a small purchase contract with Arnella M. Sigler to provide temporary payroll clerical services in a negotiated amount not to exceed \$25,000.00. This open position has been posted by the Human Resource Department and it is anticipated that it will be filled by August 31, 2006. Subsequently, the Authority has determined that, due to this continued vacancy, additional services are required until a permanent employee can be hired. An estimated \$5,000 will be required to fund this extension at the original negotiated 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 or establish DBE participation goals on small purchases or any procurement that was initially \$25,000.00 or less.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This change order will be funded from 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 thirty thousand & 00/100 dollars (\$30,000.00). This is the budgeted amount for this increase.
- 7.0 ALTERNATIVES: Reject this bid. Rejection of this change order will create a Payroll Clerk vacancy leaving the Authority without critical support.

- 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.

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CEO, General Manager/Secretary-Treasurer