

## Eugene Water & Electric Board Consent Calendar Request

Date: 10/21/08

Staff Contact: Kevin McCarthy Ext. 3778

### For Contract Awards, Renewals and Increases:

Project or Job Number: Job No. 824

Project or Job Name: Temporary Services

Vendor's name: SelecTemp

Original Contract Amount: \$19,500

Additional \$ Previously Approved: \$10,000

**Amount this Request:** **\$10,000**

Cumulative Amount: \$39,500  
Including this request

Method of Solicitation: Exemption  
(Formal bid, informal quote, RFP, exemption, other)

Means of Advertisement: N/A  
(Applies to Solicitation)

Results of Solicitation: N/A

If applicable, basis for exemption: EWEB Rule 6-0260: Contracts for Temporary Services

Term of Agreement: February, 2008 – December 31, 2008

Option to Renew? no

### Action:

**X** Contract Award  
       Contract Renewal  
       Contract Increase  
       Other

### Agreement Covers:

       Goods  
**X** Services  
       Personal Services  
       Public Works

### Form of Agreement:

       Price Agreement  
       PSC/SC  
       Construction Contract  
       IGA  
**X** Other (PO)

### Funding Source:

**X** Budget  
       Reserves  
       New Revenue  
       Bonding  
       Other

Admin. Assistant: RA

The Board is being asked to approve an increase to an existing contract with **SelecTemp** for temporary services for building maintenance support.

EWEB's Building Maintenance Department contracted with SelecTemp in February 2008, for a temporary worker to cover an existing staff's short-term disability absence. While the exact duration of the absence was unknown (conditioned on patient recovery), Facilities estimated the cost of the needed services would be less than \$20,000 (the Board approval threshold for services). However, the absence has extended beyond the anticipated patient recovery date and continued temporary services are required.

Board approval to add additional funds to this contract was requested and granted in September 2008. The consent item stated that the services would be continued through November 1, 2008. Staff is requesting an additional increase to the contract through December 31, 2008 due to the continued absence of the existing staff. This contract may be terminated at anytime when services are no longer required.

Staff requests the Board approve an increase to an existing contract with **SelecTemp** for temporary services for building maintenance support. 2008 budget funds are available for these additional services.

**Signature Authority:**

Project Coordinator: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Risk Manager Signature: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_ Date: \_\_\_\_\_