

Information for Town Council Meeting on October 12, 2021

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO Town Purchasing Manager

RE: Resolution Approving the Award Authority to Resolution No. 92-2019, Temporary Semi Skilled Staff to Spur Employment Inc. in the Amount of \$991,780 and Establish a Contingency of \$250,000 for a Total Award of \$1,241,780 for FY22, **Resolution No. 128-2021**

DATE: 28 September 2021

STAFF RECOMMENDATION

Staff recommends Town Council approve the award authority to Resolution No. 92-2019, Temporary Semi Skilled Staff to Spur Employment Inc. in the amount of \$991,780 and establish a contingency of \$250,000 for a total award of \$1,241,780 for FY22.

SUMMARY EXPLANATION/BACKGROUND

The Town has engaged the use of Temporary Semi Skilled Staff to supplement Town-wide operations. The use of Temporary Staffing offsets onboarding of Town Positions along with the respective overhead. Each budget year, Departments determine the needs and request allocations.

The FY22 requests are as follows:

CONTRACTUAL LABOR FOR GOLF COURSE PRO SHOP INSIDE AND OUTSIDE STAFF	\$234,700.00	SPUR STAFFING, INC.
CONTRACTUAL LABOR FOR GOLF COURSE MAINTENANCE	\$242,240.00	SPUR STAFFING, INC.
CLUB HOUSE MAINTENANCE LABOR	\$40,000.00	SPUR STAFFING, INC.
CONTRACTED PARKING ENFORCEMENT OFFICERS - SPUR STAFFING	\$60,000.00	SPUR STAFFING, INC.
CONTRACTUAL LABOR TENNIS - SPUR STAFFING	\$80,000.00	SPUR STAFFING, INC.
CONTRACTUAL LABOR FOR RECREATION - SPUR STAFFING	\$150,800.00	SPUR STAFFING, INC.
CONTRACTED EMPLOYEES FOR PD VEHICLE TECH	\$27,040.00	SPUR STAFFING, INC.
CONTRACTUAL LABOR FOR THE MARINA - SPUR STAFFING	\$112,000.00	SPUR STAFFING, INC.
CONTRACTUAL LABOR FOR LIFEGUARD - SPUR STAFFING	\$45,000.00	SPUR STAFFING, INC.

\$991,780.00

In 2019, Town Purchasing issued Bid No. 2019-26. Spur Employment Inc. was awarded the contract based on percentage markup. The vendor has had above satisfactory ratings in the performance of their contract with the Town.

FISCAL IMPACT/FUNDING SOURCE

The funding for these programs will be from the respective Departments' operating budgets.

USER DEPARTMENT CONCURRENCE

The respective departments are in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. The review included conducting market research.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Carolyn Stone, Director, Assistant Town Manager
Nicholas Caristo, Police Chief
Darrel Donatto, Fire Chief
Duke Basha, Assistant Purchasing Manager