



**City of Coral Gables
CITY COMMISSION MEETING
August 25, 2020**

ITEM TITLE:

Resolution. A Resolution accepting the recommendation of the Chief Procurement Officer to approve a change order pursuant to Section 2-764(b), Approval of Change Orders and Contract Modifications, of the Procurement Code and increase the spending authority on the Managed Service Provider Services contract RFP 8-43 with Guidesoft, Inc., dba Knowledge Services, in the estimated amount of \$780,674.00 not to exceed the available budget.

DEPARTMENT HEAD RECOMMENDATION:

Approval.

BRIEF HISTORY:

On May 1, 2020, the City entered into a piggyback agreement pursuant to Section 2-945 of the Procurement Code entitled “Use of Other Governmental Unit Contracts (Piggyback), with Guidesoft Inc, dba Knowledge Services, a State of Indiana contract (managed by the State of Florida), for Managed Service Provider Services. The contract allows for City departments to request temporary labor through the vendor that provides ready productive employees.

Due to the on-going need for managed provider services, City departments would like to extend their spending authority through the end of the contract term on December 31, 2021. There are currently three (3) divisions utilizing this piggyback contract. Detailed explanations from the departments are below:

Public Works Landscape Services Division relies on an average of six (6) temporary workers on an ongoing basis throughout the year, in order to fully staff their landscape maintenance and operations crews. These temporary workers are particularly critical during the hot and rainy summer months as their local landscape is rapidly growing, and it is the time of year that requires the highest level of maintenance. Without these temporary workers, the Public Works Landscape Services Division would not be able to complete the landscape maintenance cycles satisfactory and to the expected level of service.

Public Works Sanitation Division anticipates utilizing three (3) employees for the summer season as the workload increases during the hot seasons. The three (3) temporary employees help operations to carry on regularly. The division relies on these temporary staffing to fill vacancies before the employees are brought onboard through Human Resources. The Division anticipates it will need three (3) employees during the summer months every year.

Coral Gables TV will be utilizing one (1) temporary worker to function as CGTV reporter/producer. This temporary worker will fulfill television production functions on a week-to-week basis, depending on the work requirements, as directed by Multimedia Production Manager.

The funding request will cover each of these departments until the end of the contract term on December 31, 2021. All amounts indicated below are based on available budget in the proposed years and are also not to exceed amounts.

FINANCIAL INFORMATION:

No.	Amount	Account No.	Source of Funds
1	\$53,650	001-1030-573-31-90	CCTV
2	\$42,000	001-6130-539-31-90	FY-20 Operating Budget
3	\$450,800	001-6130-539-31-90	FY-21 Operating Budget
4	\$126,224	001-6130-539-31-90	FY 22- Operating Budget
5	\$108,000	001-6120-534-31-90	Sanitation Division
Total:	\$780,674.00		

ATTACHMENT(S):

- Draft Resolution**