

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Material Recovery Facility – Temporary Services

**From:** Terry Houk – Public Services Director  
Robby Stone – Asst. Director Public Services

**Meeting Date:** August 7, 2017

**Public Hearing:** N/A

**Advertising Date:** N/A  
**Advertised By:** On-Call

**Attachments:** Formal Bid Recommendation

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### **PURPOSE:**

The City budgeted for full time temporary service employees to at the Material Recovery Facility (MRF) until scheduled upgrades are complete. The scope of services will authorize the City to utilize temporary labor services for the purpose of assisting with current manual sorting of recyclable materials.

### **BACKGROUND:**

The services to be provided with this agreement involve providing temporary service employees to assist with manual sorting on the picking line. A RFP process was conducted and People Ready provided was the lowest responsible responding firm. These services are needed to continue processing recyclable materials collected from the customer base through the completion of the facility upgrade.

### **BUDGET IMPACT:**

Funds are available in the 2017-2018 Annual Budget.

### **RECOMMENDATION / ACTION REQUESTED:**

The Public Services Department recommends City Council approval to award the temporary services to People Ready in the amount of \$140,000.00.



**FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Public Services - Material Recovery Facility**

COUNCIL AGENDA DATE: **August 7, 2017**

BID NO.: **12-101316**

CONTRACT NO.:

DATE OPENED: **Oct 13, 2016**

**DESCRIPTION:**

The services to be provided with this agreement involve providing temporary service employees to assist with manual sorting on the picking line. A RFP process was conducted and People Ready provided was the lowest responsible responding firm.

**PURPOSE:**

The City budgeted for full time temporary service employees to at the Material Recovery Facility (MRF) until scheduled upgrades are complete. The scope of services will authorize the City to utilize temporary labor services for the purpose of assisting with current manual sorting of recyclable materials.

**COMMENTS:**

RECOMMEND AWARD TO: **People Ready**

AMOUNT: **140,000.00**

**JUSTIFICATION:**

People Ready was the lowest responsive firm.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
661742	527202			140,000.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Terry Houk**

Digitally signed by Terry Houk  
DN: cn=Terry Houk, o=City of High Point, ou=Public  
Services, email=terry.houk@highpointnc.gov, c=US  
Date: 2017.07.21 11:04:01 -0400

DATE: **Jul 21, 2017**

The Purchasing Division concurs with recommendation submitted by the **Public Services** and recommends award to the lowest responsible, responsive bidder **People Ready** in the amount of \$ **140,000.00**.

PURCHASING MANAGER: **Erik Conti**

Digitally signed by Erik Conti  
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email=erik.conti@highpointnc.gov, c=US  
Date: 2017.07.24 15:42:21 -0400

DATE: **Jul 24, 2017**

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: 

Digitally signed by Jeffrey A. Moore  
DN: cn=Jeffrey A. Moore, o=City of High Point, NC,  
ou=Financial Services Director, email=jffmoore@highpointnc.gov, c=US  
Date: 2017.07.26 11:16:37 -0400

DATE: **Jul 26, 2017**

CITY MANAGER: **Greg Demko**

Digitally signed by Greg Demko  
DN: cn=Greg Demko, o=High Point, ou=High Point,  
email=greg.demko@highpointnc.gov, c=US  
Date: 2017.07.27 11:23:51 -0400

DATE: **Jul 27, 2017**