

# 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:** June 18, 2018

**Public Hearing:** N/A

**Advertising Date:** 5/4/2018

**Advertised By:** RFP

**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). The scope of services will authorize the City to utilize temporary labor services for the purpose of assisting with current sorting of recyclable materials.

### **BACKGROUND:**

The services to be provided with this agreement involve providing temporary service employees to assist with QA/QC and 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.

### **BUDGET IMPACT:**

Funds for temporary services are in the Material Recovery Facility operating budget for next FY2018-2019.

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

The Public Services Department recommends approval of the contract and that the appropriate City official be authorized to execute all necessary documents to award unit prices for the temporary services to People Ready in the estimated annual amount of \$100,000.00 - \$120,000.00.



**FORMAL BID RECOMMENDATION  
REQUEST FOR COUNCIL APPROVAL**

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

COUNCIL AGENDA DATE: **June 18, 2018**

BID NO.: **4047-060118** CONTRACT NO.:  DATE OPENED: **June 1, 2018**

**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 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: **100,000.00**

**JUSTIFICATION:**

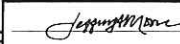
People Ready was the lowest responsive firm. An evaluation matrix and review team selected People Ready to provide the temporary services.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
661742	527202			100,000.00
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: **Terry Houk** Digitally signed by Terry Houk  
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Services, email=terry.houk@highpointnc.gov, c=US  
Date: 2018.06.06 07:01:04 -0400 DATE: **Jun 6, 2018**

The Purchasing Division concurs with recommendation submitted by the **Public Services** and recommends award to the lowest responsible, responsive bidder **PeopleReady** in the amount of \$ **100,000.00**.

PURCHASING MANAGER: **Erik Conti** Digitally signed by Erik Conti  
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Approved for Submission to Council  
FINANCIAL SERVICES DIRECTOR:  Digitally signed by Jeffrey A. Moore  
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Date: 2018.06.11 13:31:42 -0400 DATE: **Jun 11, 2018**

CITY MANAGER: **Greg Demko** Digitally signed by Greg Demko  
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