

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Vanessa Bronsema, Human Resources Director
Magan Waltari, Procurement & Grants Coordinator

DATE: October 15, 2020

SUBJECT: Consideration of Entering into an Agreement with Express Personnel, Inc.
for Temporary Staffing Services

RECOMMENDATION

The Executive Committee met on October 8, 2020 and recommended that the Board of Directors approve WTA entering into an agreement with Express Personnel for temporary staffing services for three (3) years and authorize the General Manager to extend the agreement under its renewal options without the need for further Board approval.

BACKGROUND

WTA hires temporary staff through a staffing agency, ensuring Affordable Care Act and Washington State Paid Sick Leave compliance by the staffing agency. Temporary employees are screened including background reviews, driver's license abstracts, and drug and alcohol testing. Similarly, the temporary staffing agency also reviews and verifies potential temporary staff to ensure candidates have the desired skills and competency for the required positions, including any particular skills identified by WTA.

Staff issued a Request for Proposals (RFP) on June 22, 2020. Proposers were required to have experience with temporary staffing, be able to place temporary employees in a variety of work assignments including clerical, facilities and non-skilled labor, and IT, and provide all human resources and personnel administration.

The opportunity was advertised in five (5) locations including Washington State's Office of Women & Minority Business Enterprise (OWMBE) and Washington State's Procurement Technical Assistance Center (PTAC), WTA's website, the Bellingham Herald, and Washington Enterprise Business Solution (WEBS). A vendor list was also established. Of 97 known RFP holders, there were seven (7) respondents. WTA and staff interviewed the top five (5) firms and considered Express Personnel to be the most responsive and responsible proposer who offered a fair and reasonable price.

FISCAL IMPACT

The expected financial impact is about \$70,000 per year based on previous use of this service; the 2020 budget already includes funds to accommodate this request. Future funding will be budgeted during the annual process. The total contract term, with all extensions is six (6) years.

D. CITIZEN COMMUNICATIONS

None

E. BOARD ACTION - CONSENT AGENDA

E.1 Consideration of Approval of Minutes – September 17, 2020 Board Meeting

E.2 Consideration of Approval of September 1-30, 2020 Expenditures

Recommendation: That the Board of Directors approve the September 1-30, 2020 payable and payroll expenditures as listed in the packet.

E.3 Consideration of Extension of Existing Contract for Janitorial Services

Recommendation: The Executive Committee met on October 8, 2020 and recommended that the Board of Directors approve a two (2) year contract extension with Advantage Building Services of Everett, WA for Janitorial and Window Cleaning Services for a total of \$358,000 and increase the 2020 purchase order by \$16,000 for a total of \$170,000 and authorize the General Manager to extend this agreement under its renewal options without the need for further Board approval.

MOTION BY KORTHUIS, SECONDED BY SIDHU THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING:

- APPROVAL OF THE MINUTES FROM THE SEPTEMBER 17, 2020 BOARD MEETING
- APPROVAL OF THE SEPTEMBER 1-30, 2020 EXPENDITURES
- APPROVAL OF A TWO YEAR EXTENSION OF THE EXISTING CONTRACT WITH ADVANTAGE BUILDING SERVICES OF EVERETT, WA FOR JANITORIAL SERVICES FOR A TOTAL OF \$358,000 AND INCREASE THE 2020 PURCHASE ORDER BY \$16,000 FOR A TOAL OF \$170,000 AND AUTHORIZE THE GENERAL MANAGER TO EXTEND THIS AGREEMENT UNDER ITS RENEWAL OPTIONS WITHOUT THE NEED FOR FURTHER BOARD APPROVAL.

The motion passed 9 – 0.

F. BOARD ACTION

F.1 Consideration of Award of Contract to Provide Temporary Labor Services

Recommendation: The Executive Committee met on October 8, 2020 and recommended that the Board of Directors approve WTA entering into an agreement with Express Personnel for temporary staffing services for three (3) years and authorize the General Manager to extend the agreement under its renewal options without the need for further Board approval.

Vanessa Bronsema, HR Director, gave an overview of this item and answered Board member questions.

MOTION BY SIDHU, SECONDED BY DONOVAN THAT THE BOARD OF DIRECTORS APPROVE WTA ENTERING INTO AN AGREEMENT WITH EXPRESS PERSONNEL FOR TEMPORARY STAFFING SERVICES FOR THREE YEARS AND AUTHORIZE THE GENERAL MANAGER TO EXTEND THE AGREEMENT UNDER ITS RENEWAL OPTIONS WITHOUT THE NEED FOR FURTHER BOARD APPROVAL.

The motion passed 9 – 0.

F.2 Consideration of Amending Certain WTA Policies as Applicable to the Board of Directors and Municipal Officers

Recommendation: That the Board of Directors approve amending two policies, included in Resolution #293-18 adopted on March 15, 2018, per counsel direction:

- Establishing WTA's Code of Ethics
- Avoiding Conflicts of Interest

Shonda Shipman, Finance Director, gave an overview of this item as well as item F.3 listed below, and answered Board member questions.

(Motion to approve both F.2 and F.3 shown below.)

F.3 Consideration of Resolution #313-20 Adopting a Policy “Defining the Rules regarding Awards, Prizes, and Gifts”

Recommendation: That the Board of Directors approve Resolution #313-20 and the policy Defining Rules Regarding Awards, Prizes and Gifts.

MOTION BY DONOVAN, SECONDED BY HAWKINSON THAT THE BOARD OF DIRECTORS APPROVE AMENDING TWO POLICIES, “ESTABLISHING WTA’S CODE OF ETHICS” AND “AVOIDING CONFLICTS OF INTEREST” INCLUDED IN RESOLUTION #293-18 ADOPTED ON MARCH 15, 2018, PER LEGAL COUNSEL DIRECTION; AND THAT THE BOARD APPROVE RESOLUTION #313-20 AND THE POLICY DEFINING RULES REGARDING AWARDS, PRIZES, AND GIFTS.

The motion passed 9 – 0.