



## CITY OF GRAND PRAIRIE COMMUNICATION

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**MEETING DATE:** 06/18/2024

**PRESENTER:** Thao Vo, Director of Management Services

**TITLE:** Change Order #3 in the amount of \$60,000 to add additional funds for general staffing to the annual contract with Ad A Staff for a total cost of \$1,565,000

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 06/04/2025)

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**SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Ad A Staff	\$360,000	\$1,565,000

**PURPOSE OF REQUEST:**

Management Services seeks City Council's approval for Change Order #3, which increases the funding for the annual contract with Ad A Staff, LLC by \$60,000. This adjustment brings the total annual cost to \$360,000 and a total project cost of \$1,565,000.

The additional funding requested through Change Order #3 is crucial for providing necessary temporary staffing across various City departments. The need for this increase is driven by:

- Temporary spikes in workload.
- The undertaking of an increased number of special projects.
- Persistent vacancies in hard-to-fill positions, particularly within the Sanitation, Animal Services, Water Distribution, and Parks departments.

This contract operates on an as-needed basis, ensuring flexibility and cost-efficiency. The requested amount of \$60,000 is projected to adequately cover the costs associated with general temporary staffing for the remainder of the contract period.

**BACKGROUND:**

The original contract (Contract #21153) was established in 2021 through an interlocal agreement for temporary staffing services. The agreement included a one-year term with the option for four annual renewals. We are in the contract's fourth year, with one renewal option remaining.

**EXPENDITURE HISTORY (2 to 3 yrs info):**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
Original Contract	\$200,000	08/03/2021	Initial general temporary staffing
Change Order #1	\$45,000	01/15/2023	Additional temporary staffing – one-time
Change Order #2	\$100,000	05/02/2023	Additional temporary staffing – on-going
Change Order #3	\$60,000	06/18/2024	Additional temporary staffing – on-going

	<u>Amount</u>	<u>Contract Term</u>
Initial Term	\$200,000	Original Contract
Renewal #1	\$345,000	Original Contract + Change Order #1 + Change Order #2
Renewal #2	\$300,000	Original Contract + Change Order #2
Renewal #3 (Current)	\$360,000	Original Contract + Change Order #2 + Change Order #3
Renewal #4 (Future)	\$360,000	Original Contract + Change Order #2 + Change Order #3
<b>TOTAL</b>	<b>\$1,565,000</b>	

**PROCUREMENT DETAILS:**Procurement Method: ☒ Cooperative**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	All Departments Operating Funds
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The funds required for Change Order #3 are available within the existing budget allocations of the departments that utilize temporary staffing services. Each department will be responsible for managing their individual budgets to accommodate this expense through the end of the current fiscal year. Funding for future fiscal years will be paid from that year's approved budget.

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Change Order Details