

CITY COUNCIL REGULAR SESSION

Resolution granting authority to the Finance Director or his/her designee to approve an increase in the open account for Accountemps/Robert Half/Officeteam for the 2018 fiscal year.

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Finance

EXECUTIVE SUMMARY

The 2018 open account balance for Accountemps/Robert Half has been fully expended and requires additional funding to complete planned work through December 31, 2018.

RECOMMENDATION

Move to adopt Resolution No. 9514.

If approved, effective date: 12/10/2018

BACKGROUND/ANALYSIS

The City issues annual purchase orders for small items and services not stocked by the departments. Individual goods and services ordered utilizing purchase orders are for less than the City's formal bid limit such as for materials, supplies, equipment, and services.

The City Council previously approved \$175,000 for 2018 spending on April 2 to Accountemps/Robert Half. The Utilities and IT departments are in need of more temporary help than the original estimated amount at that time. This request is for an additional \$50,000 for a total of \$225,000 in 2018 for the vendor (PO #1870145) to ensure no lapse of temporary help through December 31.

POLICY & FISCAL IMPACTS**Policy Impact**

Bellevue City Code

BCC 4.28.040-Competitive bidding: 1. Any purchase of material, supplies, and equipment of \$90,000 or more.

BCC 4.28.130-Noncompetitive purchases: B. Small Items Not Stocked. Bellevue City Code grants authority to the Finance Director or designee to purchase items which are not stocked by a department of the City and are available at usual market prices through purchase orders not exceeding \$90,000 in value annually.

BCC 4.28.150 authorizes the City to join in cooperative purchasing arrangements with other public agencies when the best interests of the City would be served thereby.

Fiscal Impact

There is sufficient funding in the 2017-2018 Finance Operating budget for the \$50,000 additional request. Any remaining authority under PO #1870145 after December 31 will lapse, as the 2019 Open Accounts contracts (under a separate agenda item tonight) will go into effect.

OPTIONS

1. Adopt the Resolution granting authority to the Finance Director or his/her designee to approve an increase in the open account for Accountemps/Robert Half/Officeteam for the 2018 fiscal year.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9514

AVAILABLE IN COUNCIL LIBRARY

N/A