



## **CITY COUNCIL COMMUNICATION**

December 13, 2011

**SUBJECT:** Professional Employee Leasing Contract  
**SUBMITTED BY:** Glenda Hartsell-Shelton, General Manager Texas Star  
**REFERENCE NO:** Bid No. 005-12

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### **ACTION REQUESTED:**

Consider award of Bid No. 005-12 for Professional Employee Leasing services to the Bowles Group d/b/a Workforce, 2501 Parkview Drive, Suite 225, Fort Worth, TX for a two (2) year period with the option to renew for two (2) additional one (1) year terms.

### **ALTERNATIVES:**

- Do not approve
- Award to different vendor
- Re-bid

### **SUMMARY OF SUBJECT:**

Sealed bids were requested from professional employer organizations for the purpose of leasing full-time and part time employees for the operation and maintenance of the Texas Star Golf Course, Conference Centre and Raven's Grille and miscellaneous Parks and Community Services positions. The bid requested a contract for a two (2) year term with the option to review for two (2) additional one (1) year terms by mutual written agreement.

The City received two bids. The low bidder, SWBC, did not meet the minimum requirements of the bid specifications and did not provide all required documentation. Staff recommends that the bid be awarded to The Bowles Group d/b/a Workforce. They met all the bid specifications, provided all required documentation and have provided the City with excellent service for many years.

**FINANCIAL CONSIDERATIONS:**

Expenditure Accounts: 540-7XXX-550-29-07

Budgeted Fiscal Year(s): \$231,838

Estimated Expenditure: \$192,599

Over/Under Projection By: \$ 39,239

**SUPPORTING DOCUMENTS:**

- Bid Tabulation
- Vendor List

**APPROVED BY:**

\_\_\_\_\_ **LG** \_\_\_\_\_

City Manager's Office

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City Secretary's Office