

COUNCIL ACTION FORM

SUBJECT: CHANGE ORDER TO PALMER GROUP

BACKGROUND:

In July 2018, the City Clerk's Office approved an agreement for temporary employment services with Palmer Group, West Des Moines, Iowa, for temporary clerical staff. In August 2018, a Change Order was completed to add an additional temporary clerical staff member to the City Manager's Office.

In the initial agreement, authorized by the Department, services in the amount \$22,528 for 16 weeks of temporary employment services for the City Clerk's Office, and an additional temporary staff member was added in Change Order #1 for the amount of \$22,528 for 16 weeks of service services for the City Manager's Office. These two temporary staff members were hired until the two vacancies in the permanent positions could be filled.

Since its engagement with Palmer Group, the City has expended a total of \$45,126.40 with this firm. At the end of the temporary employees' time at the City, the agreement requires the City to compensate the Palmer Group if the City hires the Palmer employee. The fee is based on a sliding scale based on the number of hours worked for the City.

Each employee was hired full-time, so the payout fees are due. The first staff member was hired in November and the second was hired in February. To pay the final invoices and complete the payout, City Council approval is required of a Change Order in the amount of \$6,987.20 which brings the total cost to \$52,113.60. Funding for the Change Order is from the operating budget of the City Manager's Office.

ALTERNATIVES:

1. Approve a contract Change Order in the amount of \$6,987.20 to Palmer Group for temporary employment services.
2. Reject contract Change Order.

MANAGER'S RECOMMENDED ACTION:

The services rendered by the Palmer Group are complete and the approval of a Change Order in the amount of \$6,987.20 is necessary to finalize the arrangement for temporary employment services.

Therefore, it is the recommendation of the City Manager that City Council adopt Alternative No. 1, as stated above.