



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

---

File #: 20-0555, Version: 1

---

### **REPORT TO COUNCIL**

#### **SUBJECT**

Amend an Existing Contract with West Valley Staffing Services for Temporary Personnel Services (F20-170)

#### **STAFF RECOMMENDATION**

Take the following actions:

- Authorize the City Manager to execute the Second Amendment to an existing contract with West Valley Staffing Services of Sunnyvale, for temporary personnel services, increasing the not-to-exceed amount by \$70,045.53 for a new not-to-exceed total amount of \$169,995.53; and
- Authorize the City Manager to further amend the contract to extend the term for two additional years, revise the scope of work and/or increase contract amounts, subject to available budget, provided pricing and services remain acceptable.

#### **BASIS FOR RECOMMENDATION**

Sunnyvale Municipal Code section 2.08.070 (b) (1) authorizes the purchase of goods and/or services to be exempted from the competitive bidding requirements when they are for professional or specialized services. Staff selected West Valley Staffing Group to provide temporary and qualified personnel for urgent on-call planning services and executed a contract for less than \$100,000 under the City Manager's authority. Personnel from West Valley is familiar with City processes and policies and is an ideal fit to serve as contract planner. Based on current workload and vacant positions staff recommends increasing the contract amount, however if workload increases the City Manager may consider whether to unfreeze the Senior Planner position in Community Development.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **FISCAL IMPACT**

Funding for the contract is available in the Development Enterprise Fund.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, Sunnyvale Public Library and Department of Public Safety; and by making the agenda and report available at the Office of the City Clerk and on the City's website.

Approved by: Kent Steffens, City Manager

**ATTACHMENTS**

1. Draft Second Amendment to Temporary Personnel Services Agreement