



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 39
AGENDA DATE: Thu 12/02/2004
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SUBJECT: Authorize negotiation and execution of a 12-month service agreement with TEXAS INDUSTRIES FOR THE BLIND AND HANDICAPPED, Austin, TX, for temporary clerical personnel services in an amount not to exceed \$81,900, with two 12-month extension options in an amount not to exceed \$81,900, for a total agreement amount not to exceed \$245,700.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$68,250 is available in the Fiscal Year 2004-2005 Approved Operating Budget of various departments. Funding for the remaining two months of the original contract period and extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT: for Human Resources; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Rosemary Ledesma, Senior Buyer/974-2011

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Cooperative Purchasing.

MBE / WBE: N/A

This contract is an annual city-wide agreement for temporary clerical personnel services on an as needed basis for various City departments. On September 7, 1995, the City Council approved a resolution allowing Texas Industries for the Blind and Handicapped (TIBH) to provide temporary employment services for up to three years through its subcontractors, Goodwill Temporary Services, Inc. and Peak Performers to meet the City's temporary clerical needs. On December 6, 2001, the City Council approved a resolution allowing TIBH to continue to provide temporary employment services for City departments for up to an additional three years. The existing contract for these services is due to expire on December 14, 2004. Services for the proposed contract will be provided by Goodwill Temporary Services, Inc., a subcontractor of TIBH. TIBH is certified by the State Legislature to provide products and services without competitive bidding by the State and its political subdivisions in compliance with Chapter 122, Title 8, Human Resources Code. Fair market prices are established by the Texas Council on Purchasing from People with Disabilities.

Temporary employees are assigned to specific areas and are normally used exclusively in those areas. TIBH's temporary employees are thoroughly trained in safety requirements and in the use of equipment for their specified trades. TIBH maintains a training record for each temporary employee. Prior to the initial placement with a City department, TIBH gives all inexperienced temporary employees a minimum of eight hours of instruction for the specified job requirements. The Human Resources Department manages this contract and recommends continuing these services because the previous work has been satisfactory. In addition, the service agency provides employment and opportunity to develop marketable work skills for individuals with disabilities.