



- Board of Directors
Organization, Personnel and Technology Committee

11/10/2015 Board Meeting

8-5

Subject

Authorize entering into three agency temporary skilled labor agreements

Executive Summary

Metropolitan relies on temporary skilled craft labor to flexibly support peak workloads and to provide coverage for critical vacancies during long-term absences of regular employees. Temporary skilled craft labor agreements provide ready-to-deploy labor to support shutdowns, emergency repairs, maintenance, and certain operational and administrative duties. Staff recommends entering into contracts with three vendors totaling \$975,000 per year to ensure workers can be provided as needed. These positions will support exclusively the Water System Operations Group (WSO) and represent less than one percent of WSO's overall labor budget. No additional funds are needed for these contracts as the temporary labor will be funded from operations and maintenance (O&M) or capital budgets.

Details

Metropolitan has relied on short-term temporary labor since 1988 for assisting with O&M, capital, and reimbursable projects. The agency temporary skilled laborers include crafts such as carpenters, electricians, heavy equipment operators, machinists, coaters, millwrights, welders, and mechanics. In limited circumstances, operational or administrative support is also acquired. These temporary laborers fill critical staffing gaps that result from peak maintenance activities during shutdowns, urgent repairs following storms (such as might be expected during an El Niño year), and longer-term absences due to regular staff vacancies.

Agencies providing skilled workers are responsible for screening, testing, verifying certifications and licenses, and ensuring that temporary workers meet minimum qualifications and have appropriate skills and environmental health and safety training. In addition, the agencies are responsible for providing written verification that all persons hired for temporary work assignments are eligible for employment under all state and federal laws and have passed required background investigations. Individuals from each agency are limited to a maximum of six months on any one project and six months must elapse between temporary assignments. All crafts covered by a prevailing wage determination will be entitled to prevailing wage rates; however, agency temporary workers are not eligible for per diem expenses or reimbursement for costs incurred while performing work at any site within Metropolitan's service area.

Selection Process

Request for Proposal (RFP) No. 282156A was issued on June 4, 2015, and four firms submitted proposals. The evaluation criteria included organizational qualifications, ability to meet work requirements, adequacy of staffing to meet demand and urgent conditions, past performance including client satisfaction and response time, environmental sensitivity including use of green products and recycling policies, and a competitive fee rate schedule. Based on an evaluation of the proposals for the combined RFPs, staff recommends entering into labor agreements with Grafton Inc., Johnson Services Group, and Premier Personnel Resources.

This action authorizes the General Manager to enter into three one-year agreements, with up to four annual renewal options with Grafton Inc., Johnson Services Group and Premier Personnel Resources in an amount not to exceed \$325,000 per year for each agreement. No funding or project authorizations are required under this action. In addition, no work is guaranteed to these firms during the term of the agreements. Two of the three firms selected are a Small Business Enterprise (SBE) firm.

Policy

Metropolitan Water District Administrative Code Section 8121: General Authority of the General Manager to Enter Contracts

California Environmental Quality Act (CEQA)

CEQA determination for Option #1:

The proposed action is not defined as a project under CEQA because it involves continuing administrative activities (Section 15378(b)(2) of the State CEQA Guidelines). In addition, the proposed action is not subject to CEQA because it involves other government fiscal activities, which do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines).

The CEQA determination is: Determine that the proposed action is not subject to the provisions of CEQA pursuant to Sections 15378(b)(2) and 15378(b)(4) of the State CEQA Guidelines.

CEQA determination for Option #2:

None required

Board Options

Option #1

Adopt the CEQA determination that the proposed action is not defined as a project and is not subject to CEQA, and authorize the General Manager to enter into the following skilled craft labor agreements:

- a. A contract for agency temporary skilled craft labor with Grafton Inc., not to exceed \$325,000 per year;
- b. A contract for agency temporary skilled craft labor with Johnson Services Group not to exceed \$325,000 per year; and,
- c. A contract for agency temporary skilled craft labor with Premier Personnel Resources not to exceed \$325,000 per year.

Fiscal Impact: None; expenditures are budgeted and approved under the individual projects or from existing O&M funds.

Business Analysis: These skilled craft labor agreements allow Metropolitan to increase skilled labor staff during peak workloads and to cover vacancies.

Option #2

Reject all proposals and do not authorize the General Manager to enter into any agency temporary labor agreements.

Fiscal Impact: Unknown fiscal impact

Business Analysis: Metropolitan would not be able to meet peak workloads for skilled craft labor nor backfill for critical vacancies. Some projects or emergency repairs would be delayed and overtime expenditures and fatigue for regular staff would increase.

Staff Recommendation

Option #1



Diane Pitman
Interim Director of Human Resources

10/21/2015

Date



Jeffrey Kightlinger
General Manager

10/27/2015

Date

Ref# hr12638801