

**Purchase Request #4**  
**Regular Board Meeting October 22, 2019**  
**Consideration of Approval to Purchase**  
**Temporary Food Personnel Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase temporary food personnel services from PeopleReady, Inc. for the Auxiliary and Food Services Department.

**BACKGROUND**

Food Service and Catering Services use temporary workers to staff the departments. The temporary employees are used during the peak seasons and during large events.

Invitation to bid (ITB) Number 4245 was issued to procure temporary food personnel. Seven (7) responses were received and evaluated by a team consisting of Auxiliary and Food Service staff who determined the bids submitted by PeopleReady, Inc. would provide the best value to the District. The bid submitted by PeopleReady, Inc. was determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

This purchase will allow the department to better serve the student, staff, and faculty needs in the cafes at all campuses and serve as catering wait staff for large events. The department will be able to better capture in-house catering events and allow for those funds to be redistributed back into the District.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization of \$400,000 for three (3) years, which is budgeted in the Auxiliary and Food Service Departments' FY20 operating budget and subsequent year's budgets subject to Board approval. FY19 annual spend amount was \$120,000 which was provided by the current temporary personnel services contractor.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning October 23, 2019 through October 31, 2022. The district has not had a contract specifically for temporary food personnel services in the past, thus the reason for this contract beginning the day after the Board meeting.

**RESOURCE PERSONNEL**

Steven Bassett

Chief Financial Officer

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