



City of Oregon City

625 Center Street
Oregon City, OR 97045
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Staff Report

File Number: 16-056

Agenda Date: 2/3/2016

Status: ATS Review

To: City Commission

Agenda #: 8e.

From: Public Works Director John Lewis

File Type: Contract

SUBJECT:

Amendment No. 2 to Personal Services Agreement (PS 12-011) with Five Stars International, Ltd. for Municipal Elevator Staffing Services

RECOMMENDED ACTION (Motion):

Authorize the City Manager to execute Amendment No. 2 to Personal Services Agreement PS 12-011, Municipal Elevator Staffing Services, in the amount of \$111,120.30 with Five Stars International, Ltd. to provide elevator staffing services for the Oregon City Municipal Elevator.

BACKGROUND:

The City owns and maintains the Municipal Elevator located at 300 7th Street. Since 1991, the City has contracted with Five Stars International, Ltd. to provide staffing for the elevator.

On December 19, 2012, the City entered into a three-year contract with Five Stars International, Ltd. after publishing a request for proposals (RFP) in accordance with City and State contracting procedures. This three-year contract expired on December 31, 2015, and the City seeks to extend the contract for one (1) additional one-year term. ORS 137-047-0800 (1)(a) allows for such a change if the amendment is within the scope of the original procurement. Although the original contract terms did not allow for automatic contract extension terms, the rules state that an amendment is within the scope of the Procurement if the Agency determines that, if it had described in the Procurement the changes to be made by the amendment, "it would not likely have increased competition or affected award of the Contract." The original contract RFP had two responsive parties, of which Five Stars Industries won the award. Staff does not believe that allowing for additional annual terms would have materially increased the responses to the bid and thereby increased the competition or otherwise affected the award of the contract. Over the years, Five Stars International, Ltd. has provided excellent staffing services, demonstrated good communication with Public Works staff, and delivered detailed ridership information.

Five Stars International, Ltd. has submitted a fee schedule for this additional one-year term in the amount of \$111,120.30 which is a 2.9 percent difference from the three year average of \$108,005.87 for the 2013-2015 contract term. This 2.9 percent increase helps Five Stars International, Ltd. to be able to account for Oregon's 2016 Sick Time Law which mandates employers to provide 1 hour of sick leave for every 30 hours worked.

BUDGET IMPACT:

Amount: \$111,120.30

FY(s): 2016-17

Funding Source: Transportation Operations - Technical Services