

DENVER BOARD OF WATER COMMISSIONERS

Board Item: V-A-12

Meeting Date: December 8, 2010

**AGREEMENT WITH J. KENT STAFFING, INC. FOR
TEMPORARY EMPLOYMENT AND PAYROLL SERVICES
AGREEMENT 13374A**

Action by Consent

Action

Information

The substantial amount of ongoing Electrical Engineering work and the continued work on the Online Manual System (OMS) project requires the use of specific additional temporary resources with knowledge and expertise in these disciplines. J. Kent Staffing will provide budgeted payroll services for two temporary employees for 2011.

This Agreement allows for J. Kent Staffing to provide payroll services for two temporary employees who will perform the following work in 2011:

- Electrical, instrumentation and control construction inspection services, submittal document secondary review, and Contractor interface for various Denver Water projects including, but not limited to:
 - Ralston Caretaker Homes
 - Cheesman Renovations Project
 - Roberts Tunnel Valvehouse Renovations
 - Miscellaneous Overload Projects
- Engineering Specialist work for the OMS; monitoring consultant's work that is populating individual facility online manuals, completing project status reports, updating existing OMS manuals, inputting data to manuals; conducting colored plan reviews and assigned field work to support design projects and collect and confirm information contained within the OMS. The OMS work scheduled for 2011 is focused on migrating existing OMS information to a new software version and completing FERC-required manuals.

J. Kent was competitively selected through an RFP process in April of this year to provide Denver Water's temporary staffing and has agreed to hold the current negotiated rates for these employees through 2012.

The 2011 Capital Improvement Plan includes funds for temporary staffing under the various projects that will utilize these services.

RECOMMENDATION

It is recommended the Board approve Agreement 13342A with J. Kent Staffing, Inc. in the amount of \$295,000.00 to provide employment and payroll services.

Approvals:


Robert J. Mahoney
Director of Engineering


James S. Lochhead
CEO/Manager


Patti Wells
General Counsel