

Meeting Date: 5/10/2016

Report Type: Consent

Report ID: 2016-00425

Title: Supplemental Agreement: Student Intern Assistance Contract

Location: Citywide

Recommendation: Pass a Motion authorizing the City Manager or the City Manager's designee to sign Supplemental Agreement No. 1 to City Agreement 2015-1328 with University Enterprises, extending the agreement term for one year, through June 30, 2017, for an amount not-to-exceed \$325,000, bringing the agreement's total not-to-exceed amount to \$650,000.

Contact: Susan Goodison, Business Services Manager, (916) 808-8995; Michele Chapman, Support Services Manager, (916) 808-5653, Department of Utilities

Presenter: None

Department: Department Of Utilities

Division: Logistics

Dept ID: 14001451

Attachments:

1-Description/Analysis

2-Agreement

City Attorney Review

Approved as to Form

Joe Robinson

5/2/2016 10:20:44 AM

Approvals/Acknowledgements

Department Director or Designee: Bill Busath - 4/21/2016 4:47:45 PM

Description/Analysis

Issue Detail: The Department of Utilities (DOU) has a continuing need for temporary administrative and technical support. The use of student interns to fill this need provides a flexible, cost-effective solution to meet service demands and offers valuable training and experience that has enabled many student interns to become City employees. DOU entered into contract C2015-1328 with University Enterprises to provide these services for FY15/16, with an option for two one-year extensions, subject to Council approval. DOU recommends extending this contract for an additional one-year term for \$325,000, taking the not-to-exceed amount of this contract to \$650,000.

Policy Considerations: City Council approval is required for the approval of supplemental agreements that exceed the City Manager's delegated approval authority.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): The Community Development Department, Environmental Services Manager has determined that the proposed activity is not a "project" pursuant to Section 15378(b)(2) of the CEQA Guidelines. The proposed student intern agreement consists of ongoing administrative activities that are not a "project" and are not subject to CEQA (CEQA Guidelines Section 15060(c)(3)).

Sustainability: The use of student interns complies with the City's Sustainability Master Plan Goal to promote an ethic of conservation and stewardship.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: On September 1, 2015, DOU entered into contract with University Enterprises, Inc. to provide Student Intern Assistance for FY2015/16 for a not-to-exceed amount of \$325,000. The contract was written for an initial term of ten months, with the option to extend for up to two additional one-year terms with Council approval. The initial term of the contract expires June 30, 2016. DOU staff recommends approval of a Supplemental Contract in the amount of \$325,000 to extend Student Intern services for another one-year term beginning July 1, 2016.

Financial Considerations: Funding for this supplemental contract is included in the proposed FY2016/17 DOU Operating Budget which is scheduled to be adopted by Council in June 2016. Extensions of the agreement in succeeding fiscal years will be subject to future Council approvals and funding availability.

Local Business Enterprise (LBE): University Enterprises is an LBE.

SUPPLEMENTAL AGREEMENT

Project Title and Job Number: Student Intern Assistance

Date: April 15, 2016

Purchase Order #:

Supplemental Agreement No.: 2015-1328-1

The City of Sacramento ("City") and University Enterprises, Inc. ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2015-1328, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The term of the Agreement specified in Exhibit A of the Agreement is extended from July 1, 2016 through and including June 30, 2017.
2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is increased by \$325,000.00, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>\$325,000.00</u>
Net change by previous supplemental agreements:	<u>-0-</u>
Not-to-exceed amount prior to this supplemental agreement:	<u>\$325,000.00</u>
Increase by this supplemental agreement:	<u>\$325,000.00</u>
New not-to-exceed amount including all supplemental agreements:	<u>\$650,000.00</u>

3. Contractor agrees that the not-to-exceed amount specified in Exhibit B of the Agreement shall constitute full compensation for the services provided under the Agreement, as amended by this supplemental agreement.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:

Approved As To Form By:


Project Manager

City Attorney

Approved By:


Contractor

Approved By: Monica F. Kauppinen, Director
Sponsored Programs Administration

Attested To By:

City of Sacramento

City Clerk