



CITY OF RIALTO

PURCHASING
150 SO. PALM AVENUE
RIALTO, CA 92376
(909) 820-2539
(909) 820-2600 Fax
procurement@rialtoca.gov

Change Order

Page 1 / 1

DATE

7/1/2017

PO NUMBER

2018-0466

PURCHASE ORDER # MUST APPEAR ON ALL PACKING
SLIPS AND INVOICED IN DUPLICATE

SHIP TO: DEVELOPMENT SERVICES
CITY OF RIALTO
150 S. PALM AVENUE
RIALTO, CA 92376

VENDOR: 08515
APPLE ONE EMPLOYMENT SERVICE:
PO BOX 29048
GLENDALE, CA 91209-9048

FOB Point:
Terms: net 30 days

Req. Del. Date:

Special Inst:

Req. No.: 024828

Dept.: DEVELOPMENT SERVICES

Contact: MORRISON, JACQUA

Confirming? No

Bill TO: THE CITY OF RIALTO
ATTENTION: ACCOUNTS PAYABLE
150 SO. PALM AVENUE
RIALTO, CA 92376
(909) 820-2545

Quantity	Unit	Description	Unit Price	Ext. Price
		THIS IS A REVISED PURCHASE ORDER BLANKET PURCHASE ORDER FOR TEMPORARY STAFF/ CLERICAL ASSISTANT FOR BUILDING AND CODE ENFORCEMENT SCANNING AS NEEDED FOR THE PERIOD ENDING IN JUNE 30, 2018.		15,000.00
		CANDIDATE: ESTHER ROBLES BILL RATE: \$16.98		
		POCN #1 5/9/18 LC- INCREASE PO BY \$34,500 FOR ADDITIONAL EXPENSES REQUIRED AND AS APPROVED BY CITY COUNCIL ON APRIL 24, 2018, TAB F-10.		34,500.00
			SUBTOTAL	49,500.00
			TAX	0.00
			FREIGHT	0.00
			TOTAL	49,500.00

Project Number	Account Number	Amount	Project Number	Account Number	Amount
	E 010-500-4261-2011	37,250.00			
	E 010-500-4295-2011	12,250.00			

The above articles and/or services have been received in the
Quantity and quality as ordered except as noted herein.

In accepting this order, seller agrees to furnish the goods
specified in full accordance with all conditions stated on face
and any other page made a part of this order or revision herein

Date

Dept. Head

PURCHASING COPY

Purchasing Manager



Purchase Order Change Notice Request Form

Date 4/27/18
Requestor Esther Duarte
Vendor Name AppleOne
Original PO Amount \$ 15,000.00

PO # 2018-0466
Department DS-Building
Change Order No. 1
Revised PO Amount \$ 49,500.00

Summary of Action Requested:

- ☒ Increase **or** ☐ Decrease above reference PO in the amount of \$ 34,500.00
☐ Cancel Purchase Order in its entirety
☐ Change in item description/ item number/ quantity (***MUST BE SPECIFIC**)
☐ Change in GL Account From: _____ to _____
Line item(s) affected by change: _____

*Explain Reason for Change:

POCN #1 Increase P.O.# 2018-0466 fund account no. 010-500-4261-2011 (\$30,500.00) and 010-500-4295-2011 (\$4,000.00) Approved by City Council 4/24/18 File 18-359

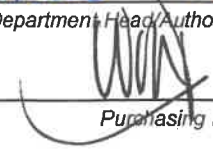
F-10


Other Actions or Remarks:

① \$278,454 ② \$10,548 in 5/9/18

Approved/Authorized By:


Department Head/Authorized Representative


Purchasing Manager


Chief Financial Officer


City Administrator

POCN #1 AppleOne



City of Rialto

Council Chambers
150 S. Palm Ave.
Rialto, CA 92376

Legislation Text

File #: 18-359, Version: 1

For City Council Meeting [April 24, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Robb Steel, Interim City Administrator/Development Services Director

Request City Council to Approve an Increase to Purchase Order No. 2018-0466 with Apple One to Provide Part-Time Staff Support Services in the Development Services Department for \$34,500, for a total amount of \$49,500 for the Remainder of Fiscal Year 2017/2018.

BACKGROUND:

In July 2017, the Building and Code Divisions of the Development Services Department commissioned Apple One for temporary staff to assist with record retention and scanning for Building Permit and Code files. Purchase Order No. 2018-0466 issued on June 1, 2017 for \$15,000.00 will be exhausted on April 30, 2018.

ANALYSIS/DISCUSSION:

The contract employees provided by Apple One assist the Development Services Department in maintaining a high volume of records, providing scanning services for the Building and Code Divisions. Employees have also provided scanning support for the Business Licensing Division. Additionally, these employees provide outstanding customer service and phone/front counter assistance, on as needed basis for all Divisions within the Development Services Department.

The original Purchase Order funding will exhaust by April 30, 2018. Staff requests an extension of services and increase in funding to maintain the level of support necessary for records retention and scanning, and provide continued department support and public service. The Development Services Department lost several Full-Time Employees (both Administrative Assistants) when they accepted other employment or assignments. Those positions should be refilled by May 2018. Two part-time Administrative Aides have either suspended service or curtailed hours for the remainder of the fiscal year after reaching the part-time hourly limit of 1,000 hours established by PERS. The City also released several contract employees due to annual hourly work limits. To absorb the workload from these vacancies and departures, the Development Services Department requests temporary contract support for the customer service requirements until new staff arrives and receives training. The Department will release the temporary contract service workers as soon as stabilization is reached. The Department's goal is to reduce reliance on temporary contract services and rebuild the employee complement.

ENVIRONMENTAL IMPACT:

Pursuant to Section 15378 of the California Environmental Quality Act, the proposed request is not a project. A 'Project' means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the

environment. A project does not include the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment or Organizational, or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved the staff report.

FINANCIAL IMPACT:

Operating Budget Impact

Funding of \$30,500 is available in Account No. 010-500-4261-2011 (Building Contract Services), and the remaining \$4,000 will be paid from Account No. 010-500-4295-2011 (Code Enforcement Contract Services).

Capital Improvement Budget Impact

There is no impact to Capital Improvement Budgets.

Licensing

There is no impact to Licensing

RECOMMENDATION:

Staff recommends that the City Council approve a \$34,500 increase to Purchase Order No. 2018-0466 for Apple One for a total purchase order amount of \$49,500 for the remainder of fiscal year 2017/18.



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		CANDIDATE: ESTHER ROBLES BILL RATE: \$16.98		
		David Lopez ✓ Rozie Orihuela ✓ Ana Ortiz Bernal		

SUBTOTAL	15,000.00
TAX	0.00
FREIGHT	0.00
TOTAL	15,000.00

Project Number	Account Number	Amount	Project Number	Account Number	Amount
	E 010-500-4261-2011	6,750.00			
	E 010-500-4295-2011	8,250.00			

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Dept. Head

RECEIVING COPY

Purchasing Manager

Purchasing Manager



DATE	DEPARTMENT	DIVISION	CONTACT PERSON	PURCHASE REQUISITION No.
7/1/2017	DEVELOPMENT	DEV SVC	MORRISON, JACQUA	
DELIVERY ADDRESS				024828
150 S PALM AVE				
SUGGESTED VENDOR			VENDOR CODE	CONFIRMING N
APPLE ONE EMPLOYMENT SERVICES			08515	RFP REQUIRED N

FOB POINT

PURPOSE: **BLANKET- TEMPORARY CLERICAL ASSISTANT- D** ✓

Quantity	Unit	Description	Account Split	Unit Price	Ext. Price
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		~			
		CANDIDATE: ESTHER ROBLES~			
		BILL RATE: \$16.98			
		010-500-4261-2011	6,750.00		
		010-500-4295-2011	8,250.00		

Tax: \$0.00
Total: \$15,000.00

I certify that the articles or materials requested hereon are necessary for use by the department, and for the purpose indicated above and there are sufficient funds in the budget of this department, approved for payment of same.

Department Head or Authorized Representative

Previous Approver(s): STEEL, ROB 06/28/2017

For Purchasing Only

Funding Verified By: _____

PO Entered: _____

Comments: _____

Expenditure Approved: _____