



OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE**DATE:** April 3, 2025**FILE:****TO:** George R. Keller, Jr. CPPT
City Manager**VIA:** Adam Reichbach
Assistant City Manager

DocuSigned by:

Adam Reichbach

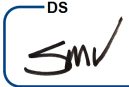
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THRU: Otis Thomas
Director, Procurement and Contract Compliance

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Otis Thomas

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**FROM:** Raheem Seecharan
Director, Information Technology Department

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Raheem Seecharan

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SUBJECT: Recommendation to Approve the Issuance of a Purchase Order to TimeClock Plus, LLC to provide an integrated time and attendance system to include hardware, software and installation services, in an amount up to \$85,175.19. The Procurement Method used is Piggyback.

ISSUE:

The Department of Information Technology has a need for a Citywide time and attendance system. The system will include biometric enabled time clocks at various City facilities to allow for a more efficient and verifiable employee time tracking process. The system will also be integrated with our existing Oracle ERP system which will streamline the City's payroll process. TimeClock Plus, LLC is the preferred vendor to provide this system.

TimeClock Plus, LLC has agreed to provide a short-term solution to expedite the installation of time clocks in the Public Utilities Department while a permanent Citywide solution is being implemented.

A competitive process was done through the State of Texas Region 14 Education Service Center RFP #39-22. The Region 14 Education Service Center awarded a contract to TimeClock Plus, LLC and is available for use through Omnia Partners contract 14-10. The contract was awarded for a three-year period beginning December 1, 2022, and ending

November 30, 2025. Omnia Partners allows the City of Hollywood to piggyback Contract Number 14-10 under the same terms, conditions, and pricing.

AUTHORITY:

§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS

(C)(5) Piggyback purchases:

The CPO may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.

Funding has been provided in the fiscal year 2025 budget for the Department of Information Technology in account number 557.130101.51900.531170.000000.000.000.

RECOMMENDATION:

Authorize the issuance of a Purchase Order to TimeClock Plus, LLC for a time and attendance system and installation service in the amount up to \$85,175.19.

Signed by:

George R. Keller, Jr. CPPT

4/7/2025

APPROVED BY: George R. Keller, Jr. CPPT
City Manager

Date:

Attachments: TimeClock Plus, LLC Quote #Q044608
TimeClock Plus, LLC Statement of Work
TimeClock Plus, LLC Statement of Work – Short Term Solution
Combined Piggyback Request Form
Omnia Partners Contract 14-10
Omnia Partners Contract Update 1
Omnia Partners Original RFP
Omnia Partners Proof of Publication
Omnia Partners Contract Award Letter