

CITY OF HOLLYWOOD, FLORIDA
INTEROFFICE MEMORANDUM
Office of Human Resources

DATE: August 21, 2014 FILE: HRRM-14-676

TO: Joel Wasserman, Division Director of Procurement Services

VIA: Tammie Hechler, Director of Human Resources *J. Hechler*

FROM: Tami Thornton, Human Resources Administrator *Tami Thornton*

SUBJECT: Request to establish and executive a Blanket Purchase Order with Atrium Personnel Inc. D/B/A Transhire for temporary employment services.

ISSUE:

To establish and execute a Blanket Purchase Order for temporary employment services with Atrium Personnel Inc. d/b/a Transhire.

EXPLANATION:

The Hollywood Police Department identified the need to employ additional temporary positions beyond the initial scope of services awarded to Atrium Personnel Inc. d/b/a Transhire through the Southeast Florida Governmental Purchasing Cooperative Purchasing Group in which the City of Hollywood is an active participant. Transhire provided these additional services beginning October 1, 2012, based on the terms and conditions of the Cooperative Purchasing Group contract. The Police Department has negotiated contract pricing with Atrium Personnel Inc. d/b/a Transhire based on the current base pay for the various employment services.

RECOMMENDATION:

Establish a Blanket Purchase Order with Atrium Personnel Inc. D/B/A Transhire for temporary employment services.

c City Manager
City Attorney
Assistant City Manager/Police Chief