

BILL NO. S-25-10-02

SPECIAL ORDINANCE NO. S-_____

AN ORDINANCE approving the INCREASE FOR PURCHASE ORDER #25230027 FOR HOUSEKEEPING DUTIES AT CITIZENS SQUARE AND PUBLIC SAFETY ACADEMY by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and EXPRESS SERVICES INC for the PROPERTY MANAGEMENT DEPARTMENT.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That the INCREASE for PURCHASE ORDER #25230027 FOR HOUSEKEEPING DUTIES AT CITIZENS SQUARE AND PUBLIC SAFETY ACADEMY by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and EXPRESS SERVICES INC for the PROPERTY MANAGEMENT DEPARTMENT, respectfully for:

increase Purchase Order #25230027 that provides six temporary full-time housekeepers for housekeeping duties at Citizens Square, and one full-time and one part-time housekeeper at public safety academy;

involving a projected total cost of TWO HUNDRED FIFTEEN THOUSAND AND 00/100 DOLLARS - (\$215,000.00) - (original Purchase Order Amount is \$95,000.00); all as more particularly set forth in said INCREASE of PURCHASE ORDER #25230027 FOR HOUSEKEEPING DUTIES AT CITIZENS SQUARE AND PUBLIC SAFETY ACADEMY which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

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SECTION 2. That this Ordinance shall be in full force and effect from
and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Malak Heiny, City Attorney

2023 Temporary Employment Services - Vendor Summary Sheet

Departments may send a fax quote request to one or all. PO required for temp employee if expected spend exceeds \$5,000 in fiscal year

Vendor	Mark-up (%)	Contact Name	Email	Phone #	Office Address	Conversion fees	Benefits*
Alpha Rae Personnel, Inc.	35%	Amanda	customerservice@alpharae.com	260-426-8227	347 W. Berry Street, 7th Floor, Fort Wayne, IN 46802	\$5,000	Health, Dental, Vision and Life Insurance and 401(k)
Surge Staffing, LLC	1. CDI positions - 45% 2. General Office/Administrative/Clerical- 40% 3. Project Management-40% 4. General Labor - 36% 5. 311 Citizen Services-40%	Shelina Brown	shbrown@surgestaffing.com	864-791-0345	Fort Wayne Branch: 3738 Allen Ave. Fort Wayne, IN 46805 Surge Headquarters: 4 Easton Oval, Columbus, OH 43219	0-120 hours = 20% 121-260 = 18% 261-400 = 15% 401-520 = 10% 521+ = \$0	Medical, Dental, Vision, Behavioral Health, Term Life & AD&D
Express Employment Professionals	General labor, light industrial, utilities, facilities, seasonal crews: Wages between \$15 - \$17 = 36% \$18-21 = 33% Above \$22 = 31% Administrative, management, general office, call center: \$15-17 = 35% \$18-21 = 32% \$22+ = 29%	Tammy Oakes	tammy.oakes@expresspros.com	260-470-9300 office 260-417-3084 cell	1133 South Clinton St Fort Wayne, IN 46802	0-240 hours = 15% annual salary 241-480 = 10% 481-720 = 5% 720+ = \$0	401(k), Vision/eyewear plan, Vacation pay, Life Insurance, Prescription drug reimbursement, ExpressLearn scholarship program, Short-Term Disability, referral bonuses
Elwood Staffing	32%* The only exception to this markup would be in instances where the burden or cost of employing such a position with be elevated above typical costs to employee due to risk. Then there may be a 1-2% increase on markup passed through.	Erin Hartman	erin.hartman@elwoodstaffing.com	260-312-0843 (cell) 260-497-6090 (Fort Wayne Branch)	6422 Lima Road, Fort Wayne, IN 46818	(Minimum Conversion Hours [520]) - (number of hours Associate has already worked for Client) x (1/2 of Associate's hourly wage).	Available benefits to Elwood Staffing associates and their dependents include Fixed Indemnity Medical, Dental, Vision, Term Life, Short-Term Disability, Accident Insurance, ACA Compliant MEC Plan, 401(k).

* Vendor benefit areas can not be assured and is a contractual agreement between the agency and employee. For vendor specifics, please ask the vendor or review vendor's proposal.



CITY OF FORT WAYNE &
FORT WAYNE CITY UTILITIES
DEPARTMENT OF PURCHASES
CITIZENS SQUARE
200 E. BERRY STREET, SUITE 490
FORT WAYNE, IN 46802

Purchase Order

Fiscal Year 2025

Page 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.**

Purchase Order Number **25230027**

Purchase Order Date **06/25/2025**

Department **200 E BERRY ST**

Bill To

PROPERTY MANAGER
CITY OF FW-CITIZENS SQUARE
200 E. BERRY STREET-SUITE 490
FORT WAYNE, IN 46802
260-427-1298

Ship To

PROPERTY MANAGER
CITY OF FW-CITIZENS SQUARE
200 E. BERRY STREET-SUITE 490
FORT WAYNE, IN 46802

Vendor

13601

EXPRESS SERVICES INC
9701 BOARDWALK BLVD
OKLAHOMA CITY, OK 73162

Delivery must be made within doors of specified
destination. Material safety data sheets (MSDS) must be
sent with all products per federal regulations.

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	REQUISITION NUMBER	DELIVERY REFERENCE
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13601

23025033

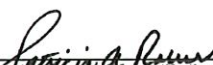
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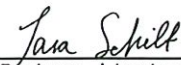
Purchase Orders may be sent via email and US mail. Please be cautious to not duplicate orders.

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	PROVIDE SIX TEMPORARY FULL-TIME HOUSEKEEPERS FOR HOUSEKEEPING DUTIES AT CITIZENS SQUARE, AND ONE FULL-TIME AND ONE PART-TIME HOUSEKEEPER AT PUBLIC SAFETY ACADEMY PER 2023 PROPOSAL @ \$24.60/HR HOUSEKEEPERS AND \$25.94/HR HOUSEKEEPER LEAD GL #: 0002BER3 - 5365	1.0000	EACH	\$95,000.0000	\$95,000.00

\$95,000.00

The City of Fort Wayne is tax exempt; the prices shown do not include taxes of any kind. Tax Exemption Certificate available upon request. Unless otherwise indicated, the prices shown include all charges for delivery, packaging, etc., necessary to complete delivery to the destination specified.


City Controller, I hereby certify that the cost
of the above purchase is fully covered by
unencumbered balances in the above funds
and that the expenditure therefore has been
duly authorized and appropriated.


Director of Purchases - I, hereby certify upon
my own personal knowledge that this order is
authorized by a properly executed and
approved requisition on file in this office.

Department Copy

Total Ext. Price \$95,000.00

Purchase Order Total \$95,000.00

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	Fax Quote for Temporary Services April 2023 – June 2026
Awarded To	Express Employment Professionals
Amount	\$215,000.00
Number of Registrants	4
Number of Bidders	4
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	N/A
# Extensions Granted To Date	None

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback-Authority)	
Sole Source/ Compatibility Justification	

BID CRITERIA (Take Buy Indiana requirements into consideration.)

Most Responsible, Responsive Lowest	☐ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	N/A
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	Temporary Housekeepers at Citizens Square and Public Safety Academy

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	N/A

FUNDING SOURCE

<i>Account Information</i>	Citizens Square Budget 0002BER3-5365
	Public Safety Academy 0002PSA3-5365



CITY OF FORT WAYNE

SHARON TUCKER, MAYOR

Property Management Department
200 E. Berry St., Suite 510
Fort Wayne, IN 46802
(260) 427-1457

September 22, 2025

City Council Members
City of Fort Wayne

RE: Express Employment Professionals
Temporary Housekeepers

Dear Council Members:

The Property Management Department has hired and is managing six full-time temporary housekeepers at Citizens Square and one full-time and one part-time at Public Safety Academy at an average of \$7,500 a week. This is in lieu of the traditional housekeeping contracts.

The temporary staff are provided through Express Employment Professionals, which is one of the agencies with whom the City has current agreements through the Purchasing Department.

As the anticipated amount of this arrangement will exceed \$100,000, we are asking for City Council approval to continue employing temporary housekeepers as required to complete the work, and through approved temporary employment agencies. The funding for this work is coming out of Funds 0002BER3-5365 and 0002PSA-5365. Projected total is approximately \$215,000.

If you have any questions about the above, please feel free to contact me at 427-1457.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry C. Marquart", with a stylized flourish at the end.

Barry C. Marquart
Director – Buildings & Grounds

ENHANCED QUALITY OF LIFE FOR ALL

CITIZENS SQUARE

200 E. Berry St. • Fort Wayne, Indiana • 46802 • cityoffortwayne.org

An Equal Opportunity Employer