

1 **BILL NO. S-26-03-22**

2 **SPECIAL ORDINANCE NO. S-_____**

3
4 **AN ORDINANCE** approving the extension of the
5 **EXPRESS EMPLOYMENT PROFESSIONALS**
6 **SERVICE CONTRACT** – (projected total cost of
7 \$216,360.00) by the City of Fort Wayne, Indiana, by
8 and through its Department of Purchasing.

9 WHEREAS, the City of Fort Wayne and Express Employment Professionals
10 entered into an Service Contract in April, 2023 through June, 2026; and

11 WHEREAS, the City of Fort Wayne and Express Employment Professionals
12 wish to extend the Service Contract from July 1, 2026 to December 31, 2026 at the
13 existing price and specifications;

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

16 **SECTION 1.** That the **EXPRESS EMPLOYMENT PROFESSIONALS**
17 **SERVICE CONTRACT-** by the City of Fort Wayne, Indiana, by and through its
18 Department of Purchasing and Express Employment Professionals for the Property
19 Management Department, respectfully for:

20 extending the contract from July 1, 2026 to December 31, 2026 for
21 temporary cleaning services to be provided at Citizens Square;

22 involving a projected total cost of TWO HUNDRED SIXTEEN THOUSAND THREE
23 HUNDRED SIXTY AND 00/100 DOLLARS - (\$216,360.00) all as more particularly
24 set forth in said **EXPRESS EMPLOYMENT PROFESSIONALS SERVICE**
25 **CONTRACT** which is on file in the Office of the Department of Purchasing, and is
26 by reference incorporated herein, made a part hereof, and is hereby in all things
27 ratified, confirmed and approved.
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1 **SECTION 2.** That this Ordinance shall be in full force and effect from
2 and after its passage and any and all necessary approval by the Mayor.
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5 _____
6 Council Member

7 APPROVED AS TO FORM AND LEGALITY

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9 _____
10 Malak Heiny, City Attorney
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CITY OF FORT WAYNE

DAVID L. UPTON, MAYOR

January 29, 2026

Tammy Oakes

Express Employment Professionals
1133 South Clinton St
Fort Wayne, IN 46802

Dear Ms. Oakes,

Subject: Temporary Employee Quote-Agreement

The City of Fort Wayne's Purchasing Department would like to extend the above subject contract from July 1, 2026, to December 31, 2026 at the existing pricing and specifications.

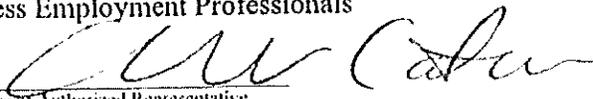
Please indicate your concurrence by signing below and returning this letter to my attention via fax: 260-427-1393 or email: tara.schilt@cityoffortwayne.org at your earliest convenience.

Should you have any questions, please do not hesitate to contact our office at (260) 427-6972. Thank you in advance for your assistance.

Sincerely,

Tara Schilt
Director of Purchasing

Express Employment Professionals


Signature of Authorized Representative

1-29-26
Date

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CITIZENS SQUARE

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

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ExpressSM
EMPLOYMENT PROFESSIONALS
2023 SERVICE RATE INFORMATION

City of Fort Wayne

<u>JOB TITLE</u>	<u>HOURLY PAY RATE</u>	<u>SERVICE RATE</u>
General Laborers: Utilities, Facilities, Seasonal Crews,	Wages between \$15 - \$17 Wages \$18 - \$21 Wages at or above \$22	Mark Up Rate – 36% Mark Up Rate – 33% Mark Up Rate – 31%

The Hourly Service Rate will be based the hourly wages as directed, and the Workman's Compensation Code of 5506 for these positions above. A job order for different positions with a different WCC may require a rate review.

The Client's Service rate includes Express Employment Professionals absorption of the following expenses:

Advertising	ISO Certified Interview Process	General Liability Insurance
Employment Verification	Skills Testing	Weekly pay for Associates
Bonding of Employees	Worker's Compensation Insurance**	Weekly invoicing to client
Recruiting and Screening	Payroll Burden Costs**	

** In the event Express is required to increase wages and/or payroll burden costs as a direct result of any determination order, or action by any applicable Federal, State or Local Government authority, or collective bargaining unit, client shall reimburse Express Employment Professionals at cost for such increases.

This quote is for flexible and evaluation/hire assignments. In the event your company is interested in hiring an associate to your payroll prior to the completion of the Evaluation Hire Program, a contract buyout would be necessary. Please contact Express Employment Professionals for a quote. The associate is on Express' payroll for the first 720 hours (approx. 90 working days). If you choose to hire prior to 720 hours being completed, the following prorated fee schedule will apply:

Term on Assignment (Hours worked)	Fee Schedule
Up to 240 Hours	15% of Annual Salary
241 Hours – 480 Hours	10% of Annual Salary
481 Hours – 720 Hours	5% of Annual Salary
Over 720 Hours	No Transfer Fee

The Client agrees to the terms and conditions located on the Express Employment Professionals Staffing Agreement. Client also agrees to submit all timecards and/or group timesheets of Express employees to Express by 10:00AM each Monday to Payroll_B49@Expresspros.com. In the event the original signed timecards and/or group timesheets are not provided to Express by client, it is agreed that Express will pay Express employees from signed faxed timecards, group timesheets and/or emailed printouts from client. Client further authorizes Express to treat faxed or emailed copies of signed timecards, group timesheets or emailed printouts as the original.

The nature of our business requires that we pay our employees each week. Express Employment Professionals bills services rendered on a pay-per-hour basis. Our invoices are due net 30 days. Please contact Tasha Otte at 931-319-8472 with questions regarding this agreement.

Please mail all payments to Express Services Inc. PO Box 535434 Atlanta GA 30353-5434.

Please acknowledge your understanding of these terms by signing below and returning it with your completed Staffing Agreement and Client Information Form. We appreciate your business and look forward to working with you.

Express Employment Professionals
1133 South Clinton Fort Wayne, IN 46804
260-470-9300

Signature



Name/Title: Tammy Oakes, Owner
Date: April 12, 2023

Signature



Name/Title: Steve Gillette, Director of Purchasing
Date:

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 Extension
Awarded To	Express Employment Professionals
Amount	\$216,360.00
Conflict of interest on file?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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	

SPECIAL PROCUREMENT

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

BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	<input type="checkbox"/> Yes <input type="checkbox"/> 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

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



CITY OF FORT WAYNE

SHARON TUCKER, MAYOR

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

March 24, 2026

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 at an average of \$6,010 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. Projected total for the rest of the year is approximately \$216,360.

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

Sincerely,

Barry C. Marquart
Director – Buildings & Grounds

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