



**el paso**  
**WATER**

**PUBLIC SERVICE BOARD MEETING**

**AGENDA ITEM**

**REGULAR MEETING**

**Wednesday, November 12, 2025**

**SUBJECT**

Ratification of expenditures for staffing services with HG Arias & Associates, L.L.C. (Arias) through ESC Region 19 Allied States Cooperative Contract No. 22-7448

**BACKGROUND**

A master contract was issued to Arias through ESC Region 19 Allied States Cooperative Contract No. 22-7448, for \$800,000 pursuant to the approval of the Public Service Board (PSB) on June 14, 2023. EPWater utilizes staffing services to support paid internship opportunities and to fill critical vacancies that cannot be addressed through standard recruitment processes. Arias has consistently provided timely and reliable services. At this time, it is requested that the PSB ratify the expenditure of \$136,117.93 for staffing services paid over the current authorized contract capacity.

**PRIOR PSB ACTION**

- On June 14, 2023, the PSB ratified an expenditure beyond the President/CEO's delegated authority in the amount of \$75,000 for master contract MC00000353 issued to HG Arias & Associates, L.L.C. for temporary staffing services through ESC Region 19 Allied States Cooperative Contract No. 22-7448 and approved an increase in capacity of by an additional \$300,000 to increase the existing master contract to a cumulative amount of \$875,000; and authorized the issuance of annual master contracts to HG Arias and Associates, L.L.C. in amount to \$800,000 for as long as the term of ESC Region 19 Allied States Cooperative Contract No. 22-7448 is in place.

**UTILITY KPI ALIGNMENT**

Infrastructure Performance

**EVALUATION PROCESS**

Staff reviewed current and projected utilization rates for temporary staffing services and will request temporary staffing services from authorized vendors under ESC Region 19 Allied States Cooperative Contract No. 22-7448 including Arias. Arias has provided reliable services to the utility.

**FINANCIAL IMPLICATIONS**

Sufficient funds are available in various accounts. This expenditure is part of the FY2025-2026 budget.

**PROPOSED ACTION REQUESTED**

Consider and approve the ratification of the additional expenditure in the amount of \$136,117.93 for the contract issued to HG Arias & Associates, L.L.C. for temporary staffing services through ESC Region 19 Allied States Cooperative Contract No. 22-7448.

**SUPPORTING DOCUMENTATION PROVIDED**

- Master Contract MC00001011
- ESC Region 19 Allied States Cooperative Contract No. 22-7448 Award Summary



# CONTRACT

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Contract ID	Page
MC00001011	1 of 2
Contract Dates	Payment Terms
10/01/2024 to 09/30/2025	NET 30
Description:	
22-7448 Temporary Services	

Supplier 0000005843  
HG ARIAS AND ASSOCIATES LLC  
2267 Trawood Dr Ste F2  
El Paso TX 79935

Tax Exempt? Y Tax Exempt ID: 17460035797

Line #	Item Desc	UOM	Amt	Qty	Amt
1	22-7448 Temporary Services	EA	800,000.00	1	800,000.00

EACH MASTER CONTRACT IS LIMITED TO NO MORE THAN ONE YEAR.  
MC00001011 Replaces MC00000353

AWARDED BY THE PSB: NOVEMBER 4, 2020, PER COOPERATIVE RESOLUTION.

PSB AGENCY NO. K0711  
PER STATE OF TEXAS REGION 19 ALLIED STATES COOPERATIVE  
COOP CONTRACT: 22-7448 Temporary Services.  
COOP TERM: Awarded until September 30, 2023, with 4 annual extension options.  
COOP Extended until September 30, 2025.

AWARD: 10/01/2022 to 09/30/23, \$500,000 (JH 10/06/22)  
Increase \$300,000 (PSB 06/14/2023) = \$800,000 (JH 06/21/23)

MC00000353: 10/01/2023 to 09/30/24, \$800,000 (jh 10/3/23)  
MC00001011: 10/01/2024 to 09/30/25, \$800,000 (LPO 9/24/24)

ALL INVOICES MUST BE E-MAILED TO:  
AccountsPayable@epwater.org  
El Paso Water Utilities  
ACCOUNTING DEPARTMENT  
P.O. Box 511  
El Paso, TX 79961  
Ph:(915)594-5623

INVOICES MUST INCLUDE THE PURCHASE ORDER NUMBER

REQUESTED BY: ISELA HOLGUIN

Vendor POC Name: HG ARIAS AND ASSOCIATES LLC  
Vendor POC: (915) 598-0200  
Vendor Email: christy@ariasjobs.com

(SECTION 105-490):  
FOR INFORMATION REGARDING THIS PURCHASE ORDER, PLEASE CONTACT JESUS HERNANDEZ @ (915) 594-5639

(SECTION 510-917):  
FOR INFORMATION REGARDING THIS PURCHASE ORDER, PLEASE CONTACT LEONARDO OCHOA @ (915) 263-4157

EL PASO WATER STANDARD TERMS AND CONDITIONS WILL PREVAIL

For the duration of this contract and any extension hereof, Contractor shall carry in a solvent company authorized to do business in Texas public liability insurance a) covering Contractor and its employees in the amount of \$500,000 and b) for the protection of the general public and the El Paso Water Utilities in the amount of \$1,000,000 per occurrence for bodily injury or wrongful death and \$1,000,000 per occurrence for property damage. With respect to the above required insurance, the El Paso Water Utilities and its officers and employees shall be named as additional insureds as their interests may appear. The El Paso Water Utilities shall be provided with 30 days advance notice, in writing, of any cancellation or material change. The El Paso Water Utilities shall be provided with certificates of insurance evidencing the above required insurance prior to the commencement of this contract and thereafter with certificates evidencing renewal or replacement of said policies of insurance at least 30 days prior to the expiration or cancellation of any such policies.

PLEASE NOTE:

Authorized Signature

9/24/24



# CONTRACT

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HG ARIAS AND ASSOCIATES LLC  
2267 Trawood Dr Ste F2  
El Paso TX 79935

<b>Contract ID</b> MC00001011		Page 2 of 2
<b>Contract Dates</b> 10/01/2024 to 09/30/2025	<b>Payment Terms</b> NET 30	
<b>Description:</b> 22-7448 Temporary Services		

**Supplier** 0000005843  
HG ARIAS AND ASSOCIATES LLC  
2267 Trawood Dr Ste F2  
El Paso TX 79935

Tax Exempt? Y Tax Exempt ID: 17460035797

Line #	Item Desc	UOM	Amt	Qty	Amt
NO WORK CAN COMMENCE UNTIL A VALID CERTIFICATE OF INSURANCE IS RECEIVED AT THE EL PASO WATER UTILITIES PURCHASING AND CONTRACTS ADMINISTRATION DEPARTMENT.					

Notices and Certificates required by this clause shall be provided to:  
Purchasing.Info@epwater.org  
Veronica Garcia  
Senior Purchasing Agent  
El Paso Water  
1154 Hawkins Blvd.  
El Paso, Texas 79925

LPO 9/24/2024

**Total Amt: \$800,000.00**

9/24/24

Authorized Signature

**EDUCATION SERVICE CENTER REGION 19 ALLIED STATES COOPERATIVE**  
**RFP AWARD SUMMARY**

**RFP TITLE:** Temporary Services – ESC Region 19 Allied States Cooperative  
**RFP NUMBER:** 22-7448  
**RFP OPENING DATE:** August 16, 2022  
**CONTRACT TERM:** Date of award until September 30, 2023, with 4 annual extension options.  
(Extended by Region 19 until September 30, 2024)  
(Extended by Region 19 until September 30, 2025)  
(Extended by Region 19 until September 30, 2026)  
**FUNDING SOURCE:** Various  
**RFP's ISSUED:** 1,226  
**RESPONSES:** 31  
**ADVERTISEMENT DATES:** El Paso Times – July 18, 2022 & July 25, 2022  
**RECOMMENDED FOR AWARD:** 22nd Century Technologies Inc.  
A & Associates \*updated 6/14/2023, 4/10/2024  
Abacus Service Corporation  
Burnett Specialists (The Burnett Companies Consolidated Inc.)  
BuzzClan LLC (HUB)  
C.A. Community Services, Inc (Campus Adventures Ancillary Services, LLC)  
Cambay Consulting LLC (HUB)  
Cogent Infotech Corporation  
Diskriter, Inc.  
Express Employment Professionals (Eddie Lee's Kovert Staffing) (Edward E. Lee, Jr.) (HUB)  
Express Employment Professionals East El Paso (AM Innovations, Corp.) (Express Services Inc.)  
HG Arias & Associates (HUB)  
~~HireQuest Health (HQ Medical LLC)~~ \*updated 7/2/2025  
HireQuest LLC (Snelling)  
Infojini, Inc  
ITSQuest, Inc.  
LanceSoft, Inc.  
Peak Performers (St. Vincent DePaul Rehabilitation Service of Texas, Inc)  
RMP Temps Incorporated  
SearchPros Staffing  
~~See Us Now Staffing, Inc.~~ \*updated 7/2/2025  
Sparrow Company (Sparrow Company LLC)  
The Job Connection, Inc (HUB)  
~~TruTemps Staffing Group (TruTemps Inc)~~ \*updated 5/28/2025  
**TOTAL (estimated)** **\$10,000,000.00/year**

**EXPLANATIONS:**

Award of this solicitation will enable ESC Region 19 - Allied States Cooperative (ASC) to establish a contract with vendor(s) for Temporary Services for those procurements made with federal, state or local funds. Evaluation and award recommendation were based on 70% pricing and services/qualifications and 30%

references. The awarded vendors' pricing and information can be found on the Award Detail spreadsheet. ACO Remodeling & Construction Inc., Christ Chavez, Dual Language de Tejas, Isaac Ortiz RD, and KVIA TV (NPG of Texas, LP KVIA TV) submitted a proposal however were not considered; vendors do not meet the scope of work. Human Capital International, LLC (Integrated Human Capital) withdrew their submittal. Rev it Up! Consulting Group (Rev it Up! Consulting Group, LLC) submitted a "No Bid" response. A & Associates was removed from award in error; amendment has been issued to reinstate their award. TruTemps Staffing Group (TruTemps Inc) requested to terminate their contract and was therefore removed from award. HireQuest Health (HQ Medical LLC) and See Us Now Staffing, Inc. were removed from award for failure to submit insurance as per the bid terms.

**SPECIFICATIONS, PREPARATION AND  
EVALUATION PROVIDED BY:**

Rebecca Hernandez – ESC Region 19

Andrea Amiri – ESC Region 19

Renae Lawrence - ESC Region 19

**Special Conditions**

1. This RFP is seeking staffing agencies to find temporary or permanent employees on behalf of our members.
2. Criminal background checks are required on all temporary employees. Failure to comply with this requirement is grounds for removal of award.
3. In instances where an awarded vendor sends out temporary workers that are not qualified for the positions they have reported for, that will be grounds for disqualification of that vendor from providing further temporary services under this contract.

**Approved By:** \_\_\_\_\_

**Dr. Armando Aguirre  
Dr. Armando Aguirre  
Dr. Armando Aguirre  
Dr. Armando Aguirre**

**Date:** \_\_\_\_\_

**August 30, 2022  
July 6, 2023  
June 4, 2024  
May 30, 2025**