



TO: Board of Contracts and Awards
FROM: Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer / *KDK*
Justin E. Davis, Interim Facilities Manager, Public Works
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Chuck Blankenship, Finance/Purchasing
SUBJECT: Tacoma Municipal Complex Security Services
Request for Bids Specification No. PW09-0130F, Contract No. 4600005596 –
May 20, 2014
DATE: May 6, 2014

SUMMARY:

The Public Works Department, Facilities Management Division requests approval to extend the term of Contract No. 4600005596 with Pierce County Security, Inc., Tacoma, WA, seven additional months and increase the contract by \$91,080.00, sales tax not applicable. This will extend the contract expiration to December 31, 2014, and bring the contract to a cumulative amount of \$495,422.50. The time extension to this contract will allow Public Works to further refine additional guard duties to support the upcoming changes to the Customer Support Center and the Public Access Safety and Security initiative before the contract is reissued for public bid. This extension will also align the contract with the City’s biennial budget cycle.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an open, effective, results-oriented organization.

This contract provides a full time presence on the 1st and 2nd floor lobbies of the Tacoma Municipal Complex enhancing customer service for visitors. The contract also provides roving guard service to the Tacoma Municipal Complex.

BACKGROUND:

ISSUE: The increase and time extension to this contract will allow Public Works to further refine additional guard duties that may or may not be necessary to support the upcoming changes to the Customer Support Center and the Public Access Safety and Security initiative. Once those duties are firmly established Public Works will reissue the contract for public bid.

ALTERNATIVES: The alternative is to allow the current contract to expire and not provide security services to the Tacoma Municipal Complex until the changes to the Customer Support Center are made. This alternative is not recommended because there would not be a way to regulate and issue visitor and temporary badges to walk in customers seeking City services.

COMPETITIVE SOLICITATION: This contract was originally awarded to Pierce County Security, Inc. as a result of Request for Bids Specification No. PW09-0130F, in May 2009. The contractor has agreed to increase the contract at the same prices, terms, and conditions as the original contract.

CONTRACT HISTORY: After issuing Request for Bids Specification No. PW09-0130F, on May 12, 2009, Facilities Management, under Purchase Resolution No. 37791, recommended award for a two year contract in the amount of \$120,697.00, sales tax not applicable, plus the option to renew for three additional one-year renewal periods (cumulative total of five years), for an aggregate amount of \$301,742.50, sales tax not applicable. Since the initial two year term expired May 31, 2011, three separate amendment/renewals have been executed in order to extend the contract and increase the



cumulative dollar amount. A fourth amendment, per Resolution No. 38732 was approved on September 17, 2013, increased the contract by \$102,600.00, for a total of \$404,342.50, sales tax not applicable, for additional guard services in the Municipal Building Lobbies. This increase of \$91,080.00, will bring the contract to a cumulative amount of \$495,422.50, sales tax not applicable, and extend services through December 31, 2014.

SBE/LEAP COMPLIANCE: Not Applicable.

RECOMMENDATION:

The Public Works Department recommends an increase and extension to the contract be awarded to Pierce County Security, Inc. to provide a full time presence in the 1st and 2nd floor lobbies of the Tacoma Municipal Complex and enhance customer service levels for visitors.



FISCAL IMPACT: The current biennial impact is \$91,080.00, sales tax not applicable. The expenditure is budgeted in Fund 5700, Cost Center 825100, with the revenue source being rent revenues from facility tenants.

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700, PWF Municipal Bldg. Operations	825100	5330100	\$ 91,080.00
TOTAL			\$ 91,080.00

* General Fund: Include Department

REVENUES: N/A

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Facility Rent Revenue	825100	4347120	\$ 91,080.00
TOTAL			\$ 91,080.00

POTENTIAL POSITION IMPACT: N/A

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
N/A			
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$91,080.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.