



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Adam Cook, Director, Tacoma Venues and Events
Josh Kropf, Assistant Director, Tacoma Venues and Events
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Sara Bird, Senior Buyer, Finance/Purchasing
SUBJECT: Tacoma Dome and Greater Tacoma Convention Center Maintenance Services
(Chiller, Boiler, Fire Sprinkler, Plumbing Backflow, and Electrical Systems)
Request for Bid Specification No. PF17-0363F, Contract No. CW2240458 -
February 4, 2025, City Council
DATE: January 9, 2024

RECOMMENDATION SUMMARY: Tacoma Venues and Events (TVE) requests approval to increase contract CW2240458, to McKinstry Co., LLC, Seattle, WA, by \$164,434.00, plus applicable taxes, budgeted from the Tacoma Dome and Greater Tacoma Convention Center Enterprise Funds for Maintenance Services for the Tacoma Dome and Greater Tacoma Convention Center. This increase will bring the contract to a cumulative total of \$653,449.84, plus applicable taxes.

STRATEGIC POLICY PRIORITY:

- Assure outstanding stewardship of the built environment.
- Encourage and promote an efficient and effective government, which is fiscally sustainable.

BACKGROUND: TVE contracts vendors for systems maintenance when City staff lack certifications or expertise. The City previously approved awarding service contracts to vendors providing these services for the Tacoma Dome and Greater Tacoma Convention Center.

ISSUE: The current agreement ends on August 31, 2027, but lacks sufficient funds to cover additional repairs and maintenance. This increase will ensure proper maintenance and operation of chillers, boilers, fire sprinklers, plumbing backflows, and electrical systems to meet venue demands and extend their useful life.

ALTERNATIVES: The City lacks the capability, expertise, or certifications to provide the required services for the facility systems under this agreement. To maintain the identified physical plant systems, a services contractor is required. Without this increase, the Tacoma Dome and Greater Tacoma Convention Center's systems (chiller, boiler, fire sprinkler, plumbing backflow, and electrical systems) cannot be maintained as required by regulations, codes, and laws, risking failure to meet contractual obligations.

COMPETITIVE SOLICITATION: Request for Bid Specification No. PF17-0363F was opened October 10, 2017. Four companies were invited to bid in addition to normal advertising of the project. One submittal was received. The contract was awarded to McKinstry Co., LLC.

CONTRACT HISTORY: This contract was originally awarded to McKinstry Co., LLC, as a result of RFP Specification No. PF17-0363F on February 2018, Resolution No. 39938.



January 1, 2021: Amendment No. 1 extended the termination date from February 13, 2021, to February 13, 2022, and increased the authorized compensation by \$73,218.71 for a new not-to-exceed (NTE) amount of \$292,874.84.

February 13, 2022: Amendment No. 2 extended the termination date from February 13, 2022, to February 13, 2023, and increased the authorized compensation by \$85,000.00 for a NTE amount of \$377,874.84.

February 10, 2023: Amendment No. 3 extended the termination date from February 13, 2023, to February 13, 2024, and increased the authorized compensation by \$90,000.00 for an NTE amount of \$467,874.84.

February 28, 2024: Amendment No. 4 extended the termination date to August 31, 2027, increased the authorized compensation by \$21,141.00 for a new NTE amount of \$489,015.84, and supplemented the Scope of Work to include additional services and deliverables. These services included a five-year inspection of sprinkler systems at the Tacoma Dome and Convention Center to ensure compliance with Occupational Safety and Health Administration (OSHA) standards, as detailed in Exhibits A1 and A2.

SUSTAINABILITY: The chiller, boiler, fire sprinkler, plumbing backflow and electrical systems maintenance for the Tacoma Dome and Greater Tacoma Convention Center will continue to ensure venue mechanical systems are well maintained in order to provide the maximum usable life of each identified system.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: The recommended contractor complies with the Small Business Enterprise (SBE) Regulation requirements, as outlined in the memorandum dated October 23, 2017. The SBE goal for this project is twenty percent (20 percent). The SBE participation level of the recommended contractor is zero percent (0 percent). McKinstry Co., LLC submitted the lowest evaluated bid, meeting the SBE Regulation requirements.

**LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP)
COMPLIANCE:** N/A



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 4180 Tacoma Dome			\$82,217.00
Fund 4165 Convention Center Operations			\$82,217.00
TOTAL			Up to \$164,434.00

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 4180 Tacoma Dome			(\$82,217.00)
Fund 4165 Convention Center Operations			(\$82,217.00)
TOTAL			Up to (\$164,434.00)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$122,000.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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