



TO: Board of Contracts and Awards
FROM: Matt Balk, Operations Manager, Tacoma Venues & Events
 Kim Bedier, Director, Tacoma Venues & Events
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Samol Hefley, Finance/Purchasing
SUBJECT: Tacoma Dome & Greater Tacoma Convention Center Maintenance Services (Chiller, Boiler, Fire Sprinkler, Plumbing Backflow and Electrical Systems) Request for Bid Specification No. PF17-0363F – February 13, 2018
DATE: December 6, 2017

SUMMARY:

Tacoma Venues & Events recommends a contract be awarded to McKinstry Co., LLC, Seattle, WA, in the amount of \$225,000.00, 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, for an initial contract term of three (3) years with two options to renew for additional one-year periods, for a projected contract amount of \$375,000.00, 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:

Tacoma Venues & Events has utilized contracted vendors to provide required systems maintenance when City of Tacoma staff did not have the required certifications, or did not have the necessary expertise to perform the necessary functions. The City of Tacoma has approved previous recommendations to award service contracts to vendors supplying these services to the Tacoma Dome and Greater Tacoma Convention Center.

ISSUE: This contract will provide for the appropriate stewardship of the City of Tacoma assets at the Tacoma Dome and Greater Tacoma Convention Center, ensuring maintenance and proper operation of chillers, boilers, fire sprinklers, plumbing backflows and electrical systems to meet venue demands, and extend the useable life of each system.

ALTERNATIVES: The City of Tacoma does not have the capability, expertise or certifications to provide the required services to the facility systems covered by this service agreement. In order to maintain the physical plant systems identified, a services contractor is required. If this contract is not awarded, the Tacoma Dome and Greater Tacoma Convention Center chiller, boiler, fire sprinkler, plumbing backflow and electrical systems will not be able to be maintained as required by regulation, code and law placing the venues at risk for use to fulfill contractual obligations.

COMPETITIVE SOLICITATION: Request for Bid Specification No. PF17-0363F was opened October 10, 2017. Four (4) companies were invited to bid in addition to normal advertising of the project. One (1) submittal was received.

| <u>Respondent</u> | <u>Location (city and state)</u> | <u>Rank or Score</u> |
|---------------------------|----------------------------------|----------------------|
| McKinstry Co., LLC | Seattle, WA | 1 |



CONTRACT HISTORY: New contract.

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.

SBE/LEAP COMPLIANCE: The recommended contractor is in compliance with the Small Business Enterprise (SBE) Regulation requirements per memorandum dated October 23, 2017. The SBE goal for this project is twenty percent (20%). The SBE participation level of the recommended contractor is zero percent (0%). McKinstry Co., LLC submitted the lowest evaluated bid per the SBE Regulation requirements. The Local Employment and Apprenticeship Training Program (LEAP) goal is zero (0) hours.

RECOMMENDATION:

Tacoma Venues & Events recommends a contract be awarded to McKinstry Co., LLC, Seattle, WA, in the amount of \$225,000.00, 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, for an initial contract term of three (3) years with two options to renew for additional one-year periods, for a projected contract amount of \$375,000.00, plus applicable taxes to appropriately maintain the facility systems.

FISCAL IMPACT:

EXPENDITURES:

| FUND NUMBER & FUND NAME * | COST OBJECT (CC/WBS/ORDER) | COST ELEMENT | TOTAL AMOUNT |
|---|----------------------------------|--------------|----------------|
| Fund 4180/Tacoma Dome | 818100 | 5320100 | |
| Fund 4165-CCOP/Convention Center Operations | 890300 | 5320100 | |
| | | | |
| TOTAL | Tacoma sales tax included | | 412,875 |

* General Fund: Include Department

REVENUES:

| FUNDING SOURCE | COST OBJECT (CC/WBS/ORDER) | COST ELEMENT | TOTAL AMOUNT |
|----------------|----------------------------------|--------------|----------------|
| Fund 4180 | 818100 | 4347120 | |
| Fund 4165-CCOP | 890300 | 4347130 | |
| | | | |
| TOTAL | Tacoma sales tax included | | 412,875 |



POTENTIAL POSITION IMPACT: N/A

| POSITION TITLE | PERMANENT/ PROJECT TEMPORARY POSITION | FTE IMPACT | POSITION END DATE |
|----------------|--|------------|-------------------|
| | | | |
| 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: \$75,000.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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