



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

**TO:** Board of Contracts and Awards  
**FROM:** Adam Cook, Director, Tacoma Venues & Events  
Sean McBroom, Security Manager, Tacoma Venues & Events  
**COPY:** City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Sara Bird, Senior Buyer, Finance/Purchasing  
**SUBJECT:** Tacoma Dome & Greater Tacoma Convention Center Parking, Security and Guest Services  
Request for Proposals Specification No. PF16-0328F, Contract No. CW2234042 – December 10, 2024, City Council  
**DATE:** November 18, 2024

---

**RECOMMENDATION SUMMARY:** Tacoma Venues & Events (TVE) requests approval to increase and extend contract CW2234042, to Staff Pro Inc. dba Allied Universal Security Services (Staff Pro Inc.), Tacoma, WA, by \$1,500,000, plus applicable taxes, budgeted from the Dome fund 4180 and Convention Center & Bicentennial Pavilion fund 4165, with an extension from December 31, 2024 to January 31, 2025, for provisions of security and guest services for the Tacoma Dome & the Greater Tacoma Convention Center (GTCC). This increase will bring the contract to a cumulative total of \$16,600,000, plus applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.
- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.
- Cultivate a vibrant cultural sector that fosters a creative, cohesive community.

**BACKGROUND:** Staff Pro Inc. provides 24-hour security, guest services, and peer security services for the Tacoma Dome and GTCC. This work employs hundreds of local and regional residents and enables TVE to provide safe and secure events in support of creating a vibrant cultural sector in the community. These services are critical to the safety and security of events at the Tacoma Dome and GTCC. The proposed amendment would allow services to continue until the award of Request for Proposals (RFP) PF23-0245F which was issued to replace the contract.

**ISSUE:** The current contract does not have sufficient funds and it expires at the end of 2024. Although a new solicitation has been issued to replace the contract, it is still pending review of submissions and final award.

**ALTERNATIVES:** There are no good alternatives. Retaining Staff Pro Inc. is critical to the safety and security of events at the Tacoma Dome and GTCC. It would be highly disruptive to events and operations at the dome and convention center to not extend the contract.

**COMPETITIVE SOLICITATION:** This contract was originally awarded to Staff Pro Inc. as a result of RFP Specification No. PF16-0328F in November of 2016. The original contract term was four years with one two-year option with a not to exceed contract value of \$8,100,000.

**CONTRACT HISTORY:** Amendment No. 1, dated May 1, 2017, the contract was amended to update name of City facility from Public Assembly Facilities (PAF) to TVE and to include rental of City of Tacoma office space to the vendor.



Amendment No. 2, dated January 1, 2020, the contract was amended to update term of rental agreement.

Amendment No. 3, dated December 31, 2020, the contract was amended to execute optional two-year extension and update pricing.

Amendment No. 4, dated April 1, 2022, the contract was amended to update pricing and increase the contract value by \$2,250,000 for a new not-to-exceed total amount of \$10,350,000 to allow compensation for services rendered through the end of the contract term.

Amendment No. 5, dated December 31, 2023, increased the contract termination date to December 31, 2023, and increased the contract value by \$2,500,000 for a new not-to-exceed contract value of \$12,850,000 as approved by RES41170.

Amendment No. 6, dated January 5, 2024, increased the contract termination date to June 1, 2024, and increased the contract value by \$2,250,000 for a new not-to-exceed amount of \$15,100,000 as approved by Res41333.

Amendment No. 7, dated June 1, 2024, increased the contract termination date to December 31, 2024.

SUSTAINABILITY: Sustainability was considered in line with requirements when the solicitation was issued.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Service contract - EIC Regulations are not yet established

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable to this contract.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4180 - PAF Dome fund			\$1,100,000
4165 - Conv Ctr & Bicen Pav fund			\$400,000
<b>TOTAL</b>			<b>Up to \$1,500,000</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4180 - PAF Dome fund			(\$1,100,000)
4165 - Conv Ctr & Bicen Pav fund			(\$400,000)
<b>TOTAL</b>			<b>Up to (\$1,500,000)</b>



**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$1,200,000**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**

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