



**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: Temporary Personnel Services for Tacoma Dome and Greater Tacoma Convention Center
Request for Proposals Specification No. PT18-0420F, Contract No. CW2228517 - November 19, 2024 City Council
DATE: October 28, 2024

RECOMMENDATION SUMMARY: Tacoma Venues and Events (TVE) requests approval to increase and extend contract CW2228517, to Northwest Industrial Staffing, Inc., Kent, WA, by \$300,000, plus applicable taxes, budgeted from Dome fund 4180 and Convention Center fund 4165, extending the contract for a period of three additional months, ending January 31, 2025, for on-call temporary personnel services. This increase will bring the contract to a cumulative total of \$2,980,000, plus applicable taxes.

STRATEGIC POLICY PRIORITY:

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

Northwest Industrial Staffing, Inc. provides temporary cleaning and labor services for the Tacoma Dome and Greater Tacoma Convention Center. This work employs hundreds of local and regional residents and enables TVE to provide clean and safe events in support of creating a vibrant cultural sector in the community.

BACKGROUND: On March 1, 2019, TVE entered into a contract with Northwest Industrial Staffing, Inc. for provisions of temporary personnel services for the Tacoma Dome and Greater Tacoma Convention Center, with a termination date of February 28, 2021, and an initial compensation not to exceed (NTE) the amount of \$1,130,000.

TVE and Northwest Industrial Staffing, Inc. agreed to three separate Amendments to extend services for a total NTE of \$2,380,000.

ISSUE: The current agreement ends in October 2024, which will provide an inadequate amount of time to create and complete a thorough and comprehensive Request for Proposal (RFP) process. Extending the current agreement is critical to the appearance, functionality, and safety at the Tacoma Dome and Greater Tacoma Convention Center.

ALTERNATIVES: The contract could not be extended, resulting in extreme disruption to events at the Tacoma Dome and Greater Tacoma Convention Center.



COMPETITIVE SOLICITATION: Request for Proposals Specification No. PF18-0420F was opened December 4, 2018. Six companies were invited to bid in addition to normal advertising of the project. Five submittals were received, and three of the five responses were scored. Two of the five responses failed to comply with the Request for Proposals document and were deemed “non-responsive”.

CONTRACT HISTORY: This contract was originally awarded to Northwest Industrial Staffing, Inc. as a result of RFP Specification No. PF18-0420F on February 2019, Resolution No. 40255.

Amendment No. 1, dated February 1, 2021, extended the termination date to February 28, 2023.

Amendment No. 2, dated October 26, 2022, extended the termination date to February 28, 2024, and increased the contract value by \$300,000 for a new NTE amount of \$1,430,000.

Amendment No. 3, dated February 8, 2023, increased the contract value by \$50,000 for a new NTE amount of \$1,480,000 and adopted new rates for the contractor.

Amendment No. 4, dated April 5, 2023, increased the contract value by \$400,000 for a new NTE amount of \$1,880,000.

Amendment No. 5, dated February 28, 2024, increased the contract value by \$500,000, for a new NTE amount of \$2,380,000 and extending the termination date to June 30, 2024.

Amendment No. 6, dated June 21, 2024, increased the contract value by \$300,000, for a new NTE amount of \$2,680,000 and extending the termination date to October 31, 2024.

SUSTAINABILITY: Sustainability was considered in line with requirements at the time 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- DOME	818100	5340100	\$265,000
4165- CCOPS	890300	5340100	\$35,000
TOTAL			Up to \$300,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4180-Tacoma Dome	818620	4347120	(\$265,000)
4165-CCOP	890500	4347130	(\$35,000)
TOTAL			Up to (\$300,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 300,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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