



TO: Board of Contracts and Awards
FROM: Kim Bedier, Director, Tacoma Venues & Events *MB*
Jon Houg, Deputy Director, Tacoma Venues & Events
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Marie Holm, Senior Buyer, Finance/Purchasing
SUBJECT: Amendment No. 1 – Contract Extension and Target Value Increase, Request for Proposals Specification No. PF13-0678F Temporary Personnel Services, Contract No. 4600009606 – March 28, 2017
DATE: March 13, 2017

SUMMARY:

Tacoma Venues & Events (TVE) requests approval to increase Contract No. 4600009606 with LSE Connect, LLC, Winter Park, FL (formerly known as YES LSE, LLC), by \$550,000.00, sales tax not applicable, for the continuation of temporary personnel services for the Tacoma Dome and Greater Tacoma Convention Center. This increase will bring the contract to a cumulative total of \$1,225,000.00, sales tax not applicable.

STRATEGIC POLICY PRIORITY:

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

Temporary personnel services are required to support full time City of Tacoma staff in TVE venues in the fulfillment of event requirements, to meet operational and contractual deadlines, and to maintain a safe and clean environment.

BACKGROUND:

ISSUE: Temporary personnel services are required to meet contractual obligations and deliver on client and citizen expectations in the Tacoma Dome and Greater Tacoma Convention Center. The existing contract contains provision for one (1) two-year extension option, and due to increases in occupancy and event loads at both venues, an increase in target value is required for this agreement. Both venues exceeded budgeted revenue and event projections in the most recent year of this contract and are projected to continue to do so.

ALTERNATIVES: The alternative course of action would be to not exercise the extension allowed within the existing contract and not increase the target value, and prepare a new competitive solicitation for temporary personnel services. The consequences of pursuing a new solicitation would be loss of continuity and consistency, and the time required by a new provider to hire and train a staff complement capable of satisfying the scope of work would result in service failures. This would negatively impact the cleanliness of TVE facilities, and further would impact both the ability to maintain existing clients and to pursue future revenue.

COMPETITIVE SOLICITATION: This contract was originally awarded to LSE Connect, LLC, as a result of Request for Proposals Specification No. PF13-0678F in December 2013. The vendor has agreed to increase the contract at the same prices, terms and conditions as the original contract.

CONTRACT HISTORY: The original contract was approved by Resolution No. 38834 on January 28, 2014, for \$405,000.00, sales tax not applicable, plus the option for one additional two-year renewal



period, in the amount of \$675,000.00. This increase will bring the contract to a cumulative total amount of \$1,225,000.00, sales tax not applicable, with a new contract expiration date of February 28, 2019. This is the first amendment to the contract.

RECOMMENDATION:

Tacoma Venues & Events recommends an increase to the contract be awarded to LSE Connect, LLC for temporary personnel services to support Tacoma Dome and Greater Tacoma Convention Center venue operations.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
FUND 4165 – Convention Center	890300	5340100	\$137,500
FUND 4180 – Tacoma Dome	818100	5340100	\$412,500
TOTAL			\$550,000

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
FUND 4165 – Convention Center	890300	4347130	\$137,500
FUND 4180 – Tacoma Dome	818000	4347120	\$412,500
TOTAL			\$550,000

POTENTIAL POSITION IMPACT: N/A

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
N/A – External Temporary Labor			
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: \$550,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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