



City of Tacoma

Resolution No.: _____

Meeting Date: February 13, 2024

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Josh Kropf, Assistant Director, Tacoma Venues and Events
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Sara Bird, Finance/Purchasing
SUBJECT: Temporary Personnel Services for Tacoma Dome and Greater Tacoma Convention Center
Request for Proposals Solicitation No. PT18-0420F, CW2228517
February 13, 2024, City Council
DATE: January 18, 2024

RECOMMENDATION SUMMARY:

Tacoma Venues & Events (TVE) requests approval to increase and extend contract CW2228517, to Northwest Industrial Staffing, Inc, Kent, WA, by \$500,000, plus applicable taxes, budgeted from PAF Dome Fund 4180 and Conv Ctr & Bicen Pav Fund 4165, and extend contract period by 6 additional months, ending July 30th, 2024, for on-call temporary personnel services. This increase will bring the contract to a cumulative total of \$2,380,000, 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 1st, 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 two separate Amendments to extend services for a total NTE of \$1,880,000.

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

ALTERNATIVES: If 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 (6) companies were invited to bid in addition to normal advertising of the project. Five (5) submittals were received and three (3) of the five (5) responses were scored. Two (2) of the five (5) 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 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 of \$1,430,000

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

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

SUSTAINABILITY: Each firm was asked to respond regarding sustainability practices and responses were included in the overall scoring. NWIS identified addressing recycled material content and waste management reduction plans.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable.

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



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4180- PAF Dome Fund	818100	5340100	\$450,000
4165- Conv Ctr & Bicen Pav Fund	4180 890300	818620 5340100	\$50,000
TOTAL			Up to \$500,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 4180-Tacoma Dome	818620	4347120	(\$450,000)
Fund 4165- Conv Ctr & Bicen Pav Fund	890500	4347130	(\$50,000)
TOTAL			Up to (\$500,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 500,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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