



City of Tacoma

**Resolution No.:** \_\_\_\_\_

**Meeting Date:** January 9, 2024

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

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**TO:** Board of Contracts and Awards  
**FROM:** Daniel Key, Director, Information Technology Department  
John Lake, Division Manager, Information Technology Department  
**COPY:** City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and  
Tina Eide, Finance/Purchasing  
**SUBJECT:** Conference Room Upgrades  
Request for Proposal (RFP) Specification No. IT22-0270F Contract No. C2703 –  
January 9, 2024 City Council  
**DATE:** December 11, 2023

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**RECOMMENDATION SUMMARY:**

The Information Technology Department requests approval to increase Contract C2703, to Continuant, Inc., Fife, Washington, by \$2,050,000, plus applicable taxes, budgeted from various funds throughout the City, for conference room improvements. This increase will bring the contract to a cumulative total of \$2,550,000, plus applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

**BACKGROUND:**

The City has ongoing needs to upgrade conference rooms and meeting spaces to be more conducive to the hybrid work environment. As a result of a Request for Proposals IT22-0270F, a contract was awarded to Continuant, Inc. on February 1, 2023, for a not to exceed amount of \$500,000.

**ISSUE:** The City originally identified approximately 20 conference rooms to be upgraded. The demand for conference room upgrades has grown to include 48 conference rooms at various sizes and costs.

**ALTERNATIVES:** The alternative to approving this contract amendment would be to conduct a new solicitation to provide the same services. This action would delay the requested upgrades to conference rooms including the City Council chambers and would increase costs because repairs are required of existing equipment that would eventually be replaced with new equipment.

**COMPETITIVE SOLICITATION:**

RFP Specification No. IT22-0270F was opened October 18, 2022. One hundred thirteen companies were invited to bid in addition to normal advertising of the project. Three submittals were received. Each submittal was scored by the selection advisory committee and Continuant, Inc.'s weighted score was the highest of the three vendor submittals.

Continuant, Inc. submitted a bid that resulted in the highest evaluated submittal. The table below reflects the selection advisory committee's weighted score for each vendor response.



<u>Respondent (RFP)</u>	<u>Location</u>	<u>Score</u>
<b>Continuant, Inc.</b>	<b>Fife, WA</b>	<b>89.68</b>
ReactAV	Tukwila, WA	75.67
AVI-SPL	Bothell, WA	29.28

CONTRACT HISTORY: This contract was originally awarded to Continuant, Inc. as a result of RFP Specification No. IT22-0270F in September 2022.

Effective April 3, 2023, the City and contractor entered into Amendment No. 1 to add terms and conditions to the contract.

Amendment No. 2 requests an increase of \$2,050,000 which results in a cumulative contract value of \$2,550,000 and adds detailed labor rates card and equipment discount information.

SUSTAINABILITY: Continuant, Inc.'s sustainability policy encourages strong social and environmental responsibility by reducing waste, reusing material, reforming material and recycling material. They also reduce energy consumption by using LED lights, skylights, light and motion sensors, and programmable thermostats.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: The LEAP requirement for this project is 15 percent of the project labor hours must be worked by Local Employees, per TMC 1.90.040.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departmental Funds	Various	Various	\$2,550,000
<b>TOTAL</b>			<b>Up to \$2,550,000</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departmental Funds	Various	Various	(\$2,550,000)
<b>TOTAL</b>			<b>Up to (\$2,550,000)</b>



**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$ TBD. This is an on-call contract. Actual expenditures will depend on executed Statements of Work with Continuant.

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

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