




**TO:** Board of Contracts and Awards  
**FROM:**  Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer  
Justin E. Davis, Facilities Division Manager, Public Works  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and  
Chuck Blankenship, Finance/Purchasing  
**SUBJECT:** Tacoma Municipal Complex Security Services – Request for Bids Specification  
No. PW09-0130F, Contract No. 4600005596 – January 13, 2015  
**DATE:** December 29, 2014

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**SUMMARY:**

A purchase resolution authorizing the extension of the term of Contract No. 4600005596 with Pierce County Security, Inc., Tacoma, WA, six additional months and increase the contract by \$153,155.00. This will extend the contract expiration through June 30, 2015, and bring the contract to a cumulative amount of \$648,577.50, sales tax not applicable.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an open, effective, results-oriented organization.

This contract provides a full time presence on the 1<sup>st</sup> and 2<sup>nd</sup> floor lobbies of the Tacoma Municipal Complex enhancing customer service for visitors. The contract also provides roving guard service to the Tacoma Municipal Complex.

**BACKGROUND:**

**ISSUE:** The increase and time extension to this contract will allow Public Works to further refine additional guard duties that may or may not be necessary to support the upcoming changes to the Customer Support Center and the Public Access Safety and Security initiative. Once those duties are firmly established Public Works will reissue the contract for public bid.

**ALTERNATIVES:** The alternative is to allow the current contract to expire and not provide security services to the Tacoma Municipal Complex until the changes to the Customer Support Center are made. This alternative is not recommended because there would not be a way to regulate and issue visitor and temporary badges to walk-in customers seeking City services.

**COMPETITIVE SOLICITATION:** This contract was originally awarded to Pierce County Security, Inc. as a result of Request for Bids Specification No. PW09-0130F, in May 2009. The contractor has agreed to increase the contract at the same prices, terms, and conditions as the original contract.

**CONTRACT HISTORY:** After issuing Request for Bids Specification No. PW09-0130F, on May 12, 2009, Facilities Management, under Purchase Resolution No. 37791, recommended award for a two year contract in the amount of \$120,697.00, sales tax not applicable, plus the option to renew for three additional one-year renewal periods (cumulative total of five years), for an aggregate amount of \$301,742.50, sales tax not applicable. Since the initial two year term expired May 31, 2011, three separate amendment/renewals have been executed in order to extend the contract and increase the cumulative dollar amount. A fourth amendment, per Resolution No. 38732, was approved on September 17, 2013, increased the contract by \$102,600.00, for a total amount of \$404,342.50, sales tax not applicable, for additional services in the Municipal Building Lobbies. A fifth amendment, per Resolution No. 38910, was approved on May 20, 2014, increased the contract by \$91,080.00, for a total



of \$495,422.50, sales tax not applicable, extending the term through December 31, 2014. The increase of \$153,155.00 includes a \$40,000.00 accounting error and will bring the contract to a cumulative amount of \$648,577.50, and extend services through June 30, 2015.

**SBE/LEAP COMPLIANCE:** Not Applicable.

**RECOMMENDATION:**

The Public Works Department recommends an increase and extension to the contract be awarded to Pierce County Security, Inc. in the amount of \$153,155.00, for a cumulative amount of \$648,577.50, sales tax not applicable, to provide a full time presence in the 1<sup>st</sup> and 2<sup>nd</sup> floor lobbies of the Tacoma Municipal Complex and enhance customer service levels for visitors. The contract also provides roving guard service to the Tacoma Municipal Complex.



**FISCAL IMPACT:** The current biennial impact is \$153,155.00, sales tax not applicable. The expenditure is budgeted in Fund 5700, Cost Center 825100, with the revenue source being rent revenues from facility tenants.

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 5700 PWF Municipal Bldg. Operations	825100	5330100	\$ 153,155.00
<b>TOTAL</b>			<b>\$ 153,155.00</b>

\* General Fund: Include Department

**REVENUES: N/A**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Facility Rent Revenue	825100	4347120	\$ 153,155.00
<b>TOTAL</b>			<b>\$ 153,155.00</b>

**POTENTIAL POSITION IMPACT: N/A**

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
N/A			
<b>TOTAL</b>			

*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: \$153,155.00**

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

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