



TO: Board of Contracts and Awards
FROM: Kim Bedier, Director, Tacoma Venues & Events *WB*
Matt Balk, Operations Manager, Tacoma Venues & Events
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Samol Hefley, Finance/Purchasing
SUBJECT: Temporary Personnel Services for Tacoma Dome and Greater Tacoma
Convention Center
Request for Proposals Specification No. PF18-0420F – March 19, 2019
DATE: February 22, 2019

RECOMMENDATION SUMMARY:

Tacoma Venues & Events (TVE) recommends a contract be awarded to Northwest Industrial Staffing (NWIS), Kent, WA, for Temporary Personnel Services for Tacoma Dome and Greater Tacoma Convention Center, in the amount of \$1,130,000.00, plus applicable taxes, for an initial contract term of two (2) years with the option to renew for one (1) additional two-year period, for a projected contract amount of \$2,260,000.00.

- **STRATEGIC POLICY PRIORITY:** Assure outstanding stewardship of the natural and 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. Existing TVE staff complement is insufficient to meet these demands, and due to the inconsistent, event-based nature of the need for additional personnel services, the hiring of full-time staffing to support these demands is not feasible.

ALTERNATIVES: The alternative course of action would be to not execute a contract with a vendor to provide temporary personnel services. This would negatively impact the ability of TVE to secure business and would restrict the quantity of business in its venues as existing TVE staff complement is not able to provide the volume of required, event-based work.

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."



<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
Northwest Industrial Staffing (NWIS)	Kent, WA	259
Clean-Tech Company	Saint Louis, MI	221
People Ready	Fife, WA	207

CONTRACT HISTORY: New Contract

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.

SBE/LEAP COMPLIANCE: N/A

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
FUND 4180-TACOMA DOME	818100	5340100	\$2,034,000.00
FUND 4165-CCOP	890300	5340100	\$226,000.00
TOTAL			\$2,260,000.00

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
FUND 4180-TACOMA DOME	818620	4347120	\$2,034,000.00
FUND 4165-CCOP	890500	4347130	\$226,000.00
TOTAL			\$2,260,000.00

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$1,130,000.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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