



TO: Board of Contracts and Awards
FROM: Adam Cook, Director, Tacoma Venues and Events
COPY: Josh Kropf, Assistant Director, Tacoma Venues and Events
City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Sara Bird, Senior Buyer, Finance/Procurement
SUBJECT: Temporary Janitorial and Maintenance Services for Tacoma Dome and Greater Tacoma Convention Center
Request for Proposals Specification No. PF24-0131F, Contract No. CW2272006 – October 28, 2025 City Council
DATE: September 29, 2025

**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

RECOMMENDATION SUMMARY:

The Tacoma Venues and Events (TVE) Department requests approval to increase contract CW2272006, to Northwest Industrial Staffing, Inc., Kent, WA, by \$300,000, plus applicable taxes, budgeted from the Dome fund 4180 and Convention Center fund 4165, for temporary janitorial and maintenance services. This increase will bring the contract to a projected total of \$790,000, 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 janitorial and maintenance 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 February 1, 2025, TVE entered into a contract with Northwest Industrial Staffing, Inc. for provisions of temporary janitorial and maintenance services for the Tacoma Dome and Greater Tacoma Convention Center, with a termination date of February 1, 2026, and an initial compensation not to exceed (NTE) the amount of \$490,000.

ISSUE: The current agreement ends on February 1, 2026. Due to increased event activity and service requirements at the Tacoma Dome and Greater Tacoma Convention Center, existing contract funds are insufficient to cover the necessary on-call janitorial and maintenance services through the contract term. This increase is critical to the appearance, functionality, and safety at the Tacoma Dome and Greater Tacoma Convention Center, ensuring TVE can meet contractual obligations and maintain the cleanliness standards expected by clients and patrons during this high-demand period.

ALTERNATIVES: The contract could not be increased, resulting in extreme disruption to events at the Tacoma Dome and Greater Tacoma Convention Center.



COMPETITIVE SOLICITATION:

Request for Proposals Specification No. PF24-0131F was opened July 17, 2024. Three companies were invited to bid in addition to normal advertising of the project. Four submittals were received, with Northwest Industrial Staffing, Inc. receiving the highest scoring.

<u>Respondent</u> (RFP)	<u>Location</u>	<u>Score</u>
Northwest Industrial Staffing, Inc	Kent, WA	84.0
SEALX	Seattle, WA	77.5
Buenavista Services Inc.	Puyallup, WA	75.5
People Ready Inc.	Lakewood, WA	62.5

CONTRACT HISTORY: This contract was originally awarded to Northwest Industrial Staffing, Inc. as a result of RFP Specification No. PF24-0131F on February 1, 2025,

SUSTAINABILITY: Sustainability was considered in line with requirements at the time the solicitation was issued.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Service contract - EIC Regulations are not yet established

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

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4180- DOME	818620	5340100	\$270,000
4165- CCOP	890500	5340100	\$30,000
TOTAL			Up to \$300,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4180- DOME	818620	5340100	(\$270,000)
4165- CCOP	890500	5340100	(\$30,000)
TOTAL			Up to (\$300,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$300,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Enter Yes

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