



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

**TO:** Board of Contracts and Awards  
**FROM:** Adam Cook, Director, Tacoma Venues and Events  
**COPY:** Josh Kropf, Assistant Director, Tacoma Venues and Events  
**COPY:** 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 – February 3, 2026 City Council  
**DATE:** January 12, 2026

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**RECOMMENDATION SUMMARY**

The Tacoma Venues and Events (TVE) Department requests approval to increase and extend contract CW2272006, to Northwest Industrial Staffing, Inc., Kent, WA, by \$500,000, plus applicable taxes, budgeted from the Dome fund 4180 and Convention Center fund 4165, for on-call temporary janitorial and maintenance services. This increase will bring the contract to a projected total of \$1,290,000, plus applicable taxes, and extend the termination date from February 1, 2026, to June 30, 2026.

**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.

On October 15, 2025, TVE and Northwest Industrial Staffing, Inc. entered into Amendment No. 1 to the Contract in order to further increase the compensation under the Contract by \$300,000 from \$490,000 for a new NTE amount of \$790,000

**ISSUE:** The current agreement expires on February 1, 2026. A new Request for Proposal (RFP) is underway; however, the solicitation, evaluation, and award process will not be completed in time to have a new contract in place before the current agreement expires. Extending the current agreement is critical to the appearance, functionality, and safety at the Tacoma Dome and Greater Tacoma Convention Center.

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



**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.

Amendment No. 1, dated October 15, 2025, increased the contract value by \$300,000 for a new NTE amount of \$790,000.

**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	\$450,000
4165- CCOP	890500	5340100	\$50,000
<b>TOTAL</b>			<b>Up to \$500,000</b>

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4180- DOME	818620	Various	(\$450,000)
4165- CCOP	890500	Various	(\$50,000)
<b>TOTAL</b>			<b>Up to (\$500,000)</b>

**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