



Request for City Council Committee Action from the Minneapolis Convention Center

Date May 1, 2006
To Ways & Means/Budget Committee
Subject **Request to Issue RFP for Guest Services Baggage Services at
Minneapolis Convention Center**

Recommendation

That the Minneapolis Convention Center (MCC), having received concurrence of the Permanent Review Committee (PRC), be granted approval to issue a Request for Proposal (RFP) for providing guest baggage services, effective August 1, 2006, at an estimated annual cost of \$50,000, payable from the Convention Center Operations Fund and Agency 0760-MCC.

Previous Directives

N/A

Submitted by: Anthony Lopez, Assistant City Coordinator, Minneapolis Convention Center.

Approved by: Steven Bosacker, City Coordinator

Permanent Review Committee (PRC) Approved Not Applicable

Policy Review Group (PRG) Approval Date of Approval Not Applicable

Note: The Policy Review Group is a committee co-chaired by the City Clerk and the City Coordinator that must review all requests related to establishing or changing enterprise policies.

Presenters in Committee: Jeffrey L. Johnson, Director of Event Services, and Marcus Travis, Manager of Guest Services, Minneapolis Convention Center.

Financial Impact (Check those that apply)

- No financial impact (if checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the ____ Capital Budget or ____ Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: ____ Action is within the plan. ____ Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's finance contact when provided to the Committee Coordinator.

Community Impact (use any categories that apply)

- Neighborhood Notification
- City Goals
- Comprehensive Plan
- Zoning Code
- Other

Background/Supporting Information Attached

On April 27, 2006, the PRC reviewed and approved our request to issue an RFP for providing guest baggage services at the MCC for our clients. The selected vendor will be responsible for providing technology, staff and training in order to provide Transportation Security Administration (TSA) approved baggage check services to the Minneapolis/St. Paul International Airport and Hubert H. Humphrey Terminal.

The estimated annual cost of \$50,000 will be returned in the form of revenue for this service.