



## Request for City Council Committee Action from the Minneapolis Convention Center

**Date** July 17, 2006  
**To** Ways & Means/Budget Committee  
**Subject** Request to Issue RFP for Crowd Management Event Staffing 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 crowd management event staffing services at the MCC for the period beginning January 1, 2007 through December 31, 2008 with three one-year renewal options, at an estimated annual cost of \$900,000, payable from Convention Center Fund and Agency 0760-MCC.

### Previous Directives

N/A

**Submitted by:** Chris J. Larson, Assistant City Coordinator, Minneapolis Convention Center.

**Approved by:** Steven Bosacker, City Coordinator

**Permanent Review Committee (PRC)** **XX** Approved Not Applicable \_\_\_ \_\_\_

**Policy Review Group (PRG)** Approval \_\_\_ Date of Approval \_\_\_ Not Applicable \_\_\_X\_\_\_

**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:** Chris J. Larson, Assistant City Coordinator, and Jeff Johnson, Director of Event 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 July 13, 2006, the PRC reviewed and approved our request to issue an RFP for providing crowd management event staffing for clients at the MCC. The selected vendor will be responsible for providing trained security, usher, ticket taker/badge checker, and Police staff to promote a friendly and safe environment for our clients, guests, and staff of the MCC. Additionally, the selected vendor will be responsible for providing basic emergency evacuation assistance to clients, guests and staff while awaiting intervention by the local emergency jurisdiction.

The estimated annual cost is \$900,000 which will be charge back to clients and returned in the form of revenue.