



Request for City Council Committee Action from the Convention Center

Date: October 25, 2006
To: Ways & Means/Budget Committee
Subject: Acceptance of Proposal of Per Mar Security Services for Crowd Management Event Staffing Services at the Minneapolis Convention Center

Recommendation:

That the proper City Officers be authorized to negotiate and enter into contract with Per Mar Security Services for providing crowd management event staffing services at the Minneapolis Convention Center (MCC) at an estimated annual cost of \$900,000, payable from Convention Center Fund and Agency 0760-MCC; effective January 1, 2007, for an initial one year period with three one-year renewal options.

Previous Directives:

Council action on August 4, 2006 authorizing issuance of RFP.

Prepared by: Chris J. Larson, Interim Assistant City Coordinator, Minneapolis Convention Center
Approved by: Steven Bosacker, City Coordinator
Presenters in Committee: Jeff Johnson, Director of Event Services, and Marcus Travis, Manager of Guest Services, Minneapolis Convention Center.

Reviews

- Permanent Review Committee (PRC): Approval Date July 13, 2006
- Policy Review Group (PRG): Approval Date N/A

Financial Impact

- No financial impact

Community Impact

- Neighborhood Notification
- City Goals
- Comprehensive Plan
- Zoning Code
- Other – Provide security and safety

Supporting Information

On July 13, 2006, the PRC reviewed and approved the request of the Minneapolis Convention Center (MCC) to issue an RFP for providing crowd management event staffing for clients at the MCC. This was approved by City Council action on August 4, 2006.

The scope of services provides that the 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 vendor will be responsible for providing basic emergency evacuation assistance to clients, guests and staff while awaiting intervention by the local emergency jurisdiction.

Seven proposals were received September 15, 2006. An evaluation committee was comprised of the MCC Director of Event Services, Manager of Guest Services, Manager of Production Services, Supervisor of Safety & Security, and Supervisor of Event Services. Proposals were reviewed according to criteria contained in the RFP which included the following:

Submittal of required documents including an executive summary of the proposal; qualifications and experience statement; references; proposed fee schedule; management/operating plan; training and/or customer service programs; length of term and options; and business, corporate and/or partnership information.

As a result of the evaluation of all proposals, this is to request that the proper City Officers be authorized to enter into contract with Per Mar Security Services, according to the submitted proposal, for providing crowd management event staffing services at the MCC at an estimated annual cost of \$900,000 payable from Convention Center Fund and Agency 0760-MCC.