



Request for City Council Committee Action

Date October 18, 2004

To Ways & Means/Budget Committee
Referral to None

Prepared by Anthony Lopez, Phone 335-6031
Approved by John Moir _____

**Subject Acceptance of Proposal for Internet and Wireless Services at the
Minneapolis Convention Center**

Presenters in Committee Anthony Lopez, Executive Director, Convention Center
Eric D. Hart, Director of Event Services, Convention Center

Recommendation

That the proper City Officers be authorized to enter into contract with Insite Wireless for providing Internet and Wireless Services at the Minneapolis Convention Center, effective upon the successful negotiation and execution of a formal contract, at no cost to the City.

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
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

On March 11, 2004, the Permanent Review Committee (PRC) approved the request of the Convention Center to issue a Request for Proposal (RFP) for providing Internet and Wireless services at the Convention Center in accordance with the MCC Business Plan. This was approved by City Council action on March 19, 2004.

The scope of services includes providing Internet, Wireless Internet, Video Conferencing and a Distributed Antennae System (DAS) for cellular operations within the facility.

Proposals were sent to seven vendors. Thirteen organizations attended the mandatory pre-proposal meeting. Five proposals were received. One proposal was received after the acceptance deadline and was immediately disqualified. An evaluation committee was comprised of the following individuals: Convention Center Executive Director, Director of Event Services, Director of Facility Services, Manager of Production Services, Exhibitor Services Supervisor, Two representatives from BIS, City of Minneapolis Treasurer and City of Minneapolis Director of Risk Management and Claims. 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, marketing plan, pricing and phased-opening plan; length of term and options; business, corporate and/or partnership information; and small and underutilized business program plan.

The committee requested final offers from two proposers and reached consensus that the Insite Wireless proposal met the requirements of the RFP and provided the best overall product for our guests and the facility.

As a result of these negotiations, this is to request that the proper City Officers be authorized to enter into contract with Insite Wireless, according to the terms negotiated, at no cost to the City and in exchange for a financial return to the City.

/smc