



Request for City Council Committee Action

Date December 2, 2002

To Ways & Means/Budget Committee

Referral to None

Prepared by Anthony Lopez, Phone 335-6031

Approved by John Bergquist _____
John Moir _____

Subject Acceptance of Proposal for Event Security Services at Convention Center

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

Recommendation

That the proper City Officers be authorized to enter into contract with Security Specialists, Inc. for providing exclusive event security services at the Minneapolis Convention Center, effective January 1, 2003, at an estimated annual cost of \$400,000, payable from the Convention Center Operations Fund and Agency 0760-MCC. This cost will be offset by estimated revenue in the amount of \$460,000.

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 July 11, 2002, the Permanent Review Committee (PRC) approved the request of the Convention Center to issue an RFP for exclusive event security services at the Convention Center. This was approved by City Council action on July 26. The scope of services includes providing specific event security services for our clients and the facility, with responsibility for providing a safe environment for clients, guests and staff

of the facility. In addition, the vendor will be responsible for protection of client equipment and inventories during non-operational hours of the facility. The scope of services includes job categories for supervisors for security or ushering crews, individuals for securing areas such as coat check, crowd control, roving security, property/show security, door guards, roll-up door guards and personnel protection, and individuals responsible for directing patrons to specific seating locations, maintaining safe fire aisles, acting as ticket takers/access monitors and coat check attendants.

Proposals were sent to seven vendors. Three proposals were received, and negotiations were held with two companies. An evaluation committee was comprised of our Director of Event Services, Manager of Event Services, Manager of Safety & Security, Manager of Productions Services, and Guest Services Supervisor. Proposals were reviewed according to criteria contained in the RFP:

- Quality, thoroughness and clarity of proposal; qualifications;
- Experience and number of staff;
- How well the scope of services meets objectives;
- Financial responsibility and capacity;
- Organization and management approach;
- Small and underutilized business participation;
- Cost of services;
- Insurance coverage.

As a result of these negotiations, this is to request that the proper City Officers be authorized to enter into contract with Security Specialists, Inc., according to the terms negotiated, at an estimated annual cost of \$400,000. In turn, the estimated revenue is expected to exceed our costs by \$60,000.

/smc