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# **MERC Commission Meeting**

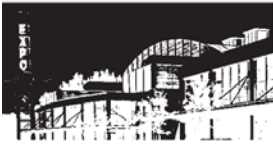
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December 6, 2017  
12:30 pm

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Oregon Convention Center  
777 NE Martin Luther King Jr. Blvd.  
Room F151

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600 NE Grand Ave.  
Portland, OR 97232  
503-797-1780

[www.oregonmetro.gov](http://www.oregonmetro.gov)

# Metro | *Exposition Recreation Commission*

## Agenda

Meeting: Metro Exposition Recreation Commission Meeting  
Date: Wednesday, December 6, 2017  
Time: 12:30-2:30 p.m.  
Place: Oregon Convention Center, Room F151

### CALL TO ORDER

- |              |   |   |
|--------------|---|---|
| <b>12:30</b> | <b>1. QUORUM CONFIRMED</b>  |   |
| <b>12:35</b> | <b>2. OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>  |   |
| <b>12:40</b> | <b>3. COMMISSION/COUNCIL LIAISON COMMUNICATIONS</b>   | <b>Karis Stoudamire-Phillips,<br/>Sam Chase</b>               |
| <b>12:45</b> | <b>4. GM COMMUNICATIONS</b>   | <b>Scott Cruickshank</b>                                      |
| <b>12:50</b> | <b>5. FINANCIAL REPORT, pgs 4-21</b>  | <b>Rachael Lembo</b>  |
| <b>12:55</b> | <b>6. ASSET MANAGEMENT CAPITAL PLANNING PROJECT STATUS REPORT, pg 23</b>  | <b>Ben Rowe, Tim Collier</b>                                  |
| <b>1:10</b>  | <b>7. VENUE BUSINESS REPORTS,</b>   | <b>Robyn Williams, Matthew P.<br/>Rotchford, Craig Stroud</b> |
| <b>1:20</b>  | <b>8. TRAVEL PORTLAND FIRST QUARTER FY18 REPORT, pgs 25-45</b>  | <b>Steve Faulstick, Tamara<br/>Kennedy-Hill</b>               |
| <b>1:35</b>  | <b>9. EQUITY IN CONTRACTING ANNUAL REPORT, FY 2016-17, pgs 47-50</b>  | <b>Gabriel Schuster</b>                                       |
| <b>1:55</b>  | <b>10. CONSENT AGENDA</b>   |   |
|              | • Record of MERC Actions, November 1, 2017, pgs 52-54   | <b>Karis Stoudamire-Phillips</b>                              |
| <b>2:00</b>  | <b>11. ACTION AGENDA</b>  |   |
|              | <b>11.1 Resolution 17-38:</b> For the purpose of recognizing Judie Hammerstad’s Contributions to the Metropolitan Exposition Recreation Commission (MERC), pg 56  | <b>Karis Stoudamire-Phillips</b>                              |
|              | <b>11.2 Resolution 17-39:</b> For the purpose of approving the contract with Meyer Projection Systems, LLC, for the Oregon Convention Center’s “Audio Visual Equipment Rental” and authorizing the General Manager of Visitor Venues to execute the contract, pgs 57-60     | <b>Craig Stroud</b>   |
|              | <b>11.3 Resolution 17-40:</b> For the purpose of approving the contract with Quest Events for the Oregon Convention Center’s “Audio Visual Equipment Rental,” and authorizing the General Manager of Visitor Venues to execute the contract, pgs 61-64                      | <b>Craig Stroud</b>   |
|              | <b>11.4 Resolution 17-41:</b> For the purpose of approving the contract with Outlaw Lighting for the Oregon Convention Center’s “Audio Visual Equipment Rental” and authorizing the General Manager of Visitor Venues to execute the contract, pgs 65-68                    | <b>Craig Stroud</b>   |
|              | <b>11.5 Resolution 17-42:</b> For the purpose of approving the contract with Showcall Event Services for the Oregon Convention Center’s “Audio Visual Temporary Staffing Services” and authorizing the General Manager of Visitor Venues to execute the contract, pgs 69-80 | <b>Craig Stroud</b>   |

**ADJOURN**

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# **MERC Commission Meeting**

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December 6, 2017  
12:30 pm

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5.0 Financial Report

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OCTOBER 2017

FINANCIAL INFORMATION

*For Management Purposes only*



**OREGN**

Oregon  
Convention  
Center



# Memo



Date: December 6, 2017  
 To: Commissioner Karis Stoudamire-Phillips, Chair  
 Commissioner Deidra Krysov-Rusoff, Secretary-Treasurer  
 Commissioner Judie Hammerstad  
 Commissioner Ray Leary  
 Commissioner Damien Hall  
 Commissioner Deanna Palm  
 Commissioner Dañel Malán

From: Rachael Lembo – MERC Finance Manager  
 Re: Financial Updates for October 2017

## October 2017 Executive Summary

The fall has proven busy and successful at the venues, and has made up for the slow start we saw this summer. As a reminder, the FY2017-18 revenue budget is the highest we’ve seen in recent years and the strongest months are yet to come at OCC and Portland’5. Expo had an incredibly successful run with Cirque du Soleil, achieving over \$1 million in revenue. Due to the scale of the event the close was still under review at the time of month-end close and full revenues and costs are not reflected in the financials. However, a supplemental Cirque report is included below. Hamilton single tickets went on sale November 17 and, as expected, promptly sold out. The show opens March 20.

Capital projects are progressing, as noted in the Capital Project Status Reports. Portland’5 and Expo have already spent over 30% of their capital budgets, with multiple projects in progress including Newmark and Winningstad theater lighting overhauls and the roof at Expo Halls D and E. The major renovation at OCC is currently in design development, with plans to start construction in August 2018.

## Total MERC Venues – October Financial Statistics

### MERC Venues Events & Attendance

Overall events and attendance year to date are nearly identical to the prior year. This varies by venue, notably Expo which is up significantly, 83% in attendance, due to Cirque du Soleil and Portland’5 which is down due to Broadway not starting until November.

Total MERC Venues	2016		2017		Change from Prior Year	
	Events	Attendance	Events	Attendance	Events	Attendance
Q1	284	342,829	281	322,419	(3), (1%)	(20,410), (6%)
October	166	170,280	167	186,547	1, 1%	16,267, 10%
Year to Date	450	513,109	448	508,966	(2), 0%	(4,143), (1%)

### MERC Venues Revenues & Expense

Total venue event revenues (charges for services and food & beverage) through October are \$13.6 million, 29% of annual budget. Overall operating expenses through October are \$18.5 million, also 29% of annual budget.

### Food & Beverage

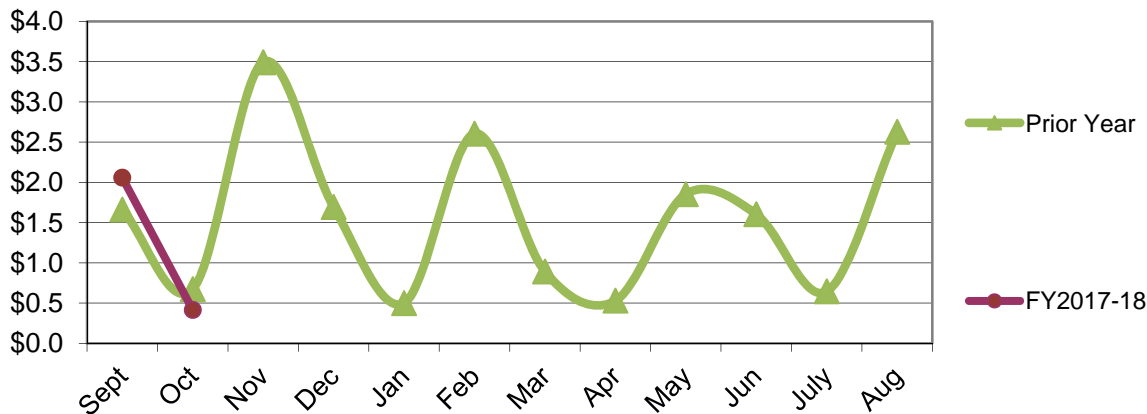
All venues had strong food and beverage sales in October, though Expo's sales look low because the Cirque sales are not yet included. The current YTD food and beverage margin for all venues combined is 11.7%, which is expected to increase after the Cirque close has been completed.

### Net Operations

Total MERC net operations through October are \$263 thousand. The busier months of September and October have raised the YTD operations to a positive amount for the first time this year, and that is expected to increase significantly as we get into the even busier months.

### Transient Lodging Tax (TLT)

The second TLT payment of the year was \$416k, compared to \$673k received the prior year. Overall TLT is still up 6% from the prior year, since the first payment this year was significantly higher than the prior year. The next payment, expected early December, represents collections by the City/County in November and will include the majority of receipts from July-Sept hotel stays, the busiest time of year. It will be a strong indicator of what to expect this fiscal year from TLT.



### Historical Actual Comparison FY 2014-15 to FY 2017-18

Fiscal Year:	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	3-yr Hist.	% Var	% Var
Revenues	YTD	YTD	YTD	YTD	Average	Average	PY
Food and Beverage	5,617,874	7,796,224	5,686,297	5,650,225	6,366,799	-11.3%	-0.6%
Charges for Services	7,259,860	8,648,291	8,322,850	7,960,131	8,077,000	-1.4%	-4.4%
<i>Subtotal Event Revenues</i>	<i>12,877,734</i>	<i>16,444,515</i>	<i>14,009,147</i>	<i>13,610,356</i>	<i>14,443,799</i>	<i>-5.8%</i>	<i>-2.8%</i>
Lodging Tax	1,495,487	1,438,348	2,334,725	2,475,577	1,756,187	41.0%	6.0%
Other	115,772	72,958	144,122	2,704,977	110,951	2338.0%	1776.9%
<b>Total Revenues</b>	<b>14,488,994</b>	<b>17,955,821</b>	<b>16,487,994</b>	<b>18,790,910</b>	<b>16,310,936</b>	<b>15.2%</b>	<b>14.0%</b>
<b>Expenses</b>							
Food and Beverage	4,541,076	5,406,069	4,450,307	4,986,712	4,799,151	3.9%	12.1%
Personnel Services	5,709,835	6,157,984	6,374,549	6,721,286	6,080,790	10.5%	5.4%
Materials and Services	3,821,569	4,390,912	4,888,323	5,277,620	4,366,935	20.9%	8.0%
Other Operating Expense	1,362,099	1,553,029	1,448,204	1,541,884	1,454,444	6.0%	6.5%
<b>Total Operating Expense</b>	<b>15,434,580</b>	<b>17,507,994</b>	<b>17,161,383</b>	<b>18,527,502</b>	<b>16,701,319</b>	<b>10.9%</b>	<b>8.0%</b>
<b>Net Operations</b>	<b>(945,586)</b>	<b>447,827</b>	<b>(673,389)</b>	<b>263,408</b>	<b>(390,383)</b>	<b>-167.5%</b>	<b>-139.1%</b>
Food & Beverage Margin \$	1,076,798	2,390,155	1,235,991	663,513	1,567,648	-57.7%	-46.3%
Food & Beverage Margin %	19.2%	30.7%	21.7%	11.7%	23.9%		

## Oregon Convention Center

October was a strong month, with \$3 million in event revenues. The \$2 million additional allocation from the VDF was received, but the pass through of that amount to Travel Portland did not occur until November, inflating Net Operations by \$2 million. Excluding that revenue net operations YTD is nearly \$133,000. Food and beverage margin for the year is 15.9%, compared to a budget of 16.9%.

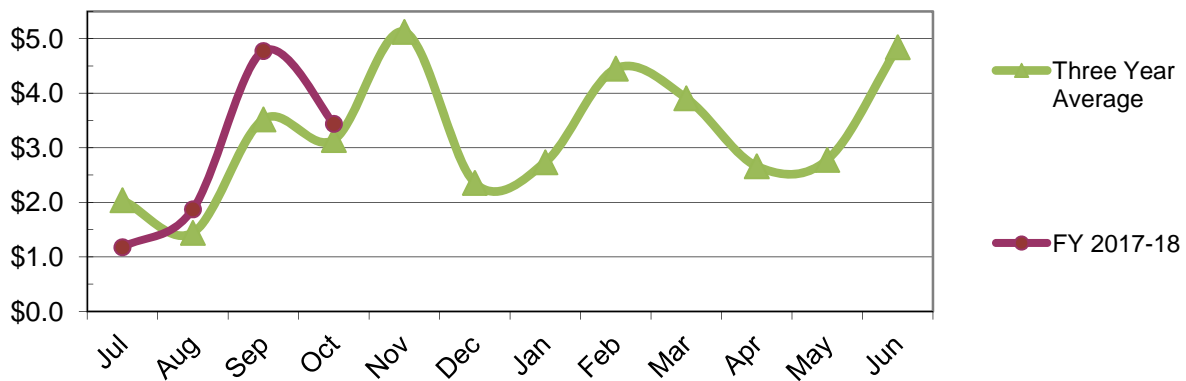
### Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Viewpoint Collaborate 2017	\$690,948	25%
Kumoricon 2017	236,331	9%
Coffee Fest 2017	135,684	5%
American Physical Therapy Association National Student Conclave	133,397	5%
All other Events	1,580,740	57%
<b>Total Event Revenues</b>	<b>\$2,777,100</b>	<b>100%</b>

\*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

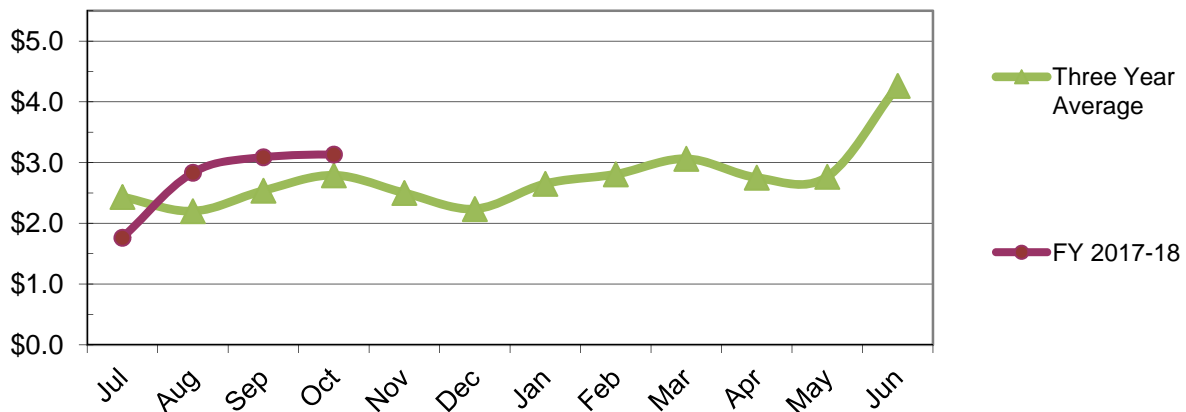
### OCC Program Revenues by Month

Shown in Millions



### OCC Program Expense by Month

Shown in Millions



## Portland's Centers for the Arts

October event revenues were \$1.4 million, comparable to the prior year. Broadway begins in November this year, and we're already seeing some impact from single ticket commission revenue, which is expected to increase significantly after Hamilton single tickets went on sale and sold out November 17. Net operations YTD is (\$1.6 million), a larger deficit than seen in prior years due to the slow start of the year. However, that was expected due to the event calendar, and the spring will be busy. Operating expenses were higher this month than recent months, partially due to event-related costs which increase with higher revenues, and also due to a significant amount of artist payments from Portland's Presents. Food and beverage margin for the year is 21.5%, compared to a budget of 21.2%.

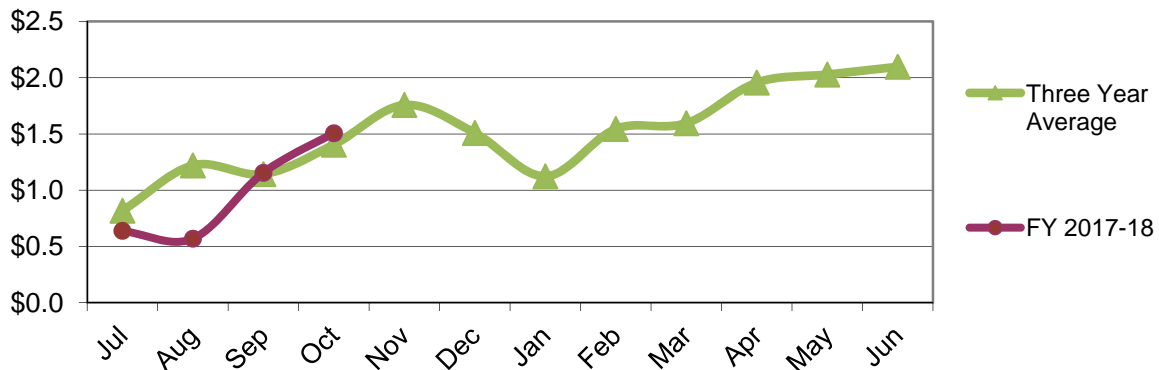
### Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
Rhapsody in Blue	\$126,832	9%
Book of Mormon	105,919	8%
Alt-J	95,988	7%
Morrissey	86,597	6%
All other Events	954,063	70%
<b>Total Event Revenues</b>	<b>\$1,369,398</b>	<b>100%</b>

\*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

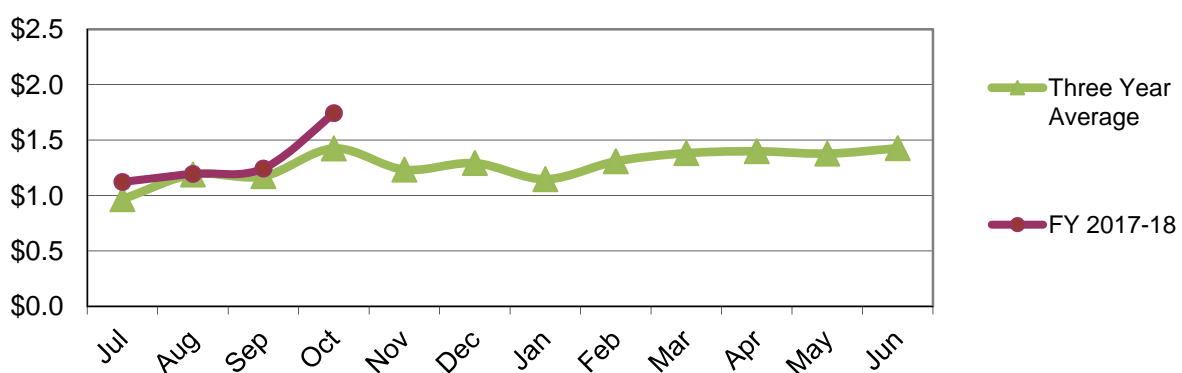
### P5CA Program Revenue by Month

Shown in Millions



### P5CA Program Expense by Month

Shown in Millions





## Portland Expo Center

The October financials do not include \$1 million in revenue from Cirque du Soleil's KURIOS. Due to the scale of the event, the close was still under review and at the time of month-end close. However, a supplemental Cirque report is included below. Excluding Cirque, Expo had event revenues of \$400k, a 24% decrease from the prior year primarily due to three events that did not re-book and \$60k in revenue that did not post from the Portland Home Show. Operating expenses are higher than previous months due to costs related to the Cirque event. Net operations and food and beverage margins are both incomplete due to the exclusion of Cirque, but will be up to date in the November report.

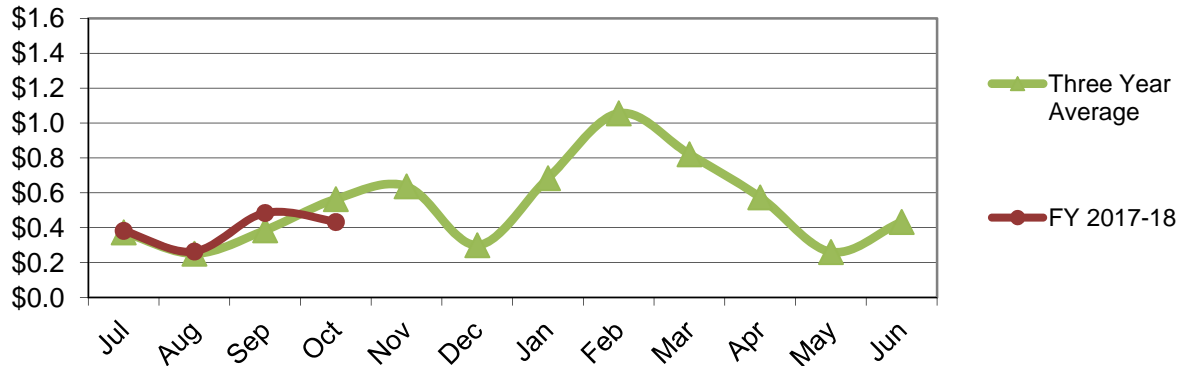
### Highest Grossing Events

Event*	Gross Event Revenue	% of Event Revenue
America's Largest Antique & Collectible Show	\$114,522	31%
2017 Portland Tattoo Expo	55,619	15%
2017 Portland Fall Home Show	42,565	11%
Cirque du Soleil Kurios	42,296	11%
All other Events	118,164	32%
<b>Total Event Revenues</b>	<b>\$373,167</b>	<b>100%</b>

\*Note: revenue reported in the table above reflects event receipts in the reporting month only and not total gross event revenue or total gross monthly revenue.

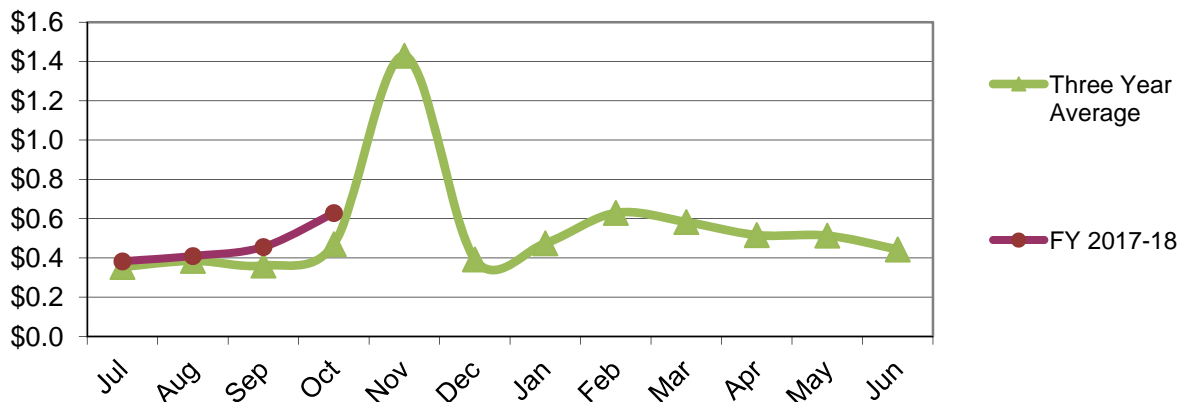
### Expo Program Revenue by Month

Shown in Millions



### Expo Program Expense by Month

Shown in Millions



## Cirque du Soleil KURIOS: Cabinet of Curiosities Impact Report

The Portland Expo Center hosted Cirque du Soleil for the third time, but with a new timeline from August – October, 2017. The critically-acclaimed performance troupe showcased their steampunk masterpiece, KURIOS: Cabinet of Curiosities for the first time in Portland. The event had record-breaking revenues of over \$1 million and 104,000 in attendance. The parking and food and beverage departments did an excellent job in advantaging this great opportunity. The table below shows a comparison from Cirque du Soleil’s events at the Expo in FY2013-14 and FY2017-18.

<b>Revenues</b>	FY2013-14 Totem	FY2017-18 Kurios	Variance	% Variance
Rental	150,000	155,000	5,000	3%
Parking	235,401	331,532	96,131	41%
Food & Beverage	280,999	432,304	148,805	53%
Other	43,654	92,685	49,031	112%
<b>Total Revenue</b>	<b>\$710,054</b>	<b>\$1,011,521</b>	<b>\$301,280</b>	<b>43%</b>
<b>Expenses</b>				
Parking	105,850	97,848	(8,002)	-8%
Food & Beverage	209,342	170,197	(39,145)	-19%
Excise Tax	51,109	75,654	24,545	48%
Other	38,612	78,018	39,406	102%
<b>Total Expenses</b>	<b>\$404,913</b>	<b>\$421,717</b>	<b>\$16,804</b>	<b>4%</b>
<b>Net Operations</b>	<b>\$305,141</b>	<b>\$589,804</b>	<b>\$284,663</b>	<b>93%</b>

# MERC Statement of Activity with Annual Budget

## Metropolitan Exposition-Recreation Commission

### All Departments

October 2017

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actual	Prior Year to Date Actual	Current Year Budget	% of Prior Year	% of Annual Budget
<b>Operations</b>							
Charges for Services	2,865,061	2,927,474	7,960,131	8,322,850	28,783,091	95.64%	27.66%
Contributions from Governments	-	-	-	-	889,441	0.00%	0.00%
Contributions from Private Sources	-	-	300,000	-	75,000	0.00%	400.00%
Enhanced Marketing VDF	-	-	-	-	491,122	0.00%	0.00%
Food and Beverage Revenue	1,988,953	1,800,068	5,650,225	5,686,297	18,524,543	99.37%	30.50%
Grants	23,959	100	73,959	2,100	38,000	3521.87%	194.63%
Interest Earnings	60,423	156,944	169,661	8,193	445,000	2070.81%	38.13%
Lodging Tax	415,703	672,908	2,475,577	2,334,725	13,052,470	106.03%	18.97%
Miscellaneous Revenue	9,916	19,267	28,024	40,496	113,765	69.20%	24.63%
Transfers-R	33,333	23,333	133,332	93,332	400,000	142.86%	33.33%
Visitor Development Fund Alloc	2,000,000	-	2,000,000	-	4,488,395	0.00%	44.56%
Total Revenues	7,397,348	5,600,095	18,790,910	16,487,994	67,300,827	113.97%	27.92%
Food & Beverage Services	1,696,332	1,309,343	4,986,712	4,450,307	15,252,656	112.05%	32.69%
Materials and Services	1,808,856	1,437,438	5,277,620	4,888,323	18,326,503	107.96%	28.80%
Personnel Services	1,847,838	1,686,295	6,721,286	6,374,549	22,106,786	105.44%	30.40%
Transfers-E	384,096	652,131	1,541,884	1,448,204	5,830,412	106.47%	26.45%
Visitor Development Marketing	-	-	-	-	2,508,282	0.00%	0.00%
Total Expenditures	5,737,122	5,085,207	18,527,502	17,161,383	64,024,639	107.96%	28.94%
Net Operations	1,660,226	514,888	263,407	(673,389)	3,276,188		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	762,501	0.00%	0.00%
Grants	-	1,000	-	18,464	-	0.00%	0.00%
Lodging Tax	-	-	-	-	6,741,441	0.00%	0.00%
Miscellaneous Revenue	-	2,560	-	4,292	-	0.00%	0.00%
Transfers-R	-	26,667	-	106,668	-	0.00%	0.00%
Total Revenues	-	30,227	-	129,424	7,503,942	0.00%	0.00%
Capital Outlay	394,794	236,799	1,904,174	1,273,707	14,071,310	149.50%	13.53%
Materials and Services	422,848	130	923,860	217	1,130,000	425349.81%	81.76%
Total Expenditures	817,642	236,929	2,828,034	1,273,925	15,201,310	221.99%	18.60%
Net Capital	(817,642)	(206,702)	(2,828,034)	(1,144,500)	(7,697,368)		
12 Month Fund Balance Increase	842,584	308,186	(2,564,627)	(1,817,890)	(4,421,180)		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Convention Center Operating Fund

October 2017

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Charges for Services	1,499,351	1,394,228	4,132,535	3,461,724	11,789,193	119.4%	35.1%
Contributions from Private Sources	-	-	300,000	-	-	0.0%	0.0%
Enhanced Marketing VDF	-	-	-	-	491,122	0.0%	0.0%
Food and Beverage Revenue	1,518,296	1,376,768	4,520,906	4,114,833	13,050,157	109.9%	34.6%
Grants	23,959	100	23,959	2,100	-	1140.9%	0.0%
Interest Earnings	24,078	58,934	69,866	353	190,000	19805.1%	36.8%
Lodging Tax	369,761	598,457	2,201,986	2,076,407	11,661,784	106.0%	18.9%
Miscellaneous Revenue	4,690	10,688	14,492	16,958	17,700	85.5%	81.9%
Transfers-R	(78,161)	(67,396)	(312,642)	(269,584)	(937,926)	116.0%	33.3%
Visitor Development Fund Alloc	2,000,000	-	2,000,000	-	3,784,454	0.0%	52.8%
Total Revenues	5,361,975	3,371,779	12,951,102	9,402,792	40,046,484	137.7%	32.3%
Food & Beverage Services	1,263,851	971,868	3,803,917	3,224,609	10,840,964	118.0%	35.1%
Materials and Services	720,331	751,963	2,550,247	2,504,715	9,848,744	101.8%	25.9%
Personnel Services	928,971	849,919	3,585,322	3,327,282	11,199,173	107.8%	32.0%
Transfers-E	219,750	387,217	879,000	840,908	2,830,488	104.5%	31.1%
Visitor Development Marketing	-	-	-	-	2,491,122	0.0%	0.0%
Total Expenditures	3,132,903	2,960,967	10,818,486	9,897,513	37,210,491	109.3%	29.1%
Net Operations	2,229,072	410,813	2,132,616	(494,722)	2,835,993		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	476,563	0.0%	0.0%
Grants	-	-	-	7,500	-	0.0%	0.0%
Miscellaneous Revenue	-	2,560	-	4,292	-	0.0%	0.0%
Transfers-R	4,000,000	26,667	4,000,000	106,668	16,000,000	3750.0%	25.0%
Total Revenues	4,000,000	29,227	4,000,000	118,460	16,476,563	3376.7%	24.3%
Capital Outlay	179,256	63,724	548,405	440,276	9,200,500	124.6%	6.0%
Materials and Services	103,330	130	154,005	217	355,000	70904.9%	43.4%
Total Expenditures	282,587	63,854	702,410	440,493	9,555,500	159.5%	7.4%
Net Capital	3,717,413	(34,627)	3,297,590	(322,033)	6,921,063		
12 Month Fund Balance Increase	5,946,485	376,186	5,430,205	(816,755)	9,757,056		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Portland's Centers for the Arts Fund

October 2017

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Charges for Services	1,094,837	1,157,279	2,776,534	3,803,503	12,170,223	73.0%	22.8%
Contributions from Governments	-	-	-	-	889,441	0.0%	0.0%
Contributions from Private Sources	-	-	-	-	75,000	0.0%	0.0%
Food and Beverage Revenue	346,244	277,060	764,572	1,046,361	3,175,764	73.1%	24.1%
Grants	-	-	-	-	38,000	0.0%	0.0%
Interest Earnings	16,122	50,805	46,499	4,257	170,000	1092.2%	27.4%
Lodging Tax	45,942	74,452	273,592	258,318	1,390,686	105.9%	19.7%
Miscellaneous Revenue	3,521	5,789	8,252	16,061	61,590	51.4%	13.4%
Transfers-R	(40,519)	(36,852)	(162,075)	(147,409)	(486,226)	109.9%	33.3%
Visitor Development Fund Alloc	-	-	-	-	703,941	0.0%	0.0%
Total Revenues	1,466,146	1,528,532	3,707,374	4,981,091	18,188,419	74.4%	20.4%
Food & Beverage Services	246,848	195,757	600,483	764,029	2,503,553	78.6%	24.0%
Materials and Services	710,909	539,137	2,065,861	1,907,589	6,323,561	108.3%	32.7%
Personnel Services	675,418	612,125	2,195,317	2,212,144	7,862,673	99.2%	27.9%
Transfers-E	110,177	186,111	440,708	410,568	1,322,109	107.3%	33.3%
Total Expenditures	1,743,352	1,533,130	5,302,368	5,294,330	18,011,896	100.2%	29.4%
Net Operations	(277,206)	(4,599)	(1,594,995)	(313,238)	176,523		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	114,375	0.0%	0.0%
Grants	-	-	-	9,964	-	0.0%	0.0%
Total Revenues	-	-	-	9,964	114,375	0.0%	0.0%
Capital Outlay	206,230	132,650	1,163,341	763,584	2,004,120	152.4%	58.0%
Materials and Services	63,296	-	64,446	-	325,000	0.0%	19.8%
Total Expenditures	269,526	132,650	1,227,786	763,584	2,329,120	160.8%	52.7%
Net Capital	(269,526)	(132,650)	(1,227,786)	(753,620)	(2,214,745)		
12 Month Fund Balance Increase	(546,732)	(137,249)	(2,822,781)	(1,066,859)	(2,038,222)		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

Expo Fund

October 2017

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Charges for Services	270,872	375,967	1,051,062	1,057,622	4,823,675	99.4%	21.8%
Food and Beverage Revenue	124,413	146,240	364,748	525,104	2,298,622	69.5%	15.9%
Interest Earnings	2,390	10,151	7,946	(1,280)	35,000	-621.0%	22.7%
Miscellaneous Revenue	1,706	2,791	5,280	7,478	34,475	70.6%	15.3%
Transfers-R	33,333	23,333	133,332	93,332	400,000	142.9%	33.3%
Total Revenues	432,715	558,481	1,562,367	1,682,256	7,591,772	92.9%	20.6%
Food & Beverage Services	185,633	141,719	582,312	461,669	1,908,139	126.1%	30.5%
Materials and Services	232,737	127,175	482,151	373,905	1,615,813	129.0%	29.8%
Personnel Services	156,383	151,732	612,585	570,757	1,939,455	107.3%	31.6%
Transfers-E	53,984	78,628	215,936	191,028	1,670,090	113.0%	12.9%
Visitor Development Marketing	-	-	-	-	17,160	0.0%	0.0%
Total Expenditures	628,737	499,254	1,892,983	1,597,359	7,150,657	118.5%	26.5%
Net Operations	(196,022)	59,227	(330,617)	84,897	441,115		
<b>Capital</b>							
Contributions from Private Sources	-	-	-	-	171,563	0.0%	0.0%
Grants	-	1,000	-	1,000	-	0.0%	0.0%
Transfers-R	712,500	-	712,500	-	2,850,000	0.0%	25.0%
Total Revenues	712,500	1,000	712,500	1,000	3,021,563	71250.0%	23.6%
Capital Outlay	9,307	40,425	192,429	69,847	2,616,690	275.5%	7.4%
Materials and Services	256,222	-	705,409	-	450,000	0.0%	156.8%
Total Expenditures	265,529	40,425	897,838	69,847	3,066,690	1285.4%	29.3%
Net Capital	446,971	(39,425)	(185,338)	(68,847)	(45,127)		
12 Month Fund Balance Increase	250,949	19,802	(515,954)	16,050	395,988		

# MERC Statement of Activity with Annual Budget

Metropolitan Exposition-Recreation Commission

MERC Admin Sub Fund

October 2017

	Current Month Actual	Prior Year Month Actual	Current Year to Date Actuals	Prior Year to Date Actual	Current Year Budget	% of Prior Year to Date	% of Annual Budget
<b>Operations</b>							
Grants	-	-	50,000	-	-	0.0%	0.0%
Interest Earnings	17,833	37,054	45,350	4,862	50,000	932.7%	90.7%
Transfers-R	118,679	104,248	474,717	416,992	1,424,152	113.8%	33.3%
Total Revenues	136,512	141,302	570,067	421,855	1,474,152	135.1%	38.7%
Materials and Services	144,879	19,162	179,362	102,114	538,385	175.6%	33.3%
Personnel Services	87,066	72,519	328,062	264,367	1,105,485	124.1%	29.7%
Transfers-E	185	175	6,240	5,700	7,725	109.5%	80.8%
Total Expenditures	232,131	91,856	513,664	372,181	1,651,595	138.0%	31.1%
Net Operations	(95,619)	49,447	56,403	49,674	(177,443)		
<b>Capital</b>							
Lodging Tax	-	-	-	-	6,741,441	0.0%	0.0%
Transfers-R	(4,712,500)	-	(4,712,500)	-	(18,850,000)	0.0%	25.0%
Total Revenues	(4,712,500)	-	(4,712,500)	-	(12,108,559)	0.0%	38.9%
Capital Outlay	-	-	-	-	250,000	0.0%	0.0%
Total Expenditures	-	-	-	-	250,000	0.0%	0.0%
Net Capital	(4,712,500)	-	(4,712,500)	-	(12,358,559)		
12 Month Fund Balance Increase	(4,808,119)	49,447	(4,656,097)	49,674	(12,536,002)		

## MERC Food and Beverage Margins

October 2017

	Current Month Actual	Prior Month Actual	Current Year to Date	Prior Year to Date Actual	Annual Budget
<b>Convention Center Operating Fund</b>					
Food and Beverage Revenue	1,518,296	1,376,768	4,520,906	4,114,833	13,050,157
Food & Beverage Services	1,263,851	971,868	3,803,917	3,224,609	10,840,964
Food and Beverage Gross Margin	254,445	404,901	716,988	890,224	2,209,193
Food and Beverage Gross Margin %	16.76%	29.41%	15.86%	21.63%	16.93%
<b>Portland'S Centers for the Arts Fund</b>					
Food and Beverage Revenue	346,244	277,060	764,572	1,046,361	3,175,764
Food & Beverage Services	246,848	195,757	600,483	764,029	2,503,553
Food and Beverage Gross Margin	99,396	81,304	164,089	282,331	672,211
Food and Beverage Gross Margin %	28.71%	29.35%	21.46%	26.98%	21.17%
<b>Expo Fund</b>					
Food and Beverage Revenue	124,413	146,240	364,748	525,104	2,298,622
Food & Beverage Services	185,633	141,719	582,312	461,669	1,908,139
Food and Beverage Gross Margin	(61,219)	4,521	(217,564)	63,435	390,483
Food and Beverage Gross Margin %	-49.21%	3.09%	-59.65%	12.08%	16.99%
<b>MERC Fund Total</b>					
Food and Beverage Revenue	1,988,953	1,800,068	5,650,225	5,686,297	18,524,543
Food & Beverage Services	1,696,332	1,309,343	4,986,712	4,450,307	15,252,656
Food and Beverage Gross Margin	292,621	490,725	663,513	1,235,991	3,271,887
Food and Beverage Gross Margin %	14.71%	27.26%	11.74%	21.74%	17.66%



# MERC Statement of Fund Balances and Reserves

October 2017

	Annual Basis			Monthly Basis	
	FY 2016-17 Actuals	FY 2017-18 Budget	FY 2017-18 YTD Actuals	FY 2016-17 October	FY 2017-18 October
<b><u>Oregon Convention Center</u></b>					
Beginning Fund Balance	21,770,042	24,966,039	25,024,238	19,279,870	24,507,959
Fund Balance Inc (Dec)	3,254,196	9,757,056	5,430,206	376,186	5,946,485
<b>Ending Fund Balance</b>	<b>25,024,238</b>	<b>34,723,095</b>	<b>30,454,444</b>	<b>19,656,056</b>	<b>30,454,444</b>
<i>Contingency - Operating</i>		1,500,000			
<i>Contingency - New Capital-Business Strategy</i>		2,092,301			
<i>Contingency - Renewal &amp; Replacement</i>		31,130,794			
<b>Ending Fund Balance</b>		<b>34,723,095</b>			
<b><u>Portland's Centers for the Arts</u></b>					
Beginning Fund Balance	13,178,660	13,293,035	12,883,997	12,109,023	10,607,948
Fund Balance Inc (Dec)	(294,663)	(2,038,222)	(2,822,781)	(137,249)	(546,732)
<b>Ending Fund Balance</b>	<b>12,883,997</b>	<b>11,254,813</b>	<b>10,061,216</b>	<b>11,971,774</b>	<b>10,061,216</b>
<i>Contingency - Operating</i>		600,000			
<i>Contingency - New Capital-Business Strategy</i>		2,263,311			
<i>Contingency - Renewal &amp; Replacement</i>		8,391,502			
<b>Ending Fund Balance</b>		<b>11,254,813</b>			
<b><u>Expo</u></b>					
Beginning Fund Balance	2,843,104	2,527,012	1,941,946	2,688,423	1,175,042
Fund Balance Inc (Dec)	(901,158)	395,988	(515,955)	19,802	250,949
<b>Ending Fund Balance</b>	<b>1,941,946</b>	<b>2,923,000</b>	<b>1,425,991</b>	<b>2,708,225</b>	<b>1,425,991</b>
<i>Contingency - Operating</i>		662,730			
<i>Contingency - New Capital-Business Strategy</i>		2,260,270			
<i>Contingency - Renewal &amp; Replacement</i>		-			
<b>Ending Fund Balance</b>		<b>2,923,000</b>			
<b><u>MERC Administration</u></b>					
Beginning Fund Balance	14,171,403	18,757,585	18,573,659	14,157,497	18,725,681
Fund Balance Inc (Dec)	4,402,256	(12,536,002)	(4,656,097)	49,447	(4,808,119)
<b>Ending Fund Balance</b>	<b>18,573,659</b>	<b>6,221,583</b>	<b>13,917,562</b>	<b>14,206,944</b>	<b>13,917,562</b>
<i>Contingency - Operating</i>		53,460			
<i>Contingency - Renewal &amp; Replacement</i>		1,056,059			
<i>Contingency - TLT Pooled Capital</i>		5,112,064			
<b>Ending Fund Balance</b>		<b>6,221,583</b>			
<b><u>MERC Fund</u></b>					
Beginning Fund Balance	51,963,209	59,543,671	58,423,839	48,234,814	55,016,629
Fund Balance Inc (Dec)	6,460,630	(4,421,180)	(2,564,627)	308,187	842,583
<b>Ending Fund Balance</b>	<b>58,423,839</b>	<b>55,122,491</b>	<b>55,859,212</b>	<b>48,543,001</b>	<b>55,859,212</b>

**MERC Visitor Venues  
Events-Performances-Attendance  
FY 2017-18**

OCC	October 2014		October 2015		October 2016		October 2017		Net Change from Prior Year		October 2017	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Tradeshows/Conventions	12	15,472	12	27,437	10	19,498	9	19,086	(1)	(412)	1,291,041	46%
Consumer Public Shows	4	10,809	4	17,736	9	33,778	6	29,541	(3)	(4,237)	521,644	19%
Miscellaneous									-	-	-	0%
Miscellaneous -In-House	9	224	17	655	12	600	9	1,123	(3)	523	2,013	0%
Meetings	25	11,187	25	8,058	26	7,509	18	6,501	(8)	(1,008)	368,418	13%
Catering	10	5,992	11	6,287	10	4,901	11	5,638	1	737	593,984	21%
<b>Totals</b>	<b>60</b>	<b>43,684</b>	<b>69</b>	<b>60,173</b>	<b>67</b>	<b>66,286</b>	<b>53</b>	<b>61,889</b>	<b>(14)</b>	<b>(4,397)</b>	<b>\$ 2,777,100</b>	<b>100%</b>

Expo Center	October 2014		October 2015		October 2016		October 2017		Net Change from Prior Year		October 2017	
	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Events	Attendance	Revenue	% of Rev.
Consumer Public Shows	5	25,014	6	25,910	9	29,105	6	21,306	(3)	(7,799)	305,746	82%
<i>Cirque Du Soleil</i>	-	-	-	-			10	20,293	10	20,293	42,296	11%
Miscellaneous	3	190	5	501			3	930	3	930	20,618	6%
Meetings	1	40	2	40	2	486	2	73	-	(413)	2,849	1%
Catering	-	-	-	-			-	-	-	-	-	0%
Tradeshows/Conventions	3	3,466	2	2,674			-	-	-	-	1,683	0%
<b>Totals</b>	<b>12</b>	<b>28,710</b>	<b>15</b>	<b>29,125</b>	<b>11</b>	<b>29,591</b>	<b>11</b>	<b>22,309</b>	<b>-</b>	<b>(7,282)</b>	<b>\$ 330,896</b>	<b>89%</b>
<b>Totals w/Cirque du Soleil</b>	<b>12</b>	<b>28,710</b>	<b>15</b>	<b>29,125</b>	<b>11</b>	<b>29,591</b>	<b>21</b>	<b>42,602</b>	<b>10</b>	<b>13,011</b>	<b>\$ 373,192</b>	<b>100%</b>

Portland '5	October 2014		October 2015		October 2016		October 2017		Net Change from Prior Year		October 2017	
	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Performances	Attendance	Revenue	% of Rev.
Commercial (Non-Broadway)	17	20,243	7	10,198	15	24,851	16	25,577	1	726	602,904	44%
Broadway	8	19,294	6	10,373	-	-	-	-	-	-	111,711	8%
Resident Company	19	19,353	23	22,914	30	32,572	31	35,311	1	2,739	380,671	28%
Non-Profit	43	11,127	49	19,248	21	7,868	20	9,323	(1)	1,455	145,902	11%
Promoted/Co-Promoted	1	56	4	2,011	14	4,158	12	4,900	(2)	742	120,489	9%
Student	3	2,572	7	3,016	7	4,799	11	5,695	4	896	7,721	1%
Miscellaneous	1	160	1	130	1	155	3	1,250	2	1,095	-	0%
<b>Totals</b>	<b>92</b>	<b>72,805</b>	<b>97</b>	<b>67,890</b>	<b>88</b>	<b>74,403</b>	<b>93</b>	<b>82,056</b>	<b>5</b>	<b>7,653</b>	<b>\$ 1,369,398</b>	<b>100%</b>

## OCC Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **On going** - capital maintenance

Category Project Title	Management	Phase	FY 2017-18 Budget		
			Amended	Actual	Est. Variance
<b>Food &amp; Beverage</b>					
Food & Beverage Point of Sale System (POS) Replacement	ARA / IS	Contracting	230,000	-	230,000
<b>Renewal &amp; Replacement</b>					
Plaza, Entries, & Major Interior Remodel	CPMO	Design	6,000,000	448,661	5,551,339
Building Envelop Assessment	CPMO	Contracting	150,000	-	150,000
Cooling System Design Consulting (Cooling Towers & Chillers)	CPMO	Design	80,000	5,764	74,237
Loading Dock Improvements (Dock Locks, Enclosures, Levelers)	CPMO	Contracting	360,000	14,066	345,934
Movable Partition Refurbishment	OCC	In Progress	180,000	18,491	161,509
Staff & Setup Supervisor Support Space Renovation	CPMO	In Progress	644,000	37,697	606,303
<b>Security &amp; Access</b>					
Security Camera Replacements	CPMO	Design	450,000	-	450,000
Alerton Global Controller & Software Upgrade	OCC	On going	70,000	66,701	3,299
Integrated Door Access Controls	CPMO	Planning	300,000	-	300,000
<b>Life &amp; Safety</b>					
Telecom MDF Fire Suppression Upgrade	OCC	On hold	55,000	-	55,000
Emergency Notification Upgrade	OCC	Complete	41,000	23,135	17,865
Fire Sprinkler System Design Consulting	OCC	Planning	50,000	-	50,000
<b>Lighting &amp; Electrical</b>					
Exhibit Hall Lighting Control Replacement	CPMO	Design	275,000	-	275,000
<b>Technology</b>					
Telephone - Voice Over Internet Protocol (VOIP) Implementation	IS	Construction	352,500	14,831	337,669
<b>Equipment</b>					
AV Equipment	OCC	On going	150,000	154,881	(4,881)
Tug Tow Tractor Purchase	OCC	In Progress	28,000	-	28,000
480V Show Equipment	OCC	In Progress	90,000	-	90,000
Holladay Suites Furniture Purchase	OCC	Planning	50,000	4,715	45,285
<b>Total</b>			<b>9,555,500</b>	<b>788,940</b>	<b>8,766,560</b>
<b>% of Budget</b>				<b>8%</b>	<b>92%</b>

## Portland'5 Center Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **On going** - capital maintenance

Category	Project Title	Management	Phase	FY 2017-18 Budget		
				Amended	Actuals	Remaining
<b>Food &amp; Beverage</b>						
	85108 ArtBar Bar Replacement (Aramark)	CPMO	<b>On hold</b>	75,000	-	75,000
	85110 Aramark Point Of Sale System Replacement	ARA / IS	<b>Contracting</b>	130,000	-	130,000
<b>Venue Management</b>						
	8R089 Newmark Lighting Overhaul	P5	<b>Complete</b>	673,063	493,057	180,006
	8R090 Winningstad - House Lighting Control & Dimmers	P5	<b>Construction</b>	273,550	322,375	(48,825)
	8R143 Newmark LED Cyclorama Light Fixtures	P5	<b>Complete</b>	70,000	69,810	190
	8R176 AHH Brunish Theater Electrical Improvements	P5	<b>Complete</b>	50,000	41,619	8,381
	8R181 AHH, ASCH, Keller Assisted Listening System	P5	<b>Complete</b>	58,000	58,802	(802)
	8R182 AHH, ASCH, Keller ADA Signage	P5	<b>Planning</b>	50,000	-	50,000
	8R183 ASCH Soft Goods	P5	<b>Design</b>	100,000	-	100,000
	8R184 Keller Balcony Front Fill Speakers	P5	<b>Planning</b>	50,000	-	50,000
	8R185 Aerial Work Platform (Scissor lift)	P5	<b>Complete</b>	20,000	10,439	9,561
	8R186 Banquet Chairs Replacement	P5	<b>Planning</b>	20,000	-	20,000
	8R201 Keller light replacements	P5	<b>Planning</b>	12,000	-	12,000
<b>CpMO Management</b>						
	8R098 Keller - Roof & Drains Replacement	CPMO	<b>Complete</b>	90,000	1,577	88,423
	8R099 ASCH - Portland Sign Assessment & Refurb Scoping	CPMO	<b>Complete</b>	150,000	147,700	2,300
	8R092 Schnitzer Orchestra Shell Replacement	CPMO	<b>Planning</b>	1,355,000	34,555	1,320,445
	8R178 All Buildings Access Controls CCTV Replacement	CPMO	<b>Planning</b>	200,000	-	200,000
	8R179 AHH Roof, Green Roof	CPMO	<b>Design</b>	150,000	-	150,000
	8R120 ASCH - Cooling System Replacement	CPMO	<b>Design</b>	10,000	-	10,000
	8R177 ASCH Audience Chamber Lighting	CPMO	<b>Contracting</b>	25,000	-	25,000
<b>Information Technology</b>						
	65701B AHH/ASCH/Keller VOIP Implementation	IS	<b>Design</b>	72,600	-	72,600
	65701C AHH/ASCH/Keller VOIP Implementation	IS	<b>Design</b>	141,520	-	141,520
<b>Total</b>				<b>3,775,733</b>	<b>1,179,934</b>	<b>2,595,799</b>
<b>% of Budget</b>					<b>31%</b>	<b>69%</b>

## Expo Center Capital Project Status Report

**Project Phases:** **Planning** - Initiating/Planning, **Design** - Design & Engineering, **Contracting** - in process of vendor selection & signing contract with selected vendor, **Construction/In Progress** - in progress, **Complete** - substantially complete, **On going** - capital maintenance

Category Project Title	Management	Phase	FY 2017-18 Budget		
			Amended	Actuals	Remaining
<b>Food &amp; Beverage</b>					
85106 Connector Glass Door (ARA)	CPMO	Design	120,000	3,264	116,736
85107 Concessions Upgrades (ARA)	EXPO	Planning	50,000	-	50,000
85110 Aramark Point of Sale System Replacement	IS	Contracting	160,000	-	160,000
<b>Renewal &amp; Replacement</b>					
8N020 Audio Visual Equipment	EXPO	On going	11,867	-	11,867
8R040 Parking Lot Asphalt	CPMO	On going	135,000	-	135,000
8R151 Expo Water Efficiency Upgrades	EXPO	Construction	80,000	-	80,000
8R169 Halls ABCDE Lighting Controls study and Replacement	CPMO	Planning	20,000	-	20,000
8R170 New Hall A Shore Power	CPMO	Complete	150,000	186,042	(36,042)
8R171 Interior & Exterior Lighting Replacements	EXPO	Planning	70,000	-	70,000
8R172 Hall C HVAC Study	EXPO	Planning	35,000	-	35,000
8R173 Halls ABCDE HVAC Controls Replacement	EXPO	Planning	60,000	-	60,000
8R202 PGE Upgrades	EXPO	Planning	100,000	-	100,000
<b>Roofing</b>					
8R135 ABC Roof Repairs (R&R)	EXPO	On going	80,000	-	80,000
8R136 Halls D & E Roof Replacement (R&R)	CPMO	Construction	1,919,689	965,494	954,195
<b>Equipment</b>					
8N011 Electronic Signage	CPMO	In Progress	47,548	689	46,859
8R112 Security Camera Access Control System	CPMO	In Progress	82,138	-	82,138
8R150 Radio Replacements	EXPO	On going	20,000	-	20,000
<b>Information Technology</b>					
65701C Voice Over IP (VoIP) Infrastructure	IS	In Progress	107,940	-	107,940
8R139 WiFi Upgrade	EXPO	On going	80,000	-	80,000
<b>Total</b>			<b>3,329,182</b>	<b>1,155,489</b>	<b>2,173,693</b>
<b>% of Budget</b>				<b>35%</b>	<b>65%</b>

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# **MERC Commission Meeting**

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December 6, 2017  
12:30 pm

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6.0 Asset Management  
Capital Planning Project  
Status Report

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Metro

600 NE Grand Ave.  
Portland, OR 97232-2736

# Memo

Date: December 6, 2017  
To: MERC Commission  
From: Ben Rowe, Director of Strategic Initiatives  
Subject: Asset Management & Capital Planning Project Status Report

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Metro leadership commissioned the Asset Management and Capital Planning Project in March 2016. The project goal is to develop a formal asset management program plan including a uniform set of processes, policies, and procedures. The presentation at the MERC commission meeting will summarize the project objectives, accomplishments to date and future plans. No action is required by the Commission but feedback on the project is welcome.

## **Background:**

Metro holds a significant portfolio of facilities, real property and equipment across its many disparate campuses and operations. Asset management best practices is the discipline through which public agencies effectively manage infrastructure and deliver the levels of service their constituents expect in a socially, environmentally, and economically sustainable manner. Asset management best practices facilitate reduced maintenance costs, reduced risk, extended asset life, and informed decision making. I invite the Commission to watch two short videos regarding asset management prior to the meeting: [The Big Picture](#) and [What is Asset Management](#).

Leadership from across the agency set a 2021 strategic public assets management goal and commissioned a project to increase the agency's level of sophistication in asset management, project management, and capital planning. Staff from each of Metro's operations (Oregon Zoo, Oregon Convention Center, Portland Expo Center, Portland's 5 Centers for the Arts, Parks and Nature, Solid Waste operations and the Metro Regional Center) have worked together for over a year to develop a formal asset management program plan including a uniform set of processes, policies, and procedures. The Commission may recall the Metro Auditor's report on capital project planning published in November 2016. Asset management fundamentals inform capital project planning. The project team has incorporated the auditor's recommendations into the project's scope of work and desired outcomes.

One of the primary deliverables of the project is a strategic asset management plan. Metro's draft Strategic Asset Management Plan (SAMP) objectives are: Improved Financial Performance, Informed Asset Investment Decisions, Demonstrated Social Responsibility, and Improved Organizational Sustainability. Implementation of the SAMP, and its asset management goals will require dedicated resources to accomplish. Metro Council approved a FY 2017-18 budget amendment to add an AMCP Program Manager position. The Primary role of this new position is to help each operation be successful in developing asset management plans.

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# **MERC Commission Meeting**

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December 6, 2017  
12:30 pm

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8.0 Travel Portland First  
Quarter FY18 Report

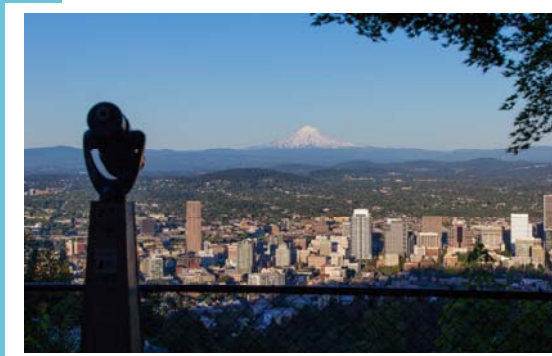
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*travel*  
**PORTLAND**

Highlights:

Executive Summary - Page 3



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Jeff Miller ..... President and CEO

Brian Doran ..... Chief Financial Officer

Greg Newland ..... Chief Marketing Officer

Steve Faulstick ..... Chief Sales Officer

Megan Conway ..... Senior Vice President of Communications and Regional Strategy

James Jessie ..... Senior Vice President of Convention Sales

100 SW Main  
 Suite 1100  
 Portland, OR 97204  
 503.275.9750



# Executive Summary

## ACCOMPLISHMENTS

- For the first quarter OCC realized \$3.2 million in revenue from Travel Portland booked business. Community impact ROI from all future bookings was 27.7 to 1.
- Nine new and zero repeat OCC conventions were booked for future years in the quarter worth \$5.9 million in OCC revenue and community economic impact over \$23.2 million. Total Travel Portland bookings, including single hotel will result in \$41.7 million of economic impact.
- Travel Portland booked two minority meetings in the quarter with an EEI of over \$4.6 million.
- Travel Portland generated 41 pieces of meetings related coverage with a circulation of over 19 million. Overall, Travel Portland generated 161 media placements with a total circulation of over 664.7 million.

## TRENDS, SUCCESSES, OBSTACLES

- Transient Lodging Tax is flattening after 5 years of significant increases. YTD collections of the city's tax were down 5.9%.
- Central City occupancy decreased 1.9% for calendar YTD through September; ADR increased 0.3%, RevPar decreased 1.6%, demand increased 3.8%, and room revenue increased 4.1%.
- TID hotels occupancy decreased 0.9% for calendar YTD through September; ADR increased 2.2%, RevPar increased 1.3%, demand increased 2.1%, and room revenue increased 4.4%.

## MERC CONTRACT TARGETS

TARGET #	TARGET DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL TARGET
1	OCC revenue target	\$3,232,175	\$11.0 Million
2	ROI on future OCC business	3.9	3.8
3	Lead conversion	18%	40%
4	Services performance survey	3.8	3.8
5	Public relations/media	See page 13 & 14	Report
6	Community economic impact	27.7	42.0

## CITY CONTRACT GOALS

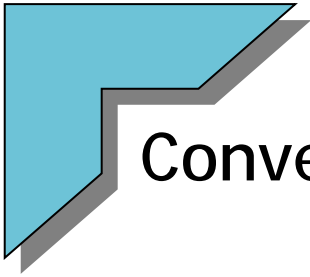
OBJECTIVE #	GOAL DESCRIPTION	YEAR TO DATE ACTUAL	ANNUAL GOAL
1	Convention Sales and Marketing Economic Impact ROI	30.6	25.0



# Convention Sales

OREGON CONVENTION CENTER BOOKING REVENUE FROM TRAVEL PORTLAND BOOKINGS			
	OCC Revenue	Annuals	Total Potential Future Business
FY 17/18	\$ 11,160,592	\$ -	\$ 11,160,592
FY 18/19	\$ 9,248,561	\$ 667,709	\$ 9,916,270
FY 19/20	\$ 8,501,425	\$ 1,184,396	\$ 9,685,821
FY 20/21	\$ 4,145,244	\$ 1,100,903	\$ 5,246,147
FY 21/22	\$ 6,408,358	\$ 1,184,396	\$ 7,592,754
FY 22/23	\$ 1,115,564	\$ 1,100,903	\$ 2,216,467
FY 23/24	\$ -	\$ 1,184,396	\$ 1,184,396
FY 24/25	\$ 2,136,448	\$ 1,100,903	\$ 3,237,351
FY 25/26	\$ -	\$ 1,184,396	\$ 1,184,396
FY 26/27	\$ -	\$ 1,100,903	\$ 1,100,903
<b>TOTAL</b>	<b>\$ 42,716,192</b>	<b>\$ 9,808,905</b>	<b>\$ 52,525,097</b>

Oregon Convention Center Projected Future Revenue			
Total Travel Portland Contract:	Quarter	YTD	Target
New OCC Bookings	9	9	
Repeat OCC Bookings	0	0	
Total OCC Bookings	9	9	
Room Nights from OCC Bookings	31,247	31,247	
Future OCC Revenue Booked during FY 2016/17	\$ 5,908,947	\$ 5,908,947	
ROI OCC Bookings	\$ 3.9	\$ 3.9	3.8 to 1
Community Economic Impact from OCC Bookings	\$ 23,261,640	\$ 23,261,640	
Total Room Nights Booked	58,160	58,160	
Total Community Economic Impact from Bookings	\$ 41,710,747	\$ 41,710,747	
ROI on Total Community Economic Impact	\$ 27.7	\$ 27.7	42.0 to 1
OCC Revenue Realized During FY 2017/18	\$ 3,232,175	\$ 3,232,175	\$11.0 Million



# Convention Sales

OREGON CONVENTION CENTER FUTURE GROUP BOOKINGS					
AS OF OCTOBER 1, 2017					
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22 and beyond
Current	52	28	22	8	12
4 Year Average (FY 14/15 - FY 17/18)	Current	1 yr. out	2 yrs. out	3 yrs. out	Beyond 3 yrs.
	51	26	17	8	14

1ST QUARTER - ROOM NIGHTS FROM OREGON CONVENTION CENTER					
Year	Groups	Total Room Nights	Attendees	OCC Revenue	Community Economic Impact
FY 17/18	3	1,026	6,850	\$ 468,987	\$ 1,432,709
FY 18/19	2	8,405	4,500	\$ 1,294,321	\$ 5,396,291
FY 19/20	2	4,343	3,000	\$ 1,116,964	\$ 3,937,114
FY 20/21	1	2,273	3,500	\$ 892,227	\$ 3,460,444
FY 24/25	1	15,200	4,000	\$ 2,136,448	\$ 9,035,082
Total	9	31,247	21,850	\$ 5,908,947	\$ 23,261,640

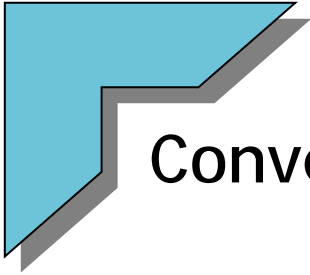
1ST QUARTER - ROOM NIGHTS FROM SINGLE HOTEL BOOKINGS				
Year	Groups	Total Room Nights	Room Tax Generated	Community Economic Impact
FY 17/18	31	10,775	\$ 217,756	\$ 10,198,927
FY 18/19	18	11,991	\$ 242,330	\$ 6,329,501
FY 19/20	2	2,527	\$ 51,069	\$ 1,251,018
FY 20/21	1	365	\$ 7,376	\$ 161,276
FY 21/22	1	1,255	\$ 25,363	\$ 508,385
TOTAL OTHER BOOKINGS	53	26,913	\$ 543,894	\$ 18,449,107

# Convention Sales

Oregon Convention Center Revenue: Three Year Average						
	Total Contract		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Revenue Generated (3 yr. average)	\$ 4,146,142	\$ 4,146,142	\$ 693,862	\$ 693,862	\$ 1,302,746	\$ 1,302,746
Travel Portland Contract Costs	\$ 1,507,474	\$ 1,507,474	\$ 39,021	\$ 39,021	\$ 95,442	\$ 95,442
ROI (Revenue / Costs)	2.75	2.75	17.78	17.78	13.65	13.65

LEAD CONVERSION						
	Travel Portland Office		Chicago Office		Washington, DC Office	
	Quarter	YTD	Quarter	YTD	Quarter	YTD
OCC Leads	75	75	15	15	34	34
OCC Lost Leads due to OCC space & availability	12	12	2	2	3	3
OCC Lost Leads due to HQ hotel & hotel package	13	13	2	2	8	8
Lead Conversion Percentage	18%	18%	9%	9%	13%	13%
Annual Target - 40%						

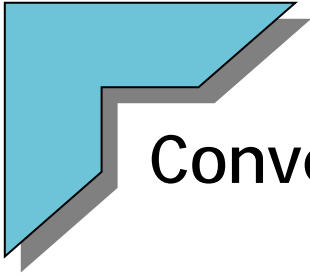
1ST QUARTER - OREGON CONVENTION CENTER LOST BUSINESS						
Account	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact
Subtotal	3	Hotel - HQ	18,753	12,600	\$ 4,828,469	\$ 15,319,393
Subtotal	6	Hotel Package - Number Hotels Needed	40,034	20,675	\$ 5,130,093	\$ 30,963,689
Subtotal	4	Hotel - Under One Roof	11,302	6,650	\$ 2,347,623	\$ 8,549,769
Subtotal	12	Date Availability - OCC	31,423	19,725	\$ 5,505,531	\$ 23,327,205
Subtotal	10	Board Decision	20,331	15,685	\$ 3,623,334	\$ 12,977,631
Subtotal	8	Geographic	29,042	24,750	\$ 5,453,931	\$ 26,515,101
Subtotal	3	Not Enough Space to Accommodate Group	22,244	43,000	\$ 4,606,355	\$ 24,188,382
Subtotal	3	Rates/Cost - Hotel	5,038	2,700	\$ 576,435	\$ 2,960,110
Subtotal	2	Client Postponed Search	1,958	6,800	\$ 202,854	\$ 2,155,757
Subtotal	2	OCC - Meeting Space Issue	5,382	4,000	\$ 1,618,040	\$ 5,562,437
Subtotal	2	Selected Another Year	10,375	5,700	\$ 1,889,615	\$ 8,839,316
Subtotal	1	Declined business - OCC	10,780	3,500	\$ 1,866,397	\$ 7,382,478
Subtotal	1	No Response from Client	2,990	8,000	\$ 395,757	\$ 2,851,984
Subtotal	1	OCC - Does Not Meet Booking Guidelines	1,848	900	\$ 423,265	\$ 1,487,633
Subtotal	1	Perceived Destination Draw	30,420	30,000	\$ 885,647	\$ 29,172,705
Subtotal	1	Perceived Destination Draw - 1st Tier City Opportunity	8,082	2,100	\$ 539,498	\$ 4,760,226
Subtotal	1	Rates/Cost - OCC	2,990	1,800	\$ 455,504	\$ 2,861,655
Subtotal	1	Weather/Environmental Issues	3,401	2,000	\$ 379,136	\$ 1,782,826
Total	62		256,393	210,585	\$ 40,727,484	\$ 211,658,297



# Convention Sales

1ST QUARTER - OREGON CONVENTION CENTER CANCELLATIONS							
Account Name	Groups	Reason	Total Room Nights	Attendees	Lost OCC Revenue	Lost Community Economic Impact	Arrival Date
N/A	0	N/A	0	0	\$ -	\$ -	N/A

1ST QUARTER INDUSTRY TRADE SHOWS AND EVENTS	
Trade Show/Event	Location
Oregon Society of Association Management and Meeting Professionals International - Oregon Chapter Golf Tournaments	Portland, OR
Exprirent e4	Houston, TX
Destination Marketing Association International Annual Conference	Montreal, Quebec, Canada
Council of Engineering and Scientific Society Executives Annual Meeting	Quebec City, Quebec, Canada
Council of Manufacturing Association	Boston, MA
IEEE Panel of Conference Organizers	Sydney, Australia
ASAE	Toronto, Canada
Kellen Management	Chicago, IL
Connect Marketplace	New Orleans, LA
HelmsBriscoe Cares	Lake Geneva, WI
Destination Marketing Association of the West Education Summit	Las Vegas, Nevada
ASAE 5 Star Weekend	San Antonio, TX
CDX Client & Partner Event	Dallas, TX
Congressional Black Caucus Annual Legislative Conference	Washington, D.C.
DC Multicultural Event	Washington, D.C.



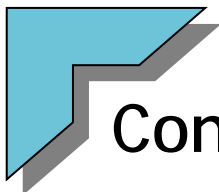
# Convention Sales

<b>MINORITY PROJECTED FUTURE REVENUE</b>		
<b>Total Travel Portland Contract:</b>	<b>1st Quarter</b>	<b>YTD</b>
<b>New Minority Bookings</b>	<b>2</b>	<b>2</b>
<b>Total Minority Bookings</b>	<b>2</b>	<b>2</b>
<b>Room Nights from Minority Bookings</b>	<b>7,413</b>	<b>7,413</b>
<b>Minority Leads</b>	<b>8</b>	<b>8</b>
<b>Minority Lost Leads</b>	<b>11</b>	<b>11</b>
<b>Minority Lost Leads Due to OCC Space &amp; Availability</b>	<b>2</b>	<b>2</b>
<b>Minority Lost Leads Due to Hotel Package &amp; Availability</b>	<b>1</b>	<b>1</b>

For the first quarter of FY 2017/18, minority bookings created an estimated economic impact to the greater metro Portland community of about \$4.6 million. Booked groups included the following:

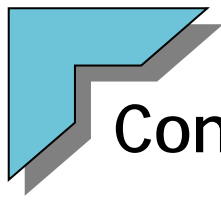
<b>National Indian Child Welfare Association</b>	<b>\$ 16,320</b>
<b>National Conference on Race and Ethnicity in American Higher Education</b>	<b>\$ 4,590,412</b>





# Convention Sales

Program	Date	Location	Desiree Everett	Shawna Wellman	Cathy Kretz	Chanel Sheryg	Ana Liberty	Tori Pontrelli	Bri DeMarco	Jamie McCool	Erica Yanausdoll	Kayla Davis	Julie Smith	Danielle Crough	Cara Tobias Ingram	Tracey Chapman	Maureen Clampitt	Kristine Becker	James Jessie	Steve Faulstick	Jeff Miller	Total Travel Portland	
<b>Oct-17</b>																							
Professional Convention Management Association Convening Leaders 2018Philly/Road Show	October 21-27, 2017	Pitts/Cleveland/Philly/NJ		1			1															2	
Customer Advisory Board	October 4 - 6, 2017	Portland, OR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	18
IMEX America: The Worldwide Meetings and Incentive Travel	October 10 -13, 2017	Las Vegas, NV	1		1													1			1	4	
Connect Faith	October 24-26, 2017	Cincinnati, OH				1																1	
<b>Nov-17</b>																							
HPN Global Partners Meeting	November 28-30 , 2017	San Francisco, CA	1																			1	
Single Hotel Chicago Sales Mission	November 8 - 10, 2017	Chicago, IL	1					1		1							1		1			5	
Certified Meeting Planner Conclave	November 13-15, 2017	Baltimore, MD				1						1										2	
Nursing Organizations Alliance Fall Summit	November 16-18, 2017	Birmingham, AL		1																		1	
Inter[action]	November 28 - December 1, 2017	Orlando, FL			1																	1	
National Coalition of Black Meeting Planners Educational Conference	November 29 - December 2, 2017	Oakland, CA				1									1							2	
<b>Dec-17</b>																							
Travel Portland Fall Familiarization Tour	November 30 - December 3, 2017	Portland, OR	1	1			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
Oregon Society of Association Management Annual Meeting	December 06, 2017	Portland, OR								1												1	
Connect DC	December 13, 2017	Washington, D.C.													1	1						2	
Holiday Showcase	December 14, 2017	Chicago, IL	1														1		1		1	4	
<b>Jan-18</b>																							
Professional Convention Management Association Convening Leaders	January 7 - 10, 2018	Nashville, TN	1	1	1		1								1	1	1	1	1			9	
Religious Conference Management Association Emerge Conference	January 30 - February 1, 2018	Omaha, NE				1																1	
Council of Manufacturing Association	January 10 - 12, 2018	Philadelphia, PA					1											1				2	
<b>Feb-18</b>																							
MeetingCEO	February 18-21, 2018	Ft. Myers, FL													1							1	
Connect Diversity	February 2 - 8, 2018	Portland, OR	1							1					1				1	1	1	6	
MPI Northern California	February 27, 2018	San Francisco, CA						1	1													2	
Single Hotel Sales Mission in California	February 28 - March 2, 2018	California	1					1	1						1	1			1			6	
Society of Government Meeting Professionals National Education Conference & Expo	TBD	Oregon							1													1	
Road Show	TBD	Colorado Springs/Indy				1	1															2	
<b>Mar-18</b>																							
Experient Envision	March 14 - 16, 2017	Detroit, MI															1					1	
MPI Cascadia	March 4 - 7, 2017	Reno, NV							1													1	
Destination Showcase D.C.	TBD	Washington, D.C.	1												1	1						3	
CBI Pharma Forum	March 25 - 28, 2018	Philadelphia, PA						1										1				2	
ConferenceDirect	March 24 - 29, 2018	Hollywood, CA				1																1	
Meet NY	March 6 - 9, 2018	New York, NY			1																	1	
Convention Sales Professional International Annual Conference	TBD	Washington, D.C.	1																			1	
<b>Apr-18</b>																							
Women's Executive Session - Association Forum	April 5-8, 2017	Portland, OR	1	1				1	1	1							1					6	
HelmsBriscoe	TBD	Orlando				1		1														2	
CDX Client & Partner Event	TBD	TBD	1																			1	
XDP - ASAE	April 19-20, 2018	Washington, D.C.													1	1			1			3	
National Association of Sports Commissions Sports Event Symposium	April 23 - 26, 2018	Indianapolis, IN			1																	1	
<b>May-18</b>																							
Simpleview Summit	May 7-10, 2018	Scottsdale, AZ									1											1	
D.C. client event week	TBD	Washington, D.C.	1		1	1	1	1							1	1			1	1		9	
Chicago client events	TBD	Chicago, IL	1	1		1			1								1				1	7	
IMEX America: The Worldwide Meetings and Incentive Travel	May 15 - 18, 2017	Frankfurt, Germany			1																	1	



# Convention Sales

Program	Date	Location	Desiree Everett	Shawna Wellman	Cathy Kretz	Chanel Sherygy	Ana Liberty	Tori Pontrelli	Bri DeMarco	Jamie McCool	Erica Vanausdoll	Kayla Davis	Julie Smith	Danielle Crough	Cara Tobias Ingram	Tracey Chapman	Maureen Clampitt	Kristine Becker	James Jessie	Steve Faulstick	Jeff Miller	Total Travel Portland
<b>Jun-18</b>																						
Oregon Association of Nurseries Golf Tournament	TBD	Portland, OR																		1	1	2
Oregon Dental Association Golf Tournament	TBD	Portland, OR																		1	1	2
Travel Portland Spring Familiarization Tour	June 7 - 10, 2018	Portland, OR	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19
Professional Convention Management Association Convening Leaders 2018 Education	June 10 - 13, 2018	Cleveland, OH					1	1		1					1	1		1				6
Meeting Professionals International World Education Congress	June 2 - 5, 2018	Indianapolis, IN			1																	1
Society of Government Meeting Professionals National Education Cvent	June 4 - 8, 2018	Norfolk, VA							1							1						2
	TBD	Las Vegas, NV	1																			1
<b>Jul-18</b>																						
Oregon Society of Association Management and Meeting Professionals International - Oregon Chapter Golf Tournaments	TBD	TBD					1			1												2
Expreint e4	TBD	TBD	1																	1		2
Destination Marketing Association International Annual Conference	TBD	TBD	1																	1	1	3
Council of Engineering and Scientific Society Executives Annual Meeting	TBD	TBD													1							1
<b>Aug-18</b>																						
Council of Manufacturing Association	TBD	TBD					1												1			2
IEEE Panel of Conference Organizers	TBD	TBD		1																		1
ASAE	TBD	TBD	1												1				1	1	1	5
Kellen Management	TBD	TBD															1					1
Connect Marketplace	TBD	TBD			1		1									1						3
<b>Sep-18</b>																						
HelmsBriscoe Cares	TBD	TBD															1					1
Destination Marketing Association of the West Education Summit	TBD	TBD										1	1									2
ASAE 5 Star Weekend	TBD	TBD																		1		2
CDX Client & Partner Event	TBD	TBD	1																			1
Congressional Black Caucus Annual Legislative Conference	TBD	TBD				1									1	1			1	1	1	6
DC Multicultural Event	TBD	TBD				1									1	1			1	1	1	6
<b>Oct-18</b>																						
Professional Convention Management Association Convening Leaders 2018 Philly/Road Show	TBD	TBD		1			1															2
Customer Advisory Board	TBD	TBD	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18
IMEX America: The Worldwide Meetings and Incentive Travel	TBD	TBD	1		1														1			4
Connect Faith	TBD	TBD				1																1
<b>Nov-18</b>																						
HPN Global Partners Meeting	TBD	TBD	1																			1
Single Hotel Chicago Sales Mission	TBD	TBD	1					1		1							1		1			5
Certified Meeting Planner Conclave	TBD	TBD				1						1										2
Nursing Organizations Alliance Fall Summit	TBD	TBD		1																		1
Inter[action]	TBD	TBD			1																	1
National Coalition of Black Meeting Planners Educational Conference	TBD	TBD				1										1						2
<b>Dec-18</b>																						
Travel Portland Fall Familiarization Tour	TBD	TBD	1	1			1	1	1	1	1	1	1	1	1		1	1	1	1	1	16
Oregon Society of Association Management Annual Meeting	TBD	TBD								1												1
Connect DC	TBD	TBD													1	1						2
Holiday Showcase	TBD	TBD	1														1		1		1	4



# Convention Services

ACTIVITY DESCRIPTION	1ST QUARTER	YTD
OCC groups occurring during the quarter	13	13
Distribution of promotional pieces	30,380	30,380
Meeting planning assistance - Services leads	284	284
Pre-convention attendance building - Site tours	6	6
Pre-convention attendance building -Promo trips, e-mails and materials	6	6
Housing-convention room nights	6,451	6,451

1ST QUARTER INDUSTRY SITE TOURS, TRADE SHOWS AND PROMO TRIPS					
Organization	Organization Location	Promotional Trip	Site Visit	OCC	Non-OCC
New England States Consortium Systems Organization	Shrewsbury, MA	X		X	
USA/Canada Lions Leadership Forum	Black Hawk, SD		X	X	
Design-Build Institute of America	Washington, DC		X	X	
American Association of Woodturners	St. Paul, MN		X	X	
Consumer Cooperative Management Association	Madison, WI		X		X
Association for Accounting Marketing	Forest Hill, MD		X		X
Nevada Justice Association	Las Vegas, NV		X		X



TRAVEL PORTLAND POST CONVENTION SURVEY							
Overall impression of the following:							
Answer Options	Excellent = 4	Good = 3	Average = 2	Poor = 1	N/A	Rating Average	Response Count
Travel Portland sales staff	6	1	0	0	0	3.86	7
Travel Portland convention services staff	7	0	0	0	0	4.00	7
Travel Portland housing services (if utilized)	2	0	0	0	5	4.00	2
Travel Portland collateral/promotional materials	6	1	0	0	0	3.86	7
Quality and user-friendliness of the Travel Portland	3	3	0	0	1	3.50	6
<i>Average rating for the quarter</i>						<b>3.84</b>	
<i>Average rating YTD</i>						<b>3.84</b>	
<i>Target</i>						<b>3.8</b>	
Is there anything Travel Portland could have done to enhance your experience?							
We held this event in 2003 and many of your policies and programs have changed and were not explained to us. At pre-planning meetings, I felt unwanted. Our out of state committee felt like small groups like ours aren't welcome.							
Groups Serviced/Surveyed:							
Evolution Conference <i>*Completed Survey</i>				Oregon Association of Nurseries <i>*Completed Survey</i>			
American Baptist Churches U.S.A. <i>*Completed Survey</i>				Cannabis Science Conference			
Puryear Family Reunion				North American Association of State and Provincial Lotteries			
International Master Gardener Conference				USA/Canada Lions Leadership Forum <i>*Completed Survey</i>			
Society of American Archivists <i>*Completed Survey</i>							
Ecological Society of America <i>*Completed Survey</i>							
Footbag Worldwide <i>*Completed Survey</i>							
International Association of Volcanology and Chemistry of the Earth's Interior							
WGBH Boston							



# Communications & PR

KEY MESSAGES/CONTENT	
Circulation Totals - 2017-18	
Top 10 of 31 key messages	
	Total
Lodging	295,888,301
Food	273,103,324
Drink	271,370,955
Character	215,353,308
Arts	190,965,882
Outdoor Recreation	154,097,050
Quirky	119,416,514
TravelPortland.com	110,965,335
Gardens	83,929,485
Travel Portland Quote	78,007,400

	1st Quarter	YTD	Target
<b>City of Portland Totals (Broadcast, Print, &amp; Online)**</b>			
Circulation	664,727,306	664,727,306	
Placements	161	161	
<b>International (Broadcast, Print, &amp; Online)</b>			
Circulation	225,674,277	225,674,277	
Placements	61	61	
<b>MERC*</b>			<b>Report</b>
Circulation	19,018,173	19,018,173	
Placements	41	41	

\* MERC - Counts all media placements that mention the Oregon Convention Center or cover industry topics related to Portland as a meetings destination.

\* Totals represent broadcast, print, and online media.

\*\*Pending final approval from Portland City Council.

# Communications & PR

Publication/ Air Date	Outlet	Articles Headline	MERC	
			Total Circulation	Placements
6/1/2017	Association Conventions & Facilities	Hotel Update: Northwest	1,300	1
6/1/2017	Association Conventions & Facilities	Hotel Update	61,515	1
6/28/2017	KXL Radio	Convention Center Hotel Groundbreaking	0	1
6/29/2017	Meetings & Conventions Magazine	Groundbreaking Set for Oregon Convention Center Hotel	130,266	1
6/30/2017	Meetings & Conventions Magazine	An insider's tips for enjoying Portland, Ore.	130,266	1
7/1/2017	Prevue Meetings Magazine	Stirring F&B	35,000	1
7/1/2017	Corporate Meetings & Incentives	Hotels never sleep...	40,007	1
7/1/2017	Meetings & Conventions Magazine	Quick Chat: James Jessie	50,000	1
7/1/2017	Corporate Meetings & Incentives	Hotels never sleep...	120,021	1
7/10/2017	USAE	600-room Portland, Ore. Convention Hotel to Break Ground July 14	2,000	1
7/10/2017	Exhibit City News	Portland Celebrates Groundbreaking of Highly Anticipated Convention Center Hotel	15,000	1
7/17/2017	Portland Business Journal	Why Portland's hotel boom could lead some to bust	92,602	1
7/22/2017	Prevue Meetings Magazine	Convention Business is about to get real in Portland	17,560	1
7/27/2017	KGW Broadcast	Hotel with 600 rooms to be built at Oregon Convention Center	113,728	1
7/27/2017	KGW Broadcast	Hotel with 600 rooms to be built at Oregon Convention Center	667,620	1
7/29/2017	KATU Broadcast	Groundbreaking set for new convention center	70,822	1
7/29/2017	KATU Broadcast	Groundbreaking set for new convention center	697,200	1
8/2/2017	KOIN News	Groundbreaking set Friday for Convention Center Hotel	91,099	1
8/2/2017	The Portland Tribune Online	Groundbreaking set Friday for Convention Center Hotel	141,900	1
8/2/2017	KOIN News	Groundbreaking set Friday for Convention Center Hotel	622,355	1
8/4/2017	The Meetings Magazine	Construction finally begins on Hyatt Regency Portland	15,565	1
8/4/2017	DJC Oregon	Finally, huge hotel poised to rise in Lloyd District	37,500	1
8/4/2017	Portland Business Journal	Nearly 30 years in the making, Convention Center hotel finally breaks ground	92,602	1
8/4/2017	KGW Broadcast	Groundbreaking at new Oregon Convention Center Hotel	113,728	1
8/4/2017	Portland Tribune	Ground Finally Broken on Convention Center Hotel	193,949	1
8/4/2017	KPTV Broadcast	Groundbreaking ceremony marks new \$224 million Oregon Convention Center hotel	438,120	1
8/4/2017	KGW Broadcast	Groundbreaking at new Oregon Convention Center Hotel	667,620	1
8/4/2017	Bisnow	Work underway at Hyatt Regency Portland	718,229	1
8/4/2017	The Oregonian	8 things to know about Portland's biggest hotel project	11,847,392	1
8/7/2017	Oregon Business Magazine	Editor's Roundup	17,204	1
8/7/2017	Meetings & Conventions Magazine	Ground Broken on Headquarters Hotel for Portland, Ore.	131,946	1
8/7/2017	Hotel Online	Metro, Mortenson, and Hyatt break ground on 600-room Hyatt Regency Portland at the Oregon Convention	151,367	1
8/7/2017	Oregon Public Broadcasting	Oregon Convention Center Hotel Project Breaks Ground	1,106,798	1
8/8/2017	USAE	Portland, Oregon finally breaks ground on the convention hotel	2,000	1
8/8/2017	Commercial Property Executive	Ground breaks on \$224M Hotel in Portland	65,814	1
8/8/2017	Portland Tribune	Hyatt Hotel Groundbreaking Development	80,000	1
8/8/2017	EHotelier	Metro, Mortenson, and Hyatt break ground on 600-room Hyatt Regency Portland at the Oregon Convention	137,476	1
8/16/2017	NW Labor Press	New Convention Center hotel will be union built	0	1
8/16/2017	Portland Business Journal	Room at the inn: Portland booms with thousands of new hotel rooms (Photos)	92,602	1
8/21/2017	USAE	This Week in News	2,000	1
8/21/2017	USAE	This Week in News	6,000	1

\*Entries that appear to be duplicate articles represent different media placements, i.e. print, online and broadcast.

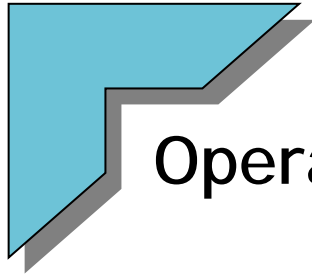


# Marketing & Tourism Sales

MARKETING		
TravelPortland.com*	1st Quarter	YTD
Visits	1,070,382	1,070,382
International Visits	134,451	134,451
Referrals***	257,396	257,396
Business and Event Detail Views	593,973	593,973
Meetings.TravelPortland.com*		
Venue Finder Page Views	1,478	1,478
Social Media**		
Estimated Economic Impact of Social Media Activity (Monthly Average)		\$ 387,522

\*Source: Google Analytics / \*\*Source: Edelman Worldwide  
\*\*\*Referrals for September based on estimate due to tracking issue.

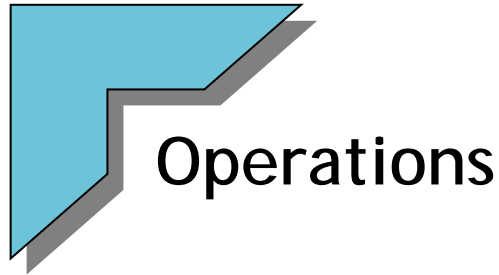
TOURISM SALES		
	1st Quarter	YTD
Client Contacts		
Trade Shows, Events, Inquiries and Sales Calls	28,404	28,404
FAMS/Research & Site Visits		
# of Fams	23	23
# of Companies	9	9
# of Attendees	52	52
Published Itineraries	81	81
Number of Room Nights by County		
Clackamas County	863	863
Columbia County	0	0
Multnomah County	8,081	8,081
Washington County	0	0



# Operations

DIVERSITY EMPLOYMENT STATISTICS 2017-18					
TRAVEL PORTLAND GOALS AND OBJECTIVES BY JOB CATEGORIES					
	September 30, 2017		2017-18		
Job Category	Category Number	Total	Actual Percentage	Goal Percentage	Objective
	Number of Females	Number of Staff			
Office/Clerical	17	18	94%	65%	Monitor
Officials/Administration	4	10	40%	50%	Improve
Professionals	13	17	76%	50%	Monitor
Sales	17	18	94%	50%	Monitor
Technicians	3	6	50%	10%	Monitor
<b>Total</b>	<b>54</b>	<b>69</b>	<b>78%</b>	<b>45%</b>	<b>Monitor</b>
	Number of Minorities	Number of Staff			
Office/Clerical	3	18	17%	15%	Monitor
Officials/Administration	3	10	30%	10%	Monitor
Professionals	1	17	6%	10%	Improve
Sales	3	18	17%	10%	Monitor
Technicians	0	6	0%	10%	Improve
<b>Total</b>	<b>10</b>	<b>69</b>	<b>14%</b>	<b>11%</b>	<b>Monitor</b>
<b>This report is based on current full and part-time staff.</b>					





## FIRST OPPORTUNITY TARGET AREA (FOTA)

### HIRING

Travel Portland hired one new employees in the first quarter. Recruiting and special considerations are always made for applicants in the MERC FOTA. Travel Portland currently has nine employees who reside in the MERC FOTA. Job openings were posted to the following: Destination Marketing Association International, American Society of Association Executives, Professional Conventions Management Association, DMOPROZ, DMA West, HCareers, Indeed, Mac's List, Jooble, The Skanner, Asian American Reporter, El Hispanic News, Mosaic Metier, Urban League, Travel Portland website, and LinkedIn.

### PURCHASING

Travel Portland expended a total of \$76,156 with businesses in the FOTA area for ending FY quarter September 2017.

### PARTNERSHIP

Travel Portland currently has 136 member businesses within FOTA and 53 minority and 88 women-owned businesses as its partners.

## MBE/DBE/WBE PURCHASING PARTICIPATION

For the last 29 years Travel Portland has implemented a voluntary MBE/DBE/WBE purchasing program that strives to ensure a high level of participation with certified minority-owned, disadvantaged or women-owned businesses when securing services and supplies that are purchased using lodging tax dollars.

For fiscal year 2017-18, Travel Portland expended \$343,925 of lodging tax dollars in the purchasing of services and supplies where it had the discretion to purchase from outside vendors. Of this amount, \$187,894 or 55% percent was spent with minority/women-owned or emerging small business enterprises.

# OCC SALES AND MARKETING BUDGET

## Expenses

### Direct Sales:

#### **Portland office:**

	Annual Budget	QTR Ending 09-30-17	Sum of YTD 06-30-2018	Percent
Personnel Costs	1,154,309	265,744	265,744	
Direct expenses	127,623	31,906	31,906	
<b>Total Portland office</b>	<b>1,281,932</b>	<b>297,650</b>	<b>297,650</b>	<b>23%</b>

#### **Washington DC office:**

Personnel Costs	278,800	76,404	76,404	
DC client events	13,000	3,250	3,250	
Direct expenses	63,155	15,789	15,789	
<b>Total DC office</b>	<b>354,955</b>	<b>95,442</b>	<b>95,442</b>	<b>27%</b>

#### **Chicago office:**

Personnel Costs	130,900	30,858	30,858	
Chicago client events	12,000	3,000	3,000	
Direct expenses	20,651	5,163	5,163	
<b>Total Chicago expenses</b>	<b>163,551</b>	<b>39,021</b>	<b>39,021</b>	<b>24%</b>

Fall & Spring Fam	113,000	152	152	
Site Visits	70,500	23,208	23,208	
Bid/Sales Trips	41,600	39,189	39,189	
Local Promotions	5,500	1,375	1,375	
Tradeshows	285,661	353,067	353,067	
Road Shows/Client Events-Chicago & Washington DC	93,500	23,375	23,375	
Research/Lead Generation	42,600	49,933	49,933	
Three City Alliance	55,000	15,442	15,442	
Advisory Council	102,000	8,245	8,245	
Multicultural Sales & Opportunities	259,487	33,822	33,822	
<b>Sub-Total</b>	<b>1,068,848</b>	<b>547,809</b>	<b>547,809</b>	

<b>Total Direct Sales</b>	<b>2,869,286</b>	<b>979,921</b>	<b>979,921</b>	<b>34%</b>
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### Marketing:

<b>Total Marketing</b>	<b>738,248</b>	<b>372,697</b>	<b>372,697</b>	<b>50%</b>
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### Publication Relations:

<b>Total PR</b>	<b>147,350</b>	<b>26,801</b>	<b>26,801</b>	<b>18%</b>
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### Convention Services:

<b>Total Convention Services</b>	<b>431,054</b>	<b>86,514</b>	<b>86,514</b>	<b>20%</b>
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### Contract Administration:

Personnel Costs	145,861	41,540	41,540	
<b>Total Contract Admin</b>	<b>145,861</b>	<b>41,540</b>	<b>41,540</b>	<b>28%</b>

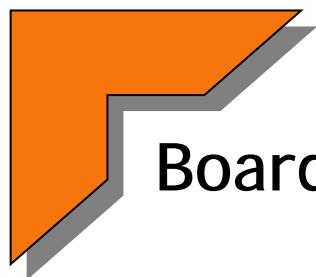
<b>Total Budget</b>	<b>\$ 4,331,797</b>	<b>1,507,474</b>	<b>\$ 1,507,474</b>	<b>35%</b>
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**Travel Portland**  
**Income Statement**  
(Statement of Financial Activities)

	<b>Actual (Prior Year)</b> <b>YTD</b> <b>9/30/2016</b> <b>Column A</b>	<b>Actual</b> <b>YTD</b> <b>9/30/2017</b> <b>Column B</b>	<b>Budget</b> <b>YTD</b> <b>9/30/2017</b> <b>Column C</b>	<b>Actual (Prior Year)</b> <b>Full Year</b> <b>6/30/2017</b> <b>Column D</b>	<b>Budget</b> <b>Full Year</b> <b>6/30/2018</b> <b>Column E</b>
<b>Revenue</b>					
City/County Lodging Tax (1%)	1,759,333	1,705,821	1,653,750	6,371,458	6,615,000
Tourism Improvement District (TID) (2%)	2,987,862	2,987,588	2,944,082	11,198,661	11,774,078
MERC (OCC contract)	1,021,530	1,082,949	1,082,948	4,078,453	4,331,797
Partnership Dues	116,644	130,127	118,750	490,741	475,000
Fees earned	58,934	70,040	136,750	178,311	547,000
Other Income	20,113	33,258	700	50,467	2,800
Tradeout/In-Kind	0	0	0	18,345	0
Cooperative programs	33,025	223,875	56,000	362,628	224,000
Regional RCTP (from Travel Oregon)	25,000	485,942	502,250	425,000	2,009,000
Cultural Tourism	0	0	75,000	329,490	300,000
Visitor Development Fund (VDF)	0	0	32,282	2,406	129,130
<b>Total Revenue</b>	<b>6,022,441</b>	<b>6,719,600</b>	<b>6,602,512</b>	<b>23,505,960</b>	<b>26,407,805</b>
<b>Expenses</b>					
Convention Sales	1,226,567	1,365,268	1,238,058	4,308,789	4,950,000
Tourism Sales	493,472	475,651	636,967	2,610,273	2,547,872
Marketing & Communications	1,359,044	1,681,292	2,332,698	11,783,473	12,310,000
Regional RCTP (from Travel Oregon)	133,736	1,303,734	502,250	688,673	2,009,000
Convention & Housing Services	247,596	254,192	306,249	987,229	1,225,000
Partnership Services & Events	147,231	154,891	214,999	763,525	860,000
Visitor Services (Fulfillment & VIC)	73,911	88,429	97,499	348,432	390,000
Program Support	725,080	1,005,648	1,056,982	3,463,076	4,227,933
<b>Total Expenses</b>	<b>4,406,638</b>	<b>6,329,105</b>	<b>6,385,702</b>	<b>24,953,469</b>	<b>28,519,805</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>1,615,803</b>	 <b>390,495</b>	 <b>216,811</b>	 <b>-1,447,509</b>	 <b>-2,112,000</b>

**Travel Portland**  
**Balance Sheet**  
(Statement of Financial Position)

	Actual 9/30/2017 Column A	Actual as of 6/30/2017 Column B	Increase (Decrease) Column C
<b>Assets</b>			
Cash and Cash Equivalents	\$5,083,087.33	\$3,253,533.29	56%
Investments	\$4,420,515.35	\$4,391,572.08	1%
Accounts Receivable	\$537,864.73	\$996,922.33	-46%
Prepaid Assets	\$766,712.79	\$754,753.83	2%
Fixed Assets, net	\$1,841,835.41	\$1,945,937.10	-5%
Other Assets	(\$359.71)	\$0.00	0%
<b>Total Assets</b>	<b>\$12,649,655.90</b>	<b>\$11,342,718.63</b>	<b>12%</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Accounts Payable & Accrued Expenses	\$1,574,902.87	\$1,428,922.66	10%
Accrued Personnel	\$1,521,950.00	\$1,694,941.83	-10%
Deferred Revenue	(\$274,954.15)	\$239,418.97	-215%
Other Fiduciary Liabilities - RCTP	\$1,457,826.75	\$0.00	0%
<b>Total Liabilities</b>	<b>\$4,279,725.47</b>	<b>\$3,363,283.46</b>	<b>27%</b>
<b>Net Assets</b>			
Undesignated-Balance Sheet	\$5,139,565.54	\$4,749,070.28	8%
Board Designated-Balance Sheet	\$1,284,427.79	\$1,284,427.79	0%
Net Property and Equipment-Balance Sheet	\$1,945,937.10	\$1,945,937.10	0%
<b>Total Net Assets</b>	<b>\$8,369,930.43</b>	<b>\$7,979,435.17</b>	<b>5%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$12,649,655.90</b>	<b>\$11,342,718.63</b>	<b>12%</b>



# Board of Directors

Last Name	First Name	Company	Officers	Committee Chair
Ackman	Tim	Alaska Airlines		
Bebo	Chris	Provenance Hotels		
Craddick	Shirley	Metro		
Daley	Mike	Sheraton Portland Airport Hotel		
Dawes	Alex	Embassy Suites by Hilton Portland Downtown		
Goeman	Mark	CoHo Services		
Goldman	Terry	Canopy by Hilton Portland Pearl District		
Hasan	Naim	Naim Hasan Photography @ N2H Media Group	Chair	
Holt	Charles	The Mark Spencer Hotel		
Johnson	Dennis	CPA	Treasurer	Budget and Finance Committee
Kunzer	Ryan	Kimpton Monaco Portland		
Malek	Kim	Salt & Straw		
Murray	Dave	Courtyard Portland City Center		
Patel	Jatin	Lodging Mgmt NW, LLC		
Penilton	David	America's Hub World Tours	Past Chair	
Ponzi	Maria	Ponzi Vineyards		
Pyne	Tim	Portland Marriott Downtown Waterfront	Chair-Elect	Convention Sales Steering Committee
Rank Ignacio	Renee	McMenamins Pubs, Breweries & Historic Hotels		
Shelly	Ruth	Portland Children's Museum		Partner Services Committee
Smith	Loretta	Multnomah County		
Walters	Eric	Hilton Portland Downtown & The Duniway	Vice Chair	TID Committee
Weston	Linda	Rapporto		Community Action Committee
Wheeler	Ted	City of Portland		

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# **MERC Commission Meeting**

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December 6, 2017  
12:30 pm

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9.0 Equity in Contracting  
Annual Report

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Metro



## FY 2016-17 EQUITY IN CONTRACTING ANNUAL REPORT SUMMARY

# Improving economic opportunity through better access to Metro contracting opportunities

Each year, Metro spends millions of dollars on contracts that support public services. Metro's longstanding commitment to equity in contracting is evident in the steady increase in the number of contracts awarded to minority-owned, women-owned, service disabled veteran-owned and emerging small businesses (known collectively as COBID businesses).

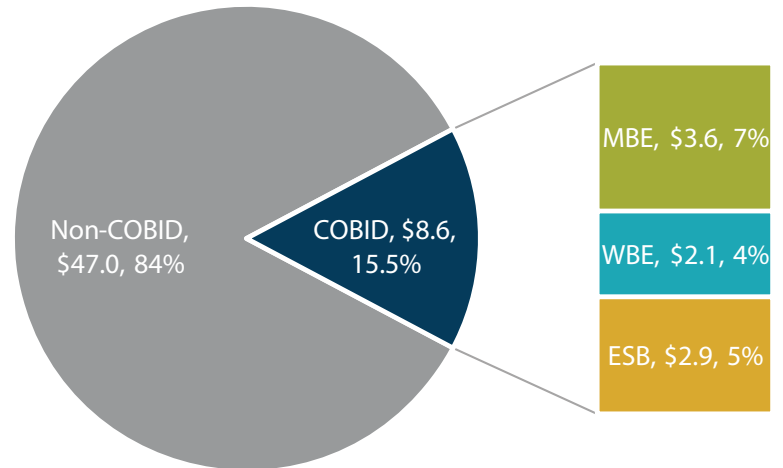
In FY 2015-16, efforts to increase diversity in contracting were integrated into Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion.

In FY 2016-17, Metro completed a review and overhaul of contract rules and took the lead role in a region wide effort to develop career pathways for people of color and women in the construction trades. As part of an extensive education and outreach push, Metro also sponsored proposal writing workshops and hosted a variety of networking opportunities designed to help COBID-certified firms build capacity to compete for public sector contracts.

## Results matter

In FY 2016-17, Metro awarded \$55,580,888 through competitive procurements and direct awards. Contracts awarded to COBID-certified firms earned a total of \$8,628,714 – representing 15.5 percent of Metro's total contracts. While this represents a slight percentage decrease from the prior fiscal year, the total dollar value of awards to COBID-certified firms increased by \$735,088. In addition to the increase in the total dollar value of the awards a higher distribution of awards was made to minority-owned firms.

Contract dollars awarded to minority-owned businesses were more than double last year's total.



Contract dollars awarded in FY 2016-17  
(in millions of dollars)

## New contract rules improve opportunities and outcomes for COBID-certified firms and non-profit organizations

The Metro Council approved updated Local Contract Review Board Administrative Rules in June of 2017. The approval capped a two-year policy review project led by a cross-department team of Metro staff.

Improvements include:

- equity and diversity considerations represent 20 percent of total available points used to score proposals
- public improvement bids for contracts up to \$50,000 are solicited from COBID-certified firms
- contracts for personal services up to \$50,000 may be directly awarded to COBID-certified firms
- contracts may be awarded directly to not-for-profit organizations when both parties contribute decision-making
- a pre-solicitation meeting is required to ensure that equity impacts throughout the life of the project are considered before a formal solicitation is released.



### Metro staff step up to serve community organizations

Oregon Tradeswomen, Inc. recognized procurement manager Gabriele Schuster and procurement analyst Riko Tannenbaum as valuable community partners.

Metro staff joined executive boards of non-profit organizations supporting historically underrepresented businesses: Gabriele Schuster serves as the secretary for the Oregon Native American Chamber of Commerce. Procurement analyst, Tracy Sagal, is the secretary for the Business Diversity Institute.



# Whether showing up at a meet and greet or hosting a hands-on workshop, the procurement team is reaching out to help businesses connect with Metro

## **Networking events, tradeshows and expositions generate interest in contract opportunities**

Community and business organization events provided a backdrop for Metro staff to meet with small businesses owners, learn about their offerings, answer questions and get feedback. Metro staff attended the Oregon Association of Minority Entrepreneurs Trade Show, the Women in Trades Career Fair, the Metropolitan Contractors Improvement Partnership Trade Show, Governor's Marketplace and Besth's Business Expo West. Staff also participate in a number of recurring association meetings including the bi-monthly National Association for Minority Contractors Oregon, Hispanic Chamber of Commerce and Oregon Association of Minority Entrepreneurs meetings.

## **Small Business Open House reaches 200 people**

The 2016 Small Business Open House hosted by Metro and Multnomah County drew more than 200 people from the small business community. Metro staff hosted project information tables and engaged in one-on-one discussions. Breakout workshops and resource sessions focused on major project opportunities, proposal consultation, COBID certification steps and social media strategies.

## **Meet & Certify events attract businesses from across the greater Portland region**

In 2016, Meet & Certify events in Beaverton, Hillsboro, Rockwood and Woodburn attracted about 50 attendees at each event, most of whom had never contracted with Metro. These mini-events, targeted to businesses located outside of the Portland core, provided a welcoming, low-key way for people to meet Metro staff and get in person help with COBID certification.

## **Proposal writing workshops break down barriers**

The skill of writing a bid or proposal is often unrelated to a business's core services. To help businesses overcome this hurdle, Metro staff hosts quarterly workshops on how to write successful bids and proposals. The team also partners with project managers across Metro to design and hold workshops for specific projects. In FY 2016-17, Metro awarded 16 contracts valued at \$1,097,057 to businesses who had completed the training. Since the beginning of the program, Metro has awarded 35 contracts valued at \$1,902,150 to workshop participants.





## Project highlights

### **COBID use goals exceeded on Oregon Zoo Education Center project**

The Oregon Zoo Education Center opened in March 2017. Fortis Construction LLC, the construction manager and general contractor for the bond-funded project, exceeded COBID subcontractor use goals with a total of 29.3 percent COBID use, representing \$4,232,148 contract earnings. Fortis credits the success to the firm’s strong outreach and relationships with certified businesses and the collaborative engagement efforts of Metro staff. Fortis is a former emerging small business that has grown to become the area’s third largest general contractor.

### **Clearing the path for people of color and women in the construction trades**

In the greater Portland region, people of color and women face multiple barriers in accessing and sustaining construction careers. To address these challenges, Metro is leading the effort to coordinate the Construction Career Pathways Project (C2P2). C2P2 brings stakeholders together to come up with new ways to provide reliable career pathways – from pre-apprentice and apprentice to journey level. In addition to the overall goal of growing a diverse construction workforce, the project seeks to gain efficiencies in public construction projects and promote equitable growth in the greater Portland region’s economy. The first regional project to partner with C2P2 is the construction of the Hyatt Regency Hotel at the Oregon Convention Center.

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## Racial equity goals

Metro’s Strategic Plan to Advance Racial Equity, Diversity and Inclusion identifies five long-term strategic goals, each with specific objectives and actions. Many of these objectives and actions relate to improving economic opportunity through better access to Metro contracting opportunities.

Learn more

[oregonmetro.gov/equity](http://oregonmetro.gov/equity)



Arts and events  
Garbage and recycling  
Land and transportation  
Oregon Zoo  
Parks and nature

[oregonmetro.gov](http://oregonmetro.gov)

## Doing business with Metro

Metro purchases goods and services locally when possible. Purchases range from operating supplies to professional services. Contract opportunities for services include construction, maintenance and repair, engineering, consulting, food, training and various types of planning.

**Metro Procurement**  
503-797-1613

### **Hello, we’re Metro.**

Metro brings people together to shape the future of greater Portland and provides places, services and tools that work best at a regional scale. Led by an elected council, this unique government gives Oregonians a voice in their community.

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Metro runs the Oregon Convention Center, Portland Expo Center and Portland’s Centers for the Arts.

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# **MERC Commission Meeting**

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December 6, 2017  
12:30 pm

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10.0 Consent Agenda

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**Metropolitan Exposition Recreation Commission**  
**Record of MERC Commission Actions**  
November 1, 2017  
Oregon Convention Center, VIP Suite B

<b>Present:</b>	Karis Stoudamire-Phillips, Deidra Krys-Rusoff, Judie Hammerstad, Deanna Palm, Damien Hall, Ray Leary, Dañel Malán
<b>Absent:</b>	
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Karis Stoudamire-Phillips at 12:18 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> None
<b>3.0</b>	<b>COMMISSION AND COUNCIL COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Councilor Chase noted that MERC has inspired equity work throughout Metro.</li> <li>• Commissioner Palm inquired about Metro’s interface with community colleges regarding equity work since she is headed to a community college conference. Councilor Chase responded that, although he is not an expert about the programs, he understands the role community colleges can play in the improvement of equity in the workforce and encourages such conversations.</li> <li>• Commissioner Krys-Rusoff reported on her attendance at the Keller 100<sup>th</sup> Anniversary celebration and thanked Robyn Williams and her team for making it a great event.</li> </ul>
<b>4.0</b>	<b>GM COMMUNICATIONS</b> Cruickshank provided these updates: <ul style="list-style-type: none"> <li>• A consultant has been hired to conduct a regional construction workforce market study for the Construction Career Pathways Project (C2P2). A research team is assessing data for section two of the study which will help indicate demand from public improvement projects for the labor supply.</li> <li>• Mortenson Development and Metro have contributed money to fund approximately 80 apprenticeships for people of color and women to begin apprenticeships through the hotel construction project. Funds will be available to help the apprentices find work once the hotel project is complete. David Fortney will provide a more complete update at the December commission meeting.</li> <li>• The contract with Colas Construction for the OCC renovation project has been signed.</li> <li>• The financial report and the venues business reports are in the meeting packets and won’t be presented at today’s meeting due to time limitations.</li> <li>• A couple of large conventions have selected Portland now that Hyatt is providing future room blocks.</li> <li>• The Commission Retreat date has been set for January 19, 2018.</li> <li>• The position of Venues Communication and Policy Development Manager has been posted.</li> </ul>
<b>5.0</b>	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>• Record of MERC Actions, October 4, 2017</li> </ul> A motion was made by Commissioner Krys-Rusoff and seconded by Commissioner Hammerstad to approve the Consent Agenda. VOTING:    AYE: 7 (Hammerstad, Krys-Rusoff, Stoudamire-Phillips, Palm, Leary, Hall, Malán) NAY: 0

	MOTION PASSED
<p>6.0 6.1</p>	<p><b>ACTION AGENDA</b></p> <p><b>Resolution 17-35:</b> For the purpose of approving a contract with Banlin Construction LLC for construction of the Oregon Convention Center loading dock improvements project and delegating authority to the General Manager of Visitor Venues to execute the contract.</p> <p>Brent Shelby of Metro’s Construction Project Management Office presented the resolution.</p> <ul style="list-style-type: none"> <li>• Commissioner Kryz-Rusoff inquired about the costs for projects that were put on hold and asked about the reasons for the cost increases.</li> <li>• Shelby noted that six alternate items were put on hold due to significant cost increases adding that the base bid had increased almost \$65,000 over the original construction budget, so it was determined to go with base needs first and then address the “wish list” at a later date. Scott Cruickshank reported that an annual increase of about 5-6% is being budgeted in order to cover construction cost escalations being seen currently. He added that the particular projects in this resolution had been on the capital list for a couple of years and that is the main reason for their price increases.</li> </ul> <p>A motion was made by Commissioner Palm and seconded by Commissioner Hall to approve the Resolution.</p> <p>VOTING: AYE: 7 (Hammerstad, Kryz-Rusoff, Stoudamire-Phillips, Palm, Leary, Hall, Malán) NAY: 0 MOTION PASSED</p>
<p>6.2</p>	<p><b>Resolution 17-36:</b> For the purpose of approving the Scope of Work and Cost Proposals from KONE, Inc. for the Arlene Schnitzer Concert Hall (ASCH) Front-of-House and Back-of-House Elevator Modernization and authorizing the General Manager of Visitor Venues to execute the contract documents with KONE, Inc.</p> <p>Nancy Strening of Metro’s Construction Project Management Office presented the resolution.</p> <ul style="list-style-type: none"> <li>• Commissioner Leary inquired whether, since the outreach was done to two companies, the selected contractor would provide a premium or a discount in costs. Strening responded that, although two crews are doing the work, it is just one company. She added that she didn’t have hard data but it was more cost effective to use one company to do the work.</li> <li>• Leary suggested that, since Kone specializes in elevator work, there was most likely a built-in premium to their charges. Strening acknowledged that possibility, agreed, and added that the contract estimates were generous enough so that, even with the current cost escalations, the price estimates were on target for today’s costs.</li> <li>• Commissioner Malán inquired whether the apprenticeships mentioned earlier were only for the hotel project. Cruickshank responded affirmatively.</li> <li>• Commissioner Malán noted that Kone is not a COBID firm and inquired whether there was a way to encourage them to use diverse crews. Strening responded that since Kone uses the elevator union the outreach would need to come from the union. She added that Kone is aware of MERC’s request for diverse crews for such projects.</li> <li>• Councilor Chase inquired whether it was possible to approach the city for funds for capital projects like this since they have ownership of the building. Cruickshank noted that there are operational reserves being used to fund the projects. However, longer term, Ben Rowe is researching future opportunities to acquire funds from other sources as those capital reserves diminish.</li> </ul>

<p><b>6.3</b></p>	<p>Strening added that the City is aware of the money needed for these projects.  A motion was made by Commissioner Hammerstad and seconded by Commissioner Malán to approve the Resolution.  VOTING: AYE: 7 (Hammerstad, Krys-Rusoff, Stoudamire-Phillips, Palm, Leary, Hall, Malán)  NAY: 0  MOTION PASSED</p> <p><b>Resolution 17-37:</b> For the purpose of approving the contract with Carleton Hart Architecture, PC, for the Antoinette Hatfield Hall Roof Replacement and Parapet Repair and authorizing the General Manager of Visitor Venues to execute the contract.  Nancy Strening of the Metro Construction Project Management Office presented the resolution.</p> <ul style="list-style-type: none"> <li>• Commissioner Leary inquired whether the core of the problem was a design issue.  Strening responded that the suspicion is that there was probably a value engineering change made about how the roof was put together when it was done 30 years ago.</li> <li>• Commissioner Hall asked if P’5 would be required to investigate whether an Eco Roof would work and, if it does, whether it would be a requirement to install that type of roof.  Strening responded that, unless it isn’t feasible, it would be required.  Cruickshank added that Carlton Hart did an excellent job with the architectural design work for the OCC roof replacement several years ago as well as the Keller roof.  Commissioner Leary added that it is a COBID firm as well.</li> </ul> <p>A motion was made by Commissioner Leary and seconded by Commissioner Krys-Rusoff to approve the Resolution.  VOTING: AYE: 7 (Hammerstad, Krys-Rusoff, Stoudamire-Phillips, Palm, Leary, Hall, Malán)  NAY: 0  MOTION PASSED</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 12:52 p.m.</p>

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# **MERC Commission Meeting**

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December 6, 2017  
12:30 pm

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11.0 Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**  
**Resolution Number 17-38**

For the purpose of recognizing Judie Hammerstad’s Contributions to the Metropolitan Exposition Recreation Commission (MERC).

- WHEREAS**, Judie Hammerstad has served as a board member of MERC since July 2009, providing leadership, political insight and counsel to the agency; and
- WHEREAS**, Hammerstad served as a MERC officer several years during her service on the Commission including two stints as Chair, two as Secretary-Treasurer and one as Vice chair; and
- WHEREAS**, Hammerstad served as a member of the Budget Committee during many of her years on the Commission, providing valuable guidance and direction for the development and management of MERC’s \$134 million enterprise-driven budget; and
- WHEREAS**, Hammerstad brought substantial expertise and experience to the Commission working tirelessly to guide it to many notable achievements; and
- WHEREAS**, Hammerstad provided leadership and advocacy for the Portland’s Centers for the Arts as a liaison throughout her years on the Commission; and
- WHEREAS**, Hammerstad effectively advocated the importance of developing a convention center headquarters hotel adjacent to the Oregon Convention Center; and
- WHEREAS**, Hammerstad provided leadership and guidance to the MERC venues by requesting a study leading to an update of MERC’s First Opportunity Target Area recommendations; and
- WHEREAS**, Hammerstad supported sustainability efforts of the MERC venues including the Oregon Convention Center’s achievement of LEED Platinum certification, the highest level of certification offered by the U.S. Green Building Council.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission offers its sincere thanks to Judie Hammerstad for her service, leadership, enthusiasm and a willingness to share her political expertise in the many roles she so admirably filled during her tenure with MERC.

Passed by the Commission on December 6, 2017.

Approved as to Form:  
Alison R. Kean, Metro Attorney

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Chair

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Secretary/Treasurer

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Nathan A. S. Sykes, Deputy Metro Attorney



**METROPOLITAN EXPOSITION RECREATION COMMISSION**  
**Resolution No. 17-39**

For the purpose of approving the contract with Meyer Projection Systems, LLC, for the Oregon Convention Center’s “Audio Visual Equipment Rental” and authorizing the General Manager of Visitor Venues to execute the contract.

**WHEREAS**, the Oregon Convention Center (OCC) provides production services to clients, including set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks; and

**WHEREAS**, production services is a growing business line for OCC and an important aspect of client events; and

**WHEREAS**, the production services and audio visual industry relies heavily on technology and OCC often hosts multiple shows simultaneously, making it necessary to have adequate pieces of equipment available; and

**WHEREAS**, technology in the audio visual industry innovates rapidly, with equipment quickly falling behind industry standard, and OCC invests in a quantity of audio visual equipment to provide a baseline of services and to meet typical client needs; and

**WHEREAS**, Metro issued a competitive solicitation in accordance with Division 47 of Metro’s Local Contract Review Board Rules for “Audio Visual Equipment and Temporary Staffing;” and

**WHEREAS**, MERC received multiple responses to the solicitation including a response from Meyer Projection Systems, LLC and has executed contracts with various other vendors; and

**WHEREAS**, staff estimates that the contract with Meyer Projection Systems, LLC will exceed \$150,000 over the next five years in an amount not to exceed \$1,700,000.00; and

**WHEREAS**, this equipment rental agreement allows the OCC to augment owned equipment, provide solutions to specialized equipment requests by clients, and provide related audio video services; and

**WHEREAS**, staff recommend approval of this contract as the equipment rentals provided will generate net revenues for OCC and OCC will pay associated equipment rental and service fees through the annually adopted OCC’s Audio Visual operating budget.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission:

1. Approves the contract with Meyer Projection Systems, LLC, for an amount not to exceed \$1,700,000.00 for “Audio Visual Equipment Rental” in the form substantially similar to the attached Exhibit A.
2. Authorizes the General Manager of Visitor Venues to execute the contract on behalf of the Metropolitan Exposition Recreation Commission.

Passed by the Commission on December 6, 2017.

Approved as to form:

Alison R. Kean, Metro Attorney

\_\_\_\_\_ Chair

By: \_\_\_\_\_  
Nathan A. S. Sykes, Deputy Metro Attorney

\_\_\_\_\_ Secretary/Treasurer

## MERC STAFF REPORT

**Agenda Item:** For the purpose of approving the contract with Meyer Projection Systems, LLC, for the Oregon Convention Center's "Audio Visual Equipment Rental" and authorizing the General Manager of Visitor Venues to execute the contract.

**Resolution No:** 17-39

**Date:** December 6, 2017

**Presented by:** Craig Stroud, Executive Director

**BACKGROUND:** The Oregon Convention Center (OCC) is one of the largest, most sustainable events facilities in the Pacific Northwest. Along with hosting space, the OCC provides production services to clients. Production services include set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks. Technical labor to set up, operate and remove equipment is an important part of these services. Production Services is a growing business line for OCC and an important aspect of client events.

The production services and audio visual industry relies heavily on technology and the OCC often hosts multiple shows simultaneously. Technology in the audio visual industry innovates rapidly, with equipment quickly falling behind industry standard. The OCC invests in a quantity of audio visual equipment to provide a baseline of services and to meet typical client needs. To augment owned equipment, provide solutions for specialized equipment requests, and to provide related audio video services, OCC contracts with audio visual equipment and service providers, such as Meyer Projection Systems, LLC. In these circumstances, OCC clients contract with OCC for production services and the OCC subcontracts with outside businesses for the necessary equipment and services to meet the client's requests.

Staff prepared and issued a Request for Qualifications (RFQ) to provide equipment and related services for audio visual event-based services. Staff issued the RFQ in accordance with MERC's purchasing and contracting rules and in compliance with Metro Policy and state of Oregon requirements. To communicate the opportunity, the RFQ was published on ORPIN and advertised broadly and with the intent of notifying COBID contractors via the Business Tribune, the Daily Journal of Commerce and the Skanner. Responders were required to provide their business demographics and summarize their community services participation. The RFQ asked each responder to provide specific types and approximate quantities of equipment available, a resume and a summary of experiences working with event-based services.

MERC contracted with multiple responders to the RFQ, and the level of business expected to be transacted with Meyer Projection Systems, LLC, requires the contract to be approved by the MERC Commission. More than ten other contracts, which are all below the MERC Commission approval threshold of \$150,000 per contract, have been signed with other businesses.

**FISCAL IMPACT:** OCC equipment rentals from Meyer Projection Systems, LLC, will generate net revenues for OCC. OCC Production Services will invoice clients for specific equipment and services provided, including those instances where Meyer Projection Systems, LLC, is providing equipment or services as a subcontractor. OCC will pay associated subcontractor equipment rentals or service fees from the OCC's annual audio visual operating budget, pending adoption each budget year through the contract term of September 20, 2022.

**RECOMMENDATION:** Staff recommends the Metropolitan Exposition Recreation Commission, by Resolution 17-39, approve the contract award and written contract (attached) with Meyer Projection Systems, LLC, for the amount of one million, seven hundred thousand dollars and 00/100 (\$1,700,00.00) for the Oregon Convention Center's Production Services Equipment Rentals and authorize the General Manager of Visitor Venues to execute the contract.



METROPOLITAN EXPOSITION  
RECREATION COMMISSION



# RENTAL AGREEMENT

**Contract: 208018**

This Rental Agreement is entered into as of the above date by and between Metropolitan Exposition Recreation Commission (“MERC”), whose address is 777 NE Martin Luther King, Jr. Blvd., Portland, OR 97232 and referred to herein as “MERC” and Meyer Projection Systems LLC, referred to herein as “Contractor” whose principal place of business is 29030 SW Town Center Lp E, Suite 202, #202, Wilsonville, OR 97070, and whose phone number is (503) 638-2096.

This Agreement shall include and be subject to the following terms and conditions:

- 1. CONTINUING RENTAL AGREEMENT:** The term of this Agreement shall be for the period commencing **December 6, 2017**, through and including **December 5, 2022**, unless earlier terminated as provided in this Agreement. Contractor and MERC agree that this Agreement shall apply to any rental of Property by MERC from Contractor during the term, even though the specific Property, duration of rental and/or the price for the rental may vary. The parties acknowledge and agree that the terms and conditions of this Agreement shall continue to apply to all future rental transactions between them, without necessity or either party executing a new Agreement.
- 2. DESCRIPTION OF PROPERTY:** The equipment (“Property”) subject to this Agreement shall be the specific items of Property listed on the Equipment Schedule or Property Rental Receipt prepared by Contractor and given to MERC at the time of delivery of the Property to MERC or to a third party at the direction of MERC. Such Equipment Schedule and or Property Rental Receipt shall be deemed a part of this Agreement, as if fully incorporated herein. Both parties shall be responsible for determining that the Property delivered is in accordance with the Equipment Schedule or Property Rental Receipt and notify the other part immediately of any discrepancy thereon.
- 3. USE OF PROPERTY:** MERC will take all necessary precautions during the use or storage of the Property to protect the Property and all persons using the Property from injury or damage. MERC shall not make any alterations, changes, modifications or improvements to the Property without the prior written consent of Contractor and MERC shall not deface, remove or cover any name plate on the Property showing Contractor’s name and identification or that of the manufacturer. All Property shall be used in accordance with the manufacturer’s operating instructions as well as applicable federal, state or local laws or ordinances.
- 4. INSPECTION/WARRANTY:** MERC shall inspect the Property immediately on delivery and shall notify Contractor at that time if MERC determines that the Property is not in good working condition. Contractor guarantees that all Property delivered to MERC will be in good working condition and so long as MERC is not in breach of this agreement Contractor shall repair or replace any equipment that fails to operate in accordance with the manufacturer’s specifications.
- 5. RISK OF LOSS:** From the delivery of the Property to MERC until its return to Contractor, MERC shall bear the risk of loss and/or damage to the Property. In the event the Property rented by MERC is transported or shipped, whether from Contractor to MERC, or to any third party or location, or upon its return to Contractor, or at anytime the risk of loss during that transport and shipment shall be solely Contractor’s and Contractor shall continue to maintain insurance on the Property as provided herein. MERC shall have the right to reject any and all goods or services upon inspection. For purposes of this Agreement, MERC shall be deemed to have taken “delivery” of the Property from the time the Property is dropped off at the MERC facility, and a MERC employee accepted the shipment. MERC shall be deemed to have “returned” the Property when the Contractor or a representative from the Contractor picks the items up from the MERC facility.
- 6. TITLE AND OWNERSHIP:** This Agreement constitutes a lease and not a sale of the Property or the creation of a security interest therein. No part of the rental payments made under this Agreement shall be deemed payment towards the purchase of any of the Property. MERC specifically acknowledges the Contractor’s superior title and ownership of the Property and must keep the Property free of all liens, levies and encumbrances.
- 7. LIABILITY/INDEMNITY.** Contractor is an independent contractor and assumes full responsibility for its performance and assumes full responsibility for all liability for bodily injury or physical damage to persons or property arising out of or related to this Agreement, and shall indemnify, defend and hold harmless METRO, MERC, its elected officials, officers, employees and agents, from any and all claims, demands, damages, actions, losses and expenses arising out of or in any way connected with its performance of this Agreement. Contractor is responsible for the acts and omissions of its agents, employees, subcontractors and/or representatives and for all claims.
- 8. TERMS OF RENTAL:** Unless otherwise specified in writing, the Property shall be leased on a day-to-day basis and all rates shall apply to each full day or any fraction thereof which has elapsed between the time the Property is “delivered” to MERC and the time it is “returned” to Contractor. MERC agrees to return the Property on the date and time specified on the equipment schedule. If MERC fails to return the Property by the return date specified unless not returned for reasons outside of MERC’s control or due to fault of Contractor, MERC will be liable for the daily rental cost of the Property until it is returned. Unless otherwise stated in writing, a full additional day’s rental will be charged for any Property not returned by 10AM on the due date. The rental fee payable for any item of Property shall be the amount specified in writing by Contractor in a rental quote provided to MERC prior to the Property delivery. MERC may terminate this Agreement upon giving Contractor seven (7) days written notice. In the event of termination, Contractor shall be entitled to payment for goods received prior to the date of termination. MERC shall not be liable for any indirect or consequential, or any other damages whatsoever. Termination by MERC shall not waive any claim or remedies it may have against Contractor.
- 9. PAYMENT AND CHARGES:** Payment shall be on a unit price previously set forth in an agreed upon rental quote, and only for those goods received in an acceptable condition to MERC. Contractor’s billing invoices shall include the MERC contract number, Contractor name, remittance address, invoice date, rental quote date, invoice number, invoice amount, tax amount (if applicable), and an itemized statement of items purchased. Contractor’s billing invoices shall be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or metroaccountspayable@oregonmetro.gov. The MERC contract number shall be referenced in the email subject line. Payment shall be made by MERC on a Net 30 day basis upon approval of Contractor invoice.
- 10. INSURANCE.** Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents: 1) The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, premises and products/completed operations. Contractor’s coverage will be primary as respects

MERC; 2) Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence; 3) Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$500,000 per accident or disease; and 4) Professional Liability Insurance, with limits of not less than \$1,000,000 per occurrence, covering personal injury and property damage arising from errors, omissions or malpractice. MERC, Metro, their elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS on Commercial General Liability and Automobile policies. Contractor shall provide to MERC 30 days notice of any material change or policy cancellation. Contractor shall provide MERC with a Certificate of Insurance complying with this article upon return of the Contractor signed agreement to MERC. Certificate of Insurance shall identify the MERC contract number.

**11. MISCELLANEOUS:** The provisions of this contract shall be severable so that the invalidity, unenforceability or waiver of any of the provisions shall not affect the remaining provisions. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

By signing Contractor and MERC agree to the above terms and conditions. Each warrants to the other that the person signing below has full authority to enter into this Agreement and/or sign this Agreement on behalf of a corporate or like business entity.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Metropolitan Exposition Recreation Commission

Meyer Projection Systems LLC

X \_\_\_\_\_  
Authorized Representative of MERC

X \_\_\_\_\_  
Authorized Representative of Contractor

\_\_\_\_\_  
Please Type or Print Name:

\_\_\_\_\_  
Please Type or Print Name:

**METROPOLITAN EXPOSITION RECREATION COMMISSION**  
**Resolution No. 17-40**

For the purpose of approving the contract with Quest Events for the Oregon Convention Center’s “Audio Visual Equipment Rental,” and authorizing the General Manager of Visitor Venues to execute the contract.

**WHEREAS**, the Oregon Convention Center provides production services to clients, including set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks; and

**WHEREAS**, OCC Production Services provides an increasingly strong revenue stream and remains an asset to the OCC; and

**WHEREAS**, the production services industry relies heavily on technology and OCC hosts multiple shows at a time, making it necessary to have multiple pieces of equipment available; and

**WHEREAS**, technology evolves rapidly, equipment quickly falls behind standard, and maintaining a stock of industry standard equipment requires multiple, ongoing, high-cost purchases; and

**WHEREAS**, this equipment rental contract allows OCC to always meet the client’s needs, despite OCC’s actual equipment stock, provide industry standard equipment to clients and stay competitive for a lower cost; and

**WHEREAS**, Metro issued a competitive solicitation in accordance with Division 47 of Metro’s Local Contract Review Board Rules for “Audio Visual Equipment and Temporary Staffing;” and

**WHEREAS**, MERC received multiple responses to the solicitation including a response from Quest Events and has executed contracts with various other vendors; and

**WHEREAS**, staff estimates that the contract with Quest Events will exceed \$150,000 over the next five years in an amount not to exceed \$230,000.00; and

**WHEREAS**, this equipment rental agreement allows the OCC to augment owned equipment, provide solutions to specialized equipment requests by clients, and provide related audio video services; and

**WHEREAS**, staff recommend approval of this contract as the equipment rentals provided will generate net revenues for OCC and OCC will pay associated equipment rental and service fees through the annually adopted OCC Audio Visual operating budget.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission:

1. Approve the contract award with Quest Events for an amount not to exceed \$230,000.00 for “Audio Visual Equipment Rental” in the form substantially similar to the attached Exhibit A.
2. Authorizes the General Manager of Visitor Venues to execute the contract on behalf of the Metropolitan Exposition Recreation Commission.

Passed by the Commission on December 6, 2017.

Approved as to form:  
Alison R. Kean, Metro Attorney

\_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Nathan A. S. Sykes, Deputy Metro Attorney

\_\_\_\_\_  
Secretary/Treasurer

## MERC STAFF REPORT

**Agenda Item:** For the purpose of approving the contract with Quest Events for the Oregon Convention Center's "Audio Visual Equipment Rental," and authorizing the General Manager of Visitor Venues to execute the contract.

**Resolution No:** 17-40

**Date:** December 6, 2017

**Presented by:** Craig Stroud, Executive Director

**BACKGROUND:** The Oregon Convention Center (OCC) is one of the largest, most sustainable events facilities in the Pacific Northwest. Along with hosting space, the OCC provides production services to clients holding events within the facility. These services include set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks. Technical labor to set up, operate and remove equipment is an important part of these services. Production Services provides an increasingly strong revenue stream and remains an asset to the OCC.

The production services and audio visual industry relies heavily on technology and the OCC often hosts multiple shows simultaneously. Technology in the audio visual industry innovates rapidly, with equipment quickly falling behind industry standards. The OCC invests in a quantity of audio visual equipment to provide a baseline of services and to meet typical client needs. To augment owned equipment, provide solutions for specialized equipment requests, and to provide related audio video services, OCC contracts with audio visual equipment and service providers, such as Quest Events. In these circumstances, OCC clients contract with OCC for production services and the OCC subcontracts with outside businesses for the necessary equipment and services to meet the client's requests.

Staff prepared and issued a Request for Qualifications (RFQ) to provide equipment and related services for audio visual event-based services. Staff issued the RFQ in accordance with MERC's purchasing and contracting rules and in compliance with Metro policy and state of Oregon requirements. To communicate the opportunity, the RFQ was published on ORPIN and advertised broadly and with the intent of notifying COBID contractors via the Business Tribune, the Daily Journal of Commerce and the Skanner. Responders were required to provide their business demographics and summarize their community services participation. The RFQ asked each responder to provide specific types and approximate quantities of equipment available, a resume and a summary of experiences working with event-based services.

MERC contracted with multiple responders to the RFQ, and the level of business expected to be transacted with Quest Events requires the contract to be approved by the MERC Commission. More than ten other contracts, which are all below the MERC Commission approval threshold of \$150,000 per contract, have been signed with other businesses.

**FISCAL IMPACT:** OCC equipment rentals from Quest Events will generate net revenues for OCC. OCC Production Services will invoice clients for specific equipment and services provided, including those instances where Quest Events is providing equipment or services as a subcontractor. OCC will pay associated subcontractor equipment rentals or service fees from the OCC's annual audio visual operating budget, pending adoption each budget year through the contract term of September 20, 2022.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition Recreation Commission, by Resolution 17-40, approve the contract award and written contract (attached hereto) with Quest Events for an amount not to exceed two hundred, thirty thousand dollars and 00/100 (\$230,00.00) for the Oregon Convention Center's Production Services Equipment Rentals and authorize the General Manager of Visitor Venues to execute the contract.



METROPOLITAN EXPOSITION  
RECREATION COMMISSION



# RENTAL AGREEMENT

**Contract: 208055**

This Rental Agreement is entered into as of the above date by and between Metropolitan Exposition Recreation Commission ("MERC"), whose address is 777 NE Martin Luther King, Jr. Blvd., Portland, OR 97232 and referred to herein as "MERC" and **Quest Events**, referred to herein as "Contractor" whose principal place of business is **12911 NE David Circle, Portland, OR 97230**, and whose phone number is **(503) 701-2805**.

This Agreement shall include and be subject to the following terms and conditions:

- 1. CONTINUING RENTAL AGREEMENT:** The term of this Agreement shall be for the period commencing **December 6, 2017**, through and including **December 5, 2022**, unless earlier terminated as provided in this Agreement. Contractor and MERC agree that this Agreement shall apply to any rental of Property by MERC from Contractor during the term, even though the specific Property, duration of rental and/or the price for the rental may vary. The parties acknowledge and agree that the terms and conditions of this Agreement shall continue to apply to all future rental transactions between them, without necessity or either party executing a new Agreement.
- 2. DESCRIPTION OF PROPERTY:** The equipment ("Property") subject to this Agreement shall be the specific items of Property listed on the Equipment Schedule or Property Rental Receipt prepared by Contractor and given to MERC at the time of delivery of the Property to MERC or to a third party at the direction of MERC. Such Equipment Schedule and or Property Rental Receipt shall be deemed a part of this Agreement, as if fully incorporated herein. Both parties shall be responsible for determining that the Property delivered is in accordance with the Equipment Schedule or Property Rental Receipt and notify the other part immediately of any discrepancy thereon.
- 3. USE OF PROPERTY:** MERC will take all necessary precautions during the use or storage of the Property to protect the Property and all persons using the Property from injury or damage. MERC shall not make any alterations, changes, modifications or improvements to the Property without the prior written consent of Contractor and MERC shall not deface, remove or cover any name plate on the Property showing Contractor's name and identification or that of the manufacturer. All Property shall be used in accordance with the manufacturer's operating instructions as well as applicable federal, state or local laws or ordinances.
- 4. INSPECTION/WARRANTY:** MERC shall inspect the Property immediately on delivery and shall notify Contractor at that time if MERC determines that the Property is not in good working condition. Contractor guarantees that all Property delivered to MERC will be in good working condition and so long as MERC is not in breach of this agreement Contractor shall repair or replace any equipment that fails to operate in accordance with the manufacturer's specifications.
- 5. RISK OF LOSS:** From the delivery of the Property to MERC until its return to Contractor, MERC shall bear the risk of loss and/or damage to the Property. In the event the Property rented by MERC is transported or shipped, whether from Contractor to MERC, or to any third party or location, or upon its return to Contractor, or at anytime the risk of loss during that transport and shipment shall be solely Contractor's and Contractor shall continue to maintain insurance on the Property as provided herein. MERC shall have the right to reject any and all goods or services upon inspection. For purposes of this Agreement, MERC shall be deemed to have taken "delivery" of the Property from the time the Property is dropped off at the MERC facility, and a MERC employee accepted the shipment. MERC shall be deemed to have "returned" the Property when the Contractor or a representative from the Contractor picks the items up from the MERC facility.
- 6. TITLE AND OWNERSHIP:** This Agreement constitutes a lease and not a sale of the Property or the creation of a security interest therein. No part of the rental payments made under this Agreement shall be deemed payment towards the purchase of any of the Property. MERC specifically acknowledges the Contractor's superior title and ownership of the Property and must keep the Property free of all liens, levies and encumbrances.
- 7. LIABILITY/INDEMNITY.** Contractor is an independent contractor and assumes full responsibility for its performance and assumes full responsibility for all liability for bodily injury or physical damage to persons or property arising out of or related to this Agreement, and shall indemnify, defend and hold harmless METRO, MERC, its elected officials, officers, employees and agents, from any and all claims, demands, damages, actions, losses and expenses arising out of or in any way connected with its performance of this Agreement. Contractor is responsible for the acts and omissions of its agents, employees, subcontractors and/or representatives and for all claims.
- 8. TERMS OF RENTAL:** Unless otherwise specified in writing, the Property shall be leased on a day-to-day basis and all rates shall apply to each full day or any fraction thereof which has elapsed between the time the Property is "delivered" to MERC and the time it is "returned" to Contractor. MERC agrees to return the Property on the date and time specified on the equipment schedule. If MERC fails to return the Property by the return date specified unless not returned for reasons outside of MERC's control or due to fault of Contractor, MERC will be liable for the daily rental cost of the Property until it is returned. Unless otherwise stated in writing, a full additional day's rental will be charged for any Property not returned by 10AM on the due date. The rental fee payable for any item of Property shall be the amount specified in writing by Contractor in a rental quote provided to MERC prior to the Property delivery. MERC may terminate this Agreement upon giving Contractor seven (7) days written notice. In the event of termination, Contractor shall be entitled to payment for goods received prior to the date of termination. MERC shall not be liable for any indirect or consequential, or any other damages whatsoever. Termination by MERC shall not waive any claim or remedies it may have against Contractor.
- 9. PAYMENT AND CHARGES:** Payment shall be on a unit price previously set forth in an agreed upon rental quote, and only for those goods received in an acceptable condition to MERC. Contractor's billing invoices shall include the MERC contract number, Contractor name, remittance address, invoice date, rental quote date, invoice number, invoice amount, tax amount (if applicable), and an itemized statement of items purchased. Contractor's billing invoices shall be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or [metroaccountspayable@oregonmetro.gov](mailto:metroaccountspayable@oregonmetro.gov). The MERC contract number shall be referenced in the email subject line. Payment shall be made by MERC on a Net 30 day basis upon approval of Contractor invoice.
- 10. INSURANCE.** Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents: 1) The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, premises and products/completed operations. Contractor's coverage will be

primary as respects MERC; 2) Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence; 3) Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$500,000 per accident or disease; and 4) Professional Liability Insurance, with limits of not less than \$1,000,000 per occurrence, covering personal injury and property damage arising from errors, omissions or malpractice. MERC, Metro, their elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS on Commercial General Liability and Automobile policies. Contractor shall provide to MERC 30 days notice of any material change or policy cancellation. Contractor shall provide MERC with a Certificate of Insurance complying with this article upon return of the Contractor signed agreement to MERC. Certificate of Insurance shall identify the MERC contract number.

**11. MISCELLANEOUS:** The provisions of this contract shall be severable so that the invalidity, unenforceability or waiver of any of the provisions shall not affect the remaining provisions. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

By signing Contractor and MERC agree to the above terms and conditions. Each warrants to the other that the person signing below has full authority to enter into this Agreement and/or sign this Agreement on behalf of a corporate or like business entity.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Metropolitan Exposition Recreation Commission

Quest Events

X \_\_\_\_\_  
Authorized Representative of MERC

X \_\_\_\_\_  
Authorized Representative of Contractor

\_\_\_\_\_  
Please Type or Print Name:

\_\_\_\_\_  
Please Type or Print Name:



**METROPOLITAN EXPOSITION RECREATION COMMISSION**  
**Resolution No. 17-41**

For the purpose of approving the contract with Outlaw Lighting for the Oregon Convention Center’s “Audio Visual Equipment Rental” and authorizing the General Manager of Visitor Venues to execute the contract.

**WHEREAS**, the Oregon Convention Center (OCC) provides production services to clients, including set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks; and

**WHEREAS**, OCC Production Services provides an increasingly strong revenue stream and remains an asset to the OCC; and

**WHEREAS**, the production services industry relies heavily on technology and OCC hosts multiple shows at a time, making it necessary to have multiple pieces of equipment available; and

**WHEREAS**, technology evolves rapidly, equipment quickly falls behind standard, and maintaining a stock of industry standard equipment requires multiple, ongoing, high-cost purchases; and

**WHEREAS**, Metro issued a competitive solicitation in accordance with Division 47 of Metro’s Local Contract Review Board Rules for “Audio Visual Equipment and Temporary Staffing;” and

**WHEREAS**, MERC received multiple responses to the solicitation including a response from Outlaw Lighting and has executed contracts with various other vendors; and

**WHEREAS**, staff estimates that the contract with Outlaw Lighting will exceed \$150,000 over the next five years in an amount not to exceed \$660,000.00; and

**WHEREAS**, this equipment rental contract allows the OCC to augment owned equipment, provide solutions to specialized equipment requests by clients, and provide related audio video services; and

**WHEREAS**, staff recommend approval of this contract as the equipment rentals provided will generate net revenue for OCC and OCC will pay associated equipment rental and service fees through the annually adopted OCC Audio Visual operating budget.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission:

1. Approves the contract with Outlaw Lighting, for an amount not to exceed \$660,000.00 for “Audio Visual Equipment Rental” in the form substantially similar to the attached Exhibit A.
2. Authorizes the General Manager of Visitor Venues to execute the contract on behalf of the Metropolitan Exposition Recreation Commission.

Passed by the Commission on December 6, 2017.

Approved as to form:

Alison R. Kean, Metro Attorney

\_\_\_\_\_ Chair

By: \_\_\_\_\_  
Nathan A. S. Sykes, Deputy Metro Attorney

\_\_\_\_\_ Secretary/Treasurer

## MERC STAFF REPORT

**Agenda Item:** For the purpose of approving the contract with Outlaw Lighting for the Oregon Convention Center's "Audio Visual Equipment Rental" and authorizing the General Manager of Visitor Venues to execute the contract.

**Resolution No:** 17-41

**Date:** December 6, 2017

**Presented by:** Craig Stroud, Executive Director

**BACKGROUND:** The Oregon Convention Center (OCC) is one of the largest, most sustainable events facilities in the Pacific Northwest. Along with hosting space, the OCC provides production services to clients. Production services includes set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks. Technical labor to set-up, operate and remove equipment is an important part of these services. Production services is a growing business line for OCC and an important aspect of client events.

The production services and audio visual industry relies heavily on technology and the OCC often hosts multiple shows simultaneously. Technology in the audio visual industry innovates rapidly, with equipment quickly falling behind industry standard. The OCC invests in a quantity of audio visual equipment to provide a baseline of services and to meet typical client needs. To augment owned equipment, provide solutions for specialized equipment requests, and to provide related audio video services, OCC contracts with audio visual equipment and service providers, such as Outlaw Lighting. In these circumstances, OCC clients contract with OCC for production services and the OCC subcontracts with outside businesses for the necessary equipment and services to meet the client's requests.

Staff prepared and issued a Request for Qualifications (RFQ) to provide equipment and related services for audio visual event-based services. Staff issued the RFQ in accordance with MERC's purchasing and contracting rules and in compliance with Metro Policy and state of Oregon requirements. To communicate the opportunity, the RFQ was published on ORPIN and advertised broadly and with the intent of notifying COBID contractors via the Business Tribune, the Daily Journal of Commerce and the Skanner. Responders were required to provide their business demographics and summarize their community services participation. The RFQ asked each responder to provide specific types and approximate quantities of equipment available, a resume and a summary of experiences working with event-based services.

MERC contracted with multiple responders to the RFQ, and the level of business expected to be transacted with Outlaw Lighting requires the contract to be approved by the MERC Commission. More than ten other contracts, which are all below the MERC Commission approval threshold of \$150,000 per contract, have been signed with other businesses.

**FISCAL IMPACT:** OCC equipment rentals from Outlaw Lighting will generate net revenues for OCC. OCC Production Services will invoice clients for specific equipment and services provided, including those instances where Outlaw Lighting is providing equipment or services as a subcontractor. OCC will pay associated subcontractor equipment rentals or service fees from the OCC's annual Audio Visual operating budget, pending adoption each budget year through the contract term of September 20, 2022.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition-Recreation Commission, by Resolution 17-41, approve the contract award and written contract (attached hereto) with Outlaw Lighting, for an amount not to exceed six hundred, sixty thousand dollars and 00/100 (\$660,000.00) for the Oregon Convention Center's Production Services Equipment Rentals and authorize the General Manager of Visitor Venues to execute the contract.



METROPOLITAN EXPOSITION  
RECREATION COMMISSION



EXHIBIT A TO RESOLUTION 17-41

## RENTAL AGREEMENT

**Contract: 208042**

This Rental Agreement is entered into as of the above date by and between Metropolitan Exposition Recreation Commission ("MERC"), whose address is 777 NE Martin Luther King, Jr. Blvd., Portland, OR 97232 and referred to herein as "MERC" and **Outlaw Lighting**, referred to herein as "Contractor" whose principal place of business is **204 SE 134<sup>th</sup> PL., Portland, Oregon 97233**, and whose phone number is **(503) 888-4182**.

This Agreement shall include and be subject to the following terms and conditions:

- 1. CONTINUING RENTAL AGREEMENT:** The term of this Agreement shall be for the period commencing **December 6, 2017**, through and including **December 5<sup>th</sup> 2022**, unless earlier terminated as provided in this Agreement. Contractor and MERC agree that this Agreement shall apply to any rental of Property by MERC from Contractor during the term, even though the specific Property, duration of rental and/or the price for the rental may vary. The parties acknowledge and agree that the terms and conditions of this Agreement shall continue to apply to all future rental transactions between them, without necessity or either party executing a new Agreement.
- 2. DESCRIPTION OF PROPERTY:** The equipment ("Property") subject to this Agreement shall be the specific items of Property listed on the Equipment Schedule or Property Rental Receipt prepared by Contractor and given to MERC at the time of delivery of the Property to MERC or to a third party at the direction of MERC. Such Equipment Schedule and or Property Rental Receipt shall be deemed a part of this Agreement, as if fully incorporated herein. Both parties shall be responsible for determining that the Property delivered is in accordance with the Equipment Schedule or Property Rental Receipt and notify the other part immediately of any discrepancy thereon.
- 3. USE OF PROPERTY:** MERC will take all necessary precautions during the use or storage of the Property to protect the Property and all persons using the Property from injury or damage. MERC shall not make any alterations, changes, modifications or improvements to the Property without the prior written consent of Contractor and MERC shall not deface, remove or cover any name plate on the Property showing Contractor's name and identification or that of the manufacturer. All Property shall be used in accordance with the manufacturer's operating instructions as well as applicable federal, state or local laws or ordinances.
- 4. INSPECTION/WARRANTY:** MERC shall inspect the Property immediately on delivery and shall notify Contractor at that time if MERC determines that the Property is not in good working condition. Contractor guarantees that all Property delivered to MERC will be in good working condition and so long as MERC is not in breach of this agreement Contractor shall repair or replace any equipment that fails to operate in accordance with the manufacturer's specifications.
- 5. RISK OF LOSS:** From the delivery of the Property to MERC until its return to Contractor, MERC shall bear the risk of loss and/or damage to the Property. In the event the Property rented by MERC is transported or shipped, whether from Contractor to MERC, or to any third party or location, or upon its return to Contractor, or at anytime the risk of loss during that transport and shipment shall be solely Contractor's and Contractor shall continue to maintain insurance on the Property as provided herein. MERC shall have the right to reject any and all goods or services upon inspection. For purposes of this Agreement, MERC shall be deemed to have taken "delivery" of the Property from the time the Property is dropped off at the MERC facility, and a MERC employee accepted the shipment. MERC shall be deemed to have "returned" the Property when the Contractor or a representative from the Contractor picks the items up from the MERC facility.
- 6. TITLE AND OWNERSHIP:** This Agreement constitutes a lease and not a sale of the Property or the creation of a security interest therein. No part of the rental payments made under this Agreement shall be deemed payment towards the purchase of any of the Property. MERC specifically acknowledges the Contractor's superior title and ownership of the Property and must keep the Property free of all liens, levies and encumbrances.
- 7. LIABILITY/INDEMNITY.** Contractor is an independent contractor and assumes full responsibility for its performance and assumes full responsibility for all liability for bodily injury or physical damage to persons or property arising out of or related to this Agreement, and shall indemnify, defend and hold harmless METRO, MERC, its elected officials, officers, employees and agents, from any and all claims, demands, damages, actions, losses and expenses arising out of or in any way connected with its performance of this Agreement. Contractor is responsible for the acts and omissions of its agents, employees, subcontractors and/or representatives and for all claims.
- 8. TERMS OF RENTAL:** Unless otherwise specified in writing, the Property shall be leased on a day-to-day basis and all rates shall apply to each full day or any fraction thereof which has elapsed between the time the Property is "delivered" to MERC and the time it is "returned" to Contractor. MERC agrees to return the Property on the date and time specified on the equipment schedule. If MERC fails to return the Property by the return date specified unless not returned for reasons outside of MERC's control or due to fault of Contractor, MERC will be liable for the daily rental cost of the Property until it is returned. Unless otherwise stated in writing, a full additional day's rental will be charged for any Property not returned by 10AM on the due date. The rental fee payable for any item of Property shall be the amount specified in writing by Contractor in a rental quote provided to MERC prior to the Property delivery. MERC may terminate this Agreement upon giving Contractor seven (7) days written notice. In the event of termination, Contractor shall be entitled to payment for goods received prior to the date of termination. MERC shall not be liable for any indirect or consequential, or any other damages whatsoever. Termination by MERC shall not waive any claim or remedies it may have against Contractor.
- 9. PAYMENT AND CHARGES:** Payment shall be on a unit price previously set forth in an agreed upon rental quote, and only for those goods received in an acceptable condition to MERC. Contractor's billing invoices shall include the MERC contract number, Contractor name, remittance address, invoice date, rental quote date, invoice number, invoice amount, tax amount (if applicable), and an itemized statement of items purchased. Contractor's billing invoices shall be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or [metroaccountspayable@oregonmetro.gov](mailto:metroaccountspayable@oregonmetro.gov). The MERC contract number shall be referenced in the email subject line. Payment shall be made by MERC on a Net 30 day basis upon approval of Contractor invoice.
- 10. INSURANCE.** Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents: 1) The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, premises and products/completed operations. Contractor's coverage will be primary as respects

MERC; 2) Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence; 3) Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$500,000 per accident or disease; and 4) Professional Liability Insurance, with limits of not less than \$1,000,000 per occurrence, covering personal injury and property damage arising from errors, omissions or malpractice. MERC, Metro, their elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS on Commercial General Liability and Automobile policies. Contractor shall provide to MERC 30 days notice of any material change or policy cancellation. Contractor shall provide MERC with a Certificate of Insurance complying with this article upon return of the Contractor signed agreement to MERC. Certificate of Insurance shall identify the MERC contract number.

**11. MISCELLANEOUS:** The provisions of this contract shall be severable so that the invalidity, unenforceability or waiver of any of the provisions shall not affect the remaining provisions. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

By signing Contractor and MERC agree to the above terms and conditions. Each warrants to the other that the person signing below has full authority to enter into this Agreement and/or sign this Agreement on behalf of a corporate or like business entity.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Metropolitan Exposition Recreation Commission

Outlaw Lighting

X \_\_\_\_\_  
Authorized Representative of MERC

X \_\_\_\_\_  
Authorized Representative of Contractor

\_\_\_\_\_  
Please Type or Print Name:

\_\_\_\_\_  
Please Type or Print Name:

**METROPOLITAN EXPOSITION RECREATION COMMISSION**  
**Resolution No. 17-42**

For the purpose of approving the contract with Showcall Event Services for the Oregon Convention Center’s “Audio Visual Temporary Staffing Services” and authorizing the General Manager of Visitor Venues to execute the contract.

**WHEREAS**, the Oregon Convention Center (OCC) provides production services to clients, including set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks; and

**WHEREAS**, OCC Production Services is a growing business line for OCC and an important aspect of client events; and

**WHEREAS**, the event industry creates an atmosphere of always changing client desires requiring the need for outside contractor services on short and as-needed basis; and

**WHEREAS**, long-term contracts provide OCC the ability to meet client needs and provide contract durations that allow contractors to become familiar with the building and OCC Production Services standards and procedures; and

**WHEREAS**, OCC Production Services staff are also able to observe contractor performance and over time, gain confidence that a service provider will meet client needs; and

**WHEREAS**, Metro issued a competitive solicitation in accordance with Division 47 of Metro’s Local Contract Review Board Rules for “Audio Visual Equipment Rentals and Temporary Staffing;” and

**WHEREAS**, MERC received multiple responses to the solicitation including a response from Showcall Event Services and has executed contracts with various other vendors; and

**WHEREAS**, staff estimates that the contract with Showcall Event Services will exceed \$150,000 over the next five years in an amount not to exceed \$290,000.00; and

**WHEREAS**, staff recommend approval of this contract as it will be funded from the OCC Audio Visual budget, pending adoption each budget year through the contract term of October 20, 2022 and will generate net revenues for OCC.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission:

1. Approves the contract with Showcall Event Services, for an amount not to exceed \$290,000.00 for “Audio Visual Temporary Staffing Services” at the Oregon Convention Center in a form substantially similar to the attached exhibit A.
2. Authorizes the General Manager of Visitor Venues to execute the contract on behalf of the Metropolitan Exposition Recreation Commission.

Passed by the Commission on December 6, 2017.

Approved as to form:

Alison R. Kean, Metro Attorney

\_\_\_\_\_ Chair

By: \_\_\_\_\_  
Nathan A. S. Sykes, Deputy Metro Attorney

\_\_\_\_\_ Secretary/Treasurer

## MERC STAFF REPORT

**Agenda Item:** For the purpose of approving the contract with Showcall Event Services for the Oregon Convention Center's "Audio Visual Temporary Staffing Services" and authorizing the General Manager of Visitor Venues to execute the contract.

**Resolution No:** 17-42

**Date:** December 6, 2017

**Presented by:** Craig Stroud, Executive Director

**BACKGROUND:** The Oregon Convention Center (OCC) is one of the largest, most sustainable events facilities in the Pacific Northwest. Along with hosting space, the OCC provides production services to clients. Production services include set design, drape and soft goods, lighting plots, presentation support such as video cameras and projectors, microphones and sound systems, laptops and networks. Technical labor to set up, operate and remove equipment is an important part of these services. Production services is a growing business line for OCC and an important aspect of client events.

The event industry creates an atmosphere of ever-changing client needs. Due to the dynamics of live event production, OCC uses a pool of local service providers to deliver specialized services and to augment existing staff. Long-term contracts provide OCC the ability to meet client desires and provide contract durations that allow contractors to become familiar with the building and OCC Production Services standards and procedures. OCC Production Services staff is also able to observe contractor performance and, over time, gain confidence that a service provider will meet client needs.

Staff prepared and issued a Request for Qualifications (RFQ) to provide equipment and related services for event-based services. Staff issued the RFQ in accordance with MERC's purchasing and contracting rules and in compliance with Metro Policy and state of Oregon requirements. To communicate the opportunity, the RFQ was published on ORPIN and advertised broadly and with the intent of notifying COBID contractors via the Business Tribune, the Daily Journal of Commerce and the Skanner. Responders were required to provide their business demographics and summarize their community services participation. The RFQ asked each responder to provide specific types and approximate quantities of equipment available, a resume and a summary of experience working with event-based services.

MERC contracted with multiple responders to the RFQ, and the level of business expected to be transacted with Showcall requires the contract to be approved by the MERC Commission. More than ten other contracts, which are all below the MERC Commission approval threshold of \$150,000 per contract, have been signed with other businesses.

**FISCAL IMPACT:** Event services from Showcall will generate net revenues for OCC. OCC Production Services will invoice clients for specific event services provided, including those instances where Showcall provides the services as a subcontractor. OCC will pay associated subcontractor service fees from the OCC's annual event services operating budget, pending adoption each budget year through the contract term of October 20, 2022.

**RECOMMENDATION:** Staff recommends that the Metropolitan Exposition Recreation Commission, by Resolution No 17-42, approve the contract award and written contract (attached) with Showcall Event Services, for the amount of two hundred, ninety thousand dollars and 00/100 (\$290,000.00) for the Oregon Convention Center's Audio Visual Temporary Staffing Services and authorize the General Manager of Visitor Venues to execute the contract.

# Standard Public Contract

MERC CONTRACT NO. 208045

## For Public Contracts \$50,000 & Above

THIS Contract is entered into between Metropolitan Exposition Recreation Commission (MERC), an appointed commission of Metro, whose address is 600 NE Grand Avenue, Portland, Oregon 97232-2736, and **Showcall Event Services**, whose address is **3442-D SE 29<sup>th</sup> Portland, OR 97202**, hereinafter referred to as the "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

### ARTICLE I SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to MERC the goods described in the Scope of Work attached hereto as Attachment A and the Show Call Event Services labor rate cut sheet attached hereto as Attachment B. All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

### ARTICLE II TERM OF CONTRACT

The term of this Contract shall be for the period commencing **December 6, 2017** through and including **December 5, 2022**.

### ARTICLE III CONTRACT SUM AND TERMS OF PAYMENT

Contractor shall perform the above work for a maximum price not to exceed **TWO HUNDRED NINETY THOUSAND AND 00/100<sup>TH</sup> DOLLARS (\$290,000.00)**.

The maximum price includes all fees, costs and expenses of whatever nature. Each of MERC's payments to Contractor shall equal the percentage of the work Contractor accomplished during the billing period. Contractor's billing invoices shall include the MERC contract number, Contractor name, remittance address, invoice date, invoice number, invoice amount, tax amount (if applicable), and an itemized statement of work performed and expenses incurred during the billing period, and will not be submitted more frequently than once a month. Contractor's billing invoices shall be sent to metroaccountspayable@oregonmetro.gov. The MERC contract number and contractor name shall be referenced in the email subject line. MERC requests that contractors submit billing invoices for services within 10 business days of performance. Payment shall be made by MERC on a Net 30 day basis upon receipt of Contractor invoice.

### ARTICLE IV LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR'S labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify, defend and hold harmless MERC, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR'S subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and MERC.

### ARTICLE V TERMINATION

MERC may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. MERC shall not be liable for indirect, consequential damages or any other damages. Termination by MERC will not waive any claim or remedies it may have against CONTRACTOR.

# Standard Public Contract

MERC CONTRACT NO. 208045

## ARTICLE VI INSURANCE & BONDS

CONTRACTOR shall purchase and maintain at the CONTRACTOR'S expense, the following types of insurance, covering the CONTRACTOR, its employees, and agents:

- A. The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis, with limits not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. The policy will include coverage for bodily injury, property damage, personal injury, contractual liability, premises and products/completed operations. CONTRACTOR'S coverage will be primary as respects METRO;
- B. Automobile insurance with coverage for bodily injury and property damage and with limits not less than minimum of \$1,000,000 per occurrence;
- C. Workers' Compensation insurance meeting Oregon statutory requirements including Employer's Liability with limits not less than \$500,000 per accident or disease; and

METRO, MERC, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS on Commercial General Liability and Automobile policies.

CONTRACTOR shall provide to MERC 30 days notice of any material change or policy cancellation.

CONTRACTOR shall provide MERC with a Certificate of Insurance complying with this article upon return of the CONTRACTOR signed agreement to MERC. CONTRACTOR shall email Certificate of Insurance to [submitdocuments@oregonmetro.gov](mailto:submitdocuments@oregonmetro.gov). Certificate of Insurance shall identify the MERC contract number.

CONTRACTOR shall not be required to provide the liability insurance described in this Article only if an express exclusion relieving CONTRACTOR of this requirement is contained in the Scope of Work.

In addition, for public works subject to ORS 279C.800 to 279C.870, CONTRACTOR and every subcontractor shall have a public works bond required by 2005 Oregon Laws Chapter 360 filed with the Construction Contractors Board before starting work on the project, unless exempt under Section 2 of 2005 Oregon Laws Chapter 360.

## ARTICLE VII PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279A, 279B, and 279C and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement. Specifically, it is a condition of this contract that CONTRACTOR and all employers working under this Agreement are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

## ARTICLE VIII MODIFICATIONS

MERC may approve changes and modifications to the original contract, including deletions of work, order of additional materials, and additional services reasonably related to the original work scope. Contractor may propose changes in the work that Contractor believes are necessary, will result in higher quality work, improve safety, decrease the amount of the contract, or otherwise result in a better or more efficient work product. If such changes are approved by MERC, they shall be executed by written contract amendment signed by both parties. Such changes shall not relieve Contractor of any obligation or warranty under the contract. No oral statements by either party shall modify or affect the terms of the contract.

## ARTICLE X OWNERSHIP OF DOCUMENTS

Unless otherwise provided herein, all documents, instruments and media of any nature produced by CONTRACTOR pursuant to this agreement are Work Products and are the property of MERC, including but not limited to:



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drawings, specifications, reports, scientific or theoretical modeling, electronic media, computer software created or altered specifically for the purpose of completing the Scope of Work, works of art and photographs. Unless otherwise provided herein, upon MERC request, CONTRACTOR shall promptly provide MERC with an electronic version of all Work Products that have been produced or recorded in electronic media. MERC and CONTRACTOR agree that all work Products are works made for hire and Contractor hereby conveys, transfers, and grants to MERC all rights of reproduction and the copyright to all such Work Products.

A. CONTRACTOR and subcontractors shall maintain all fiscal records relating to such contracts in accordance with generally accepted accounting principles. In addition, CONTRACTOR and subcontractors shall maintain any other records necessary to clearly document:

1. The performance of the CONTRACTOR, including but not limited to the contractor's compliance with contract plans and specifications, compliance with fair contracting and employment programs, compliance with Oregon law on the payment of wages and accelerated payment provisions; and compliance with any and all requirements imposed on the CONTRACTOR or subcontractor under the terms of the contract or subcontract;
2. Any claims arising from or relating to the performance of the CONTRACTOR or subcontractor under a public contract;
3. Any cost and pricing data relating to the contract; and
4. Payments made to all suppliers and subcontractors.

B. CONTRACTOR and subcontractors shall maintain records for the longer period of (a.) six years from the date of final completion of the contract to which the records relate or (b.) until the conclusion of any audit, controversy or litigation arising out of or related to the contract.

C. CONTRACTOR and subcontractors shall make records available to METRO, and its authorized representatives, including but not limited to the staff of any METRO department and the staff of the METRO Auditor, within the boundaries of the METRO region, at reasonable times and places regardless of whether litigation has been filed on any claims. If the records are not made available within the boundaries of METRO, the CONTRACTOR or subcontractor agrees to bear all of the costs for METRO employees, and any necessary consultants hired by METRO, including but not limited to the costs of travel, per diem sums, salary, and any other expenses that Metro incurs, in sending its employees or consultants to examine, audit, inspect, and copy those records. If the CONTRACTOR elects to have such records outside these boundaries, the costs paid by the CONTRACTOR to METRO for inspection, auditing, examining and copying those records shall not be recoverable costs in any legal proceeding.

D. CONTRACTOR and subcontractors authorize and permit METRO and its authorized representatives, including but not limited to the staff of any METRO department and the staff of the METRO Auditor, to inspect, examine, copy and audit the books and records of CONTRACTOR or subcontractor, including tax returns, financial statements, other financial documents and any documents that may be placed in escrow according to any contract requirements. METRO shall keep any such documents confidential to the extent permitted by Oregon law, subject to the provisions of section E.

E. CONTRACTOR and subcontractors agree to disclose the records requested by METRO and agree to the admission of such records as evidence in any proceeding between METRO and the CONTRACTOR or subcontractor, including, but not limited to, a court proceeding, arbitration, mediation or other alternative dispute resolution process.

F. CONTRACTOR and subcontractors agree that in the event such records disclose that METRO is owed any sum of money or establish that any portion of any claim made against Metro is not warranted, the CONTRACTOR or subcontractor shall pay all costs incurred by METRO in conducting the audit and inspection. Such costs may be withheld from any sum that is due or that becomes due from METRO.

G. Failure of the CONTRACTOR or subcontractor to keep or disclose records as required by this document or any solicitation document may result in disqualification as a bidder or proposer for future METRO contracts as provided in ORS 279B.130 and Metro Code Section 2.04.070(c), or may result in a finding that the CONTRACTOR or subcontractor is not a responsible bidder or proposer as provided in ORS 279B.110 and Metro Code Section 2.04.052.

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## ARTICLE XI SUBCONTRACTORS

CONTRACTOR shall contact MERC prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from MERC before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

MERC reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR'S compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this agreement. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

## ARTICLE XII RIGHT TO WITHHOLD PAYMENTS

MERC shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in MERC's sole opinion, to protect MERC against any loss, damage or claim which may result from CONTRACTOR'S performance or failure to perform under this agreement or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors. In addition for public improvement work, if a CONTRACTOR is required to file certified statements under ORS 279C.845, MERC shall retain 25 percent of any amount earned by the CONTRACTOR on the public works until the contractor has filed all required certified statements with MERC.

If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in MERC's opinion, violated that provision, MERC shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by MERC under this Article shall become the property of MERC and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

## ARTICLE XIII SAFETY

If services of any nature are to be performed pursuant to this agreement, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits.

## ARTICLE XIV INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any procurement documents including, but not limited to, the Advertisement for Bids, Proposals or responses, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated agreement between MERC and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both MERC and CONTRACTOR. The laws of the state of Oregon shall govern the construction and interpretation of this Contract.

## ARTICLE XV COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

## ARTICLE XVI: REPRESENTATIONS, WARRANTIES AND COVENANTS RELATING TO COMPLIANCE WITH TAX LAWS

# Standard Public Contract

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Contractor represents and warrants that Contractor is in compliance with all applicable local, regional and state Tax Laws as of the effective date of this Contract. Contractor agrees to continue to comply with all Tax Laws throughout the duration of this Contract and any extensions. Any breach of the above set forth warranty, misrepresentation, or violation of Contractor's covenant to continue to comply with said Tax Laws during the term of the Contract shall constitute a material breach of this Contract. Such breach shall entitle Metro to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies against Contractor available under this Contract, at law, or in equity, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing a replacement contractor, limited specific performance, declaratory or injunctive relief. For purposes of this section, the term "Tax Laws" includes but is not limited to laws ORS 305.620 and ORS chapters 316, 317 and 318, and any tax provisions imposed by a political subdivision of this state that applies to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor, or that applies to goods, services, or property, whether tangible or intangible, supplied by Contractor.

## ARTICLE XVII

### INTERGOVERNMENTAL COOPERATIVE AGREEMENT

Pursuant to ORS 279A and the Metro public contract code, Metro participates in an Intergovernmental Cooperative Purchasing program by which other public agencies shall have the ability to purchase the goods and services under the terms and conditions of this awarded contract. Any such purchases shall be between the Contractor and the participating public agency and shall not impact the Contractor's obligation to Metro under this agreement. Any estimated purchase volumes listed herein do not include volumes for other public agencies, and Metro makes no guarantee as to their participation in any purchase. Any Contractor may decline to extend the prices and terms of this solicitation to any or all other public agencies upon execution of this contract. Unless the Contractor specifically declines to participate in the program by marking the box below, the Contractor agrees to participate in the Intergovernmental Cooperative Purchasing program. **Contractor declines to participate in the Intergovernmental Cooperative Purchasing program or is not applicable to this Contract as indicated by the following initials \_\_\_\_\_.**

## ARTICLE XVIII

### SITUS

The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the state of Oregon for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

## ARTICLE XIX

### ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from MERC.

## ARTICLE XX

### SEVERABILITY

The parties agree that any provision of this Contract that is held to be illegal, invalid, or unenforceable under present or future laws shall be fully severable. The parties further agree that this Contract shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never been a part of them and the remaining provisions of the Contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Contract. Furthermore, a provision as similar to the illegal, invalid, or unenforceable provision as is possible and legal, valid and enforceable shall be automatically added to this Contract in lieu of the illegal, invalid, or unenforceable provision. Any failure by MERC to enforce a provision of the Contract is not to be construed as a waiver by MERC of this right to do so.

# Standard Public Contract

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ARTICLE XXI  
COUNTERPARTS

This Contract may be executed in counterparts or multiples, any one of which will have the full force of an original.

ARTICLE XXII  
DELIVERY OF NOTICES

Any notice, request, demand, instruction, or any other communications to be given to any party hereunder shall be in writing, sent by registered or certified mail or fax as follows:

To Contractor: Dan Nicholson  
Showcall Event Services  
3442-D SE 29<sup>th</sup> Ave.  
Portland, Oregon 97202  
503-233-8494 fax

To Metro: Metro Procurement Services  
600 NE Grand Ave.  
Portland, Oregon 97232  
503-797-1791 fax

With Copy to: Natalia McDonough  
Oregon Convention Center  
777 NE Martin Luther King Jr., Blvd.  
Portland, Oregon 97232  
503-731-7806 fax

CONTRACTOR

METROPOLITAN EXPOSITION RECREATION  
COMMISSION

By \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Scope of Work – Attachment A

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MERC Contract No. 208045

## 1. Scope of Work

Contractor agrees to provide Temporary Audio Visual Staffing Services to Metro on an as-needed basis. Metro may at any time add additional positions, as needed. Contractor shall provide suitable persons to perform the function of Temporary Audio Visual Staffing Services, whose duties and qualifications appear below. Contractor agrees that no person whom Contractor provides will be considered as an employee of Metro, notwithstanding the probability that Metro may from time to time provide general direction to Temporary Audio Visual Staffing Services about the performance of their duties. Contractor agrees that it will so inform all persons provided by Contractor to perform as Temporary Audio Visual Staffing Services.

### **Duties and Qualifications**

Contractor shall provide the following:

- Recruit and select appropriate temporary audio visual staff.
- Provide highly trained temporary audio visual staff to perform various duties and specialized jobs as needed with minimum training and supervision from the Oregon Convention Center.
- Provide necessary training to temporary audio visual staff.
- Ensure temporary staff members have all certificates, licenses and endorsements needed to operate certain equipment or perform specific duties.
- Provide quick turn-around times in filling audio visual staffing requests.
- Replace temporary audio visual staff that don't meet required qualifications or work requirements.
- Ensure temporary audio visual staff do not divulge any proprietary information or reveal any trade secrets or pending agency projects to other agencies, business entities or the public.
- Ensure the professional display, attire and conduct of temporary audio visual staff adhere to Contractor's policies that are consistent with Metro human resource policies for contractors and/or vendors.
- Communicate all incidents or issues occurring at the Oregon Convention Center to Metro.
- Handle all payment of compensation owed to temporary audio visual staff including the provision of any and all benefits including workers compensation coverage and unemployment insurance.
- Transmit all reports, time sheets, financial statements or any supporting documentation to Metro in a timely manner.
- Report any discrepancies in service levels or failure in agreed performance to Metro in writing.

Contractor agrees, and will so inform those persons referred to Metro as Temporary Audio Visual Staff, that Metro's provision of personal protective equipment will not result in said persons being employees of Metro for any purpose.

### **Work Schedule, Staff Assignments**

Contractor shall provide Temporary Audio Visual Staffing during the following days and times:

Anytime temporary audio visual staff is needed, Sunday through Saturday. The number of Temporary Staffing Services provided will vary depending on Metro's needs. Metro reserves the right to alter this schedule including ending the workday early.

Metro reserves the right to request that contractor remove the services of any Temporary Audio Visual Staff who, in Metro's opinion, has failed to demonstrate the skills and ability necessary to perform the duties of the Temporary Audio Visual Staffing Services. Contractor shall so inform all individuals that it refers as Temporary Audio Visual Staffing Services.

## Scope of Work – Attachment A

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MERC Contract No. 208045

### Management Services

The Contractor agrees to provide overall managerial and personnel management services necessary to the performance of this contract, including the recruitment and selection of sufficient personnel in each of the job categories to maintain a pool of qualified workers that will be continuously available to Metro, to be responsible for the evaluation, discipline, hiring and firing of such personnel, and to perform sufficient proficiency testing, and background and reference verification to assure the qualifications of the workers to be provided under this contract. The Contractor further agrees that it retains the right to control the terms and conditions of the employment of the Temporary Audio Visual Staff referred to Metro. The Contractor shall assume all legal responsibility as the employer of the temporary audio visual service employee, including payment of wages, benefits and other compensation due to such persons and compliance with all Federal and State payroll tax requirements.

The Contractor shall assume all responsibility for the personnel administration of all temporary audio visual service employees. This shall include but not be limited to the following:

- Payroll and related forms.
- Payment of social security and withholding taxes.
- Benefits, if applicable.
- Worker's compensation.
- Unemployment insurance.
- Other costs required by law or ordinarily furnished by the Contractor.
- Computation of all payroll records and expenses and release of paychecks to employees.
- Provide all W-2 forms as appropriate to employees.
- Provide general liability insurance for each employee as required.
- All personnel shall be selected and furnished by the Contractor.
- Develop a performance monitoring system to insure reliability of each temporary employee.

### Unsatisfactory Personnel

The Contractor shall remove all unsatisfactory personnel immediately upon notification. Metro shall not be billed for the unsatisfactory employee's hours if notice is given to the contractor by phone or in writing within four hours after employee reports to the assignment.

### Guarantee

The Contractor will guarantee that any employee provided for temporary audio visual personnel services is qualified to fill the position specified and will perform in an efficient professional manner. If the temporary audio visual personnel fail to perform in a satisfactory manner, Metro will not be charged for such services.

### Response Time

The Contractor will provide the services requested within four hours when possible and in all cases within 24 hours from the time of the request. This response shall indicate whether or not the contractor can fill the request. A negative response allows Metro to seek services from an alternate source. The Contractor shall, upon request, provide written response of inability to fill a specific request for service. A positive response indicates the Contractor will fill the request but does not necessarily indicate the particular employee has been located and assigned.

### Criminal History Check

Contractor shall run a background check and screen each temporary service employee before that employee will be allowed access to Metro's facility or be authorized to perform any Services under the Contract. The Contractor shall establish verification by requiring that the applicant, as a condition of employment with

## Scope of Work – Attachment A

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MERC Contract No. 208045

Contractor apply for and receive a criminal history check from the Oregon State Police Identification Services Section, or an appropriate State/Federal Security Agency.

### **Media Disclosure**

The Contractor shall not provide any information to the media regarding this Price Agreement without first consulting with Metro. The Contractor shall contact Metro immediately when any media contact occurs. Metro will assist the Contractor with an appropriate follow-up response for the media.

## **2. Payment, Billing and Terms**

For all work requiring time and a half pay under ORS279.334, Contractor shall add only the actual amount of the overtime wage to the bill rate.

The maximum price includes all fees, costs and expenses of whatever nature. Each of Metro's payments to Contractor shall equal the percentage of the work Contractor accomplished during the billing period. Contractor's billing invoices shall include the Metro contract number, Contractor name, remittance address, invoice date, invoice number, invoice amount, tax amount (if applicable), and an itemized statement of labor provided and expenses incurred during the billing period, and will not be submitted more frequently than once a month.

Contractor's billing invoices shall be sent to Metro Accounts Payable, 600 NE Grand Avenue, Portland, OR 97232-2736 or [metroaccountspayable@oregonmetro.gov](mailto:metroaccountspayable@oregonmetro.gov). The Metro contract number shall be referenced in the email subject line. Contractor's billing invoices for services through June 30 shall be submitted to Metro by July 15. Payment shall be made by Metro on a Net 30 day basis upon approval of Contractor invoice.



3442-D SE 29th Portland, OR. 97202  
Phone: (503) 517-0160 Fax: (503) 233-8494  
www.showcallservices.com

**Labor Rate Cut Sheet**

<b>Position</b>	<b>Rate</b>	<b>Per</b>
Stage Hand	\$24.65	Hour
Truck Loader	\$27.65	Hour
Down Rigger	\$34.75	Hour
Up Rigger	\$45.00	Hour
Fork Operator	\$28.75	Hour
Camera Operator	\$46.50	Hour
Crew Lead/Steward	\$38.00	Hour
Runner	\$225.00	Day

All rates are inclusive of all Fee’s and Tax’s. All employees are covered under Workers Comp and \$ 2 Million General Liability while on the job site. A Crew Lead is required on all calls of 7 or more employees this can be a working lead for calls up to 12 anything above that he is more of a steward. This gives you someone to coordinate with and us someone to track hours, breaks and such.

All calls require a 4 hour minimum per call if there is more than a 2 hour lapse between call times it is considered a new call. All call’s over 10 hours straight time should have 1 meal provided. Overtime is after 12 hours in a single work day or 40 hours in a work week. Breaks should be given in a timely manner preferably 1 after every 2.5 hours worked.

Transportation is covered within 45 minutes of our office. Any travel time beyond 45 minutes will be billed at ½ whatever the total drive time is i.e. 2 hours extra drive time will be 1 hour paid travel time as well as a mileage charge to cover the vehicle.

Per Diem will be required on any job where the employee is required to stay out of town overnight. Standard is \$35.00 per day although in some cases if it is in a city with a higher cost of living rate could be adjusted.