

METROPOLITAN EXPOSITION-RECREATION COMMISSION

RESOLUTION NO. 100

Approving an amendment to the January 30, 1990, Agreement for Services, with Northwest Strategies, Inc., and authorizing the Chairman and Secretary/Treasurer to execute the amendment.

The Commission finds:

1. That Northwest Strategies signed an agreement with the Commission to work with the event Grand Opening Committee, and staff, in finalizing the event schedule, provide detailed event planning, coordination, and follow-up for all events;
2. That the scope of work in the original agreement was greatly expanded, necessitating an amendment to Northwest Strategies' Agreement;
3. That the Commission and Northwest Strategies desire to amend the Agreement.

BE IT THEREFORE RESOLVED that the Commission is willing to amend the January 30, 1990, Northwest Strategies, Inc. Agreement, and that the Chairman and Secretary-Treasurer are authorized to execute, on behalf of the Commission, the modification provided in the attached Amendment to Agreement, dated December 12, 1990.

Passed by the Commission December 12, 1990.



Chairman



Secretary-Treasurer

APPROVED AS TO FORM:



Metro General Counsel

M E M O R A N D U M

TO: Metropolitan Exposition-Recreation Commission

FROM: Dominic Buffetta

RE: OREGON CONVENTION CENTER GRAND OPENING EXPENDITURES

BACKGROUND

Included in this year's Metro E-R Commission budget were provisions for Grand Opening festivities for the Oregon Convention Center. At the time budgets were approved, it was much too early to project which activities and events would be included in Grand Opening, or how much sponsorship, concessions, catering, etc., revenues we would generate, and how much we would spend.

The Commission agreed, during the budget process, that Grand Opening festivities must reach all the people who may, or may not, realize they will benefit from the Convention Center, that the whole region needs to be targeted, and it needs to be an event about which everyone can feel excited. The Commission agreed, also, that some of the funds for the Grand Opening would come from the Metro E-R Commission, but that there should also be attempts to get public and corporate support from the region. To this end, the Metro E-R Commission allocated \$209,000, for a net Grand Opening investment in their FY 1990-91 Budget.

The Commission approved two "Agreement For Services" contracts to handle, with staff, the Grand Opening ceremonies. One was with the Convention Exhibits Company, signed on January 22, 1990, which called for them to work with the Grand Opening Committee, to develop a trade show work plan and budget, plus layout of the exhibit space, direct selling of the exhibit space, supervise show production, etc. For this, the Commission agreed to pay the contractor for all approved and budgeted expenses, plus a management fee of fifty percent (50%) of the gross revenues (of exhibit space rental received) exceeding two hundred thousand dollars (\$200,000).

A second agreement was with Northwest Strategies, Inc., signed on January 30, 1990, which called for them to work with the event Grand Opening Committee, and staff, in finalizing the event schedule, plus provide detailed event planning, coordination, and follow-up for all events. Also, their scope of work directed them to develop, with the Advertising and Promotion sub-Committee, an advertising and public relations strategy for the entire Grand Opening, coordinate on- and offsite parking, provide input to the Grand Opening Committee to establish a budget for the overall Grand Opening effort, provide support for the Sponsorship sub-Committee to identify opportunities for sponsorships, etc. For this, the Commission agreed to pay Northwest Strategies a fee for services of \$77,800, and out-of-pocket expenses not to exceed \$9,000, when supported by acceptable invoices.

Because of the many, many activities and events in which Northwest Strategies was involved, and the many committees and subcommittees with whom Northwest Strategies was dealing, and the need for clarification as to correct procedures Northwest Strategies should follow in obtaining decisions from the

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Committee and/or the Metro E-R Commission, regarding Grand Opening issues, the Grand Opening Steering Committee, in their May 10, 1990, meeting, indicated that Northwest Strategies had been hired by the Commission to produce and manage the event and they, therefore, can be considered an agent of the Commission. Once the event schedule and the budget were approved by the Grand Opening Steering Committee, the Committee agreed to pay Northwest Strategies for all approved and budgeted expenses. This change, however, in Northwest Strategies' scope of work, was not followed by an amendment to the Northwest Strategies, Inc. agreement.

UPDATE

In order to prevent this from happening in the future, the Metro E-R Commission's purchasing guidelines administrative rules will include language as follows (which is compatible with Metro's policy):

NON-PERSONAL SERVICES CONTRACTS/AGREEMENTS

Any contract amendment for additional work, including contract renewals, change orders, extra work, field work orders, and other changes in the original contract scope, which increase the original contract price, may be made without competitive bidding or Metro E-R Commission approval, provided that budgeted funds are available, and the aggregate cost increase resulting from all amendments does not exceed twenty percent of the initial contract, for contracts with an initial face amount of less than, or equal to, \$1,000,000, or if ten percent of the initial contract face amount is greater than \$1,000,000. All such amendments are subject to the approval of both the General Manager and the Finance/Administration Manager. All amounts exceeding the above limits are subject to resolution approval by the Commission.

PERSONAL SERVICES CONTRACTS/AGREEMENTS

Personal Services contract amendments, for additional services beyond the scope of the initial contract, may be made without receiving competitive proposals or Metro E-R Commission approval, provided that budgeted funds are available and the aggregate cost increase, resulting from all amendments, does not exceed fifty percent of the initial contract face amount for contracts of \$10,000 or less, or twenty percent for contracts if the face amount is over \$10,000. All amounts exceeding the above limits are subject to resolution approval by the Commission.

Also, all contracts/agreements will have language in them that states the contractor must provide, with every request for payment, a summary/progress record of all payments made on their contract/agreement.

EXAMPLE

\$24,000 agreement, to be paid at \$2,000 per month, for one year:

Payment Schedule

Contract Balance		\$24,000
Payment #1, (date):	\$2,000	\$22,000
Payment #2, (date):	\$2,000	\$20,000
etc.		

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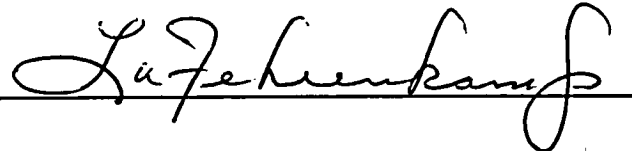
This schedule would also be included as backup material, when payment is submitted to Metro Accounts Payable Department.

Also, at the December, 1990, Metro E-R Commission Meeting, an amendment, by Commission resolution, will be made to the Northwest Strategies, Inc. Agreement, which will add to their scope of work, authorizing them to assist the Commission in selecting all needed suppliers, vendors, talent, and services as needed, to accomplish the Grand Opening as determined and approved by the Grand Opening Committee, and included in the attached resolution.

RECOMMENDATION

In order to amend the scope of work in Northwest Strategies' Agreement for Services, staff recommends approval of Resolution No. 100, attached.

General Manager's Concurrence

A handwritten signature in cursive script, appearing to read "L. J. Henkamp", is written over a horizontal line.

DRB:jlt

AMENDMENT TO AGREEMENT

THIS AGREEMENT, dated for reference purposes, December 12, 1990, is between the Metropolitan Service District, acting by and through its Metropolitan Exposition-Recreation Commission (hereinafter called Commission), and Northwest Strategies, Inc., an Oregon corporation (hereinafter called Contractor).

WITNESSETH:

RECITALS:

1. That on January 30, 1990, the Commission and the Contractor entered into a written agreement for the Contractor to work with the Commission, to provide input to the event subcommittees in finalizing and embellishing the event schedule, provide detailed event planning, coordination, and follow-up for all events;

2. That the scope of work in the original agreement was greatly expanded, necessitating an amendment to Contractor's Agreement;

3. That the Commission and Contractor desire to amend the Agreement.

NOW THEREFORE, the parties hereby agree to amend Northwest Strategies' Agreement as follows:

ADD TO SCOPE OF WORK EXHIBIT A:

13. Contractor shall assist Commission in selecting all needed suppliers, vendors, talent, and services, needed to accomplish the Grand Opening as determined and approved by the Grand Opening Committee. In addition, Commission hereby assigns to Contractor, and Contractor hereby accepts assignment of the following agreements, which were entered into by Commission in order to accomplish the Grand Opening. Contractor shall be responsible for supervising all contracts so assigned, monitoring performance of all contractors, and making payment to all contractors. Such additional work by Contractor shall not increase the fee for services authorized pursuant to Exhibit B hereto, but any payments to contractors pursuant to such assigned contracts, shall be considered necessary expenses, for which Contractor shall be entitled to payment from Metro E-R Commission. Contractor shall furnish to Metro E-R Commission all supporting documents, including invoices, billing, and purchase orders necessary for the Metro E-R Commission to verify amounts actually paid by Contractor on behalf of the Commission, as necessary expenses to accomplish the Grand Opening. In performing these additional services, Contractor has acted as an independent service provider and not as an agent of the Commission.

The assigned contracts are attached to this amendment.

AMEND EXHIBIT B AS FOLLOWS:

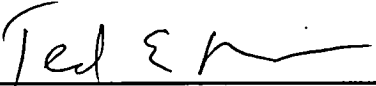
The following section shall be added to Exhibit B:


Necessary Expenses

Contractor shall be entitled to reimbursement for necessary expenses in an amount not to exceed \$560,000.

Signed:  12-17-90
Northwest Strategies, Inc. Date

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Signed:  12-12-90
Chairman Date

Signed:  12-12-90
Secretary-Treasurer Date

OREGON CONVENTION CENTER GRAND OPENING

Alphabetical List of Vendors

<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
Ad Bench	bus benches	\$ 600.00
AlphaGraphics	desk-top printing	1,064.00
American Barricade	street barricades	564.85
American Dance Theatre	Artists event performer	250.00
Archetype	typesetting	1,668.75
Arts & Letters	murals	5,700.00
Balafon	weekend performer	800.00
Barbur Boulevard Rentals	easels	90.00
Beard's Frame Shop	frame for Fawks' print	54.03
Beaver Engraving	sponsorship packets	53.20
Becker Productions	slide show	12,000.00
Bergman Photographic Svcs.	slide duplication	120.00
Bill Scream Music	tower lighting music	428.00
Bindery Systems	sponsorship boxes	23.40
Blue Lake -- Sweet Adelines	weekend performer	400.00
Blue Max Delivery Service	messenger	477.00
Body & Soul	Gala Dinner/Street Dance	9,000.00
Broadway Cab	messenger	10.00
Dave Capron	weekend performer	250.00
Carousel Company	weekend performer	400.00
Cascade Phillips	portable potties	3,230.00
Cellular One	telephone	173.57
Chapman School	transportation	150.00
City of Portland	permits	80.00
Coast Crane	tower lighting	2,140.00
Convention Exhibits	sponsor booth spaces	2,400.00
Convention Foliage	decorations	600.00
Craftsman Label	sponsor logo -- Key Bank	249.75
Custom Shirts, Inc.	volunteer T-shirts	2,875.00
Dave Cutter	production management	1,244.41
Dance Without Walls	weekend performer	600.00
Stephen Davis	piano tuner	200.00
Deena Printz	artwork	200.00
Dept. of Environmental Svcs.	bridge banners	790.00
DeSantis Dezign	design/production -- 2 invitations	11,004.00
Discovery Tours	Industry Dinner performers	1,150.00
Jeanne Duncan	temporary staff	3,636.40
Dynagraphics	postcard packet	4,332.00

<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
EJD Concert Services	Street Dance	4,000.00
Event Rental Communications	two-way radios/pianos	3,000.00
Ewe-Me & Company	reimbursable expenses	646.90
Express Graphics	letterhead printing	1,654.25
Faststats	quick print	57.50
Fernwood Middle School	transportation	110.00
Fine Host Corporation	catering	94,104.66
Flowers ala Cart	decorations	1,700.00
Friends	weekend performer	250.00
Gay Men's Chorus	weekend performer	350.00
Paul O. Giesey Adcrafters	sponsorship covers	1,581.00
Gigi Goff & Co.	lapel pins	14,424.43
J.K. Gill	supplies	17.55
Allan Gold	Industry Dinner assistant	50.00
Grantree Furniture Rental	Street Dance trailers	924.00
Graphic Arts Center	Gala Dinner giveaways	6,562.50
Greyhound Exposition	staging accessories	2,694.00
HK Limited	Gala Dinner decorations	125.00
Hadley Marketing Group	Construction Workers -- glasses	2,371.99
Michael Harrison	weekend performer	925.00
Hollywood Lights, Inc.	all electrical	19,981.50
Initial Impressions	volunteer buttons	2,835.10
Jefferson High Wind Ensemble	weekend performer	150.00
Jim Fischer & Direct Current	weekend performer	325.00
KGW	advertising/promotion	3,500.00
Kal's DeSigns	T-shirts	13,030.00
Kartex	fanny paks	2,175.00
Paul Kearney	poster distribution	305.00
M. L. King, Jr. School	transportation	72.00
Lazerquick	color copy	154.80
Mindy Leek	reimbursable expenses	9.49
Liquid Light	light jewelry	3,863.56
Margaret Linn	Gala Dinner performer	300.00
Mary Linn	Gala Dinner performer	400.00
Susan Linn	Gala Dinner performer	300.00
Lloyd Jones Struggle	weekend performer	800.00
Maureen Love	Artists Event performer	200.00
Joann Marx	reimbursement of expenses	88.45
Elisabeth Mansfield	Industry Dinner	50.00
Michael Mathers	photography	4,860.00
McKenzie River Band	weekend performer	600.00
MediAmerica	advertising	1,945.00
David Minick	photography	5,034.00
Minute Man Press	charts	349.00
Moba Media	TV clippings	140.00
Modulaire	Street Dance trailers	2,275.00
Muddy Creek Band	weekend performer	400.00
Shirley Nanette	Gala Dinner performer	300.00

<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
Jon Newton	Gala Dinner producer/ director	\$ 6,350.00
Northwest Graphics	bus bench artwork	280.00
Northwest Strategies, Inc.	press packet reproduction	2,500.00
NuShooz	Street Dance performer	10,000.00
Angel Ocasio	weekend performer	1,500.00
Oregon Mask	tower hats	9,420.00
Oregon Symphony Brass Quar.	weekend performer	625.00
Pacific Stationery	supplies	21.00
Pa'Lante	weekend performer	600.00
Joan Palmer	reimbursement of expenses	36.30
Panama	Industry Dinner performer	900.00
Paper Tree	luncheon place cards	15.20
Patti Benson Dancers	Industry Dinner performer	1,400.00
Photocraft	photo reproduction	322.97
Portland Mailing Services	invitation printing and mailing	2,365.93
Press 22	quick print	40.00
Principia-Graphica	Artists Event -- graphics	4,923.70
Print Right	quick print	85.00
Pro Lab Northwest	developing	551.25
R.A. Reed Productions	staging/load road	16,000.00
Radio Cab	messenger/transportation	13.00
Ranch Dressing	Construction Workers -- entertainment	1,000.00
Raz Transportation	shuttle bus service	2,362.50
Rose City Sound	all sound	43,611.30
Sandstrom Design	all production of collateral materials	55,539.46
Tim Scott	weekend performer	400.00
Skyway Party Tents	all tenting	2,080.00
Southwest Office Supply	supplies	44.32
Square and Round Dance Clubs	advertisement	47.00
Star Rentals	high lifts	600.00
Stage Right	all set design/towers	29,750.00
Andy Stokes	gala performer	300.00
Studio Concepts	weekend ballroom decorations	8,068.00
Studio Signs	special signage	70.00
Studio Source	sponsorship packet	20.00
SwingLine Cubs	Industry Dinner performer	825.00
Superior Stage Lighting	tower lighting	38,500.00
Greg Tamblyn	Friday stage management	1,500.00
C. Lyn Terry	letterhead design	250.20
Tower of Power	Street Dance performer	15,000.00
Transit Ad	bus sides	9,100.00
Transwestern Helicopter	rose petal drop	1,800.00
Dale Van Wormer	weekend performer	250.00

<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
Whammadiddle Dingbats	weekend performer	\$ 300.00
Willamette Balloon	all balloon decorations	9,200.00
Wilson High Stage Band	weekend performer	80.00
Woody Hite Big Band	weekend performer	1,270.00
Wy'East Color	photo reproduction	417.00
Yesterday's Records	juke box records	55.99
Signs Now (pre-paid by MERC) signage		607.60

	TOTAL	\$549,997.76