



# City of San Antonio

## Agenda Memorandum

**File Number:**16-2767

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**Agenda Item Number:** 9.

**Agenda Date:** 4/19/2016

**In Control:** Audit Committee

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### **CITY OF SAN ANTONIO FINANCE DEPARTMENT Interdepartmental Correspondence**

**TO:** Sheryl Sculley, City Manager

**FROM:** Troy Elliott, CPA, Finance Director

**COPIES:** Audit Committee; Ben Gorzell, Jr., Chief Financial Officer; Michael Sawaya, Convention & Sports Facilities Director; Norbert Dziuk, Assistant to the Director, Finance

**SUBJECT:** Annual Contract for Event Attendant Services at the Alamodome

**DATE:** April 19, 2016

Convention and Sports Facilities Department will release a solicitation for Event Attendant Services at the Alamodome.

The Department will issue a Request for Competitive Sealed Proposals on April 29, 2016, seeking qualified respondents for the management and provision of event attendant services for the Alamodome. Event Attendant services include providing directional guidance between entry points and seating areas, or other patron use areas. Other services include greeting guests, responding to guest inquiries and requests for attendance, and wheelchair escorting. The successful contractor will not only perform these services, but also manage and supervise the services to ensure the highest standards of quality, professionalism, customer service, and safety.

The term of the resultant contract is five years with one, five year renewal option with an estimated total value of \$8.5 million. This item is anticipated for Council consideration on August 4, 2016.