



FORTY NINERS STADIUM MANAGEMENT COMPANY

Date: June 21, 2021

To: Jim Mercurio
Executive Vice President & General Manager

From: Jenti Vandertuig
Procurement Lead

Subject: Recommendation for Award for Miscellaneous Acquisitions of Goods and Services

Recommend approval of the following acquisitions. An explanation and supporting documentation for each request has been provided with the recommendation.

There is no fiscal impact on the SCSA or StadCo from this action, as the costs for these goods and services are already included in the FY21/22 SCSA Budget. After approval of the individual vendor contracts by the SCSA Board, the purchases will be made by Stadium Manager using our standard form Purchase Order (attached). Accordingly, there is no need for the SCSA Board to approve individual appropriations for each of these vendors, as that would be duplicative of the costs already included in the FY21/22 Budget.

1. All Things Meetings – Event attendance - \$1,250
2. Publish legal notices in the Santa Clara Weekly and San Jose Mercury News for various solicitations, including public works – NTE \$20,000
3. CPR and First Aid training - \$1,708.70
4. Pixit lost and found system - \$2,099
5. Kelly-Moore paint - \$5,935.34
6. Key Management System - \$13,819.02
7. Arata gear box parts and repair - \$9,544.55
8. Print and mail SBL delinquent notices – \$600

Submitted By: DocuSigned by:
Jenti Vandertuig Date: 6/21/2021
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 Jenti Vandertuig, Procurement Lead

Approved By: DocuSigned by:
Jim Mercurio Date: 6/21/2021
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 Jim Mercurio, Executive Vice President & General Manager

1. All Things Meetings

The Special Events team at Levi's Stadium has participated as an exhibitor at All Things Meetings event since 2018. All Things Meetings is an events industry networking program that hosts approximately 300 qualified Bay Area and Silicon Valley event planners, corporate event professionals, independent planners as well as destination marketing professionals. There are also over 150 event venues and service providers that exhibit at the event as well. Over the past years of participation in All Things Meetings, we have come to realize that this event draws current planners that are hosting events that fit our venue model and budget. More information on All Things Meetings can be found here: <https://www.allthingsmeetings.com/>

Participation in All Things Meetings has proven effective to help achieve the following objectives for the Levis Stadium Special Events business:

- Generate new leads
- Increase market visibility
- Reintroduce the venue in a post-Covid events world - promote what we have that is different from other venues; Our beautiful and unmatched outdoor spaces, large indoor spaces for social distancing
- Promote new revenue generating programs – Movies on the Pepsi Deck, Trade Shows on the concourse, hybrid events.

By participating in All Things Meetings, we receive a contact list of the over 500 qualified planners who RSVP for the event. This list includes the 300 attendees. The in- person event allows the sales team to meet and interact with clients face to face, set follow up meetings and calls and address a company's event needs on the spot.

Over the past years we have booked multiple events from not only attending the event but continued outreach to prospects included in the list provided by the vendor. This is done through follow up emails and calls as well as database eblasts.

The proposed purchase is for an exhibitor's table staffed by two Levi's Stadium Special Events team members, and the list for 1,250.00. Approval is sought to issue a Purchase Order and pre-payment to All Things Meetings.

The cost of this event is covered in the FY21-22 SCSA Budget Non-NFL Event budget. Specifically, it is under the category, Attending Events/Conferences/Client Prospect Meetings.

2. Publish Legal Notices in Santa Clara Weekly and San Jose Mercury News

State and Local laws and regulations for public bidding of public works projects require a minimum of one publication in a newspaper of general circulation at least ten days prior to bid due date. Stadium Manager has a need to publish such legal notices and therefore approval is sought to publish legal notices in the Santa Clara Weekly, the City's official newspaper

(<https://www.santaclaraca.gov/our-city/departments-a-f/city-clerk-s-office/legal-notices-bulletin>) . The alternate is San Jose Mercury News; in the event we encounter any publishing timeline challenges with Santa Clara Weekly.

The cost for the legal publications is covered in the cost of the individual public works projects in the SCSA Capital Expenditure Budget.

3. CPR and First Aid Training

Stadium Manager is recommending Adult and Pediatric First Aid, CPR, and AED (automated external defibrillator) skills education and certification for ninety full and part time staff from various disciplines including but not limited to Stadium Operations, Engineering, Security, Guest Services and Logistics to enhance safety and security operations at Levi's Stadium. Key personnel are present for daily operations as well as large scale and special events. The stadium is currently staffed with two or more EMT-B or higher level certification medical personnel on a daily basis. Stadium Manager is also recommending a train-the-trainer program to instruct and equip staff to be instructors of Adult and Pediatric First Aid, CPR, and AED skills for the remaining staff and event day personnel. Certifications are required every two years.

American Red Cross, HeartShare Training Services and Hands Helping Hearts were contacted with the following requirements:

1. Provide all necessary training materials and resources for stadium medical staff to complete the instructor level training and receive a certificate of completion.
2. Provide all necessary materials and resources for those instructors to conduct ongoing training and award certifications for other stadium personnel with no prior medical experience in both Adult and Pediatric First Aid, CPR, and AED skills.
3. Training equipment - including mannequins and AED trainers - will be provided by the Stadium Operations team.

American Red Cross and HeartShare Training Services only offered full service training and not the train-the-trainer program. Hands Helping Hearts provided a quotation for an online train-the-trainer program for four instructors and training materials and manuals for ninety staff at \$1708.70. Therefore, approval is sought to issue a purchase order to Hands Helping Hearts in the amount of \$1,708.70.

The cost for this purchase is covered in the FY21/22 SCSA Budget, Stadium Operations.

4. Pixit Lost and Found System

Lost and found items are turned in by staff, fans and guests at our guest service stations throughout the stadium and these items can be retrieved by contacting guest services. The current lost and found property is stored for thirty days in a locked space in storage at the stadium. Items must be identified with specific detail in order to be retrieved. The unclaimed

items are disposed after ninety days. Depending on the type of unclaimed item, they are either donated, recycled or destroyed. Items such as passports, driver's licenses and badges are mailed back after the initial contact is made with the guest. The manual process of matching the lost item with the recipient is cumbersome and time consuming. Stadium personnel have begun replacing the manual lost and found process with homegrown automated systems or through commercial solutions.

Pixit Lost and Found Venue – Premium Plus is a cloud based solution which allows us to automate the lost and found system to better serve the customers in a more effective and efficient manner. The website links customers and guest services staff. When customers contact the lost and found department, they can be directed to our website link, allowing them to easily search for their item and file a claim. Customers can visit the website instead of waiting in line to hear about their item. Majority of communication related to this matter can be done digitally.

The software solution offers the following features:

- Unlimited users and unlimited access to mobile app for easy item logging
- Access to item tracking and customer claim management dashboard
- Generate shipping labels to simplify the return process
- General claim form integration onto a website
- Customer-facing Lost & Found page that allows customers to search inventory
- Ability to build custom claim forms to ensure claimants provide pertinent information
- Provide Lost & Found reporting
- Track item and claim activity history
- Dynamic reporting (save custom reports, generate shareable charts)

Stadium Manager reviewed Pixit Operator Terms of Use license agreement and negotiated inclusion of mutually agreed upon terms and conditions, a copy of which is attached as supporting documentation.

The annual subscription fee for Pixit Lost and Found Venue – Premium Plus for one year is \$2,099. Approval is sought to issue a Purchase Order to Pixit with the revised Pixit Operator Terms in the amount of \$2,099.

The cost for this purchase is covered in the FY21/22 SCSA Budget, Guest Services Department.

5. Kelly-Moore Paint

Kelly-Moore is the original paint brand selected for interior finishes at Levi's Stadium. In order to ensure compatibility related to color, finish and match the existing interior, continued use of Kelly-Moore brand is warranted. Kelly-Moore paint is not available through our contracted suppliers and needs to be acquired directly from one of the authorized distributors. Stadium Manager identified a list of paint products needed to maintain the Stadium over the next six months.

On May 27, 2021, a Request for Quote (RFQ) #10053 was issued to obtain quotations for Kelly-Moore paint from authorized distributors. Select Kelly-Moore Paints stores at Santa Clara, Sunnyvale and San Jose were contacted and invited to participate in the RFQ process. The RFQ closed on June 7, 2021 and Stadium Manager received one response from the Kelly-Moore Paints, Santa Clara branch. The total cost to procure the paint listed in the RFQ is \$5,935.34 inclusive of sales tax. The RFQ issued by Stadium Manager and quote received are provided as supporting documentation.

Approval is sought to issue a Purchase Order to Kelly-Moore Paints located in Santa Clara, CA in the amount of \$5,935.34.

The cost for this purchase is covered in the FY21/22 SCSA Budget, Engineering Department.

6. Key Management System

Stadium Manager has a need to procure an automated key management system for daily operations. An automated key management system provides a full audit trail and real time reporting, detailing who has used each set of keys and when. Staff will become more accountable and will assist in return of keys at the end of each shift. This will reduce loss, damage and liability. The new key system will be stationed in the 24/7 Security office at the Stadium.

On May 28, 2021 Stadium Manager issued a Request for Quotation (RFQ) #10054 for a Key-Box Automated Key System or an "equal" brand and a card access reader/firmware to accept existing client access cards. The RFQ was sent to four different suppliers providing key management systems: Time Access Systems, Inc., Zoro.Com, Cal Coast Telecom and KEYper Systems. The RFQ closed on June 8, 2021 and three responses were received. While two respondents provided pricing, one respondent stated that they did not have the item in stock. Time Access Systems, Inc. was the lowest responsive and responsible bidder offering the products at a cost of \$12,678 inclusive of shipping/handling and insurance. The total amount inclusive of sales tax is \$13,819.02. The RFQ, responses received and the bid abstract are provided as supporting documentation.

Approval is sought to issue a Purchase Order to Time Access Systems, Inc. Since pre-payment is a requirement, Stadium Manager will issue a payment of \$13,819.02 with the Purchase Order.

The cost for this purchase is covered in the FY21/22 SCSA Capital Expenditure Budget for Security. The SCSA Capital Expenditure amount approved by the SCSA Board is \$21,000.

7. Arata Gear Box Parts and Repair

Arata services all Mission Trails Waste Systems (MTWS). MTWS is the exclusive debris box service provided for the City of Santa Clara, to include Levi's Stadium. The Stadium Manager

coordinated with MTWS for the installation of the compactors at the stadium during construction. The gear box on the recycle compactor must be replaced in order to restore the compactor to service and this compactor is critical to the recycling operations at the stadium. The Arata gear box for recycle is proprietary and can be obtained from Arata Equipment Company as a single source. Stadium Manager requested and received a quotation from Arata Equipment Company to procure the replacement gear box and have it installed for a total amount of \$9,544.55 inclusive of sales tax. The proposed purchase will furnish and install a new gear box in the existing recycling compactor to accomplish a complete repair of the compactor.

Approval is sought to issue a Purchase Order to Arata Equipment Company in the amount of \$9,544.55.

The cost for this purchase is covered in the FY21/22 SCSA Budget, Engineering Department.

8. Print and Mail SBL Delinquent Notices

In accordance with the Stadium Builders License (SBL) Agreement, Stadium Manager is required to send two notices to accounts that are unpaid on their SBL yearly payment installments. These accounts were invoiced with a due date of March 1, 2021. Multiple attempts have been made to reach these accounts to collect payment. These accounts will first receive a 10-day notice to cure their account mailed via FedEx in mid-July. The accounts that have failed to make payment or work with the Premium Service team on a payment plan will then be terminated via a second letter sent at the end of July via FedEx.

On June 16, 2021 Stadium Manager issued a Request for Quotation (RFQ) for print and mailing services with an option for digital or offset printing of two types of letters for an estimated quantity of 700 each on Stadium Manager letterhead, complete a mail merge, print and insert letters in envelopes, seal, affix shipping labels and deliver to FedEx office for shipping. Four vendors were invited to respond to the RFQ: Benjamin Litho Inc, Bay Central Printing, Inc., California Mailing Services, Inc, and Almadenglobal.com. Responses were received from all four vendors and California Mailing Services, Inc was the lowest responsive and responsible bidder with a quotation for \$600.

Approval is sought to issue a Purchase Order to California Mailing Services, Inc in the amount of \$600.

The cost for this purchase is covered in the FY21/22 SCSA Budget, SBL Sales and Services.