



## INFORMATIONAL MEMORANDUM

TO: **Community Services & Safety Committee**  
BY: **David Rosen, Parks & Recreation Analyst**  
DATE: **June 2, 2025**  
SUBJECT: **Contract Amendment Approval Request: B-Force Parks Security Services**

### **ISSUE**

The City of Tukwila Parks and Recreation Department seeks approval for a second amendment to the Contract for Services in place with B-Force Protection Security Incorporated ([23-010\(a\)](#)). This second amendment, when combined with the amount of the first amendment, requires City Council approval before the Mayor may execute it.

### **BACKGROUND**

B-Force has been the city's parks security provider for several years. Now, the City is transitioning to a city employed Parks Ranger for these services. Currently, the Parks & Recreation and Police Departments are finalizing the position's job responsibilities, pay scales, and reporting structure. Until the position's deployment, the City will continue utilizing B-Force's services for parks security.

The contract had previously been amended in an amount that did not require City Council approval per the Purchasing and Contracting Policy ([Resolution 2097](#)), but when combined with the proposed amendment, now requires City Council approval for execution.

### **DISCUSSION**

The contract being amended currently provides the following services at the parks sites noted below:

- **Patrol park:** Visit site and walk-through park. Report any criminal activity, such as vandalism, trespassing, and park rules violations to Tukwila Police.
- **Lock park gates:** Locking park gates. Lock any open bollards to secure parking area. Call for towing any vehicles left in violation of parking lot rules.
- **Lock park restrooms:** Ensure restrooms are clear of people and lock at night.
  - Bicentennial
  - Tukwila Park
  - Crystal Springs (patrol through)
  - Joseph Foster Memorial
  - Crestview Park (patrol and gate only)
  - Cascade View Park (patrol only)
  - Duwamish Hill Preserve
  - Tukwila Community Center (Outdoor restroom locking and patrol through)

### **FINANCIAL IMPACT**

Approval of the proposed amendments encumbers \$20,442.24 in expenditures to the City of Tukwila General Fund. The General Fund budget already accounts for the costs being encumbered; therefore, a budget amendment will not be required to operationalize the amendments if approved.

### **RECOMMENDATION**

City staff recommend the Community Services and Safety Committee forward the proposed Contract for Services to the June 16<sup>th</sup> Regular Meeting Consent Agenda for final approval.

### **ATTACHMENTS**

A --- Proposed Amendment to City of Tukwila Contract 23-010(a) & Exhibits



**CONTRACT FOR SERVICES**

**Amendment #2**

**Between the City of Tukwila and B-Force Protection Security Inc.**

That portion of Contract No. 23-010 between the City of Tukwila and B-Force Protection Security Inc. is hereby amended as follows:

**Section 2:**

The date by which work shall be completed is hereby amended to be no later than September 30<sup>th</sup>, 2025.

**Section 3:**

The total amount to be paid under the contract is hereby amended to \$218,442.24.

**Exhibits A & B:**

Exhibits A & B are hereby replaced by the new exhibit versions attached to this amendment.

All other provisions of the contract shall remain in full force and effect.

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## City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number: 23-010(b)

Dated this 2<sup>nd</sup> day of June, 2025.

**\*\* City signatures to be obtained by  
City Clerk's Staff ONLY. \*\***

**\*\* Contractor signature to be obtained by  
sponsor staff. \*\***

CITY OF TUKWILA

CONTRACTOR:

\_\_\_\_\_  
Thomas McLeod, Mayor

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

ATTEST/AUTHENTICATED:

Title: \_\_\_\_\_

\_\_\_\_\_  
Andy Youn, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney



## EXHIBIT A.2

### General Terms and Scope of Services

**Scope of Services** – Contractor will provide the following services at identified park locations.

- **Locking park gates:** Locking park gates. Lock any open bollards to secure parking area. Call for towing any vehicles left in violation of parking lot rules.
- **Locking park restrooms:** Ensure restrooms are clear of people.
- **Patrol Through:** Provide perimeter and interior patrol of parks location and facilities

Park Name & Address	Service Description	Frequency	FY25 Cost
<b>Tukwila Community Center</b> 12424 42 <sup>nd</sup> Ave S	<ul style="list-style-type: none"><li>• Lock the Restroom, Unlock on weekends &amp; holidays</li></ul>	7 days/week	\$6,814.08
<b>Crestview Park</b> 16200 42 <sup>nd</sup> Ave S	<ul style="list-style-type: none"><li>• Lock the gate, Unlock on weekends &amp; holidays</li></ul>	7 days/week	\$6,814.08
<b>Crystal Springs Park</b> 15832 51 <sup>st</sup> Ave S	<ul style="list-style-type: none"><li>• Lock the restroom</li><li>• Patrol through</li></ul>	7 days/week	\$6,814.08
<b>Tukwila Park</b> 15460 65 <sup>th</sup> Ave S	<ul style="list-style-type: none"><li>• Lock the restroom</li><li>• Patrol through</li></ul>	7 days/week	\$6,814.08
<b>Bicentennial Park</b> 7200 Strander BLVD	<ul style="list-style-type: none"><li>• Lock the restroom</li></ul>	7 days/week	\$6,814.08
<b>Foster Park/Lee Phillips</b> 13919 53 <sup>rd</sup> Ave S	<ul style="list-style-type: none"><li>• Lock the restroom</li></ul>	7 days/week	\$6,814.08
<b>Cascade View Community Park</b> 14211 37 <sup>th</sup> Ave S	<ul style="list-style-type: none"><li>• Patrol Through</li></ul>	7 days/week	\$6,814.08
<b>Duwamish Hill Preserve</b> 3800 S 115 <sup>th</sup> St	<ul style="list-style-type: none"><li>• Lock the gate, Unlock on weekends &amp; holidays</li></ul>	7 days/week	\$6,814.08
<b>Codiga Park</b> 50 <sup>th</sup> PI S	<ul style="list-style-type: none"><li>• Lock the gate, Unlock on weekends &amp; holidays</li></ul>	7 days/week	\$6,814.08
<b>BASE FY25 SERVICES COST</b>			\$61,326.72
Allowance for Additional Services if Needed			\$7,115.52
<b>TOTAL FY25 CONTRACT COST</b>			<b>\$68,442.24</b>



**Exhibit B.2**  
**Contract Terms, Deliverables & Payment**

Contractor shall be paid monthly based on the scope identified in Exhibit A.

The contractor will provide an invoice for payment each month for services rendered.

Total compensation is not to exceed **\$218,442.24** without the express modification of the agreement signed by the City by written amendment.

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