



INFORMATIONAL MEMORANDUM

TO: **Community Services & Safety Committee**

FROM: **Kris Kelly, Parks & Recreation Deputy Director**

BY: **David Rosen, Parks & Recreation Analyst**

DATE: **August 22, 2025**

SUBJECT: **Contract Amendment: Parks Security Services – B-Force Protection Services**

ISSUE

The Parks and Recreation Department seeks to amend [Contract 23-010](#) to extend its current parks security services agreement through the end of Fiscal Year 2025. This three-month contract extension will add expenses in an amount which, according to city policy, will require city council approval before the mayor may sign and execute the amendment.

BACKGROUND

B-Force Protection Security Inc. has been the city's parks security services provider for the past several years. At this time, the City is transitioning towards utilizing a city employed Parks Ranger for these services in the future. Currently, the Parks & Recreation Department and the Tukwila Police Department are interviewing finalists for the position. Until the position is fully deployed, the City intends to continue utilizing B-Force's services for parks security.

DISCUSSION

Services Provided

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)

New Sales Tax Imposition

During the 2025 Regular Session, the Washington State Legislature passed Engrossed Substitute Senate Bill 5814 which reenacted RCW 82.04.050 ("Sale at retail," "retail sale.") to re-define the terms "retail sale" to include, amongst other services, "Investigation, security services, security monitoring services, and armored car services...". This bill has the effect of making the services provided by B-Force, which falls under the definition of a security services, taxable per the RCW as of October 1st, 2025. As of said date, the effective sales tax within the City of Tukwila will be 10.2%.

FINANCIAL IMPACT

Execution of this contract encumbers \$22,527.36 in spending against the General Fund. This encumbrance does not create new General Fund inflows or outflows as the Fiscal Year 25 Parks & Recreation budget assumed a full-year of parks security services being provided via Contract 23-010 to provide for operational flexibility depending on the exact hiring date of the Park Ranger.

RECOMMENDATION

City staff recommend the Community Services and Safety Committee forward the proposed contract amendment to the September 15th Regular Meeting Consent Agenda for final approval.

ATTACHMENTS

A --- Proposed Contract Amendment 23-010(c) & Accompanying Exhibits



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number: 23-010(c)

CONTRACT FOR SERVICES

Amendment #3

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 December 31st, 2025.

Section 3:

The total amount to be paid under the contract is hereby amended to \$240,969.59.

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.

Dated this 13th day of August, 2025.

**EXHIBIT A.3****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*
Tukwila Community Center 12424 42 nd Ave S	<ul style="list-style-type: none">• Lock the Restroom, Unlock on weekends & holidays	7 days/week	\$9,085.44
Crestview Park 16200 42nd Ave S	<ul style="list-style-type: none">• Lock the gate, Unlock on weekends & holidays	7 days/week	\$9,085.44
Crystal Springs Park 15832 51st Ave S	<ul style="list-style-type: none">• Lock the restroom• Patrol through	7 days/week	\$9,085.44
Tukwila Park 15460 65th Ave S	<ul style="list-style-type: none">• Lock the restroom• Patrol through	7 days/week	\$9,085.44
Bicentennial Park 7200 Strander BLVD	<ul style="list-style-type: none">• Lock the restroom	7 days/week	\$9,085.44
Foster Park/Lee Phillips 13919 53 rd Ave S	<ul style="list-style-type: none">• Lock the restroom	7 days/week	\$9,085.44
Cascade View Community Park 14211 37th Ave S	<ul style="list-style-type: none">• Patrol Through	7 days/week	\$9,085.44
Duwamish Hill Preserve 3800 S 115th St	<ul style="list-style-type: none">• Lock the gate, Unlock on weekends & holidays	7 days/week	\$9,085.44
Codiga Park 50 th PI S	<ul style="list-style-type: none">• Lock the gate, Unlock on weekends & holidays	7 days/week	\$9,085.44
BASE FY25 SERVICES COST			\$83,854.07
Allowance for Additional Services if Needed			\$12,145.93
TOTAL FY25 CONTRACT COST			\$96,000.00

**Costs shown above are annual base rates. Per ESSB 5814 (Chapter 422, Laws of 2025), sales tax is applicable for these services as of 10/1/25.*

Exhibit B.3**Consulting 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 **\$240,969.59** without the express modification of the agreement signed by the City by written amendment.



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number: 23-010(c)

**** 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