

NO: R104

COUNCIL DATE: May 27, 2019

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## REGULAR COUNCIL

**TO: Mayor & Council** **DATE: May 23, 2019**

**FROM: General Manager, Parks, Recreation & Culture** **FILE: 6130-01**

**SUBJECT: Award of Contract 1220-030-2019-022 - Park Opening and Closing Services**

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## RECOMMENDATION

The Parks, Recreation & Culture Department recommends that Council:

1. Award Contract No. 1220-030-2019-022 to Securiguard Services Ltd. (“Securiguard”) for park opening and closing services for the term June 1, 2019 to May 30, 2020 in the amount of \$640,539.90 (including GST);
2. Approve the option to extend Contract No. 1220-030-2019-022 for four additional one-year terms, including annual Consumer Price Index (“CPI”) increases, at the City’s discretion to provide park opening and closing services. The cumulative five-year cost for Contract 1220-040-2019-013 is \$ 3,522,969.45 (including GST and contingency) plus annual CPI increases;
3. Set the annual expenditure authorization limit for Contract No. 1220-030-2019-022 at \$704,593.89 (including GST and contingency) plus CPI increases; and
4. Authorize the General Manager, Parks, Recreation & Culture to execute Contract No. 1220-030-2019-022 and approve all extensions and change orders related to Contract No. 1220-030-2019-022 within the approved annual expenditure authorization limit.

## INTENT

The purpose of this report is to obtain approval for the award of Contract No. 1220-030-2019-022 to Securiguard for park opening and closing services for a one-year contract with the option for up to four one-year renewals.

## SCOPE OF WORK

The Scope of Work (“Work”) related to this Contract consists of the following gatekeeping services including unlocking and locking of:

- Various city park entrance gates;
- Shutters on picnic shelters; and
- Community and public washrooms facilities.

Park opening and closing services are delivered in 58 parks, including a total of 75 gates and 37 washroom facilities.

In January 2019, the City issued a request for expression of interest (“RFEOI”) and statement of qualifications for Park Opening and Closing Services. The RFEOI request encouraged interested contractors to complete a qualification process, with the approved proponents invited to submit pricing proposals as along with information that would allow the City to evaluate whether the proponent had the capacity, qualifications, knowledge and skills to undertake the necessary work. The RFEOI was advertised on the City’s website and on the BC Bid website.

## TENDER RESULTS

Four companies responded to the initial RFEOI request and were evaluated against the requirements of the request. Three of the companies met the qualifications and were invited to submit unit pricing per site along with more detailed information that would allow the City to evaluate whether the contractor had the required experience, capability, capacity, resources (staff and equipment) and skills to undertake the necessary work.

Prior to the request for proposals (RFP) submission deadline, one company removed themselves from the process. Two proponents submitted pricing as listed below (from lowest to highest bid):

<b>Contractor</b>	<b>Tendered Amount with GST</b>	<b>Corrected Amount</b>
1. Securiguard Services Ltd.	\$640,593.00	No Change
2. Paladin Security Group Ltd.	\$1,176,588.00	No Change

## EVALUATION

The Finance Department and Parks, Recreation & Culture Department staff reviewed the RFP submissions for accuracy and completeness. Submissions were evaluated based on the following criteria:

- Capacity both in terms of human resources and equipment to undertake the required work;
- Demonstrated understanding of the full Scope of Services;
- Skill and training to undertake the range of duties required under the contract;
- Amount of experience in undertaking work of a similar nature to the work required under the contract;
- Ability to consistently provide a satisfactory level of service with accurate reporting; and
- Costs to the City for the required work.

Securiguard is a member of Climate Smart, a BC-based enterprise that enables organizations to track their greenhouse gas emissions and make year-on-year reductions through proven sustainability initiatives. Securiguard partnered with Climate Smart in 2009 and has maintained their membership yearly since, remaining committed to tracking and reducing their total corporate emissions, stemming from fuel usage, paper consumption and electricity. Additionally, Securiguard maintains a Fleet of hybrid vehicles, equipped with GPS tracking technologies that

allows their management team to optimize their routes and minimize idle time, improving emission levels.

As the incumbent contractor, Securiguard has clearly demonstrated their skills and experience in consistently completing the required scopes of services with an adequate level of supervision and accuracy in reporting. Securiguard has provided satisfactory work. The proposal from Securiguard was also the lowest bid for the prescribed one-year contract term. In consideration of all details confirmed through submitted proposals and interviews, Securiguard was determined to provide the best value to the City. Securiguard has no outstanding legal claims against the City and it is recommended that Securiguard be awarded Contract No. 1220-030-2019-022.

## **SUSTAINABILITY CONSIDERATIONS**

The work of this contract supports the objectives of the City's Sustainability Charter 2.0. In particular, this work relates to the Sustainability Charter 2.0 theme of Public Safety. Specifically, this contract supports the following Desired Outcomes ("DO"):

- Community Safety and Emergency Services – DO1: Residents are safe and have a strong sense of security in all neighbourhoods and throughout the city.
- Community Safety and Emergency Services – DO3: There are minimal community safety issues in the city, and the public is fully engaged in preventing and reducing crime.

## **FUNDING**

Funding is available within the approved Parks Division operating budget.

Laurie Cavan  
General Manager  
Parks, Recreation & Culture