

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 15, 2016

Item 2, Report No. 38, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on November 15, 2016.

2 AWARD OF RFP16-351 SECURITY SERVICES, VAUGHAN CITY HALL, JOC, MOBILE GUARD DISPATCH CITY OF VAUGHAN LOCATIONS, PARKS PATROL

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Deputy City Manager, Community Services, the Manager of Facility Maintenance Services, the Director of Transportation Services, Parks and Forestry Operations, dated November 1, 2016:

Recommendation

The Deputy City Manager, Community Services, the Manager of Facility Maintenance Services, the Director of Transportation Services, Parks and Forestry Operations, in consultation with Director of Procurement Services and Director of Financial Planning and Development Finance and Deputy City Treasurer, recommend:

1. That the contract for RFP16-351, Provision of Security Services for Vaughan City Hall and Joint Operations Centre; Mobile Guard Dispatch for all City of Vaughan locations; Patrol Services for Various Parks; Patrol Services Special Events (Parks), be awarded to Primary Response Inc., in the amount of \$893,530.40, plus applicable taxes for a contract term of 2 years;
2. That a contingency allowance of 10%, in the amount of \$89,353.04, plus applicable taxes, be approved within which the Deputy City Manager, Community Services or Director of Transportation Services, Parks and Forestry Operations, or their designates are authorized to approve amendments to the contract;
3. That staff be authorized to extend the contract for two (2) additional two (2) year periods, subject to a price increase, if any, of no greater than the Consumer Price Index (Toronto Rating using the month of November 2018, and 2020 respectively), satisfactory Contractor performance and availability of sufficient funds; and,
4. That the Mayor and City Clerk be authorized to sign the appropriate documents.

Contribution to Sustainability

This report is consistent with the priorities in the Green Directions Vaughan, Community Sustainability Environmental Master Plan, 6.1:

To fully support the implementation of Green Directions at all levels of City operations.

Economic Impact

The total cost of the contract for the 2 year period is \$1,000,182.19 (\$500,091.09 per year) and has been allocated in the 2017 and 2018 operating budgets for Facility Maintenance Services and Parks and Forestry Operations. Funds for the subsequent option years will be allocated in the respective budget years. The total estimated cost of the contract, including contingency allowance and applicable taxes is calculated as follows:

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TABLE 1: SECURITY SERVICES (2 YEARS)			
	Facility Maintenance Services	Parks and Forestry Operations	TOTAL
Primary Response Inc. Proposal Price (excluding H.S.T.)	\$686,007.20	\$207,523.20	\$893,530.40
Contingency Amount (10%)	\$68,600.72	\$20,752.32	\$89,353.04
Sub-Total	\$754,607.92	\$228,275.52	\$982,883.44
H.S.T. (1.76%, Not Recoverable)	\$13,281.10	\$4,017.65	\$17,298.75
Total	\$767,889.02	\$232,293.17	\$1,000,182.19

The City's current contract expires on December 31, 2016. The term of the new contract will be for a period of approximately two (2) years, from the date of contract execution, but not earlier than January 1, 2017, to December 31, 2018. The City will have the option to extend this contract for two (2) additional, two (2) year periods. The two (2) year extension periods are subject to price increase, if any, of no greater than the Consumer Price Index (Toronto Rating using the month of November 2018, and 2020 respectively).

Communications Plan

Not applicable

Purpose

The purpose of this report is to award the contract for RFP16-351, Provision of Security Services for Vaughan City Hall and Joint Operations Centre; Mobile Guard Dispatch for all City of Vaughan locations; Patrol Services for Various Parks; Patrol Services Special Events (Parks), to Primary Response Inc.

Background - Analysis and Options

The City's current Security Guard vendor is "Primary Response Inc." whose contract expires on December 31, 2016. A competitive procurement process for the provision of Security Services was launched by Staff.

RFP16-351 was advertised on the City of Vaughan's website, Bidding and OPBA on September 9, 2016, with closing date of September 26, 2016. Two (2) Addenda's were issued on September 19, 2016 and September 20, 2016. A total of twelve (12) Plan Takers registered for this RFP, and three (3) compliant bids were received as per below:

Proponent(s):
<ul style="list-style-type: none">G4S Secure Solutions Canada Ltd.
<ul style="list-style-type: none">Garda Canada Security Corporation
<ul style="list-style-type: none">Primary Response Inc.

An Evaluation Committee comprised of staff from Facility Maintenance Services, Transportation Services Parks and Forestry Operations and By-law & Compliance, Licensing & Permit Services, facilitated by the Procurement Services Department, carried out the evaluation process. The City's bid package provided details of the contract, including the following criteria to be used in the evaluation of the submissions:

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Evaluation Process

The proposals were evaluated based on a three (3) stage, two (2) envelope process:

Stage 1, Mandatory Requirements

- Envelope I - Includes Stage 1, Mandatory Requirements and Stage 2, Technical Proposal Evaluation.
- Envelope II includes Stage 3 the Financial Proposal.

Envelope I proposal submissions obtaining a score of 70% or more (70 points out of 100) were further considered by opening the Envelope II – Financial Proposal. Proposal submissions accumulating less than 70% (less than 70 points out of 100) on Stage 2 were not given further consideration.

Stage 2 – the technical proposal was evaluated based on the following scoring criteria:

- Experience and Qualification of Company – 30 points
- Experience and Qualification of Personnel – 15 points
- Resource Management – 20 points
- Contract Monitoring/Administration and Quality Control - 15 points
- References – 15 points
- Quality of RFP – 5 points

Stage 3 – Financial Proposals. Proposal submissions obtaining a score of 70% or more (70 points out of 100) in Stage 2 were further considered by opening the Envelope II – Financial Proposal.

The price submitted by the Proponent was divided by the Technical score to establish the Price per Point of the Proposal. The Proponent with the lowest overall Price-per Point will be recommended for award by the Evaluation Committee. In case of a tie, the Proponent submitting the lowest Proposal Price will be recommended for award.

Submissions from all compliant proponents were evaluated and scored based on the above criteria. Based on the Evaluation Committee's review, Primary Response Inc. scored lowest overall Price-per Point and successfully fulfilled the requirements set forth in the RFP.

As such, staff recommends the award of contract for RFP16-351, Provision of Security Services for Vaughan City Hall and Joint Operations Centre; Mobile Guard Dispatch for all City of Vaughan locations; Patrol Services for Various Parks; Patrol Services Special Events (Parks) to Primary Response Inc.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

In consideration of the Term of Council Service Excellence Strategy Map (2014-2018) priorities and strategic initiatives, the project will provide:

- Continuing to ensure the safety and well-being of citizens.
- Utilizing Service Delivery Options for contractors and addressing the impact on Citizen Experience and Service Delivery.

By evaluating the proponents using a price per point approach, which considers experience, qualifications, references and price, this process demonstrates excellence in service delivery and ensures financial sustainability.

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Regional Implications

Not applicable

Conclusion

Staff recommends that the contract for RFP16-351, Provision of Security Services for Vaughan City Hall and Joint Operations Centre; Mobile Guard Dispatch for all City of Vaughan locations; Patrol Services for Various Parks; Patrol Services Special Events (Parks), be awarded to Primary Response Inc., in the amount of \$ \$893,530.40, plus applicable taxes.

Attachments

NA

Report prepared by:

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