

NO: **R219**

COUNCIL DATE: **October 1, 2012**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **September 27, 2012**

FROM: **City Solicitor**

FILE: **1220-030-2012-012**

SUBJECT: **Award of Contract for the Provision of Parking Enforcement Services – Request for Proposals No. 1220-030-2012-012 (the "RFP")**

RECOMMENDATION

The Legal Services Division recommends based on the general terms and conditions as documented in this report that Council authorize staff to finalize negotiations and execute a contract with Concord Security Corporation for the provision of parking enforcement services for the City for a 5-year period commencing on April 1st, 2013 and ending on March 31st, 2018.

INTENT

The purpose of this report is to provide information regarding the results of a Request for Proposals process that has been completed for the purpose of retaining the services of a contractor to provide parking enforcement services for the City and to obtain authority to award such a contract.

BACKGROUND

The BC Corps of Commissionaires (the "Commissionaires") has provided parking enforcement services for the City of Surrey since 2006. The contract with the Commissionaires has expired; however, they have agreed to extend their contract on a month-to-month basis while the City completes the procurement process related to a new contract for such services.

DISCUSSION

Request for Proposals

In April, 2012, the City issued a Request for Proposals (the "RFP") in relation to the provision of parking enforcement services for the City of Surrey. The RFP was advertised on each of the City of Surrey website and BC Bid website. The RFP noted that the term of the contract would be for a period of five (5) years.

The general components of the work covered by the contract include but are not limited to the following:

- Enforcement of on and off-street parking regulations;
- Resolution of customer complaints;
- Collection of evidence and giving court testimony in relation to parking-related files; and
- Maintenance of parking pay stations.

In response to the RFP, proposals were received from the following proponents:

- Concord Security Corporation;
- Vinci Park Services (Canada) Inc.;
- Imperial Parking Canada Corporation;
- The BC Corps of Commissionaires;
- Lions Parking Ltd;
- Precise Parklink Inc; and
- Royal Star Enterprises.

Each proposal was evaluated based on the following criteria:

- the experience, reputation and resources of the proponent;
- a technical review of systems and processes proposed by the proponent;
- a financial review of overall costs of the services to be provided; and
- other considerations such as the overall corporate stability of the proponent.

Evaluation of Proposals

Each of the proposals was evaluated by an evaluation team against the above-referenced criteria. Although each of the proponents has some experience in providing parking enforcement services, based on the staff evaluation, it was concluded that the proposal submitted by Concord Security offered the best overall value to the City. Reference checks confirmed a high level of customer satisfaction in relation to the services currently being provided by Concord to its other clients.

Under the current contract, the City is responsible for providing vehicles to the Commissionaires for use in undertaking the duties of the contract. Under their proposal, Concord Security will provide their own vehicles in relation to delivering the services of the contract. This will relieve the City of some of the liability associated with the current contract.

Subject to Council approving the recommendation of this report staff will negotiate the final details of and execute a contract with the Concord Security Corporation in accordance with the general terms and conditions documented in this report. The contract will commence on April 1, 2013. This relates to an agreement that the City has with Corp of Commissionaires in relation to allowing the Commissionaires a reasonable period of time to reposition their employees who are currently responsible for delivering the services under the contract with the City.

Funding

The proposed contract with Concord Security will cost approximately \$800,000 per year, which is approximately the same cost per year as the current contract. The contract is paid on an hourly rate basis for defined set of services with a defined schedule in the contract in related to when and how the services are to be delivered by the contractor. It is noted that the hourly rates as proposed by Concord remain constant through the full 5-year term of the contract.

Funding for the contract is available within the Council-approved 2012 Operating budget and is included in the approved 5-year Financial Plan.

CONCLUSION

Based on the above discussion, the Legal Services Division recommends that Council authorize staff, based on the general terms and conditions as documented in this report, to finalize negotiations and execute a contract with Concord Security Corporation for the provision of parking enforcement services for the City for a 5-year period commencing on April 1st, 2013 and ending on March 31st, 2018.

CRAIG MacFARLANE
City Solicitor

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