

NO: **R154**

COUNCIL DATE: **July 22, 2013**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **July 22, 2013**

FROM: **General Manager, Planning and Development
General Manager, Finance & Technology**

FILE: **0740-01**

SUBJECT: **Award of Contract for Security Services for Civic Facilities in City Centre**

RECOMMENDATION

The Planning and Development Department and the Finance & Technology Department recommend that Council approve the award of a contract in the amount of \$447,418.00, excluding GST, to Concord Security Corporation for the provision of security services at multiple civic sites in City Centre for a one-year period from September 1, 2013 to August 31, 2014 and with an option to extend the contract by mutual consent on a year-by-year basis for up to an additional four one-year periods at the same price per year as the initial year of contract all as generally documented in this report.

PURPOSE

The purpose of this report is to obtain Council approval to enter into a contract with Concord Security Corporation ("Concord") for the provision of security services for a one-year period at multiple civic sites in City Centre, as follows:

- New City Hall;
- City Centre Library;
- North Surrey Recreation Centre; and
- Chuck Bailey Recreation Centre.

The contract is for a one-year period from September 1, 2013 to August 31, 2014 and includes an option to extend the contract by mutual consent on a year by year basis for up to an additional four years at the same price per year as the first year of the contract.

BACKGROUND

Currently the City uses several different companies to provide security services at civic facilities and sites, including the City Centre Library, North Surrey Recreation Centre and Chuck Bailey Recreation Centre. These contracts are set to expire in August 2013. In addition, the new City Hall will be opening in the City Centre in the Fall of 2013 and will require security services.

To streamline the provision of security services, a Request for Expressions of Interest and Statements of Qualification (RFEOI/SOQ 1220-030-2013-009) was issued in February 2013 with a view to identifying companies with the necessary resources and expertise to provide security

services for the City. The RFEOI/SOQ closed on February 26, 2013. The process resulted in the City receiving submissions from 17 proponents.

A staff selection team evaluated the submissions based on the following criteria:

- Resources;
- Expertise;
- Experience in similar environments; and
- General completeness of the proposal.

Eight companies were short listed and invited to submit a full proposal under a Request for Proposal (RFP) process, which was initiated in April of 2013. The RFP closed on May 2, 2013, with all eight companies submitting proposals. A list of the proponents who made submissions is contained in Appendix I along with the price that they submitted, respectively.

Each proposal was assessed by an evaluation team comprised of representatives from the Purchasing Division, the Risk Management Division and the Facilities Division and in accordance with the Evaluation Criteria specified in the RFP document. These criteria included:

- Relevant experience;
- Reputation;
- Available Resources;
- Technical aspects; and
- Costs.

Results of the Evaluation

The proposal from Concord was determined to provide the best value to the City within the parameters outlined in the RFP. Concord's Security Division has a reputation for exceptional customer service based on reference checks, including the Central City development and the City of Vancouver. They currently provide on-street parking enforcement services for the City of Surrey and their performance has been very satisfactory. Their proposal is also the lowest cost as documented on Appendix I attached to this report. The evaluation team has concluded that Concord is the preferred proponent.

Term of Contract

The subject contract will commence on September 1, 2013, and will continue to August 31, 2014. The contract includes an option that allows for the extension of the contract by mutual consent on a year-by-year basis for up to four additional one-year periods at the same price as the first year of the contract.

CONCLUSION

Based on the above discussion, it is recommended that Council approve the award of a contract in the amount of \$447,418.00, excluding GST, to Concord Security Corporation for the provision of security services at multiple civic sites in City Centre for a one-year period from September 1, 2013 to August 31, 2014 and with an option to extend the contract by mutual consent on a year-by-year basis for up to an additional four one-year periods at the same price per year as the initial year of contract all as generally documented in this report.

Original signed by
Jean Lamontagne
General Manager,
Planning and Development

Original signed by
Vivienne Wilke
General Manager,
Finance & Technology

KC:saw

Attachments:

Appendix I Results of the Request for Proposal

Proponents for Security Services Contract and Related Quotations

Concord Security Corporation	\$424,400** (price before adjustment = \$447,418)
Kinetic Security	\$435,087
Commissionaires	\$440,409
Securiguard	\$454,102
Securitas	\$454,468 + 3% increase per year
Paladin Security	\$476,010
Genesis Security	\$488,280
Fusion Security	\$520,217

**Concord Security Corporation's submission includes a separate entry for a dedicated Site Supervisor, which they have offered to cost share with their Parking Management contract, which would reduce their submission by \$23,071.