



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **W.H. Jackson, Director of Utility Services**

Meeting Date: **January 25, 2016**

Subject: **Report USTR16-001**
Award of RFP P-26-15 for Parking Control Services

Purpose

A report to recommend award of Request for Proposals (RFP) P-26-15 for Parking Control Services.

Recommendation

That Council approve the recommendation outlined in Report USTR16-001 dated January 25, 2016 of the Director of Utility Services, as follows:

That RFP P-26-15 for Parking Control Services be awarded to Securitas Canada, 349 George Street, Suite 206, Peterborough, Ontario, K9H 3P9 at a cost of \$646,164.48 plus \$84,001.38 HST for a total of \$730,165.86 per year increased by the lower of 3% or the Average Annual Provincial Consumer Price index for years 2 thru 5, for a period of five years starting April 1, 2016 until March 31, 2021, with the option for three one-year extensions at the sole discretion of the City.

Budget and Financial Implications

The total net \$657,536.98 requirement, after applicable HST rebates for Parking Control Services can be accommodated within the approved 2016 operating budgets for Parking and Public Transit Operations. Future operating budgets will include funding to cover the remaining years in the contract.

This contract provides security services for the Simcoe Street transit terminal and provides staffing for all aspects of parking control and enforcement, generating revenues of approximately \$2.1 million annually.

Background

Brief Description of the Work

The City has contracted parking control services since 1983. The work includes the supply of personnel to enforce parking restrictions, parking attendants for municipal parking garages, security services at the parking garages and the Simcoe Street bus terminal, parking meter maintenance/repair and revenue collection. The current agreement with Securitas Canada for parking control services expires March 31, 2016 at which time a contract with the successful proponent for RFP P-26-15 will be initiated.

RFP Details, Closing, Prepared By, Reviewed By

The RFP was issued on November 18, 2015 and closed on December 10, 2015. The RFP was prepared by City staff. In response to the RFP, four proposals were received which were evaluated by an Evaluation Committee consisting of the Manager of Transportation, Purchasing Administrator and the Parking Operations Coordinator.

RFP Statement

Section 6.3 of the Purchasing By-law 14-127 requires a bid solicitation process be used where the value of the goods and services are expected to exceed \$25,000. For this bid solicitation process, an RFP was used as there were a number of criteria used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Section 6.5.3 (i) of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points".

RFP Evaluation Chart

Four submissions were received in response to the RFP and Table 1 below provides a summary of the RFP results.

Table 1 – Evaluation of Submissions for P-26-15

Evaluation Criteria	Maximum Score	Neptune Security	Commissionaires	Securitas Canada	Knights on Guard
Relevant Experience	25	16	19	24	17
Understanding of Requirements	25	20	22	24	18
Details of Training Programs	20	17	19	18	15
Supervisory Team/ Organizational Strengths	15	10	9	14	9
Pricing	15	15	14.4	13.4	13.7
Total Score	100	78	83.4	93.4	72.7

Recommended Bidder

The proposal from Securitas Canada was rated the highest by the Evaluation Committee and, therefore, is the recommended bidder.

Since 2001 Securitas Canada has been the City's parking service provider and they clearly have the relevant experience and understanding of the City's requirements for this contract. They have an employee complement that allows them to maintain the staffing levels required of the RFP, and have managed to maintain good stability in the staff provided for this contract, which is critical in terms of providing consistent parking control and enforcement activities while maintaining the customer service aspect of their duties. During the past 14 years Securitas Canada has demonstrated that they have the infrastructure and parking by-law experience to perform the services required.

Council Approval Required

Section 8.2.1 of the Purchasing By-law 14-127 requires Council to approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder. RFP P-26-15 for Parking Control Services meets this requirement and requires approval by Council.

Timelines

If the recommendation is approved, an agreement will be prepared and signed by the CAO and Clerk, under their delegated authority to do so before the work commences.

The contractor will commence on April 1, 2016 and will terminate on March 31, 2021, for a five-year term. As outlined in the RFP, the City has the option to extend the contract, for three one-year extensions at the sole discretion of the City.

Summary

RFP P-26-15 for the Parking Control Services has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

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Director of Utility Services

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