



City of  
**Peterborough**

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

**From:** **Ken Doherty, Director of Community Services**

**Meeting Date:** **September 6, 2016**

**Subject:** **Report CSAD16-006**  
**Award of RFP P-22-16 for Parking Control and Security**  
**Services at the Peterborough Memorial Centre and Morrow**  
**Parking Lot**

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## **Purpose**

A report to award Request for Proposals P-22-16 for Parking Control and Security Services at the Peterborough Memorial Centre and Morrow Parking Lot.

## **Recommendation**

That Council approve the recommendation outlined in Report CSAD16-006 dated September 6, 2016, of the Director of Community Services, as follows:

That RFP document P-22-16 for the Parking Control and Security Services at the Peterborough Memorial Centre and Morrow Parking Lot be awarded to Canadian Corps of Commissionaires, Kingston and Region, 737 Arlington Park Place, Kingston, Ontario, K7M 8M8, at a total cost estimated to be \$58,846.88 plus \$7,650.09 HST for a total of \$66,496.97 per year increased by the Average Annual Consumer Price index for Ontario for years 2 through 5, for a period of five years starting October 1, 2016 until September 30, 2021 with an option to extend for an additional period, which shall not exceed five years.

## **Budget and Financial Implications**

The total estimated net \$58,846.88 requirement, after applicable HST rebates for Parking Control and Security Services at the Peterborough Memorial Centre and Morrow Parking Lot is broken down into two service categories. The first service category includes Parking Control Services for a total of \$45,714.80 and this can be accommodated within the approved \$67,000 allocation within the 2016 Operating Budget and the recommended \$55,000 allocation within the 2017 Operating Budget. The second service category includes Security Services for a total of \$13,132.08 and this can be accommodated within the approved \$95,500 allocation within the 2016 Operating Budget and the recommended \$95,500 allocation within the 2017 Operating Budget. The total annual cost is based on an estimated number of special events and the actual total may vary accordingly.

## **Background**

### **Brief Description of the Work**

The City is seeking to retain the services of a qualified Contractor for Parking Control and Security Services at the Peterborough Memorial Centre and Morrow Parking Lot. The services are to include the supply of uniformed, trained, and licensed personnel to enforce parking regulations, security and revenue collection services for the City.

The current agreement to provide parking control services with Securitas Canada expires on August 31, 2016 and was in place since September 1, 2010 and for the earlier contract from 2005 to 2010.

Requests for Proposal P-22-16 expanded the services to be retained beyond that of Parking Control for Morrow Parking Lot as retained in 2010 and included Security Services at the Peterborough Memorial Centre. During specified events, as necessary, the City requires licensed Security Staff to work inside and around the PMC to ensure security, safety and protection of City staff, tenants, customers and event organizers and ensure adherence to liquor license regulations. Security Services have not previously been awarded to one contractor and have been provided by a number of contractors to date. Combining the services for Parking Control and Security Services to one contractor streamlines the reporting requirement and event operations, ensuring competitive pricing for the services.

### **RFP Details, Closing, Prepared by, Reviewed by**

The RFP was prepared by City Staff and issued July 14, 2016 with a closing date of August 4, 2016. A Mandatory Site Meeting was held on July 20, 2016. The Evaluation Committee was comprised of the Director of Community Services, Arena Division

Manager, Facility Manager-Memorial Centre, Operations Manager-Memorial Centre, and Emergency Management Division Manager.

### **RFP Statement**

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6, Section 6.4.3.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. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

### **RFP Evaluation Chart**

Chart 1 below provides a summary of the RFP results.

#### **Chart 1 - Bidder Submission Evaluation Chart**

#### **RFP P-22-16 Parking Control and Security Services**

<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Securitas Canada</b>	<b>Canadian Corps of Commissionaires</b>	<b>All Star Security</b>	<b>EPS Group</b>
Compliance with RFP Submission Requirements	5	4.5	4.7	3.6	3.8
Pricing	25	21.3	22.8	25.0	17.2
Employee Qualifications	25	20.0	21.0	14.4	17.6
Details of Training Programs	20	16.4	18.8	12.2	15.6
References	25	21.0	21.8	13.0	18.2
<b>Rating Total</b>	<b>100</b>	<b>83.2</b>	<b>89.1</b>	<b>68.2</b>	<b>72.4</b>
<b>Ranking</b>		<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>

### **Recommended Bidder**

It is recommended that RFP P-22-16 be awarded to Canadian Corps of Commissionaires. They were rated the highest by the review committee. The proposal by Canadian Corps of Commissionaires demonstrates a strong knowledge of security standards, policies and procedures and presents a solid approach for training and managing their staff in order to provide a cost-effective and efficient service.

## **Council Approval Required**

Part 8, Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.) RFP P-22-16 for Parking Control and Security Services for the Peterborough Memorial Centre and Morrow Parking Lot meets this requirement and must be approved by Council.

## **Timelines**

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

## **Summary**

RFP P-22-16 for Parking Control and Security Services for the Peterborough Memorial Centre and Morrow Parking Lot 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,

Ken Doherty  
Director of Community Services

Contact Name:

Sue Warrington  
Arena Division Manager  
Phone: 705-742-7777, Extension 2421  
Toll Free: 1-855-738-3755  
Fax: 705-876-9263  
E-mail: [swarrington@peterborough.ca](mailto:swarrington@peterborough.ca)