



## BID COMMITTEE CONTRACT AWARD

### Award of Request for Proposal No. 9101-14-7012 to Russell Security Services Inc. for Contract Security Services at Toronto Union Station

<b>Date:</b>	February 11, 2015
<b>To:</b>	Bid Committee
<b>From:</b>	Director, Purchasing and Materials Management

### RECOMMENDATIONS

The Director of Purchasing and Materials Management recommends that the Bid Committee grant authority to award the following contract:

<b>Call No:</b>	RFP # 9101-14-7012
<b>Description:</b>	<p>For Contract Security Services at Toronto Union Station for a term of one (1) year from April 1, 2015 to March 30, 2016 with the option to renew the contract for an additional two (2) separate one (1) year periods from April 1, 2016 to March 30, 2017 and April 1, 2017 to March 30, 2018, at the sole discretion of the City and subject to budget approval(s).</p> <p>Should the option(s) be exercised, the Director of Corporate Security or designate, will request the Director of Purchasing and Materials Management to process the renewals under the same terms and conditions.</p>
<b>Recommended Proponent:</b>	Russell Security Services Inc.
<b>Contract Award Value:</b>	<p><b>April 1, 2015 to March 31, 2016</b>            \$1,102,418.48 net of all applicable taxes and charges            \$1,245,732.88 including all applicable taxes and charges  <b>\$1,121,821.05 net of HST recoveries</b></p> <p>Option Year 1 – April 1, 2016 to March 31, 2017            \$1,119,083.10 net of all applicable taxes and charges            \$1,264,563.90 including all applicable taxes and charges            \$1,138,778.96 net of HST recoveries</p> <p>Option Year 2 – April 1, 2017 to March 31, 2018            \$1,135,844.40 net of all applicable taxes and charges            \$1,283,504.18 including all applicable taxes and charges            \$1,155,835.26 net of HST recoveries</p>

	The total potential contract award identified in this report including the option years is \$3,357,345.98 net of all applicable taxes and charges, \$3,793,800.96 including all applicable taxes and charges. <b>The total potential cost to the City including the option years is \$3,416,435.27 net of HST recoveries.</b>
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**Financial Impact:**

The total potential contract award identified in this report including all option years is \$3,793,800.96 including all applicable taxes and charges and \$3,357,345.98 net of all applicable taxes and charges. The total potential cost to the City including all option years is \$3,416,435.27 net of HST recoveries.

Funding in the amount of \$841,365.79 is included in the 2015 Recommended Operating Budget, and funding in the amount of \$280,455.26 will be included in the 2016 Operating Budget Submission for Corporate Security under GL4439 in FA2574.

Should the City choose to exercise its option to renew for an additional two (2) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2016-2018 Operating Budget for Facilities Management, Corporate Security Union Station. Funding details are provided below:

Cost Centres/ Cost Elements & Description	Contract Period		Option Year 1		Option Year 2		Total  Net of HST Recoveries
	April 1, 2015 to December 31, 2015 (net of HST Recoveries)	January 1, 2016 to March 31, 2016 (net of HST Recoveries)	April 1, 2016 to December 31, 2016 (net of HST Recoveries)	January 1, 2017 to March 31, 2017 (net of HST Recoveries)	April 1, 2017 to December 31, 2017 (net of HST Recoveries)	January 1, 2018 to March 31, 2018 (net of HST Recoveries)	
FA2574 / 4439 – Contracted Services – Security Guard	\$841,365.79	\$280,455.26	\$854,084.22	\$284,694.74	\$866,876.45	\$288,958.81	\$3,416,435.27
<b>Total</b>	<b>\$ 1,121,821.05</b>		<b>\$ 1,138,778.96</b>		<b>\$ 1,155,835.26</b>		<b>\$3,416,435.27</b>

**CALL SUMMARY**

<b>Ward No:</b>	28
<b>Call Dates:</b>	Issued: August 29, 2014, Closed: September 23, 2014
<b># of Addenda Issued:</b>	One (1)
<b>Number of Proposals:</b> 8	Eight (8) proposals and two (2) no bids were received. One (1) proposal was found non-compliant. Two (2) proposals met the 75% technical threshold score had their cost proposals reviewed and evaluated.

	<ol style="list-style-type: none"> <li>1. G4S Secure Solutions (Canada) Ltd.</li> <li>2. GardaWorld**</li> <li>3. Green Force Protection Services*</li> <li>4. Intelligarde International Inc.**</li> <li>5. Neptune Security Services**</li> <li>6. Russell Security Services Inc.</li> <li>7. Source Security and Investigations Inc.**</li> <li>8. SP Plus Security of Canada Ltd.**</li> </ol> <p>* The proposal was found non-compliant  ** The proposal did not meet the technical threshold of 75% or 60 points.</p>	
<b>Division Contacts:</b>	Victor Tryl, Manager, Professional Services Purchasing and Materials Management Division Telephone: 416-397-4801 email: <a href="mailto:vtryl@toronto.ca">vtryl@toronto.ca</a>	Dwayne Nichol, CPP Director, Corporate Security Facilities Management  Telephone: (416) 397-7129 Email: <a href="mailto:dnichol@toronto.ca">dnichol@toronto.ca</a>

## COMMENTS

For the recommended contract award, the following requirements have been met:

- (a) The firm recommended for award is the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
- (b) the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- (c) the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract terms is:
  - i. for a contract funded by the operating budget, 5 years or less including any option years; or
  - ii. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,
being within the authority of the Bid Committee;
- (d) there are no material written objections to the award;
- (e) the call document was advertised on the City’s internet website and bids or proposals were opened publicly; and
- (f) the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

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Michael Pacholok  
Director, Purchasing and Materials Management Division