



## BID AWARD PANEL CONTRACT AWARD

### **Award of Request for Proposal (RFP) 9101-19-0198 to A.S.P Incorporated. for the Provision of Security Guard Services**

**Date:** December 12, 2019  
**To:** Bid Award Panel  
**From:** Chief Purchasing Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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**The Chief Purchasing Officer recommends that the Bid Award Panel grant authority to award the following contract:**

**Call Number:**  
Request for Proposal 9101-19-0198

**Description:**  
For the provision of security guard services for various respite, refugee, and shelter locations across the City of Toronto for a period of three (3) years from date of award to January 12, 2023 with the option to renew the Contract for one (1) additional one (1) year period at the sole discretion of the City and subject to budget approval(s).

Should the option year be exercised, the Director of Corporate Security or designate, will request the Chief Purchasing Officer of Purchasing and Materials Management to process the renewals under the same terms and conditions.

**Recommended Proponent:**  
**A.S.P Incorporated.**

**Contract Award Value:**  
\$14,179,377 net of all applicable taxes and charges  
\$16,022,696 including HST and all applicable charges  
**\$14,428,934 net of HST recoveries**

**Contract is expected to start on January 13, 2020 and end on January 12, 2023.**

Option Year 1 (January 13, 2023 - January 12, 2024)  
\$4,726,459 net of all applicable taxes and charges  
\$5,340,899 including HST and all applicable charges  
\$4,809,645 net of HST recoveries

**The total potential cost to the City including all Option Years is \$19,238,579 net of HST recoveries.** The total potential contract award including all option years is \$21,363,595 including all applicable taxes and charges and \$18,905,836 net of all applicable taxes and charges

The Option Year one (1) prices will be the same as the original Term of the Contract.

## FINANCIAL IMPACT

The total contract award identified in this report, including all Option Years \$21,363,595 including all applicable taxes and charges and \$18,905,836 net of all taxes. The total potential cost to the City including all option years is \$19,238,579 net of HST recoveries.

Funds have been requested in the 2020 Operating Budget Submission for Shelter, Support & Housing Administration. Additional funds will be requested in their 2021-2023 Operating Budget Submissions for the balance of the contract period.

Should the City choose to exercise its option to renew for one (1) additional separate one (1) year period, then appropriate additional funding, if needed, will be included in the 2023-2024 Operating Budget Submissions for Shelter Support & Housing Administration. Funding details follow in Table 1:

Table 1: Financial Impact Summary of Recommended Contract

| Account                | Contract Term (January 13, 2020 - January 12, 2023) |                               |                               |                               | First Option Year              |
|------------------------|-----------------------------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|
|                        | Jan. 13, 2020 to Dec. 31, 2020                      | Jan. 1, 2021 to Dec. 31, 2021 | Jan. 1, 2022 to Dec. 31, 2022 | Jan. 1, 2023 to Jan. 12, 2023 | Jan. 13, 2023 to Jan. 12, 2024 |
| FO1527, F03705, FH5351 | 4,651,520                                           | 4,809,645                     | 4,809,645                     | 158,125                       | 4,809,645                      |
| Totals                 |                                                     |                               |                               |                               | 19,238,579                     |

## CALL SUMMARY

**Call Issued:** June 5, 2019      **Call Closed:** July 24, 2019  
**Number of Addenda Issued:** Six (6)  
**Number of Bids:** Four (4)

Table 2: Summary of Bids Received for RFP 9101-19-0198

|                              |
|------------------------------|
| <b>Proponent Name</b>        |
| Active Security Enterprises* |
| ASP Incorporated             |
| G4S Secure Solutions*        |
| Paladin Security*            |

\* Proponent did not meet the Stage 2- Technical Proposal Evaluation threshold of 75% or 56.5 points required to proceed to Stage 3 - Cost Evaluation.

Range of Scores: 37.4 - 57.0

## **DIVISION CONTACTS**

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## **COMMENTS**

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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 term is:
  - 1. for a contract funded by the operating budget, 5 years or less including any option years; or
  - 2. 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 Award Panel;

d. there are no material written objections to the award;

e. the call document was advertised on the City's internet website and 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.

**SIGNATURE**

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Michael Pacholok, Chief Purchasing Officer