



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3380382780 to Northwest Protection Services Ltd, The West Egg Group Security Services and One Community Solutions for Community Safety Team Services as required at various City of Toronto Shelters for Shelter, Support and Housing Administration

Date: October 12, 2023
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:

Request for Quotation (RFQ), Ariba Document Number 3380382780

Description:

For Community Safety Team Services at various City of Toronto's Shelters, operated by the Shelter, Support & Housing Administration Division for the period of one year from the date of award, with an option to renew for four (4) additional separate one (1) year period at the sole discretion of the City and subject to budget approval(s).

Should the option(s) be exercised, the General Manager of Shelter, Support and Housing will request the Chief Procurement Officer to process the renewal under the same terms and conditions.

Initially in 2022, the Community Safety Teams covered 15 areas across the city to address the request from community stakeholders to improve safety within the community. The award is based on operational needs, taking into consideration the gradual reduction in Community Safety Team services and has been adjusted to reflect the planned closures of 4 temporary shelters in 2023.

The award is to the three lowest bidders meeting all the mandatory requirements and specifications of the RFQ. The Total amount of each contract for the initial term + 4 option years will be awarded as follows:

Recommended Supplier:

Northwest Protection Services Ltd
The West Egg Group Security Services
One Community Solutions

Northwest Protection Services Ltd.:

Contract Award Value:

\$968,320 net of all applicable taxes and charges
\$1,094,202 including HST and all applicable charges
\$985,362 net of HST recoveries

The contract is expected to start on the date of award to December 31, 2023:

Option Year 1 (January 1, 2024 to December 31, 2024)
\$997,370 net of all applicable taxes and charges
\$1,127,028 including HST and all applicable charges
\$1,014,923 net of HST recoveries

Option Year 2 (January 1, 2025 to December 31, 2025)
\$1,027,291 net of all applicable taxes and charges
\$1,160,839 including HST and all applicable charges
\$1,045,371 net of HST recoveries

Option Year 3 (January 1, 2026 to December 31, 2026)
\$1,058,109 net of all applicable taxes and charges
\$1,195,664 including HST and all applicable charges
\$1,076,732 net of HST recoveries

Option Year 4 (January 1, 2027 to December 31, 2027)
\$1,089,853 net of all applicable taxes and charges
\$1,231,534 including HST and all applicable charges
\$1,109,034 net of HST recoveries

The total contract award including all option years is \$5,809,265 including all applicable taxes and charges and \$5,140,942 net of all applicable taxes and charges. **The total potential cost to the City including all option years for is \$5,231,423 net of HST recoveries**

The West Egg Group Security Services:

Contract Award Value:

\$2,000,000 net of all applicable taxes and charges
\$2,260,000 including HST and all applicable charges
\$2,035,200 net of HST recoveries

The contract is expected to start on the date of award to December 31, 2023:

Option Year 1 (January 1, 2024 to December 31, 2024)
\$2,060,000 net of all applicable taxes and charges
\$2,327,800 including HST and all applicable charges
\$2,096,256 net of HST recoveries

Option Year 2 (January 1, 2025 to December 31, 2025)
\$2,121,800 net of all applicable taxes and charges
\$2,397,634 including HST and all applicable charges
\$2,159,144 net of HST recoveries

Option Year 3 (January 1, 2026 to December 31, 2026)
\$2,185,454 net of all applicable taxes and charges
\$2,469,563 including HST and all applicable charges
\$2,223,918 net of HST recoveries

Option Year 4 (January 1, 2027 to December 31, 2027)
\$2,251,018 net of all applicable taxes and charges
\$2,543,650 including HST and all applicable charges
\$2,290,636 net of HST recoveries

The total contract award including all option years is \$11,998,647 including all applicable taxes and charges and \$10,618,272 net of all applicable taxes and charges.
The total potential cost to the City including all option years is \$10,805,153 net of HST recoveries

One Community Solutions:

Contract Award Value:

\$2,000,000 net of all applicable taxes and charges
\$2,260,000 including HST and all applicable charges
\$2,035,200 net of HST recoveries

The contract is expected to start on date of award to December 31, 2023:

Option Year 1 (January 1, 2024 to December 31, 2024)
\$2,060,000 net of all applicable taxes and charges
\$2,327,800 including HST and all applicable charges
\$2,096,256 net of HST recoveries

Option Year 2 (January 1, 2025 to December 31, 2025)
\$2,121,800 net of all applicable taxes and charges
\$2,397,634 including HST and all applicable charges
\$2,159,144 net of HST recoveries

Option Year 3 (January 1, 2026 to December 31, 2026)
\$2,185,454 net of all applicable taxes and charges
\$2,469,563 including HST and all applicable charges
\$2,223,918 net of HST recoveries

Option Year 4 (January 1, 2027 to December 31, 2027)
\$2,251,018 net of all applicable taxes and charges
\$2,543,650 including HST and all applicable charges
\$2,290,636 net of HST recoveries

The total contract award including all option years is \$11,998,647 including all applicable taxes and charges and \$10,618,272 net of all applicable taxes and charges. **The total potential cost to the City including all option years is \$10,805,153 net of HST recoveries**

The total potential contract award identified in this report including option years for all contract awards is \$29,806,559 including all applicable taxes and charges. **The total potential cost to the City including option years for all contract awards is \$26,841,729 net of HST recoveries.**

The above cost calculations for the Option Years reflect an estimated annual 3% increase as per the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total potential contract award identified in this report including option years is \$29,806,559 including all applicable taxes and charges. The total potential cost to the City including option years is \$26,841,729 net of HST recoveries.

\$3.1M in funding has been included in the 2023 Approved Operating Budget for Shelter, Support & Housing Administration.

Should the City chose to exercise its options to renew for the four (4) additional one (1) year periods, additional funds will be proposed to be included in the 2024-2027 Shelter, Support & Housing Administration Division's Operating Budget Submissions. The funding details are summarized in Table 1 below:

Table 1 details the timing of the commitments for each budget year if all options were exercised to their fullest. It is important to note that, in this case, the commitment does not mean a certain expenditure will take place. The commitment is a purchase order target limit. The total maximum dollars spent between any of the proponents recommended will be to a maximum of authorized annual budget.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centres: F03121, HS100X Cost Element: 2999	Total (net of HST Recoveries)
January 1, 2023 to December 31, 2023	\$ 4,968,320	
Total: Contract Period	\$ 4,968,320	\$ 5,055,762
January 1, 2024 to December 31, 2024	\$ 5,117,370	
Total: Option Year 1	\$ 5,117,370	\$ 5,207,435
Total: 2024 Budget Year	\$ 5,117,370	
January 1, 2025 to December 31, 2025	\$ 5,270,891	
Total: Option Year 2	\$ 5,270,891	\$ 5,363,658
Total: 2025 Budget Year	\$ 5,270,891	
January 1, 2026 to December 31, 2026	\$ 5,429,017	
Total: Option Year 3	\$ 5,429,017	\$ 5,524,568
Total: 2026 Budget Year	\$ 5,429,017	
January 1, 2027 to December 31, 2027	\$ 5,591,888	
Total: Option Year 4	\$ 5,591,888	\$ 5,690,305
Total: 2027 Budget Year	\$ 5,591,888	
Total		\$ 26,841,729

The Interim Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

SOLICITATION SUMMARY

Solicitation Issued: March 31, 2022
Number of Addenda Issued: Zero (0)
Number of Bids: Four (4)

Solicitation Closed: April 28, 2022

Table 2: Summary of Bids Received including bid price:

Suppliers	Bid Price (excluding H.S.T.)
North West Protection Ltd.	\$1,946,176**
The West Egg Security Services	\$1,996,570**
One Community Solutions	\$2,300,200**
Iron Horse Corporation	\$2,486,874**

** Initially in 2022, the Community Safety Teams covered 15 areas across the city to address the request from community stakeholders to improve safety within the community. The award is based on operational needs, taking into consideration the gradual reduction in Community Safety Team services and has been adjusted to reflect the planned closures of 4 temporary shelters in 2023.

DIVISION CONTACTS

Kelly McGarry, Manager, Community & Social Services and City Manager Office, Purchasing Client Services, Purchasing & Materials Management, Telephone: 416-338-5574, Email: Kelly.McGarry@toronto.ca

Taneya Balamurali, Contract Coordinator Administration, Shelter, Support and Housing Administration, Telephone: 416-392-6976 E-mail: Taneya.Balamurali@toronto.ca

COMMENTS

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

a. The firm recommended for award is the lowest Supplier meeting specifications or to the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;

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. the Solicitation document was advertised on the City's internet website and bids or proposals were submitted electronically in Ariba; and

e. 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 Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Geneviève Sharkey
Chief Procurement Officer