



BID AWARD PANEL CONTRACT AWARD

Award of Doc4379656891 to A.S.P. Incorporated for Security Personnel Services at City of Toronto Respite, Refugee and Shelter core locations and other Toronto Shelter and Support Services locations

Date: May 2, 2024
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 Proposal, Doc4379656891

Description:
Security Personnel Services at City of Toronto Respite, Refugee and Shelter core locations and other Toronto Shelter and Support Services locations for a period of one (1) year, with an option in favour of the City to extend the agreement on the same terms and conditions for an additional one (1)-year period. Should the option be exercised, then the Executive Director, Corporate Real Estate Management will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
A.S.P. Incorporated

Contract Award Value:
\$7,371,281 net of all applicable taxes and charges
\$8,329,547 including HST and all applicable charges
\$7,501,015 net of HST recoveries

Contract is expected to start on June 1, 2024 to May 31, 2025.

Option Year June 1, 2025 to May 31, 2026
\$7,592,419 net of all applicable taxes and charges
\$8,579,434 including HST and all applicable charges
\$7,726,046 net of HST recoveries

Total Potential Contract Award Value Including Option Year

\$14,963,700 net of all applicable taxes and charges

\$16,908,981 including HST and all applicable charges

\$15,227,061 net of HST recoveries

The above cost calculations reflect a three (3) percent Consumer Price Index adjustment applied to the option year after the initial contract period.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$14,963,700 net of all applicable taxes and charges and \$16,908,981 including HST and all applicable charges. The total potential cost to the City including optional periods is \$15,227,061 net of HST recoveries.

Funding for the 2024 contract period is available in the 2024 Operating Budget for Toronto Shelter and Support Services. Additional funding for the remainder of the initial contract period will be included in 2025 Operating Budget Submission for Toronto Shelter and Support Services.

Should the City choose to exercise its option to renew, then appropriate additional funding will be included in the 2025-2026 Operating Budget Submissions for Toronto Shelter and Support Services for the balance of the contract period. Funding details follow in Table 1 below.

Table 1: Financial Impact Summary of Recommended Contract (Net of HST Recoveries)

Account(s)	Initial Contract Term (June 1, 2024 to December 31, 2024)	Initial Contract Term (January 1, 2025 to May 31, 2025)	Option Year 1 (June 1, 2025 to May 31, 2026)	Total
Cost Centres FH5350, FH5351, F00058 and F03705	\$4,375,592	\$3,125,423	\$7,726,046	\$15,227,061

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

SOLICITATION SUMMARY

Solicitation Issued: February 6, 2024

Solicitation Closed: March 7, 2024

Number of Addenda Issued: Two (2)

Number of Bids: Seven (7)

Table 2: Summary of Bids Received

Supplier Name
A.S.P. Incorporated
Allied Universal Security Canada*
Logixx Security Inc.**
Star Security Inc.**
Synergy Protection Group Inc.**
The West Egg Group Security Services
Valguard Security Inc.*

*Suppliers were found non-compliant with mandatory requirements.

**Suppliers did not achieve the minimum technical score and were not considered for the pricing stage.

DIVISION CONTACTS

Francesco McGrillis, Acting Manager, Purchasing Client Services, Purchasing & Materials Management, Telephone:416-392-0205, Email:francesco.mcgrillis@toronto.ca

Steve Hart, Manager, Corporate Real Estate Management, Corporate Security, Telephone: 416-397-1141, Email: steve.hart@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

Genevieve Sharkey,
Chief Procurement Officer