



REPORT FOR ACTION CONTRACT AWARD

Contract Award – TPA and City of Toronto Corporate Security CCTV Enhancements – Project Completion of CP 43 and CP 68

Date: July 9, 2026

To: Board of Directors of the Toronto Parking Authority

From: President, Toronto Parking Authority

Wards: Ward 10 and Ward 11

SUMMARY

The Toronto Parking Authority is committed to delivering clean, safe, secure, and efficient parking facilities that support customers, employees, service providers, and the communities it serves. In partnership with Corporate Security, TPA applies a risk-based, multi-layered approach to security that integrates physical infrastructure, technology, data-driven analysis, trained personnel, and effective communication. This approach enables TPA to identify and respond to site-specific risks, strengthen the overall safety and security of its facilities, and support a consistent, reliable customer experience across the parking network.

The purpose of this report is to seek approval from the Board of Directors of the Toronto Parking Authority to award a non-competitive service contract to Metscan Canada Limited, in an amount not to exceed \$360,000, excluding HST, to provide consultant design support, technical advisory services, and installation services for security enhancements at Car Park 43 (CP 43) – 2 Church Street and Car Park 68 (CP 68) – 20 St. Andrew Street. This contract award is to complete the portion of work from the previous competitively awarded contract of 2021, which could not be completed due to site readiness constraints resulting from urgent state-of-good-repair work at both facilities. The installation work includes coring concrete, running conduit for cabling, and mounting the required hardware. These activities are above and beyond the basic procurement of the CCTV equipment and ancillary items.

On July 19, 2021, the Board approved the supply and installation of access control, intercom, and video surveillance equipment at nine TPA off-street parking facilities through a City of Toronto contract with Metscan Canada Limited. The scope included CCTV and related conduit work at CP 43 and CP 68, among other sites. While the required equipment was purchased and stored, installation at these two facilities was only partially completed before the City contract expired on March 31, 2023. The delay was caused by state-of-good-repair work at CP 43 and CP 68, which restricted access to the areas where the equipment was to be installed. The delay was not related to vendor performance.

With the state-of-good-repair work now sufficiently advanced, installation can proceed with Metscan Canada Limited to complete the remaining work. Proceeding with Metscan Canada Limited is recommended on a non-competitive basis because the security enhancements were previously approved, the equipment has already been purchased, and Metscan completed the original design, technical planning, and partial execution of the project. Changing vendors at this stage would require revalidation of the design, re-coordination of the installation, potential rework, and duplication of costs and effort.

The proposed award is consistent with one of the permitted grounds for pursuing non-competitive procurements under TPA Policy 5-7 Procurement Policy, where a change of supplier cannot be made for technical or economic reasons without causing significant inconvenience or substantial duplication of costs. Retaining Metscan Canada Limited will preserve continuity, reduce delivery risk, and allow TPA to complete the previously approved security enhancements in a timely and cost-effective manner.

RECOMMENDATIONS

The President, Toronto Parking Authority recommends that:

1. The Board of Directors of Toronto Parking Authority authorize the President, Toronto Parking Authority, to enter into and execute a new non-competitive service agreement with Metscan Canada Limited to complete the design and installation of previously purchased CCTV equipment at Car Park 43 and Car Park 68, for a total amount not to exceed \$360,000, excluding HST.

FINANCIAL IMPACT

The total estimated capital cost for this work is \$288,000 for the base scope, plus a contingency allowance of \$72,000, representing 20 percent of the base scope, for a total amount not to exceed \$360,000, excluding Harmonized Sales Tax (HST).

The total amount reflects updated pricing, inflationary pressures, labour costs, site conditions, and the remaining installation complexity associated with completing the work. The 20 percent contingency is intended to address site coordination requirements, installation complexity, and reasonable project delivery risks related to completing work within active parking facilities and areas previously impacted by state of good repair activity.

Funding for the potential work to be completed is included in TPA's approved 2026–2028 Capital Budget under TPA909079, TPA Internal Order 700581. No additional operating impacts anticipated.

CALL SUMMARY

In 2021, TPA, in partnership with Corporate Security, undertook a competitive procurement process through RFP No. SRP00008427 for the supply and installation of access control, intercom, and video surveillance equipment at nine TPA off-street parking facilities. Metscan Canada Limited was selected through that competitive process and has since completed seven of the nine locations.

The original City of Toronto contract with Metscan Canada Limited has expired and is no longer available as a vehicle for completing the remaining approved work. Accordingly, TPA must enter into a new contract directly with Metscan Canada Limited to complete the installation at CP 43 and CP 68. The recommended contract is not an amendment or extension of the original contract but the scope of work and budget are as previously awarded.

The recommended non-competitive award is consistent with TPA Policy 5-7, Procurement Policy, as the original work was awarded through a competitive procurement process and Metscan Canada Limited completed the original design, technical planning, and installation work at seven of the nine approved locations. At this stage, changing suppliers would require a new vendor to review and validate the existing design, confirm equipment compatibility, re-coordinate installation requirements, and potentially duplicate work already completed. This would create additional cost, schedule risk, and operational inefficiency.

Under TPA Policy 5-10 (Delegated Authorities and Execution Responsibilities), the President's authority for commitments awarded through a non-competitive procurement process is limited to \$250,000, excluding HST. As the proposed contract value is \$360,000, excluding HST, Board approval is required.

DECISION HISTORY

At its meeting on July 19, 2021, the Board of Directors of Toronto Parking Authority adopted Item PA25.4 - Contract Award - For Supply and Installation of Access Control, Intercom and Video Surveillance Equipment at Nine Toronto Parking Authority Off-Street Parking Facilities. The item authorized the President, Toronto Parking Authority, to enter into a contract with City of Toronto's approved vendor Metscan Canada Limited for the supply and installation of closed-circuit television cameras, emergency intercoms and door access readers at nine Toronto Parking Authority off-street parking facilities, having submitted the highest scoring bid and meeting all specifications in conformance with the City of Toronto procurement process from the date of award to March 31, 2023.

<https://secure.toronto.ca/council/agenda-item.do?item=2021.PA25.4>

At its meeting on June 26, 2019, the Board of Directors of the Toronto Parking Authority adopted item PA7.5, providing authority for the President, TPA to enter into a Service Level Agreement with the Corporate Security Section of Corporate Real Estate Management for the purpose of Corporate Security assuming management and oversight responsibility of TPA's security program.

<https://secure.toronto.ca/council/agenda-item.do?item=2019.PA7.5>

COMMENTS

The Toronto Parking Authority is committed to providing clean, safe, and efficient parking facilities that meet the needs of its customers, employees, service providers, and the communities it serves. Direct management and oversight of TPA's security program is provided by the Corporate Security Section of Corporate Real Estate Management (CREM). A Service Level Agreement, executed on May 28, 2021, defines the service levels provided by Corporate Security in support of TPA's security program.

To maintain high standards of safety and security, Corporate Security and TPA apply a risk-based, multi-layered security approach. This approach addresses site-specific vulnerabilities through a combination of physical security infrastructure, technology, data-driven analysis, trained personnel, and effective communication. By tailoring security measures to the specific risks of each facility, TPA is able to allocate resources effectively, mitigate security risks, and support a safer environment for customers, employees, and service providers.

The level of CCTV and security technology required at each TPA facility is determined on a site-specific basis through security assessments that consider incident data and trends, customer and employee feedback, threat assessments conducted by City of Toronto Corporate Security, internal City and TPA security practices, external benchmarks, stakeholder input, and cost-effectiveness.

The purpose of this report is to seek approval from the Toronto Parking Authority Board of Directors to award a non-competitive service contract to Metscan Canada Limited, in an amount not to exceed \$360,000, excluding HST, to provide consultant design support, technical advisory services, and installation services for security enhancements at CP 43 and CP 68. The work is required to complete the installation of previously purchased CCTV and conduit equipment at both locations.

On July 19, 2021, the Board of Directors of the Toronto Parking Authority adopted Item PA25.4, Contract Award for the Supply and Installation of Access Control, Intercom and Video Surveillance Equipment at nine Toronto Parking Authority Off-Street Parking Facilities. The item authorized the President, Toronto Parking Authority, to enter into a contract with the City of Toronto's approved vendor, Metscan Canada Limited, for the supply and installation of closed-circuit television cameras, emergency intercoms, and door access readers at nine TPA off-street parking facilities.

Between September 2021 and March 2023, CCTV installation work was completed at seven of the nine approved locations listed below.

- a) CP 1 – 20 Charles St.
- b) CP 125 – 323 Richmond St.
- c) CP 217 – 1445 Bathurst St.
- d) CP 26 – 33 Queen St.
- e) CP 262 – 10 Soho St.
- f) CP 34 – 20 Dundas St.
- g) CP 261 – 45 Abell St.

Installation work was not completed at CP 43 and CP 68 due to state-of-good-repair (SOGR) construction activity at these facilities. Although the required equipment was purchased and stored, the installation work at these two locations could not be fully completed before the Metscan Canada Limited contract expired on March 31, 2024. The installation work includes coring concrete, running conduit for cabling, and mounting the required hardware. These activities are above and beyond the basic procurement of the CCTV equipment and ancillary items.

The delay was primarily caused by urgent SOGR activity at CP 43 and CP 68, which restricted construction access and required coordination with multiple trades in the areas where the security equipment was to be installed. As a result, the installation work could not be completed within the term of the original City-led contract. The delay was not related to vendor performance.

With the SOGR work now sufficiently advanced, installation of the security equipment can proceed. As the original City of Toronto contract has expired, TPA can no longer rely on that contract to complete the remaining work. Corporate Security has recommended that TPA enter into a new contract with Metscan Canada Limited to complete the remaining installation activities.

Awarding a new contract to Metscan Canada Limited on a non-competitive basis is recommended because the security enhancements were previously approved, the required equipment has already been purchased, and Metscan Canada Limited completed the original design, technical planning, and partial execution of the work. Retaining the same vendor will preserve continuity, reduce duplication of effort, avoid unnecessary revalidation of the design, and support timely completion of the project.

A change in supplier at this stage would require a new vendor to review and validate the existing design, confirm equipment compatibility, re-coordinate installation requirements, and potentially duplicate work already completed. This would create operational inefficiencies, additional cost, and schedule risk for TPA. The non-competitive award is therefore consistent with the intent of TPA Policy 5-7 Procurement Policy, where a change of supplier cannot be made for technical or economic reasons without causing significant inconvenience, operational inefficiency, or substantial duplication of costs.

The primary risks associated with this award relate to cost, schedule, procurement, and operational continuity. These risks are mitigated by proceeding with Metscan Canada Limited, as the vendor completed the original design, technical planning, and partial installation of the security enhancements and is familiar with the site conditions, existing equipment, and project requirements. A change in supplier at this stage would increase the risk of design revalidation, equipment compatibility issues, duplicated effort, additional cost, and further schedule delay. Proceeding with Metscan Canada Limited reduces these risks and supports timely completion of the previously approved security enhancements at CP 43 and CP 68. The residual risk is considered manageable, as the work is funded within the approved capital budget and includes a contingency allowance to address reasonable project delivery risk.

The recommended non-competitive award to Metscan Canada Limited, in an amount not to exceed \$360,000, excluding HST, will allow TPA to complete the remaining security enhancements at CP 43 and CP 68. The work was previously approved by the Board and originally awarded through a competitive procurement process. Seven of the nine locations have been completed, with the remaining two delayed due to urgent SOGR activity and not vendor performance.

Retaining Metscan will maintain continuity, reduce delivery risk, and avoid unnecessary cost, delay, and duplication of work. The award is consistent with TPA Policy 5-7, Procurement Policy, as changing suppliers at this stage would create operational inefficiency and additional project risk.

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SIGNATURE

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