

## Item 8.2

### Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Board of Directors  
Meeting #10/19, Friday, January 04, 2019

**FROM:** Derek Edwards, Director, Parks and Culture

**RE:** **UNIFORMED SECURITY SERVICES 2019 - 2024**  
Award of Contract #10009592

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#### KEY ISSUE

Award of contract for Uniformed Security Services for various TRCA locations 2019-2024.

#### RECOMMENDATION

**THAT the contract for uniformed security services for Toronto and Region Conservation Authority (TRCA) public use facilities, campgrounds, offices and select properties for 2019 - 2023 be awarded to Neptune Security Services Inc., at a total cost not to exceed \$770,360, plus 15% contingency, plus HST, it being the highest ranked proposal meeting TRCA specifications;**

**THAT an option for a one year extension (2023-2024) at the discretion of TRCA staff be available at an additional cost not to exceed \$192,590, plus 15% contingency, plus HST;**

**THAT should TRCA staff be unable to achieve an acceptable contract with the above-mentioned proponent, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked proposal meeting TRCA specifications;**

**AND FURTHER THAT authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.**

#### BACKGROUND

It is a priority of TRCA to ensure that its facilities, staff and visitors are effectively protected from unauthorized entry, threatening behavior and vandalism during and after regular operating hours. In order to achieve this goal, uniformed security services are required to act as a deterrent and to handle situations that threaten facilities and occupants. There are two types of services required by TRCA: Annual Services performed daily from January - December and Seasonal Services performed between April - October.

#### **Annual Services (January – December)**

- A. Black Creek Pioneer Village - daily scheduled security guard service
- B. Bond Lake and Philips Lake - patrol services based on irregular shifts
- C. Mobile Alarm Response Services at various TRCA Facilities and Conservation Areas
- D. Special Event Security Services – scheduled guard, on-call “as required” shifts
- E. Spot Check Services to TRCA facilities, properties and locations

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### Seasonal Security Services (April – October) provided based on scheduled shifts as required by TRCA

#### F. TRCA Campground Facilities:

- Indian Line Campground
- Albion Hills Campground
- Glen Rouge Campground
- Heart Lake Conservation Area
- Petticoat Creek Conservation Area and Glen Rouge Campground
- Boyd Conservation Area,
- Kortright Centre for Conservation
- Boyd Office and Restoration Services Centre
- G. TRCA Conservation Parks and Facilities:

### RATIONALE

Request for Proposals (RFP) #10009592 was posted on the public procurement website biddingo.com on November 13, 2018 with proposals received from the following firms:

- Active Security
- Garda World
- Knights on Guard
- Neptune Security Services Inc.

Proposals were opened by the Procurement Opening Committee on December 5, 2018. A Selection Committee of TRCA staff reviewed the proposals. The criteria used to evaluate and select the recommended firm included the following:

Criteria	Score Weight
Proponent's Information and Profile	10%
Key Personnel	15%
Experience and Protocols	15%
Scope of Work Capabilities	20%
Proposed Workplan and Project Team	10%
Pricing	30%
<b>TOTAL</b>	<b>100%</b>

The fees summary of the received proposals is as follows:

Firm	Annual Fee (Plus HST)
Active Security	\$ 269,150
Garda World	\$ 322,361
Knights on Guard	\$ 241,768
Neptune Security Services Inc.	\$ 192,590

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The scoring was completed by each member of the evaluation committee, and averaged to produce total scores as follows:

<b>Firm</b>	<b>Proposal Score (/100)</b>
Active Security	64
Garda World	77
Knights on Guard	74
Neptune Security Services Inc.	90

Based on the Selection Committee's review of the proposals, Neptune Security Services Inc. was evaluated as the highest by the committee. Therefore, staff recommends that Contract#10009592 for 2019-2023 be awarded to Neptune Security Services Inc. with an option for a one-year extension (2023-2024) at the discretion of TRCA staff.

Neptune Security Services Inc. demonstrated qualifications and expertise as a leader in the security services field. Their corporate protocols and documentation showcase a streamlined and professional organization with appropriate policies and communication channels. They also demonstrated a thorough understanding and ability to meet the contract and scope of work requirements.

### **FINANCIAL DETAILS**

Funds have been identified for contract services in the respective facility operating budgets from TRCA's municipal funding partners.

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**Date: December 12, 2018**