



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

**Report No.: 10-267**

**TO:** Mayor & Council

**FROM:** Denis Leger, Commissioner of Transportation, Properties and Emergency Services

**RESOURCE STAFF:** Sheila Kidd, Director of Transportation Services  
 Paula Nichols, Manager of Parking Operations

**DATE OF MEETING:** 2010-09-07

**SUBJECT:** Award of RFP No. F31-CS-TR-PO-2010-08 Collection of Funds

**EXECUTIVE SUMMARY:**

The purpose of this report is to award the Request for Proposals for the Collection and Counting of Transportation Funds for a two-year term to G4S Secure Solutions (Canada) Inc., being the only bidder.

**RECOMMENDATION:**

**THAT** the Mayor and Clerk be authorized to execute an agreement for the collecting and counting of transportation funds for a two-year term, commencing October 2010, with G4S Secure Solutions (Canada) Inc. as outlined in Request for Proposals F31-CS-TR-PO-2010-08, in a form satisfactory to Legal Services;

**AUTHORIZING SIGNATURES:**

ORIGINAL SIGNED BY COMMISSIONER <hr/> Denis Leger, Commissioner of Transportation, Properties and Emergency Services
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER <hr/> Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	N/R
Terry Willing, <i>Community Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

**OPTIONS/DISCUSSION:**

A Request for Proposals (RFP) was issued for the collection of coin from the City's parking meters/Pay & Display, daily collection and deposit from the attended parking garages to the bank, and the counting of both parking and transit coin.

For the past 6 years, the City has contracted the services of G4S Secure Solutions (Canada) Inc. to perform this work. The fee structure includes hourly rates for meter collection and a fixed rate for coin sorting and bank deposits.

The RFP was advertised publicly on the Tenders, RFP's and RFI's section of the City's website. Nine documents were requested but only one submission was received. As a result, staff do not have delegated authority for this purchase of service and require Council approval to proceed.

The submission was evaluated based on the following evaluation criteria.

Company Profile and References	25%
Resources – Personnel and Equipment	20%
Methodology and Approach	15%
Services Offered and Value Added Components	10%
Financial Component	27%
Ontarians with Disabilities Act	3%

The annual cost of this service contract was \$51818.00 in 2009. Based on the submission, the costs for 2010 and 2011 are estimated to be \$59,972.00. This represents an increase of \$8,154.00 or 15% from the previous contract. There are sufficient funds budgeted in Parking and Transit to cover the increase for the remainder of 2010. G4S Secure Solutions (Canada) Inc. has provided satisfactory service to the City over the past six years.

**EXISTING POLICY/BY LAW:**

Purchasing By-Law 2000-134, as amended.

**NOTICE PROVISIONS:**

N/A

**ACCESSIBILITY CONSIDERATIONS:**

The evaluation criteria allotted 3% for consideration of the OADA requirements.

**FINANCIAL CONSIDERATIONS:**

There are sufficient funds budgeted in the 2010 budget to provide for the increased cost of this service. The 2011 and 2012 respective budget submissions will also reflect the appropriate increases.

**CONTACTS:**

Paula Nichols, Manager, Parking Operations  
Janis Morrison, Purchasing Coordinator

613-546-4291, Ext. 2392  
613-546-4291, Ext. 2229

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

N/A

**EXHIBITS ATTACHED:**

N/A