



**City of Kingston
Report to Council
Report Number 15-157**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer and City Treasurer
Resource Staff: Stephen Dickey, Director of Financial Services
Janis Morrison, Purchasing Coordinator
Date of Meeting: February 17, 2015
Subject: Award of Contract for the Provision of Security Guard Services for the City of Kingston

Executive Summary:

City of Kingston By-Law Number 2000-134, a By-Law to Establish Purchasing Policies and Procedures, requires City staff to obtain Council's approval to award a contract when all of the conditions under section 3.4 have not been satisfied. Based on careful evaluation using predetermined criteria, the Canadian Corps of Commissionaires submitted the highest scoring proposal in response to Request for Proposal F31-FS-PS-2014-14 for the Provision of Security Guard Services for the City of Kingston; however, this proposal was not the lowest priced proposal submitted. City staff is therefore seeking Council's approval to award the contract for the Provision of Security Guard Services to Canadian Corps of Commissionaires.

Recommendation

That Canadian Corps of Commissionaires be awarded the contract for the provision of selected Security Guard Services (Request for Proposal F31-FS-PS-2014-14).

That Council authorize the Mayor and Clerk to enter into a two year contract, in a form satisfactory to the Director of Legal Services, with Canadian Corps of Commissionaires for the provision of selected Security Guard Services effective March 1, 2015.

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER AND CITY TREASURER

**Desirée Kennedy, Chief Financial Officer
and City Treasurer**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Commissioners:

Cynthia Beach, Corporate & Strategic Initiatives

Lanie Hurdle, Community Services

Denis Leger, Transportation, Facilities & Emergency Services

Jim Keech, President and CEO, Utilities Kingston

Not required

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Options/Discussion:

In accordance with the By-Law Number 2000-134, Request for Proposal F31-FS-PS-2014-14 was publicly advertised and closed on December 10, 2014 with four (4) submissions being received. This Request for Proposal addresses requirements for Security Guard Services within the various City of Kingston departments including but not limited to the following:

Appendix A – Part A

1. On call, special events and/or seasonal as required
2. Drive through patrol checks as required
3. Site Security Coordinator for the Emergency Operations Centre as required
4. Security Patrol – Parking Operations (not awarded at this time)
5. Parking Garage Security Patrol Response as required
6. Security personnel for the Grand Theatre as required
7. Crawford Wharf, ISIP duties as required

Appendix A - Part B

1. Security personnel for City Hall, day and evening
2. Court House security (not awarded – Court Operations providing security)
3. Site Security Co-ordination for Social Services, 362 Montreal Street
4. Security patrol response for Rideaucrest Home

Appendix A - Part C

1. Kingston Norman Rogers Airport

A city staff team of several people, including representatives from Purchasing and a number of departmental managers reviewed and scored the submissions based on the pre-determined criteria as outlined in the Request for Proposal (RFP). The following criteria were used in the evaluation:

1. Pricing and Related Costs - 40%
2. Company Profile and References - 25%
3. Resources, Personnel Credentials and Equipment - 25%
4. Other Services Offered and Value Added Components - 7%
5. Accessibility Standards for Customer Service - 3%

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The evaluation of the submissions based on the above criteria resulted in the following ranking:

Ranking	Company Name	Criteria 1	Criteria 2, 3, 4, & 5	Score out of 100 percent
1	Canadian Corps of Commissionaires	38	56	94
2	Primary Response Incorporated	29	55	84
3	Neptune Security Incorporated	40	43	83
4	INKAS Security Services Limited	20	35	55

The Canadian Corps of Commissionaires, having the highest scoring proposal, is being recommended for this award. Their submission illustrated that they have the experience and resources to meet the City's requirements for security guard services. This company has previously provided security guard services to the City with satisfactory results.

The resulting contract will be for a period of two years effective March 1, 2015.

Existing Policy/By Law:

By-Law Number 2000-134, a By-Law to Established Purchasing Policies and Procedures, as amended.

Notice Provisions:

Notice provisions are not required for this report.

Accessibility Considerations:

In the evaluation criteria applied, three percent was allocated to Accessibility Standards.

Financial Considerations:

Based on projected security requirements included in the RFP, it is anticipated that the City will spend approximately \$350,000 per year under the terms of this contract. The recommended prices submitted by the Canadian Corps of Commissionaires are within operating budgets allocated for these services.

Contacts:

Stephen Dickey, Director of Financial Services, Extension 2370

Janis Morrison, Purchasing Coordinator, Extension 2229

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Other City of Kingston Staff Consulted:

Sheila Kidd, Director, Transportation Services

Adam McCluskey, Manager, Recreation Facilities

David Snow, Manager, Airport

Dianne Zemba, Manager, Grand Theatre

Therol Peterson, Acting Manager, Facilities

Scott Davis, Community Emergency Management Co-Ordinator

Exhibits:

No Exhibits are attached to this report.