

To: Finance Committee

From: Stephanie Sinnott, Commissioner,
Finance Services

Report Number: FIN-21-33

Date of Report: April 14, 2021

Date of Meeting: April 19, 2021

Subject: Request for Proposal C2021-031 Security Surveillance and
Guard Services

File: C-5400

1.0 Purpose

The purpose of this report:

1. To recommend a contract award for security surveillance and guard services to the highest ranked bidder for a period of one-year with an option of extending this contract for two additional one-year terms, subject to favourable pricing and service in accordance with the Purchasing By-Law; and
2. To request additional funding to support the security surveillance and guard services contract.

2.0 Recommendation

That the Finance Committee recommend to City Council:

1. That the Supervisor, Purchasing & Support Services be authorized to negotiate a contract as detailed in Report FIN-21-33 dated April 14, 2021 to Logixx Security Inc. for security surveillance and guard services, in the amount of \$1,476,133 excluding all taxes being the highest ranked proposal received;
2. That the Manager, Purchasing Services or Supervisor, Purchasing & Support Services prepare an information report annually with a recommendation to extend or not the contract for an additional two, one-year terms, subject to favourable service and pricing; and
3. That the budget shortfall of \$300,000 for 2021 services be funded through the Tax Rate Stabilization Reserve.

3.0 Executive Summary

Not Applicable.

4.0 Input From Other Sources

Corporate Services staff have reviewed this report and concur with the recommendations.

5.0 Analysis

5.1 Background

On February 22, 2021, Council adopted the recommendation contained in Report CORP-21-06 Corporate Security Services Annual Contract. R.F.P. C2021-031 was issued in response to the recommendation.

The scope of services includes:

- CCTV Surveillance and Dispatch
- Crime and Disorder Incident Response
- Visible Deterrent
- Mobile Patrols of City Facilities, including special event services and other emergency or contingency response services as required
- Fire and Security Alarm Response Services
- Public Education on the Trespass By-Law
- Trespass By-Law Enforcement
- Incident Reporting and Data Maintenance
- Strategic Collaboration with internal and external partners

All guards must comply with all applicable laws and regulations including criminal record and vulnerable sector check, trained and licensed as per the Private Security and Investigative Services Act. The City can request these records at any time.

The City requires Level 2 and Level 3 qualified guards who also have Narcan or Naloxone Administration Training.

5.2 Request for Proposal Process and Bid Results

Facilities Management Services provided the terms of reference and Purchasing Services issued a request for proposal (R.F.P.) to secure security surveillance and guard services.

Purchasing Services issued a R.F.P. and invited companies known to be capable of providing this service. To increase competition, an advertisement for the R.F.P. was placed on the City of Oshawa website.

Fifteen (15) responses were received and opened by Purchasing Services on March 19, 2021. Upon review of the proposals submitted, all responses were deemed compliant with the requirements of the R.F.P.

Proposals were evaluated on the criteria as outlined in the R.F.P., including qualification and experience; quality of proposal (responsiveness and completeness); technical response (demonstrated understanding of the requirements); quality & completeness of approach; work plan; methodology; ability to provide necessary resources to meet minimum & mandatory requirements; and pricing. Further, four (4) bidders were invited for interview/presentation to discuss their bid submissions.

Through the evaluation process, the evaluation staff team agreed, the proposal submitted by Logixx Security Inc. was comprehensive, thorough; addressed all requirements of the R.F.P; are the highest-ranking proponent and best satisfied the City’s requirements. References were checked and proved favourable.

Evaluation Criteria	Available Points
Qualification and Experience	30 Points
Quality of Proposal	20 Points
Technical Response	30 Points
Pricing (cost effectiveness of the proposal)	20 Points
Total	100 Points
Interview/Presentation (if required)	25 Points
Grand Total	125 Points

Listed below are the bids received:

Bidder	Bid Compliance
*Logixx Security Inc.	Yes
Paladin Security Group Ltd.	Yes
Paragon Protection Ltd	Yes
Garda Canada Security Corporation	Yes
Neptune Security Services Inc	Yes
Code Red Operative Group	Yes
V.S.I. Inc.	Yes
Securitas Canada Limited	Yes
The West Egg Group Corp.	Yes
Cancom Security	Yes
Iron Horse Security and Investigations	Yes
2467562 Ontario Inc	Yes

Bidder	Bid Compliance
2320610 Ontario Inc.	Yes
G4S Secure Solutions (Canada) Ltd.	Yes
Strike Force Security Services Inc	Yes

(*Recommended Highest Ranked Proponent)

6.0 Financial Implications

The following chart outlines the contract cost for the initial term and entire 3-year term.

	Estimated Annual Cost	Estimated 3-Year Cost
Corporate Security Services	\$1,476,133	\$4,509,732
Plus H.S.T.	\$191,897	\$586,265
Sub-Total	\$1,668,030	\$5,095,997
Less H.S.T. Rebate	(\$165,917)	(\$506,894)
Estimated Total Cost	\$1,502,113	\$4,589,103

The contract is fixed price for the 3 years and will be adjusted according to the Proponent's submission and not to exceed their maximum annual increase of approximately 2%.

7.0 Relationship to the Oshawa Strategic Plan

The recommendations in this report respond to the Oshawa Strategic Plan Goals and Themes:

- Accountable Leadership: Our Corporate Culture Demands Excellence and Respect
- Social Equity: An Active, Healthy and Safe Community



Stephanie Sinnott, Commissioner,
Finance Services