

Non-Competitive Purchase (Single Source) – Parks Security Services

Purpose

This report seeks Council's approval of a Single Source Purchase related to parks security services as required by the City of Greater Sudbury's Purchasing By-Law (By-Law 2014-1) which requires Council's approval of any Non-Competitive Purchase where the total acquisition cost is \$100,000 or more (paragraph 8.(1)d).

Executive Summary

The City's contract for parks security services (Contract CDD15-4) has expired with no extension or renewal terms available. This report is recommending a single source purchase with the existing vendor (Commissionaires) for the 2020 season while a comprehensive corporate wide procurement for security services is currently in development for future years.

Background

The City has an established annual service level for parks security from mid-May to late September. Parks security includes both stationary security (located at Bell Park) as well as roving security patrols to priority locations.

In 2015 a Request for Proposal for parks security was issued (Contract CDD15-4). The contract included the following duties for security providers:

Stationary Security (Bell Park)

- Provide two guards from 6 p.m. to 2 a.m. daily from mid-May through the end of September.
- Enforce all parks related rules and regulations.
- Enforce all by-laws within park facilities.
- Continuously patrol boardwalk, playground areas, paths, to ensure public safety.
- Hold or retain individuals for police, if necessary.
- Provide information to police in the case where charges are to be laid.
- Check facility doors to ensure they are locked.
- Document in security log book any deficiencies such as lights not on or burnt out so they can be corrected.

Roving Security (locations included in original RFP attached as Appendix A)

- Enforce all park related rules and regulations.
 - Enforce all by-laws within park facilities.
 - Get out of the vehicle at each site and walk the perimeter of the property.
 - Continuously patrol parks, playgrounds, walkways to ensure public safety.
 - Hold or retain individuals for police if necessary.
 - Provide information to police in the case where charges are to be laid.
 - Check all facility doors to ensure they are locked.
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- Document in security log book any deficiencies such as lights not on or burnt out so they can be corrected.
- The City reserves the right to modify, add or remove security service locations or roving security patrol sites to coincide with areas of highest concern.

Commissionaires was the successful proponent and was awarded a three-year contract (for the 2015, 2016 and 2017 seasons) with the City reserving rights to extend for the two additional one-year periods. The contract with Commissionaires was extended for both the 2018 and 2019 seasons. There are no option years nor extension language in the original contract that allows the contract to be extended for 2020 or beyond.

More recently, the City has developed a dedicated Security, By-Law and Parking Services Section which oversees corporate security for City properties. Staff from various operating areas have been meeting to discuss an enterprise-wide contract for City Security Services, under the oversight of the Security, By-Law and Parking Services Section to realize efficiency, leverage better pricing and create consistency across operating areas.

Due to the number of locations requiring services and the requirements of various operating units, it was determined it would take until the fall/winter to have a City-wide contract for security services ready.

Analysis

The annual value of parks security services is budgeted at \$176,460. As per the City's Purchasing By-Law, a Request for Tender or Request for Proposal is required for goods, services or construction with an estimated total acquisition cost in excess of \$100,000. As there is no existing contract for parks security services for the 2020 season, the following alternatives were reviewed:

Procurement for a One Season Contract

As per the City's Purchasing By-Law, a Request for Tender or Request for Proposal will be required for this contract as the estimated total value exceeds \$100,000. This will require resources from Purchasing Services and Leisure Services to develop the procurement package, evaluate and award.

Vendors may choose not to bid considering the amount of effort required to submit a proposal and the relatively short contract duration. Vendors may also submit premium pricing given that the contract is for a one season only.

Should a new proponent be awarded parks security services, it would be anticipated that the quality of services may be impacted given the time needed for new personnel to become familiarized with park locations, operations and applicable by-laws.

Single Source Existing Parks Security Contractor for a One Season Contract

The City's Purchasing By-Law does contemplate Single Source Purchases for the following reasons:

- The standardization or compatibility of a purchase with existing equipment, product standards, facilities, or service is paramount consideration.
- A business case can be made to establish that the purchase is in the best interests of the City.

Commissionaires has performed above standard during the five-year contract and are familiar with park operations, challenges and applicable by-laws. The City would extend based on the previous year's terms, conditions and rates (with adjustment for CPI). This alternative allows the City to maintain established service levels within existing budgets and to ensure for quality services.

Conclusion / Next Steps

This report recommends a Non-Competitive Purchase (Single Source) for parks security services with Commissionaires for the 2020 season only. It is in the best interest of the City to single source this service for one season, maintaining service levels and rates, until a more comprehensive corporate wide contract is completed. The contract to be based on the previous year's terms, conditions and rates.

Leisure Services will continue to work with the Purchasing Section, the Security, By-Law and Parking Services Section and other operating areas toward a comprehensive corporate-wide procurement for security services for future years.

Resources Cited

City of Greater Sudbury Purchasing By-Law 2014-1

<https://www.greatersudbury.ca/do-business/bidding-opportunities/policies-terms-and-conditions/>
