



City of North Bay Report to Council

Report No: CORP 2021-45

Date: May 7, 2021

Originator: Mary-Ann Kotylak / Ron Melnyk

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2021-12 Parking Enforcement & Security Services

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to Neptune Security Services Inc. based on the unit rates specified in their bid for RFP 2021-12 for the provision of parking enforcement and security services, for a term of 5 years.

Background

The City's current contract for parking enforcement and security services expires August 1st, 2021. As such, the City publicly issued a Request for Proposal for parking enforcement and security services. The contract includes the provision of officers to conduct parking enforcement foot patrols in the downtown areas as well as mobile enforcement patrols in all areas of the City for parking and other enforcement by-laws. Under the direction of the By-Law Enforcement Coordinator, two enforcement officers are used to conduct foot patrols and one supervisor is responsible for mobile patrols. Other duties include nighttime security at the Waterfront Marina, as well as security at the entrance to City Hall and outside of the Provincial Offences Courtroom. The City's By-law Enforcement Coordinator provides all direction for enforcement requirements and initiatives and implements changes seasonally, and as necessary, to ensure adequate security and enforcement compliance.

Financial/Legal Implications

A formal bid request, which closed April 12, 2021, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Eleven proposals were evaluated by the Purchasing Manager, Manager Corporate Facilities, Facilities Coordinator and the Bylaw Enforcement Coordinator. The evaluation considered company experience, transition plan, employee retention, employee development and price.

The results are as follows:

Ranking	Company	Overall Score
1	Neptune Security Services Inc.	93.00
2	The Canadian Corps of Commissionaires (Ottawa Division)	89.84
3	Code Red Operative Group Incorporated	80.83
4	Garda Canada Security Corporation	80.40
5	2320610 Ontario Inc. o/a Active Security Enterprises	*
6	2467562 Ontario Inc. o/a Signal 88 Security of Ottawa	*
7	Strike Force Security Services Inc.	*
8	Global Protection Service	*
9	3 Sixty Secure Corp.	*
10	Lyn-Gale Corp	*
11	Kyle M Lefave o/a Stormont Security Services	*

* Proponents marked with an asterisk provided proposals that did not meet the minimum mandatory requirements

The bid price of \$ 822,200.00 (plus HST) from Neptune Security Services Inc. represents a total cost over the five year term based on the estimated hours specified in the Request for Proposal. Under the terms of the contract, the City will pay the hourly rate specified for each position and is not bound to any specific quantities. The actual quantity and the value of the work requested will vary based on operational requirements.

The proposal from Neptune Security Services Inc. scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Funding for parking enforcement and security services provided under this contract is managed within various departmental operating budgets: By-Law Enforcement, City Hall, Marina and POA. Sufficient funding will continue to be requested in future years.

Corporate Strategic Plan

- | | |
|--|---|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input checked="" type="checkbox"/> Spirited Safe Community |
| <input type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

Provide smart, cost effective services and programs to residents and businesses.

Work with community stakeholders to enhance safety & integration throughout the City.

Options Analysis

1. That City Council approves the award of a contract to Neptune Security Services Inc. based on the unit rates specified in their bid for RFP 2021-12 for the provision of parking enforcement and security services, for a term of 5 years.
 2. Do not award a contract. This option is not recommended because the City would be unable to enforce parking and other by-laws and provide appropriate security services where necessary.
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Recommended Option

That City Council approves the award of a contract to Neptune Security Services Inc. based on the unit rates specified in their bid for RFP 2021-12 for the provision of parking enforcement and security services, for a term of 5 years.

Respectfully submitted,

Mary-Ann Kotylak
Purchasing Manager

Ron Melnyk
By-Law Enforcement Coordinator

We concur in this report and recommendation.

Peter Leckie
City Solicitor

John Severino, P.Eng., FEC, MBA
City Engineer, Infrastructure
& Operations

Margaret Karpenko, CPA, CMA
Chief Financial Officer/Treasurer

David Euler, P.Eng., PMP
Chief Administrative Officer

Personnel designated for continuance:
Name: Ron Melnyk
Title: By-Law Enforcement Coordinator