



## City of North Bay Report to Council

Report No: CORP-2023-096

Date: June 16, 2023

Originator: Ron Melnyk

Business Unit:  
Corporate Services

Department:  
Legal Department

Subject: By-Law Enforcement and Security Temporary Services contract

Closed Session: yes  no

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### Recommendation

That Council acknowledges the award of a contract to Securiguard Services Limited for the provision of temporary By-Law Enforcement and Security Services as authorized by the Chief Administrative Officer in accordance with the Extraordinary Circumstance (Emergency) Purchases provision of the Purchasing By-Law based on the rates provided in their quotation.

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### Background

This Report is to advise Mayor and Council of the "Emergency" Purchase related to the By-Law Enforcement and Security Temporary Services contract with Securiguard Services Limited.

The Parking Enforcement Officers as well as all Security Guards in the City are employees of a contracted security company. This is done to ensure there are trained and qualified guards available for all the locations where needed and that the City can draw on extra guards if needed for short-term/emergency needs. The contract guards offer considerable cost savings to the City. The Parking Enforcement Officers patrol the downtown for parking as well as conducting parking patrols in other areas in the City with focus on parks, accessible parking, parking safety and fire routes. Security is provided at City Hall, the Waterfront Marina, mobile patrol in the DIA, and where needed for short-term needs.

In 2021, the City awarded Neptune Security Services Inc., ("Neptune") a 5-year contract for enforcement officers and security guards. On May 18th, 2023, the Ontario Superior Court of Justice appointed a receiver of all of the assets, undertakings and properties of Neptune. The company was assigned

into bankruptcy that same day. The receiver has indicated that it is not operating the business of Neptune and does not have any intention of fulfilling obligations underlying any active contracts. As Neptune has failed to perform its obligations at the times fixed for performance under the terms of the agreement as between it and the City, and in particular its failure to provide the services required by the contract documents, the agreement has been terminated.

Due to the immediate need for parking enforcement and security services, an invitational request for quotation was sent to 4 companies. Bids were received from two companies with Securiguard Services Limited offering the lowest rate, resulting in the award to Securiguard Services Limited. Based on the rates provided in their quotation and the estimated hours expected, the contract value for Securiguard Services Limited is estimated to be approximately \$90,000.00 (plus HST). Under the terms of the contract, the City will pay the hourly rates specified 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 "Emergency" Purchase was made under the authority of Section 8 of the Purchasing By-law 2013-200. A temporary services contract was entered into with Securiguard Services Limited to provide officers and guards from May 18th to August 31st, 2023.

A formal bid request RFP 2023-49 was issued on June 7, 2023 for a By-Law Enforcement and Security Services term contract. It is closing on July 4, 2023. Submissions will be evaluated and a report to Council recommending a new service provider is expected to be on the August 8, 2023 Council Agenda. The new contractor is expected to start providing services on September 1st, 2023.

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## **Financial/Legal Implications**

The Chief Administrative Officer authorized the award of a contract to Securiguard Services Limited in accordance with the Extraordinary Circumstance (Emergency) Purchase provision of the Purchasing By-Law, By-law No. 2013-200, whereby time did not permit for public competitive bids and subsequent approval of council, and that the work was necessary to maintain an essential service of the City.

Funding for enforcement and security services provided under this contract is managed within various departmental operating budgets: By-Law Enforcement, City Hall, and Marina.

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## **Corporate Strategic Plan**

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

## **Specific Objectives**

Work with community stakeholders to enhance safety and integration throughout the city.

Ensure the efficient and effective operations of the City, with particular consideration to the impact of decisions on the property tax rate.

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## **Options Analysis**

Option 1: That Council acknowledges the award of a contract to Securiguard Services Limited for the provision of temporary By-Law Enforcement and Security Services as authorized by the Chief Administrative Officer in accordance with the Extraordinary Circumstance (Emergency) Purchases provision of the Purchasing By-Law based on the rates provided in their quotation.

Option 2: That Council direct staff to cancel the contract with Securiguard Services Limited. This option is not recommended as the work is necessary to maintain an essential service and the contract was awarded in accordance with the Extraordinary Circumstance (Emergency) Purchases provision of the Purchasing By-Law.

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## **Recommended Option**

Council acknowledges the award of a contract to Securiguard Services Limited for the provision of temporary By-Law Enforcement and Security Services as authorized by the Chief Administrative Officer in accordance with the Extraordinary Circumstance (Emergency) Purchases provision of the Purchasing By-Law based on the rates provided in their quotation.

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Respectfully submitted,

Name: Ron Melnyk

Title: By-Law Enforcement Supervisor

## **I concur with this report and recommendation**

Name Peter E.G. Leckie, B.A. (Hons.), LL.B.

Title: City Solicitor

Name Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

Name Shannon Saucier, CPA, CA

Title: Director, Financial Services / Deputy Treasurer

Name Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name John Severino, P.Eng., MBA  
Title: Chief Administrative Officer

Personnel designated for continuance:  
Ron Melnyk  
By-Law Enforcement Supervisor