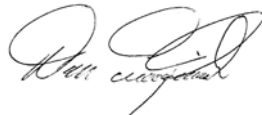


TO: Mayor Kelly and Members of Halifax Regional Council



SUBMITTED BY:

Dan English, Chief Administrative Officer



Geri Kaiser, Deputy Chief Administrative Officer - Corporate Services
and Strategy

DATE: October 3, 2008

SUBJECT: **RFP # 08-106, Armoured Car, Secure Delivery Services and Private
Guard Services**

ORIGIN

Expiration of Armoured Car, Secure Delivery and Private Guard Services Contract with the incumbent vendor.

RECOMMENDATION

It is recommended that Halifax Regional Council award RFP # 08-106, Armoured Car, Secure Delivery Services and Private Guard Services, to Independent Armoured Transport Atlantic for a maximum period of Five (5) years subject to annual performance review for a Total Cost of \$487,812 (net HST included) as outlined in the Budget Implications section of this report.

BACKGROUND

Finance is accountable for the internal controls for safeguarding cash assets as well as the secure delivery to HRM's financial banking provider for deposit. To ensure the highest level of control over transporting deposits to the bank, HRM requires that these deposits be transported by a professional armoured courier service.

Other value added services requested in the RFP were for collection of ferry terminal revenue, parking meter revenue collection, servicing of ferry terminal change machines and the secure delivery of transit tickets and passes to retailers.

DISCUSSION

RFP # 08-106, Armoured Car, Secure Delivery Services and Private Guard Services was advertised on June 30, 2008 and closed on July 15, 2008. There were two (2) proposals received. Per the Terms and Conditions of submission, one of the proposers declared an exception to HRM's insurance requirements. In consultation with Insurance and Risk Services, this was deemed to be an unacceptable exception.

The remaining proposal was evaluated by staff and facilitated by Procurement based on the criteria listed in Appendix A, Proposal Evaluation Criteria. The final scoring is as follows:

Firm	Max Score	Total
Independent Armoured Transport	100	94

Independent Armoured Transport is the incumbent vendor for these services and has historically provided a high level of service. Staff are suggesting that the effective date of the new contract be November 1, 2008.

BUDGET IMPLICATIONS

Schedule of Costs

The total annual cost for this contract during the five year period (including net HST) is as follows:

Year 1	\$ 82,367
Year 2	\$ 89,383
Year 3	\$ 96,962
Year 4	\$ 105,133
Year 5	\$ <u>113,967</u>
Total:	\$ <u>487,812</u>

Funds are available in the approved 2008-09 operating budget to cover the costs for year 1. Assuming future years operating budgets do not decline, there will be sufficient funds to cover the costs in the subsequent years of the contract. As noted in the table below, all year 1 costs will be absorbed in the approved 2008-09 operating budget.

Budget Summary Table

Cost Center	Cum. Unspent Budget	Year 1 Cost	Balance
A360	\$187,359	\$16,799	\$170,560
A313	\$271,409	\$34,913	\$236,496
R661	\$1,391,058	\$26,266	\$1,364,792
A312	\$112,827	\$4,388	\$108,439
Total	\$1,962,653	\$82,367	\$1,880,286

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

There are no suggested alternatives.

ATTACHMENTS

Appendix A - Proposal Evaluation Criteria

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by

Jerry Blackwood, CGA Operations Manager, Revenue (490-6470)

Report Approved by:



Anne Feist, Operations Manager, Procurement (490-4200)

Appendix A

Proposal Evaluation Criteria

Criteria	Max Score	Independent Armoured Transport
Demonstrated Competence, including but not limited to expertise, approach and understanding and availability of key personnel	40	36
Approach, Work Plan, Schedule	30	28
Fee Schedule	30	30
Total	100	94 \$487,812.00 (net HST included)