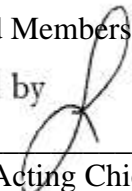




P.O. Box 1749
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Item No. 11.1.3
Halifax Regional Council
March 18, 2014

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed by 

SUBMITTED BY:

Mike Labrecque, Acting Chief Administrative Officer

Original Signed by Director

Brad Anguish, Director, Community and Recreation Services

DATE: January 29, 2014

SUBJECT: Award – RFP # P13-326, Uniformed Parking Enforcement

ORIGIN

Expiration of the current Parking Enforcement Services Contract.

LEGISLATIVE AUTHORITY

- Halifax Regional Municipality (HRM) *Charter*, Section 79, Halifax Regional Council may expend money for municipal purposes;
- Administrative Order #35, The Procurement Policy, requires Council to approve the award of contracts for sole sources exceeding \$50,000 or \$500,000 for tenders and RFPs; and
- HRM *Charter*, Section 35(2)(i), the CAO may enter into contract on behalf of the Municipality and may delegate this authority to employees of the Municipality.

The following report conforms to the above Policy and Charter.

RECOMMENDATION

It is recommended that Halifax Regional Council award RFP # P13-326, Uniformed Parking Enforcement, to the highest scoring proponent, Independent Security Services (ISS), for a one (1) year term commencing April 1, 2014, to be renewed on an annual basis for a maximum period of five (5) years, subject to annual review, at a first year cost of \$831,741.34 (net HST included) with funding from Operating Budget, Cost Centre A315 as outlined in the Financial Implications section of this report.

BACKGROUND

HRM's Municipal Compliance section of Community & Recreation Services (CRS), governed by the *Motor Vehicle Act* and HRM by-laws, is responsible for the delivery of the following uniformed parking enforcement services:

Core Patrol: Parking enforcement in a geographic area of 12 zones; each zone being staffed with one officer Monday – Friday from 8:00 a.m. to 6:30 p.m. The core zones include peninsular Halifax and downtown Dartmouth.

Regional Patrol: Services all of HRM for Parking Enforcement issues. The hours of service are 7 days a week; 6:00 a.m. to 9:00 p.m. There is a requirement for 2 Regional Patrol vehicles to be on shift at all times.

“On Call”: An “on call” service to be resourced by 6 Patrol Officers with 6 vehicles, for a 24/7 operation. 24 hour notice is provided when service is required. This service is required for the enforcement of the Winter Parking Ban and Obstruction of Snow Removal violations and is required whenever the Winter Parking Ban is declared from December 15th until March 31st annually. The majority of this service is required between the hours of 1:00 a.m. – 6:00 a.m., with possible exceptions outside of these hours.

Street Cleaning Patrol: A single dedicated officer with a vehicle is required for this operation. The service is from April – October, Monday – Thursday, 11:00 p.m. to 7:00 a.m. An additional officer with a vehicle will be required for the Tuesday 11:00 p.m. to Wednesday 7:00 a.m., and Wednesday 11:00 p.m. to Thursday 7:00 a.m. shifts.

Park – Opening and Closing of Gates and Washrooms: Dedicated resources with vehicles are required to provide the service of opening and closing at sixteen locations.

DISCUSSION

RFP # P13-326, Uniformed Parking Enforcement, was publicly advertised on the Nova Scotia Public Tenders website on November 1, 2013 and closed on December 4, 2013.

Proposals were received from the following proponents:

Independent Security Services (ISS)
Securitas
GardaWorld,
Paladin Security
Sagittarius Security
Commissionaires Nova Scotia
Vinci Park

Proposals were reviewed by staff from Municipal Compliance in a facilitated process by Procurement as per the Evaluation Criteria, attached as Appendix A, as stated in the Request for Proposals.

The Proposals were scored using a two-envelope process. Envelope One was the technical component of the RFP and Envelope Two consisted of the financial elements of the proposals. The proposals from GardaWorld, Paladin, Sagittarius, and Securitas did not achieve the minimum of 75% technical score and their cost proposals will be returned unopened. Detailed scoring results for the remaining proponents, as shown in Appendix A – Evaluation Criteria, are summarized as follows:

<u>Proponent</u>	<u>Score (max 100)</u>
ISS	93
Vinci Park	75.5
Commissionaires NS	75

FINANCIAL IMPLICATIONS

There are no financial implications in fiscal year 2013/14.

The costs associated with this award to ISS will be funded from CRS 2014/15 proposed operating budget cost centre A315 at a first year annual cost of \$797,558.00 plus net HST of \$34,183.34 for a total of \$831,741.34. This funding has been confirmed by Finance.

Potential increases for subsequent years are limited to the NSCPI for the year-ending at the time of increase and are subject to agreement by HRM.

The costs of additional services (On Call - Winter Parking Ban) are variable depending on snow events and will be charged when required at an hourly flat rate on an as required basis per the ISS cost proposal.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

ALTERNATIVES

Council could choose not to award the RFP. If the RFP was not awarded and the service was still to be provided, staff would have to consider the alternative of Halifax Regional Police and/or By-law Enforcement staff providing the service. This option is not recommended due to additional cost implications.

Council could choose not to award the RFP, amend the scope of services and reissue a new RFP. This alternative is not recommended due to additional cost implications.

ATTACHMENTS

Appendix A – Evaluation Criteria

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.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: Andrea MacDonald, Manager, License Standards, 490-7371

Report Approved by: _____
Jim Donovan, Manager, Municipal Compliance, 490-6224

Procurement Review: _____
Anne Feist, Manager, Procurement, 490-4200

Report Approved by: _____
Brad Anguish, Director, Community and Recreation Services, 490-4933

APPENDIX A

Evaluation Criteria

Criteria	Summary (considerations may include but are not limited to the following)	Max	ISS	VinciPark	Commissionaires NS
Communication Skills	Clarity and readability of written proposal	5	4	4	4
Team composition and experience	Sector specific experience of the Proponent Firm Demonstrated history of firm in successfully completing projects of a similar nature on time and on budget	15	12	13	13
Understanding of HRM needs	Understanding of the requirements of the scope of work Acceptable proposed installation schedule and work plan Value added propositions and recommendations Attention to relevant challenges that the committee has not considered	20	20	17	15
Technical Solution	Solution addresses all technical aspects of the project as identified in the RFP Solution draws on proven methodology Solution is flexible and scalable Solution is cost and time effective in relation to the use of HRM resources	25	23	15	18
Project Management Methodology	Proposed communication methods between proponent and HRM Quality Assurance standards and practices	5	4	4	3
Subtotal (Technical Proposal)			63	53	53
	**cost include Net HST		\$831,741.34	\$1,039,758.53	\$1,047,834.40
Cost		30	30	22.5	22
Administrative and Legal Requirements	Based on level of risk identified in Stage 2 technical evaluation.	0			
		100	93	75.5	75