
Halifax Regional Council
June 25, 2002

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:


George McLellan, Chief Administrative Officer

DATE: May 28, 2002

SUBJECT: Request for Proposal 02-004 -
Bailiff/Provincial Civil Constable/Document Services

ORIGIN

In May 1998 Council approved the successful bidder, Maritime Bailiff Services, to serve warrants for outstanding business occupancy taxes. As the terms of this contract had expired, staff publicly advertised for Bailiff/Provincial Civil Constable/Document Services through the Request for Proposal process to be contracted on a one year term to be renewed on an annual basis up to a five year maximum on terms satisfactory to the Halifax Regional Municipality.

RECOMMENDATION

It is recommended that :

1. Council award Enforcer Bailiff Services Incorporated, the highest ranking proponent, to provide Bailiff/Provincial Civil Constable/Document Services, on a one year term to be renewed on an annual basis up to a five year maximum on terms satisfactory to the Halifax Regional Municipality.

BACKGROUND

Business occupancy taxes account for \$38 million dollars annually plus area rates for supplementary education, fire protection, and for Business Improvement District rates where applicable.

Since May 1998 when the contract was awarded by Council to Maritime Bailiff Services, the scope of work included service of warrants related to overdue business occupancy accounts as well as posting properties for purposes of tax sale. Over the past year, 2001-2002, we served over 600 accounts with business occupancy warrants alone. This action may have resulted in receiving successful payment of the account or alternatively final recourse would have been seizure and sale of the assets.

In moving forward we will continue to give Council advance notice of the business occupancy warrants within a particular district to be served. Our goal, as well as the successful proponent's goal, is to work with the tax customer to negotiate a suitable payment arrangement which will allow the business to continue operations while at the same time collecting the applicable taxes.

DISCUSSION

Call for proposals for these services was advertised on February 9, 2002 and closed on February 25, 2002. All prospective proponents were invited to attend an Information Meeting on February 18, 2002 in order to meet with staff, ask questions and review the RFP document. Fifteen (15) companies received RFP documents and the following four proponents submitted responses:

Canadian Security Investigations
Enforcer Bailiff Services
Maritime Bailiff Services
Sagittarius Investigation

The following two companies were short listed:

Enforcer Bailiff Services
Maritime Bailiff Services

The proposals were evaluated based on the following criteria and as detailed on the attached Appendix A - Summary of Evaluation Criteria, expertise of firm and personnel, knowledge and understanding, customer service and cost. The evaluation team consisting of staff from Financial Services - Taxation and Cash Management and facilitated by Procurement, concluded that Enforcer Bailiff Services was the highest ranking proponent who best met the Terms of Reference and therefore recommended that Enforcer Bailiff Services be awarded the work.

The average cumulative score and ranking of the two short listed proponents out of 100 points is summarized in the following table:

Proponent	Average Cumulative Score	Ranking	Estimated Annual Contract Cost*
Enforcer Bailiff Services	89.25	1	\$29,500
Maritime Bailiff Services	77.75	2	\$45,300

* cost does not include mileage for calls outside the core area

It is therefore recommended that the firm of Enforcer Bailiff Services be awarded the contract for RFP 02-004, Bailiff/Provincial Civil Constable/Document Services.

BUDGET IMPLICATIONS

The costs incurred will be added to the warrant and recovered through the collection process pursuant to Section 123(6) of the Municipal Government Act.

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 Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

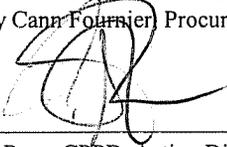
1. Council could appoint existing taxation staff as special collectors. These staff resources are already strained and serving of warrants would be contrary to their primary roles of customer service.
2. Council could direct that warrants be issued by Police Services through the use of police officers. This may be an inefficient use of police resources and staff, do not recommend that this option be pursued. In addition, overtime costs of police may exceed the costs of outsourcing.

ATTACHMENTS

Appendix A - Summary of Evaluation Criteria

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210 or Fax 490-4208.

Report prepared by: Lois J. Slaunwhite, Team Leader Taxation
Catherine Sanderson, Manager Revenue
Trudy Carr Fournier, Procurement Coordinator

Report Approved by: 
Peter Ross, CPPB, Acting Director of Finance 490-6499

APPENDIX A

SUMMARY OF EVALUATION CRITERIA

HALIFAX REGIONAL MUNICIPALITY Bailiff/Provincial Civil Constable/Document Services SUMMARY OF EVALUATION CRITERIA RFP # 02-004			
PROPOSAL: Bailiff/Provincial Civil Constable/Document Services Evaluated by: Financial Services - Taxation and Cash Management facilitated by Procurement		#02-004	
CRITERIA	MAX. SCORE	SUBMISSION	
		Enforcer	Maritime Bailiff
EXPERTISE OF FIRM AND PERSONNEL relevant qualifications recent experiences and references	35	30.75	30
KNOWLEDGE AND UNDERSTANDING knowledge of needs of HRM and diverse communities understanding of reporting process, staff involvement and commitment to hours of operation	30	25.5	22.5
CUSTOMER SERVICE demonstrated commitment to customer service	25	23	18.25
COSTS fee schedule associated costs	10	10	7
TOTAL		89.25	77.75
RANKING		1	2