



Exhibition Place

Item No. 12

December 7, 2012

To: The Board of Governors of Exhibition Place

ACTION REQUIRED

From: Dianne Young
Chief Executive Officer

Subject: **Agreement for Event & Special Assignment Security Guard Services**

Summary:

This report recommends that the Board enter into an agreement with Neptune Security Services Inc. for the period of February 1, 2013 to January 13, 2014, with an option to extend for three additional one-year periods, for the non-exclusive provision of event and special assignment security guard services to Exhibition Place.

A Request for Quotation (RFQ) process was issued through the City of Toronto, Finance Department, Purchasing and Material Management Division (PMMD) for the non-exclusive provision of event and special assignment security guard services to Exhibition Place.

Recommendation:

It is recommended that the Board approve an agreement with Neptune Security Services Inc. for the period February 1, 2013 to January 13, 2014, with the option to extend for an additional two (2) separate one (1) year periods, on the terms and conditions outlined in this report, and other such terms and conditions satisfactory to the CEO and City Solicitor.

Financial Impact:

The projected annual expenditure for the provision of event and special assignment security guard services is \$56,600, and is provided for in the 2013 Operating Budget, and will be provided for in the 2014, 2015 and 2016 Operating Budgets.

Decision History:

The Exhibition Place 2009-2012 Strategic Plan had a Financial *Goal To seek additional revenue opportunities* and as a Strategy to support this Goal *we will foster long-term partnerships and alliances with public and private sector organizations.*

Issue Background:

Recent changes to the availability of in-house security staff to provide the services required for dock marshalling and road closures led to the need to contract a third party security firm to fulfill these duties, on an as needed basis, that reflects the needs and demands of shows and events at Exhibition Place.

On November 9, 2012, Exhibition Place through the services of City PMMD, issued a Request for Quotation to establish an agreement for the period February 1, 2013 to January 13, 2014, with an option to extend for three additional one-year periods

Comments:

In the short-term over the last few months, Reilly Security Services (who provides this type of service to the CNE) was engaged to meet the demands of the Exhibition Place shows. However as it became apparent that a third party supplier would be needed to provide this service to meet the increase in demand from shows and events at Exhibition Place, the need for a formal RFQ (Request for Quotation) to ensure the best fee for service was required.

The RFQ specified the Board's specific requirements, scope of work, and qualifications. Bidders were required to submit references for services provided within the past three years similar to those as detailed in the Board's requirements. Bidders were required to submit firm hourly rates for three classifications of security guards. For comparison purposes, these rates were applied to projected annual requirements resulting in Total Lump Sum Pricing. Firm prices were quoted for the first year with maximum percentage increases for each of the two option years.

The RFQ closed on November 26, 2012 with 5 quotations received. The results exclusive of HST were as follows:

Bidder	February 1, 2013 to January 31, 2014	Maximum Percentage Increase Optional Year 1	Maximum Percentage Increase Optional Year 2	Maximum Percentage Increase Optional Year 2
Neptune Security Services Inc.	\$56,600.00	0.5%	1.0%	1.0%
Intelligarde International Inc.	\$62,719.50	0.0%	0.0%	1.5%
Fedsec Corporation	\$66,772.00	1.0%	0.0%	1.5%
Garda Canada Security Corporation	\$69,068.00	2.0%	2.0%	0.0%
Reilly Security	\$77,704.00	0.0%	1.0%	2.0%

The Neptune Security Services Inc. quotation is the overall lowest acceptable bid received in compliance with all requirements.

Staff report favourably on the references submitted by Neptune Security Services Inc. The City of Toronto Fair Wage and Labour Trades Office confirms that Neptune Security Services Inc. is in compliance with the Fair Wage and Labour Trades requirements for this work.

Neptune Security Services Inc. is based in Mississauga, Ontario. The company has been in business since May 2000. They have provided similar type services to the City of Cornwall for a number of their special events that would be comparable to events at Exhibition Place. In addition they have provided services to The City of Toronto Special Events Department, Nuit Blanche, as well as at tourist attractions operated by the Ministry of Tourism and Culture of Ontario.

Staff is recommending the approval of an agreement with Neptune Security Services Inc. on the following terms and conditions:

- (a) Term: One year commencing on February 1, 2013 to January 13, 2014, on an as required non-exclusive basis, with the option to extend for three additional one-year periods subject to satisfactory performance review and budget availability.
- (b) Pricing: Pricing is to be fixed during the term of the Agreement in accordance with the terms of the RFQ.
- (c) Assignment: The agreement shall not be assigned by Neptune Security Services Inc. without written consent of the Board.
- (d) Indemnity/Insurance: Neptune Security Services Inc. shall provide proof of insurance in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- (e) Union Obligations: Neptune Security Inc. shall comply with all trade union/association agreements affecting work done on the grounds.
- (f) Other Commercial Terms: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the CEO.

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Submitted by:

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