



Exhibition Place

Item No. 16

January 29, 2014

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 Reilly Security Services from date of award to January 31, 2015, 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 Proposals (RFP) 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 Reilly Security from date of award to January 31, 2015, with the option to extend for an additional three (3) 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 \$66,788.00, and is provided for in the 2014 Operating Budget, and will be provided for in the 2015, 2016 and 2017 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:

In December 2013, a RFQ was awarded by the Board to Neptune Security Services Inc. for the provision of event and special assignment security guard services for the period February 1, 2013 to January 13, 2014, with an option to extend for three additional one-year periods subject to satisfactory performance review and budget availability. After reviewing the performance of Neptune Security Services Inc. Exhibition Place staff did not recommend an extension of the agreement.

Comments:

On December 13, 2013, Exhibition Place through the services of City of Toronto issued a Request for Proposals (RFP) to establish a new agreement for the provision of event and special assignment security guard services commencing February 1, 2014. The RFP closed on January 14, 2014 with eight submissions received from the following firms:

1. Valguard Security Inc.
2. Star Security Inc.
3. 1175469 Ont. Ltd. o/a Reilly Security
4. Northwest Protection Services Ltd.
5. 1806034 Ont. Inc. o/a Risk Protection Group To
6. Federal Force Protection Agency (FFPA)
7. Intelliguard International Inc.
8. Iron Horse Security & Investigations

Once submissions were received, a Selection Committee comprised of staff from Event Services, Parking and Security reviewed all proposals in accordance with the RFP evaluation criteria, which placed emphasis on experience and qualifications. The RFP document detailed the Board's specific requirements, scope of work, and expected qualifications. Proponents were required to respond to those requirements and also provide firm hourly rates which were applied to projected annual requirements resulting in total cost. Firm prices were quoted for the first year with increases in rates for optional years to be increased in accordance with the annual CPI – All Items – Toronto, as issued by Stats Canada for a 12 month period commencing three months prior to the start of each option year.

In accordance with the RFP Selection Process proposals were scored using an evaluation table consisting of a Technical Portion and a Cost Portion. For submissions to receive further consideration on the Cost Portion, the Technical Portion must score a minimum of 56.3 of the 75 points available.

The technical portion scores on the proposals submitted by Valguard Security Inc., Star Security Inc., Risk Protection Group, Federal Force Protection Agency (FFPA), Intelliguard International Inc. and Iron Horse Security & Investigations fell below this minimum requirement and therefore these submissions received no further consideration.

The final scores of the remaining submissions were as follows:

1175469 Ont. Ltd. o/a Reilly Security	86.7
Northwest Protection Services Ltd.	82.1

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

Reilly Security was established in 1996 as a division of the Reilly Group of Companies. They have provided similar services to like venues such as the Rogers Centre, Downsview Park and the Metro Toronto Convention Centre, and for consumer/trade shows and events such as the Home Show, One of a Kind Show, Royal Agricultural Winter Fair and the Canadian National Exhibition.

Staff is recommending the approval of an agreement with Reilly Security on the following terms and conditions:

- (a) Term: Date of award to January 31, 2015, 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 RFP.
- (c) Assignment: The agreement shall not be assigned by Reilly Security without written consent of the Board.
- (d) Indemnity/Insurance: Reilly Security 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: Reilly Security 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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