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May 13, 1999

TO: The Board of Governors of Exhibition Place

FROM: Dianne Young  
Interim General Manager

Arlene Campbell, O&Y/SMG Canada  
Interim General Manager, NTC

SUBJECT: Facility & Event Security Services for The National Trade Centre  
RFQ 9101-99-01523

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**Recommendation:**

**It is recommended that an agreement for Facility & Event Security Services for The National Trade Centre and Automotive Building, be entered into between the Board of Governors of Exhibition Place and Trillium Security Services Inc. ("Trillium"), this being the overall lowest bid which meets or exceeds all requirements.**

**Background:**

Since its opening in 1997, The National Trade Centre has on a month-to-month basis contracted with Eastlea Security Company to provide security and marshalling services.

**Discussion:**

An RFQ for Facility and Event Security Services for The National Trade Centre and Automotive Building was issued on March 16, 1999 with a closing date of April 1, 1999.

Through the City of Toronto Purchasing Department, 46 firms were invited to bid on this quotation. Eleven (11) submissions were received from the companies noted on Exhibit A attached.

The RFQ specified the staff complement required. Each company was required to provide a schedule of hourly rates for the required security staff, for a three year period July 1, 1999 to June 30, 2001. Staff then compiled this information to determine the overall cost of each submission over the three years. This cost comparison is indicated on Exhibit A.

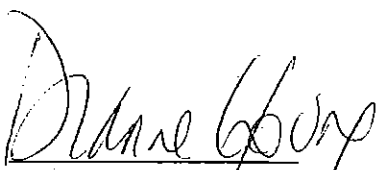
Trillium submitted the overall lowest bid. Trillium was incorporated on April 1, 1987. The company has extensive experience in servicing trade and consumer shows, the convention industry, special event security, and building and facility security. Therefore, the report recommends entering into a one year agreement with the option to extend for two (2) one (1) year periods if all terms and conditions are agreeable to both parties.

The major terms and conditions of the agreement are:

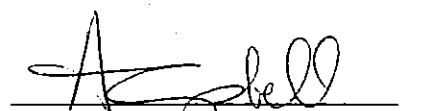
1. Term: One year with option to extend for two, one year periods.
2. Provision of required complement of staff as per the RFQ.
3. Comprehensive public liability and property damage insurance covering all operations and liability assumed under the contract, with an insurance company satisfactory to The National Trade Centre. The Board of Governors of Exhibition Place, City of Toronto, O&Y/SMG Canada, their respective directors, officers and employees being added as additional insureds.
4. Provision of written policies and procedures.
5. All other terms and conditions which are satisfactory to the Interim General Manager of Exhibition Place and the City Solicitor.

Conclusions:

This report recommends that the Board enter an agreement with Trillium for the provision of security services to The National Trade Centre.



Dianne Young  
Interim General Manager



Arlene Campbell  
Interim General Manager, NTC

# THE NATIONAL TRADE CENTRE

## EXHIBIT A - SECURITY PROPOSAL

RSQ#9101-99-01523



DESCRIPTION	FIRST NATIONS PROTECTION SERVICES	TRILLIUM SECURITY SERVICE	RESOURCE PROTECTION SERVICES	PRIMARY RESPONSE	GREATER METRO SECURITY	EASTLEA SECURITY	INITIAL SECURITY	INTERTEC SECURITY	TARGET SECURITY	WACKENHUT
<b>RATE ANALYSIS:</b>										
<b>SECURITY GUARD:</b>										
REGULAR HRS.										
1999	\$12.12	\$12.17	\$12.18	\$13.34	\$14.34	\$14.50	\$14.77	\$15.28	\$12.35	\$13.83
2000	12.12	12.29	12.34	13.87	14.82	15.00	15.00	15.63	12.50	14.08
2001	12.12	12.41	12.53	14.58	15.94	15.50	15.16	15.97	12.85	14.33
<b>SUPERVISOR</b>										
1999	14.01	12.17	13.16	16.15	15.94	15.50	16.11	17.38	12.65	14.99
2000	14.01	12.29	13.36	16.95	16.24	16.00	16.40	17.36	12.80	15.24
2001	14.01	12.41	13.56	17.80	16.55	16.50	16.56	18.06	12.95	15.49
<b>SECURITY GUARD STAT HOLIDAYS</b>										
1999	20.00	24.34	30.40	20.01	31.55	21.75	33.37	38.20	24.70	34.57
2000	20.00	24.58	30.85	20.81	32.16	22.50	33.85	39.08	25.00	35.20
2001	20.00	24.82	31.33	21.84	35.06	23.25	34.14	39.93	25.30	35.82
<b>SUPERVISOR STAT HOLIDAYS</b>										
1999	23.01	24.37	32.80	24.23	35.07	23.25	37.01	43.40	25.30	37.47
2000	23.01	24.58	33.40	26.35	35.73	24.00	37.60	44.28	25.60	38.10
2001	23.01	24.82	33.90	26.70	36.41	24.75	37.91	45.15	25.90	38.72
<b>DOCK MARSHALLING:</b>										
REGULAR HRS.										
1999	12.12	11.21		13.34	15.84	14.50	14.77	15.28	12.35	13.83
2000	12.12	11.32		13.87	16.94	15.00	15.00	15.63	12.50	14.08
2001	12.12	11.43		14.56	16.55	15.50	15.16	15.97	12.85	14.33
<b>SUPERVISOR</b>										
1999	14.01	11.21		14.13	14.34	15.50	16.11	17.38	12.65	14.99
2000	14.01	11.32		14.83	14.34	16.00	16.40	17.71	12.80	15.24
2001	14.01	11.43		15.58	15.94	16.50	16.56	18.06	12.95	15.49
<b>DOCK MARSHALLING STAT HOLIDAYS</b>										
1999	20.00	22.42		20.01	35.07	21.75	33.37	38.20	24.70	34.57
2000	20.00	22.64		20.81	35.73	22.50	33.85	39.08	25.00	35.20
2001	20.00	22.86		21.84	36.41	23.25	34.14	39.93	25.30	35.82
<b>SUPERVISOR STAT HOLIDAYS</b>										
1999	23.01	22.42		21.20	31.55	23.25	37.01	43.40	25.30	37.47
2000	23.01	22.64		22.25	32.16	24.00	37.60	44.28	25.60	38.10
2001	23.01	22.86		23.37	35.06	24.75	37.91	45.15	25.90	38.72

# THE NATIONAL TRADE CENTRE

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<b>COST ANALYSIS:</b>										
<b>SECURITY GUARD:</b>										
REGULAR HRS.										
1999	\$206,525	\$207,377	\$207,206	\$227,314	\$244,354	\$247,080	\$251,681	\$260,371	\$210,444	\$235,663
2000	206,525	209,422	210,274	236,345	249,125	255,600	255,600	266,335	213,000	239,923
2001	206,525	211,466	213,511	248,102	271,618	264,120	258,326	272,129	215,556	244,183
SUPERVISOR										
1999	39,788	34,563	37,374	45,866	45,270	44,020	45,752	49,302	35,926	42,572
2000	39,788	34,904	37,942	48,138	46,122	45,440	46,576	49,302	36,352	43,282
2001	39,788	35,244	38,510	50,552	47,002	46,860	47,030	51,290	36,778	43,992
SECURITY GUARD STAT HOLIDAYS										
1999	9,600	11,683	14,592	9,605	15,144	10,440	16,018	18,336	11,856	16,594
2000	9,600	11,798	14,808	9,989	15,437	10,800	16,248	18,758	12,000	16,896
2001	9,600	11,914	15,038	10,483	16,829	11,160	16,387	19,166	12,144	17,194
SUPERVISOR STAT HOLIDAYS										
1999	1,841	1,950	2,632	1,938	2,806	1,860	2,961	3,472	2,024	2,998
2000	1,841	1,966	2,672	2,908	2,858	1,920	3,008	3,542	2,048	3,048
2001	1,841	1,986	2,712	2,136	2,913	1,980	3,033	3,612	2,072	3,098
TOTAL 3 YEARS	\$773,262	\$774,272	\$797,273	\$893,378	\$959,476	\$941,280	\$962,620	\$1,015,818	\$790,200	\$909,441
<b>DOCK MARSHALLING:</b>										
REGULAR HRS.										
1999	\$21,949	\$20,301	\$0	\$24,159	\$28,867	\$26,260	\$26,748	\$27,672	\$22,366	\$25,046
2000	21,949	20,501	0	25,119	30,678	27,165	27,165	28,306	22,638	25,499
2001	21,949	20,700	0	26,368	29,972	28,071	27,455	28,922	22,909	25,952
SUPERVISOR										
1999	8,462	6,771	0	8,535	8,661	9,362	9,730	10,485	7,641	9,054
2000	8,462	6,837	0	8,957	8,661	9,664	9,906	10,697	7,731	9,205
2001	8,462	6,904	0	9,410	9,628	9,966	10,002	10,908	7,822	9,356
TOTAL 3 YEARS	\$91,234	\$82,013	\$0	\$102,548	\$116,468	\$110,487	\$111,007	\$116,990	\$91,106	\$104,112
<b>GRAND TOTAL</b>	<b>\$864,496</b>	<b>\$856,286</b>		<b>\$995,924</b>	<b>\$1,075,944</b>	<b>\$1,051,767</b>	<b>\$1,073,627</b>	<b>\$1,132,608</b>	<b>\$881,306</b>	<b>\$1,013,552</b>
<b>PRICE RATING</b>	<b>2</b>	<b>1</b>		<b>4</b>	<b>8</b>	<b>6</b>	<b>7</b>	<b>9</b>	<b>3</b>	<b>5</b>
<b>FIRST YEAR TOTALS</b>										
(COMMITMENT)	\$288,165	\$282,645	\$261,805	\$317,416	\$345,102	\$339,022	\$352,891	\$369,639	\$290,256	\$331,926
PAYMENT TERMS	1.5% 15 DAYS	NET	1.5% 15th	NET	2% 30 DAYS	NET	NET	NET	NET	NET
DISCOUNT YR. ONE	(4,322)	-	(3,927)	-	(6,902)	-	-	-	-	-
YEAR ONE TOTAL	\$283,843	\$282,645	\$257,878	\$317,416	\$338,199	\$339,022	\$352,891	\$369,639	\$290,256	\$331,926
<b>HOURS USED AS THE BASIS OF ANALYSIS:</b>										
					HOURS PER YEAR					
		<b>SECURITY GUARD:</b>								
		GUARD REG. DAY			17,040					
		SUPERVISOR REG DAY			2,840					
		GUARD STAT			480					
		SUPERVISOR STAT			80					
		<b>MARSHALLING:</b>								
		GUARD			1,811					
		SUPERVISOR			604					
		<b>TOTAL HOURS PER YEAR</b>			<b>22,855</b>					