



at  
**EXHIBITION  
PLACE**

June 16, 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

**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 based on the past year. Each company was required to provide a schedule of hourly rates for the required security staff, for a one-year period July 1, 1999 to June 30, 2000. Furthermore each company was asked to submit price quotes for a further two years ending June 30, 2002. Staff then compiled this information to determine the cost of each submission over the initial one-year period. For operational reasons, staff wish to assess the performance/service at the end of one year and report back to the Board. Since the RFQ requested prices for the first year and only options for the second and third year, the comparison was on based on the first year commitment.

The report recommends entering into a one-year agreement. This cost comparison is indicated on Exhibit A.

Trillium submitted the overall lowest bid for the first and only committed year of an agreement. 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.

The RFQ required that all bidders must comply with the requirement governing Workers' Rights attached to the RFQ. The attachment provided by the Fair Wage Office clearly indicated that the contract was deemed to be an "intermediate rate" which is a rate of \$10.50/hr. plus benefits of \$.30/hr. and 4% vacation pay. Given the responses the City Of Toronto Fair Wage Office advises that Trillium complies with their requirements.

This issue has been reviewed by the City Solicitor who has confirmed that all City procedures with respect to this RFQ, including information provided by the Fair Wage Office appears to have been complied with. It is his view that the Board is free to award the Quotation to any bidder, including the three low bidders, based on an evaluation of the bids in light of the requirements of the RFQ.

By changing from the current month to month arrangement with Eastlea to a one-year agreement with Trillium, the Board will achieve a saving of \$18,000 in the twelve month term in comparison to the present security arrangement.

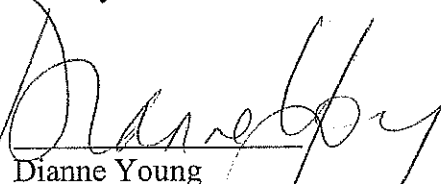
The major terms and conditions of the agreement are:

1. Term: One year.
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 insured.
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.


Other Facilities such as the International Centre use an outside security contractor to provide both house security and allow them the ability to bid on show security in the facility.

#### 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 foregoing report was reviewed by the Executive Committee at its meeting held on June 18, 1999 and is recommended to the Board of Governors for APPROVAL.**

**EXHIBIT A - 1999 SECURITY PROPOSAL**  
**RSQ#9101-99-01523**

6/16/99

# THE NATIONAL TRADE CENTRE

## EXHIBIT A - 1999 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
<u>RATE ANALYSIS:</u>										
<u>SECURITY GUARD:</u>										
REGULAR HOURS	\$12.12	\$12.17	\$12.16	\$13.34	\$14.34	\$14.50	\$14.77	\$15.28	\$12.35	\$13.83
SUPERVISOR	14.01	12.17	13.16	16.15	15.94	15.50	16.11	17.36	12.65	14.99
<u>SECURITY GUARD</u>										
STAT HOLIDAYS	20.00	24.34	30.40	20.01	31.55	21.75	33.37	38.20	24.70	34.57
<u>SUPERVISOR</u>										
STAT HOLIDAYS	23.01	24.37	32.90	24.23	35.07	23.25	37.01	43.40	25.30	37.47
<u>DOCK MARSHALLING:</u>										
REGULAR HRS.	12.12	11.21		13.34	15.94	14.50	14.77	15.28	12.35	13.83
SUPERVISOR	14.01	11.21		14.13	14.34	15.50	16.11	17.36	12.65	14.99
<u>DOCK MARSHALLING</u>										
STAT HOLIDAYS	20.00	22.42		20.01	35.07	21.75	33.37	38.20	24.70	34.57
<u>SUPERVISOR</u>										
STAT HOLIDAYS	23.01	22.42		21.20	31.55	23.25	37.01	43.40	25.30	37.47