

## EXHIBITION PLACE

May 24, 2002

To: The Board of Governors of Exhibition Place

From: Dianne Young  
General Manager & CEO

Subject: Facility & Event Security and Dock Marshalling Services  
for The National Trade Centre  
RFQ 9101-02-7177

### Recommendation:

**It is recommended that a three year agreement for Facility & Event Security and Dock Marshalling Services for the NTC be entered into between the Board and Eastlea Security & Show Services Inc. ("Eastlea"), this being the overall lowest acceptable bid which meets or exceeds all requirements.**

### Background:

On June 25, 1999 the Board authorized an agreement with Trillium Security Services for Facility and Event Security and Dock Marshalling Services in the National Trade Centre and Automotive Building for a one-year term. The Board granted two, separate, one-year extensions to Trillium, ending on June 30, 2002.

### Discussion:

A Request for Quotations (RFQ) for Facility and Event Security and Dock Marshalling Services for the NTC was issued on April 29, 2002 with a closing date of May 15, 2002. Through the City of Toronto's Finance Department, Purchasing and Materials Management Division, numerous firms were invited to submit bids. Eight (8) submissions were received from the following firms: Probe Investigation & Security Services Ltd., Eastlea Security & Show Services Inc. CEEI Safety & Security Inc., Primary Response Inc., Crown Security Services Inc., Wackenhut of Canada Ltd., Initial Security and Trillium Security Services Inc.

The RFQ specified the staff complement required based on the past experience and detailed extensively the scope of services required by the NTC. Each company was required to provide a schedule of hourly rates for the required security staff, for a three-year period July 1, 2002 to June 30, 2005. Staff then compiled this information to determine the cost of each submission over the three-year period. Since the RFQ requested prices for the first year and for the second and third year, the comparison was on based on the sum of the three-year commitment.

Although Probe Investigation & Security Ltd. submitted the lowest bid they failed to comply with specific submission requirements of the RFQ with respect to providing references from clients who operate similar facilities, details of in-house training programs and a detailed plan for dock marshalling. Eastlea submitted the overall lowest qualifying bid for the three years of this agreement. Eastlea was the security company for the NTC from the opening in 1997 on a month-to-month basis until 1999 when the previous RFQ was issued. The company has extensive experience in servicing trade and consumer shows, the convention industry, special event security, and building and facility security.

The City Of Toronto Fair Wage Office advises that Eastlea complies with their requirements. The City Solicitor has confirmed that all policies would appear to have been complied with.

Therefore, the report recommends entering into a three-year agreement. The major terms and conditions of the agreement are:

1. Term: Three years commencing July 1, 2002.
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 General Manager & CEO of Exhibition Place and the City Solicitor.

Conclusions:

This report recommends that the Board enter a three agreement with Eastlea for the provision of security services to the NTC.

Contact:

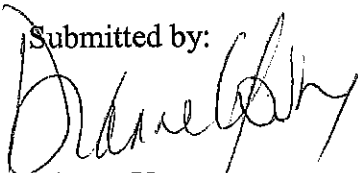
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Submitted by:



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