

HALIFAX

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Item No. 9.1

Halifax Regional Council

July 19, 2016


September 20, 2016

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed by 

SUBMITTED BY:

John Traves, Q.C. Acting Chief Administrative Officer

Original Signed by 

Jane Fraser, Acting Deputy Chief Administrative Officer

DATE: May 27, 2016

SUBJECT: Award – Request for Proposals P16-034, Parking Enforcement

ORIGIN

The expiry of the existing Contract with Independent Security Services Atlantic.

LEGISLATIVE AUTHORITY

The *HRM Charter*, Section 35(2)(d)(i), states the CAO may “make or authorize expenditures, and enter into contracts on behalf of the Municipality for anything required for the Municipality where the amount of the expenditure is budgeted or within the amount determined by the Council by policy, and may delegate this authority to employees of the Municipality”.

RECOMMENDATION

It is recommended that Halifax Regional Council award RFP # P16-034, Parking Enforcement to G4S for a period of up to five (5) years, renewable on an annual basis subject to performance, operational requirements and budget availability at a first year cost of \$840,048 net HST included with funding from Operating Account A315-6399.

BACKGROUND

The Municipality regularly contract the services of qualified firms to provide parking enforcement services. This is regulatory work in ensuring compliance with parking regulations. The role of Parking Enforcement is to support the Traffic Authority and Police Services in the area of parking enforcement for the public's safety and traffic flow requirements.

The Parking Enforcement Office processes approximately 185,000 tickets each year. Eighty percent of these tickets are issued by the Parking Enforcement Core and Regional Patrol. Tickets are issued in accordance with the Motor Vehicle Act, HRM By-law P-500, Respecting Parking Meters and Winter Parking Ban Regulations.

Contract parking personnel provide a variety of services, implementing the Municipality's parking enforcement objectives according to policies and procedures which may include but are not limited to the following:

- (a) enforce parking regulations by patrolling assigned zones, issuing tickets in accordance with parking enforcement legislation; and
- (b) conduct patrols making accurate reports and memos regarding incidents.

DISCUSSION

Request for Proposals P16-034, Parking Enforcement was publicly advertised on the Nova Scotia Public Tenders Portal on March 4, 2016 and closed on March 18, 2016. Seven (7) Proposals were received as follows:

Indigo
Bourque Security Services
G4S Secure Solutions
ISS Inc
Frontline Traffic
One Shot Parking Solutions
Commissionaires Nova Scotia

An eighth proposal from Guarda was received but did not meet the submission requirements.

Proposals were evaluated by a team from Transportation and Public Works, Planning and Development and Halifax Regional Police and facilitated by Procurement per the criteria in Appendix A of the RFP.

The RFP was evaluated using a two-envelope process. Envelope one was the technical component of the RFP. Envelope two consisted of the annual cost based on the proponent's wage model which was itemized for clarity. Only those proponents that received 75 percent or better on the Technical Submission from Envelope one had their cost envelopes opened and evaluated. The proposals from Bourque Security Services, Frontline Traffic and OneShot Parking Solutions did not meet the minimum score requirement and their cost proposal will remain unopened.

A cost proposal evaluation, facilitated by Procurement, was performed. This tool was used to accurately reflect the number of hours of work required for each position. There was also a scoring criteria for the wages paid to staff to apply a "fair wage" component to the evaluation.

FINANCIAL IMPLICATIONS

Based on the G4S first year cost of \$ 805,523 plus net HST of \$ 34,525 for a total of \$840,048. The costs associated with this contract can be accommodated within the approved 2016/17 operating budget in A315-6399. Budget availability has been confirmed by Finance.

The funding for future years will be included as required in the applicable fiscal year's proposed Operating Budget.

RISK CONSIDERATION

- a) There is a risk in that G4S has not previously provided these services in the Halifax Regional Municipality. They do however have corporate experience in other major cities in Canada including Winnipeg, Montreal and the City of Quebec, and staff will closely monitor their performance against Municipal standards.
- b) There is an additional risk in that costs are only firm for the first year of services. Staff has mitigated that risk by requiring that increases after the first year shall be limited to the percentage change in the Nova Scotia Consumer Price Index (CPI) for all items in the 12 months preceding the increase as reported by Statistics Canada.

COMMUNITY ENGAGEMENT

N/A

ENVIRONMENTAL IMPLICATIONS

None identified

ALTERNATIVES

None Recommended.

ATTACHMENTS

Appendix A: Evaluation Criteria/Score Sheet

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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APPENDIX A

EVALUATION CRITERIA/SCORESHEET

Description	Score	G4S	ISSA	Indigo	Commissionaires NS
Communication Skills	3	2.67	2.17	2.33	2.33
Proponent's experience, reputation and capabilities	15	11.67	11.33	12.33	13.33
General Technical	15	13	11.67	11.67	12.67
Training	12	10.67	9.67	9.67	10.67
Quality Control	15	13	11.67	12.33	13
Equipment	10	9	7.33	8.67	8.67
Subtotal Technical/Business Proposal	70	60.01	53.84	57	60.67
Fair Wage Considerations	5	4.2	4.6	5	5
Cost to the Municipality	25	25	24.7	21.1	18.8
Total	100	89.21	83.14	83.1	84.47
First Year Cost including net HST		\$840,048	\$851,284	\$971,239	\$1,049,935