

HALIFAX

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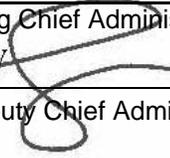
Item No. 14.1.1
Halifax Regional Council
March 8, 2016

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: February 18, 2016

SUBJECT: Award - Sole Source Service Agreement for Field Monitors Mainland Commons and Burnside All Weather Fields

ORIGIN

The draft 2016/17 Operating Budget.

LEGISLATIVE AUTHORITY

According to Administrative Order 35, Procurement Policy Section 2 (1), (7) (1) Procurement policy provides a direction for the expenditure of funds to complete the Programs approved by Regional Council in the annual Operating and Project Budget.

(7) Halifax Regional Municipality shall encourage opportunities to partner with the Business community to provide services to and for Halifax Regional Municipality in a manner that achieves best value.

Under the *HRM Charter*, Section 79, Regional Council may expend money for municipal purposes. Administrative Order #35, the Procurement Policy, requires Council to approve the award of contracts for sole sources exceeding \$50,000 or \$500,000 for Tenders and RFP's. The following report conforms to the above Policy and Charter.

RECOMMENDATION

It is recommended that Halifax Regional Council, in accordance with Administrative Order 35, Section 8(11A) sub-section (k) (attached as Appendix A), award a Sole Source contract to Soccer Nova Scotia for Field Monitors at Mainland Common and Burnside All Weather Fields in the amount of \$123,647 (net HST included).

BACKGROUND

The Halifax Regional Municipality has been using field monitors supplied under a service agreement from the Soccer Nova Scotia Training Centre since the original all weather field was built in 2003. The Soccer Nova Scotia Training Centre is operated by Soccer Nova Scotia, a registered not-for-profit corporation.

Duties of these monitors included opening/closing of field gates, washroom cleaning, general litter pick up, field set up of nets, and corner flags when required. The concept around field monitors was to protect the investment into these fields from misuse and to give the clients a good experience for the cost of using the field.

The most recent agreement with Soccer Nova Scotia Training Centre for the provision of field monitors expired in 2014.

DISCUSSION

The purpose of this report is to award a sole source contract to Soccer Nova Scotia for the provision of field monitoring services for the Halifax Mainland Common and the Harbour East (Dartmouth) All Weather Sport Fields from April 1 to November 30, 2016 as outlined in the quotation in Appendix B. This contract has been made necessary due to the expiry of the former service agreement between the parties. This contract is intended to cover the necessary services required for the 2016 season while staff evaluates the optimum service approach for servicing all-weather fields into the future, including the new field planned for Cole Harbour.

Soccer Nova Scotia is in the best position to provide service at this time due to their previous experience, significant interest, and frequent presence at the subject fields.

FINANCIAL IMPLICATIONS

Based on a cost of \$118,565 plus net HST of \$5,082 for a total of \$123,647 (net HST included), funding will be available annually from Operating Cost Centre W187-6399. The budget availability is contingent on Council approval of the 2016/17 Operating Budget.

COMMUNITY ENGAGEMENT

None

ALTERNATIVES

Halifax Regional Council could direct staff to undertake a competitive process for the provision of all-weather field services. Staff does not recommend this approach at this time due to the unique combination of services that are conveniently provided through a not-for-profit service provider that has considerable past experience and satisfactory performance.

ATTACHMENTS

Appendix A - Administrative Order #35, Procurement Policy, Section 8(11)A
Appendix B – Proposed Service Agreement

**Sole Source Service Agreement for
Field Monitors Mainland Commons and
Burnside All Weather Fields
Council Report**

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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
Administrative Order 35
Procurement Policy Section 8 (11)
Sole Source/Single Source Purchases**

(11) Alternative Procurement Practices may be used as follows:

A. Sole Source/Single Source Purchases. These occur:

- (a) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- (b) Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists.
- (c) For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly.
- (d) For the purchase of goods on a commodity market.
- (e) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- (f) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- (g) For the procurement of a prototype of a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- (h) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership
- (i) For the procurement of original works of art.
- (j) For the procurement of goods intended for resale to the public.
- (k) For the procurement from a public body or a not-for-profit corporation.
- (l) For the procurement of goods or services for the purpose of evaluating or piloting new or innovative technology with demonstrated environmental, economic or social benefits when compared to conventional technology, but not for any subsequent purchases.



SOCCER NS – HALIFAX REGIONAL MUNICIPALITY

FIELD MONITORING SERVICE AGREEMENT

Soccer Nova Scotia is happy to work in partnership with HRM to better service customers that utilize the Mainland Commons and Harbour East outdoor turf facilities.

We would like to propose the following, which we feel will be better suited for both Soccer Nova Scotia, Halifax Regional Municipality and customers.

Soccer Nova Scotia will be responsible for the following from April 1st – November 30th, 2016 (5400 hrs in total):

- Provide field monitors for Mainland Commons and Harbour East Fields between the hours of 3pm-12pm (Monday- Friday) & 8am-12am on Saturdays and Sundays.
- Staff will open/close sites, general litter pickup and removal, field set up and required paper work.
- Staff will be responsible for cleaning of bathrooms (minimum of twice daily).
- Cleaning materials for bathrooms including toiletries.
- Training of staff
- Supervision of staff
- Staff uniforms

Halifax Regional Municipality will be responsible for the following:

- Payment of \$118,565.00 to Soccer NS.