

HALIFAX

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Item No. 14.1.1
Halifax Regional Council
February 16, 2016

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed by 

John Traves, Q.C. Acting Chief Administrative Officer

Original Signed by 

Mike Labrecque, Deputy Chief Administrative Officer

DATE: January 26, 2016

SUBJECT: Award - P15-081 Halifax Transit Ferry Terminal Security and Fare Collection

ORIGIN

The approved 2015/16 operating budget and expiry of the existing contract.

LEGISLATIVE AUTHORITY

Under the HRM Charter, Section 79 Halifax 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 RFPs and Tenders respectively.

RECOMMENDATION

It is recommended that Halifax Regional Council award Request for Proposals # P15-081 Halifax Transit Ferry Terminal Security and Fare Collection to the highest scoring proponent, Independent Security Services Atlantic Inc. for three (3) years with the option to extend for two (2) additional one-year terms subject to satisfactory performance of the contract for a three (3) year cost of \$1,085,952 (net HST included) with funding from Operating Account No. R661-6310 – Outside Personnel, as outlined in the Budget Implications section of this report.

BACKGROUND

In support of ferry operations, Halifax Transit requires dedicated security support staff for the three ferry terminals. In addition to typical security duties, guards are expected to collect fares, issue transfers and keep a count of passengers for each ferry trip. This service is currently provided by the Independent Security Services Atlantic under a standing offer which expired in May of 2015 but was extended to provide continuity during the process of soliciting and reviewing proposals.

DISCUSSION

RFP P15-081, Halifax Transit Ferry Terminal Security and Fare Collection was publicly advertised on the Nova Scotia Public Tenders portal on June 17, 2015 and closed on July 8, 2015. Proposals were received as follows:

- Ennis Security Services
- Independent Security Services Atlantic (ISSA)
- Source Security
- Paladin Security
- Bourque Security Services
- Neptune Security Services
- Commissionaires of Nova Scotia
- Securitas
- Channel Technologies Ltd.

Proposals were evaluated by staff from Halifax Transit and facilitated by Procurement per the criteria shown in Appendix A – Evaluation Criteria.

The proposals were scored using a two-envelope process. Envelope one was the technical component of the RFP and Envelope two consisted of the financial elements of the proposals. The cost proposal from Neptune Security was non-compliant under the requirements of the RFP and cannot be considered. The proposals from Channel Technologies, Ennis Security Services and Source Security failed to achieve the minimum of 75 percent of the maximum technical score and their cost proposal will remain unopened. Detailed scoring results for the remaining proponents as shown in Appendix A – RFP Evaluation Criteria, are summarized as follows:

ISSA	92
Bourque	85
Commissionaires NS	84
Paladin	80

The scope of work for this tender consists of the provision of guard services, plus an overall Site Supervisor, for the Alderney, Halifax and Woodside Ferry Terminals whenever ferries are operating.

If this award is approved, Independent Security Services Atlantic will continue to provide support with their existing guard force.

FINANCIAL IMPLICATIONS

Based on the highest scoring proponent's single year cost of \$347,107 plus net HST of \$14,877 for a total \$361,984, funding is available for the remainder of 2015/16 and will be included in the proposed Halifax Transit Operating Budget for 2016/17. Subsequent fiscal year costs will be included in the appropriate fiscal year operating budget.

The budget availability has been confirmed by Finance.

COMMUNITY ENGAGEMENT

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

ALTERNATIVES

There are no recommended alternatives

ATTACHMENTS

Appendix A

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

Criteria	Summary (considerations may include but are not limited to the following)	Score	Bourque	Comm NS	Paladin	ISSA
Communication Skills	Clarity and readability of written proposal	5	5	5	5	5
Team composition and experience	Sector specific experience of the Proponent Firm <ul style="list-style-type: none"> Balance of level of effort vs. team roles (project mgmt., technical, etc.) 	20	15	16	15	16
Understanding of the Municipality's needs	<ul style="list-style-type: none"> Understanding of the requirements of the scope of work and the Municipality's organizational structure Acceptable proposed schedule and work plan Value added propositions and recommendations Attention to relevant challenges that the committee has not considered 	20	15	16	15	17
Business/Technical Solution	<ul style="list-style-type: none"> Solution addresses all anticipated aspects of the project as identified in the RFP Solution draws on proven methodology Solution is flexible and scalable Solution is cost and time effective in its use of the Municipality's resources 	10	6	8	6	9
Project Management Methodology	<ul style="list-style-type: none"> Management structure within Proponents organization/project team Proposed communication methods between proponent team and the Municipality Quality Assurance standards and practices 	5	4	4	4	4
Subtotal (Business/Technical Proposal)			45	49	45	53
Cost		40	40	35	35	39
		100	85	84	80	92
			\$1,057,778	\$1,223,718	\$1,181,868	\$1,085,952