

## Request for Decision

### Non-Competitive Purchase (Single Source) – Parks Security Services

Presented To: Finance and  
Administration  
Committee

Presented: Tuesday, Apr 14, 2020

Report Date Thursday, Mar 26, 2020

Type: Managers' Reports

#### Resolution

THAT the City of Greater Sudbury approves the Single Source purchase of parks security services with Commissionaires for the 2020 season as outlined in the report entitled “Non-Competitive Purchase (Single Source) – Parks Security Services”, from the General Manager of Community Development, presented at the Finance and Administration Committee on April 14, 2020.

#### Relationship to the Strategic Plan / Health Impact Assessment

This report deals with operational matters.

#### Report Summary

The City’s contract for parks security services (Contract CDD15-4) has expired with no extension or renewal terms available. This report is recommending a single source purchase with the existing vendor (Commissionaires) for the 2020 season while a comprehensive corporate wide procurement for security services is in development for future years.

#### Financial Implications

The 2020 budget for parks security services is \$176,460. The estimated cost will be covered within the existing budget and any overexpenditures will be funded within the Parks operating budget.

#### Signed By

**Report Prepared By**

Pam Cranston  
Manager of Parks Services  
*Digitally Signed Mar 26, 20*

**Division Review**

Jeff Pafford  
Director of Leisure Services  
*Digitally Signed Mar 26, 20*

**Financial Implications**

Apryl Lukezic  
Co-ordinator of Budgets  
*Digitally Signed Mar 26, 20*

**Recommended by the Department**

Steve Jacques  
General Manager of Community  
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*Digitally Signed Mar 26, 20*

**Recommended by the C.A.O.**

Ed Archer  
Chief Administrative Officer  
*Digitally Signed Mar 31, 20*

# **Non-Competitive Purchase (Single Source) – Parks Security Services**

## **Purpose**

This report seeks Council's approval of a Single Source Purchase related to parks security services as required by the City of Greater Sudbury's Purchasing By-Law (By-Law 2014-1) which requires Council's approval of any Non-Competitive Purchase where the total acquisition cost is \$100,000 or more (paragraph 8.(1)d).

## **Executive Summary**

The City's contract for parks security services (Contract CDD15-4) has expired with no extension or renewal terms available. This report is recommending a single source purchase with the existing vendor (Commissionaires) for the 2020 season while a comprehensive corporate wide procurement for security services is currently in development for future years.

## **Background**

The City has an established annual service level for parks security from mid-May to late September. Parks security includes both stationary security (located at Bell Park) as well as roving security patrols to priority locations.

In 2015 a Request for Proposal for parks security was issued (Contract CDD15-4). The contract included the following duties for security providers:

### **Stationary Security (Bell Park)**

- Provide two guards from 6 p.m. to 2 a.m. daily from mid-May through the end of September.
- Enforce all parks related rules and regulations.
- Enforce all by-laws within park facilities.
- Continuously patrol boardwalk, playground areas, paths, to ensure public safety.
- Hold or retain individuals for police, if necessary.
- Provide information to police in the case where charges are to be laid.
- Check facility doors to ensure they are locked.
- Document in security log book any deficiencies such as lights not on or burnt out so they can be corrected.

### **Roving Security (locations included in original RFP attached as Appendix A)**

- Enforce all park related rules and regulations.
  - Enforce all by-laws within park facilities.
  - Get out of the vehicle at each site and walk the perimeter of the property.
  - Continuously patrol parks, playgrounds, walkways to ensure public safety.
  - Hold or retain individuals for police if necessary.
  - Provide information to police in the case where charges are to be laid.
  - Check all facility doors to ensure they are locked.
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- Document in security log book any deficiencies such as lights not on or burnt out so they can be corrected.
- The City reserves the right to modify, add or remove security service locations or roving security patrol sites to coincide with areas of highest concern.

Commissionaires was the successful proponent and was awarded a three-year contract (for the 2015, 2016 and 2017 seasons) with the City reserving rights to extend for the two additional one-year periods. The contract with Commissionaires was extended for both the 2018 and 2019 seasons. There are no option years nor extension language in the original contract that allows the contract to be extended for 2020 or beyond.

More recently, the City has developed a dedicated Security, By-Law and Parking Services Section which oversees corporate security for City properties. Staff from various operating areas have been meeting to discuss an enterprise-wide contract for City Security Services, under the oversight of the Security, By-Law and Parking Services Section to realize efficiency, leverage better pricing and create consistency across operating areas.

Due to the number of locations requiring services and the requirements of various operating units, it was determined it would take until the fall/winter to have a City-wide contract for security services ready.

## **Analysis**

The annual value of parks security services is budgeted at \$176,460. As per the City's Purchasing By-Law, a Request for Tender or Request for Proposal is required for goods, services or construction with an estimated total acquisition cost in excess of \$100,000. As there is no existing contract for parks security services for the 2020 season, the following alternatives were reviewed:

### **Procurement for a One Season Contract**

As per the City's Purchasing By-Law, a Request for Tender or Request for Proposal will be required for this contract as the estimated total value exceeds \$100,000. This will require resources from Purchasing Services and Leisure Services to develop the procurement package, evaluate and award.

Vendors may choose not to bid considering the amount of effort required to submit a proposal and the relatively short contract duration. Vendors may also submit premium pricing given that the contract is for a one season only.

Should a new proponent be awarded parks security services, it would be anticipated that the quality of services may be impacted given the time needed for new personnel to become familiarized with park locations, operations and applicable by-laws.

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## **Single Source Existing Parks Security Contractor for a One Season Contract**

The City's Purchasing By-Law does contemplate Single Source Purchases for the following reasons:

- The standardization or compatibility of a purchase with existing equipment, product standards, facilities, or service is paramount consideration.
- A business case can be made to establish that the purchase is in the best interests of the City.

Commissionaires has performed above standard during the five-year contract and are familiar with park operations, challenges and applicable by-laws. The City would extend based on the previous year's terms, conditions and rates (with adjustment for CPI). This alternative allows the City to maintain established service levels within existing budgets and to ensure for quality services.

## **Conclusion / Next Steps**

This report recommends a Non-Competitive Purchase (Single Source) for parks security services with Commissionaires for the 2020 season only. It is in the best interest of the City to single source this service for one season, maintaining service levels and rates, until a more comprehensive corporate wide contract is completed. The contract to be based on the previous year's terms, conditions and rates.

Leisure Services will continue to work with the Purchasing Section, the Security, By-Law and Parking Services Section and other operating areas toward a comprehensive corporate-wide procurement for security services for future years.

## **Resources Cited**

City of Greater Sudbury Purchasing By-Law 2014-1

<https://www.greatersudbury.ca/do-business/bidding-opportunities/policies-terms-and-conditions/>

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## **Parks Security Roving Locations Included with Contract CDD15-4**

### Patrol List #1

1. Memorial Park – Brady Street
2. Hnatyshyn Park – Lloyd Street
3. Riverdale Playground – York Street
4. James Jerome Sports Complex – Centennial Drive
5. Northern Water Sports Centre – Elizabeth Street
6. Ramsey Lake Boat Launch – Ramsey Lake Road
7. Nepahwin Park and Beach – Paris Street
8. Stewart Drive Park and Beach – Stewart Drive
9. Algonquin Playground – Algonquin Road
10. Robinson Playground – Cranbrook Street
11. Memorial Park (2nd visit) – Brady Street
12. Hnatyshyn Park (2nd visit) – Lloyd Street
13. Ryan Heights Playground – Cambrian Heights
14. Percy Playground – Perreault Street
15. O'Connor Playground – O'Connor Street

### Patrol List #2

1. Delki Dozzi Sports Complex – Mary Street
  2. Elm West Playground – Ethelbert Street
  3. Queen's Athletic Field – Regent Street
  4. Terry Fox Sports Complex – Lasalle Boulevard
  5. Cedar Park Playground – Normandy Court
  6. Ridgecrest Playground – Roy Street
  7. Twin Forks Park – Gary Avenue
  8. Carling Tot Lot – Carling Street
  9. Moonlight Beach – Moonlight Avenue
  10. Adamsdale Playground – Second Avenue
  11. Portage Beach – Portage Street
  12. Carmichael Skate Park – Bancroft Drive
  13. Westmount Community Centre – Kipling Court
  14. Adanac Ski Hill / Soccer Fields – Beatrice Crescent
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Patrol List #3A

1. Coniston Park and Ball Fields – Government Road
2. Coniston Welcome Centre – Coniston Road (Hwy 90)
3. Garson Lorne Brady Sports Complex – Church Street
4. Falconbridge Park / Community Centre – Edison Road
5. Capreol Cenotaph – Hanna Avenue
6. Hanmer Centennial Ball Fields – Centennial Avenue
7. Howard Armstrong Playground / Splash Pad / Soccer Fields – Dominion Drive
8. Kalmo Beach Park – Sandy Beach Road

Patrol List #3B

1. Lively Fielding Memorial Park – Fielding Road
  2. Lively Hillcrest Sports Complex – Mikkola Road
  3. Naughton Simon Lake Park – Simon Lake Drive
  4. Naughton OJA Sports Complex – Phil Street
  5. Lively Meatbird Beach – Regional Road 24
  6. AY Jackson Lookout/Welcome Centre – Onaping Falls
  7. Dowling Leisure Centre- Main Street
  8. Chelmsford Cote Park – Cote Street
  9. Azilda Whitewater Park – Wahamaa Road
  10. Azilda Rick McDonald Ball Fields – Champlain Street
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