

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 24-323 for a Contracted Service Provider for the Provision of Parking Enforcement Services
Recommendation	<p>Staff are recommending the award of the proposal for the Provision of Parking Enforcement Services to Commissionaires Great Lakes in the total estimated amount of \$138,624 (exclusive of HST) for the initial two (2) year term.</p> <p>Staff are also requesting the delegated authority to award up to three (3) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract. If all renewal options are required, the total amount of a five-year contract is estimated to be \$346,560 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>The Town issued a Request for Proposal to select a Contracted Service Provider for the Provision of Parking Enforcement Services. The scope of work is to perform enforcement duties as required under section 434.1 of the Municipal Act in respect to parking infractions under the By-laws of the Corporation of the Town of Milton and the Regional Municipality of Halton.</p> <p>The contracted service provider will provide overnight parking enforcement services as required under the Town's Administrative Penalty System program, and provide reactive and proactive parking enforcement to ensure compliance with the Town's By-laws.</p> <p>The proposals were evaluated against the established criteria, and the proposal submission from Commissionaires Great Lakes was the highest ranking proposal selected for award.</p> <p>The initial term of the contract will be for a two (2) year period, from on or about November 1, 2024 to October 31, 2026. All prices are firm for this term. The Town has the option to renew the contract for up to three (3) additional one-year periods beyond the initial two-year term.</p>
Purchasing Section: Bid Award Information	
Date bid issued	July 12, 2024
Advertisements	Town of Milton website
Closing Date	August 8, 2024
# of Plan takers	Thirteen (13)

Proposal Submissions received	<p>Twelve (12) proposal submissions were received from the following companies:</p> <ul style="list-style-type: none"> • 2776935 Ontario Inc. • Alpha Technology Systems Inc. • CNSS Canadian National Security Solutions Corporation • Commissionaires Great Lakes • Falcon Security Services • G Force Security Inc. • Garda Canada Security Corporation • Immediate Response Force Inc. • MLEC - Municipal Law Enforcement Corporation • Safety First Security Services Inc. • Top Defence Security Services Inc. • ValGuard Security Inc.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Company Profile and Experience • Staffing, Qualifications and Experience • Methodology and Approach • Reference Projects • Proposal Costs
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	3025-3740
Account Description	Parking Enforcement
Project Total Budget	NA
Contract Budget (Note 2)	\$ 115,000
Actual (Net of HST Rebate) (Note 2 and 3)	\$ 70,532
Variance (Note 3)	\$ 44,468 (F)
Funding Source	Operating Budget

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Contract budget and actual represents one year contract term amount.

Note 3: Contract actuals are an estimate only, which will vary depending on number of servicing hours and will be monitored by program area staff. Any variances will be reported through the variance process. Staff is requesting that favourable variance remaining in the account to accommodate any unforeseen court proceedings costs and change orders.