

Security Services – Award of Contract

Date:	February 9, 2009
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

To request Toronto Public Library Board approval to award the contract for security services, as per the Toronto Public Library’s request for proposal (RFP) for Security Services, to Federal Security Agency, having achieved the highest total score in the evaluation. The award is for a two year period, March 1, 2009 to February 28, 2011, with an option for a one year renewal, subject to satisfactory performance and under the same terms, conditions and pricing as year two of the agreement.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to Federal Security Agency for a two year period: March 1, 2009 to February 28, 2010 at a cost of \$1,259,849.26 and March 1, 2010 to February 28, 2011 at a cost of \$1,316,568.20 [excluding Goods and Services Tax (GST)];
2. authorizes a further one year renewal under the same terms and conditions, subject to satisfactory performance and at the sole discretion of the Library at a cost of \$1,316,568.20;
3. authorizes Library staff to purchase additional security services subject to budget availability; and
4. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

Implementation Points

The award of contract is subject to the review and approval of the City of Toronto Fair Wage Office.

As a new service provider is being recommended, as per the terms of the RFP, the successful proponent will be required to comply with any successor legislation as it applies to existing security staff.

FINANCIAL IMPACT

The award of this contract to Federal Security Agency for \$1,259,849.26 in the first year represents a \$3,348.83 decrease over the current contract and has been provided in the 2009 budget. The decrease is due to a change in the number of branches with regular security guard service.

The Director, Finance and Treasurer has reviewed this Financial Impact Statement and is in agreement with it.

ISSUE BACKGROUND

At present, regular security service is provided by Primary Response Inc. at many of the Library's 102 locations, on an as-required basis. In addition, dedicated security patrol car officers back up on-site guards and perform daily inspections of Library sites. In addition, the security services firm responds to monitored intrusion alarms.

The current security services contract expired on December 31, 2008 and was extended to February 28, 2009 to allow for the evaluation of RFP results.

The draft scope of work was reviewed with worker representatives of the Central Joint Health and Safety Committee, prior to issuing the RFP.

COMMENTS

On December 18, 2008, the Library issued a public RFP for security services. Thirteen proponents submitted proposals. The proposals were evaluated based on criteria listed in the RFP: credibility, capability, quality and cost. Three short-listed proponents were interviewed. The proposal from Federal Security Agency achieved the highest total score in the evaluation.

The award is for a two year period, March 1, 2009 to February 28, 2011, at a cost of \$1,259,849.26 for March 1, 2009 to February 28, 2010 and at a cost of \$1,316,568.20 for March 1, 2010 to February 28, 2011. There is an option for a one year renewal, subject to satisfactory performance and under the same terms, conditions and pricing as year two of the agreement, \$1,316,568.20 (all costs excluding GST).

CONTACT

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SIGNATURE

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