



To: Toronto Public Library Board – October 28, 2002

From: City Librarian

Subject: **Security Guard Services – Award of Proposal**

Purpose:

To advise the Toronto Public Library Board of the result of the Request for Proposal for Security Guard services and to request authority to enter into negotiations and award of the resulting contract to the recommended proponent.

Funding Implications and Impact Statement:

All dollar amounts in this report include applicable taxes less the Municipal Goods and Services Tax Rebate.

The resulting contract will be for a two (2) year period commencing December 1, 2002 and ending November 30, 2004. The annual cost will be \$1,278,759 for a total of \$2,557,518 for both years.

The cost of the existing security guard services contract is \$951,465, which is a \$327,293 increase in the cost for this service. The increased cost will be accommodated within Toronto Public Library's (TPL) 2003 operating budget by allocating a portion of the economic adjustment provided by the City, and by redirecting cost savings to fund this service during the year. There will be a continuing budget pressure and a "health and safety" adjustment will be requested for the 2004 operating budget.

Recommendation:

It is recommended that:

- (1) authority be granted to appropriate Library officials to commence negotiations with and, if successfully concluded, enter into an Agreement with The Inner-Tec Group for the supply of security guard services at a two-year cost not to exceed \$2,557,518, based on The Inner-Tec Group attaining the lowest cost per point evaluated score;
- (2) the appropriate Library officials be directed to take the necessary action to give effect thereto.

Background:

At present, regular security guard service is provided on an as-required basis at many of TPL's one hundred and one (101) locations. In addition, procedures are in place to provide patrol guard service on demand to assist Library staff during operating hours and investigate intrusion alarms during closed hours of operation. The current security guard contract expires on November 30, 2002.

Comments:

On August 19, 2002, a Request for Proposal (RFP) was advertised in the Toronto Star to provide security guard services for TPL. A total of seven (7) submissions were received by TPL on September 19, 2002. The submissions (the first envelope of the two-envelope system) were scored using the evaluation criteria identified in the RFP document, with the result that two firms were short-listed for an interview and presentation. Point scores from the RFP submission and the interview presentation were tabulated for each proponent.

The two-envelope process was used to evaluate the bid submissions. Firms were evaluated based on a cost per point basis. The firm with the lowest cost per point is the successful proponent. In this case, the firm with the lowest cost per point is The Inner-Tec Group.

The RFP reflected TPL's increasing requirements for security guard services, which includes increased coverage at certain branches and a dedicated patrol car service. In general, since September 11, 2001, the cost for security services has risen.

Conclusion:

The proposal from Inner-Tec Group has met all requirements of TPL's RFP for the Supply of Security Services. It is recommended that authority be granted to commence negotiations with and, if successfully concluded, enter into an Agreement with The Inner-Tec Group for the supply of security guard services.

Contact:

Bruce Barnett; Senior Manager, Facilities; Tel: 416-395-5880; Fax: 416-395-5916,

E-mail: bbarnett@tpl.toronto.on.ca

Larry Hughsam; Acting Director, Administration; Tel: 416-397-5946; Fax: 416-393-7083;

E-mail: lhughsam@tpl.toronto.on.ca

City Librarian

List of Attachments:

Not applicable.