



**STAFF REPORT
ACTION REQUIRED
with Confidential
Attachment**

Security Guard Contract – Award of Tender

Date:	June 25, 2012
To:	Toronto Public Library Board
From:	City Librarian
Reason for Confidential Information:	This report involves litigation or potential litigation, including matters before administrative tribunals, affecting the board – <i>Public Libraries Act</i> , R.S.O 1990, Chapter P. 44, s. 16.1 (4) (e)

SUMMARY

To request Toronto Public Library Board ("Board") approval to award the contract for security guard services to FEDSEC Corporation, also known as Federal Security Agency, being the lowest compliant bidder in response to Toronto Public Library's ("TPL") request for quotation for security guard services ("RFQ").

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to the lowest compliant bidder, FEDSEC Corporation, for security guard services, subject to resolution of the matters identified in the confidential attachment to this report, for the first year, August 1, 2012 to July 31, 2013, at a cost of \$1,555,640 [excluding Harmonized Sales Tax (HST)]; with an option to renew based on satisfactory performance:
 - a. for the second one-year period, August 1, 2013 to July 31, 2014 at a cost of \$1,555,640; and
 - b. for the third one-year period, August 1, 2014 to July 31, 2015 at a cost of \$1,575,318;
2. awards the contract to the next lowest compliant bidder if a satisfactory resolution of the matters identified in the confidential attachment cannot be achieved with FEDSEC Corporation;
3. authorizes staff to negotiate with the bidder awarded the contract to add or delete services resulting from operational needs, subject to budget availability;
4. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto; and

5. requests the Confidential Attachment 1 to the report remain confidential as it relates to litigation that affects the Board and contains advice that is subject to solicitor-client privilege.

Implementation Points

The award of the contract is subject to the review and approval of the City of Toronto Fair Wage Office. According to the terms of the RFQ, the successful proponent will be required to comply with any legislation regarding successor employers.

FINANCIAL IMPACT

The cost of the base security guard contract for the first year is \$1,555,640 (excluding HST). The budget for security guard services in 2012 of \$1,659,820 will accommodate the base contract and the Library's estimated costs, based on recent experience, for required additional services. The recommendations in this report address both the approval of the base contract and the authorization for staff to add or delete services due to operational needs and subject to budget availability.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

COMMENTS

On June 7, 2012 the Library issued a RFQ for security guard services. Twelve companies submitted bids. Upon evaluation of the submissions, five were in compliance with the mandatory requirements. The mandatory requirements provided evidence that bidders could deliver the guard services required by the Library and that the bidders' current business operations were of a scale to ensure business continuity over the life of the proposed contract. The bid submitted by FEDSEC Corporation was the lowest compliant bid received.

Cost analysis

Year 1 (August 1, 2012 to July 31, 2013)	\$1,555,640
Year 2 (August 1, 2013 to July 31, 2014)	\$1,555,640
Year 3 (August 1, 2014 to July 31, 2015)	\$1,575,318

CONTACT

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SIGNATURE

Jane Pyper
City Librarian

ATTACHMENTS

Attachment 1: Confidential Information