



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: April 2, 2024
Prepared by: Vince Murphy, Assistant Manager, Parks and Facilities
Report Number: Parks and Facilities-2024-03
Subject: Colchester Harbour Security Services RFQ-CS-24-002
Number of Pages: 3

Recommendation(s)

That Parks and Facilities -2024-03 entitled Colchester Harbour Security Services RFQ-CS-24-002 prepared by Vince Murphy, Assistant Manager, Parks and Facilities, dated April 2,2024 be received, and

That Council award the Colchester Harbour Security Services RFQ-CS-24-002 to Inesa Security Services for the 2024 Harbour season from May 1st to October 14th, 2024., and

That Council allow the contract to be extended for the 2025 and 2026 Harbour Season, pending Inesa Security fulfills the RFQ requirements in 2024.

Purpose

In accordance with the Town's Procurement and purchasing By-Law Number 2129 a Request for Quotation was issued for the Harbour Security Services for the 2024 season, with an option to extend for 2025 and 2026. The vendor Inesa Security Services has provided the most cost-effective hourly rates for the services requested under the RFQ-CS-24-002.

Background and Discussion

The Security vendor will be responsible for the protection of property and ensure that all policies of the Harbour are complied with. The vendor is to provide security services at the Colchester Harbour and park grounds from May 1 until Canadian Thanksgiving Monday of each year, seven (7) days per week during the hours of 10:00pm until 6:00am.

A Request for Quotation **was posted on the Town's website and closed on March 06, 2024.** Prior to the closing of the RFQ process administration conducted a mandatory site meeting on Wednesday February 28, 2024, at 100 Jackson Street, in Harrow to review the scope of work and expectations of the Colchester Harbour Security Services RFQ-CS-24-002.

There were seven (7) vendors who bid on this proposal. All seven (7) were at the mandatory site meeting. The results are listed below.

Bidder Name	Regular Hourly Rate including H.S.T.	Over Time Hourly Rate including H.S.T.	Holiday Hourly Rate including H.S.T.
Security First Ltd	\$28.00	\$42.00	\$42.00
Signal of Windsor	\$27.88	\$41.82	\$41.82
Edmond Protection and Consulting Inc	\$27.00	NIL	\$55.00
Lotus Security Services	\$28.00	\$42.00	\$42.00
Inesa Security Services	\$23.00	NIL	\$34.50
2871958 Ontario Inc	\$25.00	\$25.00	\$25.00
G Force Security Inc	\$23.65	\$35.48	\$35.48

Inesa Security Services submitted the lowest Regular Hourly Rate, and they are the previous service provider for this location with satisfactory services. The lowest bid for Holiday Hourly Rate was submitted by 2871958 Ontario Inc. However, these hourly rate submissions must be

reviewed in combination, not individually. There are five days of Holiday in each Harbour Season which includes Victoria Day, Canada Day, Civic Holiday, Labour Day and Thanksgiving. The total extra costs of holiday pay between the lowest bidder, 2871958 Ontario Inc., and Inesa are \$380.00 (i.e. \$9.5 X 8 hours X 5 days = \$380.00). This pricing difference will be offset by the total expected savings from the Regular Hourly Rate Bid. For example, the additional holiday cost is \$380.00, divided by the regular hourly difference of \$2.00 (Inesa bid vs 2871958 Ontario Inc.) means that after 190 hours (or 23.75 days) the savings are realized. As a result, Inesa Security Services submitted the Overall Lowest Offer and is recommended be the successful bidder.

Financial Impact

There is no financial impact as this expenditure was included in the approved 2024 operating budget.

Consultations

Jackson Tang, Assistant Manager, Finance and Business Services

Rodney Klie, Manager, Parks, and Facilities

Jake Morassut, Director, Community Services

Kate Giurissevich, Director, Corporate Services/Treasurer

Doug Sweet, CAO

Link to Strategic Priorities

- ☒ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ **Leverage our Town's competitive advantages to promote jobs and economic investment.**
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Colchester Harbour Security Services RFQ-CS-24-002 Results - Parks and Facilities-2024-03.docx
Attachments:	
Final Approval Date:	Mar 22, 2024

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Jake Morassut".

Jake Morassut, Director, Community Services - Mar 22, 2024 - 1:20 PM

A handwritten signature in black ink, appearing to read "Kate Giurissevich".

Kate Giurissevich, Director, Corporate Services - Mar 22, 2024 - 1:24 PM

A handwritten signature in black ink, appearing to read "Doug Sweet".

Doug Sweet, Chief Administrative Officer - Mar 22, 2024 - 1:27 PM