

TO:	CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING TUESDAY NOVEMBER 17, 2015
FROM:	GEORGE KOTSIFAS P.ENG. MANAGING DIRECTOR DEVELOPMENT AND COMPLIANCE SERVICES AND CHIEF BUILDING OFFICIAL
SUBJECT:	SINGLE SOURCE PROCUREMENT 15-38 MUNICIPAL PARKING ENFORCEMENT SERVICE

RECOMMENDATION

That, on the recommendation of the Managing Director, Development and Compliance Services and Chief Building Official;

- a) Approval hereby **BE GIVEN** to enter into a five (5) year contract with Commissionaires Great Lakes (CGL) for the Municipal Parking Enforcement Service; at the estimated annual cost of: 2016 = \$926,301, 2017 = \$971,690, 2018 = \$1,019,303, 2019 = \$1,069,249, 2020 = \$1,121,642 excluding HST.
- b) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this purchase;
- c) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order, or contract record relating to the subject matter of this approval.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Built and Natural Environment Committee meeting on December 15, 2010 and Council Resolution dated December 10, 2010 (a three (3) year contract)
 Board of Control Report for meeting on October 21, 2009 and Council Resolution dated October 26, 2009. (Contract extension – optional year)
 Board of Control Report for meeting on October 29, 2008 and Council Resolution dated November 4, 2008. (Contract extension – optional year)

BACKGROUND

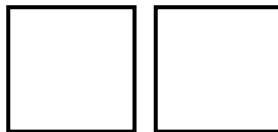
Purpose

This report is submitted to seek Council approval to enter into a single source contract with The Commissionaires Great Lakes (CGL) for the provision of municipal parking enforcement services for a five year period commencing January 1, 2016.

The rationale to proceed with a single source contract for this service is based on experience from previous Tenders in accordance with the Procurement of Goods and Services Policy Section 14.4, Clauses d) and e).

- A tender was issued in October 2010 (T10-130) for the Municipal Parking Enforcement Service. Only one (1) bid was received.
- A tender was issued in October 2005 (T05-80) for the Municipal Parking Enforcement Service. Only one (1) bid was received.

CGL was contacted by Purchasing in February 2015 to provide a proposal for contract renewal discussions and in May presented their first proposal. The final 4.9% submission over five consecutive years being recommended is a result of extensive back and forth negotiations. There is a limited pool of service providers as evident in past tenders, however, if a tender is called there is a risk that the 4.9% over a 5 year cycle will be significantly more. Justification for the increase submitted by CGL is attached as Appendix “A” and demonstrates two scenarios, service with a vehicle and service without a vehicle. Service with a vehicle will operate at a loss



for the first 4

years and will not break even until the final year of the contract and service without a vehicle will operate at a loss for years 1 and 2. It should be noted that the CGL is a not for profit company.

The City of London has benefitted from a long standing relationship with the Commissionaires which was first awarded with the contract in 1988; initially providing five personnel working shifts six days per week. At that time, enforcement was limited to shopping malls, residential complexes, fire routes and accessible zones. Now, 27 years later the CGL personnel enforce 70 by-laws from expired parking meters, accessible parking violations and enforcement coverage for municipal parking lots and over 200 properties in the private property enforcement program.

Services provided by CGL have been extremely cost-effective for the City and significant efficiencies have been realized. Commissionaires are highly professional and exceed expectations in responsiveness and training. CGL owns the patrol vehicles, maintains and insures the vehicles. The costs associated with payroll and training are also lower as CGL performs these functions.

In addition to the cost for the ongoing service, in 2016, CGL will also bear the cost of rebranding from “Parking Enforcement” to “Parking Services” on all uniforms and vehicles. CGL will move away from the current “military” uniform to a less aggressive soft look similar to the uniforms that Municipal Law Enforcement Officers currently wear. Parking Enforcement Officers will serve as “ambassadors” to our citizens and visitors in addition to their expected enforcement duties.

In 2016 added value will be realized by parking enforcement officers, who will provide real time intelligence and reporting for City of London By Law infractions while in performance of their Parking Services duties. This will greatly assist by-law enforcement in enforcing other by-laws based on information gained.

Financial Impact

Funding for this expenditure is maintained and managed in the Municipal Law Enforcement Services – Parking operating budget. This is based on a 4.9% increase per annum.

The estimated annual expenditure is:

- 2016 = \$926,301, represents 4.9% over 2015 approved budget
- 2017 = \$971,690, represent 4.9% over 2016 proposed budget
- 2018 = \$1,019,303 represents 4.9% over 2017 proposed budget
- 2019 = \$1,069,249 represents 4.9% over 2018 proposed budget
- 2020 = \$1,121,642 represents 4.9% over 2019 proposed budget

Conclusion

Given the excellent long standing history with the Commissionaires Great Lakes, the previous tenders submission experience, the newly added value as well as the financial risk of going to tender, administration believes that a five year contract cycle is the most efficient and advantageous outcome to continue to deliver municipal parking enforcement services.

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Acknowledgement

This report was prepared in conjunction with Geoff Smith, Procurement Officer, Purchasing and Supply and Annette Drost, Manager Municipal Law Enforcement Services - Parking & Licensing Enforcement.

RECOMMENDED BY:	REVIEWED AND CONCURRED BY:
ANNETTE DROST MANAGER, MUNICIPAL LAW ENFORCEMENT SERVICES - PARKING AND LICENSING	ANNA LISA BARBON DIRECTOR, FINANCIAL SERVICES
REVIEWED AND CONCURRED BY:	REVIEWED AND CONCURRED BY:
OREST KATOLYK CHIEF MUNICIPAL LAW ENFORCEMENT OFFICER	GEORGE KOTSIFAS, P.ENG. MANAGING DIRECTOR DEVELOPMENT AND COMPLIANCE SERVICES AND CHIEF BUILDING OFFICIAL