

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON OCTOBER 6, 2020</b>
<b>FROM:</b>	<b>G. KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT &amp; COMPLIANCE SERVICES &amp; CHIEF BUILDING OFFICIAL</b>
<b>SUBJECT:</b>	<b>RFP 20-54 MUNICIPAL PARKING ENFORCEMENT SERVICES</b>

<b>RECOMMENDATION</b>
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That, on the Recommendation of the Managing Director, Development & Compliance Services & Chief Building Official, the following actions **BE TAKEN**, with respect to the Municipal Parking Enforcement Services contract, RFP 20-54:

- a) The Submission from Imperial Parking Canada Corporation – Part of the REEF Parking Network, and their submitted total annual cost of **\$1,067,778.58** (Excluding H.S.T) for services over the next three (3) years **BE APPROVED** in accordance with the Procurement of Goods and Services Policy section 12.2 (b), it being noted that, at its absolute sole discretion, The City has the option to renew the contract for additional two (2) year period at one (1) year each; and
- b) That, Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in connection with this contract.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Single Source Procurement 15-38 Municipal Parking - 2015-11-17 Community & Protective Services Committee (CPSC) Staff Report

<b>BACKGROUND</b>
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In 2015, City Council approved a five (5) year single source agreement for municipal parking enforcement services with the Canadian Corps. Of Commissionaires Great Lakes Region. That contract is due to expire on December 31, 2020. In 2015, Civic Administration advised that future contracts would be recommended following a Request for Proposal (RFP) purchasing protocol.

On July 16, 2020, RFP 20-54 Municipal Parking Enforcement Services was issued. A two envelope RFP process was used – one envelope contained the technical project proposal and the second contained the pricing proposal.

With the assistance of the Procurement Officer, two (2) evaluation committee representatives from Municipal Law Enforcement Services evaluated the four (4) submissions based on the technical criteria outlined in the document. When the final technical scores were determined, the pricing envelopes were then opened for three (3) short listed proponents.

At the end of this process, the proponent with the highest score, demonstrating their ability to fully meet the City's requirements was Imperial Parking Canada Corporation –

Part of REEF Parking Network (IMPARK/REEF). The pricing for their proposal is a total annual amount of **\$1,067,778.58** (exclusive H.S.T).

IMPARK/REEF scored very well in both the technical and price evaluation stages. Their specialized “Parking Ambassador” training program ensures that an emphasis will be placed on Customer Service which is a very important attribute in the field of parking enforcement. IMPARK/REEF have a proven track record in the parking industry with over 100 municipal and institutional contracts across North America. They are also able to provide the most number of staff, while remaining within the total annual operating budget as set out in the Multi-Year Budget.

<b>CONCLUSION</b>
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IMPARK/REEF have the resources and knowledge base to provide efficient and cost effective parking enforcement services. They are able to provide the most staff while remaining within budget for the next three (3) years. Civic Administration feel confident in recommending that they be awarded the contract for the next three (3) years.

<b>PREPARED BY:</b>	<b>CONCURRED BY:</b>
<b>S. MILLER, MLEO (C) MANAGER, MUNICIPAL LAW ENFORCEMENT SERVICES</b>	<b>O. KATOLYK, MLEO (C) CHIEF MUNICIPAL LAW ENFORCEMENT OFFICER</b>
<b>CONCURRED BY:</b>	<b>RECOMMENDED BY:</b>
<b>I. COLLINS, CPA, CMA DIRECTOR, FINANCIAL SERVICES FINANCE &amp; CORPORATE SERVICES</b>	<b>G. KOTSIFAS, P. ENG. MANAGING DIRECTOR, DEVELOPMENT &amp; COMPLIANCE SERVICES &amp; CHIEF BUILDING OFFICIAL</b>

cc: M. Ma, Procurement, Finance & Corporate Services  
D. Mounter, City Solicitor’s Office