
Contract Extension for Corps of Commissionaires

Recommendation

1. That the current contracts be extended to the North Saskatchewan Division of the Canadian Corps of Commissionaires, until December 31, 2019, as a sole source, for the following services:
 - a) Parking Enforcement and Document Services;
 - b) Impound Lot Security and Administration;
 - c) Impounding Bylaw Enforcement Services; and
 - d) Red Light Camera Services; and
2. That the City Solicitor be requested to prepare the necessary agreement for execution by His Worship the Mayor and the City Clerk, under the corporate seal.

Topic and Purpose

The purpose of this report is to seek approval to provide a sole source contract to the Canadian Corps of Commissionaires (Commissionaires) for the provision of parking and other services until December 31, 2019. The largest contract for parking enforcement services expired January 31, 2016; however, the Commissionaires has continued to provide all of the required services in accordance with the terms set out in the 2016 agreement. A sole source contract to December 31, 2019, is requested to allow the time necessary to select a successful proponent, through a Request for Proposals, for the provision of these services, to take effect January 1, 2020.

Report Highlights

1. The contracts for provision of parking-related services with the Commissionaires expired in January 2016.
2. Procurement for contract services for required parking-related services will be undertaken in the coming months through issuance of a Request for Proposals, with the successful proponent in place for January 1, 2020.
3. A sole source contract with the Commissionaires extending to December 31, 2019, is proposed to allow time to issue a Request for Proposals as per City Council Policy No. C02-030, Purchase of Goods, Services and Work.

Strategic Goals

The recommendations in this report support the Strategic Goal of Asset and Financial Stability, and Quality of Life. The City of Saskatoon (City) strives to investigate pricing solutions for services and infrastructure, and focuses on primary services that are of high importance to our citizens. Parking programs are administered and enforced through a partnership of civic and contract staff which effectively ensures that parking availability is maximized.

Background

The Commissionaires has provided parking enforcement services to the City for over 35 years. In more recent years, the services provided have expanded to include security and administrative services at the Impound Lot, impounding enforcement services (arranging for seizure of vehicles which have outstanding parking tickets), and review of red light camera tickets.

In 2011, City Council approved the issuance of a sole source contract for parking and enforcement services to the North Saskatchewan Division of the Canadian Corps of Commissionaires for a five-year period, ending January 31, 2016. Since that time, the Commissionaires has been continuing to provide services. An inflationary rate increase to the contract hourly rates for parking enforcement, impound lot, and boot crew, was provided effective February 1, 2016.

Report

Expired Contract with Canadian Corps of Commissionaires

Parking Services has experienced a great deal of change in the past four years, including transfer of staff into the new Community Standards Division, staff turnover, change from mechanical to electronic parking meters, and implementation of a parking app. In February 2018, a new parking enforcement integration system was introduced. During this time, the contract for parking services provided by the Commissionaires expired; however, due to the above-noted pressures, measures were not taken to tender or sole source a new contract.

Procurement for Contract Services

The City's procurement policy indicates that when the amount of a contract to purchase goods, services or work from outside parties is expected to exceed \$75,000, the form of the contract shall be a public tender or request for proposals.

Previously, a number of separate contracts were established with the Commissionaires:

- a) parking enforcement and document serving services, jointly held between the City and The Board of Police Commissioners;
- b) enforcement of the Impounding Bylaw held by the City;
- c) security and administration of the Impound Lot, held by the City; and
- d) red light camera ticket review.

A single contract to accommodate appropriate components of the above-noted work is proposed as a means to ensure that the administrative and economic efficiencies offered in contracting with a single service provider, can be achieved.

Contract Extension

In the interim, approval of a sole source contract with the Commissionaires, for the continued provision of services, is necessary to provide the time required to identify a successful proponent, through issuance of a Request for Proposals. It is recommended that inflationary rate increases be provided for 2018 and 2019, recognizing the expertise

and task specific training that Commissionaires staff supply in providing these services. The proposed increases would also align with the general framework applied to recent collective bargaining agreements with City staff. The proposed increases are accommodated in the proposed 2019 Operating Budget.

The Commissionaires has indicated they are supportive of continuing to offer services as identified through to the end of December 31, 2019.

The City faces significant risks should the contractual services with the Commissionaires cease. The Commissionaires, who provide enforcement services, are fully trained in the operations of the flex parking system, and are aware of all the City policies and procedures in the delivery of parking enforcement, document delivery, impound lot administration and security, and red light camera review. The ability to properly manage parking, and to uphold the requirements of the bylaws, would be compromised should the services of the Commissionaires be terminated without adequate notice.

Options to the Recommendation

Due to the time required to issue a Request for Proposals, there are no options to this recommendation.

Public and/or Stakeholder Involvement

Appropriate notice will be given to the Commissionaires regarding an upcoming tender process. The Commissionaires will be notified when the opportunity to submit a proposal in the Request for Proposal process is available. All potential vendors will be apprised of the opportunity through the standard processes identified by the City's procurement policy.

Communication Plan

A communication plan is not required at this time. The procurement process establishes the notification requirements for potential proponents when Requests for Proposals are issued.

Policy Implications

Administrative Policy No. A02-027, Corporate Purchasing Procedure, provides for sole source procurement under certain circumstances including circumstances where, in the opinion of the City Council, it is appropriate for the City to sole source the purchase.

A short-term sole source contract with the Commissionaires will ensure continuation of service for the period of time while the procurement process for a longer-term contract, through issuance of a Request for Proposals, is underway.

Financial Implications

The approximate annual value of contracts with the Commissioners for the past two years, and a projected estimate for continued provision of service in 2019 is provided below.

Service Provided	2017 Actuals	2018 Budget	2019 Budget Estimate
Parking related services and document delivery - managed by Community Standards Division	\$1,429,481	\$1,331,800	\$1,465,400
Red Light Camera Review - managed by Transportation and Utilities Department	\$75,883	\$75,900	\$77,400
TOTAL	\$1,505,364	\$1,407,700	\$1,542,800

*Funding has been allocated in the proposed 2019 Operating Budget.

Other Considerations/Implications

There are no environmental, privacy, or CPTED implications.

Due Date for Follow-up and/or Project Completion

A Request for Proposals will be initiated in early 2019, and a report recommending a successful service provider will be brought to City Council by fall 2019.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

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