



Security Patrol – Charlottetown City Parks

Request for Proposal

Addendum # 1

Issued: April 11, 2017

Closing: April 21, 2017

This addendum is being issued with respect to specific sections of the Request for Proposal for Security Patrol – Charlottetown City Parks in order to clarify certain aspects of the document.

Issue # 1

Section 3.2.3 – Electronic Guard Tour System

This section shall now read as follows:

“The successful proponent must employ an “Electronic Guard Tour System” which, at a minimum, must electronically log the start and end times of each security personnel’s shift and there location at “regular and/or significant intervals” during their shift. “Regular and or significant intervals” shall mean a minimum of every ¼ hour or each visit to each park. With respect to Victoria Park, the system must log staff’s location each ¼ hour or at several locations on the tour route throughout the park. This is to ensure that the security personnel are performing their required duties during their assigned shifts. This information must be logged and made available to City personnel at their request.”

Issue # 2

Section 3.3 PROPOSAL SUBMISSION REQUIREMENTS

In addition to the information requested in this section of the document each proponent must provide the following information with respect to the cost of services:

Hourly rate - Foot Patrol - regular \$ _____

Hourly rate – Foot Patrol – holiday \$ _____

Hourly rate – Vehicle Patrol – regular \$ _____

Hourly rate – Vehicle Patrol – holiday \$ _____

Issue # 3

Section 4.0 EVALUATION CRITERIA

The following shall be added to the section to clarify the City’s method employed to evaluate proponent’s submissions with respect to the mandatory criteria:

Each proponent must explain how they will comply with all of the requirements listed in this section. i.e. type of vehicle and markings, type of communications equipment and service provider, type and functionality of electronic tour guard system employed, details of uniform, method and documentation of personnel training and method of evaluating competence and physical fitness of personnel. These items will be evaluated individually and compared between firms and an overall score will be awarded to each firm. Simply meeting the mandatory criteria does not guarantee a full 25 point score in this section of the evaluation.

There is a difference between 100% compliance and a 100% score which would equal 25 points. All of these criteria must be met, therefore 100% compliance is required. A score of less than 25 will not necessarily disqualify a firm. A firm will only be disqualified if they fail to meet any one of the criteria (i.e. did not provide a marked security vehicle or demonstrate how they ensure that their staff are competent and physically fit etc.). If the information for a particular item is not provided then we cannot evaluate that item.

The firm must demonstrate the methods they employ to determine that their staff are competent and physically fit enough to perform the required duties.

The following shall be added to the section to clarify the City’s method employed to evaluate proponent’s submissions with respect to the desirable criteria:

Experience will be scored based upon responses received. The firm with the most relevant and longest length of experience will receive 30 points. The firm with the next highest level of relevant and longest length of experience will receive 25 points. The points awarded will decrease by 5 for each firm evaluated based on years of relevant experience. If two proponents have identical years of relevant experience, they will be awarded the same points. Cost of services will be evaluated in a similar manner. The regular rate and the holiday rate will be weighted 85% and 15% respectively. This combined rate will be compared between proponents and the lowest will receive 30 points. For every 10% in excess of the lowest combined rate the score will be reduced by 2 points. References will be scored based upon the responses received. Full points will be awarded unless there is a negative response. The significance of the issue will be evaluated and a reduction will be made in the awarded score. Clarity and completeness will be awarded based upon the overall readability of the document and whether or not the proponent provided all of the requested information to allow a complete evaluation.