

Municipality Of Chatham-Kent
Corporate Services Department
Customer Service Division

To: Mayor and Members of Council
From: Leanne Segeren-Swayze
Director, Customer Service
Date: November 25, 2020
Subject: T20-153 Parking Enforcement Services

Recommendations

It is recommended that:

1. The contract for T20-153 Parking Enforcement Services be awarded, for a three (3) year contract term, beginning January 1, 2021, with an option to renew for an additional two (2) 1-year terms to Neptune Security Services Inc. at a total cost of \$225,785.30 (including HST).
2. The Mayor and Clerk be authorized to sign the necessary agreements.

Background

Shortly after the amalgamation of Chatham-Kent, parking enforcement services were outsourced to enforce the traffic and parking by-law regulations. One of the purposes of the by-law is to increase short-term parking turnover which the Downtown Chatham BIA and Wallaceburg BIA rely on to ensure adequate parking the number of customers that patronize the local businesses. Enforcement services outside of these specific areas are assessed by administration on a case by case basis.

The current three (3) year contract for the period January 1, 2017 to December 31, 2020 was previously awarded to Neptune Security Services Inc. in November, 2017. As the contract will expire the end of this year, administration posted the new service tender on the municipal website from November 3 to November 19, 2020.

Comments

Two bids were received by the Purchasing Officer and forwarded to the Director of Customer Service and the Director of Engineering for review. Results can be seen in the table below.

Company Name	Amount Bid (including H.S.T)
1. Neptune Security Services Inc. (Mississauga, ON)	\$225,785.30
2. Imperial Parking Canada Corporation (Toronto, ON)	\$297,868.87

The successful bid for tender T20-153 Parking Enforcement Services is Neptune Security Services Inc.

Contract T20-153 Parking Enforcement Services is a three (3) year contract that begins on January 1, 2021 and concludes on December 31, 2023. There is an option to renew for an additional two (2) 1-year terms. The contract provides parking enforcement services throughout the Municipality of Chatham-Kent but primarily for the parking programs in Downtown Chatham and Downtown Wallaceburg. The contract also provides for meter revenue collection and meter maintenance services.

Consultation

The Tender was received by the Purchasing Officer, and reviewed by Customer Service, Engineering and Transportation Division and Public Works.

Financial Implications

Total project costs (see Table 1) will be funded from the approved Public Works Contracted Services budgets for Chatham and Wallaceburg areas.

**Table 1: Summary of Bids
Neptune Security Services Inc.**

Description of Cost	Year 1: 2021	Year 2: 2022	Year 3: 2023	Total
Labour & Mileage Costs	\$65,494.00	\$67,158.00	\$67,158.00	\$199,810.00
HST	\$8,514.22	\$8,730.54	\$8,730.54	\$25,975.30
Total Contract Cost	\$74,008.22	\$75,888.54	\$75,888.54	\$225,785.30
Less HST Rebate (11.24%)	-\$7,361.52	-\$7,548.55	-\$7,548.55	-\$22,458.62
Net Contract Cost	\$66,646.70	\$68,339.99	\$68,339.99	\$203,326.68

Prepared by:

Leanne Segeren-Swayze
Director, Customer Service

Reviewed by:

Cathy J. E. Hoffman MPA, CHRL
General Manager, Corporate Services/Chief Human Resource Officer

Consulted and confirmed the content of the consultation section of the report by:

Chris Thibert, P. Eng.
Director, Engineering Services

Jennifer Scherle
Purchasing Officer

Attachments: None

C: Purchasing Officer, Financial Services