



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Joey Vandermeer, Deputy Treasurer and Senior Manager of Accounting and Taxation

DATE: October 15, 2021

REPORT NO.: CORPSERV-2021-0040

SUBJECT: Award of Armoured Courier Services

RECOMMENDATION:

THAT Report No. CORPSERV-2021-0040, dated October 15, 2021, regarding Award of Armoured Courier Services be received;

AND FURTHER THAT Council approves the award of Request for Proposal P-094-21 for Armoured Courier Services to Brink's Canada Limited, 2233 Argentia Road, Suite 400, Mississauga ON L5N 2X7 in the annual upset amount of \$20,586.00 plus applicable taxes for a one (1) year period with four (4) one (1) year options to renew commencing January 1, 2022 subject to satisfactory performance and price negotiations.

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order to Brink's Canada Limited, 2233 Argentia Road, Suite 400, Mississauga ON L5N 2X7 in the annual upset amount of \$20,586.00 plus applicable taxes for a one (1) year period with four (4) one (1) year options to renew commencing January 1, 2022 subject to satisfactory performance and price negotiations.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The Town requires an armoured courier service to pick up cash and cheques from each of its facilities at various times throughout the year
- The existing contract expires on December 31, 2021.

BACKGROUND AND DISCUSSION:

A Request for Proposal (RFP) for Armoured Car and Bonded Courier Services was issued on September 10, 2021. The bid was posted on the Town's website and on the bids and tenders website (bidsandtenders.ca). Three (3) firms downloaded the document. The RFP closed on October 1, 2021 and three (3) submissions were received as follows:

- Armoured Security, Concord ON
- Brink's Canada Ltd, Mississauga ON
- ValGuard Security Inc., Concord ON

Bids were evaluated by a staff team based on price, experience, company profile and references. Brink's Canada Ltd was determined to be the highest ranking proponent.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

The Senior Manager of Purchasing and Risk Management facilitated the process and is in agreement with the recommendations.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Moya Jane Leighton, Director of Finance & Town Treasurer

Laura Lancaster, Acting Commissioner of Corporate Services

Chris Mills, Acting Chief Administrative Officer