



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Susie Spry, Manager of Enforcement Services

DATE: May 26, 2022

REPORT NO.: ADMIN-2022-0027

SUBJECT: Award of Proposal P-003-22 Parking Control Services

RECOMMENDATION:

That Report No. ADMIN-2022-0027 dated May 26, 2022 regarding the Award of the Request for Proposal P-003-22, Parking Control Services be received;

AND FURTHER THAT staff recommends that Carraway Inc, 6900 Airport Road, Mississauga ON L4V 1E8 be awarded the contract P-003-22 for Parking Control Services contract;

AND FURTHER THAT the Senior Manager of Purchasing be authorized to issue a purchase order to Carraway Inc, 6900 Airport Road, Mississauga ON L4V 1E8 for a three (3) year fixed term commencing July 1, 2022, in the annual upset amount of \$200,000.00 plus HST with the option to renew for an additional two (2) year term subject to satisfactory performance and price negotiation for the purposes of undertaking Parking Control Services for the Town of Halton Hills.

KEY POINTS:

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

- Staff recommends that Carraway Inc. be awarded the contract for Parking Control Services
- Parking Control Services are required to provide parking enforcement duties working various shifts throughout the year
- Services will include the monitoring of parking and issuance of parking tickets

BACKGROUND AND DISCUSSION:

In 2017, staff issued a Request for Proposal Parking Control Services Contract. Council approved the award of the contract to Ontario Parking Control Bureau Corporation to enforce the Uniform Traffic Control By-law and the Off-Street Parking By-law. The five-year contract expired on December 31, 2021 and was extended for an additional six months which ends on June 30, 2022.

The Town has seen a steady increase in the number of parking tickets issued over the past several years.

The Town issued a Request for Proposal for Parking Control Services on March 10, 2022. The bid was posted on the Town's website as well as bidsandtenders.ca. Eight (8) firms downloaded the bid and five (5) firms submitted bids as follows:

Carraway Inc	Mississauga ON
Immediate Response Force Inc.	Mississauga ON
MLEC – Municipal Law Enforcement Corp	Burlington ON
Neptune Security Services Inc	Mississauga ON
Securitas Canada Limited	Mississauga ON

The evaluation team reviewed the submissions and interviewed the top ranked proponents. Carraway Inc. was the highest ranked submission after a review of their qualifications, experience, capacity to deliver, schedules and fees. The evaluation team consisted of staff from Enforcement Services.

STRATEGIC PLAN ALIGNMENT:

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

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

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 Town Clerk and Director of Legislative Services and the Enforcement Coordinator – Lead Customer Service Specialist were consulted in the preparation of this report. The Senior Manager of Purchasing is in agreement with the award.

FINANCIAL IMPLICATIONS:

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

Reviewed and approved by,

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer