



EMERY
Business Improvement Area

REQUEST FOR PROPOSAL

To provide security mobile patrol services to industrial, commercial and retail members throughout the designated BIA area.

Issued on:
November 13, 2017

Closing date and time:
December 8, 2017, 4:00pm

Contact:
Al Ruggero, Project Manager
al@emeryvillagebia.ca
416-744-7242

Deadline for questions in writing (email):
December 4, 2017.

1. Definitions

"*The BIA*" means the Board of Management, staff and authorized representatives of the Emery Village Business Improvement Area (BIA), and/or the geographic area within which the BIA member businesses are located.

GENERAL OVERVIEW

2. Invitation

The Emery Village Business Improvement Area is inviting proposals from qualified private security firms who are duly licensed under the *Private Security and Investigative Service Act, 2005* to enter into a renewable annual contract (minimum 3 years) to provide security mobile patrol services to the BIA's designated geographic area.

3. Context and Background

The Emery Village Business Improvement Area was formed in 2003 and is Canada's largest Business Improvement Area with over 2,500 commercial, industrial and retail establishments employing approximately 25,000 people. It is also one of the City of Toronto's largest designated Employment Zones. The BIA's mandate is to initiate and oversee community improvements such as beautifying the streetscape, creating a sense of place and sustainability with inviting and safe environment, and celebrating the rich cultural history. Further information about the BIA is available at:
<http://www.emeryvillagebia.ca/>.

4. Scope of Work

The firm (or agency) will be responsible for providing all the necessary resources to carry out services, but not limited to, the following activities, duties and obligations:

4.1 To provide mobile street patrol in 2 marked vehicles -identified with Emery Village BIA decal along with firm's company logo- and 1 unmarked vehicle between the hours of 5:00 P.M. and 6:00 A.M., 7 days a week, for a total of 30 hours per day.

4.2 Detailed patrol report is to follow each night/day. Consult with the BIA staff to ensure patrol reflect special attention areas and locations. Incident report activity to flag trends and emerging issues.

4.3 Additional duties may include: alarm response (offered free to participating members-providing security firm's contact information to pass along to their respective alarm service provider). Familiarity and experience working with *Trespass to Property Act* and obtaining authorization.

4.4 The firm is to ensure best practises in the conduct of staff, observe all health and safety rules and regulations, including but not limited to City of Toronto standards and the *Occupational Health and Safety Act and Regulations*. The firm is to fully co-operate with law enforcement officials and their direction in any incidence involving them.

4.5 Active liaison with local police, and participate in their community policing and outreach activity. To assist the BIA in outreach and marketing security service to membership.

4.6 Make available to the BIA, guards or representatives to attend special events (extras).

4.7 Knowledge and familiarity with City of Toronto parking regulations, tagging and permitting. To provide consultation services to members as required, such as parking audits.

See map of the BIA on our website at www.emeryvillagebia.ca

5. N/A

6. SCHEDULE

Observance of routine schedules determined in consultation with BIA. Unless agreed to, patrol coverage for the normal patrol hours are from 5:00 P.M. to 6:00 A.M. Allowances for staggered patrol cars in order to not exceed 30 hours per day of mobile patrol.

7. N/A

8. PRICING

Pricing should reflect hourly fees + regular patrol rates and total contract based on the above schedule. Price is to be inclusive of all costs, insurance, vehicle and any other related expenses.

Hourly fees for statutory holidays, extra-time and non-patrol activities (see Section 4 above)

TOTAL

\$

12. BIDDER'S PROPOSAL

Interested bidders are invited to attach a brief description of their business; achievements and work portfolio; functioning web site; names and bio of officers; length of time in business (preferably 5 + years of proven, relevant experience); pertinent competencies including technologies; Number and types of vehicles available for deployment.

All communications regarding this project shall be directed to Al Ruggero, Project Manager, via email, al@emeryvillagebia.ca or telephone, 416-744-7242.

**Al Ruggero, Project Manager
Emery Village Business Improvement Area
1885 Wilson Avenue, Suite 209
Toronto, ON
M9M 1A2**

Payments for all work performed shall be subject to Harmonized Sales Tax, as applicable, only. The Proponent's GST/HST Registration Number shall be inserted in the space provided on the signature page of the Bid Submission Form. Where a change in Canadian Federal or Provincial taxes occurs after the closing date for this RFP the BIA will increase or decrease Contract payments to account for the exact amount of tax change involved.

The Vendor shall maintain such Insurance or pay such assessments as will protect the Vendor and the BIA from claims under Workplace Compensation Acts. And, from any other claims for damage from personal injury, including death, and from claims for property damage which may arise from the Vendor's operations under this contract.

In the event that the Vendor is exempt from WSIB or has opted out, confirmation of Employer's Liability in the amount of \$5,000,000.00 is required. Such coverage can be confirmed on the BIA's Certificate of Insurance form, as an extension under the Commercial General Liability.

Cross Liability & Severability of Interest Clauses, Products & Completed Operations coverage (12 months), Owner's & Vendor's Protective, and Standard Non-Owned Automobile endorsement a minimum of \$2 million, including standard contractual liability coverage.

The BIA shall accept in place of the above mentioned insurance coverage, a combination of primary CGL insurance and Excess Liability or Umbrella Liability insurance for which provide the minimum coverage's, aggregate and limits as noted above.

BID SUBMISSION FORM

THIS FORM MUST BE COMPLETED, PROPERLY SIGNED & RECEIVED ON OR BEFORE THE DATE & TIME SPECIFIED, OR YOUR SUBMISSION WILL BE CONSIDERED INVALID. ANY REWRITES TO OR DELETIONS FROM TO THIS CONTRACT WILL DISQUALIFY YOUR PROPOSAL.

FAXED OR ELECTRONIC SUBMISSIONS **WILL NOT** BE ACCEPTED IN RESONSE TO THIS RFP, PROVIDED THAT THEY ARE RECEIVED ON OR BEFORE THE DESIGNATED CLOSING TIME TO THE LOCATION NOTED IN THIS DOCUMENT. MISDIRECTED PROPOSALS, PROPOSALS RECEIVED AFTER THE CLOSING DATE AND/OR TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENDED.

Company Name

Address

Postal Code

Authorized Signature

Print Name

Title

Telephone No.

Facsimile No.

E-Mail

GST/HST Registration Number