

# Memo

June 10, 2013

To: Manager, Financial Operations  
Attention: Greg Markewich

Re: Parking Enforcement & Scheduling Services Contract - RFP Selection Team Ratings

Six submissions were received in response to the Parking Enforcement and Enforcement Scheduling Services RFP. The Parking Enforcement Selection Committee met on June 5, 2013 to review the six submissions, and determined that the Canadian Corps of Commissionaires scored the highest on our rating scale. Therefore, the rating team recommends that the Canadian Corps of Commissionaires, South Saskatchewan Division be awarded the Parking Enforcement contract starting June 21, 2013 until May 31, 2016, with two (2) one year extensions at the option of the City.

The criteria and summary of the initial evaluations are listed below:

CRITERIA	Weight (%)
Operating Plan: 1. Provision of Services (Meeting Service Levels – June 21 <sup>st</sup> and October 1 <sup>st</sup> , Seasonal Staffing Surges and Monitoring) 2. Summary of Experience and references 3. Summary of Size and Capacity	50%
Industry Experience (Summary of Key Personnel)	15%
Bid Cost	35%

**\* A full breakdown of the evaluation matrix can be found in the Attachments.**

Using the above criteria, the selection committee ranked the submissions as follows:

	Andrea	Jason	Judv	Linda
16(1)(a)&(b) COMMISSIONAIRES	1	1	1	1

Selection Committee Discussion Summary

16(1)(a), 16(1)(b)

Therefore, based on the selection committee's ratings and discussion, it is recommended that the Corps of Commissionaires, South Saskatchewan Division be awarded the contract for Parking Enforcement and Enforcement Scheduling Services for the City of Regina. Attached is a copy of the approval memo signed by Jason Carlston.

Should you have any questions or require additional information, please contact the undersigned at 7238.



Andrea McNeil-Wilson  
Manager, Parking Services

Attachments

## Memo

May 8, 2013

To: Manager, Financial Operations  
Attention: Greg Markewich

**Re: Approval to Release Request for Proposal – Parking Enforcement and Enforcement Scheduling Services.**

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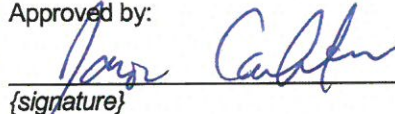
Pursuant to my delegated authority as provided by:

- *The Regina Administration Bylaw*, Schedule D, Article 7(b)(i) – The authority to award and approve the entry into a contract for the acquisition of goods, equipment or services.

I authorize the City to release an RFP for the following:

- Type of Agreement: Contracted Services
- For: Parking Enforcement and Enforcement Scheduling Services
- Term: Three (3) years, with the option of two (2) one year extensions, expiring June 30, 2016
- Contract Value: \$951,300 (This amount does not include costs associated with special enforcement situations such as CFL games, street sweeping, etc.)

Approved by:

  
{signature}

Name: Jason Carlston

Title: Deputy City Manager, Community  
Planning & Development Division

Date: May 8, 2013

## ATTACHMENT A

### RFP Selection Team Meeting - Rating Evaluations

ANDREA MCNEIL-WILSON - MANAGER, PARKING SERVICES

CRITERIA	Weight	16(1)(a)&(b)
<b>Operating Plan:</b> Provision of Services (Summary of Experience & Size)	50%	
<b>Industry Experience:</b> (Summary of Key Personnel)	15%	
<b>Bid Cost</b>	35%	
<b>TOTAL:</b>	100%	

Notes:

16(1)(a), 16(1)(b)

LINDA BRAILEAN – COORDINATOR, PARKING SERVICES

CRITERIA	Weight	16(1)(a)&(b)
<b>Operating Plan:</b> Provision of Services (Summary of Experience & Size)	50%	
<b>Industry Experience:</b> (Summary of Key Personnel)	15%	
<b>Bid Cost</b>	35%	
<b>TOTAL:</b>	100%	

Notes:

16(1)(a), 16(1)(b)

JUDY DERKACZ – COORDINATOR, BUSINESS SYSTEM ADMINISTRATION

CRITERIA	Weight	16(1)(a)&(b)
<b>Operating Plan:</b> Provision of Services (Summary of Experience & Size)	<b>50%</b>	
<b>Industry Experience:</b> (Summary of Key Personnel)	<b>15%</b>	
<b>Bid Cost</b>	<b>35%</b>	
<b>TOTAL:</b>	<b>100%</b>	

Notes:

16(1)(a), 16(1)(b)

JASON WEITZEL – POLICY ANALYST, PARKING SERVICES

CRITERIA	Weight	16(1)(a)&(b)
<b>Operating Plan:</b> Provision of Services (Summary of Experience & Size)	<b>50%</b>	
<b>Industry Experience:</b> (Summary of Key Personnel)	<b>15%</b>	
<b>Bid Cost</b>	<b>35%</b>	
<b>TOTAL:</b>	<b>100%</b>	

Notes:

16(1)(a), 16(1)(b)



**ATTACHMENT B:**

## EVALUATION MATRIX

### Parking Enforcement RFP

**Proponent:** \_\_\_\_\_

[illegible]