



RPT 20-416

TITLE: Bank Courier and Coin Rolling Services (2021 to 2023)

DATE: September 30, 2020

TO: City Council

PUBLIC: X **INCAMERA:**

RECOMMENDATION:

1. That the Bank Courier and Coin Rolling Services contract be awarded to GardaWorld Cash Services Canada Corporation ("Garda"), for the three year term commencing January 1, 2021 and ending December 31, 2023, with an option to extend for an additional 2 years (upon mutual agreement).
2. That the Mayor and City Clerk be authorized to execute the contract once prepared.

TOPIC & PURPOSE:

The purpose of this report is for Council to approve the award of Bank Courier and Coin Rolling Services to Garda, for the three year term commencing January 1, 2021 and ending December 31, 2023, with an option to extend for an additional two (2) years upon mutual agreement.

BACKGROUND:

Brink's Canada Limited (Brink's) had provided The City with Bank Courier and Coin Rolling services for approximately six (6) years from 2010 to 2015.

On November 30, 2015, City Council awarded the tender for Bank Courier and Coin Rolling Services to Garda for a three (3) year term commencing January 1, 2016 and ending on December 31, 2018, with an option to extend for an additional two (2) years (upon mutual agreement). On August 7, 2018, City Council approved the extension for the two (2) year term from January 1, 2019 to December 31, 2020.

The City's current agreement for Bank Courier and Coin Rolling Services with Garda expires on December 31, 2020. Tender #42/20 for Bank Courier and Coin Rolling Services closed on September 16, 2020.

PROPOSED APPROACH AND RATIONALE:

The City received bids from the following three companies:

1. GardaWorld Cash Services Canada Corporation
2. Brink's Canada Limited
3. 102101413 Saskatchewan Ltd. o/a Prince Albert Security Services (PASS)

All three companies provide armored cash transportation and coin rolling services that meet the City's expectations for this service. They utilize fully armored vehicles and provide fully trained armed guards that are distinctly uniformed with visible identification cards. All three companies also provide sufficient insurance coverage that would cover any foreseeable loss at no cost to the City.

Garda has been providing The City with exceptional service over the term of the existing contract. In addition, The City noticed a marketable increase in the service levels received related to the coin rolling service compared to its predecessor. Garda has been able to consistently meet the targeted deadlines requested by The City.

Tender Results:

Estimated Costs (Before Taxes)	Garda	Brink's	PASS
2021	\$ 14,775	\$ 16,538	\$ 51,500
2022	\$ 14,775	\$ 17,011	\$ 57,500
2023	\$ 14,931	\$ 17,519	\$ 63,500
Total	\$ 44,481	\$ 51,068	\$ 172,500

The results of the tender indicate that The City would save approximately \$6,600 over the length of the three (3) year contract or approximately \$2,200 per year as a result of awarding the contract to Garda (compared to the next closest bidder). In addition, since Garda is The City's existing provider there would be no additional impact on Administration's time related to a transition if Garda is awarded the contract.

CONSULTATIONS:

Administration had discussions with Accounting Clerks and Chief Clerks in the Financial Services department who interact with Garda's personnel on a regular basis. All of the individuals stated that they were very happy with our current level of service.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Once approved, Garda will be contacted by Administration in order to provide The City with an agreement for signing. The unsuccessful bidders will be contacted by Administration to let them know of Council's decision.

FINANCIAL IMPLICATIONS:

The City's analysis of the bids submitted indicate that the City could save approximately \$6,600 over the length of the three year contract if The City were to award the contract to Garda. There will be no significant impact on the 2021 Budget.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, privacy, or official community plan implementation strategies, other considerations, or options to the recommendation.

STRATEGIC PLAN:

Fiscal Management & Accountability: Administrations recommendation is based on cost effectiveness and the belief that The City's current level of service will be maintained or improved.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

Appendix #1 - Estimated Costs Based on Tender Pricing

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Approved by: Director of Financial Services & City Manager