



GANARASKA REGION CONSERVATION AUTHORITY

REQUESTS FOR PROPOSAL 2025

for

Ganaraska Forest Centre Security Services

The Ganaraska Region Conservation Authority (GRCA) will receive proposals as follows:

Two (2) hard copies of the Proposal to be submitted, in a sealed envelope clearly marked "RFP 2025 Ganaraska Forest Centre Security Services" by mail or hand delivered.

Proposals may be submitted electronically.

The completed proposals will be received until 2:00 p.m. local time on Wednesday, March 19, 2025.

Linda Laliberte, CPA, CGA
CAO/Secretary-Treasurer
Ganaraska Region Conservation Authority
2216 County Road 28
Port Hope, Ontario
L1A 3V8

Late proposals will not be considered and will be returned to the proponent. Proposals may be submitted electronically or by mail.

This time and date will be deemed the closing of the Proposal. For more information on proposal submission, see Section 3.6 of this Request for Proposal.

For more information or for a copy of this document in an alternative format, please contact GRCA at 905-885-8173 or llaliberte@grca.on.ca

Proposal details are as follows:

1.0 PURPOSE

The Ganaraska Region Conservation Authority (hereinafter referred to as GRCA) is requesting Proposals for security services from qualified security firms to carry out security services at the Ganaraska Forest Centre for required events (e.g., weddings and special events) as well as overnight education bookings.

ABOUT THE GRCA

The GRCA, formed on October 9, 1946, is a local watershed management, not-for-profit corporation, that delivers services and programs that protect, restore and manage water and other natural resources in partnership with local municipalities, government, landowners and other organizations and agencies. Legislative mandate is provided through Section 20 (1) of the *Conservation Authorities Act* that directs the GRCA to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals. R.S.O. 1990, c. C.27, s. 20.

The GRCA watershed consists of seven municipalities in the County of Northumberland, Region of Durham and City of Kawartha Lakes. Funding for the GRCA is mainly through municipal levies and self-generated revenues with some additional funding from provincial and federal grants. An eleven (11) member Board of Directors appointed from the respective municipalities, with an elected Chair and Vice-Chair as well as an appointed agricultural representative, governs the GRCA.

The GRCA owns the Ganaraska Forest which is approximately 11,000 acres of forested land northwest of Port Hope and straddles the Municipalities in Northumberland County, Peterborough County, City of Kawartha Lakes and Regional Municipality of Durham.

Additional information about the GRCA and the Ganaraska Forest can be found on our website: www.grca.on.ca.

2.0 SCOPE OF SERVICES

Security Services

2.0.1 The service provider shall:

Provide, at minimum one security guard, to be present during the following events and at a minimum carryout the following duties:

Education Program (Approximately 20 - 30 a year)

- (a) Be stationed in the mudroom foyer of the Ganaraska Forest Centre from 9:30 pm to 7:30 am on the following day.

- (b) When there is a second overnight scheduled, be stationed in the mudroom foyer of the Ganaraska Forest Centre from 7:30 pm to 7:30 am on the following day.
- (c) Respond to any disturbance inside or outside of the building and notify the visiting teacher(s) of any concerns.
- (d) Double check that outside doors of the building are locked.

Wedding (Approximately 24 a year)

- (a) Be stationed in the Ganaraska Forest Centre and monitor the areas necessary to respond to violations of the Noise By-Law or GRCA Alcohol Policy, from 4:00 pm to 2:00 am on the following day.
- (b) Ensure that the GRCA Alcohol Policy is adhered to.
- (c) Ensure that the Municipality of Port Hope Noise By-law is adhered to.
- (d) Participate in a pre-wedding season meeting to review policies and procedures.

Special Events and Filming (Approximately 6 a year)

- (a) The tasks, timelines, and number of security personnel required are defined when special event and filming permits are approved.

Requirements

2.0.2 The service provider shall:

Be responsible for the conduct and supervision of all service providers' agents/employees while performing security services on GRCA lands, including but not limited to the Ganaraska Forest Centre and surround land.

Maintain a valid security licence and ensure that employees who provide security services have a valid security guard licence.

Provide a liability insurance certificate, minimum \$2,000,000 coverage, naming the Ganaraska Region Conservation Authority as an additional insured party.

Undertake and agree to have certification of coverage from the Workplace Safety and Insurance Board (WSIB). Upon signing the agreement, the successful proponent must provide a clearance certificate or the WSIB number for the company business to ensure the company is presently in good standing with the Workers Compensation Board of Ontario.

Be responsible to provide a report at the completion of each scheduled security event with the results of that day via email to designated GRCA staff.

Code of Conduct

2.0.3 The service provider shall:

Conduct themselves in a professional manner when providing security services. This includes customer service standards and working safely.

Provide a required uniform including any Personal Protective Equipment (PPE).

2.1.0 Services to be included but not limited to:

2.1.1 Reporting

Regular reports will be submitted to the CAO or designate as required should something need reporting.

3.0 Proposal Information & Instructions

3.1 Communication Regarding the Request for Proposal (RFP)

All communication concerning this RFP shall be in writing and directed to Linda Laliberte, CAO/Secretary-Treasurer, via e-mail: llaliberte@grca.on.ca.

No person other than the above named person or her authorized representative is authorized to speak for the GRCA with respect to this RFP. A Proponent who seeks to obtain information, clarification or interpretation from another GRCA employee or member of the GRCA Board of Directors, is advised that such material is used at the Proponent's own risk, and the GRCA will not be bound by any such representations.

Answers to questions and clarifications may be released in the form of an addendum should the GRCA determine the information is relevant to all Proponents. Any questions shall be sent to the CAO/Secretary-Treasurer by Wednesday, March 6, 2025.

3.2 Electronic Communications

All enquiries received via electronic mail, waive all rights of confidentiality of the enquiry in the method of transmission, and the Proponent shall assume all risks of such methods of communication.

3.3 Facsimile Communication

The GRCA will not receive or respond to any enquiries made via facsimile.

3.4 Addenda to the RFP



The Proponent is advised that any changes to the RFP shall only be done by formal written addendum issued by the CAO/Secretary-Treasurer. The GRCA hereby reserves the right in its sole discretion to amend this RFP any time prior to the closing date and time.

3.5 Cost of Responding to the RFP

All costs directly or indirectly incurred by the Proponent in responding to this RFP shall be at the sole cost of the Proponent.

3.6 Submission of Proposal

Proposals must be submitted at or before the closing date and time:

Wednesday, March 19, 2025 by 2:00 p.m., local time.

Clearly address the Proposal Package to:

Linda Laliberte, CPA, CGA
CAO/Secretary-Treasurer
Ganaraska Region Conservation Authority
2216 County Road 28
Port Hope, On
L1A 3V8

Re: RFP 2025 Ganaraska Forest Centre Security Services

Provide the Company Name and the return address information on the outside of the Proposal Package.

Proposals can be mailed, hand delivered or submitted electronically.

A Proposal delivered after the closing date and time shall not be accepted or considered and shall be returned to the Proponent unopened.

The Proposal shall be irrevocable for any reason for a period of not less than One Hundred and Twenty (120) calendar days following the closing date.

3.7 Municipal Freedom of Information and Protection of Privacy Act

The GRCA is required by law to adhere to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended. Any Proponent who requires that the information in its Proposal be kept confidential shall explicitly advise the GRCA of that fact by stamping or boldly marking the information as Confidential. Release of any information not marked as confidential will comply with MFIPPA. Proposal results are reported to the GRCA Board of Directors and the reports are for public information.

The GRCA may be required to submit information of the Proposal or Proposal Packages received to granting agencies for outside funding. The Proponent will not be notified of such a requirement.



3.8 Proposal Package Submissions Information Release to Other Proponents

The number of Proposals received and the names of the Proponents are confidential and shall not be divulged prior to the closing of the RFP.

3.9 Request to Withdraw a Proposal Package Submission

Requests for withdrawal of a Proposal shall be allowed if the request is made before the closing date and time for the Proposal to which it applies. An Authorized Agent of the company, in writing, via e-mail, confirming the details, shall direct requests to the CAO/Secretary-Treasurer. Telephone requests will not be considered. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal on the same service.

3.10 Proposal Returned Unopened

A Proposal Package received after the closing time shall be disqualified and information regarding the proponent will be noted with the original file. The proposal will be returned to the Proponent unopened.

3.11 Submission of More Than One Proposal Package

If two Proposals for the same RFP are received in the same envelope, the Proposals shall be contained in separate envelopes within the exterior envelope and shall be marked as Proposal A and Proposal B.

If two Proposals for the same RFP are received in different envelopes, the envelope with the latest date and time received shall be considered the intended Proposal and the earlier dated envelope will be dealt with as in 3.10 above.

3.12 Adjustment to a Proposal Package

Adjustments by telephone, facsimile (fax), e-mail or letter to a Proposal Package already submitted will not be considered. A Proponent desiring to adjust a Proposal shall withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal closing date and time.

3.13 Erasures, Overwriting or Strike-outs

The Authorized Agent signing on behalf of the organization, shall initial erasures, overwriting or strikeouts on all parts of the original submission.

3.14 Cancellation of Request for Proposal

The GRCA reserves the right to cancel the Request for Proposal at any point in the process without liability.

4.0 PROPOSAL TERMS & CONDITIONS

The GRCA reserves the right to approve or reject members of the security team assigned to the GRCA and further reserves the right to approve or reject any replacement staff once the original security team has been assembled.

4.1 Omissions, Discrepancies, Clarifications and Addenda

Considerable effort has been made to ensure an accurate representation of information in this Proposal document; however, it is not guaranteed to be accurate, nor is it comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Proponent from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Should a Proponent be in doubt as to the meaning of any part of the RFP, it will be the Proponent's responsibility to immediately notify the CAO/Secretary-Treasurer in writing.

If the GRCA considers that a correction, explanation or interpretation is necessary, an addendum will be issued to all who have registered their interest in the Proposal.

4.2 Allocation of Risk

The GRCA shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent because of non-acceptance by the GRCA of any Proposal submission or because of any delay in its acceptance.

4.3 Conflict of Interest

The Proponent is required to submit a conflict of interest declaration of any potential conflict of interest or perceived conflict of interest with their Proposal Package. This may be submitted in the form of a letter. Failure by a Proponent to declare any potential conflict of interest shall be grounds for the GRCA to disqualify a Proposal or terminate any Contract formed without liability to the GRCA.

4.4 Lobbying

In order to ensure fairness to all Proponents, the GRCA shall endeavor to prevent unfair advantage created by lobbying. Therefore, the GRCA reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive process between a date that is no later than the date of issue of the document and the date of signing of a contract between the GRCA and the successful Proponent(s). The GRCA may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the GRCA, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing, lobbying may include:

- Verbal or written approaches to any GRCA staff other than those identified as contacts in the procurement document.
- Verbal or written approaches to any GRCA Board of Directors.
- Verbal or written approaches to any member of the Proposal Evaluation Committee.

5.0 PROPOSAL PACKAGE

5.1 Proposal Understanding & Methodology

The Proponent is required to provide a brief summary of their understanding of the objectives of this RFP, and a detailed methodology that describes key elements of their proposed approach to meeting the objectives and deliverables of the Scope of Services in Section 3 of this RFP.

5.2 Qualifications

The Proponent is requested to provide detailed information that clearly demonstrates their qualifications, experience, and proof of a valid security license. The Proponent shall identify its team members and their qualifications and the resources available to deliver the services required.

5.3 References/Experience

Proponents are required to provide at least three references as part of their proposal and to include the names and contact numbers of persons who can certify the Proponent's ability to perform security services relative to the requirements of this RFP.

At least four (4) years experience is required. The proponent will provide details regarding their experience working in this format.

5.4 Financial Considerations

The proponent shall provide the following information on fees for security services including a detailed outline of the costs for each fiscal year between 2025 and 2028, including:

- the hourly rates for the members of its team;
- the identification of additional costs or disbursements, and an estimate of those costs; and

- a pricing structure for any special work(s); and,

The GRCA will not request additional information around the financial consideration and incomplete Proposals will affect the evaluation and may disqualify a Proponent.

5.5 Value Added Service

Proponents are requested to consider and describe any value added features of their proposal for the GRCA to consider and evaluate.

6.0 Evaluation and Proposal Selection

6.1 Evaluation of Proposal Package

A committee will evaluate proposals determined to be compliant with the requirements of this RFP and the recommendation for selection of a Proponent will be based on the results of the evaluation criteria.

The Proposal will be subject to a comprehensive analysis and evaluation, based upon the best overall value to the GRCA. The Proposal Package will be checked for compliance with the mandatory requirements in this RFP document. Based on the assessment of compliance with mandatory requirements, the GRCA may disqualify Proposals and Proponents it determines in its sole discretion are non-compliant.

Proponents receiving the highest overall ranking for their submission may, at the sole discretion of the Selection Committee, be invited to make a confidential, in-camera presentation to the evaluation committee. Any costs for this or any interview will be the responsibility of the Proponent. The Proponent must be available for an interview, if required by the committee, within a reasonable period.

No other Proponent is entitled to be present or to receive any information regarding the presentation of any proponent.

6.2 Terms of Award

- The lowest of any Proposal will not necessarily be accepted and the GRCA reserves the right to award any portion of the Proposal to a Proponent;
- Proposals are irrevocable for one hundred and twenty (120) days from the date the Proposal is opened;
- The award of this contract is subject to the availability of funding; and

- An award is non-exclusive to the Proponent.

6.3 Negotiations

The GRCA may award the RFP based on proposals received without discussion; however, the GRCA reserves the right to enter into negotiations with the selected proponent(s). If the GRCA and the selected proponent cannot negotiate a successful agreement, the GRCA may terminate the negotiations and begin negotiations with another proponent. This process will continue until an agreement has been executed or all of the proponents have been rejected. No proponent shall have any rights against the GRCA arising from negotiations.

The proponent will assume all costs incurred in providing responses to the RFP and for providing any additional information required by the GRCA to facilitate the evaluation process.

The GRCA reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more proponents.

6.4 Selection for an Award

A formal contract between the GRCA and the successful Proponent(s) will be entered into for Security Services. The Proposal will form part of the contract.

6.5 Insurance

The proponent will be required to furnish the GRCA with a certificate of Professional Liability Insurance in an amount not less than \$5,000,000 on a per claim basis, and General Liability Insurance in an amount not less than \$1,000,000 on a per occurrence basis. The GRCA must be an additional named insured on the General Liability Insurance for the purpose of this contract. The Insurers shall provide the GRCA, by registered mail, with thirty 30 days written notice if the insurance of either policy is cancelled.

6.6 Workplace Safety Insurance Board Clearance Certificate (WSIB)

The Proponent shall submit with the proposal document a valid clearance certificate from the Workplace Safety and Insurance Board (WSIB).

7.0 Form of Proposal

Please return all of this Section with the Proposal Package submission

CONTACT INFORMATION OF THE PROPONENT

Legal Business Name of the Proponent: _____

Mailing & Courier Delivery Address with Postal Code:

Telephone: _____

Web Site Address: _____

Contact Person and Their Title:

Contact's Email: _____



Proponent Request for Proposal Declaration

RFP No. 2025

I/We, hereby confirm that I/We have authority to make this declaration on behalf of _____ (company name/proponent) and to bind the Proponent to the contents of the proposal.

I/We declare that the Proposal is NOT made in connection with any other Proponent submitting a Proposal for the same services or work and is in all respects fair and without collusion or fraud and that full disclosure has been made of any conflict of interest or potential conflict of interest.

I/We hereby confirm, having carefully reviewed the Request for Proposal that we are able to provide and pay for all material, labour, tools, and delivery, necessary to complete the Security Services as specified in accordance with our Request for Proposal.

It is certified that the undersigned is/are authorized, appointed and empowered to sign and submit this Proposal and bind them to its offer, terms and conditions.

Sign Here If Sole Proprietor

Executed by me and bearing date this _____ day of _____, 2025

Authorized Agent Signature

Name and Title

O/A (operating as) or DBA (doing business as):



OR

Sign Here If Corporation

Executed by me/us and bearing date this ___ day of _____, 2025.

I/we have the authority to bind the Corporation

Print Name and Position Held

I/we have the authority to bind the Corporation

Print Name and Position Held

Note:
If the Proposal is submitted by or on behalf of a Corporation, it shall be signed in the name of such corporation by the duly Authorized Agent.

