

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
RESPONSIBLE DEPARTMENT(s): COMMUNITY SAFETY
SUBJECT: **CC – SECURITY OFFICER SERVICES**
PURPOSE: To obtain Council approval for a Contract Change (CC) for security officer services at various City locations.

RECOMMENDATION

THAT a contract change to Guardteck Security for an estimated cost of \$215,000 including taxes, as outlined in the report titled “CC – Security Officer Services” dated July 22, 2025 be approved; and

THAT final payment will be based on the actual quantity of goods and services delivered and hourly rates submitted.

EXECUTIVE SUMMARY

This recommendation is to approve a contract change of \$215,000 including tax. Further details are outlined in Attachment 1.

The contract change is required to continue services of security officer services at various City locations, for special events, and on an “as and when requested” basis. The increase in contract value is primarily attributed to several emerging needs across City locations. Additional security coverage has been required at seasonal Emergency Warming and Cooling Centres to support vulnerable populations during periods of extreme weather and for the safety and security of our staff. Furthermore, enhanced security resources have been allocated to ensure staff and contractor safety during the clean-up of Homeless Encampments. These supplementary services are essential for maintaining community safety and supporting City operations.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$500,000.

2.0 BACKGROUND

Following a Request for Proposal (RFP) 04-01-24 in March 2024, the City awarded a contract for Security Officer Services to Guardteck Security in the amount of \$545,000 including tax. The contract term is March 1, 2024 to February 26, 2026 with the options to extend for three, one-year renewals at the discretion of the City, if services prove reliable and prices remain competitive. Optional contract renewal terms allow the City to assess the vendor’s performance during the initial term and provides the contractor with the ability to adjust pricing based on market fluctuations at the time of renewal.

The scope of this contract is to provide security officer services at various City locations, for special events and on an “as and when requested” basis.

Since the award of this contract, there has been one contract change for \$200,000 including tax to add the Burnaby Golf Course locations to this contract.

Guardteck Security has worked with the City for over ten years on various projects.

3.0 GENERAL INFORMATION

The estimated total contract value is \$960,000 including tax.

City staff have reviewed the change and believe it appropriately addresses the City’s needs at a fair cost.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFP 04-01-24 Security Officer Services was publicly advertised. Upon closing, the City received a total of fourteen submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work is included in the 2025 – 2029 Financial Plan under various Community Safety and Parks, Recreation and Culture operating accounts.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – Contract History

REPORT CONTRIBUTORS

This report was prepared by Dan Braun, Security Specialist, Scott Houston, Senior Manager Risk Insurance and Claims, Rebecca Yeung, Senior Buyer, and reviewed by Scott Lovas, Assistant Manager, Procurement Services and Sophan Lum, Senior Manager, Procurement Services - Capital.