

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
RESPONSIBLE DEPARTMENT(S): COMMUNITY SAFETY AND PARKS, RECREATION AND CULTURE
SUBJECT: **CR – SECURITY OFFICER SERVICES**
PURPOSE: To obtain Council approval for a Contract Renewal (CR) for Security Officer Services at various City locations and Special Events.

RECOMMENDATION

THAT a one (1) year contract renewal to Guardteck Security Corp for an estimated cost of \$670,000 including taxes, as outlined in the report titled “CR – Security Officer Services” dated February 24, 2026, be approved; and

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

EXECUTIVE SUMMARY

This recommendation is to approve a one (1) year contract renewal of \$670,000 including tax. Further details are outlined in Attachment 1.

Guardteck Security Corp provides security officer services on an “as and when requested basis” at various City locations for special events and at seasonal emergency warming and cooling centres.

Guardteck Security Corp is holding existing pricing for the renewal period.

There is no need to go back out to bid at this time because the original contract included optional renewal years, which the City is now exercising.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council 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) 004-01-24, the City awarded a two (2) year contract to Guardteck Security Corp, in the amount of \$545,000 including tax. The initial contract term was for the period March 1, 2024 to February 28, 2026 with the option to extend for three (3) one (1) year periods, at the sole discretion of the City should service prove reliable and pricing 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.

Since the award of this contract, there have been four contract changes totalling \$664,000 including tax due to the addition of the Burnaby Golf Course locations, additional security coverage at emergency warming/cooling centres, additional annual events (including the launch of Car Free Day in 2025) and the overall increase of attendance at events that has grown by 35% annually.

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

3.0 GENERAL INFORMATION

The estimated total contract value is \$1,879,000 including tax.

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

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

RFP 004-01-24 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 2026 – 2030 Financial Plan under various Community Safety, Lands & Facilities, and Parks, Recreation and Culture operating and capital accounts.

Respectfully submitted,
Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – Contract History

REPORT CONTRIBUTORS

This report was prepared by Scott Houston, Senior Manager Risk Insurance and Claims, Lois Dawson, Coordinator – Festivals & Special Events, Rebecca Yeung, Senior Buyer, and reviewed by Robyn Tegart, Senior Manager, Procurement Services – Operations.