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CITY OF KELOWNA

MEMORANDUM

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**Date:** June 10, 2008

**File No.:**

**To:** Ron Mattussi, City Manager

**From:** Rick Baker, Director of Corporate Development

**Subject:** Jail Services Contract

**Prepared by:** Scott Meadows, Police Administration Manager

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**RECOMMENDATION:**

THAT the City of Kelowna renew the contract with the Commissionaires BC to provide Jail Guard Services for a three (3) year period at a cost, excluding GST, of (based upon estimated actual hours of service required) \$1,812,224.00;

AND THAT the Mayor and City Clerk be authorized to execute the document.

**BACKGROUND:**

The City of Kelowna manages and staffs a municipal jail facility in the Royal Canadian Mounted Police Detachment in the Police Services Building.

The Commissionaires BC presently have the contract with the City of Kelowna for Jail Guard Services.

On April 11, 2008, The City of Kelowna issued a Request for Proposal (RFP) for the Management/Operation of Jail Guard Services. The RFP closed May 8, 2008. The Commissionaires BC proposal was the only submission received and it met all the RFP requirements.

The Commissionaires BC's proposal includes annual hourly service rates to be applied to actual hours of service required, plus an annual management fee.

The City's 2008 operation budget provides for 24,000 hours of base funding for guards and matrons to provide the required jail guard services. Extra shifts required to meet RCMP guard to prisoner ratios will be billed at the applicable hourly rate.



Total cost for the three (3) year contract including management fees and regular shifting.

Year One	Year Two	Year Three
\$559,282.00	\$603,300.00	\$649,642.00
Total 3 year contract cost: \$1,812,224.00		

Over the three (3) year contract term, the cost savings to the City of Kelowna based on total compensation is estimated at \$706,738.00.

As is currently the case, we will continue to recover approximately 60% of our costs from the province and through charges to Lake Country for services provided.

Funds are available in the 2008 Provisional Budget. Demand for extra shifts required to meet RCMP guard to prisoner ratios in years two and three will require supplemental funding.

**INTERNAL CIRCULATION TO:**

**FINANCIAL/BUDGETARY CONSIDERATIONS:** Keith Grayston

**ALTERNATE RECOMMENDATION:** None

**LEGAL/STATUTORY AUTHORITY:** N/A

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:** N/A

**EXISTING POLICY:** N/A

**PERSONNEL IMPLICATIONS:** N/A

TECHNICAL REQUIREMENTS: N/A

EXTERNAL AGENCY/PUBLIC COMMENTS: N/A

COMMUNICATIONS CONSIDERATIONS: N/A

Submitted by:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

*R. Baker, Director of Corporate Development*

Approved for Inclusion:

Cc: Maureen MacGillivray, Purchasing Manager