

## **Expressions of Interest (EOI) - Private Security Services**

### **Background**

The City of Fort St. John invites qualified and licensed private security firms to submit Expressions of Interest (EOI) for the provision of security services for municipal facilities, infrastructure, parks, and public events.

The purpose of this EOI is to identify experienced security service providers capable of supporting the City's operational needs through professional, reliable, and responsive security services. This EOI does not constitute a contract and does not guarantee minimum hours or callout.

### **Deadline for submissions:**

No later than **4:00 pm local time on May 15, 2026.**

### **Compensation to Contractors:**

Compensation for security services, including mobile patrol, static guarding, and incident response, will be based on hourly rates submitted by the contractor and accepted by the City. Rates must be all-inclusive, covering personnel wages and benefits, uniforms and equipment, vehicles and fuel, insurance and licensing, training and certification costs and administrative overhead. The City reserves the right to request updated rate sheets annually or as required.

### **Security firms must be able to:**

- Maintain valid Work Safe BC coverage for the duration of service
- Hold a valid Security Business License
- Ensure all personnel hold valid BC Security Worker Licenses
- Maintain a valid City of Fort St. John Business License
- Be available on a 24/7 on-call basis, with short-notice deployment as required
- Ensure all security personnel are properly trained, licensed, and competent
- Provide uniformed personnel clearly identifiable as private security
- Attend City Contractor Orientation sessions prior to commencing work and as required
- Comply with all applicable privacy, use-of-force, and reporting regulations

## Required Documentation:

- Certificate of Insurance – Broad Form Commercial General Liability (CGL)
  - Minimum \$5,000,000 per occurrence
  - Aggregate limit not less than \$5,000,000
  - Includes:
    - Bodily injury
    - Property damage
    - Personal injury
  - Policy must also include:
    - Products and Completed Operations Liability
    - Cross-Liability / Severability of Interests
    - Blanket Contractual Liability
    - Non-owned Automobile Liability (minimum \$3,000,000, SEF 96)
    - Coverage for Damage to Hired Automobiles (SEF 94)
- Rate sheet
- Current City of Fort St. John Business License
- Valid Security Business License (BC)
- Company Health & Safety Program or safety policies, including evidence of hazard-specific procedures relevant to security work
- Training matrix and certification records (including Security Worker Licenses)
- Work Safe BC Clearance Letter
- Work Safe BC Inspection Report Summary
- Number of available security personnel
- Supervisor qualifications and experience
- Description of training programs (such as use of force, de-escalation, report writing)

## For more information or to submit documentation:

### Bylaw Services Department

Phone: 250-787-8150

Email: [bylawdepartment@fortstjohn.ca](mailto:bylawdepartment@fortstjohn.ca)

In-person: 10631 100 Street, Fort St. John, BC