



December 1st, 2025

**NOTICE OF REQUEST FOR EXPRESSION OF INTEREST - SECURITY
RFP No. 2025-RP05**

Prince Albert Exhibition Incorporation is looking to partner with a security business to provide security for PAEX events and to provide night patrols as required; and

to manage security for the annual summer fair

The duration of the agreement to begin January 1st to December 31st, 2026.

The Prince Albert Exhibition Incorporation will accept Proposals from certified, insured & OH&S, security businesses. The security business will be required to provide security services for several occasions throughout the year for the Prince Albert Exhibition Inc. The PAEX to provide dates when services are required.

NOTE #1: THE INTENT WILL BE TO RENEW THE AGREEMENT FOR UP TO 3 YEARS.

NOTE #2: IN THE EVENT THE SERVICE IS DEEMED SUBSTANDARD THE PAEX RESERVES THE RIGHT TO TERMINATE THE AGREEMENT WITH NO NOTICE.

The security business to provide 2 separate quotes:

Quote#1: For year-round security services for: Events and Patrols. Quote to include: a) Hourly rate of pay per person; b) rate charged to use a security vehicle for patrol purposes c) rate for any other charges that may apply to the security service. Such as use of equipment; golf carts; etc.

Quote#2: For services for the annual summer fair: a) Hourly rate of pay per security person b) rate for use of security vehicle c) rate for any other charges that may apply to the summer fair service. For example, any use of equipment such as use of golf carts; wandering or security walk through devices.

In addition, the PAEX requests that the security business take the time to provide an operational plan for the Summer Fair. Provide information of items of importance as it pertains to security.

CRITERIA FOR EVENTS and PATROLS

The PAEX expects the security officer to ensure the safety and protection of the employees, the public, the grounds, including the campground, campers, buildings, equipment & vehicles, located on the PAEX approx. 50-acre site. The security officer will establish a security presence and respond to safety and security threats.

Basic tasks include, but are not limited to, the following:

- 1) Patrol the building perimeters and premises.
- 2) Noting the entry and exit of employees, visitors and other individuals.
- 3) Provide security watch at entrances and exits to buildings.
- 4) Directing visitors to the location of the event (when required).
- 5) Respond to alarms and calls of security concern.



- 6) Keep daily logs of activities and any issues addressed and informing General Manager.
- 7) Alert authorities if needed for emergencies or security breaches.
- 8) Interact with staff and people from the public in a positive and respectful manner.
- 9) Request individuals to leave and/or escort individuals off property.
- 10) Be prepared to contact an ambulance or the Prince Albert Police Services or the outreach group to deal with emergent matters for individuals who appear to be in distress.
- 11) Other related duties.

CRITERIA FOR SUMMER FAIR

Security Plan for quote purposes:

- 1) The Summer Fair is scheduled for August 5, 6, 7, 8 & 9, 2026. The Summer Fair operates a full 5 days. There will need to be security on-site a few days before the start of summer fair. This to be finalized with the successful security business.
- 2) The security business to demonstrate ability to provide minimum 35 security staff available for the Summer Fair event.
- 3) A full commitment from the security business must be guaranteed for the summer fair.
- 4) The security business will be required to man 6 entry gates described as Gate 1; Gate 2A; Gate 2B; Gate 3; Gate 4 & Gate 5. With 2 security personnel for 5 locations. Start-up times & details will be confirmed with the successful security business. The security staff are expected to security scan and do bag checks, for all public coming onto the grounds and remove any items of concern.
- 5) During the shows being held at the grandstand there will need to be minimum of 3 security on-site.
- 6) During the shows being held at the main hall there will need to be a minimum of 1 security on-site.
- 7) Minimum 6 security assigned around the perimeter of the 50 acres. (North & South East & West fence areas)
- 8) Minimum of 6 security randomly patrolling through the west-coast ride area and north-side of property
- 9) Minimum of 1 security patrolling through the barns and campground area
- 10) Minimum of 1 security at Dave Steuart Arena.
- 11) Minimum of 1 security at Armoury.
- 12) 1 head supervisor – coordinating the security needs.
- 13) 1 vice supervisor.
- 14) 1 first-aid and 1 security for lost children and minor emergencies.
- 15) The security business is expected to work in harmony with all other policing agencies who may be on grounds.

NOTE #3: The above is subject to change and provides a basic needs assessment for the purpose of this request for quote.

- The security officers brought on-site must have a satisfactory criminal record check & must be able to work a variable shift schedule including night shifts.
- The security supervisor, 1 vice and all security personnel, must be adaptable and flexible to changing circumstances to deal with unpredictable matters as the days unfold.



- The security supervisor and 1st vice must have strong leadership and team management skills; the ability to oversee a security team; ability to manage a team; be responsible for incident response; emergency planning; arrange for enough security personnel to be available for the summer fair event; coordinate the shifts for the security personnel, ensure areas defined above are covered; identify potential risks; prioritize risks; recommend controls and measures to reduce risk and be fully committed for the summer fair.
- The security supervisor & 1st vice must be willing to discuss and coordinate security needs with the General Manager of the Prince Albert Exhibition and/or designate to achieve the highest level of safety.

Interested security businesses to provide the following key components:

- 1) Expected hourly rate of pay;
- 2) Expected rate for use of security vehicle; or golf cart;
- 3) Other applicable rates for security service duty;
- 4) Must be able to provide bondable security officers;
- 5) Proof of liability insurance & OH & S

While we appreciate all those interested in performing security services for the PAEX. We will only be contacting the successful business.

Please submit your quotes or direct any questions on or before 4:30 p.m. December 31st, 2025 either in person or via e-mail to:

Debra Despina, General Manager gm@paexhibition.com or paex@sasktel.net or Admin office–
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