



## 93-2009 ADDENDUM 1

### PROVISION OF PARKADE STAFFING AND MANAGEMENT

#### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO  
WHOEVER IS IN POSSESSION OF THE  
REQUEST FOR PROPOSAL**

ISSUED: October 9, 2009  
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**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE REQUEST FOR PROPOSAL AND  
SHALL FORM A PART OF THE CONTRACT  
DOCUMENTS**

Template Version: Ar20070420

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Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

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#### **PART A – PROPOSAL SUBMISSION**

Replace: 93-2009 Proposal Submission with 93-2009 Addendum 1 - Proposal Submission. The following is a summary of changes incorporated in the replacement Proposal Submission:

Approximate quantity changed for Item 2.

Page numbering on some forms may be changed as a result.

#### **PART B – BIDDING PROCEDURES**

Revise: B13.3 to read:

- B13.1 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and
  - (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
  - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
  - (d) **have personnel duly licensed or accredited for security work where required by the Work in accordance with provincial regulations;**
  - (e) have an operating plan.

#### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D11.2 to read:

- D11.2 The Contractor shall not commence any Work on the Site until:
- (a) the Contract Administrator has confirmed receipt and approval of:
    - (i) evidence of authority to carry on business specified in D7;
    - (ii) evidence of the workers compensation coverage specified in C6.14;
    - (iii) evidence of the insurance specified in D8;

- (iv) the performance security specified in D9;
  - (v) the security clearances specified in D10; and
  - (vi) **evidence of personnel being duly licensed or accredited for security work where required by the Work in accordance with provincial regulations.**
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

Revise: D12 Records to read:

## **D12 RECORDS**

D12.1 The Contractor shall keep records at each site and made available to the Contract Administrator.

## **PART E – SPECIFICATIONS**

Revise: E3.2 to read:

- E3.2 The Contractor shall provide and maintain all personal resources for all on Site staff including, but not limited to:
- (c) **basic non-military style uniform for all staff and appropriate footwear where required (Contractor to review suitability with Contract Administrator);**
  - (d) office and operation supplies, note books and equipment for performance of the generic work of the group;
  - (e) safety reflective, seasonally appropriate clothing for personnel working in vehicle traffic lanes;
  - (f) a minimum of three (3) shifts on the job training for all personnel assigned to duties;
  - (g) all vehicles and equipment necessary to accomplish the work; and
  - (h) All supervisory and management support necessary to accomplish the Work.

Revise: E11.1.3 to read:

E11.1.3 All necessary executive, supervisory, administrative and financial service personnel who are not specified in E2.1.1, but are necessary for the proper management and operations as specified in E2.1.1 shall be supplied by the Contractor, but shall not form part of this requirement. All costs of the requirement shall be borne by the Contractor.

Revise: E12.1 to read:

- E12.1 One (1) position required at Winnipeg Square, and one (1) position required at the Millennium Library, each at 50 hours per week 0700-1700, Monday to Friday, and includes:
- (a) Act as the on-site supervisor for that facility, supervising day to day customer service operations
  - (b) Maintain staffing schedules, and ensure all positions are appropriately staffed.
  - (c) Conduct training where necessary
  - (d) Maintain a record, and be aware of planning, of maintenance and event activities and procedures as pertain to the particular parkade
  - (e) Perform daily cash outs of APS systems;
  - (f) Greet parkers entering in the morning;
  - (g) Report all transponder and security problems;
  - (h) As available, assist roving customer service staff with patrols of all levels and stairwells;
  - (i) Assist customers with their needs as appropriate; and
  - (j) Other duties as required.

**Bidder's Conference questions and answers:**

Q1 Will the staff need to be bonded as per B13?

A1 See addendum.

Q2 In D4.1, Contractor's Supervisor is the position "Parkade Supervisor/Concierge"?

A2 The Contractor may choose to assign supervision to the "Parkade Supervisor/Concierge" or fill that role from their own staff. If the role is not filled by the "Parkade Supervisor/Concierge", the Contractor may not bill the City for the position.

Q3 D8.2 states that deductibles shall be borne by the Contractor. What does this mean?

A3 The Contractor is responsible for the deductibles for incidences caused by the Contractor or their staff.

Q4 In D10 it states the Criminal Record Search shall include a Vulnerable Sector Search, why is this necessary?

A4 The Vulnerable Sector Search is required as there may be vulnerable persons using the parkades.

Q5 D11.2 it states the Contractor shall not commence work until they have shown evidence of personnel being bondable, please clarify.

A5 See addendum.

Q6 Clarify D12 Records.

A6 See addendum.

Q7 Clarify E3.2(a) is the Contractor responsible for paying for the clothing? If so, what is the anticipated cost?

A7 The Bid shall include pricing on uniforms for staff for working within the parkade. Pricing for extreme weather protective clothing which may be required will be negotiated with the successful bidder.

Q8 Verify that the requirement in E6.2(c) is necessary.

A8 Yes.

Q9 What does Part B refer to in E11.1.3?

A9 See addendum for revised clause. Part B was going to be the maintenance section but is going to be addressed separately.

Q10 Could you check the accuracy of the hours specified in E12.1.

A10 See addendum.

Q11 Are the hours correct in E13?

A11 Yes, these are correct – there are four shifts per day being filled.

Q12 Will there be any need for special event staff?

A12 Special event staff will be done separately.

Q13 What will the process be for depositing cash?

Q13 Deposits will be done according to basic industry standards.

Q14 What is required regarding the audited financial statement specified in E18.4?

A14 Pricing for the audited financial statements will be separate from the staffing cost with the parameters negotiated and agreed to in writing before the end of each reporting year.

Q15 Will the Contractor be required to supply golf carts as currently used in the parkades?

Q15 Currently, the WPA has golf carts for the parkades. When these require replacement, the Contractor will be required to supply.

Q16 There is mention of maintenance in the document, how will the maintenance in this contract be separated from the maintenance that is going to be addressed separately?

Q16 The maintenance that is going to be addressed separately will involve fixing concrete, rails, etc.