



## 624-2012 ADDENDUM 2

### REQUEST FOR PROPOSAL FOR AN OPERATIONAL REVIEW OF THE WINNIPEG POLICE SERVICE

#### **URGENT**

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

ISSUED: September 11, 2012  
BY: Carmen Sorby  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

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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 B – BIDDING PROCEDURES**

Revise: B12.3 to read:

- B12.3 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) upon request of the Contract Administrator, obtain Level **III** Security Clearances **from the Winnipeg Police Service** for each individual proposed to perform Work under the Contract in accordance with D11.

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

Revise: D11 to read:

##### **D11. SECURITY CLEARANCE**

- D11.1 The City (**Winnipeg Police Service**) will conduct a **Level III** Security Clearance Check, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.
- D11.2 The Contractor shall provide the Contract Administrator with a list of individuals proposed to perform Work under the Contract at Winnipeg Police Service facilities:
- (a) within three(3) Business Days of the request by the Contract Administrator; or
  - (b) in the case of additional or replacement individuals during the term of the Contract, at least thirty (30) Calendar Days before each individual is proposed to commence Work at Winnipeg Police Service facilities.
- D11.3 Each individual proposed to perform Work under the Contract at Winnipeg Police Service facilities shall provide **a list of documents as well as sign any related release forms.**

- D11.3.1 Individuals requiring a Level III Security Clearance check must obtain a 'Pick up Package' from Winnipeg Police Service Human Resources at 280 William Avenue. The 'Pick up Package' will contain a list of all required information and release forms that must be signed. We will require the names, date of births and contact information for all personnel who will require a Level III check, prior to the individuals attending to 280 William Avenue to receive their 'Pick Up Packages'. Once we obtain this information we will contact the individuals to advise when the pick up package will be ready.**
- D11.4 Each individual shall submit the required information and form to the Winnipeg Police Service, **Human Resource Division at 280 William Avenue:**
- (a) within five (5) Business Days of the Award of Contract; or
  - (b) in the case of an additional or replacement individual during the term of the Contract, at least thirty (30) Calendar Days before the individual is proposed to commence Work at Winnipeg Police Service facilities.
- D11.5 Each individual proposed to perform work under the Contract shall attend a background interview with a police officer of the Winnipeg Police Service. Once done, the police officer will conduct a background investigation of the individual for the purpose of obtaining the proper police clearance.
- D11.6 Any individual for whom a satisfactory Level **III** Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.
- D11.7 **Level III** satisfactory Security Clearance obtained thereby will be deemed valid for one (1) year from the date of clearance, subject to a repeated Security Clearance Check as hereinafter specified.
- (c) Each individual doing Work in a Winnipeg Police Service Facility shall provide photo identification upon entry, in order that their Level **III** security clearance can be verified.
- D11.8 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require a further Security Clearance Check. Any individual who fails to obtain **or maintain** a satisfactory **Level III** Security Clearance Check will not be permitted to continue to perform Work under the Contract at Winnipeg Police Service Facilities.

**Delete Form P:608**