



## 57-2013 ADDENDUM 1

### REQUEST FOR PROPOSALS FOR WINNIPEG TRANSIT ELECTRONIC FARE PRODUCT SALES AGENT - PHASE 2: INDEPENDENT AGENTS

#### **URGENT**

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

ISSUED: February 6, 2013  
BY: Lou Gervino  
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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: Ar20120228

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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 D – SUPPLEMENTAL CONDITIONS**

Revise: D10.2 to read:

D10.2 The Contractor shall not commence any Work until:

- (a) the Contract Administrator has confirmed receipt and approval of:
  - (i) evidence of authority to carry on business specified in D7;
  - (ii) the insurance as specified in D8;
  - (iii) the performance security specified in D9;
  - (iv) Contractor's contact information.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

#### **Questions and Answers from Bidders Conference – January 30, 2013**

Q1 How do retailers settle their financial transactions with Winnipeg Transit? Is it on a daily or a weekly basis?

A1

- o The purchase of all blank Reloadable Smart Cards that have been delivered by Winnipeg Transit to the FPSA that week will be payable weekly;
- o The purchase of all blank One Time Loadable Smart Cards that have been delivered by Winnipeg Transit to the FPSA that week at an amount of \$0.60 each will payable weekly
- o The value of all Fare Media sold and the value of the Fare Products and all E-Cash values loaded by the FPSA using the AAVM that day will be payable daily less the FPSA commission
- o The value of the Fare Products loaded by the FPSA using the AAVM onto the passenger's One Time Loadable Smart Cards during the day will be payable daily, less commissions, less the amount paid for the blank smart cards by the FPSA)

Q2 Can customers pay for their transactions in cash?

A2 Yes, customers can pay cash for their transactions.

- Q3 What if an agent has two workstations in the same building but separated by a significant physical distance?
- A3 Winnipeg Transit will review the business justification for two AAVMs. But both locations would require Internet access for the AAVM.
- Q4 What if I already have performance security on file with Winnipeg Transit that expires in May 2013? How will the requirement for a \$3000 performance security be handled?
- A4 Based on the timing of the expiry of the current performance security, it is likely that the timing of the return of this security deposit and the filing of the new \$3,000 deposit could be done around the same time, so as not to impose financial hardship on the agent.
- Q5 Article E3.3 in the Bid Opportunity indicates that the contractor will be asked or required to participate in special in-store campaigns. What does this mean?
- A5 Participating with Winnipeg Transit on in-store specials means participating by posting window or counter signs in conspicuous locations in the store.
- Q6 Do I need the City of Winnipeg's permission to place a sign on the outside wall of my business, or on a table immediately outside my business?
- A6 The approval of exterior signage on commercial buildings falls under the jurisdiction of other City Departments. Bidders are responsible for determining these requirements.
- Q7 What if a customer purchases a lottery ticket, groceries and bus card and uses the debit card to make payment, but the debit card is declined. With lottery tickets I am allowed to immediately cancel the Ticket. Can I immediately cancel the bus card? Or, can I hold onto it and sell to another customer?
- A7 The retail sales agent must wait until the financial transaction has been completed. Only then will the AAVM be used to add a transit product or value onto a Smart card.
- Q8 Am I correct in understanding that the areas highlighted in Appendix A are areas that need at least one FPSA and that currently the corporate retails selected are unable to fill this need?
- A8 Yes, the areas highlighted in Appendix A are areas that need at least one independent FPSA
- Q9 Will a person still be able to use coins to pay for fare on the bus?
- A9 Yes, a person will still be able to use coins to pay for fare on the bus.
- Q10 Currently volunteers at our organization are offered two bus tickets for each shift that they volunteer. Will the One Time Loadable Smart Cards have the option of just two transit uses?
- A10 The option Winnipeg Transit could provide to an agent is to sell to the agent One Time Loadable Smart cards with two rides, which the agent would provide to the volunteers.
- Q11 Is there flexibility of the stated commission structure? Can a prospective bidder negotiate with Transit at this time regarding the rate?
- A11 Clause B12 of the RFP stipulates the maximum possible commission rates. Bidders are free to propose lower commissions. Negotiations are not possible at this time.

- Q12 Can a representative from Winnipeg Transit or the City of Winnipeg attend my place of business and help me complete the RFP Submission forms?
- A12 No it is not possible to provide that assistance. Any questions regarding the completion of the must be dealt with in accordance to B6 of the RFP.