



## 558-2020 ADDENDUM 1

### PROVISION OF UNIFORMED SECURITY OFFICERS FOR CITY HALL COMPLEX AND CAMPUS

#### **URGENT**

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

ISSUED: October 16, 2020  
BY: Keith Bousquet  
TELEPHONE NO. 204-451-4087

**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE REQUEST FOR PROPOSAL AND  
SHALL FORM A PART OF THE CONTRACT  
DOCUMENTS**

Template Version: Ar20160708

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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 10 of Form A: Proposal may render your Proposal non-responsive.**

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#### **PART B – BIDDING PROCEDURES**

Revise: B11.1 to read:

B11.1 The Proponent for the Work proposed **should** provide:

- (a) A brief company history and organization summary which includes:
  - (i) Ownership structure;
  - (ii) Experience of the personnel directly responsible for the management and local supervision of the security personnel.
- (b) A description of the recruitment and selection process used in hiring security officers. Include information pertaining to qualifications, experience and training.
- (c) A description of the selection process for promoting staff to Site Supervisor position.
- (d) The criteria used in selecting Officers and Supervisors being proposed for assignment to the Contract.
- (e) A description of the methods and initiatives used to promote retention of trained and qualified staff.
- (f) Photos and descriptions of uniforms that will be worn by Security Officers assigned to work under this Contract. Uniform details should include:
  - (i) Men's and Women's military and business style uniforms;
  - (ii) Seasonal wear;
  - (iii) Footwear;
  - (iv) Equipment belts;
  - (v) Equipment that will be worn on an "as required" basis e.g. protective vests, hats, etc.
- (g) Provide copies (examples) of the reports that Security Officers are required to complete as part of their duties. This should include but not be limited to:
  - (i) Note books;
  - (ii) Occurrence reports;
  - (iii) Incident logs.
- (h) Information regarding the company's process and procedures for:
  - (i) Report filing and maintenance;
  - (ii) Reports to location managers;
  - (iii) Reports to organizational managers.

- (i) A description of the Proponents approach to Total Quality Management as it pertains to administrative controls, compliance with contracts and processes to monitor security services. The information should contain but not be limited to:
  - (i) Quality assurance;
  - (ii) Contract administration;
  - (iii) Audits;
  - (iv) Management inspection programs;
  - (v) Conduct and job performance standards;
  - (vi) Corrective action planning;
  - (vii) Follow-up reporting.
- (j) An explanation of any value-added features of programs not outlined elsewhere in the Proposal which are offered to enhance the firm's ability to effectively manage this Contract.
- (k) A transition for implementation should your firm be awarded a Contract for this work. Plan is to include tasks and timeframes.
- (l) At least five (5) references in which your company currently provides security services. These references are to be similar in scope of work, facility size and profile and service hours. Reference information should include:
  - (i) Company Name;
  - (ii) Company Address;
  - (iii) Name and contact information of the referenced Company's Contract Administrator;
  - (iv) Reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.