



## **THE CITY OF WINNIPEG**

**BID OPPORTUNITY NO. 302-2004**

**REQUEST FOR QUALIFICATIONS FOR THE PROVISION OF MINOR BUILDING  
REPAIR AND MODIFICATIONS**

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**PART A**

**BID SUBMISSION**

**FORM A: QUALIFICATION APPLICATION**  
(See B7)

1. Project Title REQUEST FOR QUALIFICATIONS FOR THE PROVISION OF MINOR BUILDING REPAIR AND MODIFICATIONS

2. Applicant

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

3. Contact Person

The Applicant authorizes the following contact person to represent the Applicant for purposes of the Application.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

4. Request

I/We wish to be considered as a pre-qualified Bidder for the Provision of Minor Building Repair and Modifications for the City of Winnipeg.

5. Qualification

I/We have completed Form B: Qualification Questionnaire, appended hereto.

6. Addenda

I/We certify that the following addenda have been received and agree that they shall be deemed to form part of this Request for Qualifications.

No. \_\_\_\_\_

Dated \_\_\_\_\_

No. \_\_\_\_\_

Dated \_\_\_\_\_

No. \_\_\_\_\_

Dated \_\_\_\_\_

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7. Signatures

In witness whereof the Applicant or the Applicant's authorized official or officials have signed this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed and sealed in  
The presence of:

Signature of Applicant or  
Applicant's Authorized Official or Officials

\_\_\_\_\_  
(Witness)

\_\_\_\_\_

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_

\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

SEAL

**FORM B: QUALIFICATION QUESTIONNAIRE**

**REQUEST FOR QUALIFICATIONS FOR THE PROVISION OF MINOR BUILDING REPAIR AND MODIFICATIONS**

1. Construction experience of principals and key individuals of this organization who will be performing the Work: (B9.4)

Name	Journeyman Carpenter Yes/No	Years Experience (Min. 2 yrs required)

(a) Note: Attach a statement of relative experience for each person listed on a separate page.

2. Major construction projects performed during the past 5 years (may include current projects in progress).

Project & Location: \_\_\_\_\_

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Value: \_\_\_\_\_

Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Consultant (architect, engineer, etc): \_\_\_\_\_

Contact:

\_\_\_\_\_ Phone: \_\_\_\_\_

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Project & Location: \_\_\_\_\_

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Value: \_\_\_\_\_

Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Consultant (architect, engineer, etc): \_\_\_\_\_

Contact:

\_\_\_\_\_ Phone: \_\_\_\_\_

---

Project & Location: \_\_\_\_\_

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Value: \_\_\_\_\_

Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Consultant (architect, engineer, etc): \_\_\_\_\_

Contact:

\_\_\_\_\_ Phone: \_\_\_\_\_

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3. List a minimum of three (3) non City of Winnipeg client references of relevant projects with the name of organization, project name, contact name(s), telephone numbers and E-mail addresses.

Organization	Project Name	Contact Name	Telephone	E-mail

4. Does this organization have an approved Health and Safety program with Workplace Safety & Health?

Yes / No (if Yes please provide complete information as to the Health and Safety Program on a separate sheet of paper.)

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5. State whether this organization would wish to be considered for Work in: (see B10 & B11)

- All City of Winnipeg facilities including Winnipeg Police Services (WPS) facilities.
- City of Winnipeg facilities only (not including WPS facilities).

**PART B**

**SUBMISSION PROCEDURES**

## **PART B - SUBMISSION PROCEDURES**

### **B1. PROJECT TITLE**

B1.1 REQUEST FOR QUALIFICATIONS FOR THE PROVISION OF MINOR BUILDING REPAIR AND MODIFICATIONS

### **B2. INTENT OF QUALIFICATION**

B2.1 The intent of this submission is to provide the City with sufficient information to qualify Bidders to perform Minor Building Repair and Modifications until December 31, 2006.

B2.2 Applicants wishing to be qualified shall complete this "Request for Qualifications" document. Additional pertinent information may be submitted to demonstrate qualifications more fully.

B2.3 All minor building repair and modifications projects are estimated to be under \$25,000 and will be issued to pre-qualified Bidders only. Only Bidders qualified under this Request for Qualifications will be invited to bid on projects from the pre-qualified list on a rotating basis.

B2.4 Qualification of Bidders to bid on prospective work shall not be construed as a commitment by the City to award contracts to any Bidder or to pay any costs incurred by the Bidder in preparing a response or otherwise in relation to this statement.

B2.5 The City reserves the right to request an update of security statement information at any time for the duration of the time period stated in B2.1.

B2.6 The City reserves the right to contact owners, owner's representatives and/or consultants that have been identified as well as the references provided in this statement of qualification.

B2.7 The Bidder is obligated to inform the City, in a timely manner, of any changes to key personnel, ownership, bonding capability, financial position, security information, insurance or any other information which may affect its pre-qualified status with the City.

B2.8 The city intends to maintain a maximum of twenty pre-qualified Bidders on the Bidders list.

### **B3. SUBMISSION DEADLINE**

B3.1 The Submission Deadline is 12:00 noon Winnipeg time, Wednesday, September 21, 2004.

B3.2 Qualification submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B3.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B3.1.

### **B4. ENQUIRIES**

B4.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B4.2 If the Applicant finds errors, discrepancies or omissions in the qualification opportunity, or is unsure of the meaning or intent of any provision therein, the Applicant shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

- B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the qualification opportunity will be provided by the Contract Administrator to all Applicants by issuing an addendum.
- B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the qualification opportunity will be provided by the Contract Administrator only to the Applicant who made the enquiry.
- B4.5 The Applicant shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

## **B5. ADDENDA**

- B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the qualification opportunity, or clarifying the meaning or intent of any provision therein.
- B5.2 The Contract Administrator will issue each addendum at least three (3) Business Days prior to the Submission Deadline, or provide at least three (3) Business Days by extending the Submission Deadline.
- B5.2.1 Addenda will be available in Adobe Acrobat (pdf) format on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>.
- B5.2.2 The Applicant is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division internet site for addenda shortly before submitting his Bid.
- B5.3 The Applicant shall acknowledge receipt of each addendum in Paragraph 6 of Form A: Qualification Application. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

## **B6. QUALIFICATION SUBMISSION**

- B6.1 The Qualification Submission consists of the following components:
- (a) Form A: Qualification Application;
  - (b) Form B: Qualification Questionnaire.
- B6.2 The Qualification Submission shall be submitted enclosed and sealed in an envelope clearly marked with the qualification opportunity number and the Applicant's name and address.
- B6.2.1 Samples or other components of the Qualification Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Applicant's name and address, and an indication that the contents are part of the Applicant's Qualification Submission.
- B6.3 Qualification Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B6.4 Qualification Submissions shall be submitted to:
- The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

## **B7. QUALIFICATION APPLICATION**

- B7.1 The Applicant shall complete Form A: Qualification Application, making all required entries.
- B7.2 In Paragraph 3 of Form A: Qualification Application, the Applicant shall identify a contact person who is authorized to represent the Applicant for purposes of the Qualification.
- B7.3 Paragraph 7 of Form A: Qualification Application shall be signed in accordance with the following requirements:
- (a) if the Applicant is a sole proprietor carrying on business in his own name, it shall be signed by the Applicant;
  - (b) if the Applicant is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Applicant is a corporation, it shall be signed by its duly authorized officer or officers;
  - (d) if the Applicant is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B7.3.1 The name and official capacity of all individuals signing Form A: Qualification Application shall be printed below such signatures.
- B7.3.2 All signatures shall be original.
- B7.4 If a Qualification is submitted jointly by two or more persons, the word "Applicant" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Applicants in the Qualification Submission and the Contract, when awarded, shall be both joint and several.

## **B8. QUALIFICATION**

- B8.1 The Applicant shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba;
  - (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
  - (c) be financially capable of carrying out the terms of the Contract;
  - (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
  - (e) have successfully carried out work, similar in nature, scope and value to the Work;
  - (f) employ only Subcontractors who:
    - (i) are responsible and not suspended, debarred or in default of any obligation to the City (a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>); and
    - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
  - (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba);

(h) have a minimum of Two Journeyman Carpenters and one unskilled labourer on staff and available in accordance with D2.3 at all times throughout the contract period.

B8.2 The Applicant shall be prepared to submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Applicant and of any proposed Subcontractor.

B8.3 The Applicant shall provide, on the request of the Contract Administrator, full access to any of the Applicant's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Applicant's equipment and facilities are adequate to perform the Work.

## **B9. QUALIFICATION EVALUATION**

B9.1 Evaluation of Qualification Submissions shall be based on the following criteria:

- (a) Completeness of responses to stated requirements;
- (b) Qualifications of key individuals;
- (c) Construction experience;
- (d) References

B9.2 Further to B9.1(a) the Award Authority may reject a Submission as being non-responsive if the Qualification Submission is incomplete, obscure, conditional, or contains other irregularities. The Award Authority may reject all or any part of any Submission, or waive technical requirements if the interests of the City so require.

B9.3 Further to B9.1(b) the Award Authority shall reject any Qualification submitted by an Applicant who does not demonstrate, in his Qualification Submission or in other information required to be submitted, that he is responsible and qualified.

B9.4 Further to B9.1(c) the Award Authority may reject the Qualification Submission as non-responsive if the key personnel identified in Clause 1 of the Qualification Questionnaire, do not possess a valid Journeyman's Carpenter Certificate or do not have the minimum construction experience specified.

B9.5 Further to B9.1(d) the Award Authority may reject any Qualification submitted by an applicant whose references are of a continuously disapproving nature or whose work experience is not consistent with the qualifications required to perform a variety of work for minor building repair & modification.

B9.6 The City may request clarification from Applicants to assist in making its evaluations.

## **B10. SECURITY CLEARANCES**

B10.1 Each individual proposed to perform Work under the Contract within City facilities or on private property shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his/her place of residence.

B10.2 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform Work within City facilities or on private property.

B10.3 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to

property offences or crimes against another person, will not be permitted to perform any Work within City facilities or on private property.

B10.4 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

B10.5 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform Work under the Contract within City facilities or on private property.

**B11. SECURITY CLEARANCES FOR WORK IN WINNIPEG POLICE SERVICES (WPS) FACILITIES**

B11.1 The City will conduct a Security Clearance Check, including but not limited to, banking and medical information, for any individual proposed to perform Work under the Contract at Winnipeg Police Service facilities.

B11.2 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 five (5) Business Days of the Award of Contract; 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.

B11.3 Each individual proposed to perform Work under the Contract at Winnipeg Police Service facilities shall provide:

- (a) A list of names (including maiden names), addresses, dates of birth, phone numbers and occupations of all immediate family members including stepbrothers, stepsisters, half-brothers and half-sisters, and their spouses, common-law spouses, boyfriends, girlfriends and their family members. The list should be typed in the following format:

John James SMITH	Dob: 45 Aug 24 (father)
123 Anywhere Street	555-5555
Winnipeg, Manitoba	
Mechanic – ABC Industries	

- (b) A list of names, addresses, dates of birth, phone numbers and occupations of four closest friends. Include information indicating where having met and how having known each other.
- (c) The name of the immediate supervisor, their position within their organization and their phone number.
- (d) A list of every past address, including the dates having resided there, who they have lived with and why having moved.
- (e) Identification - driver's license (with photo), birth certificate and social insurance card.
- (f) Form P-608: Security Clearance Check authorization form.
- (g) A cheque made payable to the City of Winnipeg in the amount of One hundred and eighty dollars (\$180.00).

B11.4 Each individual shall submit the required information, forms and payment in person to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:

- (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.

B11.5 Any individual for whom a satisfactory Security Clearance is not obtained will not be permitted to perform any Work within Winnipeg Police Service facilities.

B11.6 Any Security Clearance obtained thereby will be deemed valid for the duration of the Contract subject to a repeated Security Clearance Check as hereinafter specified.

B11.7 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 a satisfactory Security Clearance Check as a result of a repeated Security Clearance Check, will not be permitted to continue to perform Work under the Contract at Winnipeg Police Facilities.

**B12. OPENING OF BIDS AND RELEASE OF INFORMATION**

B12.1 Qualification Submissions will not be opened publicly.

**B13. NOTIFICATION OF STATUS**

B13.1 All applicants submitting this Qualification Application shall be notified in writing regarding the acceptability of their submission.

B13.2 The Request for Qualification does not commit the City to award any contracts or to defray any costs incurred in the preparation and submission of data pursuant to this request.

**PART D**

**SUPPLEMENTAL CONDITIONS**

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. DEFINITIONS**

D1.1 When used in this Bid Opportunity:

- (a) "Applicant" means any person submitting this Qualification package for the purposes of Qualifying as a Bidder of Minor Building Repairs and Modifications;
- (b) "Bidder" means a Bidder who is pre-qualified to bid on the Work (part of the Bidder's list).

#### **D2. SCOPE OF WORK**

D2.1 The Work to be done under the Contract shall consist of the provision of Minor Building Repair and Modification for the period October 1, 2004 to December 31, 2006.

D2.2 The Work shall be done on an "as required" basis during the term of the Contract.

D2.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D2.2.2 Subject to GC.4.07, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.3 A crew shall consist of a minimum of two (2) certified Manitoba Journeyman Carpenter and as required one (1) unskilled labourer able to perform a variety of Work. On certain jobs only one Journeyman may be required at the option of the City.

D2.4 The work may be repair, maintenance and installation of building structures or components, or any other related type of Work as specified by the Contract Administrator or his/her representative.

D2.5 Response for emergency repairs must be provided the same day on an as required basis, hours paid will be actual on the job time noted and approved by the Contract Administrator.

D2.6 All materials to be used and/or incorporated in the Work shall be new and of the best quality.

D2.7 Material may, at the option of the Contract Administrator, be supplied by Planning, Property & Development Department.

D2.8 Travel time to and from the Work Site shall be at the Contractor's own time and expense (except after normal business hours call out). Hours paid will be for actual on the job time with allowance for picking up materials, noted and approved by the Contract Administrator or his/her representative.

D2.9 If asbestos or other hazardous materials are encountered during the Work of the Contract, the pre-qualified Bidder/Contractor shall stop all Work and notify the Contract Administrator immediately. Removal of hazardous materials shall be dealt with by the City and the Contractor shall await further instructions by the Contract Administrator.

#### **D3. DURATION OF CONTRACT**

D3.1 Notwithstanding GC.8.01, the Applicant shall perform the Work during the period of October 1, 2004 to December 31, 2006.

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**D4. CONTRACT ADMINISTRATOR**

- D4.1 The Contract Administrator is:
- Graeme Remple  
Project Officer  
Planning, Property and Development Department  
3<sup>rd</sup> Floor - 65 Garry Street
- Telephone No. (204) 986-3787  
Facsimile No. (204) 947-2284

**SUBMISSIONS**

**D5. WORKERS COMPENSATION**

- D5.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

**D6. INSURANCE**

- D6.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products and completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period;
  - (b) automobile liability insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00) at all times during the performance of the Work and until the date of Total Performance;
- D6.2 Deductibles shall be borne by the Contractor.
- D6.3 Pre-qualified Bidders shall provide the Contract Administrator with a certified true copy or a certificate of insurance of each policy, in a form satisfactory to the City Solicitor no later than seven (7) Calendar Days from notification by the Contract Administrator. The said insurance shall be in place with the City, at all times during the period stated in B2.1.
- D6.4 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.



**SECURITY CLEARANCE AUTHORIZATION FORM**

I, \_\_\_\_\_, hereby authorize  
(SURNAME) (FIRST GIVEN) (SECOND GIVEN)

please print

*The City of Winnipeg to obtain any information on records which may be requested by the City of Winnipeg in connection with the undersigned's application for security clearance.*

I agree to waive any right of action against any person or institution providing information in compliance with this authorization.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Firm Employee Hired By

\_\_\_\_\_  
Address of Applicant

Will be working in a Wpg. Police Bldg.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Year Month Day  
Date of Birth

\_\_\_\_\_  
Date

-----  
**FOR OFFICE ONLY**  
-----

\_\_\_\_\_  
Project Number

\_\_\_\_\_  
Project Officer's Name

Date Sent E-mail	Date Rec'd E-mail	Date Advise Project Officer	Remarks	Clerk's Signature



WINNIPEG POLICE SERVICE
SECURITY CLEARANCE CHECK
SERVICES – DIVISION 30

NAME OF EMPLOYER:

NATURE OF WORK BEING DONE FOR WINNIPEG POLICE SERVICE:

WARNING: ANY FALSE OR INCOMPLETE INFORMATION MAY RESULT IN REJECTION OF THIS APPLICATION

EMPLOYEE INFORMATION

LAST NAME: GIVEN NAMES:

BIRTH NAME OR OTHER NAME(S) USED: (if different from above)

MALE FEMALE DATE OF BIRTH: BIRTH PLACE:

ADDRESS: CITY: PROVINCE:

POSTAL CODE: RESIDENTIAL PHONE:

AUTHORIZATION

I, hereby authorize any employer or other person, to whom a duplicate or photocopy of this document is provided, to furnish any information, opinions, reports, records or copies which may be requested by the Winnipeg Police Service...

I consent to the collection, use, disclosure, transmittal and examination of all information compiled by the Winnipeg Police Service. I agree to waive any right of action against any person or institution providing information or opinions in compliance with this authorization.

Signature of Witness

Signature of Applicant

Date

IDENTIFICATION

The following MANDATORY IDENTIFICATION must be presented and visually verified by the Division Clerk or their designate:

Driver's Licence with photo / Birth Certificate / Social Insurance Card

Signature of Division Clerk or Designate of visual verification

Date

FOR OFFICE USE ONLY

RESULT OF CHECK: