

PROVISION OF PARKADE STAFFING AND MANAGEMENT

URGENT

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

ISSUED: October 14, 2009
BY: Carmen Sorby
TELEPHONE NO. (204) 986-3855

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

Template Version: Ar20070420

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.

PART E – SPECIFICATIONS

Revise: E2.1.1 to read:

E2.1.1 Part A – Parkade Staffing

- (a) Staffing of parkade attendant booths, concierge stations and car washes at the Winnipeg Square and Millennium Library facilities during specified times;
- (b) **Roving Customer Service** patrols through the Winnipeg Square and Millennium Library; and
- (c) Cleaning and light preventive maintenance of public access spaces within Winnipeg Parking Authority facilities;
- (d) provision of services relating to the control, issuance and invoicing for permits for access to the Winnipeg Square and Millennium Library facilities;
- (e) collection of fees for permits for access to the Winnipeg Square and Millennium Library facilities and remittance of same to the Winnipeg Parking Authority

Revise: E2.1.1 to read:

E13.1 Four (4) positions required Winnipeg Square and four (4) positions at Millennium Library each for a total of 168 hours per facility per week providing 24 hour service, including weekends and Stat Holidays, and includes:

- (b) Perform customer service duties in a parking garage;
- (c) Serve as cashier, taking credit card, cash and other payment media such as vouchers debit cards, honour cards and transponders and providing a receipt;
- (d) Assist Parkade Cleaning staff in providing light maintenance duties, cleaning, sweeping and polishing the parkade when not required in the cashier booth;
- (e) Provide **roving customer service assistance**, patrolling, reporting and working with site security and police in the parkade when not required in the cashier booth;
- (f) Provide a full cash and security report at the end of the shift;
- (g) Provide a shift brief to oncoming personnel at end of shift;
- (h) Assisting the concierge and/or maintenance staff as required; and
- (i) Other duties as required.