

APPENDIX A – SECURITY CLEARANCE

1. SECURITY CLEARANCE

- 1.1 Each individual proposed to perform work under this Contract within City facilities including the Winnipeg Drinking Water Treatment Plant shall be required to provide a Criminal Record Search Certificate and a Public Safety Verification Check as detailed below.
- 1.2 Prior to the commencement of any Work specified in 1.1, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Consultant shall supply the Contract Administrator with a Criminal Record Search Certificate and a Public Safety Verification Check obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform such Work.
 - 1.2.1 The Public Safety Verification Check may be obtained from BackCheck. Forms to be completed can be found on the website at: <http://www.backcheck.net/>.
 - 1.2.2 The Criminal Record Search Certificate may be obtained from any one of the following:
 - (a) Police service having jurisdiction at his/her place of residence (note the City of Winnipeg Police Service requires 3 to 4 weeks to complete the search); or
 - (b) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> (note that BackCheck requires 12 to 48 hrs to complete the search); or
 - (c) Core of Commissionaires, forms to be completed can be found on the website at: <http://www.commissionaires.mb.ca/> (Note that Core of Commissionaires requires 48 hrs to complete the search).
- 1.3 Any individual for whom a Public Safety Verification Check and a Criminal Record Search Certificate is not provided, or for whom a Public Safety Verification Check or 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 specified in 1.1.
- 1.4 Any Public Safety Verification Check or 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.
- 1.5 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 Public Safety Verification Check or criminal records search. Any individual who fails to provide a satisfactory Public Safety Verification Check or Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work specified in 1.1.
- 1.6 Each individual proposed to view the Winnipeg Drinking Water Treatment Plant preliminary design report shall obtain a Public Safety Verification Check and a Criminal Record Search Certificate detailed in 1.2.1 and 1.2.2.
 - 1.6.1 Any individual for whom a Public Safety Verification Check and a Criminal Record Search Certificate is not provided, or for whom a Public Safety Verification Check or 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 view the preliminary design report.