



## 522-2015 ADDENDUM 2

### REQUEST FOR PROPOSAL FOR THE PROVISION OF STAFFING AND MANAGEMENT OF PARKADE AND EVENTS

#### **URGENT**

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

ISSUED: November 2, 2015  
BY: Ron Maxwell  
TELEPHONE NO. 204 - 986-6333

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

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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 B – BIDDING PROCEDURES**

Revise: B2.1 to read:

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, **November 5, 2015**.

#### **QUESTIONS AND ANSWERS**

Q1. B3.2- please confirm the other event locations.

A1. The other event location is Lot 117 (Parcel 4).

Q2. B10.6- please confirm Remembrance Day and Boxing Day.

A2. General Holidays are in accordance with the list in B10.6. Remembrance Day and Boxing Day do not form part of the list.

Q3. B14.1(b)- please confirm; are you looking for the actual rate of pay for the employee and not the bill rate.

A3. We are looking for the bill rate.

Q4. B16.3 - Do you require a valid driver's license for golf carts or are you only referring to automobiles.

A4. This Contract does not involve golf carts. All personnel assigned to vehicles, to hold a valid Manitoba driver's license and have completed the Canada Safety Council Defensive Driving Course within the previous three years in accordance with B16.3.

Q5. D4.1- When I read this clause verbatim I read it as requiring a Supervisor onsite during all hours work being performed which would be 24/7 at the Millennium Library, please clarify if this is the actual request or if the intent is a Supervisor who oversees and ensures the work is being done but is not required to be onsite each hour the work is being performed.

A5. The intent is a Supervisor who oversees and ensures the Work is being done but is not required to be onsite each hour the Work is being performed.

Q6. Are staff allowed to park personal vehicles onsite while on duty free of charge or must they pay?

A6. No free parking is given to staff.

Q7. E24 - please confirm if the City will continue to administer the monthly parking permit program or if they want the Contractor to assume this responsibility.

A7. The City will continue to administer the monthly parking permit program.

Q8. E24.1- please identify which revenue streams for processing are the Contractor's responsibility:

- a) Attendant booth
- b) Event staffing
- c) Parking equipment pay in lane and pay on foot
- d) Equipment credit card processing- will this be through the city's merchant account or the Contractors
- e) Are revenues the Contractor responsible for deposited directly into the City's bank account or the Contractors bank account and remitted monthly to the city with a reporting statement

A8. The Contractor would be responsible for processing the following revenue streams:

- a) Attendant booth
- b) Event staffing
- c) Parking equipment pay in lane and pay on foot

Equipment credit card processing will be through the City's merchant account.

The Contractor shall be responsible for depositing revenues directly into the City's bank account.

Q9. E24.4- Is this requirement to be performed by an arm's length third party accounting firm or is internal company audits approved by the City acceptable?

A9. External Audit.