



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 451-2017

**PROVISION OF SECURITY SERVICES MOBILE AND FOOT PATROL FOR PARKS
AND OPEN SPACE**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 PROVISION OF SECURITY SERVICES MOBILE AND FOOT PATROL FOR PARKS AND OPEN SPACE

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, June 13, 2017.

B2.2 Bids 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.

B2.3 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 B2.1.

B3. SITE INVESTIGATION

B3.1 Further to C3.1, the Bidder may view the Sites without making an appointment.

B4. ENQUIRIES

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

B4.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B4.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B4.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B4.6 The Bidder 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. CONFIDENTIALITY

B5.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B5.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.

B6. ADDENDA

- B6.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.
- B6.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B6.2.2 The Bidder is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B6.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B7. SUBSTITUTES

- B7.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.
- B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B7.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.
- B7.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B7.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her sole discretion grant approval for the use of a substitute as an "approved equal" or as an "approved alternative", or may refuse to grant approval of the substitute.
- B7.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B7.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and

obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.

- B7.7 If the Contract Administrator approves a substitute as an "approved equal", any Bidder may use the approved equal in place of the specified item.
- B7.8 If the Contract Administrator approves a substitute as an "approved alternative", any Bidder bidding that approved alternative may base his/her Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B16.
- B7.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B8. BID SUBMISSION

- B8.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices;
- B8.2 Further to B8.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B7.
- B8.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely.
- B8.4 Bidders are advised not to include any information/literature except as requested in accordance with B8.1.
- B8.5 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B16.1(a).
- B8.6 The Bid may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B8.7 If the Bid is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B8.7.1 Samples or other components of the Bid which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B8.8 If the Bid is submitted by facsimile transmission, it shall be submitted to 204 949-1178
- B8.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B8.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

B9. BID

- B9.1 The Bidder shall complete Form A: Bid, making all required entries.

B9.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
- (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
- (d) if the Bidder is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B9.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.

B9.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B9.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his/her own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his/her 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.

B9.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.

B9.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B10. PRICES

B10.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B10.1.1 Notwithstanding C11.1.3, prices on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B10.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B10.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10.4 Payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B11. DISCLOSURE

B11.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full

disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B11.2 The Persons are:

- (a) NA

B12. QUALIFICATION

B12.1 The Bidder 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, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B12.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations 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 website at <http://www.winnipeg.ca/matmgt/debar.stm>

B12.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B12.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B12.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B13. OPENING OF BIDS AND RELEASE OF INFORMATION

B13.1 Bids will not be opened publicly.

B13.2 Following the Submission Deadline, the names of the Bidders and their bid prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>

B13.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>

B13.4 The Bidder is advised that any information contained in any Bid may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B14. IRREVOCABLE BID

B14.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B14.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

B15. WITHDRAWAL OF BIDS

B15.1 A Bidder may withdraw his/her Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B15.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.

B15.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.

B15.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Bid until after the Submission Deadline has elapsed;
- (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
- (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Bid withdrawn.

B15.2 A Bidder who withdraws his/her Bid after the Submission Deadline but before his/her Bid has been released or has lapsed as provided for in B14.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B16. EVALUATION OF BIDS

B16.1 Award of the Contract shall be based on the following bid evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B7;

B16.2 Further to B16.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B16.3 Further to B16.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his/her Bid or in other information required to be submitted, that he/she is responsible and qualified.

- B16.4 Further to B16.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B16.4.1 Further to B16.1(a), in the event that a unit price is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- B16.5 This Contract will be awarded as a whole.
- B17. AWARD OF CONTRACT**
- B17.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B17.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.
- B17.2.1 Without limiting the generality of B17.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
 - (b) the prices are materially in excess of the prices received for similar work in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
 - (d) only one Bid is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B17.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid in accordance with B16.
- B17.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his/her Bid upon written request to the Contract Administrator.
- B17.4 Notwithstanding C4.1, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B17.5 The Contract Documents, as defined in C1.1(n)(ii), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Supply of Services* (Revision 2007 04 12) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Supply of Services*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of the provision of security services mobile and foot patrols for Parks and Open Spaces for the period from July 01, 2017 until June 30, 2018, with the option of four (4) mutually agreed upon one (1) year extensions. All security services shall be based on specific seasonal time requirements, unique and subject to change for each location and must be completed within thirty (30) minutes of the required scheduled time

D2.1.1 The City may negotiate the extension option with the Contractor within ninety (60) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

D2.1.2 Changes resulting from such negotiations shall become effective on July 1st of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

D2.2 The major components of the Work are as follows: Foot Patrols, Mobile Patrols, Rainbow Stage Traffic Control.

D2.3 The Work shall be done on a "Scheduled" and "as required" basis during the term of the Contract.

D2.3.1 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.

D2.3.2 Notwithstanding C7.4, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.4 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2017.

D2.5 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;
- (b) "**As Required**" means according to need.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:
Evelyn Malyon

Coordinator of Performance Management

Telephone No. 204 794 4269
Email Address: emalyon@winnipeg.ca

- D4.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D5. CONTRACTOR'S SUPERVISOR

- D5.1 Further to C6.19, the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. The supervisor shall represent the Contractor on the Site. The supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in his/her employ.
- D5.2 Before commencement of Work, the Contractor shall identify his/her designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.
- D5.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

D6. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D6.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.
- D6.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D6.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;
- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
 - (b) the Contract, all deliverables produced or developed; and
 - (c) any statement of fact or opinion regarding any aspect of the Contract.
- D6.4 A Contractor who violates any provision of D6 may be determined to be in breach of Contract.

D7. NOTICES

- D7.1 Notwithstanding C22.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following facsimile number:
- The City of Winnipeg
Chief Financial Officer
Facsimile No.: 204 949-1174
- D7.2 **Bid Submissions must not be submitted to this facsimile number. Bids must be submitted in accordance with B8.**

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

D8.1 The Contractor shall 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, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D9. INSURANCE

D9.1 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) inclusive, with The City of Winnipeg added as an additional insured; such liability policy to also contain a cross-liability clause, non-owned automobile liability and products and completed operations cover, to remain in place at all times during the performance of the Work;
- (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Service. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence;

D9.2 Deductibles shall be borne by the Contractor.

D9.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.

D9.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D9.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

CONTROL OF WORK

D10. COMMENCEMENT

D10.1 The Contractor shall not commence any Work until he/she is in receipt of a notice of award from the City authorizing the commencement of the Work.

D10.2 The Contractor shall not commence any Work on the Site until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D8;
 - (ii) evidence of the workers compensation coverage specified in C6.14; and
 - (iii) evidence of the insurance specified in D9.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D11. LIQUIDATED DAMAGES

- D11.1 If the Contractor fails to achieve the Work of the Contract in accordance with D2, the Contractor shall pay the City one hundred and fifty dollars (\$150.00) per Working Day for each and every Working Day following the day fixed herein until the Work is complete.
- D11.2 The amount specified for liquidated damages in D11.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve the Work of the Contract.
- D11.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D12. THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA) – QUALIFICATIONS

- D12.1 Further to B12.3(c) **Error! Reference source not found.**, the Contractor/Subcontractor must, throughout the term of the Contract, have a Workplace Safety and Health Program meeting the requirements of The Workplace Safety and Health Act (Manitoba). At any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require updated proof of compliance, as set out in B12.3

D13. SAFETY

- D13.1 The Contractor shall be solely responsible for safety at the Site and for compliance with all laws, rules, regulations and practices required by the applicable safety legislation.
- D13.2 The Contractor shall be solely responsible for securing the Site, and any existing facility thereon, and for the proper care and protection of the Work already performed.
- D13.3 The Contractor shall do whatever is necessary to ensure that:
- (a) no person, property, right, easement or privilege is injured, damaged or infringed by reason of the Contractor's activities in performing the Work;
 - (b) the health and safety of all persons employed in the performance of the Work or otherwise is not endangered by the method or means of its performance;
 - (c) adequate medical services are available to all persons employed on the Work and at all times during the performance of the Work;
 - (d) adequate sanitation measures are taken and facilities provided with respect to the Work;
 - (e) pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the performance or existence of the Work or Plant;
 - (f) fire hazards in or about the Work are eliminated;

D14. ORDERS

- D14.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D15. RECORDS

- D15.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D15.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
- (a) user name(s) and addresses;
 - (b) order date(s);
 - (c) service date(s); and
 - (d) record for each site or location is to be submitted; and
 - (e) description and quantity of services provided.

D15.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D16. INVOICES

D16.1 Further to C11, the Contractor shall submit an invoice for each portion of work performed delivered to:

The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9

Facsimile No.: 204 949-0864
Email: CityWpgAP@winnipeg.ca

D16.2 Invoices must clearly indicate, as a minimum:

- (a) the City's purchase order number;
- (b) date of delivery;
- (c) delivery address;
- (d) type and quantity of work performed;
- (e) the amount payable with GST and MRST shown as separate amounts; and
- (f) the Contractor's GST registration number.

D16.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D16.4 **Bid Submissions must not be submitted to the above facsimile number. Bids must be submitted in accordance with B8.**

D17. PAYMENT

D17.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D17.2 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D18. WARRANTY

D18.1 Warranty is as stated in C12.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7.

E2. SERVICES

- E2.1 The Contractor shall perform security services foot and mobile patrols for Parks and Open Spaces in accordance with the requirements hereinafter specified.
- E2.1.1 The locations that are shown will have various start time throughout the contract, the Contract Administrator will inform the Contractor in writing within (15) days of the start period and ending period.
- E2.1.2 The Scheduled components of the Work for various City of Winnipeg Parks and Open Spaces facilities are indicated further to E10 to E26.
- E2.2 The contractor shall have vehicles equipped with a Global Positioning System (GPS) capable of providing instant vehicle location of the mobile unit, as well as a history of the vehicle's activities. The data must be attainable for at least thirty (30) calendar days from the date of the activity.
- E2.2.1 The Contractor shall provide access to the GPS systems website to the City of Winnipeg or at least provide a daily activity log report of all mobile units. The report must be e-mailed to the Contract Administrator identified in D.3.1 on a daily basis.
- E2.2.2 The City will show the Contractor a site schematic of the electronic security boundaries during the site orientation of the facility by a City representative.

E3. EMPLOYEE BEHAVIOUR AND SUPERVISION

- E3.1 The Contractor shall provide adequate supervision of its employees and shall ensure that all such employees conduct themselves in an appropriate manner and shall without limitation ensure that their employees:
- (a) behave in a courteous and polite manner (no profanity or excess noise) to City staff and other personnel;
 - (b) do not smoke within 8 meters within a City facility;
 - (c) obey all posted safety rules;
 - (d) leave all furnishings, equipment etc, in an "as found" condition at the completion of the work;
 - (e) use their own radio(s) or telephones or cellular telephones necessary for onsite communication;
 - (f) when employees are in the facility, that it is kept secure from entry by unauthorized persons.
- E3.2 The Contractor and their employees are prohibited from entering the premises of any location other than to perform the Work of this contract unless accompanied by City personnel. The Contractor or his personnel will not be allowed to operate equipment other than described in this contract. No one other than the Contractor and his driver or helper shall be allowed on the City of Winnipeg owned property.

E4. UNIFORMS, APPEARANCE AND PERSONAL SUPPLIES

- E4.1 Uniforms shall identify the Contractors name and/or logo. Security guards shall have a laminated photo identification badge which shall be visible at all times. All security guards / supervisors, provided under this Contract, shall be uniformed guards, and shall be properly uniformed while on duty.
- E4.2 Uniforms shall be available in both business style and military style. The style of uniform will be dictated by the requirements of each Site and the Contractor shall have a procedure in place to ensure on-duty guard(s) / supervisor(s) uniforms meet the following minimum standards for the applicable styles:
- (a) Business style uniform shall include:
 - (i) White/Blue shirt;
 - (ii) Tie;
 - (iii) Solid colour trousers or skirt;
 - (iv) Solid colour blazer;
 - (v) Parka;
 - (vi) Black polished shoes.
 - (b) Military style uniform shall include:
 - (i) White shirt;
 - (ii) Solid colour tie;
 - (iii) Solid colour trousers;
 - (iv) Spring or Summer jacket;
 - (v) Parka;
 - (vi) Black polished shoes.
- E4.3 Uniforms shall be well fitted, pressed, clean / tidy and odour free.
- (a) The Contractor shall ensure that security guards / supervisors are always fully and properly attired;
 - (b) Shoes shall be clean and polished at all times.
- E4.4 All security guards / supervisors, provided under this Contract, shall maintain a clean and professional image.
- E4.5 The Contractor shall supply as a minimum, the following additional items as necessitated by each Site:
- (a) inclement weather clothing and footwear(snow, sleet and rain) for Sites requiring outside patrols;
 - (b) flashlights with a maximum of three (3) cells, and traffic wands required for applicable sites;
 - (c) forms, reports and writing materials which are not provided by the City for specific Sites;
 - (d) two (2) way radio or cell phone communication systems if not provided and readily available at a City Site (pay telephones will not be acceptable).
- E4.6 Earphones, ear-buds and any type of personal entertainment device that inhibits the guard(s) / supervisor(s) ability to perform the requirements of the Contract or communicate with City staff and citizens shall not be worn at any time during shifts.

E5. CUSTOMER COMPLAINTS

- E5.1 Due to the nature of the Work and exposure to the public, the City will give the Contractor written notice of any customer complaint regarding the Contractor. Complaints will be categorized by the Contract Administrator or designated City representative as:

- (a) Class 1 – alleged Security Guard behaviour, which in the sole opinion of the Contract Administrator or designated representative, constitutes a potential risk to City staff or the public.
 - (b) Class 2 – alleged Security Guard behaviour, which in the sole opinion of the Contract Administrator or designated representative, does not constitute a risk to City staff or the public.
 - (c) Class 3 – alleged failure to meet Work Site schedules.
- E5.2 The Contractor shall, immediately upon receipt of notice of a Class 1 complaint, remove the security guard from the Site. The subject security guard shall not be employed on the Site (includes all city Sites) until authorized in writing by the Contract Administrator.
- E5.3 The Contractor shall, within forty-eight (48) hours of receipt of notice of any complaint, respond in writing to the Contract Administrator identifying:
- (a) If the complaint was accurate or inaccurate; and
 - (b) If accurate, the cause and the remedy for the specific problem, and the measures proposed to be made to prevent future occurrences; or
 - (c) If inaccurate, a statement of the fact as known by the Contractor.
- E5.4 If the Contractor does not or cannot respond to a Class 2 complaint in accordance with E5.1(b), the Contractor shall, within forty-eight (48) hours of receipt of notice of complaint, remove the Security Guard from the Site.
- E5.5 If the Contractor does not or cannot respond to a Class 3 complaint in accordance with E5.1(c), following a second documented occurrence of a Class 3 complaint, the Contractor shall, within forty-eight (48) hours of receipt of the second notice of complaint, remove the Security Guard from the Site.
- E5.6 The foregoing shall not in any way limit the authority of the Contract Administrator or limit other remedies available to the City under the Contract or at Law.

E6. SITE TRAINING AND ORIENTATION

- E6.1 Prior to commencement of duties at a specific Site, the security guard(s) shall be given Site training and general orientation of the facility by a Parks and Open Spaces representative. The duration of Site training and orientation will vary with each City facility. Initial site training and orientation will be done at the City's expense. The Contractor shall be responsible for keeping detailed records of the Site requirements. Site training and orientation may include as a minimum:
- (a) building layouts;
 - (b) special needs of the Site;
 - (c) schedules (patrol requirements);
 - (d) knowledge of ongoing activities;
 - (e) emergency contacts and phone numbers;
 - (f) control systems (card access, keys, locks, CCTV);
 - (g) fire alarm and emergency evacuation procedures;
 - (h) City rules and policies;
 - (i) location of communication equipment;
 - (j) location of fire alarm pull stations;
 - (k) location of firefighting equipment;
 - (l) location of control rooms and shut off valves for utilities;
 - (m) exterior layouts;

- (n) location of first aid stations;
- (o) procedures for dealing with Winnipeg Police Service and Fire Paramedic Service;
- (p) other applicable requirements as determined by a City representative.

E7.1.1 Further to E6.1; any training done after the initial required training will be done at the Contractor's expense.

E6.2 The Contractor shall ensure that security guards understand the Site specific requirements and procedures.

E6.3 The City has specific Work Sites protected by on-Site Closed Circuit Television, Access Control and/or Alarm Systems. The Contractor shall have security guards capable of working with such systems.

E6.4 During Site training and orientation of the security guards will be given keys, which are necessary to perform their Site specific duties. Keys, while in the possession of the security guard, are the responsibility of the Contractor. The replacement of lost, misplaced or stolen keys, while in the possession of the security guard, shall be replaced at the expense of the Contractor. If, for security reasons, the facility must have the lock replaced or additional keys cut, the Contractor shall be responsible for the associated costs incurred.

E6.5 During the term of this Contract, the security guard's knowledge of the Site is critical to the successful performance of their duties. The Contractor shall maintain, throughout the Contract, policies and procedures that are conducive to allowing long term assignments of a security guard to a City Work Site. Transfer of the security guard(s) should be kept to a minimum and should only be done when specifically requested by the City or for reasons such as illness, vacation, retirement or promotion.

E7. CONTROL CENTRE

E7.1 The Contractor shall have a twenty-four (24) hour, seven (7) days per week, including all statutory and Civic holidays, a control centre location manned by company representatives. Answering machines and answering services shall not be acceptable alternatives. The control centre shall be available for receiving security guard check in calls, dispatching security guards and supervisors as required dispatching City emergency contacts. The Control Centre shall have a copy of the City specifications and current work schedules. The security guard shall be provided with a cellular telephone or portable two way (2) radio by the Contractor should the security guard shall not have access to a City telephone (pay telephones are not acceptable) at a Work Site.

E7.2 The Control Centre should be able to have dispatched mobile patrols to arrive at a Site within twenty (20) minutes upon notification of an alarm from a City or a commercial alarm monitoring agency of City facilities.

E8. FOOT PATROLS AND SURVEILLANCE (VARIOUS LOCATIONS)

E8.1 The Site specific requirements are further clarifications and requirements to all other specifications. The Site specific requirements are a general outline of the duties and are subject to change based on the individual needs of the Site.

E9. VEHICLES AND LICENCES (MOBILE PATROL)

E9.1 The City of Winnipeg has specific Work Sites which will require mobile vehicle checks. The Contractor shall have security guards which possess, as a minimum a valid Class 5 driver licence.

E9.2 The Contractor's vehicles shall be clearly identified on both sides with the Contractor's name and telephone number.

E9.3 Vehicles shall be equipped with fully operational “two-way” radios, or the Security Guard must have a company issued cell phone in order for two (2) way communication with the mobile unit.. The vehicles shall be well maintained, clean and in good mechanical/operational condition. The fleet shall be sufficient in size to meet the needs of the Contract.

E10. PARKS NORTH - RAINBOW STAGE

E10.1 The Site hereby identified as Rainbow Stage located at 2015 Main Street, identified as Kildonan Park requires on site roving foot patrol and traffic control service.

E10.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.

E10.3 Site emergencies shall be reported to **911** and if applicable, the Contractor’s Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designated representative.

E10.4 Seasonal service is to commence mid-July to mid-August. Dates are determined by the show schedules for each season and similar service is expected to be required for the extension periods. Schedules will be provided by the Contract Administrator at beginning of season.

E10.5 The location will require roving foot patrol of the Rainbow Stage area and parking lot. Traffic control will be required for the parking and exiting from the park of Rainbow Stage patrons.

- (a) The number of security guards per shift is five (5).
- (b) The security guards will be working collectively.
- (c) The shift hours are defined as - Tuesday thru Sunday 7:00 p.m. to 12:00 midnight.

E10.6 Work duties are as follows:

- (a) roving patrol of the Rainbow Stage area and parking lot;
- (b) traffic control will be required for the parking and exiting from the park of Rainbow Stage patrons (traffic vests, flashlights and c/w traffic wands are mandatory);
- (c) knowledge of park Sites, services, rules, hours of operation etc. will be required for these Sites;
- (d) during the performance, security guards will patrol the parking lot and perimeter of Rainbow Stage;
- (e) The use of a recording system at various locations around the parking lot and perimeter of the Rainbow Stage area would ensure the tours are made;
- (f) The use of a recording system would verify the amount of guards arriving for their shift and the time they start and finish their shifts;
- (g) lock Kildonan Park inbound gates after all patrons have left performance;

E10.7 The Work schedule, duties and shift hours identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.

E10.8 The City will supply washroom facilities.

E10.9 Although not normally required, the Contractor may on occasion be required to supply incident related report forms.

E10.10 Site training and orientation will be provided by a representative.

E10.11 A recording system will be required for this location.

E10.12 The security guard will not be working with CCTV equipment.

E11. PARKS NORTH - KILDONAN PARK

- E11.1 The Site hereby identified as Kildonan Park, 2015 Main Street requires mobile patrol service.
- E11.2 The Site Coordinator is Contract Administrator, Evelyn Malyon 204-794-4269.
- E11.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E11.4 Service is year round. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E11.5 The location will require a mobile patrol through the parking lot, including unlocking and locking of the Park inbound gates at 2015 Main Street and Scotia Street, and an external visual check of compound buildings.
- (a) The minimum number of security guards per check is one (1).
 - (b) There will not normally be other City staff within the vicinity of the check.
 - (c) The mobile checks are performed as follows:
 - (i) Monday to Sunday –two (2) checks at 7:00 a.m. and 9:45 p.m. approximately (except during July and August when Rainbow Stage is operational – changes to 11:30).
- E11.6 Work duties are as follows:
- (a) Monday to Sunday mobile patrol check at ~7:00 a.m. which includes opening the inbound access gates;
 - (b) Monday to Sunday mobile check at ~9:30 p.m.- includes locking the inbound access gates (except when Rainbow Stage is operational – then 11:30);
 - (c) remove unauthorized occupied vehicles and/or persons at ~9:30 p.m (except when Rainbow Stage is operational – then 11:30).;
 - (d) mobile patrol checks are to cover the parking lot, park facilities and external compound buildings;
 - (e) prepare incident reports;
 - (f) mobile patrol checks should take approximately ten (10) minutes;
- E11.7 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E11.8 The City will supply keys to facilities and access gate as necessary.
- E11.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E11.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E11.11 No City equipment will be provided.

E12. PARKS NORTH - LITTLE MOUNTAIN PARK

- E12.1 The Site hereby identified as the Little Mountain Park located on Farmers Road, requires mobile patrol service.
- E12.2 The Site Coordinator is Contract Administrator, Evelyn Malyon 204-794-4269.

- E12.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. For investigation of vandalism or break-ins, contact the Stonewall RCMP detachment. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E12.4 Seasonal service is to commence mid-May and to end mid-October approximately. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E12.5 The location will require a mobile patrol through the North and West parking lots including an external check of all maintenance buildings and locking of public washrooms.
- (a) The minimum number of security guards per check is one (1).
 - (b) There will not normally be other City staff within the vicinity of the check.
 - (c) The mobile checks are performed as follows:
 - (d) Monday to Friday:
 - (i) one (1) check at 9:30 p.m. (approximately);
 - (e) Saturday / Sunday and Statutory Holidays:
 - (i) two (2) checks at 7:30 a.m. and 9:30 p.m.(approximately);
- E12.6 Work duties are as follows:
- (a) Monday to Sunday mobile patrols beginning 9:30 p.m. check public washrooms at maintenance yard and lock between 9:30 p.m. and 10:00 p.m.;
 - (b) remove unauthorized occupied vehicles and/or persons at 10:00 p.m. For unoccupied vehicles record license numbers;
 - (c) saturday/Sunday and Statutory Holidays mobile patrols beginning at 7:00 AM and opening of the public washrooms
 - (d) mobile patrol checks are to cover the North and West parking lots. The North parking lot is accessed by Farmers Road, and the West parking lot is accessed by Klimpike Road;
 - (e) prepare incident reports;
 - (f) mobile checks should take approximately fifteen (15) minutes;
- E12.7 The Work schedule, duties and checks reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E12.8 The City will supply keys to facilities as necessary.
- E12.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E12.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E12.11 No City equipment will be provided.
- E13. PARKS NORTH - MCBETH HOUSE**
- E13.1 The Site hereby identified as McBeth House located at 31 McBeth Road, requires mobile patrol service.
- E13.2 The Site Coordinator is Contract Administrator, Evelyn Malyon 204-794-4269.

- E13.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. For investigation of vandalism or break-ins, contact the Stonewall RCMP detachment. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E13.4 Service is year round.
- E13.5 The location will require a mobile patrol to attend to unlocking and locking property gates.
- (a) The minimum number of security guards per check is one (1).
 - (b) There will not normally be other City staff within the vicinity of the check.
 - (c) The mobile checks are performed Monday to Sunday:
 - (i) two (2) checks at 7:00 a.m. and 11:00 p.m. (approximately);
- E13.6 Work duties are as follows:
- (a) Monday to Sunday mobile patrols beginning 7:00 a.m. and unlock gate;
 - (b) Monday to Sunday mobile patrols beginning 11:00 p.m. and lock gate;
 - (c) prepare incident reports;
 - (d) mobile checks should take approximately fifteen (15) minutes;
- E13.7 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E13.8 The City will supply keys to facilities as necessary.
- E13.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E13.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E13.11 No City equipment will be provided.

E14. PARKS NORTH - OPTIMIST PARK

- E14.1 The Site hereby identified as Optimist Park located west of Summit Road, requires mobile patrol service.
- E14.2 The Site Coordinator is Contract Administrator, Evelyn Malyon 204-794-4269.
- E14.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E14.4 Seasonal service is to commence mid-May and to end mid-October approximately. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E14.5 The location will require a mobile patrol through the parking lot including a visual external check of compound buildings and including locking of the site gate
- (a) The minimum number of security guards per check is one (1).
 - (b) There will not normally be other City staff within the vicinity of the check.
 - (c) The mobile checks are performed :
 - (i) Monday to Sunday –two (2) checks at 7:00 a.m. and 11:00 p.m. (approximately).
- E14.6 Work duties are as follows:

- (a) Monday to Sunday mobile patrol check at 7:00 a.m. which includes opening the access gate;
 - (b) Monday to Sunday mobile check at 11:00 p.m.- includes checking for vehicles prior to locking the access gate;
 - (c) remove unauthorized occupied vehicles and/or persons at 11:00 p.m.;
 - (d) mobile patrol checks are to cover the parking lot, park facilities and external compound buildings;
 - (e) prepare incident reports;
 - (f) mobile patrol checks should take approximately ten (10) minutes;
- E14.7 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E14.8 The City will supply keys to facilities and access gate as necessary.
- E14.9 Supply reports via fax or e-mail to Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E14.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E14.11 No City equipment will be provided.
- E15. PARKS NORTH - GRANT'S OLD MILL**
- E15.1 The Site hereby identified as Grant's Old Mill located at Portage Avenue and Booth Drive, requires mobile patrol service.
- E15.2 The Site Coordinator is Contract Administrator, Evelyn Malyon 204-794-4269.
- E15.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E15.4 Seasonal service is to commence mid-May and to end mid-October approximately. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E15.5 This location will require a mobile patrol through the Grant's Mill area, parking lot, picnic shelter and locking of the public washrooms.
- (a) The minimum number of security guards per check is one (1).
 - (b) There will not normally be other City staff within the vicinity of the check.
 - (c) The mobile checks are performed as follows:
 - (i) Monday to Sunday - two (2) checks at 7:00 a.m and 7:30 p.m. approximately.
- E15.6 Work duties are as follows:
- (a) Monday to Sunday mobile patrols at 7:00 a.m. and 7:30 p.m. approximately;
 - (i) mobile patrol check at 7 a.m. includes opening of the public washroom facilities;
 - (ii) mobile patrol check at 7:30 p.m. includes locking of the public washrooms
 - (b) check building exteriors including Grant's Mill area, parking lot and picnic shelter;
 - (c) prepare incident reports;

(d) mobile checks should take approximately ten (10) minutes; and

- E15.7 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E15.8 A recording system will be required for this location.
- E15.9 The City will supply keys to facilities as necessary.
- E15.10 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E15.11 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E15.12 No City equipment will be provided.

E16. PARKS NORTH - WESTVIEW PARK

- E16.1 The Site hereby identified as Westview Park located at Midland Street and Saskatchewan Avenue, requires mobile patrol service.
- E16.2 The Site Coordinator is the Contract Administrator.
- E16.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E16.4 Seasonal service is to commence mid-May and to end mid-October approximately. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E16.5 This location will require a mobile to check parked vehicles within the parking lot at the top of the hill (including checking for vehicles within the compound), clear all unauthorized vehicles and persons at closing time, check for vandalism, theft etc.
- (a) prepare incident reports.
 - (b) mobile checks should take approximately 15 minutes;
 - (c) The minimum number of security guards per check is one (1).
 - (d) There will not normally be other City staff within the vicinity of the check.
 - (e) The mobile checks are performed as follows:
 - (i) Monday to Sunday two (2) checks at 7:00 am and 10:00 p.m.
- E16.6 Work duties are as follows:
- (a) Monday to Sunday mobile patrols at 7:00 a.m. and 10:00 p.m. approximately;
 - (b) mobile patrol check at 7:00 a.m. to consist of unlocking park access gates at Wellington and Empress ;
 - (c) mobile patrol check at 11:00 p.m. to consist of locking park access gates at the Wellington and Empress;
- E16.7 The Work schedule, duties and shift hours identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions

- E16.8 The City will supply keys to facilities as necessary and access gates.
- E16.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E16.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E16.11 No City equipment will be provided.

E17. PARKS NORTH - CENTRALPARK

- E17.1 The Site hereby identified as Central Park located at Cumberland Avenue and Carlton Street, requires mobile patrol service.
- E17.2 The Site Coordinator is Contract Administrator, Evelyn Malyon 204-794-4269.
- E17.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E17.4 Service is year round.
- E17.5 This location requires a mobile patrol of the park.
 - (a) The minimum number of security guards per check is one (1).
 - (b) There will not normally be other City staff within the vicinity of the check.
 - (c) The mobile checks are defined as - Monday to Sunday: two (2) checks between 12:00 a.m. midnight and 6:00 a.m. approximately.
- E17.6 Work schedules and duties are as follows:
 - (a) Monday to Sunday mobile patrol checks include drive around the park;
 - (b) mobile patrol checks should take approximately fifteen (15) minutes.
- E17.7 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions
- E17.8 The City will supply keys to facilities as necessary.
- E17.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E17.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E17.11 No City equipment will be provided.

E18. PARKS NORTH - LEGION MEMORIAL PLAYGROUND/PARK

- E18.1 The Site hereby identified as Legion Memorial Playground/Park located at the corner of Rutland Street and Silver Avenue, requires mobile patrol service.
- E18.2 The Site Coordinator is Contract Administrator, Evelyn Malyon 204-794-4269.
- E18.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.

- E18.4 Seasonal service is to commence mid-May and to end mid-October approximately. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E18.5 This location requires:
- (a) A mobile patrol check at 7:00 a.m. includes unlocking of the public washrooms.
 - (b) A mobile patrol check at 10:00 p.m. includes locking and checking public washrooms
 - (c) The minimum number of security guards per check is one (1).
 - (d) There will not normally be other City staff within the vicinity of the check.
 - (e) The mobile checks are: Monday to Sunday –two (2) checks at 7:00 a.m. and 10:00 p.m. approximately.
- E18.6 Work duties are as follows:
- (a) Monday to Sunday mobile patrols at 7:00 a.m. and 10:00 p.m. approximately;
 - (b) mobile patrol check at 7:00 a.m. includes opening of the public washrooms;
 - (c) mobile patrol check at 10:00 p.m. includes locking & checking washroom facilities;
 - (d) check building exteriors including the area, parking lot and picnic shelter;
 - (e) prepare incident reports;
 - (f) mobile checks should take approximately ten (10) minutes; and
- E18.7 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E18.8 The City will supply keys to facilities as necessary.
- E18.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E18.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E18.11 A recording system will be required for this location.
- E18.12 No City equipment will be provided.

E19. PARKS SOUTH - CRESCENT DRIVE PARK

- E19.1 The Site hereby identified as Crescent Drive Park located on Crescent Drive, requires mobile patrol service.
- E19.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.
- E19.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E19.4 The service at this site has two components, year round **and** seasonal. The mobile checks are performed as follows:
- (a) Year round: Monday to Sunday - one (1) check at 10:00 p.m. (approximately);
 - (b) Seasonal: Saturday/Sunday and Statutory Holidays - two (2) checks at 7:00 a.m. and 10:00 p.m. (approximately).
 - (i) Seasonal service is to commence mid-October and end mid-May approximately.

- (ii) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator
- E19.4.1 This location requires a mobile patrol through the park including an external check of compound buildings.
- E19.4.2 The minimum number of security guards per check is one (1).
- E19.4.3 There will not normally be other City staff within the vicinity of the check
- E19.5 Work duties are as follows:
 - (a) Year round: Monday to Sunday - mobile patrols beginning at approximately 10:00 p.m. and include locking of the public washrooms;
 - (b) Seasonal: Saturday/Sunday and Statutory holidays - mobile check at approximately 7:00 a.m. includes unlocking of washroom facilities;
 - (i) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator.
- E19.5.1 mobile patrol checks are to cover the parking lot and external checks on compound buildings;
- E19.5.2 prepare incident reports;
- E19.5.3 mobile checks should take approximately ten (10) to fifteen (15) minutes;
- E19.6 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E19.7 The City will supply keys to facilities and access gates as necessary.
- E19.8 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E19.9 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E19.10 A recording system will be required for this location.
- E19.11 No City equipment will be provided.
- E20. PARKS SOUTH - LABARRIERE PARK**
- E20.1 The Site hereby identified as Labarriere Park is located in the R.M. of Richot five (5) miles south of the Perimeter Highway on Waverley Street, requires mobile patrol service as shown in D2.1.
- E20.2 The Site Coordinator is the Contractor Administrator, Evelyn Malyon 204-794-4269.
- E20.3 Site emergencies shall be reported to **911** or the **St. Pierre R.C.M.P.** (Royal Canadian Mounted Police) and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E20.4 The service at this site has two components, year round **and** seasonal. The mobile checks are performed as follows:
 - (a) Year round: Monday to Sunday - one (1) check at 9:00 p.m. (approximately);
 - (b) Seasonal: Monday to Sunday - two (2) checks at 8:00 a.m. and 9:00 p.m. (approximately).
 - (i) Seasonal service is to commence mid-October to end mid-May approximately.

- (ii) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E20.4.1 This location requires a mobile patrol through the area, parking lot, picnic shelter and washrooms.
- E20.4.2 The minimum number of security guards per check is one (1).
- E20.4.3 There will not normally be other City staff within the vicinity of the check.
- E20.5 Work duties are as follows:
 - (a) Year round: Monday to Sunday, year round –starting at 9:00 p.m. approximately
 - (i) A mobile patrol check at 9:00 p.m. includes locking and checking of public washrooms;
 - (b) Seasonal: Monday to Sunday - starting at 8:00 a.m. approximately
 - (i) mobile patrol check at 8:00 a.m. includes unlocking of public washroom;
 - (ii) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator
- E20.6 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions
- E20.7 The City will supply keys to facilities as necessary.
- E20.8 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E20.9 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E20.10 No City equipment will be provided.
- E21. PARKS SOUTH - KINGS PARK**
- E21.1 The Site hereby identified as Kings Park 198 King's Park Drive, requires mobile patrol service.
- E21.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.
- E21.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E21.4 The service at this site has two components, year round **and** seasonal. The mobile checks are performed as follows:
 - (a) Year round: Monday to Sunday - one (1) check at 10:00 p.m. (approximately);
 - (b) Seasonal: Monday to Sunday - two (2) checks at 7:00 a.m. and 10:00 p.m. (approximately).
 - (i) Seasonal service is to commence mid-October and end mid-May approximately.
 - (ii) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E21.4.1 This location requires a mobile patrol through the park including an external check of compound buildings.
- E21.4.2 The minimum number of security guards per check is one (1).
- E21.4.3 There will not normally be other City staff within the vicinity of the check.

- E21.5 Work duties are as follows:
- (a) Year round: Monday to Sunday - mobile patrols beginning at approximately 10:00 p.m. and include locking of the public washrooms and site gate;
 - (b) Seasonal: Monday to Sunday - mobile check at approximately 7:00 a.m. includes unlocking of washroom facilities and site gate;
 - (i) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator
 - (c) mobile patrol checks are to cover the parking lot and external checks on compound buildings;
 - (d) prepare incident reports;
 - (e) mobile checks should take approximately ten (10) to fifteen (15) minutes;
- E21.6 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions.
- E21.7 The City will supply keys to facilities and access gates as necessary.
- E21.8 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E21.9 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E21.10 A recording system will be required for this location.
- E21.11 No City equipment will be provided.
- E22. PARKS SOUTH - CHURCHILL DRIVE PARK**
- E22.1 The Site hereby identified as Churchill Drive Park located on Churchill Drive, requires mobile patrol service.
- E22.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.
- E22.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E22.4 Seasonal service is to commence mid-May to end mid-October approximately. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E22.5 This location requires a mobile patrol through the park includes locking of the public washrooms.
- (a) The minimum number of security guards per check is one (1).
 - (b) There will not normally be other City staff within the vicinity of the check.
 - (c) The mobile checks are performed as follows:
 - (i) Monday to Sunday - one (1) check at 9:30 p.m..
- E22.6 Work duties are as follows:
- (a) Monday to Sunday mobile patrols at approximately 9:30 p.m.;
 - (b) mobile check at approximately 9:30 p.m. includes checking and locking of washroom facilities;

- (c) prepare incident reports;
- (d) mobile checks should take approximately ten (10) to fifteen (15) minutes;

E22.7 The Work schedule, duties and checks identified in the aforementioned specifications reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions

E22.8 The City will supply keys to facilities and access gates as necessary.

E22.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.

E22.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.

E22.11 A recording system will be required for this location.

E22.12 No City equipment will be provided.

E23. PARKS EAST – ST VITAL PARK

E23.1 The Site hereby identified as St Vital Park on 190 River Road, requires mobile patrol service.

E23.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.

E23.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.

E23.4 Service is year round. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.

E23.5 This location requires a mobile patrol through the park including an external check of compound buildings.

- (a) The minimum number of security guards per check is one (1).
- (b) There will not normally be other City staff within the vicinity of the check.
- (c) The mobile checks are performed as follows:
 - (i) Monday to Sunday - one (1) check at 10:00 (approximately);

E23.6 Work duties are as follows:

- (a) Monday to Sunday mobile patrols beginning at approximately 10:00 p.m.;
- (b) mobile check at approximately 10:00 p.m. includes checking and locking of multiple washroom/building facilities and park inbound gate;
- (c) mobile patrol checks are to cover the parking lots, boat launch and external checks on compound buildings;
- (d) prepare incident reports;
- (e) mobile checks should take approximately ten (10) to fifteen (15) minutes;

E23.7 The Work schedule, duties and checks identified in the aforementioned specifications reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions

E23.8 The City will supply keys to facilities and access gates as necessary.

- E23.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.
- E23.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E23.11 A recording system will be required for this location.
- E23.12 No City equipment will be provided.

E24. PARKS EAST – BUNNS CREEK PARK

- E24.1 The Site hereby identified as Bunn's Creek Centennial Park located on 365 Mclvor Drive, requires mobile patrol service.
- E24.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.
- E24.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.
- E24.4 Service at this site has two components, year round **and** seasonal. The mobile checks are performed as follows:
 - (a) Year round: Monday to Sunday - one (1) check at 10:00 p.m. (approximately);
 - (b) Seasonal: Monday to Sunday - two (2) checks at 7:00 a.m. and 10:00 p.m. (approximately).
 - (i) Seasonal service is to commence mid-October to end mid-May approximately.
 - (ii) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E24.4.1 This location requires a mobile patrol through the park including an external check of compound buildings.
- E24.4.2 The minimum number of security guards per check is one (1).
- E24.4.3 There will not normally be other City staff within the vicinity of the check.
- E24.5 Work duties are as follows:
 - (a) Year round: Monday to Sunday - mobile patrols beginning at approximately 10:00 p.m.;
 - (i) includes checking and locking of washroom facilities and site gate;
 - (b) Seasonal: Monday to Sunday - mobile patrols beginning at approximately 7:00 a.m.;
 - (i) includes unlocking of public washroom facilities and gate
 - (ii) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.
- E24.5.1 mobile patrol checks shall cover the parking lot and external checks on compound buildings;
- E24.5.2 prepare incident reports;
- E24.5.3 mobile checks should take approximately ten (10) to fifteen (15) minutes;
- E24.6 The Work schedule, duties and checks identified reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions
- E24.7 The City will supply keys to facilities and access gates as necessary.
- E24.8 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.

E24.9 Site training and orientation will be provided by a representative of the Parks and Open Space Division.

E24.10 A recording system will be required for this location.

E24.11 No City equipment will be provided.

E25. PARKS EAST – FRASERS GROVE PARK

E25.1 The Site hereby identified as Frasers Grove Park located on 85 Frasers Grove Drive, requires mobile patrol service.

E25.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.

E25.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.

E25.4 Seasonal service is to commence mid-May to end mid-October approximately.

(a) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.

E25.5 This location requires a mobile patrol through the park including an external check of compound buildings.

(a) The minimum number of security guards per check is one (1).

(b) There will not normally be other City staff within the vicinity of the check.

(c) The mobile checks are performed as follows:

(i) Seasonal: Monday to Sunday one (1) check at 8:00 p.m. (approximately);

(ii) Seasonal: Saturday/Sunday and Statutory Holidays - two (2) checks at 7:00 a.m. and 8:00 p.m. (approximately).

E25.6 Work duties are as follows:

(a) Monday to Sunday seasonal mobile patrols beginning at approximately 8:00 p.m.;

(b) mobile check at approximately 8:00 p.m. includes checking and locking of public washroom facilities;

(c) Saturday/Sunday and Statutory Holidays, seasonal mobile patrols beginning at approximately 7:00 a.m.;

(d) mobile check at approximately 7:00 p.m. includes unlocking of public washroom facilities;

(e) mobile patrol checks are to cover the parking lot and external checks on compound buildings;

(f) prepare incident reports;

(g) mobile checks should take approximately ten (10) to fifteen (15) minutes;

E25.7 The Work schedule, duties and checks identified in the aforementioned specifications reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions

E25.8 The City will supply keys to facilities and access gates as necessary.

E25.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.

E25.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.

E25.11 A recording system will be required for this location.

E25.12 No City equipment will be provided.

E26. PARKS EAST - KILCONA PARK

E26.1 The Site hereby identified as Kilcona Park located on 1229 Springfield Road, requires mobile patrol service.

E26.2 The Site Coordinator is the Contract Administrator, Evelyn Malyon 204-794-4269.

E26.3 Site emergencies shall be reported to **911** and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator.

E26.4 Seasonal service is to commence mid-May to end mid-October approximately.

(a) Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Contract Administrator.

E26.5 This location requires a mobile patrol through the park including an external check of compound buildings.

(a) The minimum number of security guards per check is one (1).

(b) There will not normally be other City staff within the vicinity of the check.

(c) The mobile checks are performed as follows:

(i) Monday to Sunday:- one (1) check at 8:00 p.m. (approximately);

E26.6 Work duties are as follows:

(a) Monday to Sunday mobile patrols beginning at approximately 8:00 p.m.;

(b) mobile check at approximately 8:00 p.m. includes checking and locking of public washroom facilities at Sports Field;

(c) mobile patrol checks are to cover the parking lot and external checks on compound buildings;

(d) prepare incident reports;

(e) mobile checks should take approximately ten (10) to fifteen (15) minutes;

E26.7 The Work schedule, duties and checks identified in the aforementioned specifications reflect the known requirements at the time this document was prepared. It is expected that the schedule and duties will occur within these approximate limits however, the City with written notification to the Contractor, reserves the right to revise/alter/delete schedules and duties to reflect changes in the Work environment and/or budget restrictions

E26.8 The City will supply keys to facilities and access gates as necessary.

E26.9 Supply reports via fax or e-mail to the Contract Administrator no later than twenty-four (24) hours following the discovery of the incident.

E26.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.

E26.11 A recording system will be required for this location.

E26.12 No City equipment will be provided.

E27. EXTRA LOCATIONS (ROVING PATROLS)

E27.1 Additional Site(s) may be determined on an "as required basis" throughout the duration of the Contract.

- E27.2 The Site Coordinator and contact person will be determined at the time of the request. The Contract Administrator will assist in the coordination of “as required” Site assignments.
(a) The City will provide a standardized format for making requests of the Contractor.
- E27.3 The locations will require roving patrol and surveillance service.
- E27.4 The number of security guards per shift will be determined at the time of request.
- E27.5 The security guard may or may not be working with other City staff in the general Work Site area.
- E27.6 The shift hours will be defined at time of request.
- E27.7 The Contractor will be required to provide a recording system as these locations.
- E27.8 The City will supply keys to facilities as required, landline telephones if available and washroom facilities to any additional Sites.
- E27.9 The security guard will be required to complete daily reports and incident reports as requested on Contractor supplied forms.
- E27.10 Site training and orientation will be provided by a City representative.
- E27.11 Prior interview screening of the security guard(s) by the City may or may not be required.
- E27.12 The security guard will be working with or without additional equipment as identified at the time of request.
- E27.13 Work schedule & duties will be determined at time of request. The Contractor shall provide security guards, which meet all specification requirements for training, education and licensing. The Contractor should have a flexible system that can accommodate various needs of the City and rate schedules that reflect the prices bid for other locations.

E28. EXTRA LOCATIONS (MOBILE PATROLS)

- E28.1 The Contract Administrator or his designate will assist in the coordination of “as required” mobile patrol service Site assignments.
(a) The City will provide a standardized format for making requests of the Contractor(s).
- E28.2 The locations will require mobile patrol checks classified as “Drive By”, “Perimeter Check” and “Walk Through” of City Sites.
- E28.3 The number of security guards per check will be determined at the time of request.
- E28.4 The security guard may or may not be performing the check(s) while ~~other~~ City staff are in the general Work Site area.
- E28.5 The mobile patrol check times will be defined at time of the request.
- E28.6 The Contractor will be required to provide a recording system as these locations.
- E28.7 The City will supply keys to facilities as required, landline telephones if available to any additional Sites.
- E28.8 Site training and orientation will be provided by a City representative.
- E28.9 The security guard may work with additional equipment as identified at the time of request.
- E28.10 Work schedule and duties will be determined at time of request; however the Contractor shall provide security guards, which meet all specification requirements for training, education ??.

E29. COMPLETION OF WORK

- E29.1 All security services shall be based on specific seasonal time requirements, unique and subject to change for each location and must be completed within thirty (30) minutes of the required scheduled time.