



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 539-2022

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

TABLE OF CONTENTS

PART A - PROPOSAL SUBMISSION

- Form A: Bid/Proposal
- Form B: Prices

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Site Investigation	1
B4. Enquiries	1
B5. Confidentiality	1
B6. Addenda	2
B7. Substitutes	2
B8. Proposal Submission	3
B9. Proposal	4
B10. Prices	4
B11. Technical Plan (Section C)	5
B12. Disclosure	6
B13. Conflict of Interest and Good Faith	6
B14. Qualification	7
B15. Opening of Proposals and Release of Information	8
B16. Irrevocable Offer	9
B17. Withdrawal of Offers	9
B18. Interviews	9
B19. Negotiations	9
B20. Evaluation of Proposals	9
B21. Award of Contract	10

PART C - GENERAL CONDITIONS

C0. General Conditions	1
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PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Services	1
D3. Cooperative Purchase	1
D4. Definitions	2
D5. Contract Administrator	2
D6. Contractor's Supervisor	3
D7. Notices	3
D8. Accessible Customer Service Requirements	3

Submissions

D9. Authority to Carry on Business	4
D10. Safe Work Plan	4
D11. Insurance	4

Schedule of Work

D12. Commencement	4
D13. Liquidated Damages	5
D14. COVID-19 Schedule Delays	5

Control of Work

D15. Safety	6
D16. Inspection	6
D17. Deficiencies	6
D18. Orders	7
D19. Records	7

D20. Winnipeg Climate Action Plan and Annual Fuel Reporting	7
Measurement and Payment	
D21. Invoices	7
D22. Payment	8
D23. Payment Schedule	8
Warranty	
Dispute Resolution	
D24. Dispute Resolution	8
Third Party Agreements	
D25. Funding and/or Contribution Agreement Obligations	9

PART E - SPECIFICATIONS

General

E1. Applicable Specifications	1
E2. Services	1
E3. Employee Behaviour and Supervision	1
E4. Uniforms, Appearance and Personal Supplies	2
E5. Customer Complaints	3
E6. Site Training and Orientation	3
E7. Control Centre	4
E8. Foot Patrols and Surveillance (Various Locations)	4
E9. Vehicles and Licences (Mobile Patrol)	5
E10. Parks North - Rainbow Stage	5
E11. Parks North - Kildonan Park	6
E12. Parks North - Little Mountain Park	7
E13. Parks North - Mcbeth House	8
E14. Parks North - Optimist Park	8
E15. Parks North - Grant's Old Mill	9
E16. Parks North - Westview Park	10
E17. Parks North - Central Park	11
E18. Parks North - Legion Memorial Playground/Park	11
E19. Parks South - Crescent Drive Park	12
E20. Parks South - Labarriere Park	13
E21. Parks South - Kings Park	14
E22. Parks South - Churchill Drive Park	15
E23. Parks East - St Vital Park	16
E24. Parks East - Bunns Creek Park	17
E25. Parks East - Frasers Grove Park	18
E26. Parks East - Kilcona Park	19
E27. Extra Locations (Roving Patrols)	19
E28. Extra Locations (Mobile Patrols)	20
E29. Completion of Work	20

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

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

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, October 17, 2022.

B2.2 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 Proponent may view the Sites without making an appointment.

B3.2 The Proponent is advised that Sites are distributed city-wide and one Site is outside the perimeter.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D5.1.

B4.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least Two (2) Business Days prior to the Submission Deadline.

B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator to all Proponents by issuing an addendum.

B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Contract Administrator only to the Proponent who made the enquiry.

B4.5 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the Contract Administrator. Failure to restrict correspondence and contact to the Contract Administrator may result in the rejection of the Proponents Proposal Submission.

B4.6 The Proponent 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.

B4.7 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B5. CONFIDENTIALITY

B5.1 Information provided to a Proponent by the City or acquired by a Proponent 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 Proponent before receipt hereof; or

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

B5.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposal 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 Request for Proposal, 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.

B6.3 Addenda will be available on the MERX website at www.merx.com.

B6.4 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the MERX website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B6.5 The Proponent shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Bid/Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B6.6 Notwithstanding B4, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D5.

B7. SUBSTITUTES

B7.1 The Work is based on the Plant, Materials and methods specified in the Request for Proposal.

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 Proponent 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 proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance;
- (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 proposed work schedule and the dates specified in the Supplemental Conditions for Total Performance.

- 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 Proponent 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 Proponents. The Proponent 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 Proponent 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 Proponent 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 B20.
- 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. PROPOSAL SUBMISSION

- B8.1 The Proposal shall consist of the following components:
- (a) Form A: Bid/Proposal;
 - (b) Form B: Prices.
- B8.2 The Proposal should also consist of the following components:
- (a) Technical Plan (Section C) in accordance with B11.
- B8.3 Further to B8.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B8.4 Further to B8.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B8.5 Proposal format, including number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their proposed solution
- B8.6 The Proposal shall be submitted electronically through MERX at www.merx.com.
- B8.6.1 Proposals will **only** be accepted electronically through MERX.
- B8.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B20.1(a).
- B8.8 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B9. PROPOSAL

- B9.1 The Proponent shall complete Form A: Bid/Proposal, making all required entries.
- B9.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
 - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Proponent 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 Proposal 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/Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.
- B9.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
 - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers;
 - (d) if the Proponent 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/Proposal should be entered below such signatures.
- B9.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

B10. PRICES

- B10.1 The Proponent shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B10.1.1 Notwithstanding C12.2.3, 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.
- B10.1.2 Prices stated in response to B10.1 shall not include any costs which may be incurred by the Consultant with respect to any applicable funding agreement obligations as outlined in D25. Any such costs shall be determined in accordance with D25.
- 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 Proposals.
- 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 Where applicable, payments to Non-Resident Contractors are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B11. TECHNICAL PLAN (SECTION C)

B11.1 Proposals should consist of the following components:

- (a) A brief company history and organizational summary which includes:
 - (i) Ownership structure;
 - (ii) Organizational chart indicating the line of reporting from the front-line security staff to the Director/CEO level;
 - (iii) Information regarding the company profile including if the company is Indigenous led, or has an Indigenous Board of Directors;
 - (iv) Experience of the personnel directly responsible for the management and local supervision of security personnel assigned to the Contract.
- (b) A description of the Proponent's recruitment and selection process used in hiring security officers, including hiring criteria regarding qualifications, experience, and training required prior to guards being assigned to this Contract;
- (c) Information on the base hourly wage for a regular Security Foot Patrol, Security Mobile Patrol and Rainbow Stage Mobile and Traffic Control Officer including the wage increase process, and information on what increases are based on. Extra points will be awarded to Proponents who pay a living wage: The living wage draws on community-specific data to determine the expenses for a family of four with two parents each working full-time, full-year. The Living Wage changes based on costs in each region and is updated annually. The 2020 living wage rate for Winnipeg is \$16.15 as calculated by the Canadian Centre for Policy Alternatives.
- (d) A description of the Proponent's hiring initiative to encourage employment of Indigenous Security Officers.
- (e) A description of the Proponent's methods and initiatives used to promote retention of trained and qualified security staff including examples and description of Contractor's development guidelines and programs;
- (f) A description of on-going training provided to Security officers including who does the training, and what types of training are at the Contractor's expense. Particular attention should be paid to training in life-saving procedures, conflict de-escalation, anti-racism and cultural awareness, harm reduction, customer service, as well as trauma and mental health awareness;
- (g) Photos and descriptions of uniforms that will be worn by security officers assigned to work under this Contract. Uniform details should include:
 - (i) Business and Casual style uniforms;
 - (ii) Seasonal wear;
 - (iii) Footwear;
 - (iv) Equipment belts;
 - (v) Light-weight, stab resistant, concealed body armour vests;
 - (vi) Light-weight cut-resistant gloves.
- (h) Copies (examples) of the reports that security officers are required to complete as part of their duties. This should include but not be limited to:
 - (i) Notebooks;
 - (ii) Occurrence Reports;
 - (iii) Incident Logs.
- (i) Information regarding the Proponent's process and procedures for:
 - (i) Report filing and maintenance;
 - (ii) Reports to local managers;

- (iii) Reports to organization managers.
- (j) A description of the Proponent's approach to Quality Management as it pertains to customer service focus and continual improvement. The information should contain but not be limited to:
 - (i) Customer service policies or guidelines;
 - (ii) Procedure to receive customer feedback;
 - (iii) Employee code of conduct;
 - (iv) Job performance standards and evaluation;
 - (v) Corrective action planning regarding job performance issues.
 - (vi) Follow-up reporting to Company staff and Contract Administrator regarding Security Officer and Security Supervisor performance issues.
- (k) An explanation of any value-added features or programs not outlined elsewhere in the Proposal which are offered to enhance the Proponent's ability to effectively manage this Contract;
- (l) An implementation transition plan that should include an outline of key tasks, milestones and a timeline;
- (m) At least three (3) references in which your company currently provides security services. Reference information should include:
 - (i) Client Company name;
 - (ii) Client Company address;
 - (iii) Name and contact information of the referenced Company's Contract Administrator;
 - (iv) Description of services provided.

B11.2 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subcontractors.

B12. DISCLOSURE

B12.1 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.

B12.2 The Persons are:

- (a) N/A

B13. CONFLICT OF INTEREST AND GOOD FAITH

B13.1 Further to C3.2, Proponents, by responding to this RFP, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B13.2 Conflict of Interest means any situation or circumstance where a Proponent or Key Personnel proposed for the Work has:

- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Proposals or award of the Contract; or
 - (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract.
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFP process or the Project; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFP process) of strategic and/or material relevance to the RFP process or to the Project that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

B13.3 In connection with its Proposal, each entity identified in B13.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Project;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFP process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B13.4 Without limiting B13.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

B13.5 Without limiting B13.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its Key Personnel;
- (b) require the removal or replacement of any Key Personnel proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Proponent or Key Personnel proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B13.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Proponent if the Proponent, or one of its Key Personnel proposed for the Project, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B13.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B14. QUALIFICATION

B14.1 The Proponent 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

Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent 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.

B14.2 The Proponent 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 <https://www.winnipeg.ca/matmgt/Templates/files/debar.pdf>

B14.3 The Proponent 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;
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract;
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B14.4 and D8); and
- (e) ensure employees assigned to the Work meet the following requirements:
 - (i) a valid Security Guard(s) licensed by the Province of Manitoba under the Private Investigator and Security Guards Act;
 - (ii) a valid Security Guard(s) having successfully completed a “Basic Rescuer Level C” Cardiopulmonary Resuscitation” Certificate program. Instruction must be from a qualified instructor through the St. Johns Ambulance, Canadian Red Cross Society or other training institutions certificate program, which is a recognized equivalent by the Province of Manitoba. Certificates must be valid throughout the duration of the Contract.

B14.4 Further to B14.3(d), the Proponent acknowledges they and all Subcontractors have obtained training required by the Accessibility for Manitobans Act (AMA) available at <http://www.accessibilitymb.ca/training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.

B14.5 The Proponent 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 Proponent and of any proposed Subcontractor.

B15. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B15.1 Proposals will not be opened publicly.

B15.2 After award of Contract, the Contract amount and the name of the successful Proponent and their address will be available on the MERX website at www.merx.com.

B15.3 The Proponent is advised any information contained in any Proposal Submission 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).

B15.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by

reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B15.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Contract Administrator.

B16. IRREVOCABLE OFFER

B16.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B16.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such until a Contract for the Work has been duly formed and the contract securities have been furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B17. WITHDRAWAL OF OFFERS

B17.1 A Proponent may withdraw his/her Proposal without penalty prior to the Submission Deadline.

B18. INTERVIEWS

B18.1 The Contract Administrator may, in his/her sole discretion, interview Proponents during the evaluation process.

B19. NEGOTIATIONS

B19.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B19.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.

B19.3 If, in the course of negotiations pursuant to B19.2, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B20. EVALUATION OF PROPOSALS

B20.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
- (b) qualifications of the Proponent and the Subcontractors, if any, pursuant to B14: (pass/fail)
- (c) Total Bid Price; (Section B) 60%
- (d) Technical Plan (Section C) 40%

B20.2 Further to B20.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any

Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

- B20.3 Further to B20.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is qualified.
- B20.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B20.1(a) and B20.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B20.5 Further to B20.1(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.
- B20.5.1 Further to B20.1(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.
- B20.6 Further to B20.1(d), Technical Plan will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested, in accordance with B11.
- B20.7 Notwithstanding B20.1(d), where Proponents fail to provide a response to B8.2(a), the score of zero may be assigned to the incomplete part of the response.
- B20.8 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B18.
- B20.9 Where references are requested, the reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B20.10 This Contract will be awarded as a whole.

B21. AWARD OF CONTRACT

- B21.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B21.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be qualified, and the Proposals are determined to be responsive.
- B21.2.1 Without limiting the generality of B21.2, 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 Proposal 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.
- B21.3 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B21.4 Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue an award letter to the successful Proponent in lieu of execution of Contract Documents

- B21.4.1 The Contract documents as defined in C1.1(p) in their entirety shall be deemed to be incorporated in and to form a part of the award letter notwithstanding that they are not necessarily attached to or accompany said award letter.
- B21.5 If funding for the Services is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, Proponents are advised that the terms of D25 shall immediately take effect upon confirmation of such funding, regardless of when the funding is confirmed.
- B21.6 Following the award of contract, a Proponent will be provided with information related to the evaluation of his/her Proposal upon written request to the Contract Administrator.
- B21.7 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Proponent will be paid for all Services rendered up to time of termination.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Supply of Services* (Revision 2020-01-31) 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 Request for Proposal 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 SERVICES

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 date of award until October 31, 2023 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 Proponent within ninety (90) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Proponent as a result of such negotiations.

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

D2.1.3 Proponents are advised that, in future, the City may be participating in collaborative procurement initiatives with other levels of government. Accordingly, extensions to this Contract may not be exercised.

D2.2 The major components of the Work are as follows:

- (a) Foot patrols;
- (b) Mobile patrols;
- (c) Locking and unlocking of gates and washrooms; and
- (d) Rainbow Stage Traffic Control.

D2.3 The Work shall be done on an "as required" and "as scheduled" 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 Subject to C7, 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. Proponents are advised that monies have been approved for work up to and including December 31, 2022 .

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. COOPERATIVE PURCHASE

D3.1 The Contractor is advised that this is a cooperative purchase.

- D3.2 The Contract Administrator may, from time to time during the term of the Contract, approve other public sector organizations and utilities, including but not limited to municipalities, universities, schools and hospitals, to be participants in the cooperative purchase.
- D3.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations and estimated quantities.
- D3.4 If any location of the potential participant is more than ten (10) kilometres beyond the boundaries of the City of Winnipeg, the Contractor shall, within fifteen (15) Calendar Days of the written notice, notify the Contract Administrator of the amount of any additional delivery charge for the location.
- D3.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.
- D3.6 The Contractor shall enter into a contract with each participant under the same terms and conditions as this Contract except:
- (a) supply under the contract shall not commence until the expiry or lawful termination of any other contract(s) binding the participant for the same goods;
 - (b) a participant may specify a duration of contract shorter than the duration of this Contract;
 - (c) a participant may specify that only some items under this Contract and/or less than its total requirement for an item are to be supplied under its contract; and
 - (d) any additional delivery charge identified and accepted in accordance with clause D3.4 and D3.5 will apply.
- D3.7 Each participant will be responsible for the administration of its contract and the fulfilment of its obligations under its contract. The City shall not incur any liability arising from any such contract.
- D3.8 No participant shall have the right or authority to effect a change in the Contract, or of any other participant in this Contract.

D4. DEFINITIONS

- D4.1 When used in this Request for Proposal:
- (a) "**Proponent**" means any Person or Persons submitting a Proposal for Services;
 - (b) "**User**" means a person, department or other administrative unit of the City authorized by the Contract Administrator to order work under the contract;
 - (c) "**As Required**" means according to need.
- D4.2 Notwithstanding C1.1, when used in this Request for Proposal:
- (a) "**POS**" means Parks and Open Space Division;

D5. CONTRACT ADMINISTRATOR

- D5.1 The Contract Administrator is:
- Kyle Lucyk
Parks Services Administrator
Telephone No. 204-986-3133
Email Address.: KLucyk@winnipeg.ca
- D5.2 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.

D6. CONTRACTOR'S SUPERVISOR

- D6.1 Further to C6.22, 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.
- D6.2 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.
- D6.2.1 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.

D7. NOTICES

- D7.1 Except as provided for in C22.4, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the address or facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid/Proposal.
- D7.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in, D7.4 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator identified in D4.
- D7.3 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following facsimile number:
- The City of Winnipeg
Legal Services Department
Attn: Director of Legal Services
Facsimile No.: 204 947-9155

D8. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

- D8.1 The Accessibility for Manitobans Act (AMA) imposes obligations on The City of Winnipeg to provide accessible customer service to all persons in accordance with the Customer Service Standard Regulation ("CSSR") to ensure inclusive access and participation for all people who live, work or visit Winnipeg regardless of their abilities.
- D8.1.1 The Contractor agrees to comply with the accessible customer service obligations under the CSSR and further agrees that when providing the Goods or Services or otherwise acting on the City of Winnipeg's behalf, shall comply with all obligations under the AMA applicable to public sector bodies.
- D8.1.2 The accessible customer service obligations include, but are not limited to:
- (a) providing barrier-free access to goods and services;
 - (b) providing reasonable accommodations;
 - (c) reasonably accommodating assistive devices, support persons, and support animals;
 - (d) providing accessibility features e.g. ramps, wide aisles, accessible washrooms, power doors and elevators;
 - (e) inform the public when accessibility features are not available;
 - (f) providing a mechanism or process for receiving and responding to public feedback on the accessibility of all goods and services; and
 - (g) providing adequate training of staff and documentation of same.

SUBMISSIONS

D9. AUTHORITY TO CARRY ON BUSINESS

D9.1 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.

D10. SAFE WORK PLAN

D10.1 The Contractor shall provide the Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.

D10.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/safety/default.stm>

D11. INSURANCE

D11.1 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;
- (c) crime insurance coverage including employee dishonesty with third party coverage in the amount of \$25,000.00 per loss.

D11.2 Deductibles shall be borne by the Contractor.

D11.3 All policies shall be taken out with insurers licensed in the Province of Manitoba.

D11.4 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 the date specified in C4.1 for the return of the executed Contract Documents, if applicable.

D11.5 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.

D11.6 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.

SCHEDULE OF WORK

D12. COMMENCEMENT

D12.1 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.

- D12.2 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 D9;
 - (ii) evidence of the workers compensation coverage specified in C6.14;
 - (iii) the Safe Work Plan specified in D10;
 - (iv) evidence of the insurance specified in D11;
 - (v) the direct deposit application form specified in D22.
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D12.3 The Contractor shall commence the Work on the Site before date of award.

D13. LIQUIDATED DAMAGES

D13.1 If the Contractor fails to achieve the Work of the Contract in accordance with the time(s) specified in Part E, the Contractor shall pay the City one hundred and fifty dollars (\$150) per Working Day for each and every Working Day following the day fixed herein until Work is complete.

D13.2 The amounts specified for liquidated damages in D13.1 are based on a genuine pre-estimate of the City's losses in the event that the Contractor does not achieve the Work in accordance with the specifications of the Contract.

D13.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D14. COVID-19 SCHEDULE DELAYS

D14.1 The City acknowledges that the schedule for this Contract may be impacted by the COVID-19 pandemic. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the health and safety of workers and the public, directives from health authorities and various levels of government and in close consultation with the Contract Administrator.

D14.2 If the Contractor is delayed in the performance of the Work by reason of the COVID-19 pandemic, the Work schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.

D14.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether COVID-19 will affect the start date. The Contractor shall provide sufficient evidence that the delay is directly related to COVID-19, including but not limited to evidence related to availability of staff, availability of Material or work by others.

D14.4 For any delay related to COVID-19 and identified after Work has commenced, the Contractor shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D14.3. Failure to provide this notice will result in no additional time delays being considered by the City.

D14.5 The Work schedule, including the durations identified where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.

D14.6 Any time or cost implications as a result of COVID-19 and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

CONTROL OF WORK

D15. SAFETY

- D15.1 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.
- D15.2 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.
- D15.3 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.

D16. INSPECTION

- D16.1 Before beginning or resuming operations upon any portion of the Work, the Contractor shall notify the Contract Administrator so as to enable him to arrange for inspection. If the Contractor fails to notify the Contract Administrator, the Contractor shall, if and when required by the Contract Administrator, forthwith take down or expose and redo that portion of the Work required to facilitate inspection. The cost of such taking down or exposure, and redoing, if any, shall be borne by the Contractor.
- D16.2 If and when required by the Contract Administrator, the Contractor shall take down or expose forthwith any portion of the Work where the Contract Administrator determines that the Work is not in accordance with the Contract. The cost of such taking down or exposure, and redoing, if any, shall fall upon the City if the taking down or exposure indicates that the portion exposed was properly performed, but if otherwise the cost shall be borne by the Contractor.

D17. DEFICIENCIES

- D17.1 Further to C11.7, the Contract Administrator may order the Contractor to alter or improve his/her methods, to increase or improve his/her Plant, to furnish additional or more suitable Material, or to employ additional or more qualified labour if, at any time, the Contract Administrator determines that:
- (a) the Work is not being, or will likely not be, performed satisfactorily; or
 - (b) progress is not being, or will likely not be, maintained in accordance with the work schedule.
- D17.2 If the Work or any part thereof is taken out of the Contractor's control pursuant to C18.7, all Plant and Material, and the interest of the Contractor in all licences, powers and privileges acquired, used or provided by the Contractor under the Contract shall be assigned by the Contractor to the City without compensation to the Contractor.
- D17.3 The City shall have the right to take possession of and use any of the Contractor's material and property of every kind provided by the Contractor for the purpose of the Work, and to procure other Plant or Material for the completion thereof.

D17.4 When the Contract Administrator certifies that any Plant, Material or any interest of the Contractor referred to in D17.2, is no longer required for the purposes of the Work, or that it is not in the best interest of the City to retain that Plant, Material or interest, it shall revert to the Contractor.

D18. ORDERS

D18.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service may be placed.

D19. RECORDS

D19.1 The Contractor shall keep detailed records of the services supplied under the Contract.

D19.2 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) description and quantity of services provided.

D19.3 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.

D20. WINNIPEG CLIMATE ACTION PLAN AND ANNUAL FUEL REPORTING

D20.1 The Contractor shall submit to the Contract Administrator for approval no later than March 31st of each year of the Contract and following the end of a Contract, a detailed report (for the reporting period January 1st to December 31st of each calendar year) that includes accurate quantities of each type of fuel consumed for motor vehicles and equipment used in performing the Work, including the following details:

D20.2 Total fuel use (in litres) for each fuel type consumed, sorted by vehicle/equipment type (light duty passenger, light duty pick-up, heavy duty, off-road) and year (where applicable)

D20.3 If fuel use (in litres) is not available – total vehicle kilometers travelled, sorted by vehicle/equipment type (light duty passenger, light duty pick-up, heavy duty, off-road) and year (where applicable).

D20.4 If fuel use (in litres) and vehicle kilometers travelled are not available – total vehicle usage (in hours), sorted by vehicle/equipment type (light duty passenger, light duty pick-up, heavy duty, off-road) and year (where applicable).

D20.5 Any other information requested by the Contract Administrator.

D20.6 The City will use the reports to track and report on total greenhouse gas production from vehicle use in both City operations and City contracted services. This initiative aims to reduce air pollution and the production of greenhouse gas emissions while demonstrating the City's commitment to environmental sustainability in implementing the Winnipeg Climate Action Plan.

MEASUREMENT AND PAYMENT

D21. INVOICES

D21.1 Further to C12, the Contractor shall submit monthly invoices for work performed 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
Send Invoices to CityWpgAP-INVOICES@winnipeg.ca
Send Invoice Inquiries to CityWpgAP-INQUIRIES@winnipeg.ca

D21.2 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.

D21.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D22. PAYMENT

D22.1 Further to C12, the City shall make payments to the Contractor by direct deposit to the Contractor's banking institution, and by no other means. Payments will not be made until the Contractor has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf.

D23. PAYMENT SCHEDULE

D23.1 Further to C12, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D23.1 Notwithstanding C13, Warranty does not apply to this Contract.

DISPUTE RESOLUTION

D24. DISPUTE RESOLUTION

D24.1 If the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator, the Contractor shall act in accordance with the Contract Administrator's opinion, determination, or decision unless and until same is modified by the process followed by the parties pursuant to D24.

D24.2 The entire text of C21.4 is deleted, and amended to read: "Intentionally Deleted"

D24.3 The entire text of C21.5 is deleted, and amended to read:

- (a) If Legal Services has determined that the Disputed Matter may proceed in the Appeal Process, the Contractor must, within ten (10) Business Days of the date of the Legal Services Response Letter, submit his written Appeal Form, in the manner and format set out on the City's Materials Management Website, to the Chief Administrative Officer, and to the Contract Administrator. The Contractor may not raise any other disputes other than the Disputed Matter in his Appeal Form.

D24.4 Further to C21, prior to the Contract Administrator's issuance of a Final Determination, the following informal dispute resolution process shall be followed where the Contractor disagrees with any opinion, determination, or decision of the Contract Administrator ("Dispute"):

- (a) In the event of a Dispute, attempts shall be made by the Contract Administrator and the Contractor's equivalent representative to resolve Disputes within the normal course of

project dealings between the Contract Administrator and the Contractor's equivalent representative.

- (b) Disputes which in the reasonable opinion of the Contract Administrator or the Contractor's equivalent representative cannot be resolved within the normal course of project dealings as described above shall be referred to a without prejudice escalating negotiation process consisting of, at a minimum, the position levels as shown below and the equivalent Contractor representative levels:
 - (i) The Contract Administrator;
 - (ii) Supervisory level between the Contract Administrator and applicable Department Head;
 - (iii) Department Head.

- D24.4.1 Names and positions of Contractor representatives equivalent to the above City position levels shall be determined by the Contractor and communicated to the City at the pre-commencement or kick off meeting.
- D24.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.
- D24.4.3 Both the City and the Contractor agree to make all reasonable efforts to conduct the above escalating negotiation process within twenty (20) Business Days, unless both parties agree, in writing, to extend that period of time.
- D24.4.4 If the Dispute is not resolved to the City and Contractor's mutual satisfaction after discussions have occurred at the final escalated level as described above, or the time period set out in D24.4.3, as extended if applicable, has elapsed, the Contract Administrator will issue a Final Determination as defined in C1.1(v), at which point the parties will be governed by the Dispute Resolution process set out in C21.

THIRD PARTY AGREEMENTS

D25. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D25.1 In the event that funding for the Work of the Contract is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, the following terms and conditions shall apply, as required by the applicable funding agreements.
- D25.2 Further to D25.1, in the event that the obligations in D25 apply, actual costs legitimately incurred by the Contractor as a direct result of these obligations ("Funding Costs") shall be determined by the actual cost to the Contractor and not by the valuation method(s) outlined in C7.4. In all other respects Funding Costs will be processed in accordance with Changes in Work under C7.
- D25.3 For the purposes of D25:
 - (a) "**Government of Canada**" includes the authorized officials, auditors, and representatives of the Government of Canada; and
 - (b) "**Government of Manitoba**" includes the authorized officials, auditors, and representatives of the Government of Manitoba.
- D25.4 Modified Insurance Requirements
 - D25.4.1 Where applicable, the Contractor will be required to provide wrap-up liability insurance in an amount of no less than two million dollars (\$2,000,000) inclusive per occurrence. Such policy will be written in the joint names of the City, Contractor, Consultants and all sub-contractors and sub-consultants and include twelve (12) months completed operations. The Government of Manitoba and its Ministers, officers, employees, and agents shall be added as additional insureds.
 - D25.4.2 If applicable the Contractor will be required to provide builders' risk insurance (including boiler and machinery insurance, as applicable) providing all risks coverage at full

replacement cost, or such lower level of insurance that the City may identify on a case-by-case basis, such as an installation floater.

D25.4.3 The Contractor shall obtain and maintain third party liability insurance with minimum coverage of two million dollars (\$2,000,000.00) per occurrence on all licensed vehicles operated at the Site. In the event that this requirement conflicts with another licensed vehicle insurance requirement in this Contract, then the requirement that provides the higher level of insurance shall apply.

D25.4.4 Insurers shall provide satisfactory Certificates of Insurance to the Government of Manitoba prior to commencement of Work as written evidence of the insurance required. The Certificates of Insurance must provide for a minimum of thirty (30) days' prior written notice to the Government of Manitoba in case of insurance cancellation.

D25.4.5 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.

D25.5 Indemnification By Contractor

D25.5.1 In addition to the indemnity obligations outlined in C17 of the General Conditions for Services, the Contractor agrees to indemnify and save harmless the Government of Canada and the Government of Manitoba and each of their respective Ministers, officers, servants, employees, and agents from and against all claims and demands, losses, costs, damages, actions, suit or other proceedings brought or pursued in any manner in respect of any matter caused by the Contractor or arising from this Contract or the Work, or from the goods or services provided or required to be provided by the Contractor, except those resulting from the negligence of any of the Government of Canada's or the Government of Manitoba's Ministers, officers, servants, employees, or agents, as the case may be.

D25.5.2 The Contractor agrees that in no event will Canada or Manitoba, their respective officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:

- (a) any injury to any person, including, but not limited to, death, economic loss or infringement of rights;
- (b) any damage to or loss or destruction of property of any person; or
- (c) any obligation of any person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;

in relation to this Contract or the Work.

D25.6 Records Retention and Audits

D25.6.1 The Contractor shall maintain and preserve accurate and complete records in respect of this Contract and the Work, including all accounting records, financial documents, copies of contracts with other parties and other records relating to this Contract and the Work during the term of the Contract and for at least six (6) years after Total Performance. Those records bearing original signatures or professional seals or stamps must be preserved in paper form; other records may be retained in electronic form.

D25.6.2 In addition to the record keeping and inspection obligations outlined in C6 of the General Conditions for Services, the Contractor shall keep available for inspection and audit at all reasonable times while this Contract is in effect and until at least six (6) years after Total Performance, all records, documents, and contracts referred to in D25.6.1 for inspection, copying and audit by the City of Winnipeg, the Government of Manitoba and/or the Government of Canada and their respective representatives and auditors, and to produce them on demand; to provide reasonable facilities for such inspections, copying and audits, to provide copies of and extracts from such records, documents, or contracts upon request by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada and their respective representatives and auditors, and to promptly provide such other information and explanations as may be reasonably requested by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada from time-to-time.

D25.7 Other Obligations

- D25.7.1 The Contractor consents to the City providing a copy of the Contract Documents to the Government of Manitoba and/or the Government of Canada upon request from either entity.
- D25.7.2 If the Lobbyists Registration Act (Manitoba) applies to the Contractor, the Contractor represents and warrants that it has filed a return and is registered and in full compliance with the obligations of that Act, and covenants that it will continue to comply for the duration of this Contract.
- D25.7.3 The Contractor shall comply with all applicable legislation and standards, whether federal, provincial, or municipal, including (without limitation) labour, environmental, and human rights laws, in the course of providing the Work.
- D25.7.4 The Contractor shall properly account for the Work provided under this Contract and payment received in this respect, prepared in accordance with generally accepted accounting principles in effect in Canada, including those principles and standards approved or recommended from time-to-time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, applied on a consistent basis.
- D25.7.5 The Contractor represents and warrants that no current or former public servant or public office holder, to whom the Value and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post Employment, or the Conflict of Interest Act applies, shall derive direct benefit from this Contract, including any employment, payments, or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation.
- D25.7.6 The Contractor represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Contractor or of a Subcontractor, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Contractor or a Subcontractor concerning the Work.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Security Guards assigned to the Contract must meet the following training requirements:
- (a) High school graduation or equivalent training and experience, or GED certificate;
 - (b) Minimum six (6) months on the job experience as a licensed Security Guard working or in the area of Community safety and wellbeing;
 - (c) Demonstrated ability to communicate effectively in writing and orally; specifically demonstrated fluency in English to speak clearly, calmly and professionally;
 - (d) Demonstrated ability to work effectively under stressful conditions.
- E1.3 Proponents are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B7. In every instance where a brand name or design specification is used, the City will also consider approved equals and/or approved alternatives 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 times throughout the Contract, the Contract Administrator will inform the Contractor in writing within (15) Business 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 in 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.5.1 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.

E6.1.1 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 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.

E6.4 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, Kyle Lucyk 204-986-3133.
- 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.
- The number of security guards per shift is five (5).
 - The security guards will be working collectively.
 - The shift hours are defined as - Tuesday through Sunday 7:00 p.m. to 12:00 midnight.
- E10.6 Work duties are as follows:
- roving 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 (traffic vests, flashlights and c/w traffic wands are mandatory);
 - knowledge of park Sites, services, rules, hours of operation etc. will be required for these Sites;
 - during the performance, security guards will patrol the parking lot and perimeter of Rainbow Stage;
 - 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;
 - 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;
 - 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, Kyle Lucyk 204-986-3133.
- 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 p.m.).
- 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 p.m.);
 - (c) remove unauthorized occupied vehicles and/or persons at ~9:30 p.m. (except when Rainbow Stage is operational – then 11:30 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.
- 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, Kyle Lucyk 204-986-3133.

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:
 - (i) Monday to Friday: one (1) check at 9:30 p.m. (approximately).
 - (ii) Saturday / Sunday and Statutory Holidays: 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 a.m. 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, Kyle Lucyk 204-986-3133.
- 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, Kyle Lucyk 204-986-3133.
- 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, Kyle Lucyk 204-986-3133.

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.

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 a.m. 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 – CENTRAL PARK

- 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, Kyle Lucyk 204-986-3133.
- 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 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, Kyle Lucyk 204-986-3133.

- 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.
- 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, Kyle Lucyk 204-986-3133.
- 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.
 - (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.
- 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, Kyle Lucyk 204-986-3133.
- 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, Kyle Lucyk 204-986-3133.
- 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, Kyle Lucyk 204-986-3133.
- 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, Kyle Lucyk 204-986-3133.
- 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 p.m. (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 McIvor Drive, requires mobile patrol service.
- E24.2 The Site Coordinator is the Contract Administrator, Kyle Lucyk 204-986-3133.
- 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.
 - (c) mobile patrol checks shall 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.
- 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, Kyle Lucyk 204-986-3133.

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.

E25.4.1 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 7:00a.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, Kyle Lucyk 204-986-3133.
- 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.
- E26.4.1 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.
- E27.2.1 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.
 - E28.1.1 The City will provide a standardized format for making requests of the Contractor.
- 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.