



436-2024 ADDENDUM 1

PROVISION OF PARKING/VEHICLE FOR HIRE ENFORCEMENT AND COMMUNICATION SERVICES

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

ISSUED: July 29, 2024
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THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Add 2024-02-01

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

FORM B: PRICES

Replace: 4B436-2024 Form B: Prices with 4B436-2024 Addendum 1 - **Form B: Prices(R1)**. The following is a summary of changes incorporated in the replacement Bid/Proposal Submission:

Form B(R1): Add Item No. 18.

PART B – BIDDING PROCEDURES

Revise B4.2 to read: The Submission Deadline is 12: noon, Winnipeg time, **August 2, 2024**.

PART E – SPECIFICATIONS

- Add E18.3 to read:
- Item No. 18 – Account Manager shall be the hourly rate to be paid for the Account Manager position. The job functions of the Account Manager position are as follows, but not limited to:
 - (a) Act as primary point of contact with the Winnipeg Parking Authority;
 - (b) Oversee and manage all staff deployed to site;
 - (c) Staffing/Recruitment of new hires;
 - (d) Ensure all new hires have completed and obtained all required documents prior to deployment;
 - (e) Scheduling staff to ensure staffing levels are as per contractual obligations;
 - (f) Increase and schedule staffing as required during seasonal operations, special events (as required);
 - (g) Submit accurate invoices in a timely manner;
 - (h) Monitor and report on absences;
 - (i) Conduct and oversee disciplinary process;
 - (j) Determine wage scale based on performance;
 - (k) Review completing accidents reports (as required);
 - (l) Submit WCB forms (as required); and
 - (m) Other duties as required.

QUESTIONS AND ANSWERS

Q1: As per B11.2(a), there is a requirement to have an Account Manager designated solely to the WPA account. Please confirm that the expectation is that there will be a non-billed 100% Dedicated Account Manager to be assigned to the contract.

A1: See above. The City has added a billable line item to Form B(R1) for a dedicated Account Manager.