



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 258-2008**

**PROVISION OF SECURITY SERVICES**

## TABLE OF CONTENTS

### PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

### PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Site Investigation	1
B4. Enquiries	1
B5. Addenda	2
B6. Substitutes	2
B7. Bid Submission	3
B8. Bid	4
B9. Prices	4
B10. Qualification	5
B11. Opening of Bids and Release of Information	6
B12. Irrevocable Bid	6
B13. Withdrawal of Bids	6
B14. Evaluation of Bids	7
B15. Award of Contract	7

### PART C - GENERAL CONDITIONS

C0. General Conditions	1
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### PART D - SUPPLEMENTAL CONDITIONS

#### General

D1. General Conditions	1
D2. Scope of Work	1
D3. Definitions	1
D4. Contract Administrator	1
D5. Contractor's Supervisor	1
D6. Notices	2

#### Submissions

D7. Authority to Carry on Business	2
D8. Insurance	2
D9. Security Clearance	3

#### Control of Work

D10. Commencement	3
D11. Liquidated Damages	4
D12. Prime Contractor – The Workplace Safety and Health Act (Manitoba)	4
D13. Safety	4
D14. Orders	4
D15. Records	5

#### Measurement and Payment

D16. Invoices	5
D17. Payment	5

#### Warranty

D18. Warranty	5
---------------	---

### PART E - SPECIFICATIONS

#### General

E1. Applicable Specifications and Drawings	1
E2. Services	1
E3. Management & Management Systems	1

E4. Oral Communication	1
E5. Written Communication & Reports	1
E6. Customer Complaints	2
E7. Security Guard Selection and Assignment	2
E8. Employee Training/General	3
E9. Site Training and Orientation (Section D – Alarm – Exempt)	3
E10. Uniforms, Appearance and Personal Supplies	4
E11. Continuity and Consistency of the Work (Section D – Alarm – Exempt)	5
E12. Control Centre	5
E13. Vehicles & Licences (Mobile Patrol – Section C – only)	5
E14. Section A – Foot Patrol & Surveillance	6
E15. Section B – Guarded Status	21
E16. Section C – Mobile Patrol	23
E17. Section D – Alarm	43

## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 PROVISION OF SECURITY SERVICES

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, October 9, 2008.

B2.2 Bids determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. SITE INVESTIGATION**

B3.1 Further to C3.1, the Bidder may make an appointment to view the Site by contacting the Contract Administrator.

B3.2 The Bidder shall not be entitled to rely on any information or interpretation received at the Site investigation unless that information or interpretation is the Bidder's direct observation, or is provided by the Contract Administrator in writing.

B3.3 The Bidder is responsible for determining:

- (a) the location of any utility which can be determined from the records or other information available at the offices of any public authority or person, including a municipal corporation and any board or commission thereof, having jurisdiction or control over the utility;
- (b) the nature of the surface and subsurface conditions at the Site;
- (c) the location, nature, quality or quantity of the materials to be removed or to be employed in the performance of the Work;
- (d) the nature, quality or quantity of the Plant needed to perform the Work;
- (e) all matters concerning access to the Site, power supplies, location of existing services, utilities or materials necessary for the completion of the Work; and
- (f) all other matters which could in any way affect his Bid or the performance of the Work.

### **B4. ENQUIRIES**

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

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

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

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

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

B4.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

## **B5. ADDENDA**

B5.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B5.2 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.

B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B5.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Branch internet site for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

## **B6. SUBSTITUTES**

B6.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.

B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B6.3 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.

B6.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.

B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his 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.

B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.

- B6.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his 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 B14.
- B6.9 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.

## **B7. BID SUBMISSION**

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
  - (b) Form B: Prices.
- B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.
- B7.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Bid.
- B7.4 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.5 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, may result in the Bid being determined to be non-responsive.
- B7.6 The Bid may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.7 If the Bid is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg  
Corporate Finance Department  
Materials Management Branch  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1
- B7.7.1 Samples or other components of the Bid which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.8 If the Bid is submitted by facsimile transmission, it shall be submitted to (204) 949-1178
- B7.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B7.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

## **B8. BID**

- B8.1 The Bidder shall complete Form A: Bid, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
  - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
  - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
  - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.
- B8.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B8.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
  - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
  - (d) if the Bidder is carrying on business under a name other than his 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.
- B8.4.1 The name and official capacity of all individuals signing Form A: Bid shall be printed below such signatures.
- B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

## **B9. PRICES**

- B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B9.1.1 Notwithstanding C11.1.1, 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.
- B9.2 The City shall not pay overtime for the shift hours as defined in the Specifications of this Work.
- (a) Should the City deviate/change the shift hours or if short/unreasonable times (less than twenty-four (24) hours is given by the City, that results in an overtime situation under the Manitoba Labour Code. Then the City shall pay overtime at the rates specified on the Form B: Prices.
- B9.3 Statutory and Civic Holiday rates, unless otherwise identified by the Bidder, shall only apply when the Work is scheduled on the following holidays. This list is conditional to any changes in Federal and Provincial Legislation.
- (a) New Year's Day;

- (b) Louis Riel Day;
- (c) Good Friday;
- (d) Victoria Day;
- (e) Canada Day;
- (f) Civic Holiday (August);
- (g) Labour Day;
- (h) Thanksgiving Day;
- (i) Remembrance Day;
- (j) Christmas Day;
- (k) Boxing Day.

- B9.4 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.
- B9.5 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.
- B9.6 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

## **B10. QUALIFICATION**

- B10.1 The Bidder shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
  - (b) be financially capable of carrying out the terms of the Contract; and
  - (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.
- B10.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) be responsible and not be suspended, debarred or in default of any obligations to the City a list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.
- B10.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and
  - (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
  - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
  - (d) have employees meeting the following training requirements:
    - (i) Security Guard(s) has successfully completed a Basic Security Guard Training course, or Law Enforcement Training program through a Government recognized vocational training school; and/or



- (ii) Security Guard(s) has successfully completed a formal in-house or subcontracted, Basic Security Guard Training program, and
- (iii) Security Guard has 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.

B10.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B10.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

### **B11. OPENING OF BIDS AND RELEASE OF INFORMATION**

B11.1 Bids will not be opened publicly.

B11.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B11.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch internet site at <http://www.winnipeg.ca/matmgt>.

B11.4 The Bidder is advised that any information contained in any Bid may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

### **B12. IRREVOCABLE BID**

B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B12.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

### **B13. WITHDRAWAL OF BIDS**

B13.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B13.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.

B13.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.

B13.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Bid until after the Submission Deadline has elapsed;

- (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
- (c) if the notice has been given by any one of the persons specified in B13.1.3(b), declare the Bid withdrawn.

B13.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B12.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

#### **B14. EVALUATION OF BIDS**

B14.1 Award of the Contract shall be based on the following bid evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Bid Opportunity (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B6.

B14.2 Further to B14.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B14.3 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.

B14.4 Further to B14.1(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.

B14.5 This Contract will be awarded as a whole.

#### **B15. AWARD OF CONTRACT**

B15.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B15.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.

B15.2.1 Without limiting the generality of B15.2, the City will have no obligation to award a Contract where:

- (a) the prices exceed the available City funds for the Work;
- (b) the prices are materially in excess of the prices received for similar work in the past;
- (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
- (d) only one Bid is received; or
- (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

B15.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.

- B15.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Bid upon written request to the Contract Administrator.
- B15.4 Notwithstanding C4.1, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.
- B15.5 The Contract Documents, as defined in C1.1(n), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

## **PART C - GENERAL CONDITIONS**

### **C0. GENERAL CONDITIONS**

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

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

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

#### **D2. SCOPE OF WORK**

D2.1 The Work to be done under the Contract shall consist of the Provision of Security Services for the period of January 1, 2009 to December 31, 2011.

D2.2 The Work shall be done on an "as required" basis during the term of the Contract.

D2.2.1 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.

D2.2.2 Notwithstanding C7.4, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D2.3 Notwithstanding D2.1, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2008.

D2.4 Notwithstanding D2.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

#### **D3. DEFINITIONS**

D3.1 When used in this Bid Opportunity:

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

#### **D4. CONTRACT ADMINISTRATOR**

D4.1 The Contract Administrator is:

Carmen Sorby  
Contracts Officer  
185 King Street  
Winnipeg, MB R3B 1J1

Telephone No. (204) 986-3855

Facsimile No. (204) 949-1178

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

#### **D5. CONTRACTOR'S SUPERVISOR**

D5.1 Further to C6.19, the Contractor shall employ and keep on the Work, at all times during the performance of the Work, a competent supervisor and assistants, if necessary, acceptable to the Contract Administrator. The supervisor shall represent the Contractor on the Site. The

supervisor shall not be replaced without the prior consent of the Contract Administrator unless the supervisor proves to be unsatisfactory to the Contractor and ceases to be in his employ.

D5.2 Before commencement of Work, the Contractor shall identify his designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D5.2.1 Further to C5.5 Contract Administrator may give instructions or orders to the Contractor's supervisor and such instructions or orders shall be deemed to have been given to the Contractor.

## **D6. NOTICES**

D6.1 Notwithstanding C22.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg  
Chief Financial Officer  
Administration Building, 3rd Floor  
510 Main Street  
Winnipeg MB R3B 1B9  
Facsimile No.: (204) 949-1174

## **SUBMISSIONS**

### **D7. AUTHORITY TO CARRY ON BUSINESS**

D7.1 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.

### **D8. INSURANCE**

D8.1 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 required, automobile liability insurance for owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00), to remain in place at all times during the performance of the Work;
- (c) Employee dishonesty bond in an amount not less than twenty-five thousand dollars (\$25,000.00) for any direct loss of money or other property, caused by a fraudulent or dishonest act, or acts, of the Contractor or anyone or more of its employees.

D8.2 Deductibles shall be borne by the Contractor.

D8.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than seven (7) Calendar Days from notification of the award of Contract.

D8.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D8.5 The City shall have the right to alter the limits and/or coverages as reasonably required from time to time during the continuance of this agreement.

## **D9. SECURITY CLEARANCE**

D9.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence.

D9.2 The Criminal Record Search shall include a Vulnerable Sector Search. This can be obtained by completing and providing the following in person to the Winnipeg Police Service Division 30 Clerk at Main Floor, 151 Princess Street:

- (a) Form P-612 Check the following boxes: Vulnerable Sector; and Other by inputting the Bid Opportunity Number in the space provided. This form can be found on the website at: [www.winnipeg.ca/police/BPR/forms/Criminal\\_Record\\_Check\\_P612.doc](http://www.winnipeg.ca/police/BPR/forms/Criminal_Record_Check_P612.doc)
  - (i) individuals will need to state in section 2, of the form, that they may be working in City of Winnipeg pools, libraries and community centres;
  - (ii) individuals will need to sign and date Section 3 of the form.
- (b) Two (2) pieces of identification as stated in Bureau of Police Records on the website at: [www.winnipeg.ca/police/BPR/id.stm](http://www.winnipeg.ca/police/BPR/id.stm)
- (c) Fee for each individual applying for a Criminal Record Search. Fee schedule can be found on the website at: [www.winnipeg.ca/police/BPR/fees.stm](http://www.winnipeg.ca/police/BPR/fees.stm)

D9.2.1 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:

- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Contract Administrator.

D9.3 Prior to the commencement of any Work, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Contract Administrator with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.

D9.4 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any Work.

D9.5 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.

D9.6 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work.

## **CONTROL OF WORK**

### **D10. COMMENCEMENT**

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

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

- (a) the Contract Administrator has confirmed receipt and approval of:

- (i) evidence of authority to carry on business specified in D7;
  - (ii) evidence of the workers compensation coverage specified in C6.14;
  - (iii) evidence of the insurance specified in D8;
  - (iv) security guard training specified in B10.3(d); and
  - (v) the security clearances specified in D9;
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

#### **D11. LIQUIDATED DAMAGES**

- D11.1 If the Contractor fails to complete the Work in accordance with the requirements of the Contract by the day fixed herein for completion, the Contractor shall pay the City one hundred dollars (\$100) per Working Hour for each and every Working Hour following the day fixed herein for completion of the Work during which such failure continues.
- D11.2 The amount specified for liquidated damages in D11.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not complete the Work by the day fixed herein for same.
- D11.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

#### **D12. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)**

- D12.1 Further to C6.23, the Contractor shall be the Prime Contractor and shall serve as, and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

#### **D13. SAFETY**

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

#### **D14. ORDERS**

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



## **D15. RECORDS**

- D15.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D15.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:
- (a) user name(s) and addresses;
  - (b) order date(s);
  - (c) service date(s); and
  - (d) description and quantity of services provided.
- D15.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

## **MEASUREMENT AND PAYMENT**

### **D16. INVOICES**

- D16.1 Further to C11, the Contractor shall submit monthly invoices for all Work performed during the previous calendar month for each location.
- D16.2 Further to C22.2, the Contractor shall submit invoices to the locations designated at the time of ordering.
- D16.3 Invoices must clearly indicate, as a minimum:
- (a) the City's order number;
  - (b) date(s) of provision of services;
  - (c) location at which service was provided;
  - (d) type and quantity of services provided;
  - (e) the amount payable with GST and MRST shown as separate amounts; and
  - (f) the Contractor's GST registration number.
- D16.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

### **D17. PAYMENT**

- D17.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.
- D17.2 Further to C11, effective January 1, 2007 the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

## **WARRANTY**

### **D18. WARRANTY**

- D18.1 Warranty is as stated in C12.

## PART E - SPECIFICATIONS

### GENERAL

#### E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.

#### E2. SERVICES

- E2.1 It is the intention of the City of Winnipeg to establish a Security Service Contract that can effectively meet current and future security requirements. Security guards are viewed as an extension of City services and must be trained and supported by a “quality and improvement focused” Contractor.

#### E3. MANAGEMENT & MANAGEMENT SYSTEMS

- E3.1 The Contractor shall have a formal written selection policy for applicant screening with a structured interview system. The selection policy shall include background investigations, particularly the evaluation of an applicant’s criminal history, dependence on non-pharmaceutical drugs and alcohol. References must be done on the individuals to ascertain their suitability as a Security Guard.
- E3.2 Prior to Site assignment to a City facility, the Contractor shall perform screening and interviewing to match the Security Guard to the requirements of the City Site. Confirmation that the Security Guard remains free of all criminal charges and convictions shall be confirmed by the Contractor in accordance with Clause D9.
- E3.3 The Contractor shall have a formal written comprehensive client follow up system. This system should allow for regular opinions on the quality of services being provided by the Contractor. The City will also use this system as a means to address concerns of the Contractor regarding the Work environment of the Security Guard.

#### E4. ORAL COMMUNICATION

- E4.1 Security guards will either occasionally or consistently be required to communicate orally. It is a requirement, for all Sites, to have face to face and telephone/radio conversations with City staff and members of the public concerning City services, publications, locations, hours of work, rules and procedures. The Contractor shall ensure security guards can speak in English, clearly both in a normal and crisis work situation in a **polite and professional** manner.
- E4.2 Due to public exposure, the City may on occasion require the services of a bilingual Security Guard (English/French). The Contractor should have security guards able to provide such services as required.

#### E5. WRITTEN COMMUNICATION & REPORTS

- E5.1 The Contractor must maintain complete and accurate reports to substantiate services provided. All daily and incident reports shall be left at the Site. A copy of any reports that are required to be completed by the Contractor, away from the Site, shall be submitted to the Site Coordinator within 24 hours (unless otherwise specified) following the shift and/or incident.
- E5.2 All written reports and correspondence prepared by the Security Guard and Field Supervisors shall be in a clear and understandable format. Reports and correspondence shall be neat, using the correct spelling and legible. Written communication and reports which do not meet these requirements shall be redone at the expense of the Contractor.

- E5.3 Where required by the User, log books shall be filled out recording, but not limited to the following:
- (a) name of security guard;
  - (b) shift start time;
  - (c) incidents which occurred (if any)
  - (d) shift finish time.
- E5.4 Various locations require the use of a swipe/barcode reader. Locations requiring swipe/barcode equipment shall be installed by the Contractor at the Contractor's expense.
- E5.4.1 Copies of the downloads, from the swipe/barcode rounds, shall be emailed to the Site Coordinator on a weekly basis.

## **E6. CUSTOMER COMPLAINTS**

- E6.1 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 City 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 City representative, does not constitute a risk to City staff or the public.
  - (c) Class 3 – alleged failure to meet Work Site schedules.
- E6.2 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.
- E6.3 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.
- E6.4 If the Contractor does not or cannot respond to a Class 2 complaint in accordance with E6.1(b), the Contractor shall, within forty-eight (48) hours of receipt of notice of complaint, remove the Security Guard from the Site.
- E6.5 If the Contractor does not or cannot respond to a Class 3 complaint in accordance with E6.1(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.
- E6.5.1 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.

## **E7. SECURITY GUARD SELECTION AND ASSIGNMENT**

- E7.1 During the term of this Contract, some Work Sites shall be subject to an initial assessment period, to be determined by the Site Coordinator. During the assessment period the Site Coordinator will determine the Security Guard's suitability for the Site(s). The City shall have final authority on the assignment of the Contractor's personnel.

E7.2 The City reserves the right to request an increased number of security guards, to delete assigned security guards, and/or request replacement of current security guards as may be deemed necessary.

E7.3 The City in addition to the schedules included in this document, shall notify the Contractor twenty-four (24) hours in advance, when possible, when requesting security guards.

## **E8. EMPLOYEE TRAINING/GENERAL**

E8.1 Training programs shall ensure that the security guard(s) have the necessary skills and abilities to successfully perform in order to protect people and property at various Sites required as per specifications.

E8.2 The Contractor shall only assign security guards to Work on City Sites on a temporary, full-time, short term or replacement basis, who met the following training criteria specified in B10.3(d);

E8.3 Proof that the security guard has completed all the mandatory training programs shall be required **PRIOR** to each Site assignment.

E8.4 The Security Guard Training Programs for B10.3(d)(i) or B10.3(d)(ii) and B10.3(d)(iii) shall be;

- (a) Basic Security Guard Training Course from the Law Enforcement Security Training Academy of Canada and/or;
- (b) Other Government recognized vocational training school or formal in-house course with similar content which gives the student theory, principles and practical applications needed to perform competently as a Security Guard and meets or surpasses the Canadian General Standards Boards requirements for Security Guards, Uniformed CAN/CGSB133.1-99.

E8.5 The Contractor shall have in place, a method of tracking security guard training and training requirements. This method should include, the date of training in a program, when follow-up training is required (ie: CPR and First Aid) and if the security guard has the specific training requirements for a City Work Site.

E8.6 The Contractor shall have security guards in their employment that will have received the formal training requirements of the Contract. Security guards must be "job ready" as of January 1, 2009.

## **E9. SITE TRAINING AND ORIENTATION (SECTION D – ALARM – EXEMPT)**

E9.1 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 City 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 fire fighting 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.

E9.1.1 Further to E9.1; any training done after the initial required training will be done at the Contractor's expense.

E9.2 The Contractor shall ensure that security guards understand the Site specific requirements and procedures.

E9.3 The City has specific Work Sites protected by on-Site Closed Circuit Television, Access Control and/or Alarm Systems. The Contractor shall have security guards capable of working with such systems.

E9.4 The City of Winnipeg has specific Work Sites which require "Guarded Status and Plant Inspections" of boiler heating systems. The Contractor shall have security guards, which possess a valid "4<sup>th</sup> Class Power Engineer Licence."

- (a) The Contractor shall have more than one security guard on staff which meets the above criteria to ensure that services are available at all times in the case the security guard is unable to attend the Work Site due to sickness or other related type of absence.

E9.5 During Site training and orientation 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.

## **E10. UNIFORMS, APPEARANCE AND PERSONAL SUPPLIES**

E10.1 All security guards, provided under this Contract, shall be uniformed guards and the style of uniform will be dictated by the requirements of each Site. Uniforms shall identify the Contractors name and/or logo. Security guards must have a laminated photo identification badge, which shall be visible at all times. All security guards must be fully and properly uniformed while on duty. The Contractor shall have a procedure in place to ensure on-duty guard(s) uniforms meet the following minimum standards:

- (a) Uniforms shall be available in both business style and military style;
- (b) 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 polishable shoes.
- (c) Military style uniform shall include:
  - (i) White shirt;
  - (ii) Solid colour tie;
  - (iii) Solid colour trousers;
  - (iv) Solid colour tunic;
  - (v) Parka;

(vi) Black polishable shoes.

E10.2 Uniforms shall be well fitted, pressed, clean and odour free. Shoes shall be clean and polished.

(a) The Contractor shall ensure that security guards are always fully and properly attired.

E10.3 All security guards, provided under this Contract, shall maintain a clean and professional image.

E10.4 The Contractor shall supply as a minimum, the following additional items as necessitated by each Site:

(a) inclement (snow, sleet and rain) weather clothing and footwear for Sites requiring outside patrols;

(b) flashlights with a maximum of three (3) cells (no flashlight extension tubes for all Sites);

(c) forms, reports and writing materials which are not provided by the City for specific Sites;

(d) two way radio or cell phone communication systems if not provided and readily available at a City Site (pay telephones will not be acceptable).

E10.5 Weapons or any type of device that can be deemed by the public as a weapon (baseball bat, clubs, hockey stick) are strictly prohibited from being carried by a security guard while on duty.

E10.6 Earphones, earbuds and any type of personal entertainment device that inhibits the guards' ability to perform the requirements of the Contract or communicate with City staff and citizens shall not be worn during shifts.

#### **E11. CONTINUITY AND CONSISTENCY OF THE WORK (SECTION D – ALARM – EXEMPT)**

E11.1 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.

#### **E12. CONTROL CENTRE**

E12.1 The Contractor shall have a twenty-four (24) hour, seven (7) days per week, including all statutory and Civic holidays, control centre 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 radio by the Contractor should the security guard not have access to a City telephone (pay telephones are not acceptable) at a Work Site.

E12.2 Under Section D: Alarm E17 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. See Appendix B for areas that require coverage.

#### **E13. VEHICLES & LICENCES (MOBILE PATROL – SECTION C – ONLY)**

E13.1 The City of Winnipeg has specific Work Sites which will require mobile vehicle checks. Contractor for Section C Mobile Patrol E16, shall have security guards which possess, as a minimum, a valid Class 5 driver licence. The Contractor's vehicles shall be clearly identified on both sides with the Contractor's name and telephone number. Vehicles shall be equipped with fully operational radios. 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.

## **E14. SECTION A – FOOT PATROL & SURVEILLANCE**

### **E14.1 Site Specific Requirements**

E14.1.1 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.

### **E14.2 Rainbow Stage - Item 1**

E14.2.1 The Site hereby identified as Rainbow Stage located at 2015 Main Street, Winnipeg, Manitoba, in the City facility identified as Kildonan Park requires on Site roving patrol & traffic control service.

E14.2.2 The Site Coordinator and contact person is the **Park Police at 986-3934**. This contact shall be the liaison between the Contractor and Contract Administrator. 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.

E14.2.3 The location will require 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.

E14.2.4 The number of security guards per shift is five (5).

E14.2.5 The security guards will be working collectively.

E14.2.6 The shift hours are defined as follows:

(a) Tuesday thru Sunday 7:00 p.m. to 12:00 midnight.

E14.2.7 Service is to commence mid July 2009 and to end mid August 2009 (approximately), however all dates are determined by the show schedules for each season and similar service is expected to be required for the 2010 and 2011 seasonal periods.

E14.2.8 The City will supply washroom facilities.

E14.2.9 Although not normally required, the Contractor may on occasion be required to supply incident related report forms.

E14.2.10 Site training and orientation will be provided by a Park Police representative.

E14.2.11 No prior interview screening of the security guard(s) by the City will be required.

E14.2.12 The security guard will not be working with CCTV equipment.

E14.2.13 The style of uniform shall be "Military" per E10.1(c).

E14.2.14 Work schedule and duties are as follows:

(a) roving patrol of the Rainbow Stage area and parking lot;

(b) traffic control will be required for the parking and exiting from the park of Rainbow stage patrons (traffic vests are mandatory);

(c) knowledge of park Sites, services, rules, hours of operation etc. will be required for these Sites;

(d) during the performance, security guards will patrol the parking lot and perimeter of Rainbow Stage;

(ii) The use of a swipe/barcode station at various locations around the parking lot and perimeter of the Rainbow Stage area would ensure the tours are made;

(iii) The use of a swipe/barcode station would verify the amount of guards arriving for their shift and the time they start and finish their shifts;

(a) lock Kildonan Park gates after all patrons have left performance;

(b) miscellaneous related duties as assigned by the Site Coordinator or designated representative.

- E14.2.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E14.3 Assiniboine Park including the Assiniboine Park Conservatory, Palm House, Flower House, Coffee House and Additional Greenhouses - Item 2**
- E14.3.1 The Site hereby identified as Assiniboine Park, Winnipeg, Manitoba, in the City building identified as the Assiniboine Park Conservatory, Palm House, Flower House, Coffee House and additional greenhouses for foot patrol/roving service.
- E14.3.2 The Site Coordinator and contact person is **Ken Beattie at 986-6013** or designate at 986-4732. Site emergencies shall be reported to 986-3934 or 911 and the Contractor's Control Centre if necessary. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designate.
- E14.3.3 The location for performing administrative tasks is the front desk at the Assiniboine Park Conservatory.
- E14.3.4 The number of security guards per shift is:
- (a) One (1) security guard during regular scheduled shifts (guard must be trained at the Site prior to working a shift alone);
  - (b) Two (2) to four (4) security guards during shifts for special occasions (at least one guard per shift must be trained at the Site prior to working the shift).
- E14.3.5 The security guard will normally be working with other City staff in the general Work Site area.
- E14.3.6 The shift hours\* are defined as follows:
- (a) April 1 to Sept 16:
    - (i) Weekdays 4:30 p.m. to 8:30 p.m.;
    - (ii) Weekends 9:00 a.m. to 8:30 p.m.;
    - (iii) Stat & Civic 9:00 a.m. to 8:00 p.m.;
  - (b) Sept 1 to April 8:
    - (i) Weekdays As required, bookings usually 4 – 4.5 hours;
    - (ii) Weekends 9:00 a.m. to 5:00 p.m.;
    - (iii) Stat & Civic 9:00 a.m. to 5:00 p.m.;
  - (c) Nov 23 to Jan 7:
    - (i) Daily 9:00 a.m. to 9:30 p.m.
- \*Hours for special events as notified by the Horticulture Coordinator or designate.
- E14.3.7 Service is to commence January 1, 2009 and to end December 31, 2011.
- E14.3.8 The City will supply keys to facilities, land line telephone, washroom facilities, cell phone for communication with Park Police and a work counter/desk for administrative duties.
- E14.3.9 The security guard will be required to complete daily reports and incident reports on Contractor supplied forms. These reports will remain at the Site.
- E14.3.10 Further to E9, prior to commencement of Work; Conservatory staff will meet with the Contractor's supervisor and explain the requirements of the Site. Initial training of security guards will be provided by the Contractor's supervisor and shall be done on weekends. The initial training shall consist of approximately two (2) shifts per guard to a maximum of three guards. Any additional training of guards shall be done at the Contractor's expense.



- E14.3.11 Prior interview screening of the security guard(s) by the City will be required.
- E14.3.12 There shall be at least three (3) guards with Conservatory Site training available at all times. Guards shall be trained prior to their scheduled shift(s) in accordance with E9.
- E14.3.13 The Security Guard will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security guard will be expected to have the required knowledge and training to Work with such equipment.
- E14.3.14 The style of uniform shall be "Business Style" in accordance with E10.1(b).
- E14.3.15 Work schedule & duties are as follows:
- (a) report to the Assiniboine Park Horticulturalist and/or Greenhouse Supervisor at the Assiniboine Park Conservatory fifteen (15) minutes prior to the beginning of the shift;
  - (b) sign appointment book and check for and activities scheduled for the Conservatory during the shift;
  - (c) ensure all groups taking pictures do so in an orderly manner and that wedding groups are not restricting access to the general public (suggested maximum of twenty (20) persons per wedding group);
  - (d) patrol Conservatory, Palm House and Flower House and extend patrol once per hour to the Coffee House and all greenhouses in the rear of complex;
  - (e) inform visitors of closing of facilities fifteen (15) minutes prior to posted closing time;
  - (f) check washrooms periodically and ensure toilet tissue, soap and paper towels are available. Guard shall notify the janitor of any clean up necessary or of any products in need of refilling;
    - (i) if janitor is not available the security guard shall fill the toilet tissue, soap and paper towel dispensers if needed;
    - (ii) the security guard shall close off any washroom stall if required until the janitor can deal with a clean up;
  - (g) check washrooms and turn off facility lights when complex is vacated;
  - (h) lock doors into Coffee House when Conservatory is vacated/closed;
  - (i) make sure gates at back of compound are locked;
  - (j) turn off all lights in rear of facility and check that the trailer is locked, lights are off and coffee pots are off;
  - (k) count pictures on display and record;
  - (l) lock all exterior doors, close vents, check fans, close cold frames in greenhouses as well as other listed duties on security lock up sheet.
  - (m) may be required to set up and put away equipment for special events as follows:
    - (i) Television;
    - (ii) V.C.R.;
    - (iii) CD Player, amps and speakers;
    - (iv) LCD projector and screen;
    - (v) Slide projector and screen;
    - (vi) Up to twenty (20) tables (4"x8");
    - (vii) Up to one hundred (100) chairs;
    - (viii) Moving planters in foyer;
    - (ix) Other duties may be required for specific bookings. Instructions shall be given at the time they are needed.
  - (n) Miscellaneous related duties as assigned by the Site Coordinator or designated representative may include but not limited to the following:

- (i) Instructions on receiving payment for rentals shall be given to guard. Payments are usually done by cheque, but there have been times where public have paid cash.

E14.3.16 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

#### E14.4 **Millennium Library Park Complex - Item 3**

E14.4.1 The Site hereby identified as the Parks & Open Spaces Millennium Library Park Complex, 251 Donald Street, Winnipeg, Manitoba, for foot/roving patrol service.

E14.4.2 The Site Coordinator and contact person is **the Foreman 2 at 986-4902** Superintendent of Park Services – North Area at 986-3116. This person shall be the liaison between the Contractor and Contract Administrator. 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 or his designate.

E14.4.3 The location will require roving patrol of the Park Complex.

E14.4.4 The number of security guards per shift is one (1).

E14.4.5 The security guard will not be working with other City staff in the general Work Site area.

E14.4.6 The shift hours are defined as follows:

- (a) Monday to Sunday including Statutory & Civic Holidays 10:00 p.m. to 2:00 a.m.

E14.4.7 Service is to commence May 1, 2009 and to end September 28, 2009. Similar service is expected to be required for 2010 and 2011.

E14.4.8 The City will supply:

- (a) keys;
- (b) land line telephone; and
- (c) washroom facilities.

E14.4.9 The security guard will be required to complete daily reports and incident reports on Contractor supplied forms. Supply incident reports to Park Police via fax no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:

City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1

E14.4.10 Site training and orientation will be provided by a representative of the Parks & Open Space Division.

E14.4.11 No prior interview screening of the security guard(s) by the City will be required.

E14.4.12 The Security Guard will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security guard will be expected to have the required knowledge and training to Work with such equipment.

E14.4.13 The style of uniform shall be "Military" per E10.1(c).

E14.4.14 Work schedule & duties are as follows:

- (a) roving foot patrol of park complex for the security of people and their protection and property;
- (b) prepare reports per E5.1 and E5.2;
- (c) report all incidents requiring Police attendance to the Police Service Communications Branch at 986-6222 and incidents of an emergency nature to 911;
- (d) miscellaneous related duties as assigned by the Site Coordinator or designated representative.

E14.4.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

#### E14.5 Millennium Library - Item 4

- E14.5.1 The Site hereby identified as the Building Services Division Millennium Library 251 Donald Street, Winnipeg, Manitoba, for foot patrol & fixed post service.
- E14.5.2 The Site Coordinator and contact person is the **Supervisor of Building Operation Services at 794-4420**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to Public Works Central Control Office at 986-2382 and the Contractor's Control Centre if applicable. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E14.5.3 The location will require fixed post & roving patrol of the Millennium Library, Skywalks and Park.
- E14.5.4 The number of security guards for this location will vary between one (1) and four (4) per shift. One of these guards must be a Supervisory Guard.
- E14.5.5 The security guards will be working with and without other City staff in the general Work Site area during the entire shifts.
- E14.5.6 The shift hours are defined as follows:

#### **SUMMER OPERATIONS - EFFECTIVE MAY (VICTORIA DAY) TO SEPTEMBER (LABOUR DAY)**

- (a) Skywalk Guard
  - (i) Monday to Thursday 06:45 - 01:00
  - (ii) Friday 06:45 - 01:00
  - (iii) Saturday 06:45 - 01:00
  - (iv) Sunday 11:45 - 01:00
- (b) Library Guard
  - (i) Monday to Thursday 07:00 - 21:30
  - (ii) Friday 07:00 - 17:30
  - (iii) Saturday 07:00 - 17:30
  - (iv) Sunday Closed

#### **WINTER OPERATIONS - EFFECTIVE SEPTEMBER (LABOUR DAY) TO MAY (VICTORIA DAY)**

- (c) Skywalk Guard
  - (i) Monday to Thursday 06:45 – 01:00
  - (ii) Friday 06:45 – 01:00

- (iii) Saturday 06:45 – 01:00
    - (iv) Sunday 11:45 – 01:00
  - (d) Library Guard
    - (i) Monday to Thursday 07:00 - 21:30
    - (ii) Friday 07:00 - 17:30
    - (iii) Saturday 07:00 - 17:30
    - (iv) Sunday 11:30 - 17:30
- E14.5.7 Service is to commence January 1, 2009 and to end December 31, 2011. Security Service will not be required on Statutory & Civic Holidays; however, security service is required in the skywalk from Millennium Library and City Place on various Civic Holidays.
- E14.5.8 The City will supply keys to facilities as required, land line telephone, washroom facilities, and two way radios to communicate with Central Control and security desk on main floor.
- E14.5.9 The security guard will be required to complete daily reports and incident reports on Contractor supplied forms.
- E14.5.10 Site training and orientation will be provided by the Site Coordinator and Library Management staff. Contractor to absorb cost of training and orientation.
- E14.5.11 No prior interview screening of the security guard(s) by the City will be required.
- E14.5.12 The Security Guard will be working with CCTV equipment; the assigned security guard will be expected to have the required knowledge and training to Work with such equipment.
- E14.5.13 The style of uniform shall be "Business Style" per E10.1(b).
- E14.5.14 Work schedule and duties are as follows:
  - (a) provide foot patrol and surveillance;
  - (b) conduct initial investigations of complaints and incidents, taking the appropriate action and submitting the required reports;
  - (c) provide information and direction to the public using the premises;
  - (d) assist Police and Fire personnel when required;
  - (e) maintain a close liaison and communication with City of Winnipeg Police Department in matters pertaining to criminal breaches;
  - (f) convey confidential messages;
  - (g) maintain radio communications with City staff as required;
  - (h) security presence on main floor must be constant throughout the entire shift. Security guards shall perform patrols, take breaks and change shifts in order to facilitate this requirement;
  - (i) arm and disarm alarm system;
  - (j) any other duties that may be assigned from time to time by the Public Works Department which are related to the security requirements of these premises.
- E14.5.15 The Patrol Schedule will include standing orders and general instructions will be issued to the Contractor.
- E14.5.16 The following are the Holidays that are observed:
  - (a) Normally no security services at the Millennium Library will be required on the following holidays:
    - (i) New Year's Day;
    - (ii) Louis Riel Day;
    - (iii) Friday preceding Easter Sunday;
    - (iv) Easter Sunday;

- (v) Monday following Easter Sunday;
- (vi) Victoria Day;
- (vii) July 1<sup>st</sup>;
- (viii) 1st Monday in August;
- (ix) 1st Monday in September;
- (x) Thanksgiving Day;
- (xi) Remembrance Day - November 11;
- (xii) Christmas Day - December 25;
- (xiii) Boxing Day - December 26;

**NOTE:** SECURITY WILL BE REQUIRED IN THE SKYWALKS ON DAYS WHEN THE LIBRARY IS CLOSED BUT WHEN ACCESS IS NEEDED TO ADJACENT BUSINESSES WHICH MAY BE OPEN.

E14.5.17 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

#### E14.6 **Concourse - Item 5**

E14.6.1 The Site hereby identified as the Building Services Division Concourse, Portage Avenue & Main Street (underground) 365 Main Street, Winnipeg, Manitoba requires foot/roving patrol & fixed post security service.

E14.6.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4420**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Department Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designated representative.

E14.6.3 The location will require CCTV surveillance from the Security Office and roving foot patrol of the Concourse per drawing "Appendix A".

E14.6.4 The number of security guards per shift is one (1).

E14.6.5 The security guards will be working without City staff in the Work Site during the entire shift.

E14.6.6 The shift hours are defined as follows;

- (a) Seven (7) days per week, including all statutory & civic holidays 00:00 hours - 24:00 hours.

E14.6.7 Service is to commence January 1, 2009 and to end December 31, 2011.

E14.6.8 The City will supply keys to facilities as required, washroom facilities and cell phone to communicate with Building Services staff and line telephone.

E14.6.9 The security guard will be required to complete daily reports and incident reports on Contractor supplied forms.

E14.6.10 Site training and orientation will be provided by the Site Coordinator.

E14.6.11 No prior interview screening of the security guard(s) by the City will be required.

E14.6.12 The security guard will be working extensively with CCTV equipment.

E14.6.13 The style of uniform shall be "Business Style" per E10.1(b).

- E14.6.14 Work schedule and duties are as follows:
- (a) provide CCTV surveillance and foot patrols (one every hour approximately) from 00:00 hours to 24:00 hours per Security Tour drawing Appendix A;
  - (b) maintain extensive knowledge regarding the Site in order to provide information and/or direction to the public using the premises;
  - (c) assist Police, Emergency personnel and the public when required;
  - (d) telephone communications with Public Works Central Control;
  - (e) lock and unlock doors, elevators, escalators, wheelchair lifts, etc. as per schedule;
  - (f) do not permit any bicycles, roller skates, skate boards, vending machines, soliciting, advertisements, posters, signs, etc. inside the premises unless authority is granted by the City;
  - (g) maintains log sheets on unusual occurrences such as: malfunctioning of mechanical equipment, damage to building contents, fire, problems with public etc. Copies of all log sheets must be submitted to the Building Service Supervisor once per week;
  - (h) must report immediately to Central Control any malfunctioning of mechanical equipment, and/or any damage to building and contents;
  - (i) any other duties that may be assigned from time to time by the Public Works Department which are related to the security requirements of these premises.

E14.6.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

**E14.7 Vimy Ridge (Memorial) Park - Item 6**

- E14.7.1 The Site hereby identified as the Parks & Open Spaces Vimy Ridge (Memorial) Park, Portage Avenue & Home Street, Winnipeg, Manitoba, for fixed post & roving patrol service.
- E14.7.2 The Site Coordinator and contact person is **Superintendent of Park Services – North Area at 986-3116**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to Park Police at 986-3934 or 911 and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E14.7.3 The location will require roving patrol of the Park.
- E14.7.4 The number of security guards per shift is one (1).
- E14.7.5 The security guard will not be working with other City staff in the general Work Site area.
- E14.7.6 The shift hours are defined as follows:
- (a) Monday to Sunday including Statutory & Civic Holidays 5:00 p.m. to 11:00 p.m.
- E14.7.7 Service is to commence June 27, 2009 and to end September 21, 2009. Similar service is expected to be required for the 2010 and 2011 seasonal periods.
- E14.7.8 The City will supply keys to facilities as required, landline telephone and washroom facilities.
- E14.7.9 The security guard will be required to complete daily reports and incident reports on Contractor supplied forms. Supply incident reports to Park Police via fax no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:
- City of Winnipeg  
Public Works Department

Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1

- E14.7.10 Site training and orientation will be provided by a Senior Foreman and/or Technical Assistant.
- E14.7.11 No prior interview screening of the security guard(s) by the City will be required.
- E14.7.12 The Security Guard will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security guard will be expected to have the required knowledge and training to Work with such equipment.
- E14.7.13 The style of uniform shall be "Military" per E10.1(c).
- E14.7.14 Work schedule & duties are as follows:
- (a) roving foot patrol of Site for the security of people and their protection and property;
  - (b) prepare reports per E5.1 and E5.2;
  - (c) complete patrol and building checks every 1/2 hour to one hour (minimum);
  - (d) close and secure all building facilities at 2200 hours or as otherwise indicated;
  - (e) miscellaneous related duties as assigned by the Site Coordinator or designated representative.
- E14.7.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E14.8 Magnus Eliason Recreation Centre - Item 7**
- E14.8.1 The Site hereby identified as the Parks & Open Spaces Magnus Eliason Recreation Centre, 430 Langside Street, Winnipeg, Manitoba, for fixed post & roving patrol service.
- E14.8.2 The Site Coordinator and contact person is **Tim Fergus at 986-3618, the Superintendent of Park Services – North Area at 986-3116 and Norm Fear at 986-3133**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to Park Police at 986-3934 or 911 and the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designated representative.
- E14.8.3 The location will require roving patrol of the Recreation Centre and grounds.
- E14.8.4 The number of security guards per shift is one (1).
- E14.8.5 The security guard will not be working with other City staff in the general Work Site area.
- E14.8.6 The shift hours are defined as follows:
- (a) Monday to Sunday including Statutory & Civic Holidays 6:30 p.m. to 10:30 p.m.
- E14.8.7 Service is to commence June 27, 2009 and to end September 21, 2009. Similar service is expected to be required for the 2010 and 2011 seasonal periods.
- E14.8.8 The City will supply keys to facilities as required, landline telephone, washroom facilities.
- E14.8.9 The security guard will be required to complete daily reports and incident reports on Contractor supplied forms. Supply incident reports to Park Police via fax no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:

City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1

- E14.8.10 Site training and orientation will be provided by a representative of the Parks and Open Space Division.
- E14.8.11 No prior interview screening of the security guard(s) by the City will be required.
- E14.8.12 The Security Guard will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security guard will be expected to have the required knowledge and training to Work with such equipment.
- E14.8.13 The style of uniform shall be "Military" per E10.1(c).
- E14.8.14 Work schedule & duties are as follows:
- (a) roving foot patrol of Site for the security of people and their protection and property;
  - (b) prepare reports per E5.1 and E5.2;
  - (c) complete patrol and building checks every 1/2 hour to one hour (minimum);
  - (d) close and secure all building facilities at 2200 hours or as otherwise indicated;
  - (e) miscellaneous related duties as assigned by the Site Coordinator or designated representative.
- E14.8.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E14.9 **Kildonan Park (outdoor) Pool - Item 8**
- E14.9.1 The Site hereby identified as the Public Works Kildonan Park (outdoor) Pool and buildings, located at 2021 Main Street, Winnipeg, Manitoba, in the City facility identified as Kildonan Park for roving patrol service.
- E14.9.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4425**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Dept. Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designated representative.
- E14.9.3 The location will require roving patrol of the pool area.
- E14.9.4 The number of security guards per shift is one (1).
- E14.9.5 The security guard will not be working with other City staff in the general Work Site area.
- E14.9.6 The shift hours are defined as follows:
- (a) Monday to Friday (includes Civic & Stat Holidays) 8:00 p.m. to 6:00 a.m.
  - (b) Saturday 8:00 p.m. to 6:00 a.m.
  - (c) Sunday 8:00 p.m. to 6:00 a.m.
- E14.9.7 Service is to commence June 23, 2009 and to end August 30, 2009. Similar service is expected to be required for the 2010 and 2011 seasonal periods.



- E14.9.8 The City will supply keys to facilities as required, land line telephone, washroom facilities and City property damage and/or loss reports.
- E14.9.9 The security guard will be required to complete daily reports and incident reports in a facility log book and have signed off by duty staff.
- E14.9.10 Site training and orientation will be provided by Pool Engineer.
- E14.9.11 No prior interview screening of the security guard(s) by the City will be required.
- E14.9.12 The security guard will be working with building and pool filtration mechanical equipment.
- E14.9.13 The style of uniform shall be "Military" per E10.1(c).
- E14.9.14 Work schedule & duties are as follows:
- (a) roving foot patrol of the Site for the security of people and their protection and property;
  - (b) prepare reports per E5.1 and E5.2;
  - (c) once per hour tour the perimeter fencing of the pool, visually inspect the parking lot from fenced-in area of the pool and check for security of entire area. The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
  - (d) advise persons on the premises, after pool hours, that they are trespassing on the Site and call Police if necessary advising trespassers that Police have been notified;
  - (e) hourly inspections of the filter room, report machine noises, excess water (flooding) and vandalism to the Pool Engineer and/or foreman (telephone numbers will be provided);
  - (f) miscellaneous related duties as assigned by the Site Coordinator or designated representative.
- E14.9.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E14.10 St Vital (outdoor) Pool - Item 9**
- E14.10.1 The Site hereby identified as the Public Works St Vital (outdoor) Pool, 5 Rue Des Meurons, Winnipeg, Manitoba, for roving patrol service.
- E14.10.2 The Site Coordinator and contact person is the **Supervisor of Building Operation Services at 794-4415**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Department Central Control Office at 986-2382. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designated representative.
- E14.10.3 The location will require roving patrol of the pool and wading pool areas and parking lots.
- E14.10.4 The number of security guards per shift is one (1).
- E14.10.5 The security guard will not be working with other City staff in the general Work Site area.
- E14.10.6 The shift hours are defined as follows:
- (a) Monday to Friday (includes Civic & Stat Holidays)
    - (i) 8:00 p.m. to 6:00 a.m.
  - (b) Saturday
    - (i) 6:00 a.m. to 12:00 noon

- (ii) 8:00 p.m. to 6:00 a.m.
  - (c) Sunday
    - (i) 6:00 a.m. to 12:00 noon
    - (ii) 8:00 p.m. to 6:00 a.m.
- E14.10.7 Service is to commence June 23, 2009 and to end August 30, 2009. Similar service is expected to be required for the 2010 and 2011 seasonal periods.
- E14.10.8 The City will supply keys to facilities as required, land line telephone, washroom facilities and City property damage and/or loss reports.
- E14.10.9 The security guard will be required to complete daily reports and incident reports in a facility log book and have signed off by duty staff.
- E14.10.10 Site training and orientation will be provided by the Aquatic Maintenance Supervisor.
- E14.10.11 No prior interview screening of the security guard(s) by the City will be required.
- E14.10.12 The security guard will be working with building and pool filtration mechanical equipment.
- E14.10.13 The style of uniform shall be "Military" per E10.1(c).
- E14.10.14 Work schedule and duties are as follows:
  - (a) roving foot patrol of the Site for the security of people and their protection and property;
  - (b) prepare reports per E5.1 and E5.2;
  - (c) once per hour, tour the perimeter fencing of the pool, visually inspect the parking lot from fenced-in area of the pool & check for security of entire area. The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
  - (d) advise persons on the premises, after pool hours, that they are trespassing on the Site and call Police if necessary and advise trespassers that Police have been notified;
  - (e) hourly inspections of the filter room, report machine noises, excess water (flooding) and vandalism to the Pool Engineer and/or foreman (telephone numbers will be provided);
  - (f) miscellaneous related duties as assigned by the Site Coordinator or designated representative.
- E14.10.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E14.11 **Windsor Park (outdoor) Pool - Item 10**
  - E14.11.1 The Site hereby identified as the Public Works, Windsor Park (outdoor) Pool located at Joques Road and Cottonwood Road, Winnipeg Manitoba, requires roving patrol service.
  - E14.11.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4415**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Department, Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.

- E14.11.3 Service is to commence June 23, 2009 and to end August 25, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator.
- E14.11.4 The shift hours are defined as follows:
- (a) Monday to Friday (includes Civic & Stat Holidays) 8:00 p.m. to 6:00 a.m.
  - (b) Saturday 8:00 p.m. to 6:00 a.m.
  - (c) Sunday 8:00 p.m. to 6:00 a.m.
- E14.11.5 The City will supply keys to facilities as necessary.
- E14.11.6 Site training & orientation will be provided by the pool engineer.
- E14.11.7 No prior interview screening of the security guard(s) by the City will be required.
- E14.11.8 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.
- E14.11.9 The security guard will be required to complete City reports and log book information as required. Log books are to remain at the Site.
- E14.11.10 The Style of uniform shall be Military per E10.1(c).
- E14.11.11 There will not normally be other City staff within the vicinity of the check.
- E14.11.12 Work schedules and duties are as follows:
- (a) roving foot patrol of the Site for the security of people and their protection and property;
  - (b) prepare reports per E5.1 and E5.2;
  - (c) once per hour tour the perimeter fencing of the pool, visually inspect the parking lot from fenced-in area of the pool and check for security of entire area. The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
  - (d) advise persons on the premises, after pool hours, that they are trespassing on the Site and call Police if necessary advising trespassers that Police have been notified;
  - (e) hourly inspections of the filter room, report machine noises, excess water (flooding) and vandalism to the Pool Engineer and/or foreman (telephone numbers will be provided);
  - (f) miscellaneous related duties as assigned by the Site Coordinator or designated representative.
- E14.11.13 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E14.12 Central-Freight House (outdoor) Pool - Item 12**
- E14.12.1 The Site hereby identified as the Public Works Central-Freight House (outdoor) Pool, 200 Isabel, Winnipeg, Manitoba, for roving patrol service.
- E14.12.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4425**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Department, Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific

requirements will be reviewed and updated as necessary by the Site Coordinator or designated representative.

- E14.12.3 The location will require roving patrol of the pool and wading pool areas and parking lots.
- E14.12.4 The number of security guards per shift is one (1).
- E14.12.5 The security guard will not be working with other City staff in the general Work Site area.
- E14.12.6 The shift hours are defined as follows:
- (a) Monday to Friday (includes Civic & Stat Holidays):
    - (i) 8:00 p.m. to 6:00 a.m.;
  - (b) Saturday:
    - (i) 6:00 a.m. to 12:00 noon;
    - (ii) 8:00 p.m. to 6:00 a.m.;
  - (c) Sunday:
    - (i) 6:00 a.m. to 12:00 noon;
    - (ii) 8:00 p.m. to 6:00 a.m.
- E14.12.7 Service is to commence June 23, 2009 and to end August 25, 2009. Similar service is expected to be required for the 2010 and 2011 seasonal periods.
- E14.12.8 The City will supply keys to facilities as required, land line telephone, washroom facilities and City property damage and/or loss reports.
- E14.12.9 The security guard will be required to complete daily reports and incident reports in a facility log book and have signed off by duty staff.
- E14.12.10 Site training and orientation will be provided by Pool Engineer.
- E14.12.11 No prior interview screening of the security guard(s) by the City will be required.
- E14.12.12 The security guard will be working with building and pool filtration mechanical equipment
- E14.12.13 The style of uniform shall be "Military" per E10.1(c).
- E14.12.14 Work schedule and duties are as follows:
- (a) roving foot patrol of the Site for the security of people and their protection and property;
  - (b) prepare reports per E5.1 and E5.2;
  - (c) once per hour tour the perimeter fencing of the pool, visually inspect the parking lot from fenced-in area of the pool and check for security of entire area. The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
  - (d) advise persons on the premises, after pool hours, that they are trespassing on the Site and call Police if necessary advising trespassers that Police have been notified;
  - (e) hourly inspections of the filter room, report machine noises, excess water (flooding) and vandalism to the Pool Engineer and/or foreman (telephone numbers will be provided);
  - (f) miscellaneous related duties as assigned by the Site Coordinator or designated representative.
- E14.12.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

### E14.13 Westdale (outdoor) Pool - Item 12

- E14.13.1 The Site hereby identified as the Public Works Westdale (outdoor) Pool, 555 Dale Boulevard, Winnipeg, Manitoba, for roving patrol service.
- E14.13.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4415**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Department, Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designated representative.
- E14.13.3 The location will require roving patrol of the pool and wading pool areas and parking lots.
- E14.13.4 The number of security guards per shift is one (1).
- E14.13.5 The security guard will not be working with other City staff in the general Work Site area.
- E14.13.6 The shift hours are defined as follows:
- (a) Monday to Friday (includes Civic & Stat Holidays):
    - (i) 8:00 p.m. to 6:00 a.m.;
  - (b) Saturday:
    - (i) 6:00 a.m. to 12:00 noon;
    - (ii) 8:00 p.m. to 6:00 a.m.;
  - (c) Sunday:
    - (i) 6:00 a.m. to 12:00 noon;
    - (ii) 8:00 p.m. to 6:00 a.m.
- E14.13.7 Service is to commence June 23, 2009 and to end August 25, 2009. Similar service is expected to be required for the 2010 and 2011 seasonal periods.
- E14.13.8 The City will supply keys to facilities as required, land line telephone, washroom facilities and City property damage and/or loss reports.
- E14.13.9 The security guard will be required to complete daily reports and incident reports in a facility log book and have signed off by duty staff.
- E14.13.10 Site training and orientation will be provided by Pool Engineer.
- E14.13.11 No prior interview screening of the security guard(s) by the City will be required.
- E14.13.12 The security guard will be working with building and pool filtration mechanical equipment
- E14.13.13 The style of uniform shall be "Military" per E10.1(c).
- E14.13.14 Work schedule and duties are as follows:
- (a) roving foot patrol of the Site for the security of people and their protection and property;
  - (b) prepare reports per E5.1 and E5.2;
  - (c) once per hour tour the perimeter fencing of the pool, visually inspect the parking lot from fenced-in area of the pool and check for security of entire area. The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
  - (d) advise persons on the premises, after pool hours, that they are trespassing on the Site and call Police if necessary advising trespassers that Police have been notified;
  - (e) hourly inspections of the filter room, report machine noises, excess water (flooding) and vandalism to the Pool Engineer and/or foreman (telephone numbers will be provided);

- (f) miscellaneous related duties as assigned by the Site Coordinator or designated representative.

E14.13.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

**E14.14 As Required Basis - Item 13**

- E14.14.1 The Site(s) to be determined on an "as required basis" throughout the duration of the Contract.
- E14.14.2 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. The City will provide a standardized format for making requests of the Contractor.
- E14.14.3 The locations will require roving patrol & surveillance service.
- E14.14.4 The number of security guards per shift will be determined at the time of request.
- E14.14.5 The security guard may or may not be working with other City staff in the general Work Site area.
- E14.14.6 The shift hours will be defined at time of request.
- E14.14.7 Service for "as required mobile patrol security" is to commence January 1, 2009 and to end December 31, 2011.
- E14.14.8 The City will supply keys to facilities as required, landline telephones if available and washroom facilities to any additional Sites.
- E14.14.9 The security guard will be required to complete daily reports and incident reports as requested on Contractor supplied forms.
- E14.14.10 Site training and orientation will be provided by a City representative.
- E14.14.11 Prior interview screening of the security guard(s) by the City may or may not be required.
- E14.14.12 The security guard will be working with or without additional equipment as identified at the time of request.
- E14.14.13 The style of uniform shall be determined at time of request.
- E14.14.14 Work schedule & duties will be determined at time of request; however 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.

**E15. SECTION B – GUARDED STATUS**

E15.1 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.

**E15.2 Assiniboine Park Conservatory - Item 14**

E15.2.1 The Site hereby identified as the Public Works Assiniboine Park Conservatory, 2355 Corydon Avenue, Winnipeg, Manitoba, for Guarded Status patrol service.

E15.2.2 The Site Coordinator and contact person is **Glen Snider at 794-4406**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to Ken Pruden at 794-4870 or Civic Buildings Department control office at 986-

2382 and the Contractor's Control Centre if applicable. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or designates City representative. The Site may be viewed by contacting Glen Snider at 794-4406.

- E15.2.3 The location will require guarded status checks of the greenhouses and powerhouse, which are approximately 1 1/2 hours in duration.
- E15.2.4 The number of security guards per check is one (1).
- E15.2.5 The security guard will normally not be working with other City staff in the general Work Site area.
- E15.2.6 The checks are defined as follows:
- (a) Saturday, Sunday, Statutory & Civic Holidays - One (1) check every twenty-four hours at approximately 3:00 p.m.
    - (i) A complete check takes approximately 1 1/2 hours.
- E15.2.7 Service is to commence January 1, 2009 to April 30, 2009 and resume September 1, 2009 to December 31, 2009. Similar service is expected to be required for the 2010 and 2011 seasonal periods.
- E15.2.8 The City will supply keys to facilities as required, land line telephone, washroom facilities and a City log book.
- E15.2.9 The security guard will be required to complete City reports in a City log book.
- E15.2.10 Site training and orientation will be provided by the City.
- E15.2.11 No prior interview screening of the security guard(s) by the City will be required.
- E15.2.12 The security guard will be testing low water cut off devices, flame failure infrared scanner, air proving switch, burner fuel valves and low water/feed water devices in accordance with the Manitoba Boiler Act, under guarded status.
- E15.2.13 For this location only, a security uniform is optional, however photo ID as per E10.1, is mandatory.
- E15.2.14 Work schedule & duties are as follows:
- (a) guarded Status testing and monitoring of the heating plant consists of one (1) 75 H.P. Vulcansteam Boiler and one (1) 130 H.P. Wiel McLain Steam Boiler;
  - (b) temperature and condition checks of the five (5) greenhouses;
  - (c) tests shall be conducted and logged by a qualified individual as specified in E9.4;
  - (d) greenhouse temperature and condition checks are to be conducted once the boiler testing is completed;
  - (e) the Contractor shall be responsible for logging dates and times, checking off tests performed, logging any problems or abnormalities within the plant and logging name and class of engineer in a City log book;
  - (f) a visual check shall be done of the Green House, Palm House, Flower House and Air Compressor Room;
  - (g) a procedure detail of tests and inspections will be provided and shall be followed as indicated at all times.
- E15.2.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used

## **E16. SECTION C – MOBILE PATROL**

E16.1 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. Mobile patrol check times are based on the best estimate of the City

### **E16.2 Mandarin Building – Item 15**

E16.2.1 The Site hereby identified as the Mandarin Building, located at 185 King Street, requires mobile patrol service.

E16.2.2 The Site Coordinator and contact person is **Kevin McMullen at 794-8525**. This person shall be the liaison between the Contractor and the Contract Administrator. 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.

E16.2.3 Instruction shall be given at time of award of Contract

### **E16.3 Transit Garage – Item 16**

E16.3.1 The Site hereby identified as the Winnipeg Transit Garage, located at 1530 Main Street, requires mobile patrol service.

E16.3.2 The Site Coordinator and contact person is **Tony Dreolini at 986-5774**. This person shall be the liaison between the Contractor and the Contract Administrator. 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.

E16.3.3 The mobile checks shall be performed as follows:

- (a) Nine (9) mobile checks to occur between 05:30 and 23:59 on Saturdays;
- (b) Eleven (11) mobile checks to occur between 00:00 and 23:30 on Sundays;
- (c) On the statutory holidays below, that don't fall on weekends, nine (9) checks shall occur between 05:30 and 23:30:
  - (i) New Year's Day;
  - (ii) Louis Riel Day;
  - (iii) Good Friday;
  - (iv) Victoria Day;
  - (v) Canada Day;
  - (vi) August Civic Holiday;
  - (vii) Labour Day;
  - (viii) Remembrance Day;
  - (ix) Thanksgiving Day;
  - (x) Christmas Day;
  - (xi) Boxing Day.

E16.3.4 The security guard shall perform one check per day where they shall enter the building and do a walk around the garage.

### **E16.4 Brookside Cemetery - Item 17**

E16.4.1 The Site hereby identified as Planning Property & Development Brookside Cemetery, located at 3001 Notre Dame Avenue, Winnipeg, Manitoba, requires mobile patrol service.

E16.4.2 The Site Coordinator and contact person is **Neil Avery at 986-4348**. This person shall be the liaison between the Contractor and Contract Administrator. 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.



- E16.4.3 A mobile patrol through the entire Site including an external check of all offices and service buildings.
- E16.4.4 Patrol log sheets (provided by the Contractor) are to be filled out and left in a designated location. These log sheets are to include notes on any occurrences that may happen.
- E16.4.5 The minimum number of security guards per check is one (1).
- E16.4.6 There will not normally be other City staff within the vicinity of the check.
- E16.4.7 The mobile checks are performed as follows:
- (a) Monday to Friday\*
    - (i) 3 checks between 9:00 p.m. and 5:30 a.m. (approximately)
  - (b) Saturday & Sunday:
    - (i) 5 checks between 10:00 a.m. and 5:30 a.m. (approximately)
  - (c) Statutory & Civic Holidays:
    - (i) 5 checks between 10:00 a.m. and 5:30 a.m. (approximately)
  - (d) Washroom facility is to be opened May 15 - September 15 annually. First check after 7:00 A.M. to open facility; check before 7:00 P.M. to close facility.
- E16.4.8 Service is to commence April 1, 2009 to December 31, 2011.
- E16.4.9 The City will supply keys to the facilities as required and access gates.
- E16.4.10 Supply incident reports to Neil Avery via fax at (986-4298) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:
- City of Winnipeg  
Municipal Cemeteries  
3001 Notre Dame Avenue  
Winnipeg, Manitoba  
R3H 1B8
- E16.4.11 Site training & orientation will be provided by a representative from Cemetery staff.
- E16.4.12 No prior interview screening of the security guard(s) by the City will be required.
- E16.4.13 No City equipment will be provided.
- E16.4.14 The Style of uniform shall be Military as per E10.1(c).
- E16.4.15 Work schedules and duties are as follows:
- (a) Monday to Friday mobile patrols beginning at night closing of 9:00 p.m. or close to sunset in summer months and 7:00 p.m. in winter months. Mobile check includes the closing and securing of access gates, external check of administration building and several buildings in one compound facility. The internal roadway area is approximately 10 kilometres;
  - (b) remove unauthorized vehicle and/or persons at closing time;
  - (c) Monday to Friday second mobile patrol check near 1:00 a.m.;
  - (d) Monday to Friday third mobile patrol check at 5:30 a.m. Mobile check includes the opening of access gates;
  - (e) Saturday, Sunday, Statutory & Civic holidays same as Monday to Friday with two (2) additional mobile patrol checks at mid morning and mid afternoon;
  - (f) prepare incident reports per E5.1 and E5.2;
  - (g) mobile checks should take approximately 30 minutes;
  - (h) miscellaneous related duties as assigned by the Site Coordinator or his designate.
- E16.4.16 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

**E16.5 Transcona Cemetery - Item 18**

- E16.5.1 The Site hereby identified as Planning Property & Development Transcona Cemetery located at Dugald Road and Perimeter Highway 101 North, Winnipeg Manitoba, requires mobile patrol service.
- E16.5.2 The Site Coordinator and contact person is **Neil Avery at 986-4348**. This person shall be the liaison between the Contractor and Contract Administrator. 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.
- E16.5.3 A mobile patrol through the entire Site including an external check of two service buildings.
- E16.5.4 Patrol log sheets (provided by the Contractor) are to be filled out and left in a designated location. These log sheets are to include notes on any occurrences that may happen.
- E16.5.5 The minimum number of security guards per check is one (1).
- E16.5.6 There will not normally be other City staff within the vicinity of the check.
- E16.5.7 The mobile checks are performed as follows:
- (a) Monday to Friday\*
    - (i) 3 checks between 9:00 p.m. and 5:30 a.m. (approximately);
  - (b) Saturday & Sunday
    - (i) 4 checks between 10:00 a.m. and 5:30 a.m. (approximately);
  - (c) Statutory & Civic Holidays:
    - (i) 5 checks between 10:00 a.m. and 5:30 a.m. (approximately).
- E16.5.8 Service is to commence April 1, 2009 and to end December 31, 2011.
- E16.5.9 The City will supply keys to the access gates.
- E16.5.10 Supply incident reports to Neil Avery via fax at (986-4298) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:
- City of Winnipeg  
Municipal Cemeteries  
3001 Notre Dame Avenue  
Winnipeg, Manitoba  
R3H 1B8
- E16.5.11 Site training & orientation will be provided by a representative from Cemetery staff.
- E16.5.12 No prior interview screening of the security guard(s) by the City will be required.
- E16.5.13 No City equipment will be provided.
- E16.5.14 The Style of uniform shall be Military per E10.1(c).
- E16.5.15 Work schedules and duties are as follows:
- (a) Monday to Friday mobile patrols beginning at night closing of 9:00 p.m. or close to sunset in summer months and 7:00 p.m. in winter months. Mobile check includes the closing and securing of access gates;
  - (b) remove unauthorized vehicle and/or persons at closing time;
  - (c) Monday to Friday second mobile patrol check near 1:00 a.m.;

- (d) Monday to Friday third mobile patrol check at 5:30 a.m. Mobile check includes the opening of access gates;
- (e) Saturday, Sunday, Statutory & Civic holidays same as Monday to Friday with two (2) additional mobile patrol checks at mid morning and mid afternoon;
- (f) prepare incident reports per E5.1 and E5.2;
- (g) mobile checks should take approximately fifteen (15) minutes;
- (h) miscellaneous related duties as assigned by the Site Coordinator or his designate.

E16.5.16 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

#### E16.6 **St. Vital Cemetery – Item 19**

E16.6.1 The Site hereby identified as Planning Property & Development, St. Vital Cemetery located at 236 River Road, Winnipeg Manitoba, requires mobile patrol service.

E16.6.2 The Site Coordinator and contact person is **Neil Avery at 986-4348**. This person shall be the liaison between the Contractor and Contract Administrator. 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.

E16.6.3 A mobile patrol through the entire Site including an external check of all buildings.

E16.6.4 Patrol log sheets (provided by the Contractor) are to be filled out and left in a designated location. These log sheets are to include notes on any occurrences that may happen.

E16.6.5 The minimum number of security guards per check is one (1).

E16.6.6 There will not normally be other City staff within the vicinity of the check.

E16.6.7 The mobile checks are performed as follows:

- (a) Monday to Friday\*
  - (i) 3 checks between 9:00 p.m. and 5:30 a.m. (approximately);
- (b) Saturday & Sunday
  - (i) 4 checks between 10:00 a.m. and 5:30 a.m. (approximately);
- (c) Statutory & Civic Holidays:
  - (i) 5 checks between 10:00 a.m. and 5:30 a.m. (approximately).

E16.6.8 Service is to commence April 1, 2009 and to end December 31, 2011.

E16.6.9 The City will supply keys to the access gates.

E16.6.10 Supply incident reports to Neil Avery via fax at (986-4298) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:

City of Winnipeg  
Municipal Cemeteries  
3001 Notre Dame Avenue  
Winnipeg, Manitoba  
R3H 1B8

E16.6.11 Site training & orientation will be provided by a representative from Cemetery staff.

E16.6.12 No prior interview screening of the security guard(s) by the City will be required.

E16.6.13 No City equipment will be provided.

- E16.6.14 The Style of uniform shall be Military per E10.1(c).
- E16.6.15 Work schedules and duties are as follows:
- (a) Monday to Friday mobile patrols beginning at night closing of 9:00 p.m. or close to sunset in summer months and 7:00 p.m. in winter months. Mobile check includes the closing and securing of access gates;
  - (b) remove unauthorized vehicle and/or persons at closing time;
  - (c) Monday to Friday second mobile patrol check near 1:00 a.m.;
  - (d) Monday to Friday third mobile patrol check at 5:30 a.m. Mobile check includes the opening of access gates;
  - (e) Saturday, Sunday, Statutory & Civic holidays same as Monday to Friday with two (2) additional mobile patrol checks at mid morning and mid afternoon;
  - (f) prepare incident reports per E5.1 and E5.2;
  - (g) mobile checks should take approximately fifteen (15) minutes;
  - (h) miscellaneous related duties as assigned by the Site Coordinator or his designate.
- E16.6.16 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E16.7 Little Mountain Park - Item 20**
- E16.7.1 The Site hereby identified as the Parks & Open Spaces Little Mountain Park located on Farmers Road, Winnipeg Manitoba, requires mobile patrol service.
- E16.7.2 The Site Coordinator and contact person is **Superintendent of Park Services – North Area at 986-3116**. This person shall be the liaison between the Contractor and Contract Administrator. 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.
- E16.7.3 A mobile patrol through the North & West parking lots including an external check of all maintenance buildings and washrooms.
- E16.7.4 The minimum number of security guards per check is one (1).
- E16.7.5 There will not normally be other City staff within the vicinity of the check.
- E16.7.6 The mobile checks are performed as follows:
- (a) Monday to Friday:
    - (i) 6 checks between 9:30 p.m. and 6:00 a.m. (approximately);
  - (b) Saturday & Sunday:
    - (i) 6 checks between 9:30 p.m. and 6:00 a.m. (approximately);
  - (c) Statutory & Civic Holidays:
    - (i) 6 checks between 9:30 p.m. and 6:00 a.m. (approximately).
- E16.7.7 Service is to commence April 15, 2009 and to end November 15, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator.
- E16.7.8 The City will supply keys to facilities as necessary.

- E16.7.9 Supply incident reports to Park Police via fax no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:  
City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1
- E16.7.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.7.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.7.12 No City equipment will be provided.
- E16.7.13 The Style of uniform shall be Military per E10.1(c).
- E16.7.14 Work schedules and duties are as follows:  
(a) Monday to Sunday mobile patrols beginning at 9:30 p.m. At 9:30 p.m. check public washrooms at maintenance yard and secure 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) mobile patrol checks are to take place until 6:00 a.m. and shall be evenly spaced throughout the specified hours;
- (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 per E5.1 and E5.2;
- (f) mobile checks should take approximately fifteen (15) minutes;
- (g) miscellaneous related duties as assigned by the Site Coordinator or his designate.
- E16.7.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E16.8 Optimist Park - Item 21**
- E16.8.1 The Site hereby identified as the Parks & Open Spaces, Optimist Park located west of Summit Road, Winnipeg Manitoba, requires mobile patrol service.
- E16.8.2 The Site Coordinator is **Superintendent of Park Services – North Area at 986-3116**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.
- E16.8.3 A mobile patrol through the parking lot including an external check of compound buildings.
- E16.8.4 The minimum number of security guards per check is one (1).
- E16.8.5 There will not normally be other City staff within the vicinity of the check.
- E16.8.6 The mobile checks are performed as follows:

- (a) Monday to Sunday - 2 checks at 6:00 a.m. and 11:30 p.m. (approximately)
- E16.8.7 Service is to commence May 5, 2009 and to end October 31, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.
- E16.8.8 The City will supply keys to facilities & access gate as necessary.
- E16.8.9 Supply incident related reports via fax to Superintendent of Park Services – North Area at (986-3860) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to: Supply incident reports to Park Police via fax no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:
- City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1
- E16.8.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.8.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.8.12 No City equipment will be provided.
- E16.8.13 The Style of uniform shall be Military per E10.1(c).
- E16.8.14 Work schedules and duties are as follows:
- (a) Monday to Sunday mobile patrol check at 6:00 a.m. which includes opening the access gate;
  - (b) Monday to Sunday mobile check at 11:30 p.m. - includes locking the access gate;
  - (c) remove unauthorized occupied vehicles and/or persons at 11:30 p.m.;
  - (d) mobile patrol checks are to cover the parking lot, park facilities and external compound buildings;
  - (e) prepare incident reports per E5.1 and E5.2;
  - (f) mobile patrol checks should take approximately 10 minutes;
  - (g) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.8.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E16.9 **Crescent Drive Park - Item 22**
- E16.9.1 The Site hereby identified as the Parks & Open Spaces, Crescent Drive Park located on Crescent Drive, Winnipeg Manitoba, requires mobile patrol service.
- E16.9.2 The Site Coordinator is **Norm Fear at 986-3133**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.

- E16.9.3 A mobile patrol through the park including an external check of compound buildings and boat dock.
- E16.9.4 The minimum number of security guards per check is one (1).
- E16.9.5 There will not normally be other City staff within the vicinity of the check.
- E16.9.6 The mobile checks are performed as follows:
- (a) Thursday to Sunday:
    - (i) 4 checks between 7:00 p.m. and 3:00 a.m. (approximately);
  - (b) Weekends preceded or followed by a Statutory or Civic Holiday;
  - (c) Friday to Monday:
    - (i) 4 checks between 7:00 p.m. and 3:00 a.m. (approximately).
- E16.9.7 Service is to commence May 5, 2009 and to end October 5, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.
- E16.9.8 The City will supply keys to facilities as necessary & access gates.
- E16.9.9 Supply incident related reports via fax to Mr. Dannie Bain (986-3827) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:
- City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Superintendent of Central Services  
2000 Portage Avenue  
Winnipeg, Manitoba  
R3J 0K1
- E16.9.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.9.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.9.12 No City equipment will be provided.
- E16.9.13 The Style of uniform shall be Military per E10.1(c).
- E16.9.14 Work schedules and duties are as follows:
- (a) Thursday to Sunday or Friday to Monday mobile patrols beginning at 7:00 p.m.;
  - (b) mobile check at approximately 9:45 p.m. includes checking and locking of washroom facilities. Close park access gates at 10:00 p.m.;
  - (c) inform park visitors at 9:45 p.m. of 10:00 p.m. closing;
  - (d) remove unauthorized occupied vehicles and/or persons at 10:00 p.m. and lock access gates;
  - (e) mobile patrol checks are to take place until 3:00 a.m. and shall be evenly spaced throughout the specified hours. Check times will be determined at Contract award;
  - (f) mobile patrol checks are to cover the parking lot, boat dock and external checks on compound buildings;
  - (g) check and lock washroom facilities at 10:00 p.m.;
  - (h) prepare incident reports per E5.1 and E5.2;
  - (i) mobile checks should take approximately 10 to 15 minutes;
  - (j) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.

E16.9.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

**E16.10 St James Fountain & Pond - Item 23**

E16.10.1 The Site hereby identified as the Parks & Open Spaces, St James Fountain & Pond, located at the St James intersection, Portage Avenue & Rouge Road, Winnipeg, Manitoba, requires mobile patrol service.

E16.10.2 The Site Coordinator is **Superintendent of Park Services – North Area at 986-3116**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.

E16.10.3 A mobile patrol through the area including an external check of all facilities.

E16.10.4 The minimum number of security guards per check is one (1).

E16.10.5 There will not normally be other City staff within the vicinity of the check.

E16.10.6 The mobile checks are performed as follows:

(a) Monday to Sunday

(i) two (2) checks at 10:00 p.m. and 2:00 a.m. approximately

E16.10.7 Service is to commence May 12, 2009 and to end September 30, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.

E16.10.8 The City will supply keys to facilities as necessary.

E16.10.9 Supply incident related reports via fax to Superintendent of Park Services – North Area (986-3860) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:

City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1

E16.10.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division.

E16.10.11 No prior interview screening of the security guard(s) by the City will be required.

E16.10.12 No City equipment will be provided.

E16.10.13 The Style of uniform shall be Military per E10.1(c).

E16.10.14 Work schedules and duties are as follows:

(a) Monday to Sunday mobile patrols at 10:00 p.m. and 2:00 a.m. approximately;

(b) mobile patrol check at both checks includes external perimeter checks for vandalism and removing any loiterers, drinkers etc.;



- (c) prepare incident reports per E5.1 and E5.2;
- (d) mobile checks should take approximately 5 minutes; and
- (e) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police..

E16.10.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

#### E16.11 Living Prairie Museum - Item 24

- E16.11.1 The Site hereby identified as the Parks & Open Spaces, Living Prairie Museum located at 2795 Ness Avenue, Winnipeg Manitoba, requires mobile patrol service.
- E16.11.2 The Site Coordinator is **City Naturalist at 986-2036**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.
- E16.11.3 A mobile patrol through the parking lot including an external check of building doors & windows.
- E16.11.4 The minimum number of security guards per check is one (1).
- E16.11.5 There will not normally be other City staff within the vicinity of the check.
- E16.11.6 The mobile checks are performed as follows:
  - (a) Monday to Sunday
    - (i) two (2) checks at 10:00 p.m. and 2:00 a.m. (approximately)
- E16.11.7 Service is to commence May 12, 2009 and to end September 30, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.
- E16.11.8 The City will supply keys to facilities as necessary.
- E16.11.9 Supply incident related reports via fax to the City Naturalist (986-3860) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:  
City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1
- E16.11.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.11.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.11.12 No City equipment will be provided.
- E16.11.13 The Style of uniform shall be Military per E10.1(c).
- E16.11.14 Work schedules and duties are as follows:
  - (a) Monday to Sunday mobile patrols at 10:00 p.m. and 2:00 a.m. approximately;

- (i) both checks include a complete perimeter check of all doors and windows for vandalism, theft, etc.;
  - (b) check parking lot;
  - (c) prepare incident reports per E5.1 and E5.2;
  - (d) mobile checks should take approximately 5 minutes; and
  - (e) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.11.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E16.12 **Grant's Old Mill - Item 25**
  - E16.12.1 The Site hereby identified as the *Parks & Open Spaces*, Grant's Old Mill located at Portage Avenue & Booth Drive, Winnipeg, Manitoba requires mobile patrol service.
  - E16.12.2 The Site Coordinator is **Superintendent of Park Services – North Area at 986-3116**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.
  - E16.12.3 A mobile patrol through the Mill area, parking lot, picnic shelter and washrooms.
  - E16.12.4 The minimum number of security guards per check is one (1).
  - E16.12.5 There will not normally be other City staff within the vicinity of the check.
  - E16.12.6 The mobile checks are performed as follows:
    - (a) Monday to Sunday
      - (i) three (3) checks at 7:00 a.m., 9:30 p.m. and 2:00 a.m. approximately
  - E16.12.7 Service is to commence May 1, 2009 and to end September 30, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.
  - E16.12.8 The City will supply keys to facilities as necessary.
  - E16.12.9 Supply incident related reports via fax to Superintendent of Park Services – North Area (986-3860) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:  
City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1
  - E16.12.10 Site training and orientation will be provided by a representative of the Parks & Open Space Division.
  - E16.12.11 No prior interview screening of the security guard(s) by the City will be required.
  - E16.12.12 No City equipment will be provided.

- E16.12.13 The Style of uniform shall be Military per E10.1(c).
- E16.12.14 Work schedules and duties are as follows:
- (a) Monday to Sunday mobile patrols at 7:00 a.m., 9:30 p.m. and 2:00 a.m. approximately;
    - (i) mobile patrol check at 9:30 p.m. includes checking and locking washroom facilities;
    - (ii) mobile patrol check at 2:00 a.m. includes checking building exteriors including Mill area, parking lot and picnic shelter;
    - (iii) mobile patrol check at 7:00 a.m. includes unlocking & checking washroom facilities;
  - (b) check building exteriors including Mill area, parking lot and picnic shelter;
  - (c) prepare incident reports per E5.1 and E5.2;
  - (d) mobile checks should take approximately 10 minutes; and
  - (e) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.12.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

**E16.13 Westview Park - Item 26**

- E16.13.1 The Site hereby identified as the Parks & Open Spaces, Westview Park located at Midland Street & Saskatchewan Avenue, Winnipeg, Manitoba, requires mobile patrol service.
- E16.13.2 The Site Coordinator is **Superintendent of Park Services – North Area at 986-3116**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.
- E16.13.3 A mobile patrol through the parking lot including an external check of buildings and checking park vehicles within the compound.
- E16.13.4 The minimum number of security guards per check is one (1).
- E16.13.5 There will not normally be other City staff within the vicinity of the check.
- E16.13.6 The mobile checks are performed as follows:
- (a) Monday to Sunday
    - (i) three (3) checks at 11:00 p.m., 2:00 a.m. and 7:00 a.m.
- E16.13.7 Service is to commence May 1, 2009 and to end October 12, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.
- E16.13.8 The City will supply keys to facilities as necessary and access gates.
- E16.13.9 Supply incident related reports via fax to Superintendent of Park Services – North Area (986-3860) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:

City of Winnipeg  
Public Works Department  
Parks & Open Space Division

Park Police Supervisor  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1

E16.13.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division.

E16.13.11 No prior interview screening of the security guard(s) by the City will be required.

E16.13.12 No City equipment will be provided.

E16.13.13 The style of uniform shall be Military per E10.1(c).

E16.13.14 Work schedules and duties are as follows:

- (a) Monday to Sunday mobile patrols at 11:00 p.m., 2:00 a.m. and 7:00 a.m. approximately;
  - (i) mobile patrol check at 7:00 a.m. includes unlocking access gates;
  - (ii) mobile patrol check at 11:00 p.m. includes locking access gates;
- (b) check park vehicles within compound, building exteriors windows and doors and parking lot at the top of the hill, clear all unauthorized vehicles & persons at closing time, check for vandalism, theft etc.;
- (c) prepare incident reports per E5.1 and E5.2;
- (d) mobile checks should take approximately 15 minutes;
- (e) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.

E16.13.15 The Work schedule, duties and shift hours 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.

#### E16.14 **Central Park - Item 27**

E16.14.1 The Site hereby identified as the Parks & Open Spaces, Central Park located at Cumberland Avenue & Carlton Street, Winnipeg Manitoba, requires mobile patrol service.

E16.14.2 The Site Coordinator is **Superintendent of Park Services – North Area at 986-3116**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.

E16.14.3 A mobile patrol through the park including an external check of park facilities.

E16.14.4 The minimum number of security guards per check is one (1).

E16.14.5 There will not normally be other City staff within the vicinity of the check.

E16.14.6 The mobile checks are performed as follows:

- (a) Monday to Sunday:
  - (i) twelve (12) checks between 6:00 p.m. & 12:00 midnight (approximately).

E16.14.7 Service is to commence June 27, 2009 and to end September 21, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.

- E16.14.8 The City will supply keys to facilities as necessary.
- E16.14.9 Supply incident related reports via fax to Superintendent of Park Services – North Area (986-3860) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:  
City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1
- E16.14.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division (senior foreman or technical assistant).
- E16.14.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.14.12 No City equipment will be provided.
- E16.14.13 The Style of uniform shall be Military per E10.1(c).
- E16.14.14 Work schedules and duties are as follows:  
(a) Monday to Sunday mobile patrol checks include drive through, walk through and perimeter building checks;  
(b) close and secure all buildings at 10:00 p.m. each night;  
(c) prepare incident reports per E5.1 and E5.2;  
(d) mobile patrol checks should take approximately 15 minutes;  
(e) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.14.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E16.15 Provencher (outdoor) Pool - Item 28**
- E16.15.1 The Site hereby identified as the Public Works Department, Building Services Division, Provencher (outdoor) Pool located at 590 Rue Langevin, Winnipeg Manitoba, requires mobile patrol service.
- E16.15.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4415**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Dept. Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E16.15.3 A mobile patrol and walk through of pool facilities.
- E16.15.4 The minimum number of security guards per check is one (1).
- E16.15.5 There will not normally be other City staff within the vicinity of the check.
- E16.15.6 The mobile checks are performed as follows:  
(a) Monday to Sunday including Civic & Statutory Holidays – three (3) checks.
- E16.15.7 Service is to commence June 23, 2009 and to end August 25, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal

periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinators.

- E16.15.8 The City will supply keys to facilities as necessary.
- E16.15.9 Complete City reports and log book information as required and leave on Site.
- E16.15.10 Site training & orientation will be provided by the Pool Engineer.
- E16.15.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.15.12 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.
- E16.15.13 The Style of uniform shall be Military per E10.1(c).
- E16.15.14 Work schedules and duties are as follows:
- (a) mobile checks are to be done three (3) times between the hours of 8:00 p.m. and 6:00 a.m. at approximately 10:30 p.m., 1:30 a.m. and 4:00 a.m. (checks should be done within one half hour of time stated);
  - (ii) The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
- (a) check outdoor pool building, parking lot & fenced area of wading pool;
  - (b) check filtration rooms for pump malfunctions & noise;
  - (c) ensure all gates are closed and locked;
  - (d) check all building doors and windows;
  - (e) remove unauthorized persons;
  - (f) check for vandalism, theft, etc. & report as required;
  - (g) mobile patrol checks should take approximately 15 minutes; and
  - (h) miscellaneous related duties as assigned by the Site Coordinator(s).
- E16.15.15 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. For the purpose of evaluation of the "Total Contract Value used.
- E16.16 Happyland (outdoor) Pool - Item 29**
- E16.16.1 The Site hereby identified as the Public Works, Happyland (outdoor) Pool located at 470 Marion Street, Winnipeg Manitoba, requires mobile patrol service.
- E16.16.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4415**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Dept. Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E16.16.3 A mobile patrol and walk through of pool facilities.
- E16.16.4 The minimum number of security guards per check is one (1).
- E16.16.5 There will not normally be other City staff within the vicinity of the check.
- E16.16.6 The mobile checks are performed as follows:
- (a) Monday to Sunday including Civic & Statutory Holidays – three (3) checks
- E16.16.7 Service is to commence June 23, 2009 and to end August 25, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal

periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator(s).

- E16.16.8 The City will supply keys to facilities as necessary.
- E16.16.9 Complete City reports and log book information as required and leave on Site.
- E16.16.10 Site training & orientation will be provided by the Pool Engineer.
- E16.16.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.16.12 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.
- E16.16.13 The Style of uniform shall be Military per E10.1(c).
- E16.16.14 Work schedules and duties are as follows:
  - (a) mobile checks are to be done three (3) times between the hours of 8:00 p.m. and 6:00 a.m. at approximately 10.45 p.m., 1.45 a.m. and 4:00 a.m. (checks should be done within one half hour of time stated);
  - (ii) The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
  - (a) check outdoor pool building, parking lot & fenced area of wading pool;
  - (b) check filtration rooms for pump malfunctions & noise;
  - (c) ensure all gates are closed and locked;
  - (d) check all building doors and windows;
  - (e) remove unauthorized persons;
  - (f) check for vandalism, theft, etc. & report as required;
  - (g) mobile patrol checks should take approximately 15 minutes; and
  - (h) miscellaneous related duties as assigned by the Site Coordinator(s).
- E16.16.15 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. For the purpose of evaluation of the "Total Contract Value used.

#### E16.17 **Norwood (outdoor) Pool - Item 30**

- E16.17.1 The Site hereby identified as the Public Works, Norwood (outdoor) Pool located at Cromwell & Lyndale, Winnipeg Manitoba, requires mobile patrol service.
- E16.17.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4415**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Dept. Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E16.17.3 A mobile patrol and walk through of pool facilities.
- E16.17.4 The minimum number of security guards per check is one (1).
- E16.17.5 There will not normally be other City staff within the vicinity of the check.
- E16.17.6 The mobile checks are performed as follows:
  - (a) Monday to Sunday including Civic & Statutory Holidays – three (3) checks.
- E16.17.7 Service is to commence June 23, 2009 and to end August 25, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal

periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.

- E16.17.8 The City will supply keys to facilities as necessary.
- E16.17.9 Complete City reports and log book information as required and leave on Site.
- E16.17.10 Site training & orientation will be provided by the Pool Engineer.
- E16.17.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.17.12 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.
- E16.17.13 The Style of uniform shall be Military per E10.1(c).
- E16.17.14 Work schedules and duties are as follows:
- (a) mobile checks are to be done three (3) times between the hours of 8:00 p.m. and 6:00 a.m. at approximately 11:00 p.m., 2:00 a.m. and 4:00 a.m. (checks should be done within one half hour of time stated);
  - (ii) The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
- (a) check outdoor pool building, parking lot & fenced area of wading pool;
  - (b) check filtration rooms for pump malfunctions & noise;
  - (c) ensure all gates are closed and locked;
  - (d) check all building doors and windows;
  - (e) remove unauthorized persons;
  - (f) check for vandalism, theft, etc. & report as required;
  - (g) mobile patrol checks should take approximately 15 minutes; and
  - (h) miscellaneous related duties as assigned by the Site Coordinator(s).
- E16.17.15 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. For the purpose of evaluation of the "Total Contract Value used.
- E16.18 Lions (outdoor) Pool – Item 31**
- E16.18.1 The Site hereby identified as the Public Works, Lions (outdoor) Pool located behind 1350 Pembina Highway, Winnipeg Manitoba, requires mobile patrol service.
- E16.18.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4415**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Dept. Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E16.18.3 A mobile patrol and walk through of pool facilities.
- E16.18.4 The minimum number of security guards per check is one (1).
- E16.18.5 There will not normally be other City staff within the vicinity of the check.
- E16.18.6 The mobile checks are performed as follows:
- (a) Monday to Sunday including Civic & Statutory Holidays – three (3) checks.
- E16.18.7 Service is to commence June 23, 2009 and to end August 25, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal



periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.

- E16.18.8 The City will supply keys to facilities as necessary.
- E16.18.9 Complete City reports and log book information as required and leave on Site.
- E16.18.10 Site training & orientation will be provided by the Pool Engineer.
- E16.18.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.18.12 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.
- E16.18.13 The Style of uniform shall be Military per E10.1(c).
- E16.18.14 Work schedules and duties are as follows:
- (a) mobile checks are to be done three (3) times between the hours of 8:00 p.m. and 6:00 a.m. at approximately 11:00 p.m., 2:00 a.m. and 4:00 a.m. (checks should be done within one half hour of time stated);
  - (ii) The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
- (a) check outdoor pool building, parking lot & fenced area of wading pool;
  - (b) check filtration rooms for pump malfunctions & noise;
  - (c) ensure all gates are closed and locked;
  - (d) check all building doors and windows;
  - (e) remove unauthorized persons;
  - (f) check for vandalism, theft, etc. & report as required;
  - (g) mobile patrol checks should take approximately 15 minutes; and
  - (h) miscellaneous related duties as assigned by the Site Coordinator(s).
- E16.18.15 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. For the purpose of evaluation of the "Total Contract Value used.
- E16.19 Transcona Kinsmen (outdoor) Pool – Item 32**
- E16.19.1 The Site hereby identified as the Public Works, Transcona Kinsmen (outdoor) Pool located at 1101 Wabasha, Winnipeg Manitoba, requires mobile patrol service.
- E16.19.2 The Site Coordinator and contact person is the **Supervisor of Building Operations at 794-4425**. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the Public Works Dept. Central Control Office at 986-2382 or 911 and the Contractor's Control Office. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E16.19.3 A mobile patrol and walk through of pool facilities.
- E16.19.4 The minimum number of security guards per check is one (1).
- E16.19.5 There will not normally be other City staff within the vicinity of the check.
- E16.19.6 The mobile checks are performed as follows:
- (a) Monday to Sunday including Civic & Statutory Holidays – three (3) checks.
- E16.19.7 Service is to commence June 23, 2009 and to end August 25, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal

periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.

- E16.19.8 The City will supply keys to facilities as necessary.
- E16.19.9 Complete City reports and log book information as required and leave on Site.
- E16.19.10 Site training & orientation will be provided by the Pool Engineer.
- E16.19.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.19.12 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.
- E16.19.13 The Style of uniform shall be Military per E10.1(c).
- E16.19.14 Work schedules and duties are as follows:
  - (a) mobile checks are to be done three (3) times between the hours of 8:00 p.m. and 6:00 a.m. at approximately 11:00 p.m., 2:00 a.m. and 4:00 a.m. (checks should be done within one half hour of time stated);
  - (ii) The use of a swipe/barcode station at various locations around the perimeter and inside of the building would ensure the tours are made;
    - (a) check outdoor pool building, parking lot & fenced area of wading pool;
    - (b) check filtration rooms for pump malfunctions & noise;
    - (c) ensure all gates are closed and locked;
    - (d) check all building doors and windows;
    - (e) remove unauthorized persons;
    - (f) check for vandalism, theft, etc. & report as required;
    - (g) mobile patrol checks should take approximately 15 minutes; and
    - (h) miscellaneous related duties as assigned by the Site Coordinator(s).
- E16.19.15 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. For the purpose of evaluation of the "Total Contract Value used.

**E16.20 Legion Memorial Playground/Park - Item 33**

- E16.20.1 The Site hereby identified as the Parks & Open Spaces, Legion Memorial Playground/Park located at the corner of Rutland Street and Silver Avenue, Winnipeg, Manitoba requires mobile patrol service.
- E16.20.2 The Site Coordinator is **Superintendent of Park Services – North Area at 986-3116**. This person and the Parks Police shall be the liaison between the Contractor and Contract Administrator. 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 and/or Park Police. The Park Police extended hours telephone number is 986-3934.
- E16.20.3 A mobile patrol through the Mill area, parking lot, picnic shelter and washrooms.
- E16.20.4 The minimum number of security guards per check is one (1).
- E16.20.5 There will not normally be other City staff within the vicinity of the check.
- E16.20.6 The mobile checks are performed as follows:
  - (a) Monday to Sunday – three (3) checks at 7:00 a.m. 9:30 p.m. and 2:00 a.m. approximately

- E16.20.7 Service is to commence May 1, 2009 and to end September 30, 2009 approximately. Similar service is expected to be required for the 2010 and 2011 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator and/or Park Police.
- E16.20.8 The City will supply keys to facilities as necessary.
- E16.20.9 Supply incident related reports via fax to Superintendent of Park Services – North Area at (986-3860) and Park Police (986-7966) no later than 24 Hours following the discovery of the incident and follow up with original copy via Mail to:  
City of Winnipeg  
Public Works Department  
Parks & Open Space Division  
Park Services Officer  
105-1155 Pacific Avenue  
Winnipeg, Manitoba  
R3E 3P1
- E16.20.10 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.20.11 No prior interview screening of the security guard(s) by the City will be required.
- E16.20.12 No City equipment will be provided.
- E16.20.13 The Style of uniform shall be Military per E10.1(c).
- E16.20.14 Work schedules and duties are as follows:  
(a) Monday to Sunday mobile patrols at 7:00 a.m. 9:30 p.m. and 2:00 a.m. approximately;  
(b) mobile patrol check at 9:30 p.m. includes checking and locking washroom facilities;  
(c) mobile patrol check at 2:00 a.m. includes checking building exteriors including Mill area, parking lot and picnic shelter;  
(d) mobile patrol check at 7:00 a.m. includes unlocking & checking washroom facilities;  
(e) check building exteriors including Mill area, parking lot and picnic shelter;  
(f) prepare incident reports per E5.1 and E5.2;  
(g) mobile checks should take approximately 10 minutes; and  
(h) miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.20.15 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. For the purpose of evaluation of the "Total Contract Value", the above shift hour information will be used.
- E16.21 As Required Basis - Item 34**
- E16.21.1 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. The City will provide a standardized format for making requests of the Contractor(s).
- E16.21.2 The locations will require mobile patrol checks classified as "Drive By", "Perimeter Check" and "Walk Through" of City Sites.
- E16.21.3 The number of security guards per check will be determined at the time of request.
- E16.21.4 The security guard may or may not be performing the check(s) while other City staff are in the general Work Site area.
- E16.21.5 The mobile patrol check times will be defined at time of the request.

- E16.21.6 Service for as required mobile patrol security is to commence January 1, 2009 and to end December 31, 2011.
- E16.21.7 The City will supply keys to facilities as required, landline telephones if available to any additional Sites.
- E16.21.8 The security guard will be required to complete incident reports as requested on Contractor supplied forms.
- E16.21.9 Site training and orientation will be provided by a City representative.
- E16.21.10 Prior interview screening of the security guard(s) by the City will not be required.
- E16.21.11 The security guard may work with additional equipment as identified at the time of request.
- E16.21.12 The style of uniform shall be determined at time of request however, Military Style as per E10.1(c) will be dominant in choice.
- E16.21.13 Work schedule & duties will be determined at time of request; however the Contractor shall provide security guards, which meet all specification requirements for training, education.

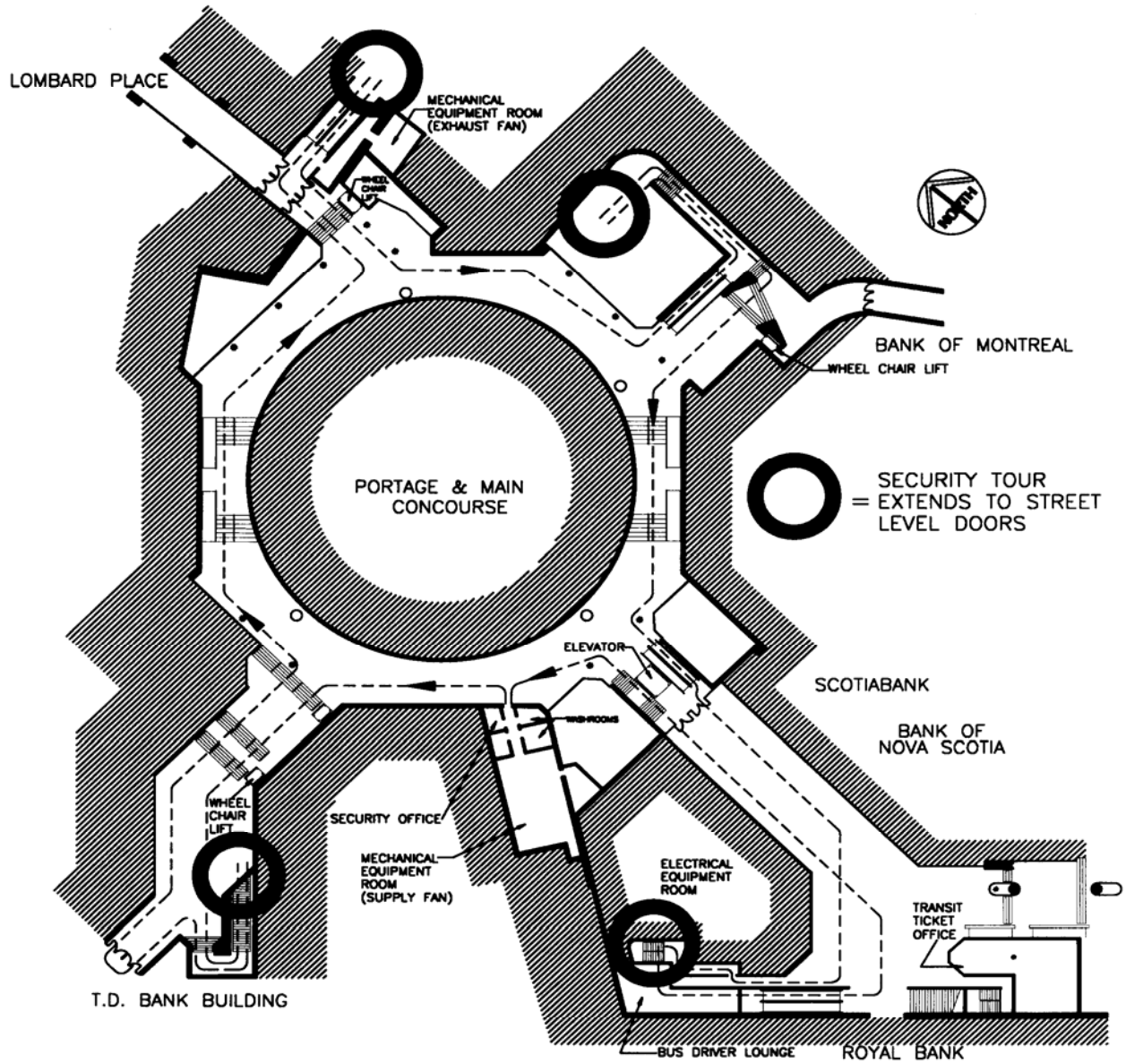
## **E17. SECTION D – ALARM**

### **E17.1 Various City Locations with Alarm Systems - Items 35 - 40**

- E17.1.1 Alarmed buildings owned by the City of Winnipeg are governed by by-law 4676-87 which regulates the operation of Alarm systems. Should an alarm be received, Police are dispatched to answer the call. If after attending the Site, the Police determine the call was not necessary, this would be reported as a false alarm.
  - (a) The by-law calls for the suspension of permitted systems that have more than three (3) false alarms in a six (6) month period. During the suspension period penalty charges are incurred for a false alarm. The Contractor will be contacted by the said monitoring company to dispatch a security guard to the Site that is on suspension. The Contractor will be advised of the monitoring company for the years 2009-2011. Upon arriving at the Site, the security guard shall secure the building or call for Police assistance depending on the circumstances and previous instructions from the Site Coordinator.
  - (b) If a Site is put on suspension, the Contractor will be informed in writing by a City representative. The Contractor should be able to arrive at most Sites within City limits within a period of twenty minutes of receiving the call from the monitoring company.
- E17.1.2 The cost per response call and hourly onsite rates shall be detailed on Form B: Prices and shall be priced by area.
- E17.1.3 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.
- E17.1.4 The Site Coordinator is **Glen Snider at 794-4406**. This person(s) shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to the appropriate key holder or Emergency department as determined at time of service request. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator(s).
- E17.1.5 A response call with a complete security check of the Site.
- E17.1.6 The minimum number of security guards per check is one (1).
- E17.1.7 There will not normally be other City staff within the vicinity of the check.
- E17.1.8 The response calls will be required seven days per week including statutory & civic holiday's and will normally occur between 4:00 p.m. and 8:00 a.m.
- E17.1.9 Service is to commence January 1, 2009 to December 31, 2011.

- E17.1.10 The City will supply keys to facilities as necessary.
- E17.1.11 Complete incident reports on Contractor forms and send fax copy to designated City representative within twenty-four hours of occurrence.
- E17.1.12 No prior interview screening of the security guard(s) by the City will be required.
- E17.1.13 The City will provide key holder lists and contact procedures as Sites are put under alarm suspension.
- E17.1.14 The Style of uniform shall be Military per E10.1(c).
- E17.1.15 Work schedules and duties are as follows:
- (a) upon receiving call from monitoring company, dispatch security guard to the Site within the time specified;
  - (b) upon arrival at the Site, perform a complete security check of the facility to determine cause of alarm and/or call for emergency service as necessary;
  - (c) follow procedures outlined for the Site specifically on who to contact & re-securing the Site;
  - (d) remain at Site until authorized to leave either by previous instructions, arrival of the key holder or arrival of the Winnipeg Police Service;
  - (e) complete incident report for all response calls and fax to designated City representative; and
  - (f) miscellaneous related duties as assigned by the Site Coordinator(s).
- E17.1.16 Due to the nature of the Work, the number and locations of checks cannot be determined. Written notice will be given as new Sites are put on alarm suspension. Site locations will be added and deleted throughout the duration of the Contract.

### APPENDIX A

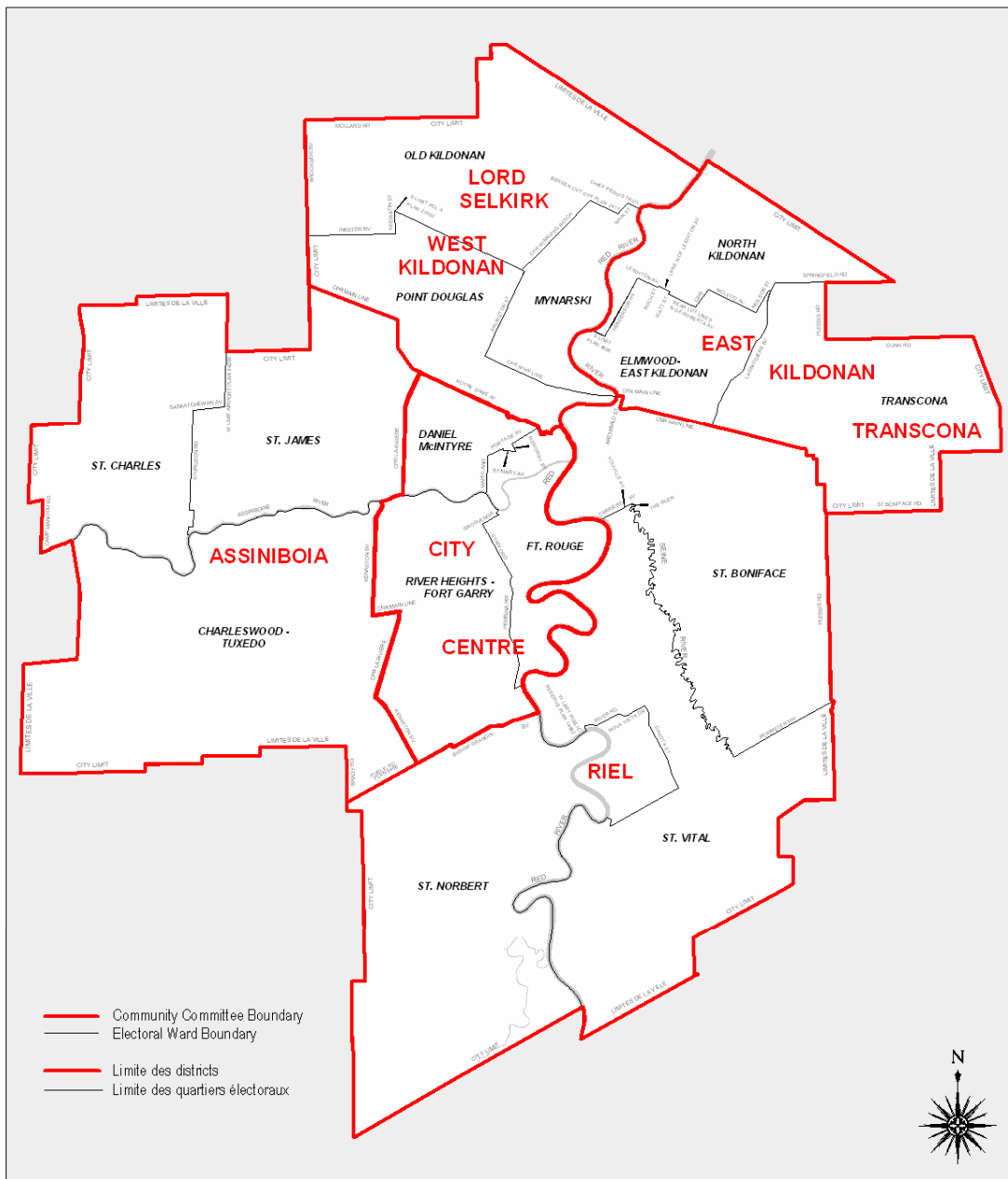


THE CITY OF WINNIPEG  
 CIVIC BUILDINGS DEPARTMENT  
 400-180 KING STREET

#### PORTAGE & MAIN CONCOURSE SECURITY TOUR

PROJECT			SHEET TITLE		
DRAWN BY	CHECKED BY	APPROVED BY	DATE	SCALE	PROJECT/SHEET NO.
MARK K (MMK)			JUNE/93	N.T.S.	930611

## APPENDIX B



City of Winnipeg  
**Community Committee and Ward Boundaries**

Ville de Winnipeg  
**Délimitation des districts et des quartiers électoraux**

