



32-2006 ADDENDUM 3

PROVISION OF HANDI-TRANSIT SERVICES

URGENT

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

ISSUED: March 6, 2006
BY: Catherine Caldwell
TELEPHONE NO. (204) 986-5329

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

Template Version: Ar20050301

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

PART B – BIDDING PROCEDURES

Revise: B2.1 to read: The Submission Deadline is 4:00 p.m. Winnipeg time, March 17, 2006.

PART D – SUPPLEMENTAL CONDITIONS

Add: D10.5 to read:

In addition to the necessary insurances, should the Contractor enter into an agreement with a car rental agency for the purposes of spare (backup) vehicle/vehicles as outlined in E4. VEHICLES, a letter will be provided to the Contract Administrator by the car rental agency acknowledging the conditions of rental as follows:

- (a) Vehicles are rented for the purpose of Handi-Transit transport of passengers in compliance with the Work of the Contract;
- (b) The Contractor has obtained all necessary insurances required of the car rental agency, in the minimum limit of five million dollars (\$5,000,000.00) to be maintained throughout the terms of the Contract.

PART E – SPECIFICATIONS

In E7 replace Table 3 with the following:

Table 3

| FLAT RATE SERVICE FOR AMBULATORY PASSENGERS | | | |
|---|-----------------------|----------------|--------------------------|
| Day Type | Daily Number of Trips | Range of Hours | Approximate Annual Trips |
| Weekday | 0 - 400 | 5:30 to 24:00 | 6,000 to 40,000 |
| Saturday | 0 - 250 | 6:30 to 24:00 | 1,300 to 9,000 |
| Sunday/Statutory Holidays | 0 - 130 | 7:00 to 23:00 | 1,500 to 4,800 |
| Christmas Day | | | 100 |

| | |
|------------------------------------|-----------------|
| Mother's Day | 100 |
| Approximate Annual Number of Trips | 9,000 to 54,000 |

Note:

- 1) Passenger volumes may be expanded over the duration of the Contract subject to City Council budget approval.
- 2) Bids for a portion of the Work will be considered.
- 3) Flat rate per trip price will include one attendant/companion riding with a passenger.
- 4) 50% of the flat rate trip price will be paid to the Contractor for "No Show" customers.
- 5) The City will not require any one flat rate Contractor to schedule and complete more than 75 trips in any 90 minute period.

Add E4.4.1 to read: The four-door Toyota Prius is an approved vehicle but must include a barrier installed above the back seat to stop items stored in the cargo area from moving into the passenger area if the vehicle is in a collision.

Add E4.13 to read: All hourly vehicles must have a manufacturer installed remote starter or kill switch.

Add E4.13.1 to read: Contractors are required to have a spare key for each hourly vehicle labelled and kept at the company office so it can be delivered to a driver if required.

Add E4.13.2 to read: Contractors renting spare cars from a rental agency (for backup) and flat rate Contractors are required to provide drivers with a mechanical steering wheel device to be locked on the steering wheel when leaving the vehicle to assist a passenger while another passenger is in the vehicle.

Delete E4.14, E4.15, E4.16, E4.17 and E4.18.

Revise E9.1 to read:

The Contractor's drivers shall:

- (a) assist the passenger from inside an accessible building entrance door into the vehicle;
- (b) ask the passenger to use the vehicle seatbelt and offer to assist with securing it.
- (c) transport the passenger to the scheduled destination;
- (d) assist the passenger from the vehicle to a point inside an accessible building entrance door;
- (e) drivers will be required to assist passengers in manual wheelchairs in negotiating a maximum of three (3) steps at the building entrance;
- (f) drivers must at all times be courteous to their passengers;
- (g) drivers must wear their Hand-Transit identification card at all times (which will be issued following successful completion of the two (2) day driver training session) in a visible location when they are doing Work under this Contract;
- (h) drivers must have copies of the Handi-News onboard and offer a copy to passengers;
- (i) drivers are required to have a spare key for each vehicle on their person at all times, apart from the key ring the vehicle keys are kept, to ensure entry into the vehicle is possible if the key is lost or accidentally locked in the vehicle;

- (j) when leaving the vehicle to assist a passenger, drivers are required to shut off the engine and remove the key when practical;
- (k) if weather conditions require the vehicle to remain running, drivers of hourly vehicles equipped with a remote starter must turn off the vehicle, remove the key from the ignition and restart the vehicle with the remote starter;
- (l) if weather conditions require the vehicle to remain running, drivers of hourly vehicles equipped with a kill switch are required to keep the vehicle engine running, and engage the kill switch;
- (m) If weather conditions require the vehicle to remain running, drivers of flat rate vehicles or spare cars from a rental agency (for backup) are required to keep the vehicle engine running, and lock a mechanical steering wheel device on the steering wheel;
- (n) drivers of flat rate vehicles or spare cars from a rental agency (for backup) are required to have the key for the steering wheel device with them at all times;
- (o) drivers must not stop to put fuel in the vehicle when a passenger is onboard;
- (p) drivers must not alter the scheduled destination of a trip without clearance from the Handi-Transit Office.