



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 157-2005

PROVISION OF SECURITY SERVICES

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PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 PROVISION OF SECURITY SERVICES

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, June 29, 2005.

B2.2 Bid Submissions 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 GC.2.01, the Bidder may make an appointment to view the Site by contacting the Site-Coordinator.

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.

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 notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

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

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

B4.5 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 shortly before submitting his Bid.
- 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 proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.
- 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 shall 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 Submission consists of the following components:

- (a) Form A: Bid;
- (b) Form B: Prices.

B7.2 All components of the Bid Submission 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 in ink, to constitute a responsive Bid.

B7.3 The Bid Submission shall be submitted enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder’s name and address.

B7.3.1 Samples or other components of the Bid Submission 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.

B7.4 Bid Submissions submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B7.5 Bid Submissions shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1

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.
- B8.4.2 All signatures shall be original and shall be witnessed except where a corporate seal has been affixed.
- 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 Submission 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 in each Section of the Work identified on Form B: Prices.
- B9.1.1 Notwithstanding GC.9.01(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 of 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) Good Friday;
 - (c) Victoria Day;
 - (d) Canada Day;
 - (e) Civic Holiday (August);
 - (f) Labour Day;
 - (g) Thanksgiving Day;
 - (h) Remembrance Day;
 - (i) Christmas Day;

(j) 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.

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;
- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;
- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) employ only Subcontractors who:
 - (i) are responsible and not suspended, debarred or in default of any obligation 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>); and
 - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
- (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba);

B10.2 The Bidder shall be prepared to 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.

B10.3 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 Bid Submissions will not be opened publicly.

B11.2 Within two (2) Business Day 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 Submission may be released if required by City policy or procedures, The Freedom of Information and Protection of Privacy Act (Manitoba), or by other authorities having jurisdiction.

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 GC.7.06(2), 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 shall:

- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
- (b) open the Bid Submission 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 Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements if the interests of the City so require.

(a) If required, the Bidder shall, within five (5) Business Days of a request by the Contract Administrator, provide additional information for confirmation of requirements of the document.

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 Submission 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 in each Section shown on Form B: Prices.

B14.4.1 This Contract may 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.

B15.4 Notwithstanding GC.3.01 and GC.3.02, 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 GC.1.01(7), 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

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for Provision of Services* (Revision 1996 02 05) are applicable to the Work of the Contract.

C1.1.1 The *General Conditions for Provision 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>.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

- D1.1 In addition to the *General Conditions for Provision of Services*, these Supplemental Conditions are applicable to the Work of the Contract.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

D2. SCOPE OF WORK

- D2.1 The Work to be done under the Contract shall consist of provision of security services for the period of January 1, 2006 to December 31, 2008.
- D2.2 The Work shall be done on a scheduled and "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 Subject to GC.4.07, 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, 2005.
- 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) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
 - (b) "**Submission Deadline**" and "**Time and Date Set for the Final Receipt of Bids**" mean the time and date set out in the Bidding Procedures for final receipt of Bids;

- (c) "**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:

Brenda Dupuis Smith
Contracts Officer
185 King Street
Winnipeg, Manitoba R3B 1J1
Telephone No. (204) 986-2492
Facsimile No. (204) 949-1178

D5. NOTICES

- D5.1 GC.7.06 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

- D5.2 GC.7.06 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.

- D5.3 Further to GC.7.06, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D5.4, D5.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D4.1.

- D5.4 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 Administrative Officer Secretariat
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174

- D5.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:

The City of Winnipeg
Corporate Services Department
Legal Services Division
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1
Facsimile No.: (204) 947-9155

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

D6.1 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.

D7. WORKERS COMPENSATION

D7.1 The Contractor shall be registered with the Workers Compensation Board of Manitoba, shall provide and maintain Workers Compensation coverage 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) all inclusive, with The City of Winnipeg being added as an additional insured, with a cross-liability clause, such liability policy to also contain a contractual liability, an unlicensed motor vehicle liability and a products and completed operations endorsement to remain in place at all times during the performance of the Work and throughout the warranty period;
- (b) automobile liability insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000.00) at all times during the performance of the Work and until the date of Total Performance.
- (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 certified true copy or a certificate of insurance of each policy 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 each policy to lapse without providing at least fifteen (15) Calendar Days prior written notice to the Contract Administrator.

D9. SECURITY CLEARANCE

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

D9.2 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 Work within City facilities or on private property.

- D9.3 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(s), will not be permitted to perform any Work within City facilities or on private property.
- D9.4 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.
- D9.5 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 Work under the Contract within City facilities or on private property.

CONTROL OF WORK

D10. COMMENCEMENT

- D10.1 The Contractor shall not commence any Work until he is in receipt of a purchase order 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 that the Contractor is 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;
 - (ii) evidence of the workers compensation coverage specified in D7;
 - (iii) evidence of the insurance specified in D8; and
 - (iv) 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. ORDERS

- D11.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for service(s) may be placed.

D12. RECORDS

- D12.1 The Contractor shall keep detailed records of the services supplied under the Contract.
- D12.2 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.
- D12.3 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

D13. INVOICES

- D13.1 Further to GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice for the Work performed pursuant to each order.
- D13.2 Further to D5.3, the Contractor shall submit invoices to the locations designated at the time of ordering.
- D13.3 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) Statutory and civic holiday time shown separate;
 - (f) Overtime rate shown separate;
 - (g) the amount payable with GST and MRST shown as separate amounts; and
 - (h) the Contractor's GST registration number.
- D13.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D14. PAYMENT

- D14.1 Further to GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 These Specifications shall apply to the Work.

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 officers 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 Officer.

E3.2 Prior to Site assignment to a City facility, the Contractor shall perform screening and interviewing to match the Security Officer to the requirements of the City Site. Confirmation that the Security Officer 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 opinion 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 Officer.

E4. ORAL COMMUNICATION

E4.1 Security officers will either occasionally or consistently be required to communicate orally. 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 is a requirement for all Sites. The Contractor shall ensure security officers can speak in English, clearly both in a normal and crisis work situation with no speech impediment in a polite and professional manner.

E4.2 Due to public exposure, the City may on occasion require the services of a bilingual Security Officer (English/French). The Contractor should have security officers 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 Officer and Field Supervisors shall be in a clear and understandable format. Reports and correspondence shall be neat,

legible and correctly spelled. Written communication and reports which do not meet these requirements shall be redone at the expense of the Contractor.

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 Officer 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 Officer 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 Officer from the Site. The subject Security Officer 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 Officer 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 Officer from the Site.
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 OFFICER 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 Officer'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 officers, to delete assigned security officers, and/or request replacement of current security officers 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 officers.

E8. EMPLOYEE TRAINING/GENERAL

- E8.1 Training programs shall ensure that the security officer(s) have the necessary skills and abilities to successfully perform the following in order to protect people and property at various Sites required as per specifications;
- E8.2 The Contractor shall only assign security officers to Work on City Sites on a temporary, full-time, short term or replacement basis, who met the following training criteria;
- (a) Security Officer(s) has successfully completed a Basic Security Officer Training course, or Law Enforcement Training program through a Government recognized vocational training school.

and/or

 - (b) Security Officer(s) has successfully completed a formal in-house or subcontracted, Basic Security Officer Training program.

and

 - (c) Security Officer 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.
- E8.3 Proof that the security officer has completed all the mandatory training programs shall be required **PRIOR** to each Site assignment.
- E8.4 The Security Officer Training Programs for E8.2(a) and E8.2(b) shall be;
- (a) Basic Security Officer Training Course (80 hours) from the Law Enforcement Security Training Academy of Canada and/or;
 - (b) "Law Enforcement" Program from Robertson College Inc. and/or;
 - (c) 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 Officer 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 officer 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 officer has the specific training requirements for a City Work Site.
- E8.6 The Contractor shall have security officers in their employment that will have received the formal training requirements of the Contract. Security officers must be "job ready" as of January 1, 2006.

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

- E9.1 Prior to commencement of duties at a specific Site, the security officer(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 employee.

E9.2 The Contractor shall ensure that security officers 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 officers 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 officers, which possess a valid "4th Class Power Engineer Licence."

- (a) The Contractor shall have more than one security officer on staff which meets the above criteria to ensure that services are available at all times in the case the security officer 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 officers will be given keys, which are necessary to perform their Site specific duties. Keys, while in the possession of the security officer, are the responsibility of the Contractor. The replacement of lost or misplaced or stolen keys, while in the possession of the security officer, 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 officers provided under this Contract shall be uniformed officers and the style of uniform will be dictated by the requirements of each Site. Uniforms shall identify the Contractors name and/or logo. Security officers must have a laminated photo identification badge, which shall be visible always. All security officers must be fully and properly uniformed while on duty. The Contractor shall have a procedure in place to ensure on-duty officer(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 officers are always fully and properly attired.

E10.3 All security officers 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 Officer while on duty.

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

E11.1 During the term of this Contract, the security officer'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 officer to a City Work Site. Transfer of the security officer(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 officer check in calls, despatching security officers 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 officer shall be

provided will a cellular telephone or portable two way radio by the Contractor should the security officer 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 officers which possess as a minimum, a valid Class 5 driver licence. The Contractor vehicles shall be clearly identified on both sides with the Contractors 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 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 The Site hereby identified as the *Parks & Open Spaces English & Leo Mol Gardens & located in Winnipeg, Manitoba, in the City facility identified as Assiniboine Park requires on site roving patrol service.*

E14.2.1 The Site Coordinator and contact person is Ken Beattie at 986-6013. This person shall be the liaison between the Security Officer(s), Contractor and Contract Administrator. Site emergencies shall be reported to 986-3934 and if applicable, the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or her designate.

E14.2.2 The location will require roving patrol of the English & Leo Mol Gardens and surrounding areas.

E14.2.3 The number of security officers per shift is one (1).

E14.2.4 The security officer will normally be working without City staff in the general Work Site area.

E14.2.5 The shift hours are defined as follows;

- Saturdays, Sundays and Civic & Statutory holidays 10:00 am to 10:00 pm.
- Monday to Friday 4:00 pm to 10:00 pm

E14.2.6 Service is to commence June 1, 2006 and to end September 30, 2006 (approximately) and similar service is expected to be required for the 2007 and 2008 seasonal periods.

E14.2.7 The City will supply:

- keys as required
- land line telephone
- washroom facilities

E14.2.8 The security officer shall record the estimated number of visitors on City 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
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1

- E14.2.9 Site training and orientation will be provided by a representative of the Parks & Open Space Division.
- E14.2.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.2.11 The Security Officer will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to work with such equipment.
- E14.2.12 The style of uniform shall be "Military" as per E10.1(c).
- E14.2.13 Work schedule & duties are as follows:
- Roving patrol of the English Gardens and Leo Mol Garden and the surrounding area
 - Maintain a record of the estimated number of visitors to the English Garden on City supplied forms
 - Knowledge of park Sites, services, rules, hours of operation etc. will be required for these Sites
 - Inform visitors of closing of the gardens one half hour before posted closing time
 - Lock gardens at posted closing time
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate
- E14.2.14 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 The Site hereby identified as the *Assiniboine Park Pavilion* located in Winnipeg, Manitoba, in the City facility identified as *Assiniboine Park* requires *on site roving patrol service*.**
- E14.3.1 The Site Coordinator and contact person is Jim Reid at 793-5521. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to 986-3934 and if applicable, the Contractor's Control Centre. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.
- E14.3.2 The location will require roving patrol of the Assiniboine Park areas as required by the Site Coordinator.
- E14.3.3 The number of security officers per shift is one (1).
- E14.3.4 The security officer will normally be working without City staff in the general Work Site area.
- E14.3.5 The shift hours are defined as follows;
- Saturdays, Sundays and Civic & Statutory holidays 12:00 noon to 8:00 P.M.
Monday - Friday 10:00 a.m. to 3:00 p.m.

- E14.3.6 Service is to commence May 5, 2006 and to end September 8, 2006 (approximately) and similar service is expected to be required for the 2007 and 2008 seasonal periods.
- E14.3.7 The City will supply
- keys as required
 - land line telephone
 - washroom facilities
- E14.3.8 The Contractor may on occasion be required to supply daily reports. All incident related reports shall be sent via fax to Jim Reid 889-8136 and Frank Kowalski (986-8112) 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:
- Frank Kowalski, Coordinator of Park Services
Assiniboine Park Enterprise
6th Fl. – 395 Main Street
Winnipeg, Manitoba
R3B 3N8
- E14.3.9 Site training and orientation will be provided by an Assiniboine Park Enterprise representative.
- E14.3.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.3.11 The Security Officer will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to work with such equipment.
- E14.3.12 The style of uniform shall be “Military” per E10.1(c).
- E14.3.13 Work schedule & duties are as follows:
- Roving patrol of the Assiniboine Park.
 - Knowledge of park Sites, services, rules, etc. will be required for these Sites
 - Lock Assiniboine Park Complex at posted closing time if schedules or requested
 - Desist persons from riding bicycles, skateboards, roller/inline skating or other modes of propulsion other than walking in and around designated area's.
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate
- E14.3.14 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 The Site hereby identified as the *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*.**
- E14.4.1 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 his designate.

- E14.4.2 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.
- E14.4.3 The number of security officers per shift is five (5).
- E14.4.4 The security officers will be working collectively.
- E14.4.5 The shift hours are defined as follows;
- Tuesday thru Sunday 7:00 pm to 12:00 midnight.
- E14.4.6 Service is to commence mid July 2006 and to end mid August 2006 (approximately), however all dates are determined by the show schedules for each season and similar service is expected to be required for the 2007 and 2008 seasonal periods.
- E14.4.7 The City will supply washroom facilities.
- E14.4.8 Although not normally required, the Contractor may on occasion be required to supply incident related report forms.
- E14.4.9 Site training and orientation will be provided by a Park Police representative.
- E14.4.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.4.11 The Security Officer will not be working with CCTV equipment.
- E14.4.12 The style of uniform shall be "Military" per E10.1(c).
- E14.4.13 Work schedule & duties are as follows:
- Roving patrol of the Rainbow Stage area and parking lot
 - Traffic control will be required for the parking and exiting from the park of Rainbow stage patrons (traffic vests are mandatory)
 - Knowledge of park Sites, services, rules, hours of operation etc. will be required for these Sites
 - During the performance, security officers will patrol the parking lot and perimeter of rainbow stage
 - Lock Kildonan Park gates after all patrons have left performance
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate
- E14.4.14 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 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 five additional greenhouses for foot patrol/roving service.**
- E14.5.1 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 her designate.
- E14.5.2 The location for performing administrative tasks is the front desk at the Assiniboine Park Conservatory.
- E14.5.3 The number of security officers per shift is one (1).

E14.5.4 The security officer will normally not be working with other City staff in the general Work Site area.

E14.5.5 The shift hours* are defined as follows;

- April 1 to Sept 16
 - Weekdays 4:30 pm to 8:30 pm
 - Weekends 9:00 a.m. to 8:30 pm
 - Stat & Civic 9:00 am to 8:00 pm
- Sept 1 to April 8
 - Weekdays As required bookings usually 4 – 4.5 hours
 - Weekends 9:00 am to 5:00 pm
 - Stat & Civic 9:00 am to 5:00 pm
- Nov 23 to Jan 7
 - Daily 9:00 a.m. to 9:30 p.m.

*Hours for special events as notified by the Horticulture Coordinator or designate.

E14.5.6 Service is to commence May 1, 2006 and to end December 31, 2008.

E14.5.7 The City will supply keys to facilities, land line telephone, washroom facilities, access to a two way radio for communication with Park Police and a work counter/desk for administrative duties.

E14.5.8 The security officer will be required to complete daily reports and incident reports on Contractor supplied forms.

E14.5.9 Site training and orientation will be provided by Conservatory staff.

E14.5.10 Prior interview screening of the security officer(s) by the City will be required.

E14.5.11 The Security Officer will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to Work with such equipment.

E14.5.12 The style of uniform shall be "Business Style" per E10.1(b).

E14.5.13 Work schedule & duties are as follows:

- Report to the Assiniboine Park Horticulturalist and/or Greenhouse Supervisor at the Assiniboine Park Conservatory 15 minutes prior to the beginning of the shift
- Sign appointment book and check for and activities scheduled for the Conservatory during the shift
- Ensure all groups taking pictures do so in an orderly manner and that wedding groups are not restricting access to the general public (a maximum of approximately 20 persons per wedding group)
- Patrol Conservatory, Palm House and Flower House and extend patrol once per hour to the Coffee House and five greenhouses in the rear of complex
- Inform visitors of closing of facilities 15 minutes prior to posted closing time
- Check washrooms periodically and ensure toilet tissue is available
- Check washrooms and turn off lights when complex is vacated
- Lock doors into Coffee House when area is vacated
- Make sure gate at back of compound is locked
- Turn off all lights
- Count pictures on display and record
- Lock all exterior doors

- May be required to set up and put away equipment for special events
- Miscellaneous related duties as assigned by the Site Coordinator or his designate

E14.5.14 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 The Site hereby identified as the *Parks & Open Spaces Millennium Library Park Complex, 251 Donald Street, Winnipeg, Manitoba, for foot/roving patrol service.*

E14.6.1 The Site Coordinator and contact person is Carl Woloshyn at 986-4902. 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.

E14.6.2 The location will require roving patrol of the Park Complex.

E14.6.3 The number of security officers per shift is one (1).

E14.6.4 The security officer will not be working with other City staff in the general Work Site area.

E14.6.5 The shift hours are defined as follows;

- Monday to Sunday including Statutory & Civic Holidays 10:00 pm to 2:00 am.

E14.6.6 Service is to commence May 1, 2006 and to end September 28, 2006. Similar service is expected to be required for 2007 and 2008.

E14.6.7 The City will supply:

- keys
- land line telephone
- washroom facilities

E14.6.8 The security officer 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 Police Supervisor
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1

E14.6.9 Site training and orientation will be provided by a representative of the Parks & Open Space Division.

E14.6.10 No prior interview screening of the security officer(s) by the City will be required.

E14.6.11 The Security Officer will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to Work with such equipment.

E14.6.12 The style of uniform shall be "Military" per E10.1(c).

E14.6.13 Work schedule & duties are as follows:

- Roving foot patrol of park complex for the security of people and their protection and property
- Prepare reports per E5.1 and E5.2.
- Report all incidents requiring Police attendance to the Police Service Communications Branch at 986-6222 and incidents of an emergency nature to 911
- Miscellaneous related duties as assigned by the Site Coordinator or his designate

E14.6.14 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 The Site hereby identified as the *Building Services Division Millennium Library & Carpark, 251 Donald Street, Winnipeg, Manitoba, for foot patrol & fixed post service.*

E14.7.1 The Site Coordinator and contact person is the Supervisor of Building Operation Services at 986-2419. 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. The Site Coordinator for the Parking Garage at this location is Douglas Thiessen at 986-2297.

E14.7.2 The location will require fixed post & roving patrol of the Millennium Library, Parking Area & Skywalks and Park.

E14.7.3 The number of security officers for this location will vary between one (1) and three (3) per shift. One of these officers must be a Supervisory Guard.

E14.7.4 The security officers will be working with and without other City staff in the general Work Site area during the entire shifts.

E14.7.5 The shift hours are defined as follows;

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

Skywalk Guard

Monday to Thursday	06:45 - 01:00
Friday	06:45 - 01:00
Saturday	06:45 - 01:00
Sunday	11:45 - 01:00

Library Guard

Monday to Thursday	07:00 - 21:30
Friday	07:00 - 17:30
Saturday	07:00 - 17:30
Sunday	Closed

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

Skywalk Guard

Monday to Thursday	06:45 – 01:00
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Friday	06:45 – 01:00
Saturday	06:45 – 01:00
Sunday	11:45 – 01:00

Library Guard

Monday to Thursday	07:00 - 21:30
Friday	07:00 - 17:30
Saturday	07:00 - 17:30
Sunday	11:30 - 17:30

- E14.7.6 Service is to commence January 1, 2006 and to end December 31, 2008. Security Service will not be required on Statutory & Civic Holiday's, however, security service is required in the skywalk from Millennium Library and City Place as well as the Carpark on various Civic Holidays.
- E14.7.7 The City will supply keys to facilities as required, land line telephone, washroom facilities, two way radio to communicate with Central Control and security desk on main floor.
- E14.7.8 The security officer will be required to complete daily reports and incident reports on Contractor supplied forms.
- E14.7.9 Site training and orientation will be provided by the Site Coordinator and Library Management staff. Contractor to absorb cost of training and orientation.
- E14.7.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.7.11 The Security Officer will be working with CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to Work with such equipment.
- E14.7.12 The style of uniform shall be "Business Style" per E10.1(b).
- E14.7.13 Work schedule & duties are as follows:
- Provide foot patrol and surveillance
 - Conduct initial investigations of complaints and incidents, taking the appropriate action and submitting the required reports
 - Provide information and direction to the public using the premises
 - Assist Police and Fire personnel when required
 - Maintain a close liaison and communication with City of Winnipeg Police Department in matters pertaining to criminal breaches.
 - Convey confidential messages.
 - Maintain radio communications with City staff as required.
 - Security presence on main floor must be constant throughout the entire shift. Security officers shall perform patrols, take breaks and change shifts in order to facilitate this requirement.
 - 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.

PATROL SCHEDULE

See Standing Orders and General Instructions, which will be issued to the successful bidder.

HOLIDAYS OBSERVED

Normally no security services at the Millennium Library will be required on the following holidays:

New Year's Day
Friday preceding Easter Sunday
Monday following Easter Sunday
Victoria Day
July 1st
1st Monday in August
1st Monday in September
Thanksgiving Day
Remembrance Day - November 11
Christmas Day - December 25
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.

E14.7.14 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 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.

E14.8.1 The Site Coordinator and contact person is the Supervisor of Building Operations at 986-2365. 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.

E14.8.2 The location will require CCTV surveillance from the Security Office and roving foot patrol of the Concourse per drawing "Appendix A".

E14.8.3 The number of security officers per shift is one (1).

E14.8.4 The security officers will be working without City staff in the Work Site during the entire shift.

E14.8.5 The shift hours are defined as follows;
Seven (7) days per week, including all statutory & civic holidays 00:00 hours - 24:00 hours

E14.8.6 Service is to commence January 1, 2006 and to end December 31, 2008. Security Service will be required on Statutory & Civic Holidays.

E14.8.7 The City will supply keys to facilities as required, washroom facilities, two way radio & pager to communicate with Building Services staff, land line telephone.

E14.8.8 The security officer will be required to complete daily reports and incident reports on Contractor supplied forms.

E14.8.9 Site training and orientation will be provided by the Site Coordinator.

E14.8.10 No prior interview screening of the security officer(s) by the City will be required.

E14.8.11 The Security Officer will be working extensively with CCTV equipment.

E14.8.12 The style of uniform shall be "Business Style" per E10.1(b).

E14.8.13 Work schedule & duties are as follows:

- Provide CCTV surveillance and foot patrols (one every hour approximately) from 00:00 hours to 24:00 hours per Security Tour drawing Appendix A.
- Maintain extensive knowledge regarding the Site in order to provide information and/or direction to the public using the premises.
- Assist Police, Emergency personnel and the public when required.
- Maintain radio and telephone communications with Public Works Central Control
- Lock and unlock doors, elevators, escalators, wheelchair lifts, etc. as per schedule.
- 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.
- 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.
- Must report immediately to Central Control any malfunctioning of mechanical equipment, and/or any damage to building and contents.
- 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.

E14.8.14 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 The Site hereby identified as the Winnipeg Square Parking Garage, 299 Fort Street, Winnipeg, Manitoba requires foot/roving patrol service.

E14.9.1 The Site Coordinator and contact person is Douglas Thiessen at 986-2297. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to 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.

E14.9.2 The location will require roving foot patrol of the Winnipeg Square Parking Garage. The Contractor may supply a vehicle to perform some of the roving patrol duties.

E14.9.3 The number of security officers per shift is one (1).

E14.9.4 The security officers will be working without City staff in the general Work Site area during the entire shift.

E14.9.5 The shift hours are defined as follows;

- Seven (7) days per week, including all Statutory & Civic Holidays. Monday - Friday 15:30 - 03:30 (Saturday, Sunday and Public Holidays 09:00 - 21:00). Flexibility in the scheduling of all shifts is required.
- Patrol schedule to be continuous roving during the defined hours.

- E14.9.6 Service is to commence January 1, 2006 and to end December 31, 2008. Security Service will be required on Statutory & Civic Holidays.
- E14.9.7 The City will supply washroom facilities, and a land line telephone in parking attendant booth.
- E14.9.8 The security officer will be required to complete daily reports and incident reports on Contractor supplied forms.
- E14.9.9 Site training and orientation will be provided by the Site Coordinator.
- E14.9.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.9.11 The Security Officer will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to Work with such equipment.
- E14.9.12 The style of uniform shall be "Military Style" per E10.1(c).
- E14.9.13 Work schedule & duties are as follows:
- Provide foot patrol and surveillance continuously during the shift.
 - The foot patrol and surveillance shall include all floors and stairwells
 - Provide information and/or direction to the public using the premises
 - Assist Police, Emergency personnel and the public when required.
 - Maintains log sheets on unusual occurrences such as: skate boarding, malfunctioning of mechanical equipment, damage to building contents, fire, problems with public etc. Copies of all log sheets must be submitted to the Site Coordinator once per week.
 - Must report immediately to the Central Control Office any malfunctioning of mechanical equipment, and/or any damage to building and contents
 - Any other duties that may be assigned by the Public Works Department which are related to security.
- E14.9.14 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 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.***
- E14.10.1 The Site Coordinator and contact person is Carl Woloshyn at 986-4902. 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.
- E14.10.2 The location will require roving patrol of the Park.
- E14.10.3 The number of security officers per shift is one (1).
- E14.10.4 The security officer will not be working with other City staff in the general Work Site area.
- E14.10.5 The shift hours are defined as follows;
Monday to Sunday including Statutory & Civic Holidays 5:00 pm to 11:00 pm.

- E14.10.6 Service is to commence June 27, 2006 and to end September 21, 2006. Similar service is expected to be required for the 2007 and 2008 seasonal periods.
- E14.10.7 The City will supply keys to facilities as required, landline telephone, washroom facilities.
- E14.10.8 The security officer 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 Police Supervisor
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1
- E14.10.9 Site training and orientation will be provided by a Senior Foreman and/or Technical Assistant.
- E14.10.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.10.11 The Security Officer will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to Work with such equipment.
- E14.10.12 The style of uniform shall be "Military" per E10.1(c).
- E14.10.13 Work schedule & duties are as follows:
- Roving foot patrol of Site for the security of people and their protection and property
 - Prepare reports per E5.1 and E5.2.
 - Complete patrol and building checks every 1/2 hour to one hour (minimum)
 - Close and secure all building facilities at 2200 hours or as otherwise indicated
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate
- E14.10.14 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 The Site hereby identified as the *Parks & Open Spaces Magnus Eliason Recreation Centre, 430 Langside Street, Winnipeg, Manitoba, for fixed post & roving patrol service.***
- E14.11.1 The Site Coordinator and contact person is Carl Woloshyn at 986-4902. 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.
- E14.11.2 The location will require roving patrol of the Recreation Centre and grounds.
- E14.11.3 The number of security officers per shift is one (1).
- E14.11.4 The security officer will not be working with other City staff in the general Work Site area.
- E14.11.5 The shift hours are defined as follows;

Monday to Sunday including Statutory & Civic Holidays 6:30 pm to 10:30 pm.

E14.11.6 Service is to commence June 27, 2006 and to end September 21, 2006. Similar service is expected to be required for the 2007 and 2008 seasonal periods.

E14.11.7 The City will supply keys to facilities as required, landline telephone, washroom facilities.

E14.11.8 The security officer 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 Police Supervisor
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1

E14.11.9 Site training and orientation will be provided by a representative of the Parks and Open Space Division.

E14.11.10 No prior interview screening of the security officer(s) by the City will be required.

E14.11.11 The Security Officer will not be working with CCTV equipment, however should the City add CCTV equipment, the assigned security officer will be expected to have the required knowledge and training to Work with such equipment.

E14.11.12 The style of uniform shall be "Military" per E10.1(c).

E14.11.13 Work schedule & duties are as follows:

- Roving foot patrol of Site for the security of people and their protection and property
- Prepare reports per E5.1 and E5.2.
- Complete patrol and building checks every 1/2 hour to one hour (minimum)
- Close and secure all building facilities at 2200 hours or as otherwise indicated
- Miscellaneous related duties as assigned by the Site Coordinator or his designate

E14.11.14 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.

E14.12 The Site hereby identified as the *Public Works St Vital (outdoor) Pool, 5 Rue Des Meurons, Winnipeg, Manitoba, for roving patrol service.*

E14.12.1 The Site Coordinator and contact person is the Supervisor of Building Operation Services at 986-7271. 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. Site specific requirements will be reviewed and updated as necessary by the Site Coordinator or his designate.

E14.12.2 The location will require roving patrol of the pool and wading pool areas and parking lots.

E14.12.3 The number of security officers per shift is one (1).

- E14.12.4 The security officer will not be working with other City staff in the general Work Site area.
- E14.12.5 The shift hours are defined as follows;
- Monday to Friday (includes Civic & Stat Holidays) 8:00 pm to 4:00 am
 - Saturday 4:00 am to 12:00 noon
8:00 pm to 4:00 am
 - Sunday 4:00 am to 12:00 noon
8:00 pm to 4:00 am
- E14.12.6 Service is to commence June 23, 2006 and to end August 25, 2006. Similar service is expected to be required for the 2007 and 2008 seasonal periods.
- E14.12.7 The City will supply keys to facilities as required, land line telephone, washroom facilities and City property damage and/or loss reports.
- E14.12.8 The security officer will be required to complete daily reports and incident reports in a facility log book and have signed off by duty staff.
- E14.12.9 Site training and orientation will be provided by the Aquatic Maintenance Supervisor.
- E14.12.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.12.11 The security officer will be working with building and pool filtration mechanical equipment
- E14.12.12 The style of uniform shall be "Military" per E10.1(c).
- E14.12.13 Work schedule & duties are as follows:
- Roving foot patrol of the Site for the security of people and their protection and property
 - Prepare reports per E5.1 and E5.2.
 - 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
 - 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
 - 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).
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate
- E14.12.14 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 The Site hereby identified as the *Public Works Central-Freight house (outdoor) Pool, 200 Isabel, Winnipeg, Manitoba, for roving patrol service.***
- E14.13.1 The Site Coordinator and contact person is the Supervisor of Building Operations at 986-4157. 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.

- E14.13.2 The location will require roving patrol of the pool and wading pool areas and parking lots.
- E14.13.3 The number of security officers per shift is one (1).
- E14.13.4 The security officer will not be working with other City staff in the general Work Site area.
- E14.13.5 The shift hours are defined as follows;
- Monday to Friday (includes Civic & Stat Holidays) 8:00 pm to 4:00 am
 - Saturday 4:00 am to 12:00 noon
8:00 pm to 4:00 am
 - Sunday 4:00 am to 12:00 noon
8:00 pm to 4:00 am
- E14.13.6 Service is to commence June 23, 2006 and to end August 25, 2006. Similar service is expected to be required for the 2007 and 2008 seasonal periods.
- E14.13.7 The City will supply keys to facilities as required, land line telephone, washroom facilities and City property damage and/or loss reports.
- E14.13.8 The security officer will be required to complete daily reports and incident reports in a facility log book and have signed off by duty staff.
- E14.13.9 Site training and orientation will be provided by Pool Engineer.
- E14.13.10 No prior interview screening of the security officer(s) by the City will be required.
- E14.13.11 The security officer will be working with building and pool filtration mechanical equipment
- E14.13.12 The style of uniform shall be "Military" per E10.1(c).
- E14.13.13 Work schedule & duties are as follows:
- Roving foot patrol of the Site for the security of people and their protection and property
 - Prepare reports per E5.1 and E5.2.
 - 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
 - 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
 - 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).
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate
- E14.13.14 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 The Site(s) to be determined on an "as required basis" throughout the duration of the Contract.**
- E14.14.1 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).

- E14.14.2 The locations will require roving patrol & surveillance service.
- E14.14.3 The number of security officers per shift will be determined at the time of request.
- E14.14.4 The security officer may or may not be working with other City staff in the general Work Site area.
The shift hours will be defined at time of request.
- E14.14.5 Service for as required mobile patrol security is to commence January 1, 2006 and to end December 31, 2008.
- E14.14.6 The City will supply keys to facilities as required, landline telephones if available and washroom facilities to any additional Sites.
- E14.14.7 The security officer will be required to complete daily reports and incident reports as requested on Contractor supplied forms.
- E14.14.8 Site training and orientation will be provided by a City representative.
- E14.14.9 Prior interview screening of the security officer(s) by the City will may or may not be required.
- E14.14.10 The security officer will be working with or without additional equipment as identified at the time of request.
- E14.14.11 The style of uniform shall be determined at time of request.
- E14.14.12 Work schedule & duties will be determined at time of request, however the Contractor shall provide security officers, which meet all specification requirements for training, education and licensing. The Offerer 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 The Site hereby identified as the Public Works Assiniboine Park Conservatory, 2355 Corydon Avenue, Winnipeg, Manitoba, for Guarded Status patrol service.**
- E15.2.1 The Site Coordinator and contact person is Kevin McMullen 986-3764. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to Ken Pruden 986-2368 or cell number 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 his designate. The Site may be viewed by contacting Mr. Don McBain at 986-4159 or cell number 479-5211.
- E15.2.2 The location will require guarded status checks of the greenhouses and powerhouse, which are approximately 1 1/2 hours in duration.
- E15.2.3 The number of security officers per check is one (1).
- E15.2.4 The security officer will normally not be working with other City staff in the general Work Site area.
- E15.2.5 The checks are defined as follows;
- Saturday, Sunday & Statutory & Civic Holidays - One (1) check every twenty-four hours at approximately 3:00 pm.
 - A complete check takes approximately 1 1/2 hours.

- E15.2.6 Service is to commence January 1, 2006 to April 30, 2006 and resume September 1, 2006 to December 31, 2006. Similar service is expected to be required for the 2007 and 2008 seasonal periods.
- E15.2.7 The City will supply keys to facilities as required, land line telephone, washroom facilities and a City log book.
- E15.2.8 The security officer will be required to complete City reports in a City log book.
- E15.2.9 Site training and orientation will be provided by Mr. Don McBain and/or Mr. Ken Pruden.
- E15.2.10 No prior interview screening of the security officer(s) by the City will be required.
- E15.2.11 The security officer 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.
- E15.2.12 For this location only, a security uniform is optional, however photo ID as per E10.1, is mandatory.
- E15.2.13 Work schedule & duties are as follows:
- 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
 - Temperature and condition checks of the five (5) greenhouses.
 - Tests shall be conducted and logged by a qualified individual as specified in E9.4
 - Greenhouse temperature and condition checks are to be conducted once the boiler testing is completed
 - 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
 - A visual check shall be done of the Green House, Palm House, Flower House and Air Compressor Room
 - A procedure detail of tests and inspections will be provided and shall be followed as indicated at all times.
- E15.2.14 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 The Site hereby identified as Planning Property & Development *Brookside Cemetery*, located at 3001 Notre Dame Avenue, Winnipeg, Manitoba, requires mobile patrol service.**
- E16.2.1 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.

- E16.2.2 A mobile patrol through the entire Site including an external check of all offices and service buildings.
- E16.2.3 The minimum number of security officers per check is one (1).
- E16.2.4 There will not normally be other City staff within the vicinity of the check.
- E16.2.5 The mobile checks are performed as follows;
- Monday to Friday* 3 checks between 9:00 pm and 5:30 am (approximately)
 - Saturday & Sunday 5 checks between 10:00 am and 5:30 am (approximately)
 - Statutory & Civic Holidays 5 checks between 10:00 am and 5:30 am (approximately)

 - *Summer patrol Hours are April 1 to October 31 (9:00 pm or close to sunset)
 - *Winter patrol hours are November 1 to March 31 (close no later than 7:00 pm)
 - **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.
- E16.2.6 Service is to commence April 1, 2006 and to December 31, 2008.
- E16.2.7 The City will supply keys to the facilities as required and access gates.
- E16.2.8 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
- E16.2.9 Site training & orientation will be provided by a representative from Cemetery staff.
- E16.2.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.2.11 No City equipment will be provided.
- E16.2.12 The Style of uniform shall be Military as per E10.1(c).
- E16.2.13 Work schedules and duties are as follows;
- Monday to Friday mobile patrols beginning at night closing of 9:00 pm or close to sunset in summer months and 7:00 pm 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.
 - Remove unauthorized vehicle and/or persons at closing time
 - Monday to Friday second mobile patrol check near 1:00 am.
 - Monday to Friday third mobile patrol check at 5:30 am. Mobile check includes the opening of access gates.
 - Saturday, Sunday, Statutory & Civic holidays same as Monday to Friday with two (2) additional mobile patrol checks at mid morning and mid afternoon
 - Prepare incident reports per E5.1 and E5.2.
 - Mobile checks should take approximately 30.minutes.
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate.
- E16.2.14 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.

E16.3 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.

- E16.3.1 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.
- E16.3.2 A mobile patrol through the entire Site including an external check of two service buildings.
- E16.3.3 The minimum number of security officers per check is one (1).
- E16.3.4 There will not normally be other City staff within the vicinity of the check.
- E16.3.5 The mobile checks are performed as follows;
- Monday to Friday* 3 checks between 9:00 pm and 5:30 am (approximately)
 - Saturday & Sunday 4 checks between 10:00 am and 5:30 am (approximately)
 - Statutory & Civic Holidays
5 checks between 10:00 am and 5:30 am (approximately)
 - *Summer patrol Hours are April 1 to October 31 (9:00 pm or close to sunset)
 - *Winter patrol hours are November 1 to March 31 (close no later than 7:00 pm)
- E16.3.6 Service is to commence April 1, 2006 and to end December 31, 2008.
- E16.3.7 The City will supply keys to the access gates.
- E16.3.8 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
- E16.3.9 Site training & orientation will be provided by a representative from Cemetery staff.
- E16.3.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.3.11 No City equipment will be provided.
- E16.3.12 The Style of uniform shall be Military per E10.1(c).
- E16.3.13 Work schedules and duties are as follows;
- Monday to Friday mobile patrols beginning at night closing of 9:00 pm or close to sunset in summer months and 7:00 pm in winter months. Mobile check includes the closing and securing of access gates.
 - Remove unauthorized vehicle and/or persons at closing time
 - Monday to Friday second mobile patrol check near 1:00 am.

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

E16.3.14 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.

E16.4 The Site hereby identified as the *Parks & Open Spaces Little Mountain Park* located on Farmers Road, Winnipeg Manitoba, requires mobile patrol service.

E16.4.1 The Site Coordinator and contact person is Carl Woloshyn at 986-4902. 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.

E16.4.2 A mobile patrol through the North & West parking lots including an external check of all maintenance buildings and washrooms.

E16.4.3 The minimum number of security officers per check is one (1).

E16.4.4 There will not normally be other City staff within the vicinity of the check.

E16.4.5 The mobile checks are performed as follows;

- Monday to Friday 6 checks between 9:30 pm and 6:00 am (approximately)
- Saturday & Sunday 6 checks between 9:30 pm and 6:00 am (approximately)
- Statutory & Civic Holidays 6 checks between 9:30 pm and 6:00 am (approximately)

E16.4.6 Service is to commence April 15, 2006 and to end November 15, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator.

E16.4.7 The City will supply keys to facilities as necessary.

E16.4.8 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 Police Supervisor
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1

E16.4.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.

- E16.4.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.4.11 No City equipment will be provided.
- E16.4.12 The Style of uniform shall be Military per E10.1(c).
- E16.4.13 Work schedules and duties are as follows;
- Monday to Sunday mobile patrols beginning at 9:30 pm. At 9:30 pm check public washrooms at maintenance yard and secure between 9:30 pm and 10:00 pm.
 - Remove unauthorized occupied vehicles and/or persons at 10:00 pm. For unoccupied vehicles record license numbers
 - Mobile patrol checks are to take place until 6:00 am and shall be evenly spaced throughout the specified hours
 - 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
 - Prepare incident reports per E5.1 and E5.2.
 - Mobile checks should take approximately fifteen (15) minutes.
 - Miscellaneous related duties as assigned by the Site Coordinator or his designate.
- E16.4.14 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 The Site hereby identified as the *Parks & Open Spaces, Optimist Park* located west of Summit Road, Winnipeg Manitoba, requires mobile patrol service.**
- E16.5.1 The Site Coordinator is Carl Woloshyn at 986-4902. 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.
- E16.5.2 A mobile patrol through the parking lot including an external check of compound buildings.
- E16.5.3 The minimum number of security officers per check is one (1).
- E16.5.4 There will not normally be other City staff within the vicinity of the check.
- E16.5.5 The mobile checks are performed as follows;
- Monday to Sunday - 2 checks at 6:00 am and 11:30 pm (approximately)
- E16.5.6 Service is to commence May 5, 2006 and to end October 31, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.
- E16.5.7 The City will supply keys to facilities & access gate as necessary.
- E16.5.8 Supply incident related reports via fax to Horace Buors (986-4902) and Park Police (832-7134) 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 Police Supervisor
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1

- E16.5.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.5.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.5.11 No City equipment will be provided.
- E16.5.12 The Style of uniform shall be Military per E10.1(c).
- E16.5.13 Work schedules and duties are as follows;
- Monday to Sunday mobile patrol check at 6:00 am which includes opening the access gate
 - Monday to Sunday mobile check at check at 11:30 pm includes locking the access gate
 - Remove unauthorized occupied vehicles and/or persons at 11:30 pm
 - Mobile patrol checks are to cover the parking lot, park facilities and external compound buildings
 - Prepare incident reports per E5.1 and E5.2.
 - Mobile patrol checks should take approximately 10 minutes.
 - Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.5.14 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 The Site hereby identified as the *Parks & Open Spaces, Crescent Drive Park* located on Crescent Drive, Winnipeg Manitoba, requires mobile patrol service.**
- E16.6.1 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.
- E16.6.2 A mobile patrol through the park including an external check of compound buildings and boat dock.
- E16.6.3 The minimum number of security officers per check is one (1).
- E16.6.4 There will not normally be other City staff within the vicinity of the check.
- E16.6.5 The mobile checks are performed as follows;
- Thursday to Sunday - 4 checks between 7:00 pm and 3:00 am (approximately)
 - Weekends preceded or followed by a Statutory or Civic Holiday
 - Friday to Monday 4 checks between 7:00 pm and 3:00 am (approximately)

- E16.6.6 Service is to commence May 5, 2006 and to end October 5, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.
- E16.6.7 The City will supply keys to facilities as necessary & access gates.
- E16.6.8 Supply incident related reports via fax to Mr. Ken Laxdale (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
- E16.6.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.6.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.6.11 No City equipment will be provided.
- E16.6.12 The Style of uniform shall be Military per E10.1(c).
- E16.6.13 Work schedules and duties are as follows;
- Thursday to Sunday or Friday to Monday mobile patrols beginning at 7:00 pm.
 - Mobile check at approximately 9:45 pm includes checking and locking of washroom facilities. Close park access gates at 10:00 pm.
 - Inform park visitors at 9:45 pm of 10:00 closing.
 - Remove unauthorized occupied vehicles and/or persons at 10:00 pm and lock access gates.
 - Mobile patrol checks are to take place until 3:00 am and shall be evenly spaced throughout the specified hours. Check times will be determined at Contract award.
 - Mobile patrol checks are to cover the parking lot, boat dock and external checks on compound buildings.
 - Check and lock washroom facilities at 10:00 pm.
 - Prepare incident reports per E5.1 and E5.2.
 - Mobile checks should take approximately 10 to 15 minutes.
 - Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.6.14 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 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.**

- E16.7.1 The Site Coordinator is Carl Woloshyn at 986-4902. 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.
- E16.7.2 A mobile patrol through the area including an external check of all facilities.
- E16.7.3 The minimum number of security officers per check is one (1).
- E16.7.4 There will not normally be other City staff within the vicinity of the check.
- E16.7.5 The mobile checks are performed as follows;
- Monday to Sunday 2 checks at 10:00 pm and 2:00 am approximately
- E16.7.6 Service is to commence May 12, 2006 and to end September 30, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.
- E16.7.7 The City will supply keys to facilities as necessary.
- E16.7.8 Supply incident related reports via fax to Horace Buors (986-4902) and Park Police (832-7134) 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
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1
- E16.7.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.7.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.7.11 No City equipment will be provided.
- E16.7.12 The Style of uniform shall be Military per E10.1(c).
- E16.7.13 Work schedules and duties are as follows;
- Monday to Sunday mobile patrols at 10:00 pm and 2:00 am approximately
 - Mobile patrol check at both checks includes external perimeter checks for vandalism and removing any loiterers, drinkers etc.
 - Prepare incident reports per E5.1 and E5.2.
 - Mobile checks should take approximately 5 minutes
 - Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.7.14 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 The Site hereby identified as the *Parks & Open Spaces, Living Prairie Museum* located at 2795 Ness Avenue, Winnipeg Manitoba, requires mobile patrol service.

- E16.8.1 The Site Coordinator is Carl Woloshyn at 986-4902. 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.
- E16.8.2 A mobile patrol through the parking lot including an external check of building doors & windows.
- E16.8.3 The minimum number of security officers per check is one (1).
- E16.8.4 There will not normally be other City staff within the vicinity of the check.
- E16.8.5 The mobile checks are performed as follows;
- Monday to Sunday - 2 checks at 10:00 pm and 2:00 am (approximately)
- E16.8.6 Service is to commence May 12, 2006 and to end September 30, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.
- E16.8.7 The City will supply keys to facilities as necessary.
- E16.8.8 Supply incident related reports via fax to Mr. Horace Buors (986-4902) and Park Police (832-7134) 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
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1
- E16.8.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.8.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.8.11 No City equipment will be provided.
- E16.8.12 The Style of uniform shall be Military per E10.1(c).
- E16.8.13 Work schedules and duties are as follows;
- Monday to Sunday mobile patrols at 10:00 pm and 2:00 am approximately
 - Mobile patrol check at both checks includes a complete perimeter check of all doors and windows for vandalism, theft, etc.,
 - Check parking lot
 - Prepare incident reports per E5.1 and E5.2.
 - Mobile checks should take approximately 5 minutes
 - Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.8.14 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 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.

- E16.9.1 The Site Coordinator is Carl Woloshyn at 986-4902. 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.
- E16.9.2 A mobile patrol through the Mill area, parking lot, picnic shelter and washrooms.
- E16.9.3 The minimum number of security officers per check is one (1).
- E16.9.4 There will not normally be other City staff within the vicinity of the check.
- E16.9.5 The mobile checks are performed as follows;
- Monday to Sunday - 3 checks at 7:00 am, 9:30 pm and 2:00 am approximately
- E16.9.6 Service is to commence May 1, 2006 and to end September 30, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.
- E16.9.7 The City will supply keys to facilities as necessary.
- E16.9.8 Supply incident related reports via fax to Horace Buors (986-4925) and Park Police (832-7134) 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
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1
- E16.9.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.9.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.9.11 No City equipment will be provided.
- E16.9.12 The Style of uniform shall be Military per E10.1(c).
- E16.9.13 Work schedules and duties are as follows;
- Monday to Sunday mobile patrols at 7:00 am, 9:30 pm and 2:00 am approximately
 - Mobile patrol check at 9:30 pm includes checking and locking washroom facilities
 - Mobile patrol check at 2:00 am includes checking building exteriors including Mill area, parking lot and picnic shelter
 - Mobile patrol check at 7:00 am includes unlocking & checking washroom facilities
 - Check building exteriors including Mill area, parking lot and picnic shelter

- Prepare incident reports per E5.1 and E5.2.
- Mobile checks should take approximately 10 minutes
- Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.

E16.9.14 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 The Site hereby identified as the *Parks & Open Spaces, Westview Park* located at *Midland Street & Saskatchewan Avenue, Winnipeg, Manitoba, requires mobile patrol service.*

E16.10.1 The Site Coordinator is Carl Woloshyn at 986-4902. 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.

E16.10.2 A mobile patrol through the parking lot including an external check of buildings and checking park vehicles within the compound.

E16.10.3 The minimum number of security officers per check is one (1).

E16.10.4 There will not normally be other City staff within the vicinity of the check.

E16.10.5 The mobile checks are performed as follows;

- Monday to Sunday - 3 checks at 11:00 pm, 2:00 am and 7:00 am

E16.10.6 Service is to commence May 1, 2006 and to end October 12, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.

E16.10.7 The City will supply keys to facilities as necessary and access gates.

E16.10.8 Supply incident related reports via fax to Horace Buors (986-4925) and Park Police (832-7134) 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
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1

E16.10.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.

E16.10.10 No prior interview screening of the security officer(s) by the City will be required.

E16.10.11 No City equipment will be provided.

E16.10.12 The style of uniform shall be Military per E10.1(c).

E16.10.13 Work schedules and duties are as follows;

- Monday to Sunday mobile patrols at 11:00 pm, 2:00 am and 7:00 am approximately
- Mobile patrol check at 7:00 am includes unlocking access gates
- Mobile patrol check at 11:00 pm includes locking access gates
- 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.
- Prepare incident reports per E5.1 and E5.2.
- Mobile checks should take approximately 15 minutes.
- Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.

E16.10.14 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.

E16.11 The Site hereby identified as the *Parks & Open Spaces, Central Park* located at *Cumberland Avenue & Carlton Street, Winnipeg Manitoba, requires mobile patrol service.*

E16.11.1 The Site Coordinator is Carl Woloshyn at 986-4902. 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.

E16.11.2 A mobile patrol through the park including an external check of park facilities.

E16.11.3 The minimum number of security officers per check is one (1).

E16.11.4 There will not normally be other City staff within the vicinity of the check.

E16.11.5 The mobile checks are performed as follows;

- Monday to Sunday - 12 checks between 6:00 pm & 12:00 midnight (approximately)

E16.11.6 Service is to commence June 27, 2006 and to end September 21, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.

E16.11.7 The City will supply keys to facilities as necessary.

E16.11.8 Supply incident related reports via fax to Mr. Horace Buors (986-4925) and Park Police (832-7134) 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
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1

E16.11.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division (senior foreman or technical assistant).

E16.11.10 No prior interview screening of the security officer(s) by the City will be required.

E16.11.11 No City equipment will be provided.

E16.11.12 The Style of uniform shall be Military per E10.1(c).

E16.11.13 Work schedules and duties are as follows;

- Monday to Sunday mobile patrol checks include drive through, walk through and perimeter building checks
- Close and secure all buildings at 10:00 pm each night
- Prepare incident reports per E5.1 and E5.2.
- Mobile patrol checks should take approximately 15 minutes.
- Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.

E16.11.14 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 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.

E16.12.1 The Site Coordinator and contact person is the Supervisor of Building Operations at 986-4157. 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.

E16.12.2 A mobile patrol and walk through of pool facilities.

E16.12.3 The minimum number of security officers per check is one (1).

E16.12.4 There will not normally be other City staff within the vicinity of the check.

E16.12.5 The mobile checks are performed as follows;

- Monday to Sunday including Civic & Statutory Holidays - 2 checks

E16.12.6 Service is to commence June 23, 2006 and to end August 25, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinators.

E16.12.7 The City will supply keys to facilities as necessary.

E16.12.8 Complete City reports and log book information as required and leave on Site.

E16.12.9 Site training & orientation will be provided by the Pool Engineer.

E16.12.10 No prior interview screening of the security officer(s) by the City will be required.

E16.12.11 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.

E16.12.12 The Style of uniform shall be Military per E10.1(c).

E16.12.13 Work schedules and duties are as follows;

- Mobile checks are to be done at 10:30 pm and 1:30 am approximately
- Check outdoor pool building, parking lot & fenced area of wading pool
- Check filtration rooms for pump malfunctions & noise
- Ensure all gates are closed and locked
- Check all building doors and windows
- Remove unauthorized persons
- Check for vandalism, theft, etc. & report as required
- Mobile patrol checks should take approximately 15 minutes
- Miscellaneous related duties as assigned by the Site Coordinator(s)

E16.12.14 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.

E16.13 The Site hereby identified as the *Public Works, Happyland (outdoor) Pool* located at 520 Marion Street, Winnipeg Manitoba, requires mobile patrol service.

E16.13.1 The Site Coordinator and contact person is the Supervisor of Building Operations at 986-4157. 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.

E16.13.2 A mobile patrol and walk through of pool facilities.

E16.13.3 The minimum number of security officers per check is one (1).

E16.13.4 There will not normally be other City staff within the vicinity of the check.

E16.13.5 The mobile checks are performed as follows;

- Monday to Sunday including Civic & Statutory Holidays - 2 checks

E16.13.6 Service is to commence June 23, 2006 and to end August 25, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator(s).

E16.13.7 The City will supply keys to facilities as necessary.

E16.13.8 Complete City reports and log book information as required and leave on Site.

E16.13.9 Site training & orientation will be provided by the Pool Engineer .

E16.13.10 No prior interview screening of the security officer(s) by the City will be required.

E16.13.11 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.

E16.13.12 The Style of uniform shall be Military per E10.1(c).

E16.13.13 Work schedules and duties are as follows;

- Mobile checks are to be done at 10.45 pm and 1.45 am approximately

- Check outdoor pool building, parking lot & fenced area of wading pool
- Check filtration rooms for pump malfunctions & noise
- Ensure all gates are closed and locked
- Check all building doors and windows
- Remove unauthorized persons
- Check for vandalism, theft, etc. & report as required
- Mobile patrol checks should take approximately 15 minutes
- Miscellaneous related duties as assigned by the Site Coordinator(s)

E16.13.14 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.

E16.14 The Site hereby identified as the *Public Works, Norwood (outdoor) Pool* located at *Cromwell & Lentil, Winnipeg Manitoba*, requires mobile patrol service.

E16.14.1 The Site Coordinator and contact person is the Supervisor of Building Operations at 986-4157. 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.

E16.14.2 A mobile patrol and walk through of pool facilities.

E16.14.3 The minimum number of security officers per check is one (1).

E16.14.4 There will not normally be other City staff within the vicinity of the check.

E16.14.5 The mobile checks are performed as follows;

- Monday to Sunday including Civic & Statutory Holidays - 2 checks

E16.14.6 Service is to commence June 23, 2006 and to end August 25, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.

E16.14.7 The City will supply keys to facilities as necessary.

E16.14.8 Complete City reports and log book information as required and leave on Site.

E16.14.9 Site training & orientation will be provided by the Pool Engineer.

E16.14.10 No prior interview screening of the security officer(s) by the City will be required.

E16.14.11 The City will provide report form's, log book, land line telephone, washroom facilities and keys as required.

E16.14.12 The Style of uniform shall be Military per E10.1(c).

E16.14.13 Work schedules and duties are as follows;

- Mobile checks are to be done at 11:00 pm and 2.00 am approximately
- Check outdoor pool building, parking lot & fenced area of wading pool
- Check filtration rooms for pump malfunctions & noise
- Ensure all gates are closed and locked
- Check all building doors and windows

- Remove unauthorized persons
- Check for vandalism, theft, etc. & report as required
- Mobile patrol checks should take approximately 15 minutes
- Miscellaneous related duties as assigned by the Site Coordinator(s)

E16.14.14 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.

E16.15 The Site hereby identified as the *Public Works, Windsor Park (outdoor) Pool* located at Joques Road and Cottonwood Road, Winnipeg Manitoba, requires mobile patrol service.

E16.15.1 The Site Coordinator and contact person is the Supervisor of Building Operations at 986-4157. 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.

E16.15.2 A mobile patrol and walk through of pool facilities.

E16.15.3 The minimum number of security officers per check is one (1).

E16.15.4 There will not normally be other City staff within the vicinity of the check.

E16.15.5 The mobile checks are performed as follows;

- Monday to Sunday including Civic & Statutory Holidays - 3 checks

E16.15.6 Service is to commence June 23, 2006 and to end August 25, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 seasonal periods. Seasonal periods are subject to weather conditions and specific start and stop dates will be determined by the Site Coordinator.

E16.15.7 The City will supply keys to facilities as necessary.

E16.15.8 Complete City reports and log book information as required and leave on Site.

E16.15.9 Site training & orientation will be provided by the Pool Engineer.

E16.15.10 No prior interview screening of the security officer(s) by the City will be required.

E16.15.11 The City will provide report forms, log book, land line telephone, washroom facilities and keys as required.

E16.15.12 The Style of uniform shall be Military per E10.1(c).

E16.15.13 Work schedules and duties are as follows;

- Mobile checks are to be done at 8:30 pm, 10:00 pm and 2:15 am approximately
- Check outdoor pool building, parking lot & fenced area of wading pool
- Check filtration rooms for pump malfunctions & noise
- Ensure all gates are closed and locked
- Check all building doors and windows
- Remove unauthorized persons
- Check for vandalism, theft, etc. & report as required
- Mobile patrol checks should take approximately 15 minutes
- Miscellaneous related duties as assigned by the Site Coordinator(s)

E16.15.14 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 The Site hereby identified as the *Millennium Library Underground Parking Garage, 251 Donald Street, Winnipeg, Manitoba, requires mobile patrol service.*

E16.16.1 The Site Coordinator and contact Douglas J. Thiessen at 986-2297. This person shall be the liaison between the Contractor and Contract Administrator. Site emergencies shall be reported to 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.

E16.16.2 A mobile patrol through the entire Site including an inspection of all stairwells and a check to ensure all exterior man doors are locked and closed is required.

E16.16.3 Service is to commence January 1, 2006 and to end December 31, 2008. Security Service will be required Monday to Friday. Twice nightly patrols are to occur at approximately 01:00 and 04:00.

E16.16.4 The City will supply access cards as required.

E16.16.5 Site training and orientation will be provided by the Site Coordinator.

E16.16.6 No prior interview screening of the Security Officer(s) by the City will be required.

E16.16.7 The style of uniform shall be "Military Style" per E10.1(c).

E16.16.8 Work duties include:

- A general inspection of the area, as per E16.16.2, ensuring that no public, other than monthly card holders, are present in the facility.
- Assist Police, Emergency personnel and the public when required. Maintains log sheets on unusual occurrences including: presence of non monthly card holders and their means of access where known, malfunctioning of mechanical equipment, damage to building contents, fire, problems, etc. Any unusual incidents must be reported to Douglas Thiessen, Supervisor of Business Operations by way of fax at 947-2284.
- Must report immediately to the Central Control Office any malfunctioning of mechanical equipment, and/or any damage to building and contents.

E16.16.9 The Work schedule, duties 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 information will be used.

E16.17 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.*

E16.17.1 The Site Coordinator is Carol Woloshyn at 986-4902. 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.

- E16.17.2 A mobile patrol through the Mill area, parking lot, picnic shelter and washrooms.
- E16.17.3 The minimum number of security officers per check is one (1).
- E16.17.4 There will not normally be other City staff within the vicinity of the check.
- E16.17.5 The mobile checks are performed as follows;
- Monday to Sunday - 3 checks at 7:00 am 9:30 pm and 2:00 am approximately
- E16.17.6 Service is to commence May 1, 2006 and to end September 30, 2006 approximately. Similar service is expected to be required for the 2007 and 2008 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.
- E16.17.7 The City will supply keys to facilities as necessary.
- E16.17.8 Supply incident related reports via fax to Horace Buors (986-4925) and Park Police (832-7134) 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
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1
- E16.17.9 Site training & orientation will be provided by a representative of the Parks & Open Space Division.
- E16.17.10 No prior interview screening of the security officer(s) by the City will be required.
- E16.17.11 No City equipment will be provided.
- E16.17.12 The Style of uniform shall be Military per E10.1(c).
- E16.17.13 Work schedules and duties are as follows;
- Monday to Sunday mobile patrols at 7:00 am 9:30 pm and 2:00 am approximately
 - Mobile patrol check at 9:30 pm includes checking and locking washroom facilities
 - Mobile patrol check at 2:00 am includes checking building exteriors including Mill area, parking lot and picnic shelter
 - Mobile patrol check at 7:00 am includes unlocking & checking washroom facilities
 - Check building exteriors including Mill area, parking lot and picnic shelter
 - Prepare incident reports per E5.1 and E5.2.
 - Mobile checks should take approximately 10 minutes
 - Miscellaneous related duties as assigned by the Site Coordinator and/or Park Police.
- E16.17.14 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.

E16.18 The Site(s) to be determined on an “as required basis” throughout the duration of the Contract.

- E16.18.1 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).
- E16.18.2 The locations will require mobile patrol checks classified as “Drive By”, “Perimeter Check” and “Walk Through” of City Sites.
- E16.18.3 The number of security officers per check will be determined at the time of request.
- E16.18.4 The security officer may or may not be performing the check(s) while other City staff are in the general Work Site area.
- E16.18.5 The mobile patrol check times will be defined at time of the request.
- E16.18.6 Service for as required mobile patrol security is to commence January 1, 2006 and to end December 31, 2008.
- E16.18.7 The City will supply keys to facilities as required, landline telephones if available to any additional Sites.
- E16.18.8 The security officer will be required to complete incident reports as requested on Contractor supplied forms.
- E16.18.9 Site training and orientation will be provided by a City representative.
- E16.18.10 Prior interview screening of the security officer(s) by the City will not be required.
- E16.18.11 The security officer may work with additional equipment as identified at the time of request.
- E16.18.12 The style of uniform shall be determined at time of request however, Military Style as per 35.1(c) will be dominant in choice.
- E16.18.13 Work schedule & duties will be determined at time of request, however the Contractor shall provide security officers, which meet all specification requirements for training, education.

E17. SECTION D - ALARM

- E17.1 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.

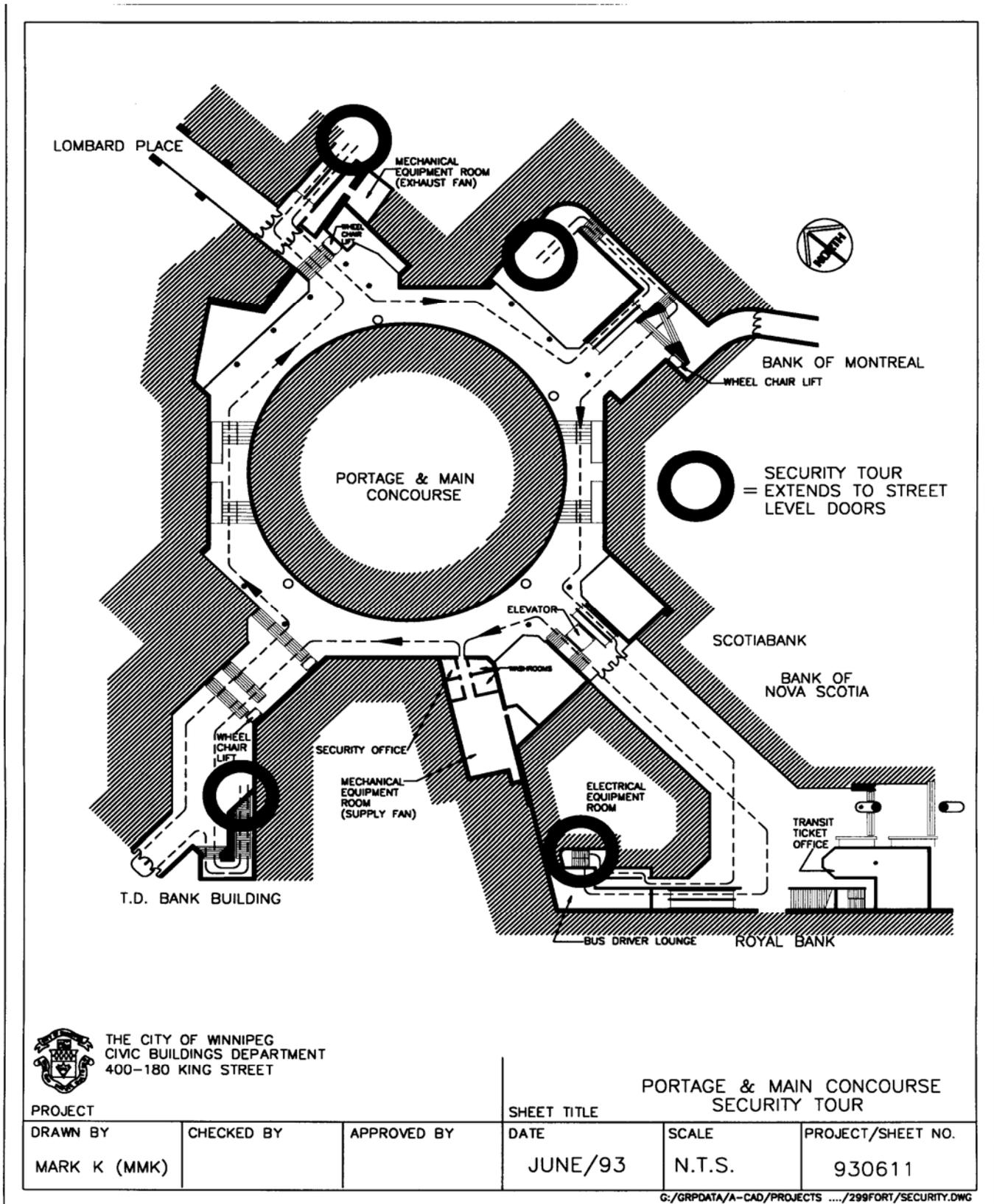
The by-law calls for the suspension of permitted systems that have more than three (3) false alarms in a six (6) month period. During the suspension period penalty charges are incurred for a false alarm. The Contractor will be contacted by the said monitoring company to dispatch a security officer to the Site that is on suspension. The Contractor will be advised of the monitoring company for the years 2006-2008. Upon arriving at the Site, the security officer shall secure the building or call for Police assistance depending on the circumstances and previous instructions from the Site Coordinator.

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.

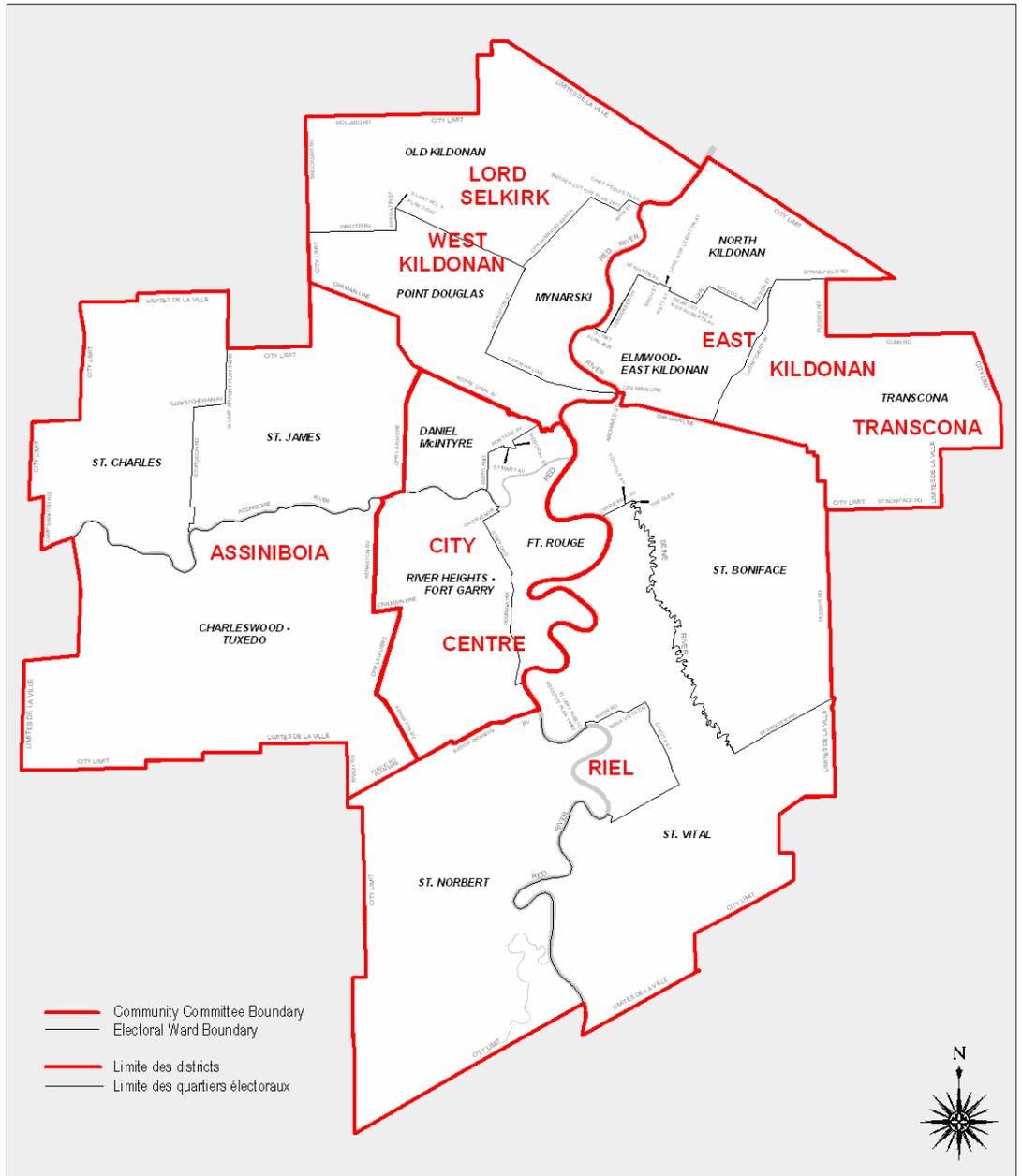
- E17.2 The cost per response call and hourly onsite rates shall be detailed on Form B: Prices and shall be priced by area.

- E17.3 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.
- E17.3.1 The Site Coordinator is Kevin McMullen 986-3764. 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).
- E17.3.2 A response call with a complete security check of the Site.
- E17.3.3 The minimum number of security officers per check is one (1).
- E17.3.4 There will not normally be other City staff within the vicinity of the check.
- E17.3.5 The response calls will be required seven days per week including statutory & civic holiday's and will normally occur between 4:00 pm and 8:00 am.
- E17.3.6 Service is to commence January 1, 2006 to December 31, 2008.
- E17.3.7 The City will supply keys to facilities as necessary.
- E17.3.8 Complete incident reports on Contractor forms and send fax copy to designated City representative within twenty-four hours of occurrence.
- E17.3.9 No prior interview screening of the security officer(s) by the City will be required.
- E17.3.10 The City will provide key holder lists and contact procedures as Sites are put under alarm suspension.
- E17.3.11 The Style of uniform shall be Military per E10.1(c).
- E17.3.12 Work schedules and duties are as follows;
- Upon receiving call from monitoring company, dispatch security officer to the Site within the time specified
 - 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
 - Follow procedures outlined for the Site specifically on who to contact & re-securing the Site
 - Remain at Site until authorized to leave either by previous instructions, arrival of the key holder or arrival of the Winnipeg Police Service
 - Complete incident report for all response calls and fax to designated City representative
 - Miscellaneous related duties as assigned by the Site Coordinator(s)
- E17.3.13 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



APPENDIX B



City of Winnipeg
Community Committee and Ward Boundaries

Ville de Winnipeg
Délimitation des districts et des quartiers électoraux