



# 342-2012 ADDENDUM 1

## PROVISION OF PARKING ENFORCEMENT AND COMMUNICATION SERVICES

### **URGENT**

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

ISSUED: August 12, 2012  
BY: Todd Smyth  
TELEPHONE NO. (204) 986-3177

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

Template Version: Ar20120228

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.**

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### **PART B – BIDDING PROCEDURES**

Revise: B4.1 to read:

B19.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B11: (pass/fail);
- (c) Total Bid Price 50%;
- (d) Operating Plan **44%**;
- (e) Industry Experience of Key Personnel **6%**;
- (f) economic analysis of any approved alternative pursuant to B7

### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D24.1 to read:

D24.1 Notwithstanding C12, warranty does not apply to this contract.

### **PART E – SPECIFICATIONS**

Revise: E8.1 to read:

E8.1 The breakdown of positions and required shifts are:

<b>Regular Weekly Shifts (total hours based on 8 hours per shift)</b>										
Position	Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	Annual
Compliance Site Coordinator	0800 - 1600	1	1	1	1	1			40	1,920
Shift Supervisor	0630-1430	1	1	1	1	1			40	2,096
Shift Supervisor	1430-2230	1	1	1	1	1			40	2,096
Shift Supervisor	2230-0630	1	1	1	1	1			40	2,096
Shift Supervisor	0630-1430						1	1	16	824
Shift Supervisor	1430-2230						1	1	16	824
Shift Supervisor	2230-0630						1	1	16	824
Mobile Patrol Officer	0630 - 1430	7	7	7	7	7			280	14,288
Mobile Patrol Officer	1430 - 2230	8	8	8	8	8			320	16,096
Mobile Patrol Officer	2230 - 0630	3	3	3	3	3			120	6,096
Mobile Patrol Officer	0630 - 1430						3	3	48	2,472
Mobile Patrol Officer	1430 - 2230						1	1	16	824
Mobile Patrol Officer	2230 - 0630						1	1	16	824
ALPR Patrol Officer	0900 - 1700	4	4	4	4	4			160	8,024
ALPR Patrol Officer	0900 - 1700						1		8	416
Urban Patrol Supervisor	0830 - 1630	1	1	1	1	1			40	2,000
Urban Patrol Supervisor	1000 - 1800	1	1	1	1	1			40	2,000
Urban Patrol Officer	0730 - 1530	4	4	4	4	4			160	8,000
Urban Patrol Officer	0900 - 1700	10	10	10	10	10			400	20,000
Urban Patrol Officer	1000 - 1800	4	4	4	4	4			160	8,000
Urban Patrol Officer	0900 - 1700						2		16	832
Dispatch Operator	0700 - 1500	2	2	2	2	2			80	4,096
Dispatch Operator	1500 - 2300	1	1	1	1	1			40	2,096
Dispatch Operator	2300-0700	1	1	1	1	1			40	2,096
Dispatch Operator	0900-1700						1		8	416
Dispatch Operator	0700 - 1500						1	1	16	832
Dispatch Operator	1500 - 2300						1	1	16	832
Dispatch Operator	<b>2300 - 0700</b>						1	1	16	832
<b>Total hours</b>									<b>2,208</b>	<b>111,752</b>
<b>Seasonal and Event Based Shifts</b>										
<i>Winter Parking Ban Support (1 Dec - 1 Mar; 13 weeks)</i>										
Position	Times	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Weekly	Annual
Mobile Patrol Officer	2230 - 0630	6	6	6	6	6	8	8	368	4,864
<b>Total hours</b>									<b>368</b>	<b>4,864</b>
<i>Residential Parking Ban Surge (3 days per ban, 3 bans/year)</i>									<b>Event</b>	<b>Annual</b>
Mobile Patrol Officer	0630 - 1430	20	20	20					480	1,440
	1430 - 2230	20	20	20					480	1,440
	2230 - 0630	20	20	20					480	1,440
<b>Total hours</b>									<b>1,440</b>	<b>4,320</b>
<b>Special Event Support</b>										
	Times	Hrs/shi	ft	Shifts / Event	# of Events				Event Total	Annual Total
ALPR Patrol Officer	1200 - 1800	6		2	12				12	144
Urban Patrol Officer	0800 - 1600	8		2	10				16	160
Mobile Patrol Officer	1830 - 2230	4		2	50				8	400
Event Shift Supervisor	variable tim	8		1	72				8	576
<b>Total Hours</b>										<b>1,280</b>
ALPR Based Street Studies	variable times									240
									<b>Annual Hours</b>	<b>122,456</b>

## **QUESTIONS AND ANSWERS**

- Q1: Clarify why the Compliance Officer Site Coordinator shows 1920 hours in the form B pricing while other positions like the Compliance Officer Shift Supervisor shows 2000 hours?
- A1: The Compliance Officer Site Coordinator has an adjustment in hours for 2 weeks unpaid vacation.
- Q2: How often does a residential parking ban occur?
- A2: A residential parking ban (RPB) occurs once there is enough accumulated snowfall to trigger an RPB. Historically an RPB occurs 2 - 3 times per winter. Last year was the first time an RPB was not declared. If an RPB were to be declared, typically they last 2-3 days and run 24 hours per day for that 2-3 day period.
- Q3: Confirm the number of positions for the Compliance Officer Mobile Patrol. The chart in Specifications, page 6 indicates 23 regular shifts while section E8.5.1 indicates 21 positions.
- A3: There are 23 shifts/positions to be covered per week. Section E8.5.1 should read 'Twenty-three (23) positions required at 800 hours per week, including Stat Holidays, and includes:'
- Q4: Regarding the matter of performance security and warranty.
- A4: See revision to D24.1.
- Q5: Do security clearances have to be completed by the Winnipeg Police Service (WPS)?
- A5: Yes, as per section D12.1 each individual proposed to perform Work under the contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence. Accordingly WPS must process the Criminal Record Search Certificate.
- Q6: Does the Criminal Record Search require the Vulnerable Sector Search?
- A6: Yes, as per section D12.2(a)(i) individuals will be working at libraries and community centre lots/locations.
- Q7: The last RFP made reference to a liquidated damage clause. Does this RFP reference a liquidated damage clause?
- A7: Yes see D14.
- Q8: There is no mention on page 3 of 5 Proposal Submission of an ALPR Supervisor's position. Is this position being removed as of this RFP?
- A8: The ALPR Supervisor's position was converted into a Compliance Officer ALPR Mobile Patrol position. All Compliance Officer ALPR Mobile Patrol positions will be under the direction of the Compliance Officer Shift Supervisor.
- Q9: Dispatch- possible misprint page 6 of 19 Specifications; there is no 2300-0700 shift indicated on the weekend.
- A9: See addendum
- Q10: Are the liquidated damages applicable to the surge or Residential Parking Ban?

A10: Liquidated Damages do apply to the Winter Parking Ban Support. Liquidated damages will not normally be applied to the requirements under the Residential Parking Ban Surge. However, consistent failure to meet the requirement will affect determination of performance.