



**COURT DOCUMENT SERVICES**

**URGENT**

**PLEASE FORWARD THIS DOCUMENT TO  
WHOEVER IS IN POSSESSION OF THE BID  
OPPORTUNITY**

ISSUED: November 19, 2015  
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**THIS ADDENDUM SHALL BE INCORPORATED  
INTO THE BID OPPORTUNITY AND SHALL  
FORM A PART OF THE CONTRACT  
DOCUMENTS**

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**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.**

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**PART E – SPECIFICATIONS**

Revise: E2.2 to read: Court Document Services shall consist of a minimum of nine (9) **full-time or equivalent to full-time** staff members in accordance with the requirements hereinafter specified:

**Questions and Answers**

- Q1 Please provide a "word document" copy of Form A Bid & Form B Prices.
- A1 We are unable to provide a Word version of this document. See the instructions on the City of Winnipeg Bid Opportunities website regarding this: <http://www.winnipeg.ca/matmgt/bidopp.asp>
- Q2 Please provide an approximate date the Document Services Unit will move to the New Police Headquarters Building
- A2 See D2: Scope of Work
- Q3 Who is the current service provider for this service?
- A3 This information will not be provided directly. Some information may be found on the Bid Opportunities website under "Closed Bid Opportunities" in the previous Bid Opportunity file. It would be a Bidder's responsibility to search for this information.
- Q4 What is the total number of vehicles currently in use to provide the services as outlined in the Bid Opportunity?
- A4 This information will not be provided. The anticipated Work requirements are outlined in the Bid Opportunity document, and bids submitted should be based on the provided information.
- Q5 Is parking provided for all vehicles used to perform the service?
- A5 Yes
- Q6 Is there a cost to the contractor for parking the vehicles used to perform the service?
- A6 No

- Q7 How many persons are currently providing the service described in the bid opportunity on a per job description basis ie: document servers, dispatch driver, officer manager, shift supervisor.
- A7 All anticipated requirements regarding staffing are outlined in the Bid Opportunity document. Information regarding the current Contract will not be provided, but you can review the old Bid Opportunity document as per the instructions given in Question #3.
- Q8 Is office space provided for the successful contractor in the new Police HQ Building?
- A8 Yes. See D2 Scope of Work which states "... Document Services Unit to the New Police Headquarters Building..." The Contractor shall be considered to be part of the Document Services Unit.
- Q9 Is there a cost to the contractor for the use of office space?
- A9 There will be no additional cost to the Contractor for the use of office space.
- Q10 Is office equipment provided to the contractor to perform the services required ie: desks, chairs, phones and computers?
- A10 Yes
- Q11 Is there a cost to the contractor for the office equipment?
- A11 No
- Q12 Is statutory holiday service required from the successful contractor?
- A12 No
- Q13 Other than statutory holidays are there other days recognized by the City of Winnipeg as closure days?
- A13 Days recognized by the City of Winnipeg as statutory holidays would be the days normally accepted as statutory days, or days that are considered to be "in lieu of statutory holidays" by banks and all government offices.
- Q14 Does the City pay overtime for the work described?
- A14 Payment is made based on the service being provided, and is not billed based on the time required to perform the service. Therefore, the City shall not pay overtime to the Contractor to perform the Work.
- Q15 In serving documents where paid parking is required, does the contractor pay for parking or does the City pay for parking? Clarification is required.
- A15 Plates are blocked by The Winnipeg Parking Authority, so payment for parking is not required in these spots.
- Q16 Is there a direct cost to the successful contractor to complete the WPS Trunk Radio Training?
- A16 As per E2.2.1(b) "training will be conducted through the Contract Administrator's Office". Further, this training will be provided by the WPS and no direct cost to the successful Contractor will be assessed.
- Q17 Form B-Prices. Clarification is required. Is monthly pricing required by the City based on the average # of billing days for each month which will result in a firm monthly unit price? As an example 5 days of service per week x 21.67 = firm price for each month.
- A17 Pricing submitted should be based on a firm price for each month, which shall not change based on workflow.

Q18 Or, Form B-Prices. Is billing based on the exact # of billing days for each month of the year? As an example June 2016 has 21 billing day, July 2016 has 20 billing days, August 2016 has 22 billing days resulting in a different monthly unit price each month. Is this the City's preference? Please provide detailed clarification for Form B – Prices and how to provide pricing.

A18 Not applicable. See response for Question #17.

Q19 D5.1 "The supervisor shall represent the Contractor on the site". Is this an additional paid full time on site supervisor (bidder's employee) stationed at the site or does this refer to the shift supervisor (E2.2.5) acting as the liaison for the City and the bidder but stationed at the local contractors office? Clarification is required.

A19 See E2.2 for anticipated staffing numbers required. See E2.2.1 (e) for shift durations of all Court Document Service Personnel. Further, both the Office Manager and the Shift Supervisor shall be stationed at the Document Services Unit. Also see Addendum 1 dated November 20, 2015.