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Manager of Purchasing

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TELEPHONE NUMBER

ADDENDUM NO. 2  
PREQUALIFICATION-TENDER NO. 90-19  
PROFESSIONAL AND PROTECTIVE SECURITY SERVICES

July 3, 2019

This addendum amends and forms part of the Prequalification/Tender Documents. The Proponent shall insert the addendum behind the cover page of the Prequalification/Tender Documents.

**QUESTIONS & ANSWERS:**

1: Please provide details of coverage for static hours including number of posts, site location, and hours of on-site guard services. Also confirm manning levels during federal and provincial statutory holidays.

**Below is the estimated on-site guard coverage requirements.**

**It would include holidays at any site that is open during the holiday. This schedule may change to meet any future needs.**

Location	Shift	Schedule	# of Guards	Comments
350 City Hall Square W.	24 hour coverage	7 days a week	1	
400 City Hall Square E.	24 hour coverage	7 days a week	1	
Crawford Yard, 1531 Crawford Ave.	24 hour coverage	Mon - Fri	1	
-Windsor Int'l. Aquatic & Training, 401 Pitt St. -Chimczuk Museum/Art Gallery, 401 Riverside Dr. -Transit Windsor Terminal, 300 Chatham St. W.	Days: (4:45am-12pm) Afternoons: (3pm-9pm) Nights: (9pm-2am)	7 days a week	1	Considered one campus and uses one guard for all 3 sites
Municipal Garage #1 68 Chatham St.	Nights (11pm – 3am)	Mon - Fri	1	
Municipal Garage #2 400 Pelissier St.	Nights (11pm – 3am)	Mon - Fri	1	
Huron Lodge 1881 Cabana Rd. E.	24 hour coverage	7 days a week	1	
Transit Windsor Depot 3700 North Service Rd.	Nights (1:30am – 5:30am)	Sat & Sun	1	
Lakeview Park Marina 9200 Riverside Dr. E.			**	

**\*\* Currently not utilizing a guard due to flooding. Future needs will be assessed for the 2020 season.**

2: Please confirm supervisory weekly hours.

**This would be as deemed necessary by the bidder to provide the services required in the contract. See section 6.3 for supervisor's responsibilities.**

**Note that all supervisory costs should be included in the rates submitted.**

3: Please provide Bill 7 information for the supervisor.

**There is currently no supervisor permanently assigned to the site. There would be no supervisor transfer of staff due to Bill 7.**

4: Please provide estimated volume or coverage of mobile patrols. Is this a "on the road" 24/7 requirement or are mobile services assigned by a pre-determined schedule?

**Mobile patrols are requested on an as-needed basis. At the present time, there aren't any predetermined, recurring mobile patrol posts.**

5: How many vehicles are currently dedicated to mobile patrols for the City contract?

**See answer to question 4 above.**

6: Please provide estimated kilometers for mobile patrols for a set duration.

**See answer to question 4 above.**

7: Please provide estimate or historical data for the number of alarm response expected under this contract. Please also confirm these services are supported by the mobile response team.

**Historical data is not available. Alarm response methods are determined by the Bidder.**

8: Please provide estimate or historical data for the number of emergency call-outs expected under this contract. Please also confirm whether these services are supported by the mobile response team.

**See answer to question 7 above.**

9: It is understood that there are 65 school crossing; Please confirm number of call-out per day per crossing.

**The call out for an unmanned crossing to the successful bidder will only be when the City's list of spare guards has been exhausted with no successful replacement found. At the present time, this occurs approximately 3 times per month. Adverse weather conditions is the driving force for this occurrence.**

10: The current guard force is unionized. Please identify the Bargaining Unit.

**The bargaining unit is the United Steelworkers.**

11: Please confirm that the current guard force meet the current training requirements of the RFP, specifically Use of Force training, Mental Health Sensitivity training, and Non-violent crisis intervention training and First Aid training.

**The guards are trained to the current contract requirements. The new contract has the additional training requirements such as use of Force training, Mental Health Sensitivity training, and Non-violent crisis intervention training and First Aid training. We cannot confirm the guards are trained in all of the newly added requirements. The Bidder is responsible to provide any additional training that is required.**

12: Please confirm that the current supervisor has received City approved supervisor training;

**See Answer to question 3.**

13: Please confirm whether all guards assigned to the City contract, (*static guards, alarm response guards, mobile patrols, and emergency call-out guards*) are required to hold a Use of Force certification and wear appropriate PPE.

**Please refer to paragraph 5.13 of Appendix “G”, Requirements and Deliverables.**

14: Please confirm the required equipment for Use of Force. Confirm whether the following is required:

- Protective vest
- Duty belt
- Hand cuffs
- Baton
- Protective boots
- Protective gloves

**Equipment and gear will be determined for each post, on a case-by-case basis.**

15: Please confirm whether the protective vest is required to be stab resistant or bullet resistant.

**Equipment and gear will be determined for each post, on a case-by-case basis. If a vest is required, it is recommended to be at least stab/needle proof. Any additional level of resistance will be at the Bidder’s discretion.**

16: Is a dishonesty insurance coverage sufficient instead of the bonding requirement of Section 1.3.3 of the RFT (and of Appendix J)?

**No. Please provide bonding requirements as shown in our document.**

17: How we should proceed within the present process in the event we wish to discuss, upon award, some of the clauses contained in the ”requirements and deliverables” of Appendix G and in the “mandatory contract terms” communicated through Appendix H of this Request for Tender?

**None of the terms of this document are negotiable.**

18: What are the City's payment terms?

**Payments will be net 30 days from date of receipt of invoice by the City. Invoices must be submitted in a timely manner and contain all invoice information requested by the City.**

19. In regards to training, the RFP states first responder first aid. Do they mean first aid C with CPR + AED, or actual First responder first aid?

**First Aid training shall include Standard First Aid & CPR Level C and AED Certificate.**

20: Basic Firefighting training – What exactly does that entail?

**Minimum fire training shall include:**

- **Fire extinguisher use**
- **Fire prevention & protection**
- **Emergency evacuations**

21: Use of force – Do all guards on the contract need this, or is this just for the guards at City Hall?

**See answer to question 13.**

22: Traffic control duties (7.5, guards scope of work in the RFP) What would this entail?

**This would entail parking control duties such as at an event, directing people where to park, monitoring parking lots for people coming in and out etc. Instructions for the event or property will be provided at such time that it is required.**

23: Crossing guard services (11.1-11.4) On ADHOC basis, what would be the frequency for bullpen requirements?

**See answer to question 9.**

24: Please provide the schedule, daily shift hours of needed coverage for listed intersections and training requirements specifically for crossing guard duties, and when will we get notice for the guard request and how many hours the guard will have to work as a guard.

**Shifts could be one 30 minute, or two 30 minutes and even three 30 minute shifts. MAJORITY of calls will be for one 30 minute coverage.**

**Training will be provided by the City to the crossing guards at our cost as per sections 5.16 & 11.4. of Appendix "G".**

Except for the contents of this addendum, all other terms and conditions of this Prequalification/Tender Documents remain the same.

***END OF ADDENDUM NO. 2***

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

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**ADDENDUM NO. 2  
PREQUALIFICATION-TENDER NO. 90-19  
PROFESSIONAL AND PROTECTIVE SECURITY SERVICES**

**July 3, 2019**

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I hereby acknowledge receipt of Addendum No. 2 to the Prequalification-Tender No. 90-19 (6 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca) SIGNED  
ACKNOWLEDGEMENT SHEET ASAP**

**Attn: Purchasing Department**