



City of Richmond

May 16th, 2013
File: N/A

Finance and Corporate Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Bidders
Re: 4792Q Security Guard Services for Richmond City Hall – Addendum 2

This Addendum includes items of clarification; forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your quotation.

Questions and Answers:

- Q.1 Under section 33.0 it states that the hours for security services are as follows:
Monday – Friday 7:00am – 3:30pm
Monday – Friday 11:00pm – 7:00am
24hour on weekends starting at 11:00pm
24hours on statutory holidays

But in section 35.0 Duties it has the following duties falling outside of these hours. How are these to be handled? Are the duties incorrect or do you require a mobile service to perform those specific duties.

Duties in questions:

- j) Monday - Friday 4:00pm – Lock exit doors in coffee shop
- k) Monday – Friday 5:00pm Lock doors 140D, 102-A, east, west and north doors on the ground floor, lock security gates near security desk leading to office tower, ensure all exit doors on the 2nd floor are locked.
- o) Monday –Friday 10:00pm – Allow building service workers access to the chief Administrator Officer’s office and Mayor’s office for cleaning. Remain on site for cleaning. Secure areas when cleaning is completed.

- A.1 As per Part C – Section 33, *“the City may require security services...for the following:...Coverage for sick and vacation time for internal staff.”*

Therefore the duties in Section 35.0 are correct and are provided to bidders as information for when the City’s guard is away sick or on vacation.

- Q.2 What are the most security officers that would be required for special event coverage? How many are usually required?

- A.2 Historically, the City only requires one additional guard for special events perhaps two times per year and normally for just a few hours. Approximately once a month, the City

requires a guard for approximately 7 or 8 hours during the day for Bylaws Adjudication at City Hall.

Q.3 What are the most security officers that would be required for emergency coverage? How many are usually required?

A.3 Emergency coverage is usually required when the City's guard is sick and one would require one guard. As per A.2, requests for one addition guard occur infrequently.

Q.4 How many guards are on duty per shift time?

A.2 There is only one guard during the vast majority of the shifts.

Clarifications:

Remove:

Part A – Instructions to Bidders - Section 1.2:

Work within the City's Occupational Health & Safety guidelines. A copy of the guidelines can be obtained by calling: Manager, Occupational Health and Safety at 604-276-4330.

Add to:

Part B – General Conditions - Section 14.0 Worksafe BC Coverage/Prime Contractor

14.5 The Contractor shall fulfill all its duties, obligations and responsibilities in such a manner that it ensures the safety of the public and in accordance with the safety regulations of WorkSafeBC and shall install signs and barriers as required to ensure the safety of the public and of its employees in the use of the City of Richmond Facilities; and

14.6 The Contractor understands and undertakes to comply with all the WorkSafeBC Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations.

End of Addendum 2

Yours truly,



Julia Turick
Buyer II, City of Richmond
JT:jt