



October 8, 2009

File:

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: 3518Q – Security Guard Services - Ad # 1

This amendment 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 preparation of your proposals:

1) Is the training covered by the City of Richmond, or is it billable to the security company?

We will provide training during the guard's shift on all of our systems.

2) For the full time day and night time shifts of 42.5 hours per week, does this include coffee and meal breaks ? Do you require the guard to be at his post during the 1/2 hour allowable meal break?

The guard is entitled to break/meal times for lunch and coffee per his/her employer agreement . He must remain in the building and carry a phone case of an emergency.

3) Who will be providing security during the afternoon hours on weekdays? Is this City of Richmond staff or a contractor?

It is the City's own staff member. When the staff member is off sick or on vacation, we will need a guard. It is stated on page 7 under section B: Coverage for sick and vacation time for regular full time City Hall Security guard 3:30pm to 11:00 pm is on an as needed basis.

4) Can I provide documentation of my \$ 5 million liability insurance rather than the Undertaking of Liability Insurance letter?

Yes, it is preferred.

Yours truly,

Daianna Panni
Buyer I

DDP:dp

pc: Larry Sellers

Bidders must sign and include this Amendment with their submission.

Signature, Name and Title