

RFP INFORMATION

The Fredericton International Airport Authority Inc. is requesting for proposals for Snow Removal Services for the Public Area and the Groundside Service Area at the Fredericton International Airport.

I. **RFP NAME:** Groundside Snow Removal

II. **INQUIRIES:**

Any questions regarding this RFP are to be directed, in writing, to the attention of Alvin Nason, Fredericton International Airport Authority Inc., 2570 Route 102 Hwy, Unit 22, Lincoln, N.B. E3B 9G1.

Please reference the RFP name & closing date to ensure a prompt, accurate reply.

NOTE: In order to speed up requests, inquiries submitted by email are acceptable.
Email: nasona@yfcfredericton.ca

III. **MANDATORY SITE MEETING**

A mandatory site meeting will be held August 15th, 2024 9:00 am local time.

IV. **Closing Date/Time: August 30th, 2024 at 4:00 pm Local Time.**

V. **PROPOSALS SHALL BE SUBMITTED TO AND RECEIVED AT:**

**Fredericton International Airport Authority Inc.
2570 Route 102 Hwy, Unit 22
Lincoln, NB E3B 9G1**

Your reply should be returned in a sealed package. The correct “Proposal Name and Closing Date” must be clearly marked on the front. Proposals received without this information will be rejected.

BE SURE TO SIGN YOUR PROPOSAL

RFP FORM

THIS MUST BE FILLED IN AND RETURNED WITH THE PROPOSAL.

SNOW REMOVAL SERVICES

Public Area and Groundside Service Area at the Fredericton International Airport

Our price for this work is:

For the period November 1, 2024 to April 15, 2025 \$ _____

For the period November 1, 2025 to April 15, 2026 \$ _____

References:

Facility		Facility	
Owner		Owner	
Contact Name		Contact Name	
Contract Period		Contract Period	

Attachments:

Contract Equipment List: Y/N _____

Additional Work Procedure: Y/N _____

Additional Work Equipment and Rates: Y/N _____

Contract Equipment List: Y/N _____

Company Name: _____

Address: _____

Phone number: _____

Signature: _____

(Equipment list for contract and additional work to be supplied with proposal as well)

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1. GENERAL

The work under this contract comprises the supply of all labor, materials and equipment required to carry out the following for the Fredericton International Airport Authority Inc. (referred to as the FIAA herein):

- (a) Snow plowing of all parking lots, driveways, sidewalks and entrances.
- (b) Removal and disposal of snow as specified herein.
- (c) Sanding and salting as specified herein.
- (d) Performing any additional duties as outlined in the Special Provisions.

The Fredericton International Airport operates 24 hours per day, 7 days per week. Off-peak hours are 2:00 am to 4:30 am daily.

2. LOCATION AND DURATION OF CONTRACT

(a) The work under this contract shall be carried out at the Public Area of the Fredericton International Airport as detailed below:

- Appendix A – The public area includes parking lots and roads.
- Appendix B – The ground side service area consisting primarily of roads, but also includes parking lots and driveways.

The Long Term Parking Area, the Rental Parking Area and the Employee Parking Area will contain parked vehicles on an ongoing basis. The Short Term Parking Area should generally be vacant during the off-peak hours daily.

(b) The contract shall be in effect for the following two periods;

1. Fall 2024 to Spring 2025.
2. Fall 2025 to Spring 2026.

3. PAYMENT

(a) In consideration of the Contractor performing the work in accordance with these specifications and to the satisfaction of the FIAA representative, the Contractor shall submit four (4) invoices each in the amount of one quarter, (1/4), of the contract price for the associated period. Invoice dates for the first period will be December 17, 2024; January 17, 2025; February 17, 2025 and March 17, 2025. Invoice dates for the second period will be December 16, 2025; January 16, 2026; February 16, 2026 and March 16, 2026. These eight invoices must cover the entire contract. Payment will be made 30 days from the date of the invoice.

(b) **NOTE:** The Contractor shall **NOT** include any amount in the bid price for the Harmonized Sales Tax (HST).

4. PROPOSAL

- (a) The Contractor shall be deemed to have inspected the site(s) and be satisfied as to the nature of the work and in general, to have obtained all necessary information on all conditions affecting this RFP.
- (b) The Contractor shall submit the proposal in 2 lump sums, one for each period. Such lump sums shall be deemed to include all such sums as the Contractor considers proper for expenses and profit in connection with the work involved and shall be in full compensation for the completed work.
- (c) Proposal forms shall be complete in all respects.
- (d) References for two contracts of similar scope must be provided on the Proposal Form.
- (e) Proposals shall be delivered to:

**FREDERICTON INTERNATIONAL AIRPORT AUTHORITY INC.
2570 Route 102 Hwy, Unit 22
Lincoln, NB E3B 9G1**

- (f) The proposal is subject to acceptance by the FIAA for a period of thirty (30) days beginning at the RFP closing date. If the RFP is not accepted within this period, the Contractor may request the RFP be withdrawn.
- (g) **All correspondence, inquiries, instructions, etc..., in connection with the work to be performed shall be made through:**

**FREDERICTON INTERNATIONAL AIRPORT AUTHORITY INC.
Email: nasona@yfcfredericton.ca**

- (h) Proposals will be opened privately. Bid rankings will be provided to all bidders.
- (i) The lowest or any proposal not necessarily accepted. Proposals will be evaluated on equipment, references, price and procedure for performing additional work (equipment and price).

5. **SNOW REMOVAL**

- (a) The Contractor shall install stakes to mark parking areas or curbs, maintain stakes during the season and remove stakes at season's end.
- (b) The contractor is responsible for monitoring the surface conditions at the airport and shall be on site within **30 minutes** of the start of any snow / rain event. Snow removal is required during the snow event.
- (c) The Contractor shall have all snow cleared from parking lots, driveways, sidewalks and entrances by **4:30 am** following the end of the snow event.
- (d) The Contractor shall maintain a cleared access through all parking lots, driveways, sidewalks and pedestrian entrances always.
- (e) Snow may be temporarily piled in the parking lots in locations agreed to by the Contractor and the FIAA representative. Temporarily piled snow shall be removed and disposed of during the off-peak hours as per the current flight schedule, within 48 hours of the end of the snow event. The cost of moving the temporary piles of snow is the responsibility of the contractor.
- (f) The Contractor shall clear and remove snow with care and attention around parked vehicles. The Contractor shall clear and remove snow from vacant parking spaces.
- (g) The Contractor may be required to clear and remove snow at any time because of snow build-up in roadways, parking lots, driveways, walkways, sidewalks and entrances.
- (h) At no time shall snow be piled so as to interfere with driveways and entrances. **The Contractor shall not pile snow on flower beds, shrubs, etc. Permission to pile snow shall be at the sole discretion of the FIAA Representative.**
- (i) The Contractor shall carry out snow removal to the satisfaction of the FIAA Representative.
- (j) The contractor shall not create windrows of snow which impede parking, removal or travelling of the vehicles.

6. SALTING AND SANDING

- (a) The Contractor shall provide salting and sanding on an “as required” basis in such a manner that normal traction is maintained on roadways, parking lots, driveways, walkways, sidewalks and entrances.
- (b) The Contractor shall provide salting where necessary to prevent ice buildup on roadways, parking lots, driveways, walkways, sidewalks and entrances.
- (c) The Contractor shall use mechanical means to remove ice and or hard packed snow when dry surface conditions cannot be maintained with the use of salt and sand.
- (d) Sand shall consist of hard durable particles free from clay lumps, cementation, organic materials, frozen material and other deleterious materials. Gradations to be within limits specified when tested to ASTM C136. Sieve sizes to CAN/CGSB-8.1

<u>Sieve Designation</u>	<u>% Passing</u>
4.75 mm	100
2.36mm	95-100
1.18mm	60-100
0.600mm	35-80
0.300mm	15-5
0.150mm	2-15
0.075mm	0-5

7. SPECIAL PROVISIONS

- (a) The Contractor shall keep storm drains and ditches free of ice and snow to allow water to run freely.
- (b) The Contractor shall always clean and maintain a fire access road during the duration of the contract. Any snow accumulation to be cleared immediately from hydrants, parking lots and driveways.
- (c) The Long-Term parking lot shown in Appendix A is surrounded by chain fence and posts. It is the contractors’ responsibility to remove the chain as needed prior to the start of seasonal snow removal and reinstate after the completion of seasonal snow removal these locations to be agreed to by the Contractor and the FIAA representative. The Contractor is responsible for damages to the fencing as a result of snow removal activities.

- (d) Three 10 m X 10 m areas will be provided to allow snow accumulations in the Long-Term parking lot as shown in Appendix A.
- (e) Contractors will dispose of snow in the two designated snow dump areas shown on the attached sketch, Appendix A. Any work required to access and make good the snow dump areas is the responsibility of the Contractor.

8. DAMAGES BY CONTRACTOR

The Contractor will be held responsible for any damage to the building or property caused by the contractor's employees. Damage shall be repaired using new materials to match existing materials, new materials to match existing work in kind, quality and workmanship. The Contractor shall be responsible to report to the FIAA Representative any existing damage prior to assuming the Contract. A site inspection will be conducted at the end of each season to identify any new damage and to determine if the contractor is responsible for any of the damages identified.

9. INSPECTION AND SUPERVISION

- (a) The FIAA Representative will judge the adequacy and completeness of the work under this contract.
- (b) The Contractor shall always have a competent supervisor in charge of the work performed under this contract. It is the responsibility of the supervisor to ensure that the work is properly carried out during this contract.
- (c) The Contractor shall provide a telephone number where the supervisor or foreman may always be reached. The supervisor or foreman shall respond to a call within thirty (30) minutes.

10. EQUIPMENT

The Contractor shall provide the FIAA a list of equipment with the bid submission to be used in carrying out the work under this contract. The contractor shall indicate which equipment will be stored on site for the duration of the snow plowing season. It shall be the Contractor's responsibility to demonstrate to the FIAA that the Contractor has the equipment required to carry out the work under this contract.

11. CODES, STANDARDS AND PERMITS

The Contractor and sub-contractors are responsible for ensuring that all laws and codes are adhered to. The Contractor shall advise regulatory authorities, request inspections and obtain necessary permits and certificates. The Contractor and sub-contractors are responsible for obtaining and paying for all permits.

12. INSURANCE

- (a) The Contractor shall, at the Contractor's expense, provide and maintain a Comprehensive General Liability Insurance Policy in the name of the Contractor

and Her Majesty the Queen in Right of the Province of New Brunswick for a limit of not less than \$2,000,000.00 inclusive for bodily injury, including death and property damage.

- (b) Such Insurance shall include:

1. Cross Liability Clause
2. Contingent Employers Liability
3. Completed Operations and Product Liability for a period of one year beyond completion.
4. Property Damage on an Occurrence Basis
5. Personal Injury
6. Contractor's Protective Liability.

- (c) Such policy shall remain in force and not be amended, canceled or allowed to lapse without thirty (30) days prior notice to the FIAA. A Certificate of Insurance incorporating these requirements must be filed with the FIAA and name the FIAA as additional insured.

- (d) The Contractor shall hold and save FIAA and each of its representatives harmless and take their defence against any loss, liability, obligation, claim damage, fine and other penalties, costs, charges or expenses from a third party arising, directly or indirectly, from the work of the Contractor or its representatives and the Contractor shall forthwith reimburse FIAA and its representatives all legal fees and costs on a client-lawyer basis incurred by FIAA.

13. SERVING NOTICES

Any notice required to be given to the Contractor shall be in writing and shall

- (a) be delivered to the Contractor in person, or, if the Contractor is a corporation or partnership, be delivered to the superintendent or to a senior administrative officer of the corporation or partnership, or
- (b) be forwarded by certified mail or courier addressed to the Contractor at the address provided with the proposal or at such other address as the contractor may advise by notice in writing, or
- (c) be sent by facsimile.

14. DEFAULT OR REMOVAL OF WORK FROM CONTRACTOR

- a) In any of the following cases, namely,
- 1) where the Contractor has made default or delayed in commencing or in diligently executing the work or any portion thereof to the satisfaction of the FIAA and the FIAA has given notice thereof to the Contractor and has by such notice required the Contractor to put an end to such default or
 - 2) delay and such default or delay continues for six days after such notice was given,
 - 3) where the Contractor has made default in the completion of the work, or any portion thereof, within the time limited for such completion by the contract,
 - 4) where the Contractor has become insolvent,
 - 5) where the Contractor has committed an act of bankruptcy,
 - 6) where the Contractor has abandoned the work,
 - 7) where the Contractor has made an assignment of the contract without the required consent, or
 - 8) where the Contractor has otherwise failed to observe or perform any of the provisions of the contract,

the FIAA may, without any other authorization, take all or any portion of the work out of the Contractor's hands and may employ such means as the FIAA may see fit to complete the work.

- b) Where the work or any portion thereof has been taken out of the Contractor's hands under subsection (a), the Contractor shall not, except as provided in subsection (c), be entitled to any further payment in respect of the work so affected including payments then due and payable but not paid, and the obligation of the FIAA to make payments in respect thereof as provided for in the Terms of Payment shall be at an end with respect to that portion of the work taken out of the Contractor's hands, and the Contractor shall be liable to and upon demand therefore shall pay to the FIAA an
- c) amount equal to all loss and damage suffered by the FIAA by reason of the non-completion of the work by the Contractor.
- d) Where the work or any portion thereof has been taken out of the Contractor's hands under subsection (a), and is subsequently completed by the FIAA, the FIAA shall thereafter determine the amount, if any, of holdback and progress claims of the Contractor in respect thereof unpaid at the time of taking the work out of the Contractor's hands, and in the opinion of the FIAA are not required for the purposes of the contract, the FIAA shall, authorize payment of the amount to the Contractor.

15. TERMINATION OF CONTRACT

- (a) The FIAA may terminate this contract for cause or convenience by giving notice in writing to the Contractor.
- (b) The Contractor shall upon receipt of a notice pursuant to subsection (a) cease all operations forthwith.
- (c) If the contract is terminated pursuant to subsection (a), the FIAA shall pay to the Contractor an amount equal to the value, as agreed upon by the Contractor and the FIAA, of all work performed by the Contractor as of the date of termination less all amounts already paid to the Contractor by the FIAA and less all amounts which the Contractor is liable to pay to the FIAA.

16. EXTENSION OF CONTRACT

At the discretion of the FIAA the contract may be extended for up to two (2) additional one (1) year periods subject to:

- (a) The Contractor requesting an extension in writing two (2) months prior to the expiration of the contract.
- (b) The negotiation of a satisfactory contract price not to exceed the proposed price plus any published increase in the New Brunswick Consumer Price Index.
- (c) The retention of the terms and conditions of the original contract.

17. PARTIAL CANCELLATION OF CONTRACT

- 1. If it is in the best interest of the FIAA to cancel any portion of the work proposed, the Contractor agrees to accept this decision and will make no claims against the FIAA for any costs due to cancellation. Any credits due will be deducted from the contract.
- 2. The amount of the deduction shall be agreed upon in writing by the Contractor and the FIAA.

END OF CONTRACT WORK

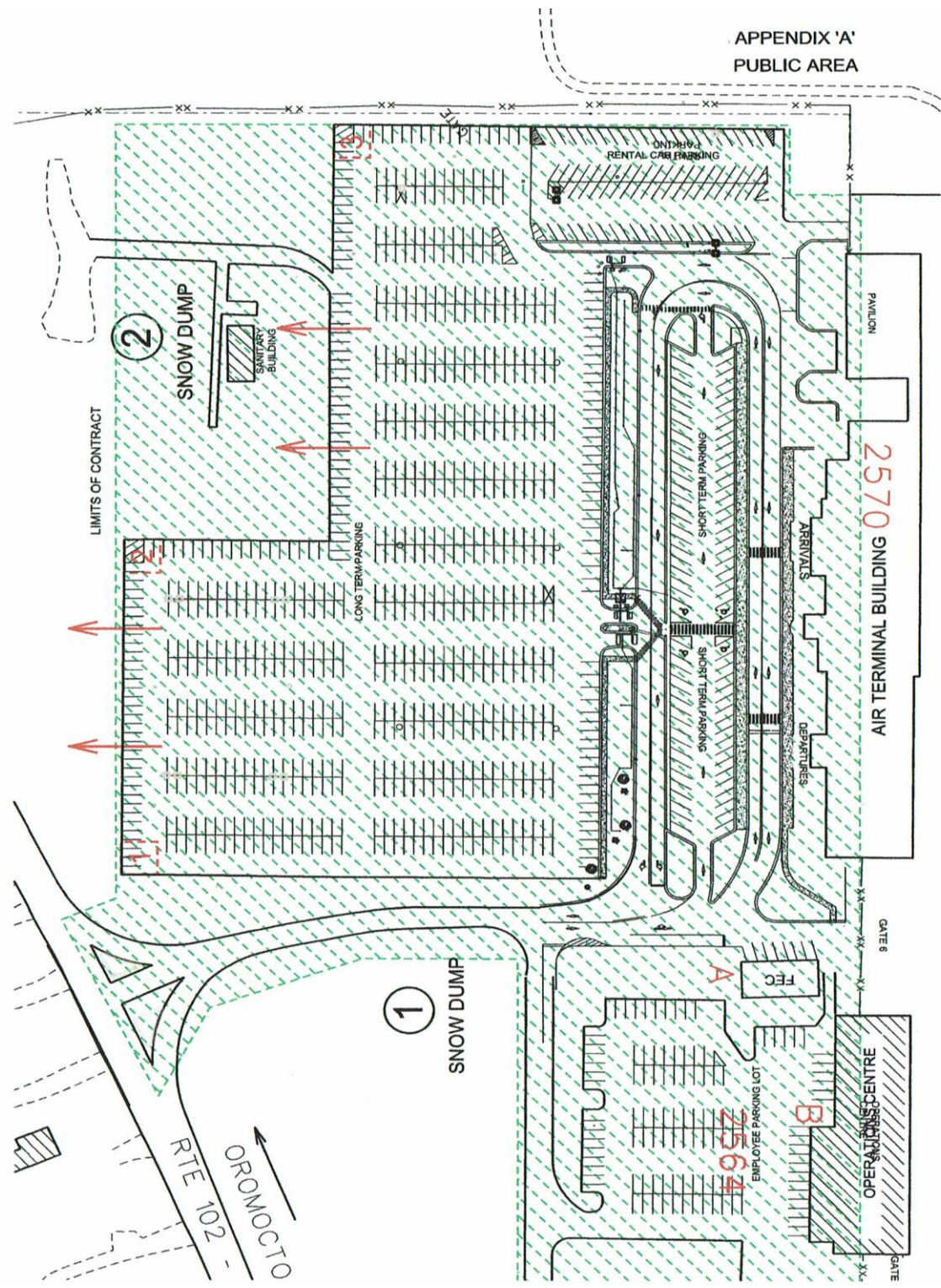
18. ADDITIONAL WORK

Depending on the nature of the snow season, the FIAA may request and require the Contractor perform work in addition to the Contract. The vehicles in the Long Term Parking Area are stationary for days, potentially during a period of multiple weather events. Excessive build-up of snow and ice around vehicles may have to be removed in order to allow the driver to access their vehicle and drive away.

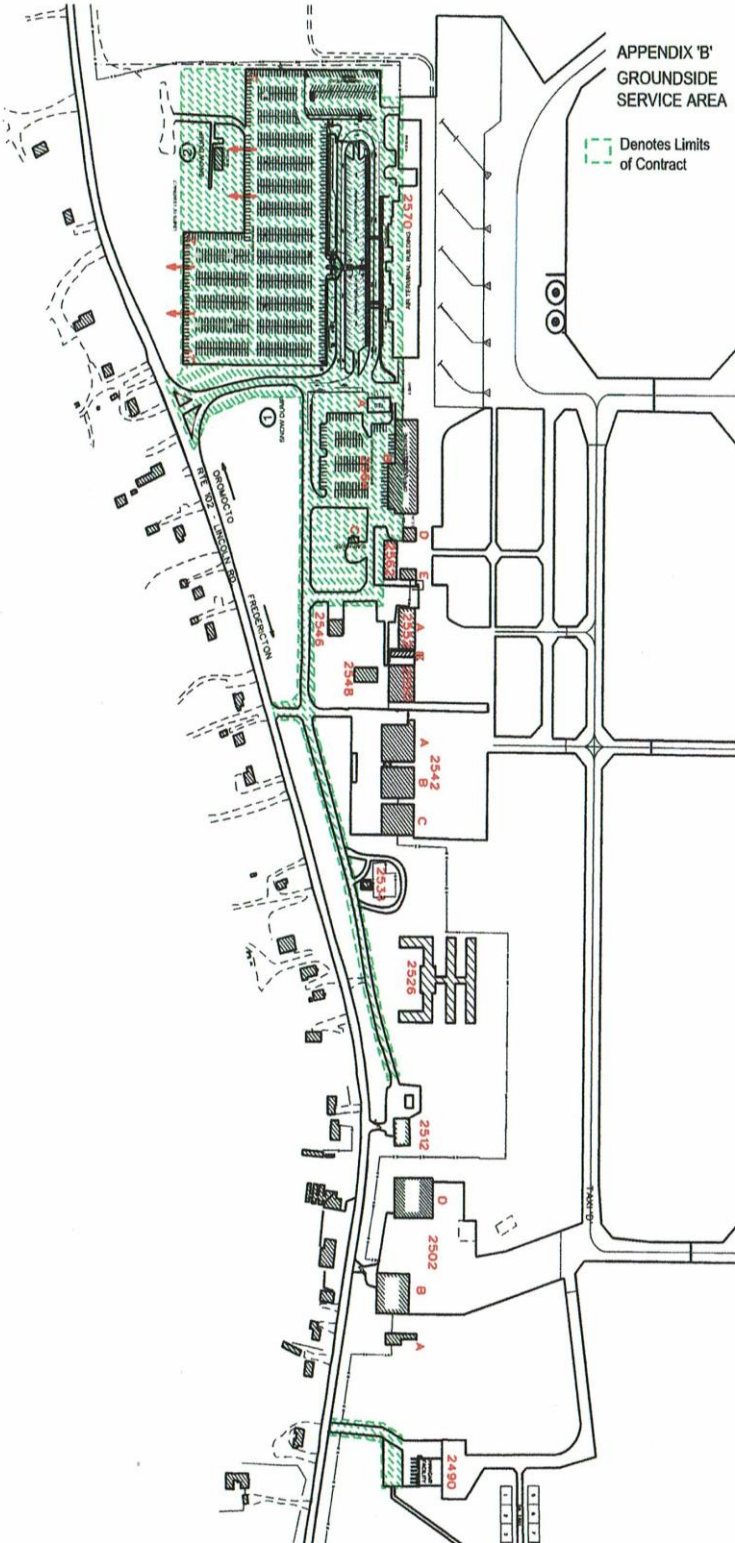
The Contractor must submit and describe their procedure for removing snow and ice around these vehicles with extreme care and attention. The Contractor must include a list of equipment and hourly rates for performing this additional work. For additional work approved by the FIAA, the Contractor may submit additional invoices based on the hourly rate of the equipment engaged.

END OF RFP

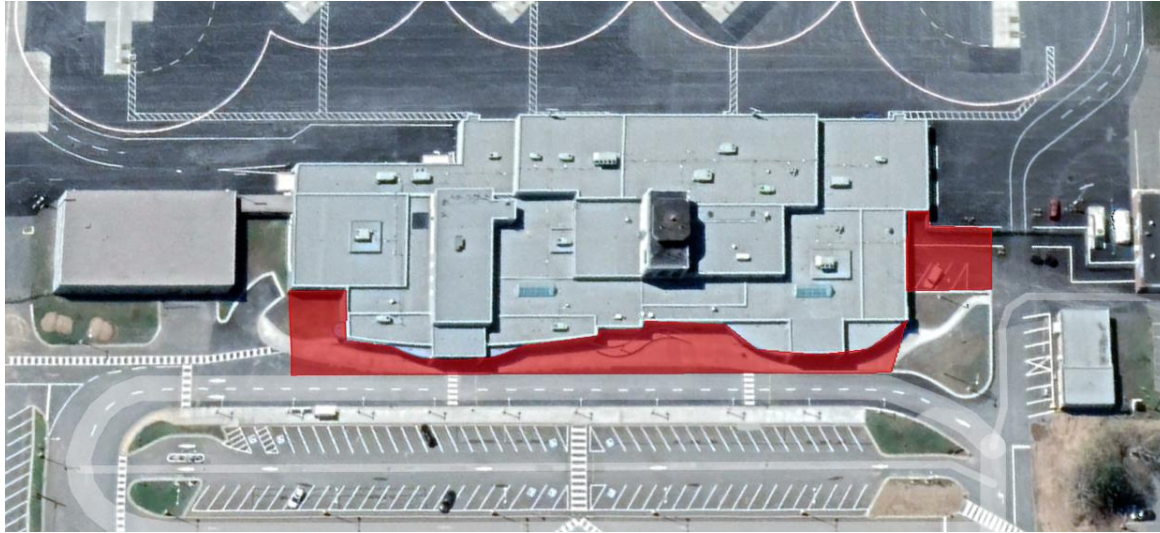
APPENDIX A




APPENDIX B



**Fredericton International Airport
Terminal Building
Contractor Sand Area**



 No contractor sand* – Salt Only

All other areas outside the Red area to be sanded as per normal by the Contractor using Contractor supplied sand/salt mixture.