

Specifications & General Conditions – Walkway Snow Removal

Term: November 15, 2020 through March 31, 2021

Services: The Contractor will, to the satisfaction of the Terrace-Kitimat Airport Society, provide walkway snow and ice removal on the Air Terminal Building walkways at the Northwest Regional Airport, Terrace-Kitimat, in accordance with the specifications outlined in this document as well as:

- Appendix B – Walkway Snow Removal General Work Description and Priorities

The Contractor will submit a monthly invoice for work completed as soon as practical after the end of the month.

Time of Work:

Walkway snow removal staff will commence work at minimum 3 hours prior to first departure or arrival and until arrival or departure of the last departure, each day the contract is in force. Walkway clearing and deicing will be timed so as to provide the best possible walkway surface for arriving and departing passengers. Schedules are to be approved by the Manager of Operations and will be flexible to change with the flight schedules.

A proposed schedule of clearing times is to be submitted with your tender documents.

Extra work: Any non-regularly scheduled commercial passenger flights which fall outside of the normal hours of scheduled commercial passenger aircraft operation, (as specified by the airport here in), that require snow removal, will be subject to the agreed upon hourly charge (15-minute periods) over and above the contract amount. The contractor MUST supply flight information (Aircraft ID, time and date) on the invoice in order to receive credit for the work.

Transport: Transportation of contractor's employees to, from and around the site is the contractor's responsibility.

Access: Security passes, access codes and keys to all site areas are to be given to authorized Contractor personnel and are to be kept secure at all times. The Contractor must notify the Airport Manager **IMMEDIATELY** if keys or passes are lost. There is a \$50 charge to the contractor for each key or pass lost or not returned upon termination of employment.

Safety: The Contractor will use caution to avoid injury to persons and property, annoyance to, or undue interference with the public, site personnel, operational personnel, or other members of the staff. Contractor and employees will complete a mandatory NWRA Safety Management System (SMS) online course, facilitated by the airport. All snow/ice removal materials, supplies and tools are to be stored safely and neatly, in a secure area designated by the Manager of Operations. The Contractor shall comply with all federal and provincial legislation related to WHIMIS.

Security: All snow removal staff are required to submit an RCMP background check to the Airport Manager. Staff may begin work prior to the Airport Manager receiving the

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completed form from the RCMP, only if that person is under direct escort by another staff member holding a Restricted Area Pass with their RCMP clearance completed. The Contractor must be cognizant of the airport's security requirements at all times and shall comply with the Aeronautics Act and the Aerodrome Security Regulations. Staff will be required to take NWRA Restricted Area Pass online course, facilitated by the airport. The Contractor is responsible to ensure their employees are informed about all security requirements and that they comply with these. Any breach of these requirements by an employee or the Contractor will be grounds for removal of the employee from the site and taking work out of the Contractor's hands. All secure areas are to be left secure upon completion of the work.

Employee List: The Contractor shall supply a written list of names, addresses and a contact telephone number of all employees prior to them starting work and notify the Manager of Operations of any staffing changes immediately upon knowledge of the change.

Contractor Areas:

All Contractor areas are to be kept clean and free of debris. Walkway snow/ice removal duties are to be posted in the walkway snow/ice removal shed.

Repairs: The Contractor shall promptly report to the Manager of Operations any damage noted or repairs deemed necessary to site buildings, fixtures, fittings, equipment and electrical outlets.

Lost and Found:

The Contractor will return any found items to the Airport Manager's office.

Clothing: For security and identification, the Contractor and employees must have their restricted area pass visibly displayed. All other clothing, footwear, outerwear should be clean, neat, and suitable for the work to be carried out. Hi-resolution vests are required when on the Apron and when doing any walkway clearing or deicing.

Quantity/Deficiency:

In the event of a deficiency or lack of performance of the work contracted, the Contractor, once notified, will resolve the issue immediately or on an agreed upon timeline, to ensure safe conditions. If corrections are not made within the time frame stipulated, then a deduction from the monthly invoice will occur. Where the deficiency cannot be rectified, (i.e. daily tasks) notification will be given and adjustment to the invoice will be made and details of the deficiency and calculation given.

Contract Security:

The Contractor may be required, at their own expense, to provide contract security in the amount of 10% of the value of the first year of the contract. The security can be in the form of cash, a certified cheque or a letter of credit, in a form acceptable to the Terrace-Kitimat Airport Society. Contract Security may also be in the form of a Performance Bond in the amount of 50% of the contract value.

Contract Security in the form of cash or a certified cheque will be deposited in an interest-bearing account and will be returned, together with interest, to the Contractor, at the successful completion of the contract.

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Acceptance of Request for Proposals:

The Terrace-Kitimat Airport Society reserves the right to accept or reject any and all proposals.

Offer Acceptance/Rejection:

Tender offers shall remain open to acceptance and irrevocable for a period of fifteen (15) days after the proposal closing date.

Supplies Used:

The Terrace-Kitimat Airport Society shall ensure that all supplies (i.e. chemicals, sand, buckets, scoops, shovels) used are the correct size, consistency and quality. All products are to be compatible with the surfaces to which they are to be applied. The cost for any damage caused by misuse of any materials or equipment by the contractor will be deducted from the Contractor's monthly invoice.

Supplied Materials:

The Terrace-Kitimat Airport Society is responsible for supplying, at their cost, all supplies including sand and deicer products. It is the Contractors responsibility to ensure there are sufficient quantities on site for day-to-day use.

Equipment:

The contractor shall supply all equipment required to perform the work of this contract and will maintain the equipment. This would include a snow blower, a quad with blade, chemical spreaders and power broom.

Site Communication:

It is a requirement of this contract that the Contractor contact the Manager of Operations monthly to ascertain if the service level is consistent with requirements.

Maps:

The Walkway Snow Removal Priority Map shows the walkway areas included in this contract and the priority of the walkway clearing. The map forms part of the contract.

Signatures:

Authorized Signatory
Terrace-Kitimat Airport Society
Date: _____

and

Authorized Signatory
Date: _____

The Society Initials: _____

The Contractor Initials: _____