

CENTRAL COAST REGIONAL DISTRICT

TENDER PACKAGE FOR:
2025-2030 Denny Island Airport Brushing Contract

May 7, 2025

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Central Coast
REGIONAL DISTRICT
That we may be good people together

**Central Coast Regional District
Box 186, 626 Cliff Street
Bella Coola, BC
V0T 1C0**

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INVITATION TO TENDER

The Central Coast Regional District (CCRD) invites tenders from qualified contractors, for the provision of brushing the runway perimeter of the Denny Island Airport. It is the intent of this tender to secure labour, equipment, tools, materials and any incidentals to undertake runway brushing. The contract term is for a 5-year period beginning on or before July 8, 2025 and ending July 31, 2030.

For an all found annual **lump sum rate**, the contractor will:

- Brush to be cleared back and removed within 25 feet from edge of pavement and extended to include:
 - Runway, taxiway, apron, overshoots, terminal and outhouse.
 - Create an unobstructed view of the windsock from the taxiway area.
 - The asphalt driveway is to be cut back for unobstructed driving access.
- Brush to be chipped or removed and burned in an approved manner.
- Any branches egressing into the area need to be cut.
- Debris to be pulled back so that it cannot blow onto pavement.
- Runway to be closed while working on airstrip.
- Any runway closures to be coordinated with CCRD staff as required.
- Submit photos attesting to the completion of required works.

All tenders will be received by the undersigned only by e-mail in PDF format to nkoroluk@ccrd.ca no later than the closing time of 4:00 p.m., local time, May 23rd, 2025. Tenders received at any other email address will not be considered as received by the CCRD. The tender opening will be completed in private by CCRD staff. The CCRD will not be liable for any delay or non-receipt of emails for any reason including technological delay or issues by either party's network or email program.

Tender packages may be obtained from the Central Coast Regional District office at 626 Cliff Street, Bella Coola, B.C., or on the CCRD website at www.ccrd.ca. Interested parties are asked to register with the undersigned to receive any additional information or addendums that may be issued prior to the closing date. Registration can be completed by e-mail to nkoroluk@ccrd.ca, or by phone (250) 799-5291.

The CCRD reserves the right to accept or reject all or any tenders and to waive any informality, incompleteness or error in any tender. Proponents must refer to the Invitation to Tender documents for the terms governing the tender process. All costs incurred by contractors in the preparation and presentation of their tender will be at their own expense. Tenders submitted will be deemed irrevocable for a period of ninety (90) days after the Closing Time.

The lowest or any Tender will not necessarily be accepted. The Central Coast Regional District unequivocally reserves the right to waive formalities in or reject any or all Tenders, or accept the Tender deemed most favorable in the interest of the Central Coast Regional District. Once awarded, contractors will be expected to enter into an agreement with the Central Coast Regional District for the provision of the services identified.

Interested bidders are strongly encouraged to contact the CCRD with any questions prior to submitting a tender. All tender inquiries must be directed only to the Works and Services Coordinator, Nicola Koroluk, in writing or by email at nkoroluk@ccrd.ca.

Nicola Koroluk
Works and Services Coordinator

INSTRUCTIONS TO TENDERERS

Submission of Tenders

1. Tenders for brushing the runway perimeter at the Denny Island Airport will be received from qualified, individuals/firms until 4:00 pm, Friday, May 23rd, 2025.
2. Tenders must be submitted on the Tender Form supplied by the District.
3. Each Tender shall be dated, shall show the full legal name and business address of the Bidder and shall be signed with the usual signature of the person or persons authorized to bind the Bidder. The name of each signatory shall be clearly imprinted below the signature.
4. Bidders may be required, after the Tender opening, to submit evidence of their resources and ability to carry out the work specified.
5. Following receipt of Tenders and analysis by the CCRD, award of the contract may be made at the board meeting to be held July 3, 2025, provided any bid is accepted and any contract is awarded.
6. Before submitting a Tender, the Bidder shall carefully examine the documents and the site of the works and shall fully inform himself/herself as to the existing conditions and limitations which may influence the tender and affect the execution of the works.
7. Should any Bidder find discrepancies or omissions in the documents, they should at once, in writing, request explanation, clarification or interpretation, BEFORE submitting the bid.
8. WCB/Insurance Coverage:
 - It is the responsibility of the Contractor to make his/her own arrangements for and to pay all assessments for Workers' Compensation Board coverage.
 - Confirmation of coverage and status of account is required to be submitted with Tender Form. The District will ascertain from time to time that the Contractor continues to remain in good standing with the Workers' Compensation Board.
 - Confirmation of current liability insurance is required to be submitted with Tender Form.
9. The Central Coast Regional District reserves the right to accept or reject any or all Tenders and to waive any informality in the bids received. The CCRD may reject any tender that fails to provide evidence of insurance, WCB standing, or adequate resources to complete the work as described. The CCRD reserves the right to request clarification or additional information from any proponent.
10. Any party owing monies to the CCRD must settle all debts before such debtor's Tender documents will be considered.
11. The Contract must be completed by July 31st, 2030.

All work must be done in accordance with industry standards and will comprise the attached specifications. Payment shall be made annually, upon satisfactory completion of the required brushing and submission of photo documentation, subject to CCRD approval. The CCRD reserves the right to terminate the contract at any time for cause or convenience with 30 days' written notice, subject to payment for work completed to date.

Addenda

If there are to be any changes in the Work, the Tenderers will be informed, prior to the close of the period allowed for receiving tenders, by means of an Addendum, a written communication issued by the CCRD. All Addenda shall become a part of the Contract Documents.



Central Coast
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CENTRAL COAST REGIONAL DISTRICT

Brushing Runway Perimeter

Tender Form

Tender of:

_____) **Name and address**
_____) **of Bidder**
_____)

Via E-mail to: nkoroluk@ccrd.ca

I/We, submit a bid of \$_____ per year, plus _____ GST to perform the above-noted duties with regard to Brushing the Runway Perimeter at the Denny Island Airport on behalf of the Central Coast Regional District.

Unless or until a formal contract is executed by the parties, this tender with your written acceptance thereon, shall form a binding contract between us.

Workers Compensation Board # _____ (I/We certify
I/we are a member in good standing)

GST Registration #

Dated: _____

Signature

Telephone No.

-----CCRD USE ONLY-----

Tender Received: _____ Accepted _____ Rejected _____

SECTION 4 - SAMPLE CONTRACT

 Central Coast REGIONAL DISTRICT <i>That we may be good people together</i>	Service Contract (General)
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Purchase Order No.
File No. 2025-07 (Denny Island Airport Brushing)

BETWEEN The Central Coast Regional District
at: Box 186 Bella Coola, BC V0T 1C0

AND _____ (the "Contractor")
At: _____

THE CENTRAL COAST REGIONAL DISTRICT AND THE CONTRACTOR AGREE TO THE TERMS CONTAINED IN SECTIONS 1 THROUGH 20, INCLUSIVE, ON THE REVERSE SIDE OF THIS DOCUMENT AND IN THE SCHEDULES OUTLINED BELOW (THE "SCHEDULES")

SCHEDULE "A" – SERVICES

(a) Services:

Includes the following: Maintaining brush around the Denny Island Airport in accordance with specifications outlined in the Invitation to Tender. The contractor's proposal, CCRD tender documents in their entirety, and shall form an equal part of this agreement.

(b) Term: From: on or before July 8, 2025

To: July 31, 2030

SCHEDULE "B" - CONTRACT PRICE

(a) Contract Price: _____

(b) Fees: Nil _____

(c) Rate: \$ _____ annually (Plus GST)

(d) Expenses: Nil _____

(e) Billing Dates: Invoiced on completion of required works.

(f) total billings for the second year but may increase by up to 5% annually or CPI annually, whichever is less.

SCHEDULE "C" - APPROVED SUBCONTRACTOR(S)

- Written approval of the CAO is required.

SCHEDULE "D" – INSURANCE

- As outlined in section 5.

SCHEDULE "E" – ADDITIONAL TERMS

- Payment shall be made annually, upon satisfactory completion of the required brushing and submission of photo documentation.

The parties have duly executed this agreement as of the _____ day of _____, 20____.

SIGNED AND DELIVERED on behalf of the Central Coast Regional District
by an authorized representative of the Central Coast Regional District

SIGNED AND DELIVERED on behalf of the Contractor
(or by an authorized signatory of the Contractor if a Corporation)

(Authorized Representative)

(Name of Contractor)

(Corporate Officer)

By: _____
(Authorized Signatory)

THE CONTRACTOR

1. The Contractor will:
 - a) notwithstanding the date of the execution and delivery of this agreement, provide the Services (the "Services"), during the term (the "Term"), both described in Schedule "A"; at the contract price established in Schedule "B" (the "Contract Price") in accordance with this agreement and the terms of Schedule "E", if any;
 - b) supply all labour, materials and approvals necessary to provide the services at its own expense;
 - c) upon request of the Central Coast Regional District, fully inform the District of the work done by the Contractor in connection with the provision of the Services and permit the District at all reasonable times to inspect, review and copy all accounting records, findings, data, specifications, drawings, working papers, reports, documents and material (collectively the "Material"), whether complete or otherwise, that have been produced, received or acquired by the Contractor as a result of this agreement;
 - d) comply with all applicable municipal, provincial and federal laws;
 - e) not assign this agreement, nor subcontract any of its obligations under this agreement, to any person, firm or corporation without the prior written consent of the Central Coast Regional District or, with respect to subcontractors, as approved in Schedule "C" (the "Subcontractor") provided, however, that no subcontract will relieve the contractor from any of its obligations under this agreement;
 - f) at all times maintain a standard of care, skill and diligence in performance of the Services exercised and observed by persons engaged in the provision of services similar to the Services;
 - g) at all times, treat as confidential all information or material supplied to or obtained by the Contractor or its Subcontractors as a result of this agreement and will not permit the publication, release or disclosure of the same without the prior written consent of the Central Coast Regional District;
 - h) not provide any services for any other person or corporation which, in the reasonable opinion of the District, may give rise to a conflict of interest;
 - i) be an independent contractor and not the servant, employee or agent of the District;
 - j) ensure that all persons employed by it in connection with the provision of the Services are competent to perform them, adequately trained, fully instructed and supervised;
 - k) accept instructions from the District, with respect to the Services provided that the Contractor will not be subject to the control of the District in respect of the manner in which such instructions are carried out except as specified in this agreement;
 - l) ensure that all personnel hired by the Contractor to provide the Services will be the employees of the Contractor and not of the District;
 - m) not in any manner whatsoever commit or purport to commit the District to the payment of any money except pursuant to this agreement;
 - n) establish and maintain time records and books of account, invoices, receipts and vouchers of all expenses incurred in form and content satisfactory to the District;
 - o) except to the extent arising out of acts or omissions of the District and its directors, officers, employees agents, contractors, successors and assigns, indemnify and save harmless, up to the value of the contract, the District, its employees and agents, from and against any and all losses, claims, damages, actions, causes of actions, costs and expenses that the District may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Contractor or of any agent, employee, officer, director or Subcontractor of the Contractor pursuant to this agreement, excepting always liability arising out of the independent negligent acts of the District; and
 - p) review current WorkSafeBC requirements for contractors and subcontractors and provide either a clearance certificate attesting the contractor to be in "active and in good standing" with WorkSafeBC or an exemption certificate from WorkSafeBC requirements for the duration of the contract.

THE CONTRACT PRICE

2. In no event will the fees and expenses payable to the Contractor in respect of the

Services exceed, in the aggregate, the amount of the Contract Price.

3. Fees will be based on the rate set out in Schedule "B" as the "Rate".
4. The contractor will submit written statements of account to the District commencing no sooner than the date set out in Schedule "B" as the "Billing Date" and thereafter as specified in Schedule "B".

THE CENTRAL COAST REGIONAL DISTRICT (DISTRICT)

5. The Central Coast Regional District will:
 - a) subject to the terms of this agreement, pay to the Contractor the Contract Price in full payment and reimbursement for providing the Services based on the fees and expenses set out in Schedule "B" and the Contractor will accept the same as full payment and reimbursement as aforesaid;
 - b) at its discretion, hold back from the Contract Price, sufficient monies to indemnify the District completely against any lien or claim of lien arising in connection with the provision of the Services; and
 - c) make available to the Contractor all available information considered by the District be pertinent to the Services.

TERMINATION

6. In the event of a substantial failure by a party to comply with the provisions of this agreement, it may be terminated by the other party on 5 days written notice.
7. The District may terminate this agreement on 30 days written notice and the payment of funds required to be made pursuant to section 8 will discharge the District of all of its liability to the Contractor under this Agreement.
8. Where this agreement is terminated before 100% completion of the Services, the District will pay to the Contractor that portion of the Contract Price which is equal to the portion of the Services completed to the satisfaction of the District prior to termination.
9. Where the Contractor fails to comply with the provisions of this agreement, the District may, in addition to terminating this agreement, pursue such remedies as it deems necessary.

GENERAL

10. This agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
11. Time will be of the essence of this agreement.
12. Any notice required to be given hereunder will be delivered by hand or mailed by prepaid registered mail to the addresses on the reverse of this agreement (or at such other address as either part may from time to time designate by notice in writing to the other), and any such notice mailed will be deemed to be received 48 hours after mailing.
13. This agreement will be binding upon the District and its assigns and the contractor, its successors and permitted assigns.
14. A waiver of any provision or breach by the Contractor of this agreement will be effective only if it is in writing and signed by the District and will not be deemed to be a waiver of any subsequent breach of the same or any other provision of this agreement.
15. The Material and any property provided by the District to the Contractor or subcontractor will:
 - a) be the exclusive property of the District; and
 - b) be delivered by the Contractor to the District immediately upon the District giving notice of such request of the Contractor.
16. The copyright in the Material will belong exclusively to the District.
17. The Schedules form an integral part of this agreement.
18. Where the Contractor is a corporation, the Contractor represents and warrants to the District that the signatory has been duly authorized by the Contractor to enter into this agreement without corporate seal on behalf of the corporation.
19. No amendment or modification to this agreement will become effective unless the same will have been reduced to writing and duly executed by the parties hereto.
20. Section 1 c), h), i) o), and 16 of this Agreement will notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.
21. The parties agree and understand that this agreement constitutes the entire agreement between the parties. Any previous agreements signed are hereby terminated.

SECTION 5 – INSURANCE REQUIREMENTS

Attachment to the Agreement with [REDACTED] for the provision of **CENTRAL COAST REGIONAL DISTRICT DENNY ISLAND AIRPORT BRUSH REMOVAL SERVICES**

Required insurance pursuant to this agreement includes the following:

1. The Contractor shall, prior to the commencement of services and before any payments are made under this Agreement, file with the CCRD evidence of insurance coverage in the form of a completed Certificate of Insurance (with the CCRD named as additional insured). When requested by the CCRD, the Contractor shall provide certified copies of required insurance policies and provide confirmation from insurance providers that the contractor's policy does not exclude operations at an airport.
2. The following forms of insurance and specified minimum limits are required:

Commercial General Liability

Commercial General Liability insurance in an amount not less than \$2 million inclusive (\$5 million is preferred) per occurrence against bodily injury, personal injury, and property damage and including liability assumed under the Agreement.

Such policy(s) of insurance shall include, but not be limited to:

- i) Products and Completed Operations Liability;
- ii) Owner's and Contractor's Protective Liability;
- iii) Contingent Employer's Liability;
- iv) Blanket Written Contractual Liability;
- v) Personal Injury Liability;
- vi) Non-Owned Automobile Liability;
- vii) Cross Liability;
- viii) Employees as Additional Insureds;
- ix) Broad Form Property Damage;

Automotive Liability

Automobile Liability insurance on all vehicles owned, operated or licensed by the Contractor in an amount not less than \$2 million inclusive per occurrence.