

# CENTRAL COAST REGIONAL DISTRICT

---

## REQUEST FOR PROPOSALS: BELLA COOLA AIRPORT WINTER SNOW REMOVAL SERVICES

---

September 26, 2022

*Prepared By:*



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

## INDEX OF RFP DOCUMENTS

<b>SECTION 1</b>	<b>REQUEST FOR PROPOSAL (RFP)</b>
<b>SECTION 2</b>	<b>INSTRUCTIONS TO PROPONENTS</b>
<b>SECTION 3</b>	<b>PROPOSAL FORM</b>

## SECTION 1 - REQUEST FOR PROPOSALS

The Central Coast Regional District (CCRD) invites proposals from qualified and contractors, for winter snow removal at the Bella Coola Airport for the 2022/2023 season, lasting from October 21, 2022 to April 30, 2023. Located in Hagensborg, B.C., the Bella Coola Airport has 1280m runway, two taxiways, an apron and public parking areas that require snow removal. It is the intent of this Request for Proposals (RFP) to identify a lead proponent and negotiate a contract for provision of labour and equipment to undertake snow removal for the period starting October 24, 2022 and ending April 30, 2023.

Proposals will be received by the undersigned at the offices of the Central Coast Regional District, 626 Cliff Street, Bella Coola, B.C., V0T 1C0 not later than the closing time of 4:00 p.m., local time, October 13, 2022.

RFP 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-bc.ca](http://www.ccrd-bc.ca). Interested parties are asked to register with the CCRD to receive any additional information or addendums that may be issued prior to the closing date. Registration can be completed in person at the CCRD office, or by phone (250) 799-5291.

The CCRD will not be responsible for any costs incurred by a proponent in preparing a proposal.

The highest scoring proposal will not necessarily be accepted. The Central Coast Regional District unequivocally reserves the right to waive formalities in or reject any or all proposals, or accept the proposal deemed most favorable in the interest of the Central Coast Regional District.

There will be **no** mandatory pre-bid meeting or site visit, however interested bidders are strongly encouraged to contact CCRD Operations Manager, Ken McIlwain, to schedule a site visit prior to submitting a proposal.

All inquiries must be directed only to the Operations Manager, Ken McIlwain, in writing or by email at [pwm@ccrd-bc.ca](mailto:pwm@ccrd-bc.ca).

Proposals will be evaluated by a minimum of three CCRD staff with the intention of identifying a lead proponent and entering into negotiations with the lead proponent to confirm contract terms. If satisfactory terms cannot be reached within a reasonable amount of time, then CCRD may cease negotiations, and either engage the next highest scoring proponent in negotiations or cancel the RFP process.

Required scope of work and specifications for the Bella Coola Airport Winter Snow Removal Contract are as follows:

### 1. OBJECTIVE

To ensure the Bella Coola Airport is kept open and safe for aircraft operation during daylight hours in the winter months.

### 2. DETAILED PERFORMANCE SPECIFICATIONS

#### 2.1 Routine Maintenance Services

The Contractor must:

- a) Maintain the Bella Coola Airport as specified in this document or as directed by the Airport Manager (Central Coast Regional District office).
- b) Plow and remove loose snow, ice and slush to expose pavement surfaces and remove compacted snow and ice from the paved runway, taxiway and apron. Snow accumulation shall not exceed 5 cm of unplowed snow. Ensure that a 10 m length of pre-threshold on each end of the runway is plowed and a 2 m wide graded area is cleared well back from the side of the airstrip where terrain permits;

- c) Deposit plowed snow, ice and slush at a minimum of 1 m beyond the edge of the taxiway A & B;
- d) Deposit snow within the asphalt area on the apron (e.g. not rip up the grass).
- e) Ensure that there are no lumps of snow, ice, slush and/or sand or ruts left on the runway or other surface that would affect the safe operation of an aircraft while landing, taxiing, or taking off;
- f) Not leave a windrow or build-up of snow, ice or slush or any ruts on the runway, taxiway, apron or other maintained surface that would affect the safe operation of an aircraft while landing, taxiing or taking off;
- g) Obtain and be familiar with the airline schedules, as they may be amended or replaced from time to time for those airlines serving the airport;
- h) Plow and remove snow from the non-airside road access, unloading/loading zone and parking area in a manner which allows for safe vehicle entry and egress. Windrows must not block vehicles from manoeuvring in parking area and must not block pedestrian access from parking area to terminal building;
- j) Spread sand mix to parking lot and roadway surfaces as necessary to alleviate icy surfaces for both vehicles and pedestrians;
- k) Cooperate with the Airport Manager, medical doctors, paramedics, police authorities, other agencies and pilots of medevac flights and other emergency flights;
- l) Notify the Airport Manager at the Central Coast Regional District office as soon as possible if for any reason duties cannot be performed by the Contractor or their designated alternate.

## **2.2 Performance Standards**

- a) Equip all vehicles that operate on the airside (runway, taxiway and apron) with appropriate warning lighting and signals to serve as a visual warning to pilots. At a minimum, one vehicle operating in the area will be equipped with a radio tuned to airport traffic frequency 122.8 which is to be monitored for traffic in the vicinity of the airport.
- b) All airside vehicles should be VHF radio equipped and be on a common frequency for communicating.
- c) Obtain all necessary insurance endorsements to cover liability for bodily injury or property damage during small airport winter maintenance operations.
- d) Repair any damaged property caused by the Contractor's operations, including, without limitation, aircraft or other private property, runway, taxiway, apron, graded area, pre-threshold, runway markers, parking area, any lights and visual navigation aids and other areas and facilities as required for the operation of a small airport, including replacing grass and gravel dislocated with snow plowing activities.
- e) Immediately report any observed hazards or risks to the Airport Manager.

## **2.3 Performance Time Frames**

The Contractor must perform the services within the following timeframes:

- a) Have the priority **c) i), ii), iii)** areas safe for aircraft within two hours of last measurable snowfall or if measurable snowfall ceases during dark hours have priority areas cleared by the official sunrise time.
- b) Perform winter maintenance to ensure the safe arrival and departure of scheduled commercial flights in accordance with airline schedules. Note that schedules and times of arrival and departure may be adjusted, amended or replaced from time to time. **Scheduled aircraft will not be cleared for take-off from Vancouver (YVR) until the Bella Coola runway is safely open and operational.**
- c) Perform winter maintenance in the following order of priority, except when resources allow performance in all areas simultaneously, unless otherwise directed by or approved by the Airport Manager.
  - i) runway (05 & 23);
  - ii) taxiway (A & B);
  - iii) apron;
  - iv) all other areas including but not limited to aircraft tie-down areas, other roads and parking area;
- d) Complete after-storm clean-up to restore all areas to full operational condition within 24 hours following the last measurable snowfall.

#### **2.4 Additional Maintenance Services**

The Contractor must perform emergency winter maintenance when the Contractor is notified of the expected arrival or departure of a medevac flight or other emergency flight operations by the Airport Manager, having determined that emergency winter maintenance is required.

### **3. MATERIALS**

The Contractor must not use salt, calcium chloride or any other chloride or other corrosive de-icing chemicals on any airport property.

### **4. EQUIPMENT**

The minimum equipment required for this contract is:

- A wheel loader equipped with winter/snow radial tires and a 12' or larger snow blade OR commercial plow truck with front plow and side wing or belly plow OR suitable combination of equipment capable of: efficiently removing snow with the performance timeframes, maintaining clearance specs from edge of asphalt, cross plowing of the airstrip to push windrows of snow further back from the airstrip to make room for additional snow.
- It is considered very desirable to have back-up plow equipment in the event of a breakdown of the contractor's primary snow removal equipment. A front-end loader with bucket is also considered desirable for work along fence lines and parking lots. This could be a skid steer style loader or smaller wheel loader equipment with a suitable bucket.

### **5. USE OF SUB-CONTRACTORS**

- a. Proponents shall list any proposed Sub-contractors in the area provided on the Proposal Form. The CCRD reserves the right, without any liability to the CCRD to reject any proposed Sub-contractor and to require the Proponent to substitute another Sub-contractor that is acceptable to the CCRD.

- b. Sub-contractors identified in the Proposal shall not be changed without the written consent of the CCRD.

## 6. INSURANCE

The successful proponent upon entering into a contract with the regional district for airport snow removal services will be required adhere to the following insurance requirements:

- 1. Without restricting the generality of the indemnification provisions contained in the Agreement, the Contractor shall, at its own expense, provide and maintain, during the term of this Agreement, the following insurance coverage:

All such insurance described herein must be primary and not require the sharing of any loss by any insurer of the Central Coast Regional District.

- |   |  |  |
|---|--|--|
| a) <b>Commercial General Liability</b>  | <input type="checkbox"/> Not Required            | <input checked="" type="checkbox"/> Required |
| b) <b>Automobile Liability</b>          | <input type="checkbox"/> Not Required            | <input checked="" type="checkbox"/> Required |
| c) <b>Professional Liability</b>        | <input checked="" type="checkbox"/> Not Required | <input type="checkbox"/> Required            |
| d) <b>Aviation Liability</b>            | <input type="checkbox"/> Not Required            | <input checked="" type="checkbox"/> Required |
| e) <b>Watercraft Liability</b>          | <input checked="" type="checkbox"/> Not Required | <input type="checkbox"/> Required            |
| f) <b>Property Insurance</b>            | <input checked="" type="checkbox"/> Not Required | <input type="checkbox"/> Required            |
| g) <b>All-risk Property Insurance</b>   | <input checked="" type="checkbox"/> Not Required | <input type="checkbox"/> Required            |
| h) <b>Motor Truck Cargo Liability</b>   | <input checked="" type="checkbox"/> Not Required | <input type="checkbox"/> Required            |
| i) <b>Employee Dishonesty Liability</b> | <input checked="" type="checkbox"/> Not Required | <input type="checkbox"/> Required            |

- 2. Under this agreement, the contractor will provide and maintain WorkSafeBC coverage over the duration of this contract for all employees and ensure that any subcontractor used in undertaking of the required works is also covered through their own WorkSafe BC insurance or covered under the contractors own WorkSafe BC account.
- 3. Insurance shall be placed with Insurers registered in and licensed to underwrite such insurance in Canada. All such insurance shall be at no expense to the CCRD. If the CCRD requires additional Insurance Coverage to be obtained by the Contractor, the additional expense of such additional insurance shall be borne by the CCRD.
- 4. The Contractor shall, prior to the commencement of services and before any payments are made under this Agreement, file with the CCRD Representative evidence of insurance coverage in the form of a completed Certificate of Insurance. When requested by the CCRD, the Contractor shall provide certified copies of required insurance policies.
- 5. The insurance policies, except for ICBC Automobile Liability Insurance, shall provide that the insurance shall not be cancelled or materially changed so as to affect the coverage provided under the Agreement, without the Insurer giving at least thirty (30) days prior written notice to the CCRD. Material change with respect to Professional Liability Insurance does not require the Insurer to give thirty (30) days prior written notice to the CCRD.
- 6. Failure to provide the required insurance documentation shall result in termination of this Agreement.
- 7. If the insurance policies expire prior to the end of the Agreement Term, the Contractor shall provide the CCRD evidence of insurance renewal in the form of a completed Certificate of Insurance, at least ten (10) days prior to the expiry date of the policies listed in this and Schedule.
- 8. The Contractor shall ensure that all its subcontractors performing Services under this Agreement carry insurance in the form and limits specified in Section 6 of this RFP package.
- 9. 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 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;

and where such further risk exists:

- x) Forest Fire Fighting Expense Coverage in the amount of:
  - \$1 million
  - \$500,000
  - Not applicable
  
- xi) Sudden and Accidental Pollution endorsement on the Commercial General liability insurance policy with a limit of liability not less than the amount indicated below per occurrence insuring against bodily injury, property damage and clean-up expenses arising from new pollution conditions arising from the Contractor’s performance of the Agreement, or if such endorsement is unavailable on the Commercial General Liability insurance policy, a Sudden and Accidental Pollution insurance policy insuring against same and with same limits of liability indicated below, and this insurance shall include the CCRD as an additional insured.
  - \$250,000
  - \$500,000
  - \$1 million
  - Not applicable

**Automobile 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.

**Aviation Liability**

The contractor must obtain and maintain aviation liability insurance coverage in an amount not less than than \$2 million inclusive per occurrence.

**7. PROPOSAL EVALUATION**

- a. All proposals submitted in accordance with the Instructions to Proponents will be evaluated by CCRD staff to determine which proposals meet the all-mandatory criteria. Those meeting the mandatory criteria will then be scored with the following points awarded for each criteria:

Criteria	Possible Score	Proponent Score
Pricing	50	
Contractor Experience	25	
Contractor Equipment	25	
Total Possible score	100	

- b. Proponents will be ranked based on the above criteria and then the contractor with the highest score will be contacted in order to enter into 'frontrunner' negotiations. At the frontrunner negotiation stage, the CCRD reserves the right to request references or other documentation in support of the proposal. This is an opportunity for both the Regional District and Proponent to finalize contract details. If both parties are satisfied, then a contract will be executed by the respective parties. If the two parties fail to reach an agreement within a period of time acceptable to the Regional District, then next highest ranked proponent will be contacted to initiate 'frontrunner' negotiations.
- c. The following **MANDATORY CRITERIA** must be met or exceeded and documented within the contents of the Proposal Form:
- i. Contractor can provide the following equipment:
    - A wheel loader equipped with winter/snow radial tires and a 12' or larger snow blade OR commercial plow truck with front plow and side wing or belly plow OR suitable combination of equipment capable of: efficiently removing snow with the performance timeframes, maintaining clearance specs from edge of asphalt, cross plowing of the airstrip to push windrows of snow further back from the airstrip to make room for additional snow. Sand spreading equipment for sanding parking lot.
    - Further points will be awarded for proponents who can demonstrate redundancy (back-up equipment), capacity, and additional equipment available for hourly work under the contract.
  - ii. Provision of WorkSafe BC coverage and in good standing with WorkSafe BC.
  - iii. The proponent must demonstrate that their company and any principal operators have a minimum of 2 seasons of commercial snow removal experience.
- d. **PRICING SCORING:** The pricing structure of the proposal format requires contractors to provide an annual base amount payable to the contractor by the CCRD at the start of the contract period. The proposal with the lowest annual base amount will receive an automatic 25 points, and remaining proposals will be scored using a ratio formula based on price/point. For example, if a second proposal charges an annual lump sum twice that of the lowest priced proposal, they would receive 12.5 points.
- Hourly equipment rates will make up the remaining 25 points of the price scoring. CCRD staff will determine the Blue Book rate (plus current MoTI Fuel Surcharge) for the main proposed piece(s) of snow removal equipment. Hourly equipment rates priced at or below this rate will receive the full 25 points. 1 point will be deducted for each percentage point of rate above the Blue Book rate, as determined by CCRD.
- e. **PROPONENT EXPERIENCE AND QUALIFICATIONS:** One point will be awarded for each year of company experience in the commercial snow removal business up to a maximum of 15 points. One point will be awarded for each year of commercial snow removal experience by the principal equipment operator, up to a maximum of 10 points.
- f. **EQUIPMENT:** 20 points will be awarded for equipment age/condition and suitability for airport snow removal. An additional 5 points will be awarded based on variety of snow removal equipment proposed for airport use.



## **SECTION 2 - INSTRUCTIONS TO PROPONENTS**

### **Submission of Proposals**

1. Proponents must submit their proposals in writing on or before 4:00 p.m., October 13, 2022. Proposals must be submitted to the front desk of the CCRD office at 626 Cliff Street, Bella Coola, B.C. prior to the closing time of 4:00 p.m. October 13, 2022. Proposals received after the Closing Time will not be considered.
2. **Proposals must be submitted on the SECTION 3 - Proposal Form** supplied in this document. The Proposal Forms must be submitted in a sealed envelope clearly marked:

CENTRAL COAST REGIONAL DISTRICT

BELLA COOLA AIRPORT WINTER SNOW REMOVAL 2022/2023 PROPOSAL

No other identifying marks are to be placed on the proposal submission envelope.

3. The Proposal Form shall be dated, shall show the full legal name and business address of the Proponent and shall be signed with the usual signature of the person or persons authorized to bind the Proponent. The name of each signatory shall be clearly imprinted below the signature.
4. Proponents must be sure to fill out and enclose all pages of the Proposal Form.
5. Proponents may be required after the opening of proposals to submit evidence of their resources and their ability to carry out the Work specified under the Contract.
6. Before submitting a proposal, the Proponent shall carefully examine the documents and the site of the Works and shall fully inform him/herself as to the existing conditions and limitations which may influence the proposal and affect the execution of the Works.
7. Should any proponent find discrepancies or omissions in the RFP documents, or should any other questions arise concerning the Work as required under the Contract, proponents should at once, request explanation, clarification or interpretation, BEFORE submitting their proposal.
8. A Proponent who has already submitted a proposal may submit a further proposal at any time up to the Closing Time. The last proposal received from a proponent prior to the Closing Time shall supersede and invalidate any and all proposals previously submitted by the proponent. A proponent may withdraw its proposal at any time up to the Closing Time.
9. Any party owing monies to the CCRD must settle all debts before any proposal documents will be considered.

### **Pricing Requirements**

1. The proposed pricing shall be expressed in Canadian currency, and shall be all inclusive, including but not limited to all labour, materials, equipment, freight, customs and excise duties, and taxes, save and except only GST.

### **Addenda**

1. If there are to be any changes in the defined scope of work or specifications, registered proponents will be informed, prior to the close of the period allowed for receiving proposals, by means of an Addendum, a written communication issued by the CCRD. All Addenda shall become a part of the RFP Documentation.

## SECTION 3 - PROPOSAL FORM

### BELLA COOLA AIRPORT WINTER SNOW REMOVAL

**Proposal Submitted By:**

	)	<b>Name and address of Proponent</b>
	)	
	)	
	)	
	)	

**To:**

Central Coast Regional District  
Box 186  
Bella Coola, BC V0T 1C0

### **PART 1 - PRICING.**

I/We, propose the following pricing (in Canadian Dollars) to perform the duties as described in the RFP Package for Bella Coola Airport Winter Snow Removal and for Force Account Work (Hourly work requested by CCRD over and above contractual obligations) for the period commencing October 21, 2022 and extending until April 30, 2023.

ITEM NO	DESCRIPTION OF WORKS /SERVICES	PROPOSED RATE/PRICE (GST EXCLUDED)
1.	Seasonal one-time fee for undertaking snow removal and sanding at the Bella Coola Airport for the 2022/2023 winter season	\$
2.	Equipment #1 : _____ _____ _____ – all found price (list the type, brand and age)	\$ / hour
3.	Equipment #2 : _____ _____ _____ – all found price (list the type, brand and age)	\$ / hour
4.	Equipment #3 : _____ _____ _____ – all found price (list the type, brand and age)	\$ / hour

CONT'D

ITEM NO	DESCRIPTION OF WORKS /SERVICES	PROPOSED RATE/PRICE (GST EXCLUDED)
5.	Equipment #4 : _____ _____ _____ – all found price (list the type, brand and age)	\$ / hour
6.	Equipment #5 : _____ _____ _____ – all found price (list the type, brand and age)	\$ / hour
7.	Equipment #6 : _____ _____ _____ – all found price (list the type, brand and age)	\$ / hour
8.	Describe and provide pricing on any additional proposed costs such as sand:	
9.	Provide any additional pricing/equipment details or attach additional papers.	

## PART 2 – CONTRACTOR EXPERIENCE

Contractor Personnel	Number of Years Working In Commercial Snow Removal	Details (include relevant experience and location of key personnel)
Contractor/Business		
Principal Operator Name: _____ _____		
Secondary Operator Name: _____ _____		
Secondary Operator Name: _____ _____		
Subcontractor Name: _____ _____		
Subcontractor Name: _____ _____		

**PART 3 – CONTRACTOR EQUIPMENT PRIORITIZED TO AIRPORT SNOW REMOVAL**

Type of Proposed Equipment	Details (Make, Model, Year, Hours, Condition, Leased or Owned, Current Location)

**PART 4 – SUB-CONTRACTORS (IF ANY)**

Name of Sub-contractor	Description of Sub-contractor Role

I acknowledge that I have read and understood the requirements and specifications within the the RFP Package, and that the information included in my proposal is accurate and free of any misrepresentation.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Position \_\_\_\_\_

WorkSafe BC No. \_\_\_\_\_ (I/We certify I/we are a member in good standing)

GST Registration No. \_\_\_\_\_