
REQUEST FOR PROPOSALS:

CENTRAL COAST REGIONAL DISTRICT SNOW REMOVAL SERVICES

September 13th, 2024

Prepared By:



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

INDEX OF RFP DOCUMENTS

Contents

SECTION 1 - REQUEST FOR PROPOSAL (RFP) SUMMARY	3
SECTION 2 – INSTRUCTIONS TO PROPONENTS	5
SECTION 3 – CONTRACT PAYMENT INFORMATION	7
SECTION 4 – PROPONENT INSURANCE REQUIREMENTS	9
SECTION 5 – PROPOSAL FORM	12
SECTION 6 – PROPOSAL EVALUATION	16
SECTION 7 – SAMPLE CONTRACT PROVISIONS	18
APPENDIX A – SCOPE OF WORK – BELLA COOLA AIRPORT	21
APPENDIX B – SCOPE OF WORK – BELLA COOLA AND HAGENSBORG FIRE HALLS	24
APPENDIX C – SCOPE OF WORK – ADDITIONAL REQUIRED SITES	25

SECTION 1 - REQUEST FOR PROPOSAL (RFP) SUMMARY

The Central Coast Regional District (CCRD) invites proposals from qualified contractors for winter snow removal for the Central Coast Regional District (CCRD) for the 2024/25 to 2026/27 seasons, lasting from October 21, 2024 to April 30, 2027. Snow removal is required at the following locations:

- Bella Coola Airport
Located in Hagensborg, B.C., the Bella Coola Airport has 1280m runway, two taxiways, an apron and public parking areas that require snow removal.
- Bella Coola Fire Hall
Located in Bella Coola BC, the Bella Coola Fire Hall is a two bay fire hall that requires snow removal to maintain effective emergency response.
- Hagensborg Fire Hall
Located at 1465 Highway 20, the Hagensborg Fire Hall is a two bay fire hall that requires snow removal to maintain effective emergency response.
- Additional Required Sites
Additional required sites include the Central Coast Regional District Office located at 626 Cliff Street in Bella Coola BC; the Central Coast Regional District Operations Shop located at 1656 Phoenix Rd in Hagensborg, BC; and the Walker Park Parking Lot, located at 1498 Walker Park Rd. located between Bella Coola and Hagensborg.

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 in these designated areas for the period starting October 24, 2024 and ending April 30, 2027.

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. Pacific Standard Time, on Wednesday, October 2nd, 2024.

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. 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 Coordinator, Nicola Koroluk, with any questions prior to submitting a proposal. All inquiries relating to this RFP must be

directed only to the Operations Coordinator, Nicola Koroluk, in writing or by email at nkoroluk@ccrd.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.

SECTION 2 – INSTRUCTIONS TO PROPONENTS

Submission of Proposals

1. Proposals must be submitted in writing 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., Wednesday, October 2nd, 2024. Proposals received after the Closing Time will not be considered.
2. **Proposals must be submitted on the Section 5 - Proposal Form** supplied in this document. The Proposal Forms must be submitted in a sealed envelope clearly marked:

CENTRAL COAST REGIONAL DISTRICT WINTER SNOW REMOVAL 2024/2027 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.

2. **The regional district will entertain a maximum annual increase in contract rates equivalent to:**
 - **The Vancouver building construction price (non-residential buildings) earthwork index increase as posted by Statistics Canada for the previous 12-month period ending September 30th (Third quarter, for clarity) of the current contract year.**

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 – CONTRACT PAYMENT INFORMATION

Attachment to the Agreement with _____ for PROVISION OF SNOW REMOVAL SERVICES (HOURLY).

1. Fees

Your fees (exclusive of GST) will be based on a rate in attached table;

ITEM NO	DESCRIPTION OF WORKS /SERVICES	AGREED RATE/PRICE (GST EXCLUDED)
1.	Snow removal with skid steer. Billed in 1/3 and 1/2 hour increments. \$ _____ minimum charge.	\$ _____ .00 / hour
2.		
3.		
4.		
5.		
6.		
7.		
8.		

In no event will fees payable for any one project exceed \$15,000.00. In no event will the aggregate fees paid under this agreement exceed \$15,000 per winter season.

2. Expenses

Authorized expenses will be paid.

2.01 See item 5 of the table attached herein under Fees

3. Submission of statement of account

3.01 In order to obtain payment for any fees (and any applicable GST/PST) and, where applicable, expenses (net of GST if contractor is registered) under the Agreement, you must submit to us a written Statement of Account in a form satisfactory to us monthly, or upon completion of the project.

3.02 The Statement of Account(s) must show the following:

your legal name, address, the date and the period of time which the invoice applies (“Billing Period”), the contract number, and a statement number for identification;

the calculation of all fees claimed under this Agreement for the Billing Period, with hours, dates, rates, and name(s) of persons providing the Services, including a declaration that the Services have been completed;

and where expenses are to be paid under this Agreement, a chronological listing, in reasonable detail and with dates, of all expenses claimed by you under this Agreement for the Billing Period with receipts or copies of receipts, where applicable, attached; and

the calculation of any applicable GST/PST tax payable by the CCRD in relation to the Services provided under this Agreement and for the Billing Period as separate line items;

your GST/PST registration numbers, and

any other billing information reasonably requested by us.

- 3.03 Within thirty-one days of our receipt of your invoice, or the date we authorize payment, whichever is the latter, we must pay you fees and, where applicable, expenses for those Services we determined were satisfactorily received during the Billing Period.

- 3.04 Invoices are to be submitted to:

Central Coast Regional District
PO Box 186, 626 Cliff St.
Bella Coola BC V0T 1C0

SECTION 4 – PROPONENT INSURANCE REQUIREMENTS

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) **Commercial General Liability** Not Required Required
 - b) **Automobile Liability** Not Required Required
 - c) **Professional Liability** Not Required Required
 - d) **Aviation Liability** Not Required Required
 - e) **Watercraft Liability** Not Required Required
 - f) **Property Insurance** Not Required Required
 - g) **All-risk Property Insurance** Not Required Required
 - h) **Motor Truck Cargo Liability** Not Required Required
 - i) **Employee Dishonesty Liability** Not Required 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 4 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 (\$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;

and where such further risk exists:

- i) Forest Fire Fighting Expense Coverage in the amount of:
 - \$1 million
 - \$500,000
 - Not applicable
- ii) 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

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.

Aviation Liability

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

SECTION 5 – PROPOSAL FORM

CENTRAL COAST REGIONAL DISTRICT - SNOW REMOVAL

Proposal Submitted By: _____) **Name and address of Proponent**
 _____)
 _____)
 _____)
 _____)

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 Central Coast Regional District Snow Removal and for Force Account Work (Hourly work requested by CCRD over and above contractual obligations) for the period commencing October 21, 2024 and extending until April 30, 2027.

	DESCRIPTION OF WORKS /SERVICES	Proposed Rate (Excluded GST)
1	Seasonal one-time fee for undertaking snow removal and sanding at the Bella Coola Airport for the 2024/2025 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

	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 CENTRAL COAST REGIONAL DISTRICT 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 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. _____

SECTION 6 – PROPOSAL EVALUATION

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	

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.

The following **MANDATORY CRITERIA** must be met or exceeded and documented within the contents of the Proposal Form:

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.

Provision of WorkSafe BC coverage and in good standing with WorkSafe BC.

The proponent must demonstrate that their company and any principal operators have a minimum of 2 seasons of commercial snow removal experience.

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.

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.

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 7 – SAMPLE CONTRACT PROVISIONS

The successful proponent will be required to enter into an agreement with the following substantial provisions.

Attachment to the Agreement with [REDACTED] for the provision of **CENTRAL COAST REGIONAL DISTRICT SNOW REMOVAL SERVICES.**

This Agreement is made as of [REDACTED], by and between the Central Coast Regional District (CCRD), located at 626 Cliff Street, Bella Coola, B.C., V0T 1C0 (hereinafter referred to as "Client"), and [REDACTED], with its principal office at [REDACTED] (hereinafter referred to as "Contractor").

A. Definitions

In this agreement:

- *Services* means the performance of snow removal services as described in Appendix A, B and C, attached hereto and forming part of this agreement;
- *Proposal* means the proposal submitted by the contractor in response to this RFP;
- *RFP or Request for Proposals* refers to the Central Coast Regional District Snow Removal (File No. RFP OPS-2024-01)

1. General

- 1.1. The Contractor agrees to provide winter snow removal services in accordance with the performance specifications detailed in Appendices A, B and C, their proposal, and in accordance with the RFP.
- 1.2. Except as herein agreed to, the Contractor shall provide all necessary equipment, materials, labour, supervision and perform all work, and fulfil everything as set forth and in strict accordance with the Contract Documents.
- 1.3. The Contractor shall, at their own expense, procure all permits, certificates and licenses required by law, for the execution of the services and shall comply with all Federal, Provincial and local laws, regulations and bylaws affecting the execution of the services.
- 1.4. Any ground damage or displaced aggregate created in relation to performance of the services must be mitigated by the contractor at the end of each season and prior to the beginning of the following season.
- 1.5. The Contractor shall operate in accordance with WorkSafe BC/Workers Compensation Board regulations and other applicable policies of the District.

2. Work By Contractor

The Work of this Contract to be performed by the Contractor shall include:

- 2.1. Performance of the services as described herein;
- 2.2. other force account work as directed by the CCRD.

3. Personnel

- 3.1. The Contractor shall ensure that properly trained personnel are available during operating hours and who, in the absence of the Contractor, possess sufficient skills, qualifications and experience to operate the Equipment and carry out the full scope of the services as required.
- 3.2. 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.

4. Equipment

- 4.1. Except as specified herein, the Contractor shall provide all other Equipment required for the execution of the Work.
- 4.2. The Contractor shall provide the following set of equipment, at minimum, which shall be available during days of operation:
 - 4.2.1. 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.
 - 4.2.2. 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.
- 4.3. All equipment provided by the Contractor shall be capable of performing the services in accordance with this agreement
- 4.4. The Contractor will ensure their employees are trained on the safe use of equipment.

5. Safety

- 5.1. The Contractor shall be solely and completely responsible for ensuring safety of all persons and property, (including CCRD staff, employees, sub-trades and the public) relating to their performance of the services.
- 5.2. Equip all vehicles with appropriate warning lights and radios tuned to airport traffic frequency.
- 5.3. Repair any property damage caused by operations and report hazards immediately.
- 5.4. The Contractor will abide by all Worksafe BC rules and regulations as established and amended from time to time.
- 5.5. The Contractor must maintain insurance coverage as specified in the RFP, including general liability and workers' compensation insurance.

6. Finance

- 6.1. The Contractor will submit invoices for their services in accordance with their submitted proposal.

- 6.2. The Client agrees to pay the Contractor on an hourly rate basis as submitted with their RFP. This rate includes all costs associated with labor, equipment, materials, and overhead.
- 6.3. The Contractor will submit monthly invoices (or at a frequency mutually agreed) detailing hours worked and services provided. Payments will be made within 30 days of receipt of the invoice.
- 6.4. For any force account work required, the Contractor shall be compensated at a rate that includes a 15% markup on the Contractor's relevant rates. This markup covers all overhead and profit associated with the force account work.
- 6.5. **The regional district will entertain a maximum annual increase in contract rates equivalent to:**
 - 6.5.1. **The Vancouver building construction price (non-residential buildings) earthwork index increase as posted by Statistics Canada for the previous 12-month period ending September 30th (Third quarter, for clarity) of the current contract year.**

7. Cure Period

- 7.1. In the event that the Central Coast Regional District (CCRD) is dissatisfied with the performance of the Contractor, the CCRD will provide written notice to the Contractor detailing the specific reasons for dissatisfaction and the necessary corrective actions required. The Contractor shall have ten (10) days from receipt of such notice to cure the deficiencies and bring the performance into compliance with the terms of this Agreement.
- 7.2. If the Contractor fails to remedy the unsatisfactory performance within the specified period, the CCRD reserves the right to withhold payment for the affected services and/or terminate the Agreement in accordance with the Mutual Termination Clause. Additionally, the CCRD may seek any available remedies at law or equity for damages or non-performance.

8. Termination

- 8.1. Either party may terminate this Agreement by providing twenty one (21) days written notice to the other party. The notice of termination must specify the effective date of termination and the reasons for such termination. Upon termination, the Contractor shall cease all work and the Client shall pay for all services performed up to the effective date of termination, subject to any deductions for unsatisfactory performance or breach of the terms of this Agreement.

9. Miscellaneous

- 9.1. This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements and understandings.
- 9.2. Amendments to this Agreement must be in writing and signed by both parties.
- 9.3. Applicable Law This Agreement will be governed by the laws of the Province of British Columbia.
- 9.4. Disputes arising out of this Agreement will be resolved through negotiation, and if necessary, through mediation or arbitration as agreed upon by the parties.

APPENDIX A – SCOPE OF WORK – BELLA COOLA AIRPORT

Attachment to the Agreement with [REDACTED] for the provision of
CENTRAL COAST REGIONAL DISTRICT SNOW REMOVAL SERVICES.

Site Contact: James Taylor, Airport Manager (250-982-0081)

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

DETAILED PERFORMANCE SPECIFICATIONS

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 maneuvering in parking area and must not block pedestrian access from parking area to terminal building;
- i) Spread sand mix to parking lot and roadway surfaces as necessary to alleviate icy surfaces for both vehicles and pedestrians;
- j) Cooperate with the Airport Manager, medical doctors, paramedics, police authorities, other agencies and pilots of medevac flights and other emergency flights;
- k) 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.
- l) No salt, calcium chloride, or other corrosive de-icing chemicals shall be used on airport property.

2. Performance Standards

The Contractor must:

- 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.

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.
 - a. runway (05 & 23);
 - b. taxiway (A & B);
 - c. apron;
 - d. 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.

4. Additional Maintenance Services

- a) 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.

APPENDIX B – SCOPE OF WORK – BELLA COOLA AND HAGENSBORG FIRE HALLS

Attachment to the Agreement with [REDACTED] for the provision of **CENTRAL COAST REGIONAL DISTRICT SNOW REMOVAL SERVICES.**

Site contact: Nathan Milne (250-982-0081)

THE SERVICES

Work associated with this contract is as follows:

Snow removal

Upon 5cm or more of snowfall, or as requested by the site contact, the contractor will proceed with snow removal as follows:

- a) Services that will not leave a windrow or build-up of snow, ice or slush or any ruts on maintained surface that would affect the safe operation or exit of fire department vehicles.
- b) Take into consideration forecast weather conditions and attempt to provide efficient and cost effective snow removal while maintaining the functionality of the parking areas.
- c) Snow will be dumped at the discretion of the Central Coast Regional District Operations Manager.
- d) Contractor commits to working around fire hall schedules and emergencies.

Required Locations

- 1) Bella Coola Fire Hall (613 Cliff Street, Bella Coola, BC) on the front apron (overhead doors to the street edge) and west side parking area (approx. 1 vehicle width), so as to ensure access to the door on the west side of the fire hall.
- 2) Hagensborg Fire Hall (1465 Highway 20) on the two bay entrance to the street edge and the parking area, as identified by the site contact.

APPENDIX C – SCOPE OF WORK – ADDITIONAL REQUIRED SITES

Attachment to the Agreement with [REDACTED] for the provision of
CENTRAL COAST REGIONAL DISTRICT SNOW REMOVAL SERVICES.

Site contact: Nathan Milne (250-982-0081)

THE SERVICES

Work associated with this contract is as follows.

Snow Removal

The contractor will:

- Upon 8cm or more of snowfall, or as requested by the site contact, proceed with snow removal at the CCRD office (626 Cliff Street, Bella Coola, BC) front and rear parking areas. No snow is to be placed on the opposite (south) side of Cliff street;
- Snow removal services when requested by the site contact;
- Not leave a windrow or build-up of snow, ice or slush on maintained surfaces that would affect the safe access or egress of persons or vehicles.

Required Locations

The contractor shall provide snow removal services (herein described as “The Services”) at the following locations:

Central Coast Regional District Office (626 Cliff St, Bella Coola, BC V0T 1C0)

- Remove snow and spread sand mix to parking lot and entrances as necessary to alleviate icy surfaces for both vehicles and pedestrians;

Operations Office – (1656 Pheonix Road, Central Coast Regional District)

- The contractor shall clear the driveway and entrance leading up to the entrance of the operations office.

Walker Park Parking Lot (1498 Walker Park Rd., Central Coast Regional District)

- The contractor shall maintain the lane to the parking area and for 6 vehicles in parking lot itself.