

SECURITY RFP 2018-001
AIR TERMINAL & COMBINED SERVICES BUILDINGS

Prince George Airport Authority Inc.
4141 Airport Road – 10
Prince George, B.C.
V2N 4M6

Important Notice

You must understand and agree to the following;

Proposals: Documents submitted become the property of the Prince George Airport Authority (the PGAA).

Registration Requirement: All Respondents are required to register with Airport Corporate Services prior to preparing proposals. Registration involves completing the confirmation form, which is included in each tender document. This completed form is to be sent by facsimile or email to Michelle Kenny, Manager, Corporate Services. Registering will ensure that your company will receive the proposal documents, amendments, and addenda.

E-mail Proposals: Proposals submitted by Internet e-mail cannot be accepted and will not be considered.

Late Proposals: The PGAA will not accept proposals received after the closing date and time. Furthermore, the PGAA is not obligated to consider any proposal or to award a contract to any Respondent.

Altering Documents: Respondents must not electronically alter any portion of this document with the exception of adding the information requested. To do so will invalidate the Respondents proposal or response.

Disclaimer: While precautions have been taken to ensure that this file will not interfere with or cause damage to your system or its existing data, the Prince George Airport Authority accepts no responsibility for damages that may be caused by this file and makes no other warranty or representation, either expressed or implied, with respect to this file. This file is provided “as is,” and you, the user, assume the entire risk when you use them.

Waiver: Due to the vagaries of electronic transmissions, the Prince George Airport Authority does not guarantee nor will it be liable for the accuracy of what is read or what is downloaded in this file.

Limitation of Liability: The Prince George Airport Authority shall not be liable for any loss of profits, loss of use, interruption of business, or for indirect, special, incidental, or consequential damages of any kind whether under this agreement or otherwise due to your use of this file.

**SECURITY SERVICES
PRINCE GEORGE INTERNATIONAL AIRPORT**



DATE ISSUED: May 3, 2018

SUBMISSION BY: May 22, 2018

RFP SUBMISSIONS TO:

Attention: Michelle Kenny,
Manager, Corporate Services
Prince George Airport Authority
4141 Airport Road - 10
Prince George, BC
V2N 4M6

Re: SEC 2018-001

A mandatory site tour of the premises for the purpose of examining the existing site and on site difficulties will be conducted on **May 14 at 09:30 am**. All interested parties are to meet at the Airport Combined Service Building, Prince George Airport, Tower Place Road, Prince George, BC . A sign in sheet will be distributed at that time. Vendors submitting proposals who have not attended the site visit will **NOT** be considered for award.

RECEIPT CONFIRMATION FORM

**SECURITY SERVICES
RFP 2018-001**

Please complete this form and e-mail or fax **IMMEDIATELY** to:

Commercial Services
Prince George Airport Authority
4141 Airport Road - 10
Prince George, BC
V2N 4M6

Attn: Michelle Kenny, Manager of Commercial Services
Fax Number: 250-963-3462
e-mail: mkenny@pgairport.ca

Failure to return this form may result in no further communication regarding this Request for Proposal.

Company Name _____

Address _____

City _____ Province: _____ Postal Code: _____

Company Contact: _____

Telephone: _____ Fax: _____

Cell: _____ E-Mail: _____

I have received a copy of the above noted Request for Proposal.

Yes, I will be responding to this Request. Therefore, I authorize the Prince George Airport Authority to send further correspondence that it deems to be of an urgent nature by the following method:

Email _____

Fax _____

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Attachment C	Qualifications and References
Attachment D	Performance Measures
Attachment E	Safety and Security
Attachment F	Proposed Service
Attachment G	Training
Attachment H	Pricing Summary
Attachment I	Staffing Proposal
Attachment J	Insurance Requirements
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Attachment L	Record of Amendment

This Proposal for security services shall cover a period of thirty six (36) months starting on or about September 1, 2018.

The PGAA reserves the right to extend the proposed contract by one additional 12 month period to August 31, 2021. Stipulated costs for such extensions will be subject to increase only by the Successful Respondent as negotiated, accepted and approved by PGAA and the Successful Respondent.

The PGAA will consider entering into a contract for the implementation of the most acceptable proposal which will be determined having regard to the evaluation factors set out in this RFP. In addition, the acceptability of the contract terms and conditions upon which the Respondent would be prepared to undertake the implementation of their proposal will be measured against the contract terms and conditions set forth in this RFP.

RESPONSIBILITIES

The original copy of the proposal, complete with one (1) additional copy, must be submitted to the PGAA on or before the closing date and time.

FXED REPLIES WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

It is the responsibility of each Respondent to inquire about and clarify any requirements of this Request for Proposal which are not understood. All enquiries regarding the proposal procedure and contract terms are to be directed to Michelle Kenny, Manager, Corporate Services. All inquiries must be in writing by email, mail or fax and will be answered in writing and will be distributed to all parties registered as having returned their confirmation form and/or submitted questions on time.

Any addenda shall be considered as part of the proposal documents. All addendums will be emailed or faxed to Respondents.

An oral presentation by one or more of the Respondents may be required after written proposals are received and evaluated by the PGAA. If the PGAA feels that such a presentation is needed, they will schedule a time and place. Each Respondent should be prepared to discuss their qualifications as a supplier of Security services.

The PGAA will not be obligated in any way by the Respondent's response to the Request for Proposal. The Respondent's proposal and all supporting documents become the property of the PGAA. All such documentation may be reproduced by the PGAA, provided that such reproduction is made solely for internal use or for any purpose required by law.

KEY DATES

Listed below are the important events and the target dates and times by which the events are expected to be completed:

- | | | |
|--------------------------|------------------|--------------|
| ▪ Site Visit | | May 14, 2018 |
| ▪ Respondent's Inquiries | Up to the end of | May 16, 2018 |



- PGAA's Answers Up to the end of May 17, 2018
- Deadline for Submission May 22, 2018 at 3:00 PM
- Bid Award June 1, 2018

CLOSING DATE AND TIME

Proposals, signed by the Respondent's authorized representative, must be received by the PGAA, not later than 3:00 PM (15:00 Hours) Pacific Time, May 22, 2018.

The PGAA will not accept submissions of any proposals after the closing date and time. Any submissions received after the closing date and time shall be considered disqualified and will be returned unopened to the Respondent who submitted the proposal. Under no circumstances, regardless of weather conditions, transportation delays, or any other situation, will this deadline be extended.

PROPOSAL DOCUMENTS

Respondents are responsible for ensuring that they are in possession of a full set of proposal documents when preparing their submissions.

Addendums issued prior to the deadline shall be incorporated into the Proposal Documents and become part of the submission.

Respondents finding discrepancies or ambiguities in, or omissions from, the Proposal Documents, or in doubt as to their meaning, shall at once notify the Manager, Corporate Services, who will make a ruling and issue an addendum.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice and submitted by mail, courier, personally or by fax, provided such notice of withdrawal is received by PGAA prior to the submission deadline.

QUALIFICATIONS AND MODIFICATIONS:

Proposals which contain qualifying conditions or otherwise fail to conform to these instructions may be disqualified or rejected.

A proposal already delivered to PGAA may be revised by email; fax or signed letter, prior to the submission deadline provided and the revision must plainly refer to a particular proposal.

The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular words.

Please note in the case of email or faxed revisions to proposals, the PGAA assumes no responsibilities; the Respondent assumes **ALL** risks of using email or faxed communication for revisions. This includes but is not

limited to non-receipt, delays in receipt, reception problems, and equipment failure. The email or faxed transmission must be received by the PGAA prior to the submission deadline of May 22, 2018 at 3:00 PM PDT. Amendments to a proposal by email or facsimile will be accepted provided that the amendment amount is shown and not the total offer.

BID BOND

Each Respondent shall submit with their response to this RFP a bid bond in the amount not less than ten percent (10%) of the first years proposal amount, payable to PGAA and issued by a corporate guarantee or surety company chartered in Canada, licensed to do business within the Province of British Columbia, and acceptable to PGAA. The Bid Bond will be held until a contract and requisite Performance Bond have been fully executed and delivered to PGAA after which they will be returned to the respective Respondents. The Bid Bond shall be in effect until September 30, 2016. If any Respondent declines to enter into a Contract within the period set out in the RFP, or a further agreed to period of time, the principal and surety will be required to pay to PGAA, a sum equivalent to the difference between the principal's proposal and the accepted proposal or TEN PERCENT (10%) of the principal's proposal, whichever is the lesser.

SELECTION CRITERIA

The PGAA will not necessarily accept the lowest price proposed. Any implication that the lowest price will be accepted is hereby expressly negated.

The PGAA will not be limited as to its criteria for evaluation of proposals. The PGAA may take into account whatever criteria and considerations it wishes to. These may include:

1. The quality of service, personnel and facilities of the Respondents organization, as determined solely by the PGAA.
2. The Respondent's relevant experience, qualifications and success in providing Security services.
3. The Respondent's reputation for quality service.
4. The Respondent's capability and willingness to work with the PGAA to deliver and maintain all Security services.
5. The contractual terms proposed by the Respondent as they would govern any contract relationship with the PGAA.
6. The Respondents capability to provide progress reports on quarterly bases or as requested for Security services.
7. The Respondent's capability to provide competitive services, that best suit the needs of the PGAA.
8. The Respondent's financial stability.
9. The Respondent's references from their three major accounts. Please include the size range and the tasks involved for each of the references.



10. The quality of the proposal, specifically:

Proposals that are prepared in a straight forward manner, and describe the Respondent's offering(s) and service capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.

11. For the purpose of selection, a “BEST VALUE” will be employed.

12. All acceptable proposals received will be evaluated on this basis.

13. All acceptable proposals received will be evaluated on this basis utilizing point ratings assigned below.

14. The following ratios will factor the various components to establish a total percentage score:

PRICE: 40%	Points 40
SERVICE: 60%	Points 60

- Company qualifications and after delivery services:
- responsiveness to Request for Proposal 2
- qualification and experience of supervisory staff 5
- evidence of good organization management 6
- adequacy of resources to be applied to the project, including back-up resources available 2
- recruitment and ongoing training/safety programs 4
- references 6
- ability of proposed services to meet PGAA's requirements as determined by PGAA 8
- Quality Assurance Program including a performance measurement table and procedures for rectifying all problems 7

COMPLIANCE: 5% Points

Compliance with instructions in the proposal document.

5

Completeness and thoroughness

5

Please ensure you provide all information requested from; Specifications and Summary of Work, Frequency Schedule, and all schedules included in this Request for Proposal.

CONTRACT STAFFING PROPOSALS

The Successful Respondent shall provide a consistent and stable security service at all times throughout the period of the contract.

The Successful Respondent shall provide the staff and supervision at the levels as detailed in Specifications and Summary of Work.

Staff must be healthy and physically able to

- Lift 50 lbs push/pull/carry 40 lbs.
- Stand for long periods of time
- Sit for long periods of time
- Walk for long periods of time
- Withstand extreme weather

RIGHT TO REJECT

PGAA reserves the right to reject any or all proposals and to accept any proposal it considers advantageous. The PGAA reserves the right to reject any proposal, if the PGAA determines, at its sole discretion and after appropriate investigation and evaluation, that:

- the proposal must be cancelled due to financing problems or changing economic circumstances
- information becomes available after proposal closing which significantly changes the scope or extent of the project
- the proposals, exceed the projected spending approval

RIGHTS AND REMEDIES

The duties and obligations imposed by the proposal documents and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

No action or failure to act by the parties to this RFP shall constitute a waiver of any right or duty afforded any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

CONFIDENTIALITY

In accordance with the Freedom of Information and Protection of Privacy Act, all information regarding the items and conditions, financial and/or technical aspects of the Respondent's proposal which in the Respondent's opinion are of a proprietary or confidential nature, should be clearly marked "CONFIDENTIAL" at each relevant item or page.



All information marked "CONFIDENTIAL" by the Respondent will be held in strict confidence, and shall not be revealed to another party without the consent of the Respondent.

Similarly, information about the PGAA obtained by a Respondent and declared by the PGAA's representative to be CONFIDENTIAL must not be disclosed unless authorized by the PGAA. It is agreed that these reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

CONTACT

Any inquiries regarding the selection process and the terms of the Request for Proposal **MUST** be faxed or e-mailed to:

Michelle Kenny, Manager, Corporate Services
Fax: (250) 963-3462
E-mail: mkenny@pgairport.ca

Answers from the Prince George Airport Authority will be issued in writing and then sent out to all parties registered as having returned their Confirmation Form and/or submitted questions/inquiries on time. Any Addenda shall be considered part of the proposal documents.

Any Respondent who does not attend the mandatory site visit will not be sent amendments or addenda.

It is the Respondent's responsibility to inquire about and clarify any requirements of this Request for Proposal which are not understood.

The Prince George Airport Authority shall not be responsible for, and the Respondent shall not rely upon, any instructions or information given to any Respondent other than in writing in accordance with the requirements of the Request for Proposal.

The RFP is not to be discussed with any other Prince George Airport Authority employee except at the direction of the Manager, Corporate Services. Failure to do so could result in the rejection of your proposal.

The PGAA reserves the right, at its sole discretion, to negotiate, request additional information, or clarify with any Respondent as it sees fit. In no event will the PGAA be required to offer any modified terms to any other Respondent. The PGAA shall incur no liability to any other Respondent as a result of such negotiations or modifications.

SUBMISSION OF PROPOSALS:

The Prince George Airport Authority will not be responsible for any costs incurred by the Respondent which may result from the preparation or submission of the proposal documents pertaining to this Request for Proposal. Respondents are required to use the enclosed forms for submitting their proposals.

EMAIL OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.



The itemized price list must be completed. Failure to do so may result in the rejection of the Proposal submitted by the Respondent.

Sealed proposals must be submitted:

Attention: Michelle Kenny, Manager, Corporate Services

Mail: Prince George Airport Authority
4141 Airport Road - 10
Prince George, BC
V2N 4M6

In Person or Courier:

Prince George Airport Authority
4020 Tower Place
Prince George, BC
V2N 4M6

Proposals must include the following:

- Attachment A Executive Summary
- Attachment B Organizational Data/Financial References/Company History
- Attachment C Qualifications and References
- Attachment D Performance Measures
- Attachment E Safety and Security
- Attachment F Proposed Service
- Attachment G Training
- Attachment H Pricing Summary
- Attachment I Staffing Proposal
- Attachment J Insurance Requirements
- Attachment K Drawing - Airport Property

Your proposal must be signed or it will be disqualified.

MANDATORY CONTRACTUAL PROVISIONS

The following terms and conditions are mandatory and shall be deemed to be incorporated.

PERFORMANCE BOND

A performance bond in the amount of not less than ten percent (10%) of the first year proposal amount, payable to PGAA and issued by a corporate guarantee or surety company chartered in Canada, licensed to do business within the Province of British Columbia, and acceptable to PGAA, must be submitted within 10 working days from the date of contract acceptance.

THE PGAA'S AUTHORIZED REPRESENTATIVES

Persons authorized to speak or act for the PGAA with respect to any contract resulting from this Request for Proposal are those whose positions or names have been specifically designated.

It is hereby declared and agreed by the Respondent that all proposals submitted to the PGAA by the Respondent have been prepared on the basis of its own knowledge of the nature of the work to be performed or of the goods to be supplied, the location, quality, and character of the equipment and facilities needed, as well as general and local conditions and all other such matters which can affect the Respondents performance under any contract between the parties that might result from the Respondents proposal.

The Respondent further agrees that it does not rely upon any information given or statements made by representatives of the PGAA with regard to the Respondents proposal or work to be performed.

AMENDMENTS

No amendment of a contract resulting from this proposal process shall be effective unless it is in writing and executed by the Manager, Corporate Services or designate and by the individual signing the Respondents proposal or another individual named by the Respondent as specified.

ASSIGNABILITY OF CONTRACT

Neither the Contract nor any rights and obligations contained herein, or entered into, may be assigned, subcontracted or otherwise transferred in whole or in part without prior written consent of PGAA.

APPLICABLE REGULATIONS

All services and or equipment provided shall comply with all applicable provincial and federal regulations.

GOVERNING LAW

Any contract resulting from this request for proposal shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.

KEY & SECURITY PASS HOLDBACK

The PGAA shall issue to the Successful Respondent the necessary keys and security passes required to complete the work. On expiry or termination of the contract the Successful Respondent shall return all keys and security passes to the PGAA. In the event that all keys and passes are not returned, any resulting expense to re-key, change locks, replace keys or replace security pass system shall be at the Successful Respondents cost. Key & Security Pass holdback will be \$10,000.00 on final payment of contract.

NON-OWNED EQUIPMENT

The Successful Respondent is responsible for the receipt and storage of all materials required for this contract and will be responsible also for its security and safety. The PGAA will make no payments in compensation for the Successful Respondents materials or equipment stolen, lost, consumed, or damaged during the term of the contract.

CHANGES IN THE SCOPE OF WORK

The PGAA reserves the right without invalidating the contract to make changes by altering, adding to, or deducting from the work. All such work shall be executed under the conditions of the contract. Any changes in the work must be initiated by written order.

Contract sum adjustments shall be made on the basis of the prices specified in the Pricing Schedule of this Contract. All changes in the work must be authorized by the Manager of Corporate Services or designate.

The value of a change shall be determined by unit prices set out in the Contract;

When a change in the work is proposed or required the Successful Respondent shall present to the Manager of Corporate Services or designate for approval the claim for a change in the Contract price with appropriate documentation in a form acceptable to the PGAA. The Manager of Corporate Services or designate will review to determine validity of the claim. If the claim is deemed valid, written authorization will be provided to the Successful Respondent, and will ensure that letter of amendment is issued to the Successful Respondent amending the Contract price as appropriate. The value of work performed in the change shall be included for payment with the regular certificates for payment.

WORK ADDITIONAL TO THE CONTRACT SUM

The successful Respondent shall provide the services described or referred to in this document at any time if

required and as ordered by the Manager of Corporate Services or designate. These services shall be provided based on approved work orders. The value for these services shall be as specified in the section “Changes in the Scope of Work” of the contract. For these services the Successful Respondent shall provide daily service reports for each work order, detailing the hours worked, number and type of employees, and a description of the work performed; these service reports must be certified by the PGAA.

INVOICING AND PAYMENT

Invoicing for payment on account shall be made monthly.

Invoices shall be dated the last day of each calendar month and the amount claimed shall be for the value of work performed during the monthly period completed prior to the end of the calendar month.

Cost and person hours to be identified as shown on the Contract, subject to the said agreement. Payment will be made upon certification that the work has been performed satisfactorily and in accordance within thirty (30) days of receipt of the invoice.

PGAA reserves the right to deduct from the Payment of the invoice the value for:

- Work not completed
- Shoddy workmanship
- Administrative services provided by PGAA such as long distance telephone, fax and photocopying use

This deduction would be assessed by PGAA Authorized personnel and documented.

HEALTH AND SAFETY

The presence or risk of hazards to the health or safety of people in the vicinity of the work must be identified and actions must be taken to protect workers and other persons from such hazards.

The successful Respondent is responsible for complying with PGAA, Workers Compensation Board and the Ministry of Labour laws, policies and procedures.

Prior to commencing the work, the Successful Respondent shall provide evidence of compliance with the requirements of the Province of British Columbia with respect to workers' compensation insurance payments and proof in written form of account in good standing.

INDEMNITY

Notwithstanding the providing of insurance coverage by the PGAA, the Successful Respondent hereby agrees to indemnify and save harmless the PGAA, its successors, assigns and authorized representatives and each of them from and against any and all losses whether directly or vicariously caused or incurred, arising or resulting from the

negligent services of the Successful Respondent or any of his sub-Respondents, and their respective servants, agents, employees, officers, directors, or shareholders under this Agreement, excepting always liability arising out of the negligent acts of the PGAA, its successors, assigns and authorized representatives.

At the PGAA's option, the Successful Respondent shall, at his own expense, promptly assume the defence of any claim, suit or other proceeding against the Successful Respondent, his sub-Respondents, and their respective servants, agents, employees, directors, or shareholders under this Agreement.

If some or any encumbrances of any kind or nature be placed upon or obtained against the property of the PGAA in, or as a result of any legal liability of the Successful Respondent, his sub-Respondents, and their respective servants, agents, employees, officers, directors, or shareholders, the Successful Respondent shall forthwith cause the same to be discharged. In the event that the Successful Respondent fails to remove the said encumbrances, then the PGAA shall have the right to pay whatever moneys may be necessary to fully discharge any and all such encumbrances and all of its costs may be deducted from moneys otherwise payable to the Successful Respondent, and the PGAA shall furthermore be entitled to any additional costs that it may thereby incur.

INSURANCE

The Successful Respondent shall provide, at his own expense, Comprehensive General Liability Insurance, inclusive limits of not less than \$5,000,000.00. The insurance may contain a deductible clause not to exceed \$500.00.

The Successful Respondent is responsible for their own insurance, travel, and WCB insurance (as applicable) at their own expense and must provide PGAA with copies of said insurance annually. It is further understood that the scope of coverage to be included in the Comprehensive General Liability shall include the following extension:

- Broad Form Property Damage
- Occurrence Property Damage
- Personal Injury (libel, slander, malicious acts, false arrest)
- Contingent Employer's Liability
- Non-owned Automobile Liability
- Contractual Liability
- Forcible Ejection (to protect property, prevent injuries)
- Premises, Property and Operation
- Gross Liability and Severability of Interest
- Care, Custody and Control

PGAA is to be added as an additional insured under the Successful Respondents' liability insurance. The Successful Respondent must maintain said liability insurance for the duration of the Contract and ensure that PGAA receives advance notice of any change in conditions or intent by insurer's to cancel.

See Attachment H - Insurance Requirements.

PROTECTION OF WORK AND PROPERTY

The Successful Respondent shall protect PGAA's property and equipment from damage and shall be responsible for damage which may arise as the result of his operations under the Contract except damage which occurs as the result of:

- errors in the contract documents
- acts or omissions by PGAA

Should the Successful Respondent, in the performance of this Contract, damage PGAA's property or equipment, the Successful Respondent shall be responsible for the making good of such damage at his expense.

SUCCESSFUL RESPONDENT'S RESPONSIBILITIES AND CONTROL OF THE WORK

The Successful Respondent shall have complete control of the Work and shall effectively direct and supervise the Work so as to ensure conformance with the contract documents. The Successful Respondent shall be solely responsible for co-ordinating the various parts of the Work under the Contract including but not limited to:

- means,
- methods,
- techniques, and
- sequences and procedures.

The Successful Respondent shall be solely responsible for safety and compliance with the rules, regulations and practices required by safety legislation, including full compliance with all Workplace Hazardous Materials Information Systems (WHMIS) regulations.

The Successful Respondent shall review the contract documents and shall promptly report to the Manager of Corporate Services or designate any error, inconsistency or omission that is discovered. Such review by the Successful Respondent shall be to the best of their knowledge, information and belief and in making such review the Successful Respondent does not assume any responsibility to PGAA for the accuracy of the review. The Successful Respondent shall not be liable for damage or costs resulting from such errors, inconsistencies or omissions in the contract documents which were not discovered. If the Successful Respondent does discover any error, inconsistency or omission in the contract documents he shall not proceed with the work affected until he has received corrected or missing information from PGAA.

The Successful Respondent shall prepare and update as required a schedule indicating the timing of the major activities of the Work. The schedule shall be designed to ensure conformance with the required Contract time. The schedule shall be submitted to the Manager of Corporate Services or designate for their information within a reasonable time from the date of Contract award. The Successful Respondent shall monitor the progress of the

Work relative to the schedule and advise the Manager of Corporate Services or designate of any revisions required as the result of delays indicating the results expected from the resultant change in schedule.

LABOUR AND PRODUCTS

The Successful Respondent shall employ the necessary supervisors who shall be in attendance at PGAA while work is being performed.

The Successful Respondent's supervisory staff shall be satisfactory to the Manager of Corporate Services or designate and shall not be changed except for good reason and only then after consultation with the Manager of Corporate Services or designate.

The Successful Respondent shall maintain good order and discipline among his employees engaged on the Work site; and shall not employ anyone that is not skilled in the task that is assigned to them.

Unless otherwise stipulated elsewhere in the contract documents, the Successful Respondent shall provide and pay for labour, products, transportation and other facilities and services necessary for the performance of the Work in accordance with the Contract.

The Respondent's Supervisor shall represent the Respondent at Prince George Airport and instructions given to the supervisor by the Airport Manager or designate shall be held to have been given to the Respondent. Important instructions shall be confirmed to the Respondent in writing; other instructions shall be so confirmed if requested.

When required by PGAA, the Successful Respondent shall produce reasonable evidence to show that any material, method or workmanship used conforms to the Contract Documents.

The Respondent shall provide 24-hour access to their supervisory personnel via cellular phone.

The PGAA may at its' discretion make requests regarding personnel utilized by the Respondent at the Prince George Airport. Should the Airport have concerns regarding the conduct, or ability of any of the Respondent's Personnel the Airport may request that particular personnel not be utilized at our site without any form of penalty to the Airport or its' employees.

EMPLOYEE RELATIONS

All Security employees will be employed by the Successful Respondent. The Respondent will provide a statement of policy and procedures with regard to employee relations matters such as: supervision, selection, training, safety programs, work place harassment and discipline.

All policies of the Successful Respondent's firm must comply with current Canadian Federal, Provincial and Civic laws such as Income Tax, Unemployment Insurance, Canada Pension and Employment Standards.

The successful Respondent must register under the Workers' Compensation Act, as required in the Province of British Columbia.

UNIFORM AND I.D.

All Respondent employees are to be uniformed.

Dress Standards must be as follows unless otherwise agreed upon:

Shirt - Standard white Uniform shirts must be neatly starched and pressed at all times.

Pants – Standard dress pants black or blue in color must be neatly pressed at all times.

Jackets/Sweaters – Only Issue jackets and sweaters may be worn while on duty.

Ties – Clip on, break-away ties must be worn at all times while on duty.

Shoes/Boots – Must be black in color and polished at all times.

Socks – Must be black in color.

Belts – Standard Issue duty belt must be worn at all times. Radios are to be worn clipped to the duty belt. Keys are to be fastened securely to the belt utilizing a key safe or key keeper. Keys or radios will never be kept in a pocket.

Tie Tacks – Standard Company Tie Tacks may be worn.

Insignia /Pins – Only official recognized company insignia may be worn on the uniform

I.D. Tags – Must be worn securely fastened to the chest area at all times while on duty.

Jewelry – A wristwatch and Wedding/Engagement Rings are the only permitted items of jewelry.

Personal Hygiene/Makeup/Fragrances – Personal hygiene must be of the highest standards at all times. Excessive cologne, perfume, or aftershave is not appropriate.

Seasonal dress changes; post specific dress requirements, as well as medical reasons for alterations to standard dress will be reviewed on an individual basis. Any requests for changes to standard dress requirements will be addressed in writing to the Supervisor of Security through the Respondent Site Supervisor.

LICENCE REQUIRED

The Respondent is required to hold a valid and current security patrol licence and will be required to produce same before start of contract.

BONDING

The Respondent shall provide evidence of a fidelity bond in place for all the Respondent's employees and Sub-Respondents that are employed by the Respondent for performance of the duties as specified in Specifications and Summary of Work hereto and forming a part thereof. The above-mentioned bond shall indicate the Prince George Airport as the obligee (in whose favour bond is required) in the amount of \$10,000.00 for each occurrence.

PERSONNEL AND TRAINING

All employees of the Respondent must meet the following criteria:

- Successful Completion of Grade 12
- Have a valid class 5 BC Driver's License
- Good computer skills (email, Microsoft office, internet) and the ability to learn new programs
- Demonstration of training in accordance with Canadian General Standards Board specification for Security Officers and Security Officer Supervisors [CAN/CGSD-133, 1-2008] and the Security Services Act of British Columbia and maintain the higher of the two standards where they differ;
- Possess a valid British Columbia security worker license;
- PGAA customer service or conflict resolution training;
- Standard First Aid with CPR C & AED
- Criminal record check with no record of consequence
- Complete application process to apply for Transport Canada Security Clearance
- Complete "YXS Security Officer Orientation & Fundamentals" training within first 40 hours of assignment
- Online modules
- ACI Safety Management System
- Security Officer Orientation and Fundamentals (Lessonly)
- YXS Policies (SMS & Security)
- YXS Incident Investigation
- YXS Human Factors
- YXS Disability Awareness
- YXS AVOP Program - D
- Incident Command System (ICS)100
- Introduction to PGAA Emergency Management
- Security Personnel Training (CASR and ASM training requirements)
- Practical

- Short/long Term Parking Machines and pay on foot
- Backup for baggage jams
- Monitor/report all system issues
- Security Services Binder
- General Responsibilities
- Daily Duties
- Standard Operating Procedures (security and safety procedures)
- Standing Orders
- Evaluation of competency to carry out assigned duties
- Complete application process to apply for Transport Canada Security Clearance

Within 1-3 months of assignment

- Security clearance approved by Transport Canada and a Restricted Area Identity Card (RAIC) issued by PGAA
- Standard First Aid with CPR C and AED qualifications;
- Obtain Industry Canada radio license (aeronautical);
- Obtain PGAA Airside Vehicle Operators Permit (AVOP) DA - within first Month
- Obtain PGAA Airside Vehicle Operators Permit (AVOP) D.

NON-COMPLIANCE AND VIOLATION.

The PGAA shall have the right to make reasonable objections to Respondent's failure to provide first-class Services at the Airport and/ or to operate its business in a manner satisfactory to the PGAA. Should Respondent violate the provisions of this Agreement, the PGAA shall give the Respondent notice and a reasonable opportunity to cure said violation or violations. Respondent agrees to promptly discontinue or remedy any objectionable practice or condition within the cure period stated in any notice issued by the PGAA, or within such additional times as both Parties agree is reasonably necessary if Respondent promptly commences to cure the same and thereafter diligently prosecutes the cure of such breach or violation.

CUMULATIVE OR CONTINUOUS VIOLATIONS

Should the Respondent violate the provisions of this Agreement or fail to cure an issue within the allotted time more than three (3) separate times within the course of one Service Year, the PGAA may treat any subsequent violation or violations as a Default.

REMEDIES

Immediately upon the occurrence of a Default, the PGAA may, at its option, exercise any of the following rights and remedies in addition to any other rights and remedies provided elsewhere in this Agreement, or otherwise at law or in equity:

- **Right to Draw on Performance Bond.** In the event of a Default or in the case of breach or violation of any other provision, including Respondent's obligation and duties under all general rules and regulations adopted by the Airport, after written notice by the PGAA describing the default, failure, breach or violation and giving Respondent an opportunity to cure, the PGAA may immediately, and without further notice to Respondent, draw upon the Performance Bond in any amount necessary to satisfy the damages sustained or reasonably expected to be sustained.
- **Elect to Continue and Enforce Agreement.** The PGAA may elect to allow this Agreement to continue in full force and effect without termination and enforce all of PGAA's rights and remedies hereunder.
- **Right to Cure.** Where the Respondent fails to provide the Services to satisfaction of the Airport, the PGAA shall have the right to obtain the Services from outside vendors and any additional cost associated with such action will be the liability of the Respondent.
- **Termination of this Agreement.** PGAA may terminate this agreement as stated in Section 7.7 and 7.8 of this Agreement.

REMEDIES NON-EXCLUSIVE

The remedies provided in this Article are in addition to all other rights and remedies that the PGAA may have for breach or violation of this Agreement. Nothing in this shall be deemed to be a waiver by the PGAA of any breach or violation of this Agreement, nor shall imposition of any of these sanctions be deemed to stop the PGAA from terminating this Agreement, or from asserting any of its other rights or remedies under this Agreement, or at law or in equity.

REMEDIES CUMULATIVE.

Each right and remedy in this Agreement shall be deemed cumulative and will be in addition to every other right or remedy in this Agreement, or existing at law or in equity, including, without limitation, suits for injunctive relief and specific performance. Such rights and remedies shall not be in lieu of or exclusive of each other and shall in no way affect any other remedy available at law or in equity. The exercise or beginning of the exercise, by the PGAA of any such rights or remedies will not preclude the simultaneous or later exercise by the PGAA of any other such rights or remedies. Nothing contained herein shall constitute a waiver of any of the PGAA's other rights and remedies under this Article.

TERMINATION BY THE PGAA

This Agreement may be terminated by the PGAA on immediate notice to the Successful Respondent:

- (a) if the Successful Respondent defaults in the payment of any amount due and payable to the PGAA hereunder and such default remains unremedied for a period of TEN (10) days after notice or

demand from the PGAA; or

- (b) if the Successful Respondent defaults in the performance or observance of any term or condition of this Agreement or persistently or repeatedly defaults in the performance or observance of any term or condition of this Agreement, and in each case such default remains unremedied for a period of Seven (7) days after notice from the PGAA, or in the case of a default which cannot reasonably be remedied within such period, the Successful Respondent fails to take immediate action and diligently carry out steps to remedy such default in accordance with instructions of the PGAA (termination for cause).

TERMINATION BY EITHER PARTY

- (a) This Agreement may be terminated by either party on immediate notice to the other if the Building is wholly or partially damaged or destroyed to the extent that the operations of the Respondent hereunder are totally suspended as a result thereof for a period in excess of ninety (90) days.
- (b) This Agreement may be terminated by either party, on sixty (60) days written notice to the other.

CONSEQUENCES OF TERMINATION

If this Agreement is terminated as herein provided, the following provisions shall apply:

- (a) The Successful Respondent shall cease forthwith the provision of Service and all its operations under this Agreement;
- (b) The Successful Respondent shall surrender and vacate forthwith the PGAA facilities, promptly removing all of its property located therein and immediately make good any damage occasioned thereby;
- (c) The PGAA shall pay to the Successful Respondent the amounts due (if any).
- (d) If there is a termination for cause, the Respondent shall be liable to PGAA for any amount necessary to fully compensate the PGAA for all damages and costs, including attorney's fees, caused by Respondent's failure to perform its obligations under this Agreement.

FORCE MAJEURE

The Successful Respondent shall notify the PGAA promptly of any material delay in performance of specified services and shall specify in writing to the Manager of Corporate Services or designate the proposed revised performance date as soon as practicable after notice of delay. The Successful Respondent shall not be liable for delays in performance due to causes beyond its reasonable control, but it will be liable for delays due to its fault or negligence. In the event of any excusable delay the date of performance shall be extended for the period equal to the time cost by reason of such delay on written approval of the Manager of Corporate Services or designate. An equitable financial adjustment based on unit costs shall be negotiated between the Successful Respondent and Manager of Corporate Services or designate for the period of such or on performance.

The PGAA shall not be liable for any damage, breach of contract, or breach of covenant contained in this contract, due to causes beyond control of the PGAA, and in particular, (but not so as to restrict the generality of the foregoing) it shall not be liable for damages or breach caused by act of God, acts of military or civil authorities, war, riot or civil disobedience, fire, explosion, strikes, lock outs or other labour unrest, including picketing, (whether lawful or not), nor shall it be liable for damages or breaches of covenant or contract caused by its being unable to obtain labour, materials, or facilities, and the PGAA shall not, in any event, under any circumstances whatever, be liable for consequential damage or special damages to any person arising by reason of any of the aforesaid matters.

Should the PGAA be of the opinion that this Agreement cannot continue due to circumstances beyond its control and jurisdiction, it shall thereupon be, at the option of the PGAA, terminated and at an end and no action of any sort shall be taken against the PGAA as a result thereof.

FREEDOM OF INFORMATION

The Respondent acknowledges that the PGAA is a public body subject to the *Freedom of Information and Protection of Privacy Act* (the Act). The Respondent shall review the Act and determine the categories of records which are accepted from disclosure under the Act. The Respondent shall clearly mark “Confidential” all information regarding the items an conditions, financial and/or technical aspects of the Respondent’s Proposal, which in the Respondent’s opinion are of a proprietary or confidential nature at the relevant item or page.

If the PGAA receives a request for information under the Act which includes information provided by the Respondent, the PGAA will give the Respondent notice of such request and the Respondent will respond to such notice within 20 days or less. If the Respondent does not respond to the notice from the PGAA, the PGAA will proceed to process the request for information. The PGAA shall use all reasonable efforts to hold all information marked “Confidential” by the Respondent in strict confidence but shall not be liable for any inadvertent disclosure.

If the PGAA’s response to a request under the Act is appealed to the Office of the Information and Privacy Commissioner, the Respondent shall have the burden of proof per section 57 (3) of the Act. The Respondent shall be responsible for all costs related to its confidentiality requirements.

If the PGAA declares and marks certain information about the PGAA to be received by the Respondent as “Confidential”, the Respondent must not disclose such “Confidential” information to any third parties unless authorized to do so in writing by the PGAA.

The Respondent and The PGAA agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

GENERAL DESCRIPTION

The Successful Respondent shall provide a complete security service for the stipulated price. Any work which would normally be part of a **complete security service, regardless of whether or not it is specifically mentioned in this specification**, shall nevertheless be carried out by the Successful Respondent without extra charge. The overriding purpose of this contract is to secure the safety of staff and the general public while on the Prince George Airport and the security of Airport Property.

Security Post Orders will be developed in cooperation with the Airport to outline the core responsibilities for which the Contractor will be held accountable, and also outline emergency procedures. Post Orders will be signed by the Contractor and the Airport before becoming effective and may be supplemented by written or verbal instructions from the Airport Manager or other designated representatives of the Airport. All shift personnel are expected to have a working knowledge of Post Orders and to sign the signature page indicating that they have read and understand them and any subsequent amendments.

SUMMARY OF WORK

Definitions Of Contract Areas & Supervisor

For purposes of this contract, the following definitions apply:

PGAA	Refers to the Prince George Airport Authority Inc.
Respondent	Refers to company contracted to provide security service.
MOCS	Refers to the Manager of Corporate Services or designate
The Work	Refers to duties outlined in the specifications of this contract.

For this specification, Airport buildings and layout are shown on the attached schematics.

Respondent's Personnel

Respondent will ensure that all employees are bondable and have been thoroughly screened to ensure the safety of all those on site. Respondent's employees will be fully trained, aware of the particular security requirements of an airport and sensitive to gender-specific security issues.

Supervision

The Respondent shall have a designated supervisor who will be responsible for ensuring his/her subordinates are informed of their duties and responsibilities.

All security guards shall be knowledgeable in details of post orders and sign the signature page as having read and understood. Post orders are held in a three ring binder and are maintained and kept in the Security Office.

Duration Of Work Week/Schedule

The Service shall be performed seven days a week/24 hrs day to ensure continuous security coverage.

The supervisor will issue the duty schedule to the MOCS on a monthly basis. Respondent shall be responsible for arranging shift replacements in the event guards are unable to work their regular shifts. Once the schedule has been established, any changes in schedules shall be approved in writing by the MOCS.

The Service

The Respondent shall maintain staffing levels sufficient to perform the service required. Overtime will not be compensated to the Respondent due to the Respondent failing to provide a lack of properly trained or cleared staff.

The Respondent in conjunction with the MOCS will develop a comprehensive on site training program. The Respondent will further insure that all new personnel will complete the program prior to working independently on Airport property.

The Respondent shall provide continuous monitoring and regular mobile and foot patrols of all areas of the Airport buildings to ensure the safety of staff, and the general public.

Respondent's employees shall establish a rapport with Airport employees working to provide an awareness of Respondent's presence and create a sense of comfort for Airport employees.

The Respondent shall, when requested, provide escort service between Airport buildings, parking lots, airfield.

The Respondent shall ensure Airport buildings are secure during non operational time.

The Respondent shall secure the buildings and property of the Airport against unauthorized entry, theft, sabotage, fire or other physical damage.

The Respondent shall maintain a daily log in vortex, itemizing times duties are performed.

The Respondent shall respond to incidents in a professional manner and report through the PGAA safety system all incidents, customer service requests, and safety concerns.

The Respondent shall initiate investigations of reported incidents and safety concerns.

The Respondent is the first point of contact between the customers, tenants and the PGAA and shall provide first in class service.

The Respondent shall work with the MOCS in providing educational workshops aimed at creating security awareness on the part of staff and at establishing a security-conscious site.

The Respondent shall retrieve/relocate luggage carts to dedicated storage.

Equipment Checks

Security guards reporting for duty shall check the following at the beginning of their shift:

- Radios.
- Cell Phone
- Keys (building keys)
- Flash light (working).
- Telephone (working).
- RAIC Handhelds
- Parking violation Tablet and printer
- Daily log in Vortex(information or messages for oncoming shift.)

Conduct

Security guards will report for duty no later than 15 minutes prior to start of shift for debriefing and will be in full seasonal uniform.

Coffee/meal breaks must be taken on site and must be staggered to ensure continuous coverage.

In the event a security guard is not able to report for duty on a scheduled shift, the Respondent's Supervisor is to be notified at the earliest time possible so that alternate arrangements can be made.

Any security guard who becomes sick on duty or for any reason needs temporary relief is to advise the Respondent's Supervisor to ensure continuity of coverage.

Security guards will rotate posts while on shift to maintain alertness; they will maintain a highly visible profile while on duty. All security and safety related incidents are to be reported in our safety management system Vortex.

The Respondent will ensure all personnel have a clear and concise understanding of all applicable legislation, regulations, by-laws and local policies & procedures. Complete duties of all security personnel at the Airport will be clearly outlined through the Airport Security Plan, and the Airport Security Post Orders.

GENERAL DUTIES

General duties include but are not limited to the following:

Airport Patrol Officer

The Patrol Officer has a highly visible profile at all times while on duty. During periods when the public is occupying the ATB, the visibility of the Airport Patrol Officer is of prime importance.

Below is a list of some, but not all, duties:

- Carry out security duties to guard against unauthorized entry, theft, sabotage, fire or other physical damage.
- Minor repair/stocking of parking equipment.
- Medical response.
- Provide control of crowds, vehicle movement, and pedestrian traffic as per the AEPM Airport Emergency Procedures Manual.
- Monitor all arrival and departure of passenger traffic airside. This is a vital function of the Patrol Officer in ensuring that all visitors to the airport enjoy a safe, expedient, and hassle free experience.
- Keeping the entrances both airside and groundside clear of snow when required.
- Sanding of entrances and sidewalks as required.
- Ensure parking meters are stocked and entrance and exit gates are functioning properly.
- Monitor traffic flow through the lower lot, receive payments and reconcile receipts at the end of the shift.
- Patrol lower lot to check for vehicle security, perform vehicle counts if necessary, and issue violation tickets as required.
- Patrol short-term parking and issue violation tickets as required.
- Carry out parking coin collection.
- Provide recommendations for parking operations improvements.
- Conduct random patrols of aprons 1,2 and 4
- Ensure the ATB is secured approximately one hour after the last flight has arrived or departed, including the FSS entrance to the ATB lower floor. Open the ATB and FSS entrance, along with all other doors when you come on shift.
- Monitor CCTV's and investigate suspicious activity identified on screen. Report incidents to the MOCS and if required to the RCMP as the situation requires.
- Attend the scene of all motor vehicle accidents, disturbances and personal injury accidents.

- Investigate and complete incident reports in Vortex.
- Provide assistance to the RCMP as required. If assistance requested affects airport operations, or may possibly direct attention to the airport, then MOCS is to be notified.
- Operate a lost and found service for articles found at the airport. All items found are to be entered in the lost and found logbook, items claimed must be signed for. Found items are kept in the security office in the cabinet provided.
- Provide continual and dynamic patrols of airport property and buildings including but not limited to; ATB, CSB, Parking Lots.
- Provide escorts as required by airport management.
- Act as first response for all security incidents on airport property. Initiate appropriate emergency plans in all cases, and complete proper post incident procedures.
- Perform all other duties as required by airport management.

Airside Access Monitor

Provide airside access control by applying the Aerodrome Security Measures restricted area pass system. All persons entering a restricted area are to be checked to ensure there is a substantiated need and right to be within a restricted area and that they hold a valid and appropriate Restricted Area Access Pass.

- Manage the visitor access passes.
- Act as secondary response to security incidents on airport property. Participate in appropriate emergency plans as directed, and complete proper post-incident procedures.
- Perform all other duties as required by airport management.
- Monitor CCTV's and investigate suspicious incidents identified on screen. Report incidents to the MOCS and if required to the RCMP as the situation requires.
- Act as first response for all security incidents on airport property. Initiate appropriate emergency plans in all cases, and complete proper post incident procedures.
- Perform all other duties as required by airport management.



ATTACHMENT A

RFP 2018-001

EXECUTIVE SUMMARY

The Respondent shall include a summary of pertinent points in the Proposal that the Respondent wishes to highlight.

ORGANIZATIONAL DATA/FINANCIAL REFERENCES/COMPANY HISTORY

Name _____

Date Submitted _____

Head Office Address _____

Local Office Address _____

Duly Authorized Official Representative for the purpose hereof, and Telephone Number

Description of Respondent

a) Incorporated Company

(Name) _____

Date and Place of Incorporation _____

Names of Principal Officers and state whether they are Canadian Residents:

President _____

Vice President _____

Secretary _____

Treasurer _____

b) Partnership

(Name) _____

Date and Place Established _____



ATTACHMENT B

SEC 2018-001

General or Limited Partnership _____

Principal Partners, Country of Residence and Address

c) Sole Proprietorship

(Name) _____

Date and Place Established _____

Name and Address of Proprietor _____

d) Other

(Please provide adequate details) _____

If the Respondent is a subsidiary of, affiliated with or associated with other organizations, please provide details of the relationship and the individual or corporate entity (indicate whether the other entities are Canadian or non-Canadian)

Respondents are reminded that in the event two (2) or more affiliated or associated parties submit proposals all those parties shall be disqualified from participation in the process.

On behalf of the company or enterprise submitting this bid, I hereby certify, under penalty of perjury, that the respondent is not affiliated with any other company or enterprise which is submitting a bid on this project, with the exception of:



ATTACHMENT B

SEC 2018-001

The undersigned also certifies that the price of this bid has been determined independently of the price of any other bidder on this project except those so noted above.

NAME OF FIRM: _____

PER: _____
(Official of Firm)

SIGNATURE: _____

DATE: _____

NOTE: Please include the Bid Bond of 10% of the value of the proposal with your submission.



ATTACHMENT C

SEC 2018-001

RESPONDENT QUALIFICATIONS AND REFERENCES

The Respondent shall provide a summary of its qualifications to both supply and support the services being proposed. The Respondent shall supply **a minimum of two references**, and describe how the services provided to these references are similar to the services proposed to the Airport. Airport/Institutional references are preferred.

PERFORMANCE MEASURES

The Successful Respondent is to list their key performance measures as well as provide detailed procedures for responding and remedying problems as reported to them by Supervisor

PROPOSED SERVICE

The Respondent shall describe how the proposed services meets the specifications set forth in “Specification and Summary of Work”. Any specifications, which cannot be met, shall be identified in the Proposal.

TRAINING

The Respondent shall describe and provide separate prices for any additional training and educational programs required for Respondent's personnel in the provision of the proposed services. The Respondent will list all training given to personnel under their employment.



ATTACHMENT H

SEC 2018-001

PRICING SUMMARY

NOTE: Overtime rates will only be paid by the airport in situations where the airport specifically requests security personnel remain on site for specific operational requirements such as emergency situations. Overtime will not be paid by the airport in any other situations including but not limited to; Respondent employee illness, insufficient number of trained available personnel, etc.

Position	Hourly rate	Overtime	Double Time
Supervisor	_____	_____	_____
Lead	_____	_____	_____
Patrol/Airside Access Monitor	_____	_____	_____
Statutory Holidays	_____	_____	_____



ATTACHMENT I

SEC 2018-001

STAFFING PROPOSAL

Staffing must be such that all service requirements are met. A supervisor/lead is not required while the Terminal building is closed. There should be a supervisor/lead and one Patrol/Airside Access Monitor on shift during all scheduled flights. An additional Patrol for peak hours may be required.

INSURANCE REQUIREMENTS

INSURANCE

1. All the insurance policies which the Respondent is required to obtain shall provide that the insurance shall not be cancelled, or materially changed in any way without the Insurer giving at least thirty (30) days prior written notice to the Airport.
2. All insurance which the Respondent is required to obtain in accordance with this Agreement shall be with Insurers registered in and licensed to underwrite such insurance in the Province of British Columbia. All such insurance shall be at no expense to the Airport.
3. The Respondent may take out such additional insurance, as he may consider necessary and desirable. All such additional insurance shall be at no expense to the Airport.
4. The Respondent, during the term of this Agreement, shall provide, maintain and pay for the following insurance, which shall be placed with such company or companies and in such form and amounts and with such deductibles as may be acceptable to the Airport:

- (a) Comprehensive General Liability Insurance protecting the Airport, the Respondent, his Sub-Respondents and their respective servants, agents, employees, officers, directors, or shareholders against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the Respondent, his Sub-Respondents, and their respective servants, agents, employees, officers, directors, or shareholders under this Agreement. Such insurance shall be for an adequate amount acceptable to the Airport and shall, in any event, be not less than TEN MILLION DOLLARS (\$10,000,000.00) inclusive of any one occurrence, and shall include a standard form of cross-liability clause.

Such policy(s) of insurance as are required herein shall, without limitation, cover all liability arising out of completed operations non-owned automobile liability, contingent employer's liability and liability assumed by the Respondent in connection with and applicable to this Agreement.

- (b) Professional Errors and Omissions Liability Insurance protecting the Respondent, his Sub-Respondents and their respective servants, agents, employees, officers, directors, or shareholders against any loss or damages arising out of the professional services rendered by the Respondent, his Sub-Respondents, and their respective servants, agents, employees, officers, directors, or shareholders under this Agreement. Such insurance shall be for an adequate amount acceptable to the Airport, and shall in any event be not less than ONE MILLION DOLLARS (\$1,000,000.00) inclusive of any one occurrence.

The Respondent shall ascertain that all Sub-Respondents employed by him carry insurance in the form and limits specified in (a), (b) and (c) above.

5. Evidence of insurance in such form as may be required shall be lodged with the Airport prior to the commencement of any of the Respondent's services.

INDEMNITY

1. Notwithstanding the providing of insurance coverage by the Airport, the Respondent hereby agrees to indemnify and save harmless the Airport, its successors, assigns and authorized representatives and each of them from and against any and all losses whether directly or vicariously caused or incurred, arising or resulting from the negligent services of the Respondent or any of his Sub-Respondents, and their respective servants, agents, employees, officers, directors, or shareholders under this Agreement, excepting always liability arising out of the negligent acts of the Airport, its successors, assigns and authorized representatives.
2. At the Airport's option, the Respondent shall, at his own expense, promptly assume the defence of any claim, suit or other proceeding against the Respondent, his Sub-Respondents, and their respective servants, agents, employees, officers, directors, or shareholders under this Agreement.
3. If some or any encumbrances of any kind or nature be placed upon or obtained against the property of the Airport in, or as a result of any legal liability of the Respondent, his Sub-Respondents, and their respective servants, agents, employees, officers, directors or shareholders, the Respondent shall forthwith cause the same to be discharged. In the event that the Respondent shall fail to remove the said encumbrances, then the Airport shall have the right to pay whatever moneys may be necessary to fully discharge any and all such encumbrances and all of its costs may be deducted from moneys otherwise payable to the Respondent, and the Airport shall furthermore be entitled to any additional costs that it may thereby incur.

