



**REQUEST FOR PROPOSAL to
Remove and Replace Existing Carpet and Vinyl Tile
In the Administration Building
at the
North Bay Jack Garland Airport**

October, 2017

North Bay Jack Garland Airport Corporation

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Disclaimer

The information contained within this RFP may not be complete, accurate, adequate or correct (specifically with regards to drawings, distances, materials, etc.). Each vendor should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources, including but not limited to internal assessments by each vendor.

While the North Bay Jack Garland Airport Corporation has provided the most accurate and complete information available to it, it may be possible that some information or details have been unintentionally omitted from this RFP.

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to provide vendors with information to prepare and submit qualifications for the removal and replacement flooring in the Administration Building of the North Bay Jack Garland Airport [AIRPORT].

A mandatory site meeting will be held on **October 30, 2017 at 9 am in the Airport Boardroom (50 Terminal St., North Bay, ON, P1B8G2)** in order to review the expectations of what the North Bay Jack Garland Airport Corporation is working to achieve through this replacement, and provide a walkthrough of the various locations for the flooring and affected areas. All prospective vendors must attend this meeting.

1.2 Location

North Bay Airport is located approximately 8 km from the North Bay City Centre. The aerodrome elevation is 370m (1215') above sea level. Strategically located near the trans-Canada Highway 17 and Highway 11, and the Ontario Northland Railway, the airport serves not only the City of North Bay itself but the surrounding districts of Nipissing, Parry Sound, Temiskaming, and many other communities within Northern Ontario. Access to the airport from major ground transportation corridors including Highways 11 and 17 is via Airport Road.

1.3 Background

The airport operates on a 24 hour per day, 7 day per week basis with approximately 75,000 passengers and 25,000 aircraft using the facilities annually. During the course of a normal work day there is approximately 60 persons working or attending class in the various buildings.

Administration Building

The Administration Building itself was built in the early 1960's and is the administrative and management work space for airport operations. The Administration Building is comprised of nine companies operating in a wide variety of office spaces on two levels.

Since the building became operational it has seen many changes, including the addition of halls, office, etc. in order to transform the facility from what was once the airport's terminal building to an office building.

The Administration Building currently has flooring comprised of:

- Terrazzo
- Vinyl Flooring (of various sizes)
- Carpet

The AIRPORT has conducted a designated substance survey and is aware that some flooring contains asbestos materials. A comprehensive report of the survey can be provided to any and all proponents if requested.

2.0 OBJECTIVES

2.1 General

The objectives are to partner with a proven Flooring Company [VENDOR] who will deliver a comprehensive, modern, high quality and cost effective replacement for the carpet and vinyl tile flooring in designated halls and offices within the Administration Building of the North Bay Jack Garland Airport [AIRPORT]. The VENDOR will provide all services necessary for the work, which will include the moving of shelving, furniture, appliances, computers, and related materials from offices.

All makes, models, and hardware (as defined by the VENDOR to meet the specifications within this document) will be considered as part of this project.

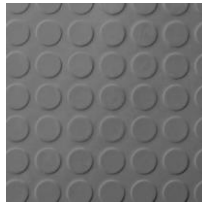
The AIRPORT looks forward to partnering with a VENDOR to develop a comprehensive replacement to meet all operational needs, while using the specialized expertise of the VENDOR.

3.0 REQUIREMENTS

In providing the services to remove and replace the flooring in the Administration Building for the AIRPORT, the following is a brief description of the general requirements:

- VENDOR will validate to ensure all dimensions and measurements are accurate
- Provide a comprehensive plan to meet the current needs of the AIRPORT, effectively addressing the flooring of the Administration Building (approx. 340 m², not including stairs) as defined in Annex A.
- Provide a comprehensive work timeline to meet the current needs of the AIRPORT, as defined in Annex B.
- Provide a comprehensive list of all supplies to be used throughout the project, including flooring and materials recommended by manufacturers for patching, priming, chemically welding, adhesives, etc.
- For all areas to be tiled, provide a 12"x24" ceramic tile replacement (colour to be determined after contract awarded).
- For the ramp and landing areas, provide a one piece raised circular design (luminescent strip required), or equivalent (colour to be determined after contract awarded and to be coordinated with the adjacent flooring).

Example:



- Provide vinyl base board throughout all affected areas where flooring has been replaced (colour to be determined after contract awarded, and will coordinate with the tile flooring that is being installed).
- Provide two transitions to carpet flooring (for room 226 and corridor 207F).
- Provide three transitions to existing vinyl tiling (Nav Canada Tech 22 & 231A and spiral staircase)
- Provide 36 complete spare tiles (or 3 boxes of complete tiles) for future repairs if necessary.
- Provide all health and safety briefings and Personal Protective Equipment as determined by the VENDOR or the manufacturer of the products, including those required for the removal of asbestos materials.
- Provide an effective solution to cover old cable trays that run through the Helicopter Canada Office, and the Airport Administration Offices)

The VENDOR will be responsible for providing all material and equipment other than those noted to be supplied by the AIRPORT below.

The AIRPORT will provide no material, resources, or equipment as part of this project.

The AIRPORT will provide a secure facility for the storage of supplied material, resources, or equipment of the VENDOR. The AIRPORT will also work with the VENDOR in developing a schedule of work in order to coordinate the removal of furniture, relocation of offices, and mitigate the operational impact of all affected business, including the AIRPORT.

Additional work requirements may be requested by the Airport Manager at any time. Such requests will be processed via change orders with associated separate purchase/work orders, which will be invoiced separately at the end of the project.

All VENDOR employees, and those of its subcontractors, who will coordinate the work onsite will be required to participate in a safety and security briefing at the airport prior to commencement of the project.

4.0 TERM OF CONTRACT

The term of this agreement is for the duration of the project, which is to be completed within no more than one (1) months from commencement, or less. Commencement date to be agreed upon by both the VENDOR and the AIRPORT.

Every effort will be made by the AIRPORT's representatives to cooperate with the VENDOR's construction schedule.

The VENDOR's construction schedule will need to take into consideration the operational requirements and restrictions of the AIRPORT's and all its tenants operations as applicable. It is the AIRPORT's intent that the construction schedule never interferes with, nor in any way impedes, the day-to-day operations.

Appendix B is provided as a proposed timeline for the work, as some areas are only available on weekends and evenings however others are available during weekdays.

4.1 Payment

The AIRPORT will be invoiced only at the completion of the entire project. Any taxes shall be invoiced and paid in association with the total contract price.

5.0 OBLIGATIONS

The VENDOR

The selected VENDOR will be considered the primary contractor and will assume total responsibility to provide the AIRPORT with all material and services needed to make the system fully operational by the agreed upon date. As such they:

Shall supply technical staff who will comply with all statutory and local airport regulations in effect from time to time throughout the "Term of Contract";

Shall fulfill all requirements listed above within this document.

Shall comply with all airport safety and security instructions throughout the course of their work, in order to ensure regular operations of the airport remain unaffected at all times.

Shall provide any uniforms, personal protective equipment (PPE), tools, and equipment for employees throughout the project, as required.

Shall provide all necessary components for the project, less those provided by the AIRPORT as listed previously.

Shall designate one (1) person as project manager responsible for all work contained within the project. This person will coordinate all activities with the AIRPORT.

The AIRPORT

Shall provide a safety and security briefing for all proponent employees prior to commencement of the project.

Shall provide access to job sites as required through the use of issuing keys, access passes, or security escorts.

Shall designate one (1) person as project manager responsible for all work contained within the project. This person will coordinate all activities with the VENDOR.

5.1 Code and Regulation Compliance

VENDOR shall review all relevant codes, statues, regulations and by-laws applicable to the work required, and ensure those authorities having jurisdiction are consulted and approvals as appropriate are secured or complied with. These may include but are not be limited to:

- Department of Labour, Occupations Environmental Regulations
- The Workers Compensation Industrial Health and Safety Regulations

6.0 INSTRUCTIONS TO VENDORS

6.1 General

Eligible vendors must provide with their proposal:

1. Proof of licence to conduct business within the Province of Ontario.
2. Letter of good standing with the Workplace Safety & Insurance Board.
3. Proof of General and Professional Liability Insurance \$5,000,000 inclusive per occurrence.

The information contained in the proposal must be organized under the same headings and in the same order as outlined in the following section entitled "Mandatory Proposal Components".

6.2 Mandatory Proposal Components

Please order proposal as follows:

1.0 Introduction, including the following:

- 1.1. Introductory letter describing the firm's commitment to the RFP, signed and sealed as outlined above.
- 1.2. Letter of good standing with the Workplace Safety and Insurance Board.
- 1.3. Letter from Insurance Company stating availability Liability Insurance specific to this contract. The successful Proponent will be required to carry a minimum of \$5,000,000 in general liability. The insurance coverage cannot be modified without written consent of the Owner.
- 1.4. Tender cost must be broken down in separate components as listed in Schedule 1A below.

Schedule 1A - Cost of Services

Administration Office (#227, 228, 230) Floor Replacement	Cost	HST
Carpet Flooring and Vinyl Baseboard Removal		
New Tile Flooring and Vinyl Baseboard Installation		
Moving Furniture, as required.		
Corridor and Washroom (#218, 232) Floor Replacement	Cost	HST
Vinyl Tile Flooring and Vinyl Baseboard Removal		
New Tile Flooring and Vinyl Baseboard Installation		
Helicopter Canada Office (#229) Floor Replacement	Cost	HST
Carpet Flooring and Vinyl Baseboard Removal		
New Tile Flooring and Vinyl Baseboard Installation		
Moving Furniture, as required.		
Helicopter Canada Classroom Floor Replacement	Cost	HST
Carpet Flooring and Vinyl Baseboard Removal		
New Tile Flooring and Vinyl Baseboard Installation		
Moving Furniture, as required.		
Rubber Stairs, Ramp, and Landings Floor Replacement	Cost	HST
Carpet, Vinyl Tile, and Rubber Flooring Removal		
New Rubber Flooring and Vinyl Baseboard Installation		
Boardroom Foyer (#211) Floor Replacement	Cost	HST
Carpet Flooring and Vinyl Baseboard Removal		
New Tile Flooring and Vinyl Baseboard Installation		
AMCO Office (#114-A) Floor Replacement	Cost	HST
Carpet Flooring and Vinyl Baseboard Removal		
New Tile Flooring and Vinyl Baseboard Installation		
Moving Furniture, as required.		
Service Rates	Cost	HST
Hourly Rate for Service (Not to include any service required for warranty work)		
Vehicle Rates for Service (Mileage, etc.)		

- 2.0 Project Overview
 - 3.1 Overall Design
 - 3.2 Hardware (Flooring) Provided
- 3.0 Work Implementation Schedule
 - 4.1 Project Timeline and Major Milestones
 - 4.1.1 Overall Design
 - 4.1.2 Procurement of flooring and products
 - 4.1.3 Installation
 - 4.1.4 Removal of removed flooring
- 4.0 Warranty Overview
 - 5.1 Product Warranties
 - 5.2 Service and Labour Warranties
- 5.0 Service and Support
 - 6.1 Service Technician Information
 - 6.2 Service Call Rates

Illustrated brochures and professional publications may be attached and submitted to augment the data and information listed above and included in the qualifications document.

Illustrated brochures and professional publications do not replace any component, in part or in full, of the “Mandatory Proposal Components”.

7.0 PROPOSAL EVALUATION CRITERIA

The VENDOR proposal shall be evaluated in accordance with the following criteria. Proposals will be evaluated by the North Bay Jack Garland Airport Corporation on the basis of perceived “best value” to the AIRPORT as such, the lowest price may not mean award. The North Bay Jack Garland Airport Corporation reserves the right to select and award using its sole discretion and to reject any and all proposals as it sees fit.

The Airport Manager and team will carry out a project assessment and make recommendations to the Airport Board. The evaluation will use the criteria set out as outlined below.

<u>Envelope</u>	<u>Total Value 100 points</u>
• Proposal Quality -overall organization, quality of proposal	10 points
• Understanding of the Requirements - demonstrated understanding of the requirements	10 points
• Flooring to be Provided - quality of flooring suggested, examples of its use	15 points
• Methodology - depth, detail, clarity of the submission, timeline	30 points
• Total Cost to Provide Service	35 points

Acceptance or Rejection of Tenders

The AIRPORT reserves the right to reject any or all tenders in the best interest of the Corporation. The lowest or any tender will not necessarily be accepted.

8.0 SUBMISSION INSTRUCTIONS

8.1 Address for Submission of Proposals

Address for submittal of Proposals:

Clearly mark in sealed packages:

**PROPOSAL SUBMISSION FOR:
Administration Building Flooring Replacement
North Bay Jack Garland Airport Corporation
50 Terminal St., Suite 1
North Bay, Ontario
P1B 8G2**

8.2 Closing Time for Submission of Proposals

Proposals must be received no later than:

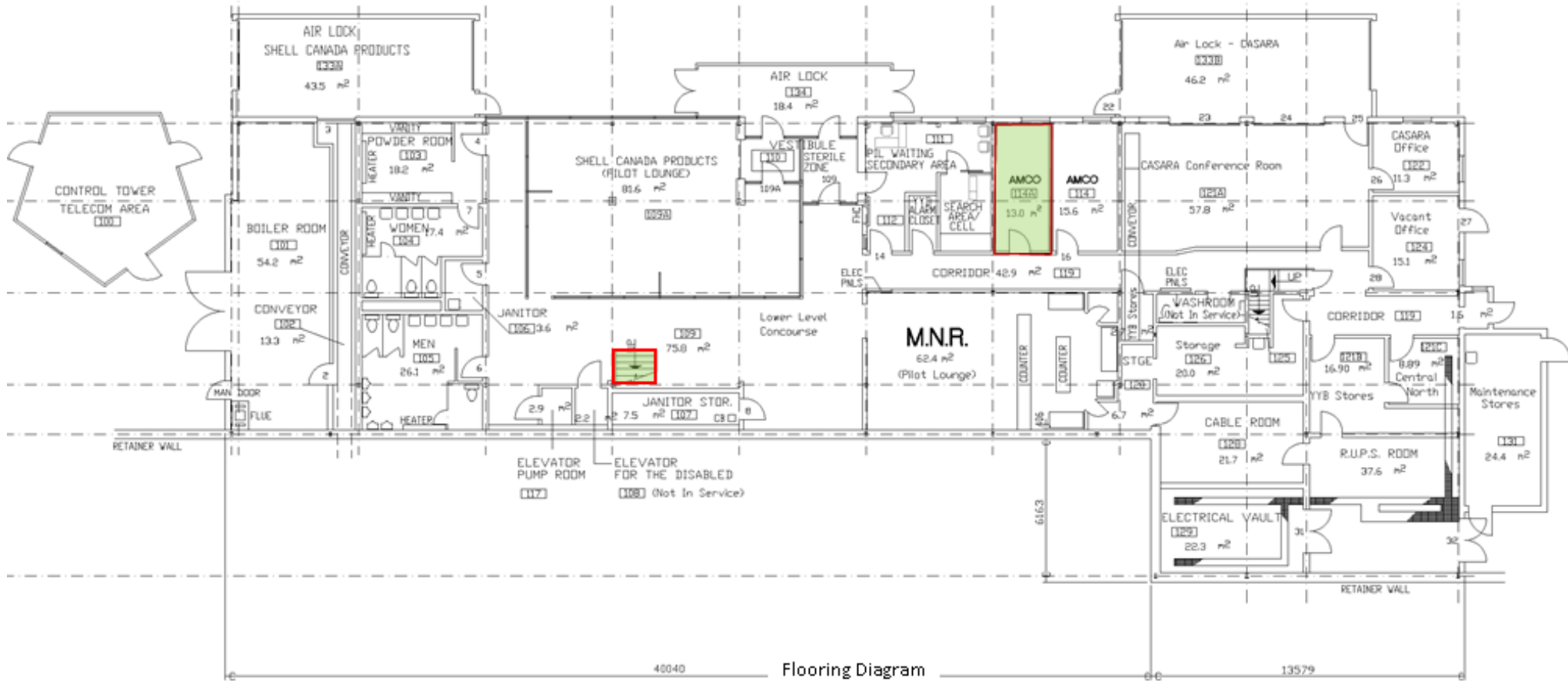
November 6, 2017 at 3:00pm

8.3 Enquiries from Proponents

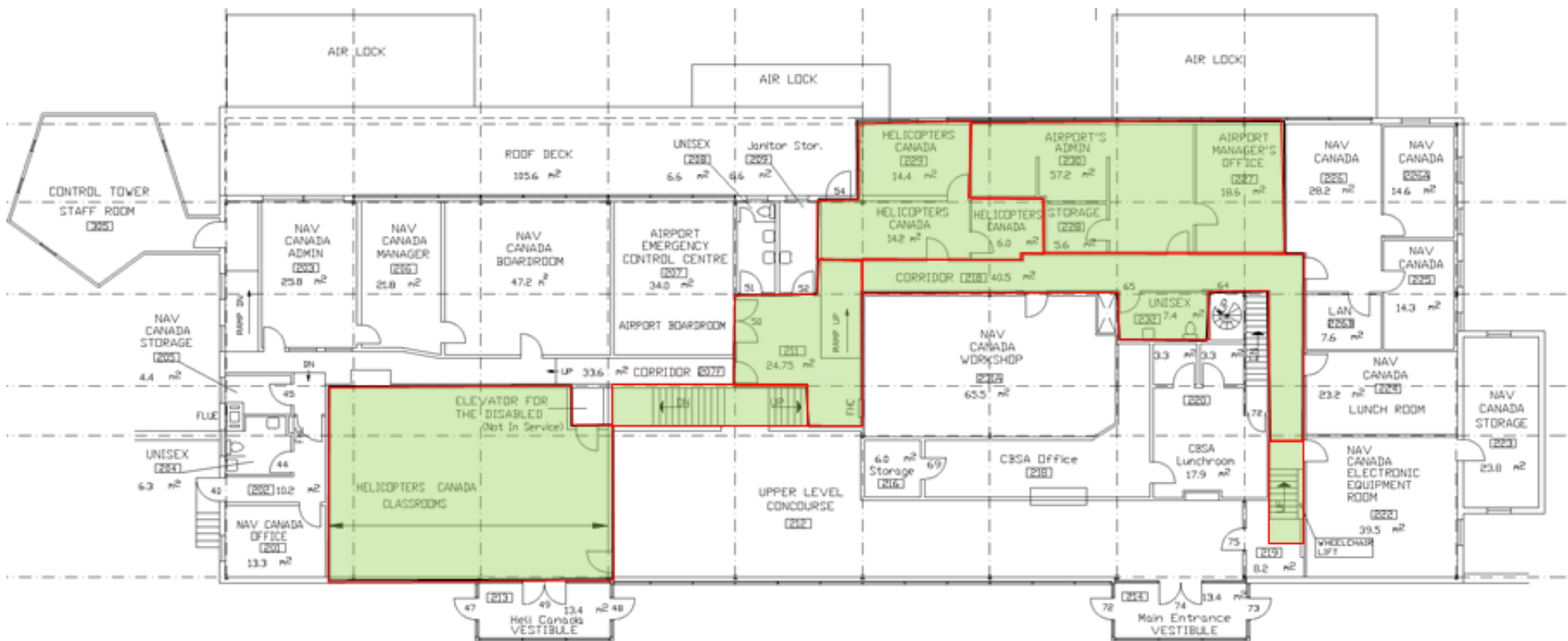
Proponents are to direct enquiries during the proposal call period to:

Bryan Avery
Security/Operations and Service Development Manager
Phone: 705-474-3026 Ext 5305 Fax: 705-474-3020
Email: bryan.avery@northbayairport.com
North Bay Jack Garland Airport Corporation
50 Terminal St. Suite 1
North Bay, Ontario P1B 8G2

Appendix A – Administration Building Layouts



APRON LEVEL FLOOR PLAN



Flooring Diagram

CARPARK LEVEL FLOOR PLAN

Appendix B – Proposed Work Timeline

NOTE: The timings below indicate when the space to do the designated work is available. The VENDOR will be responsible to ensure that the work can be done within these timeframes, and determine what resources are required. The AIRPORT will work with the VENDOR to develop an accurate timeline before the contracted work begins.

This timeline assumes that the Monday and Tuesday will be used to deliver and stage equipment and resources required to complete the flooring replacement in all applicable spaces.

Day 1 – Wednesday – 8am-5pm

- A) Conduct safety and security briefings for all contractors
- B) Remove carpet and vinyl baseboard from Boardroom Foyer (211)
- C) Install new flooring in Boardroom Foyer
- D) Install vinyl baseboard in AMCO office (114A)

Day 2 – Thursday – 8am-5pm

- A) Replace furniture in AMCO Office (114A)
- B) Replace furniture in Lunchroom (224)
- C) Install transitions for Boardroom Foyer, at rooms 207F, 207, 208, 209

Day 3 – Friday Night - 5pm -11:59pm

- A) Remove all furniture from Airport Administration Offices (227, 228, and 230) to Upper Level Concourse (212) or Airport Boardroom (207) as required.
- B) Remove carpet and vinyl baseboards from Administration Offices
- C) Begin replacement of flooring in Administration Office.

Day 4 – Saturday - 6am-11:59pm

- A) Continue replacement of flooring in Administration Office.

Day 7- Sunday- 6am-11:59pm

- A) Finish replacement of flooring in Administration building.
- B) Install vinyl baseboard in Administration Office

Day 5 – Monday – 8am-5pm

- A) Paint Airport Administration Offices (To be conducted by Airport Employees at the discretion of the AIRPORT)

Day 6 – Tuesday – 8am-5pm

- A) Replace furniture in the Airport Administration Office. Restore Airport Boardroom to original status.
- B) Remove furniture from the Helicopter Canada Classroom

Day 7 – Wednesday – 8am-5pm

- A) Remove carpet and vinyl baseboard from the Helicopter Canada Classroom
- B) Install new flooring in Helicopter Canada Classroom

Day 8 – Thursday – 8am to 5pm

- A) Finish install of new flooring in Helicopter Canada Classroom

Day 9 – Friday – 8am-11:59pm

- A) Install vinyl baseboard in Helicopter Canada Classroom
- B) Begin removing furniture from Helicopter Canada Offices
- C) Remove carpet and vinyl baseboard in Helicopter Canada Offices

Day 10 – Saturday - 6am-11:59pm

- A) Install flooring in Helicopter Canada Offices

Day 11 – Sunday - 6am-11:59pm

- A) Finish installing flooring in Helicopter Canada Offices
- B) Install vinyl baseboard in Helicopter Canada Offices

Day 12 – Monday - 8am to 5pm

- A) Replace furniture in Helicopter Canada Offices
- B) Remove flooring and vinyl baseboard from ramp, stairs, and landing in the center of the Administration Building

Day 13 – Tuesday - 8am to 5pm

- A) Replace flooring on ramp, stairs, and landing in the center of the Administration Building

Day 14 – Wednesday - 8am to 5pm

- A) Replace the vinyl baseboard and install stair edging on the ramp, stairs, and landing in the center of the Administration Building

Day 15 – Thursday - 8am to 3pm

- A) Remove flooring from the stairs and landings on room 219.
- B) Install flooring on the stairs and landings in room 219.

Day 16 – Friday – 8am to 5pm

Day 17 – Friday - 5pm -11:59pm

- A) Remove flooring and vinyl baseboard from stairs and landings in Corridor 218/219
- B) Remove flooring and vinyl baseboard from Corridor 218

Day 18 – Saturday – 6am to 11:59pm

- A) Install flooring and vinyl baseboard from stairs and landings in Corridor 218/219
- B) Install flooring in Corridor

Day 19 – Sunday – 6am to 11:59pm

- A) Install vinyl baseboard in corridor

Note: The removal and replacement of flooring in Corridor 218/219/211 should be done in order to coordinate the least operational impact on Nav Canada (226) Airport Administration (228-230) and Helicopters Canada (229).