



CITY OF PRINCE ALBERT

AIRPORT ADVISORY COMMITTEE REGULAR MEETING

AGENDA

**THURSDAY, MARCH 24, 2022, 4:00 PM
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- 4.1 February 10, 2022 Airport Advisory Committee Meeting Minutes for Approval (MIN 22-15)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 Airport Fixed Base Operator - Request For Proposal (RPT 22-125)

Verbal Presentation: Wes Hicks, Director of Public Works or Corey Nygaard, Airport Manager.

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 22-15

MOTION:

That the Minutes for the Airport Advisory Committee Meeting held February 10, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

AIRPORT ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**THURSDAY, FEBRUARY 10, 2022, 4:07 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne
Councillor Don Cody
Martin Dolny
Curtis Lemieux
Brent Pillipow

Sherry Person, City Clerk
Corey Nygaard, Airport Manager
Wes Hicks, Director of Public Works

1. CALL TO ORDER

Mayor G. Dionne, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Councillor Cody

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

Absent: Andre Grobler and Dave Webster

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0002. **Moved by:** Pillipow

That the Minutes for the Airport Advisory Committee Regular Meeting held November 25, 2021, be taken as read and adopted.

Absent: Andre Grobler and Dave Webster

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.1 2022 Airport Advisory Committee Proposed Meeting Schedule (RPT 22-51)

0003. **Moved by:** Lemieux

That the 2022 Airport Advisory Committee Meeting Schedule, as attached to RPT 22-51, be approved.

Absent: Andre Grobler and Dave Webster

CARRIED

6.2 Airport Advisory Committee 2022 Work Plan (RPT 22-47)

Verbal Presentation was provided by Wes Hicks, Director of Public Works.

0004. **Moved by:** Dolny

That the following be forwarded to an upcoming City Council meeting for consideration:

That the 2022 Work Plan for the Airport Advisory Committee, as attached to RPT 22-47, be approved.

Absent: Andre Grobler and Dave Webster

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:17 P.M.

0005. **Moved by:** Lemieux

That this Committee do now adjourn.

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

ACTING CITY CLERK

MINUTES ADOPTED THIS 24TH DAY OF MARCH, A.D. 2022.

RPT 22-125

TITLE: Airport Fixed Base Operator - Request For Proposal

DATE: **March 8, 2022**

TO: Airport Advisory Committee

PUBLIC: **X**

INCAMERA:

RECOMMENDATION:

1. That the Airport Advisory Committee review the Request for Proposal (RFP) regarding the airport Fixed Base Operator (FBO).
2. That this report be referred back to Administration for further review and report based on the discussion at the Committee meeting.

TOPIC & PURPOSE:

To review options for the provision of FBO services to determine what levels of service are of priority and determine the weights for evaluation of the proposals. Determine the airports infrastructure capacity to accommodate various FBO services.

BACKGROUND:

According to the Airport Strategic Master Plan; the decision by a prospective entity to establish an FBO at Prince Albert Airport is largely tied to whether a viable business case can be established. The viability of an FBO is partially tied to the size and value of the prospective market. To determine the Airport's unique selling points for a new FBO, analysis by the City can be undertaken to estimate factors such as:

- The number of annual itinerant movements and the services required by operators, such as fuel, ground handling, parking, etc.;
- The number of locally based aircraft that may require FBO support; and
- Whether opportunities exist to enter contracts with major aircraft operators, such as air carriers.

FBOs are built to serve the most common type of customers at the airport. If the airport is made up of general aviation pilots flying Cessnas around, the FBO will likely be an informal affair where you can rent planes and get fuel. If, on the other hand, the airport is frequented by corporate charter aircraft and their passengers, the FBO should provide services those customers need. This might include hangar space, rental cars, catering, and equipment for larger aircraft like lavatory service and tugs.

FBOs are inherently a commodity of general aviation. Airlines have their own services and facilities at passenger terminals. Military aircraft occasionally use FBOs, but more often stick with their facilities at airbases. The result is that private pilots and charter flights use FBOs.

NAVCANADA Statistics

Year	Civil commercial itinerant movements	Civil private and government itinerant movements	Civil local movements	Military movements
2016	14,728	2,315	3,877	112
2017	11,377	2,115	1,010	82
2018	9,910	2,197	788	90
2019	9,963	2,142	1,092	70
2020	7,239	1,916	1,034	90
	74%	15%	11%	1%

General Aviation that would typically utilize an FBO is approximately 26% of the airports current activity.

Our Regional Airline (Commercial Movements), RCMP & Forest Fire operations (Government Movements) base at YPA, consisting of approximately 85% of movements, have their own fuel tanks and may not utilize an FBO. Our Regional Airline has its own de-icing equipment to provide service to their fleet.

Data based on NAVCANADA Statistics

Aircraft Engine / Fuel Type	Movements over 5 year
Piston (100LL)	9%
Turbo Prop (Jet-A)	90%
Jet (Jet-A)	1%

The most prevalent fuel type sold would be Jet-A.

In line with the Airport Strategic Master Plan the City's role, as the Airport owner and operator, is to facilitate new and existing businesses at the site. Accordingly, the attraction of an FBO is contingent on a business identifying a sufficient business case that is willing to make the investment at the Airport.

PROPOSED APPROACH AND RATIONALE:

The City issue an RFP for FBO services with a weighted list of services desired and stipulations of development and minimum service levels.

The following list of services be assessed

Service Type	Provided Yes / No	Comments on Volumes / Quality / Size / Methodology	Cost for Service
Card lock (100LL)			
Card lock (Jet-A)			
Bowser (100LL)			
Bowser (Jet-A)			
Aircraft De-icing			
Type 1			
Type 4			
Glycol Recovery			

Pilots Lounge			
Washrooms			
Food			
Crew Car			
Hangar			
Tie-down			
Aircraft Parking			
Mechanical Services			
Repair Services			
Aircraft rentals			
Flight Training			
Hours of Operation			
On Call Availability			
Call out Fee			

The RFP Evaluation Committee will evaluate each Proposal for completeness based on the following scale:

	Maximum Points
Relevant experience and knowledge	10
Number of priority service provided	30
Ability to deliver services reliably.	10
Training And Quality Assurance	20
References	10
Cost of services	20
Total Points	100

Both the size and nature of the potential FBO market, as well as the operating costs that are associated with developing at the Airport, can be communicated to prospective operators to support their decision making and growth plans.

Stipulations noted in the RFP;

- The FBO would lease airside lands form the airport at current rates of \$2.20/m² at a location that achieves the best functionality of airport service and use of available space.
- That a fuel concession fee of \$0.05/L will be levied on fuel volumes delivered to site.
- That the FBO hours of operation would match the peak demand of airports activities. That after their hours of operation, on call staff are available.
- In consideration of the market size and the significant investment required from the FBO to establish a business at YPA that a non-competition environment can be provided.
- That the FBO prices for goods and services are posted on the Airports Website

CONSULTATIONS:

The Airport Strategic Master plan reviewed the FBO service at the Prince Albert Airport with key stakeholders. The plans recommendation is to investigate option for a third party FBO service provider.

The Airport Advisory Committee has reviewed the options for FBO service.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Notices to existing tenants with fuel tanks that they cannot sell fuel.

NavCanada publication "Canadian Flight Supplement" changes that indicate the FBO contact information and service available at YPA.

Airport website information promoting the FBO services with related rates and fees.

FINANCIAL IMPLICATIONS:

An FBO tenant at the airport could generate the following annual estimated revenues;

Direct Revenues	
Fuel Concessions AvGas (25,000L)	\$ 1,250
Fuel Concessions Jet-A (100,000L)	\$ 5,000
Land Lease (6000m ²)	\$13,200
Increased use of Airport	
Landings (200 @ 5000kg)	\$ 4,000
Sub-Total	\$23,450
Potential Decrease - Airport Revenue	
Aircraft Parking	(\$2,250)
Car Parking	(\$2,000)
Sub-Total	(\$4,250)
TOTAL	\$19,200

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no privacy or policy implications.

The location of the FBO infrastructure has to consider the existing airfields infrastructure and its related safety constraint for aircraft intended to be service by the FBO. Infrastructure constraints include:

- Apron Management & Safety Plan - Designated Usage (parking and taxiing)
 - refer to attachment #3 Apron Management & Safety Plan map
- Operational Considerations;
 - Obstacle Limitations Surface (OLS) - Transport Canada protected airspace
 - NavCanada Lines of Sight – visibility from traffic control tower to the airfield
 - NavCanada Electronic Zoning – interference with navigational instruments
 - Winter Maintenance -
- Apron access from hangar lots

- Apron service levels.
 - Lighting for night use,
 - Utilities (gas, power, sewer water)
- Pavement Strength, Pavement Load Rating (PLR) 1 is low 10 is high
- Aircraft Grouping Number (AGN)

	Wing Span	Landing Gear Width
AGN II	15m – 24m	4.5m – 6m
AGN III A & B	24m – 36m	6m – 9m

Airfield Surfaces Evaluation for FBO Location (Refer to Attachment #1 MAP)

Surface Location	Benefits	Constraints
Apron II	-----	-----
Lot #1	<ul style="list-style-type: none"> • Existing underground fuel tanks • No lines of sight conflicts • All utility services • Apron access • PLR 5 • Good road access • Lot is legally subdivided 	<ul style="list-style-type: none"> • Leased by Transwest Air • AGN II • Day use only
Lot #2	<ul style="list-style-type: none"> • No lines of sight conflicts • All utility services • Apron access • PLR 5 • Good road access • Lot is legally subdivided 	<ul style="list-style-type: none"> • AGN II • Day use only • Odd shaped lot (partial lease to Heli-lift)
Lot area #3	<ul style="list-style-type: none"> • No lines of sight conflicts • All utility services • Good road access • Lots are legally subdivided 	<ul style="list-style-type: none"> • No apron access • Day use only
Lot area #4	<ul style="list-style-type: none"> • No lines of sight conflicts 	<ul style="list-style-type: none"> • No apron access • No utility services • Day use only • Poor road access • Lots are not legally subdivided
Apron I	<ul style="list-style-type: none"> • AGN IIIB • PLR10 • Day or night use 	<ul style="list-style-type: none"> • Required for Passenger Aircraft Operations • No Space to build (future terminal) • Line of Sight conflicts on east side.
Taxi B	<ul style="list-style-type: none"> • All utility services • Good road access • Lots are legally subdivided 	<ul style="list-style-type: none"> • No lease lots available • AGN II • PLR 3 • Line of Sight conflicts • Limited building heights due to OLS

Apron III area #5	<ul style="list-style-type: none"> No lines of sight conflicts 	<ul style="list-style-type: none"> No airfield access (taxi F expansion required) Taxi F (AGN II, PLR 5) No utility services Poor road access Day use only Lots are not legally subdivided
Ground Side Lots area #6	<ul style="list-style-type: none"> No lines of sight conflicts All utility services Good road access Lower land lease rates 	<ul style="list-style-type: none"> No airfield access (Fuel Truck Operations only) Lots are not legally subdivided

FBO Facility Development may require the development of leasehold lots, which the Airport Strategic Master Plan identifies needing a Preliminary Impacts Analysis of the following;

	Transport Canada Action	NAV CANADA Action	Obstacle Limitation Surfaces	FSS Line of Sight	Electronic Zoning	Utilities and Servicing	Winter Maintenance	Asset Maintenance and Renewal
Development of New Leasehold Lots	YES	YES	YES	YES	YES	YES	YES	NO
Apron II Extension	YES	YES	NO	YES	YES	YES	YES	YES
Potable Water Servicing Extension	NO	NO	NO	NO	NO	YES	NO	YES
Sanitary Sewer Servicing Extension	NO	NO	NO	NO	NO	YES	NO	YES

Several airport tenant operations such as the airline and forest fire tanker-base would not likely purchase fuel from the FBO because they have their own fuel supplies. A FBO may not have sufficient potential revenue to make the investment at the Airport without these major users business. The non-competition environment would only prevent these airport tenants from selling fuel. Stopping these airport tenants from using their fueling system would have significant legal and cost implications.

STRATEGIC PLAN:

By assessing airport levels of service the City of Prince Albert is meeting the goal of fiscal management and accountability by aligning priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

OFFICIAL COMMUNITY PLAN:

An assessment of airports level of service will ensure that we are able to maintain this service and will allow improvements to the airport transportation system into the future.

OPTIONS TO RECOMMENDATION:

1. Retain Snowbird Aviation Services for FBO service. Not recommended due to reported poor levels of service.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

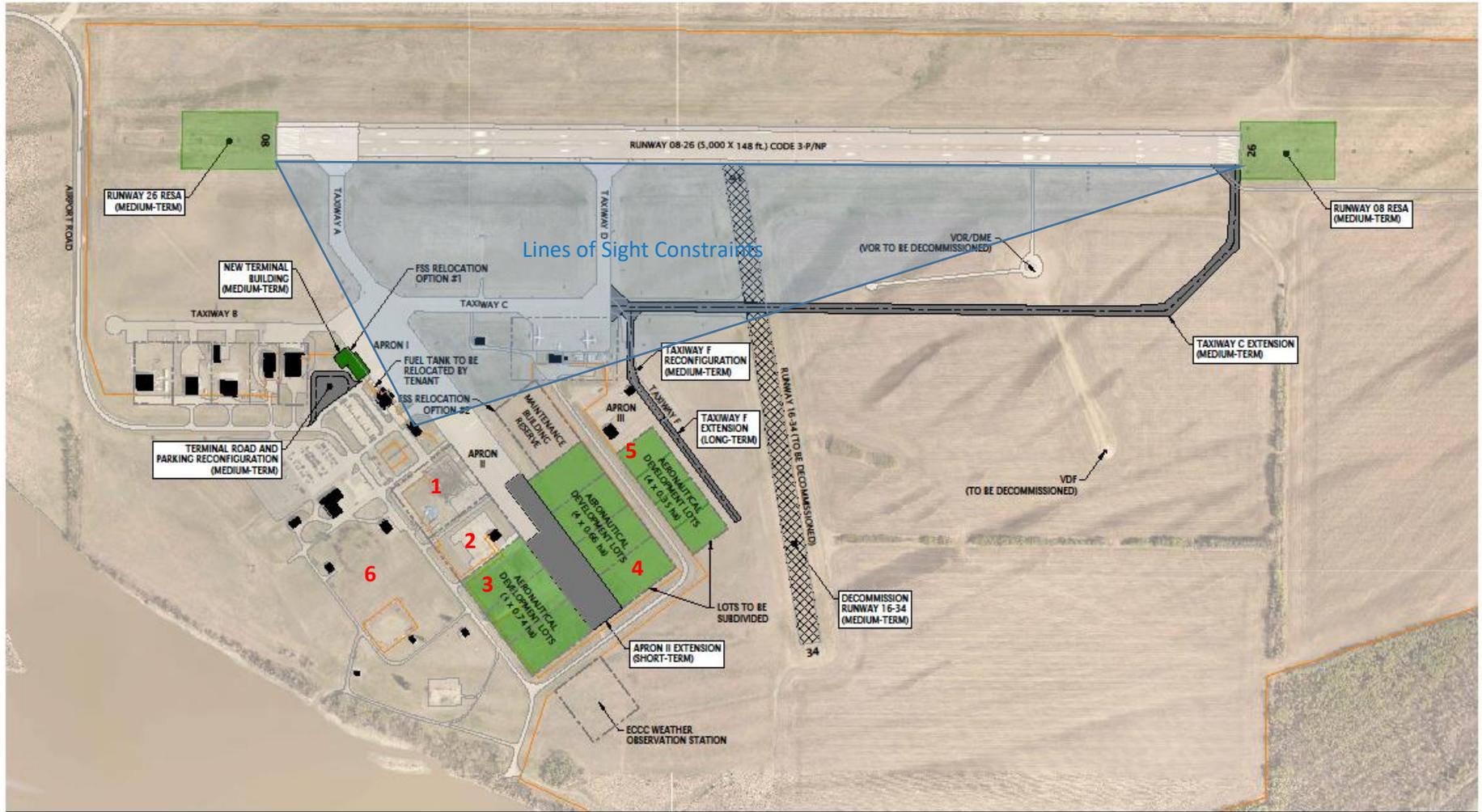
Wes Hicks or Corey Nygaard - Verbal

ATTACHMENTS:

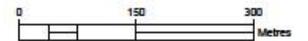
1. Airfield Surfaces Evaluation for FBO Location – Map
2. Draft – FBO Request for Proposal
3. Apron Management & Safety Plan – Map

Written by: Corey Nygaard, Airport Manager

Approved by: Director of Public Works & City Manager



PRINCE ALBERT AIRPORT
 STRATEGIC MASTER PLAN
 FIGURE 8.5 - RECOMMENDED AIRPORT DEVELOPMENT PLAN
 FEBRUARY 2021



#FOR PLANNING PURPOSES ONLY



City of Prince Albert

Request for Proposal# **XX/XX**

Prince Albert Airport FBO Service

1 Objective(s)

The City of Prince Albert is seeking a Bidder to provide Fixed Base of Operations (FBO) services at the Prince Albert (Glass Field) airport.

2 Instructions to Bidders

Proposals must be received by **2:00pm, Saskatchewan Time, Weekday, Month Day, Year.**

Your Proposal **must** be submitted in two (2) clearly marked sealed envelopes with Company Name and RFP number indicated on the Envelopes:

Envelope “A” must contain your Cover Letter, Company Profile, Project Team, Company Experience, Proposed Scope of Work | Project Approach and Signed *Proposal Authorization Form*.

Envelope “B” will contain pricing being offered and all financial considerations.

The two (2) envelopes can be forwarded to:

City of Prince Albert
Purchasing Department
Municipal Service Centre
11 – 38th Street East
Prince Albert, SK S6W 1A5
Phone: 306-953-4352

Envelope “A” will be opened by the Purchasing Department and a *List of Proposers* recorded. Envelope “B” (unopened) along with Envelope “A” will be forwarded to the Selection Committee for review.

3 Inquiries

Inquiries, interpretations, and questions regarding this Request for Proposal (RFP) are to be directed to Corey Nygaard, Airport Manager, at (306)980-7123 or by email at cnygaard@citypa.com.

All other inquiries regarding the Request for Proposal (RFP) submissions are to be directed to Mike Lytle, Purchasing Manager at 306-953-4352 or by email at mlytle@citypa.com.

4 RFP Process

Request for Proposals received by the Purchasing Department **after 2:00pm, Saskatchewan Time, Weekday, Month Day, Year** will not be considered.

Upon closing, the City of Prince Albert will review all proposals for completeness and compliance to the requirements of this Request for Proposal (RFP).

5 Schedule

The Proposal will run from **Month Day, Year** until **Month day, Year**. Below is an outline of Request for Proposal (RFP) milestones:

RFP Release Date: Weekday, Month Day, Year.

RFP Closing Date: Weekday, Month Day, Year.

Approval by City Council: Weekday, Month Day, Year.

Intention to Award Proposal: Weekday, Month Day, Year.

(+) or (-) any other milestones such as submission dates, construction deadlines etc.

6 Background

Prince Albert is the third (3rd) largest City in Saskatchewan. It is situated in the centre of the province on the banks of the North Saskatchewan River. The City is known as the “Gateway to the North” because it is the last major centre along the route to the resources of Northern Saskatchewan. Prince Albert is located 141km north of Saskatoon on Provincial Highway No. 11. Current population is approximately 45,323 (2021).

On July 22, 1940, The Prince Albert Airport was opened. The site was used as an Elementary Flying Training School as well as an Air Observer School during WWII. Transport Canada transferred ownership to The City of Prince Albert on Mar. 26, 1996.

The Prince Albert (Glass Field) Airport is the fourth (4th) busiest in Saskatchewan, and is located in the Prince Albert city limits, 5.5 kilometres east of the city at an elevation of 428 meters. The Airport provides a lighted runway of 1524 x 45 meters with an asphalt surface (reference code for 08 is 3C/P and 26 is 3C/NP, AGN IIIB), and a grass runway of 762 x 30 meters with five (5) paved taxiways, and two (2) paved aprons servicing the Air Terminal Building.

The Prince Albert Airport is an important component of the overall transportation infrastructure, providing fast and efficient transportation for passengers and cargo. The airport is a very popular stop for itinerant aircraft travelling through, and as a base of operations for Rise Air, RCMP Air Services, and water bomber command for Saskatchewan Ministry of Environment. It also serves as a base for charter operations, private and recreational flying, aerial spraying, and aircraft services and refueling.

As a key entry point for people, goods and services, the Prince Albert Airport plays an important role in supporting Saskatchewan's economic growth. Significant numbers of passengers have been utilizing the Airport in recent years, primarily destined for mining operations and communities in northern Saskatchewan.

The nearest alternative airport with scheduled service is the Saskatoon International Airport, which is approximately 141 kilometres from Prince Albert. The Airport is a link from the City of Prince Albert to the transcontinental and international air services provided at Saskatoon International Airport.

On February 18, 2021 the City completed the Prince Albert Airport Strategic Master Plan. The plan identifies that the development of an FBO is a priority of the City of Prince Albert. That the goal of the airport is to establish a Fixed-Base Operator and other aviation service businesses, such as an Aircraft Maintenance Organization. The Plan recommended that the City not position itself as an FBO service provider – consistent with other services provided at Prince Albert Airport, this is a role that can be served by the private sector.

7 Requirements | Scope of Work

7.1 Project Goal

Provision of reliable and competitively priced FBO service that will support the growth of the Prince Albert Airport.

7.2 Experience

- It is important that the successful Bidder has established experience and the staff available to carry out the requirements of the Request for Proposal (RFP) within the given timeframe. The successful Bidder must be able to demonstrate their ability to provide deliverable requirements.

7.3 Qualifications

The successful Bidder must be able to meet and prove the following qualifications:

- All businesses operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Prince Albert Business License. The Business License must be issued before operations begin. For more information regarding business licensing, please contact the Economic Development Coordinator in Planning & Development Services at 306-953-4384;
- Training and quality assurance processes compliant with CSA B836-14 and NFPA 407.
- Must be in good standing with Workers' Compensation Board (WCB);
- Must meet all legislated requirements for the *Scope of Work* being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,
- Have comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00).

7.4 Duties and Responsibilities

That the development of the FBO site must follow the City of Prince Albert building bylaws and development permit process as well as the NavCanada Land Use Process and Transport Canada Aeronautical obstruction's applications.

The FBO would lease airside lands from the airport at current rates of \$2.20/m² at a location that achieves the best functionality of airport service and use of available space.

That a fuel concession fee of \$0.05/L will be levied on fuel volumes delivered to site.

That the FBO hours of operation would match the peak demand of airports activities. That after their hours of operation, on call staff are available.

In consideration of the market size and the significant investment required from the FBO to establish a business at YPA that a non-competition environment can be provided.

That the FBO prices for goods and services are posted on the Airports Website

FBO would need to comply with all regulatory requirements for storage, handling and dispensing of aviation fuel in CSA B836-14 and the NFPA 407. FBO would also need to comply with all other applicable aviation regulations & airport rules.

7.5 Scope of Work | Project Requirements

The following list of services be indicated and provided in envelope B.

Service Type	Provided Yes / No	Comments on Volumes / Quality / Size / Methodology	Cost for Service
Card lock (100LL)			
Card lock (Jet-A)			
Bowser (100LL)			
Bowser (Jet-A)			
Aircraft De-icing			
Type 1			
Type 4			
Glycol Recovery			
Pilots Lounge			
Washrooms			
Food			
Crew Car			
Hangar			
Tie-down			
Aircraft Parking			
Mechanical Services			
Repair Services			
Aircraft rentals			
Flight Training			
FBO			
Hours of Operation			
On Call Availability			
Call out Fee			

8 Performance Bond

If applicable, for example: this may not be applicable

The successful Bidder shall provide to the City of Prince Albert a certified cheque in the amount of \$X.XX as a performance guarantee until all Terms and Conditions of the Agreement have been fulfilled.

9 Proposal Response Guidelines

To ensure your Proposal is considered for evaluation, you are required to present a Proposal that includes the following (please be sure to submit your Proposal in two (2) envelopes as outlined in *Instructions to Bidders* and below. If your Proposal is sent or received unmarked and not sealed it will not be considered.

9.1 Envelope “A”

Cover Letter

A cover letter, dated and signed by an official authorized to negotiate and make commitments and provide any clarifications with respect to the Proposal on behalf of the Bidder. The cover letter should include an understanding of the RFP, and any indication of deviations or exceptions to the information outlined in this RFP document, including *Schedule* milestones.

Company Profile

A brief company profile indicating time in business, location of business, number of employees, type of business, and key contact person. Include a description of any relevant experience undertaking similar services.

Management Team

Indicate who will be assigned to manage the facility and include a brief description of their relevant experience and education. Include any sub-contractors, if applicable, and their role in the service delivery.

Project Experience

Include what the Business must provide within their Proposal to speak towards the Requirements/Scope of Work. This might include other airports they provide service, a proposed schedule of services, and/or any specifics such as equipment.

Example:

Provide three (3) examples of previous services provided with similar scope and size to this RFP. Include the training and quality assurance programs used.

References

Provide three (3) relevant references. References from current City of Prince Albert employees will not be considered.

Service Approach

The successful Bidder will:

- Include a brief description of the Proposed Scope of Work and service delivery Approach, if any.

The successful Bidder must also provide a copy of their valid City of Prince Albert Business License, a letter of good standing from WCB, and proof of comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00). If a Bidder does not currently have the requirements listed above, they must include, within the *Proposed Scope of Work*, their intention to purchase the Business License, insurance, and other coverage, before commencing any work for the City of Prince Albert. If a Bidder is unable to get the required WCB coverage (i.e. WCB for self-employed Bidder) than the costs of the coverage through the City will be taken from the Total Proposed Bid Price. Proof/copies of these requirements must be submitted to the City before *Schedule Milestone or date*. In the event the successful Bidder fails to provide proof/copies of required qualifications, the City of Prince Albert reserves the right to cancel the Request for Proposal or award the project to another Bidder.

9.2 Envelope “B”

Services and fees

Provide an all-inclusive fee to be submitted in Envelope “B” as per the *Instructions to Bidders*, including:

Service Experience & References

10 Evaluation

The RFP Evaluation Committee will evaluate each Proposal for completeness based on the following scale:

	Maximum Points
Relevant experience and knowledge	10
Number of priority service provided	30
Ability to deliver services reliably.	10
Training And Quality Assurance	20
References	10
Cost of services	20
Total Points	100

11 Terms and Conditions

1. The Request for Proposal (RFP) provides for the **Receipt of Proposals for: Airport FBO** standard features included in the pricing. Separate pricing for all optional features listed must be provided in accordance with the Terms and Conditions of this Request for Proposal.
2. Financial considerations, including fees and pricing, must be submitted in Envelope “B”. However, in extenuating circumstances Proposals will be received via email submission. Only the Purchasing Manager or their Appointee may approve and accept the email submission. All unit prices must be clearly indicated.

The Proposal must not be restricted by any statement added or by a covering letter. Adjustments to a Proposal already submitted will not be considered.

The Proposal must be signed in the space provided on the *Proposal Authorization Form* with the signature of a signing officer of the Proposal. If a joint Proposal is submitted, it must be signed and addressed on behalf of the Bidder.

3. Prices quoted are to be net prices and are to remain firm during the effective dates of this Request for Proposal. All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of closing, where applicable and shall be F.O.B. any point in the City of Prince Albert.
4. The City of Prince Albert reserves the right to accept all or part of this Proposal.
5. The City of Prince Albert reserves the right to cancel any order or Proposal if the goods or services are unsatisfactory.
6. The obligations and rights of the Bidder shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written Terms and Conditions of this RFP. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
7. The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
8. Any Bidders not responding to this RFP may be removed from the Bidder's list only for the specific product/service covered in this RFP.
9. With respect to Tendering or Bids, Request for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial Legislation governing the City, the City reserves the right to refuse any or all Tenders, Bids or Proposals where the City deems it to be in the best interest of the City to do so having regard, but not limited to questions of quality, supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of Prince Albert.

10. The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the *Request for Proposal* process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

Section 91(1)(a) of the Cities Act states the following:

“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:

(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”

11. The Proposal shall be open and irrevocable for forty-five (45) calendar days from the Proposal closing time and date.
12. The City of Prince Albert reserves the right to delete any portion of the work from the Agreement should it be deemed in the interest of the City to do so.
13. Any Proposal is not necessarily accepted.
14. The City reserves the right to give preference to the Bidder whose Proposal includes any material, specifications, or methods of execution that are deemed by the City of Prince Albert to be superior to those of any other Bidder.
15. City determination of the successful Proposal shall be final.
16. The conditions outlined herein shall be part of the RFP.
17. The City of Prince Albert publishes Proposal opportunities on Sasktenders. Once awarded after the closing time and date the published opportunity will be updated.
18. Should a dispute arise from the Terms and Conditions of this RFP regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.



COMPANY NAME (please print)

ADDRESS

CITY

PROVINCE

POSTAL CODE

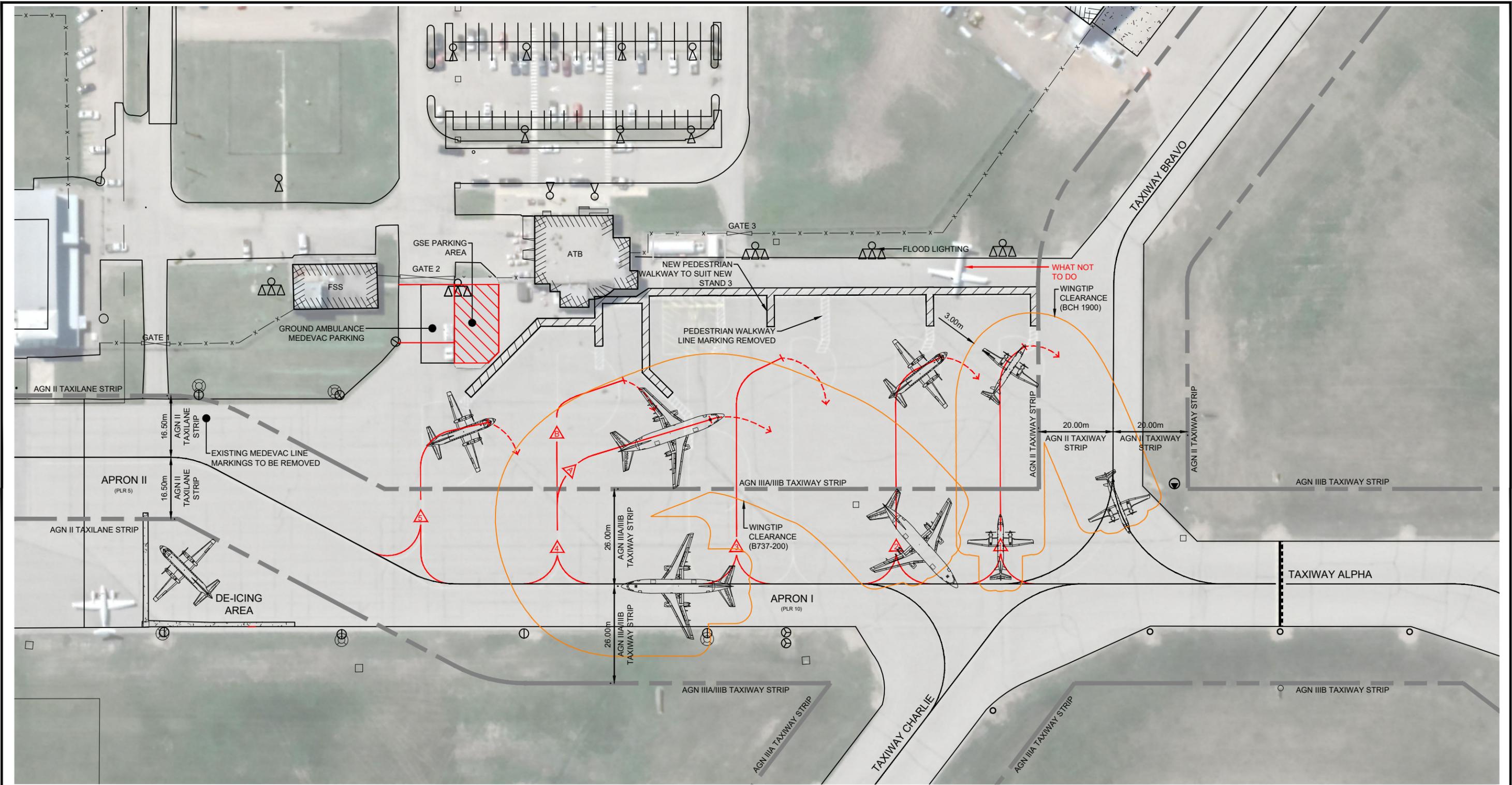
PHONE#

EMAIL

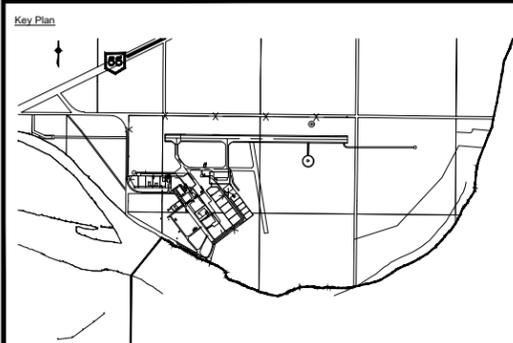
NAME AND TITLE (please print)

AUTHORIZED SIGNATURE

DATED THIS, _____ DAY OF _____, 2022



ANS1 Full Size B (11.00 x 17.00 inches)
 \\TSA102\BAAV\01-Projects\CYP\A-Prime\Albert\CAD\20-099-02 - Pavement Line Marking Design\20-099-03 - S100 - Apron Parking Plan - R3.dwg
 2016 November 02, 2:08 PM



AIRCRAFT STAND MIX			
STAND #	AIRCRAFT GROUP NUMBER	AIRCRAFT	RESTRICTIONS
1	AGN II	BCH 1900	OPERATIONS ON STAND 1 PROHIBITS POWER OUT OPERATIONS ON STAND 2.
2	AGN IIIA	BCH 1900, SAAB 340, ATR 42	N/A
3	AGN IIIA	BCH 1900, SAAB 340, ATR 42	OPERATIONS ON STAND 3 CLOSES STAND 4A.
4A	AGN IIIB / IV	B737 / Q400	OPERATIONS ON STAND 4A CLOSES STANDS 3 AND 4.
4	AGN IIIA	BCH 1900, SAAB 340, ATR 42	OPERATIONS ON STAND 4 CLOSES STAND 4A.
* 5	AGN IIIA	BCH 1900, SAAB 340, ATR 42	N/A

* NOTE: PRIORITY GIVEN TO MEDEVAC AIRCRAFT

Scale 1:1000

Legend:

TAXIWAY STRIP

WING TIP CLEARANCE

Title:

**PRINCE ALBERT AIRPORT
APRON I & II PARKING PLAN**

DRAWING No.

FIGURE 1