



GRANDE PRAIRIE AIRPORT REQUEST FOR PROPOSAL JANITORIAL SERVICES

GPA-26195 -2026

RFP Closing Date

RFP Mandatory Meeting June 16, 2026 at 2:00 pm MST
RFP Submission Deadline June 30, 2026 at 2:00 pm MST

GRANDE PRAIRIE AIRPORT, REQUEST FOR PROPOSAL

RFP Issue Date: June 2, 2026

Sealed tenders will be received by the undersigned until 2:00 p.m., (local time,) June 30, 2026 for the following:

GRANDE PRAIRIE AIRPORT JANITORIAL SERVICES

Copies of the RFP specifications are available from the Administration Office, 2nd Floor, Air Terminal Building, Grande Prairie Airport and/or via email.

NOTE: RFP proposals will not be accepted digitally. Physical copies must be submitted on the forms provided.

Mailing and Delivery Address:

Grande Prairie Airport Commission
#220 - 10610 Airport Drive
Grande Prairie, AB
T8V 7Z5

Inquiries: Lena Gilje
Manager Terminal Services
Ph: (780) 539-5279
Email: lgilje@gpairport.ca

Important: Companies that have not attended the mandatory RFP meeting on June 16 2026, 2:00pm at the Grande Prairie Airport will not have their proposal considered.

Each page of this RFP tender package including schedules shall be initialed by one of the authorized signing officers whose signature appears on the execution page of the form "Request for Proposal Summary."

General Conditions

- 1) Copies of the RFP specifications are available from the Administration Office, 2nd Floor, Air Terminal Building, Grande Prairie Airport and/or via email. RFP proposals must be submitted on the forms provided.
- 2) A mandatory meeting for all RFP proponents will be held at the Grande Prairie Airport on June 16, 2026 at 2:00 pm MST. This meeting is mandatory for all proponents with no exceptions. Proponents who fail to attend this meeting will not have their proposal considered.
- 3) Late proposal submissions will not be returned and will be destroyed unopened.
- 4) It is the responsibility of the interested party to inspect the site and determine the amount and extent of the work prior to submitting a proposal. Inspections may be arranged by contacting the Manager Terminal Services 780-539-5279, E-Mail lgilje@gairport.ca.
- 5) The services to be included under this RFP process are as indicated in the attached Schedule A entitled Statement of Work, Janitorial Services, Grande Prairie Airport and includes the Air Terminal Building.
- 6) The Grande Prairie Airport Commission requires all proponents to submit a proposed operational plan to complete the work as specified alongside any other proposal documents.
- 7) The contract duration shall be for two (2) years. At the sole option of the Grande Prairie Airport Commission, this contract may be renewed for up to two (2) successive one (1) year terms at rates of compensation agreed to by both parties. Any such renewal shall be subject to all the Terms and Conditions of this Contract except the provisions as to compensation, this clause and such other changes as may be agreed to by the parties in writing. An option to renew shall be exercised by notice in writing given before the expiry of the original term or a renewal term, as the case may be.
- 8) The Grande Prairie Airport Commission reserves the right to waive any formalities, or informalities, in, or reject any or all RFP's in whole or in part or to accept the RFP deemed most favorable in the interest of the Grande Prairie Airport Commission.
- 9) The lowest or any RFP will not necessarily be accepted.
- 10) The RFP's shall be evaluated using any consistent method selected by the Grande Prairie Airport Commission. The considerations used in evaluating the RFP's will include, but are not limited to, initial costs, unit pricing, proposed staffing to do the work as specified, experience carrying out similar/related work, the RFP's record regarding fair wages and equal opportunity, and references.
- 11) RFP's submitted will be evaluated against the Grande Prairie Airport Commission's estimate of the minimum number or hours required to perform the service required. Any bidder whose

operational plan is deemed not to be realistic, as determined by the Grande Prairie Airport Commission, may be rejected.

12) RFP sealed proposals will be accepted by the Grande Prairie Airport as follows:

Until 2:00 p.m. Local Time (“Closing Time”) on June 30, 2026 at:

Airport Administration Office
 Suite 220, 10610 Airport Drive
 Grande Prairie, AB T8V 7Z5

Bearing the name and address of proponent and clearly marked as: “Grande Prairie Airport Janitorial Services”

13) RFP’s shall not be withdrawn, modified or explained after receipt by the Grande Prairie Airport Commission unless such withdrawal, modification or explanation is made in writing and received by the Grande Prairie Airport Commission before the time and date specified for the closing of RFP’s. Modification of the RFP by facsimile must be followed by a letter of confirmation, signed and sealed in the same manner as the RFP.

14) It is the policy of the Grande Prairie Airport Commission to promote fair wages, reasonable working conditions and equal opportunity to employment. Contractors are therefore encouraged to provide equal opportunity to all persons seeking employment, and to provide fair wages and reasonable working conditions having regard to the conditions, wage rate and opportunities existing in the City of Grande Prairie and surrounding area. The Contractors record in this regard will be one of the factors considered in determining the Contract.

15) Prior to the commencement of the contract the Contractor shall indemnify and save harmless the Grande Prairie Airport Commission from and against all claims, losses, costs, damages, suits, proceeding, or actions arising out of, or related to the Contractor’s activities in executing the work, including his omissions, improper acts or delays in executing the work.

16) Prior to the commencement of the contract the Contractor shall maintain a minimum of \$2,000,000 liability insurance during the life of this agreement, and shall provide evidence to the Grande Prairie Airport Commission, a copy of the insurance policy, along with evidence that all premiums have been paid up to date.

RFP Timeline

Item	Date	Time
Release of RFP	June 2, 2026	2:00 p.m. MST
Mandatory Meeting	June 16, 2026	2:00 p.m. MST
Proposal Submission Deadline	June 30, 2026	2:00 p.m. MST
Award of Contract	July 15th, 2026	2:00 p.m. MST
Start of Contract	August 1, 2026	8:00 a.m. MST

Initial

Request for Proposal Summary

RFP's must specify the unit cost to clean one square meter in the specified category for one month as indicated in Schedule A (Statement of Work). RFP's must state hourly rate for work that may be required from time to time, that is not covered by this specification.

Proposed Pricing

Upset price to be valid for 60 days after RFP closing.

Having examined these RFP documents, we hereby offer to supply labor services necessary for the completion of the work as specified, for the price shown below:

Monthly Charge:	\$
GST (5%):	\$
Total Monthly Charge:	\$

Hourly Rate for Additional Work Not Included in Schedule A	\$
---	----

Information relating to the proposing company

Number of years in janitorial service:	
Number of employees in company:	
Workers Compensation Account Number:	

Company Name:			
Address:			
Postal Code:			
Telephone:			
Fax:			

Company Seal or Witness:

Authorized Individual (Print): _____

Position in the Company: _____

Authorized Signature: _____

Date: _____

References

Please provide information to contact past clients (Minimum of 3 required)

Company Name:	
Company Contact:	
Company Phone Number:	
Contract Start and Finish Dates:	
Contract Responsibilities:	

Company Name:	
Company Contact:	
Company Phone Number:	
Contract Start and Finish Dates:	
Contract Responsibilities:	

Company Name:	
Company Contact:	
Company Phone Number:	
Contract Start and Finish Dates:	
Contract Responsibilities:	

JANITORIAL SERVICES AGREEMENT

This Agreement made the _____ day of _____, 2026.

BETWEEN:

Grande Prairie Airport Commission
#220 - 10610 Airport Drive
Grande Prairie, AB
T8V 7Z5
("the Grande Prairie Airport Commission")

– and –

("the Contractor")

WHEREAS THE GRANDE PRAIRIE AIRPORT COMMISSION is the Lessee of

AND WHEREAS the Contractor is engaged in the business of supplying janitorial services:

AND WHEREAS the Grande Prairie Airport Commission requires janitorial services for the premises;

NOW WITNESSETH that in consideration of the promises contained herein, the parties agree as follows:

- 1) The Contractor shall, during the period August 1, 2026 to August 2, 2028 provide to the Grande Prairie Airport Commission, janitorial services for the premises in accordance with the terms of this agreement.
- 2) This Contract may be extended at the Grande Prairie Airport Commission's option subject to satisfactory performance as determined by the Grande Prairie Airport Commission. The option to renew the contract for two additional periods of one (1) year may be exercised by the Grande Prairie Airport Commission.
- 3) During the ninety (90) days of the initial term, the Contractor shall be contracted on a probationary basis. In the event the Grande Prairie Airport Commission, in its sole discretion, determines the Contractor is not properly performing the services contemplated in this agreement, the Grande Prairie Airport Commission is at liberty to dismiss the Contractor without notice and the Contractor shall have no recourse against the Grande Prairie Airport Commission whatsoever;
- 4) The Grande Prairie Airport Commission shall be sole judge as to whether or not the specifications (level of services) are being met.

- 5) In the event that the Grande Prairie Airport Commission determines that the level of service is NOT being met, the Contractor will be dismissed on twenty-four (24) hours notice.
- 6) The agreement shall be binding on both parties, and may be canceled by notification in writing by giving thirty (30) days notice by either party, or immediate cancellation for cause.
- 7) The janitorial services shall be provided seven (7) days per week, fifty-two (52) weeks of each calendar year in accordance with the "Schedule A, Statement of Work" at times directed by the Director Terminal Services.
- 8) The Contractor acknowledges the Grande Prairie Airport Commission policy of promoting fair and reasonable wages and working conditions and equal opportunity to all persons seeking employment, and to provide fair wages and reasonable working conditions having regard to the conditions, wage rate and opportunities existing from time to time in the City of Grande Prairie and the surrounding area.
- 9) This Contract covenants as set forth in Schedule "B" Contractors Covenants.
- 10) In consideration of the janitorial services provided, the Grande Prairie Airport Commission shall pay to the Contractor, the sum of \$_____ inclusive of GST @ 5% per month, payable on the 15th day of each and every month of the said term for services performed during the preceding month.
- 11) This Agreement shall include the following documents:
 - a) The RFP Documents prepared for this project and properly executed by the Contractor;
 - b) Schedule A, Statement of Work;
 - c) Schedule B, Contractors Covenants;
 - d) The Operational Plan as well as any other documents provided by the Contractor in support of the RFP proposal.

DATED this _____ day of _____, A.D. 2026

GRANDE PRAIRIE AIRPORT COMMISSION

PER: _____
William Stewart, Interim Chief Executive Officer

Witness

PER: _____
(CONTRACTOR NAME)

Witness

Initial

Schedule A: Statement of Work

Part 1 - General Information

Definitions

In the context of the Statement of Work, the following definitions apply:

Chief Executive Officer: Means the senior representative of the Grande Prairie Airport Commission responsible for the Grande Prairie Airport or his authorized representative.

Inspector: Means the Director Terminal Services or their designate appointed to ensure the proper execution of the Contract.

Supervision

The Contractor or their designated representative shall provide constant supervision to the work and they, or their designated representative, shall be available during all hours that the duties stated in this contract are being performed and at such other times as the operational requirements of the Grande Prairie Airport demand.

Operations Schedules

As part of the RFP documents and further, upon contract award, the Contractor shall provide a work sheet indicating areas and services involved and the staff allocated to the task. Should improvements in methods reduce the manpower, the Director Terminal Services should be advised and if work is properly executed, the sheet will be amended.

The Contractor shall arrange with the Inspector, his/her schedule of project work and the hours of cleaning operations so as to cause the least inconvenience possible to the occupants of the building and the general public.

Uniforms

All persons employed as cleaners must be suitably uniformed with company identification to the satisfaction of the Chief Executive Officer.

Equipment

The Contractor shall provide (1) electric powered self-propelled auto scrubber that is eco-friendly that is no more than 24" wide with a decibel level not greater than 70dBA. The Contractor shall provide commercial grade vacuums to meet the terms of the contract with a decibel level not greater than 50dBA. It is the responsibility of the contractor to maintain the auto scrubber and vacuums to an acceptable level.

The Contractor is to supply on site staff with a smart phone capable of utilizing the janitorial tracking program in use by the Airport. It is the sole responsibility of the Contractor to ensure this device is

configured in such a fashion to utilize the program and that any costs associated with this device is included in contract pricing shown in the RFP proposal. The number for this phone shall be provided to the Director, Terminal Services in order to facilitate communication of required emergency cleaning during shifts.

Responsibility for Damage to the Building and its Contents

- 1) It is the responsibility of the Contractor to ensure that all products are compatible with the surface on which they are employed.
- 2) Any damage resulting from the use or misuse of such agents or materials shall be assessed against the Contractor.
- 3) The Contractor shall provide and maintain adequate and suitable means to save the building and its contents from injury, dust and defacement during the progress of the work by providing and using cloths, painter's cloths, tarpaulins or other approved protection wherever necessary or directed. The Contractor will also ensure that all mobile equipment, barrels, utility carts, etc. will be provided with resilient bumpers and approved wheels.
- 4) It is the Contractor's responsibility at the time of contract award to examine the surfaces which are to be maintained in order to ascertain their condition and to bring to the Manager of Terminal Operation's attention, in writing, any defective surfaces.

Lost and Found

Lost and found articles shall be turned over to the Airport Security / Customer Service or to such other official as may be designated by the Chief Executive Officer.

Services Provided by the Airport

The Grande Prairie Airport Commission will supply power, heat and water required; facilities including storage and Janitor rooms will also be provided. The Grande Prairie Airport will provide all janitorial cleaning supplies. (excluding auto scrubber and vacuums.) It will be the Contractor's responsibility to provide and launder the required cleaning rags for the length of the Contract.

Extra Work

Extra work for which payment will be claimed must be authorized in writing by the Director Terminal Services prior to commencement of work.

Special Note to Contractors

Contractors are specifically advised that the Statement of Work is explicit in respect to "tasks" to be performed and frequency of services and the successful bidder will be expected to comply fully and completely with the Statement of Work. Any adjustments found necessary during the currency of this contract will be officially recognized* on the basis of unit price quotations, where applicable, and in other matters by negotiation between the Chief Executive Officer and the Company.

*Official recognition means the Director's written authorization to effect a change and shall include the actual cost adjustment.

Initial

Accident Prevention and Occupational Health and Safety

The Contractor shall comply with any applicable safety regulations, standards and rules prescribed by the appropriate Federal and Provincial authorities, and in the event of any inconsistencies between any such regulations, standards and rules and the provisions of this statement of work, the provisions of this statement of work shall prevail.

Fire Safety

Fire safety is the responsibility of the Contractor. Certain precautions must be followed to ensure fire safety within the work area including but not limited to:

- Waxes, floor finishes, polishes and cleaning materials are very susceptible to spontaneous ignition. All such materials shall be stored in approved containers with self-closing, tight fitting lids until materials can be used or safely disposed of.
- All waxes, polishing oils, etc. shall be kept tightly sealed and stored in separate shelving from rags and other cleaning material
- All litter shall be picked up in a metal container equipped with a self-closing, tight fitting metal lid.
- All litter shall be stored in a fire-resistant space until collected by the garbage services and/or removed from the building.
- Janitor rooms and storage closets shall be kept clean, neat and tidy at all times.
- All cleaning rags shall be kept in metal containers equipped with self-closing, tight fitting metal lids.
- All floor mops shall be stored in a suspended position to allow free air circulation around heads of mops

Part 2 - Description of Services & Methods of Cleaning

Description of Services

- Spot Cleaning:** This service consists of the removal of all defacing matter from surfaces, scuff marks at desk areas, spots, smudges, stains, scuff marks and traffic lanes in all areas of the buildings, and includes carpets installed by the Grande Prairie Airport Commission.
- Pickup Service:** This service consists of removing debris from floors and other horizontal surfaces and emptying ash trays and waste receptacles.
- Project Work:** Project work shall consist of tasks that are performed at monthly or greater frequencies that are other than routine. Examples are: floor stripping and refinishing, major window washing, high dusting, etc.
- Routine Work:** Routines work shall consist of tasks that are performed at frequencies less than monthly.
- Emergency Cleaning:** This service consists of any cleaning task of an immediate urgent priority nature resulting from accidents or other unforeseen causes and which are not covered elsewhere in the Statement of Work.
- Extra Work:** This service consists of any cleaning tasks, except emergency cleaning, not included in the Statement of Work. Authorization to proceed with such work must first be obtained in writing from the Chief Executive Officer or his designated representative.
- Clean:** As used in the Statement of Work clean shall mean that after a cleaning procedure has been completed, the surface shall be neutral, soil and residue free.
- Air Handling Units, Grills, Supply & Return** As used in the Statement of Work, includes window air conditioning units, induction units, heating convectors and forced air flow heating units, wall mounted radiators, floor, wall and ceiling mounted force flow heating units.

NOTE: ANY MINOR OMISSIONS THAT IS NORMALLY PART OF CLEANING – CONTRACTOR TO RECTIFY

Methods of Cleaning

Dust Mopping	A dust control method shall be used in all dust mopping operations by using either a non-oil retardant on clean dust mops, or disposable dust mop cloths. Sweeping compounds containing oils, abrasives or other harmful substances shall not be used. Power vacuum equipment may be used in lieu of dust mopping. All areas of floors shall be dust mopped or vacuumed, including areas under furniture.
Damp Mopping	This operation shall be preceded by dust mopping. Clean cool water shall be used for damp mopping. A small amount of detergent may be added. Mop swirls on floor from dirty mops and water shall not be acceptable. Buffing shall follow damp mopping where a buffable floor finish is used. NOTE: When damp mopping in washrooms use germicidal agent.
Wash or Wet Mop and Rinse	This operation shall be preceded by dust mopping. Clean, cool or warm water shall be used. A small amount of detergent may be added. Residue shall be picked up and the surface rinsed. A small amount of compatible floor finish should be added to the rinse water. If more than one rinsing is required, the building supervisor shall direct the Contractor to do so. Buffing shall be done where a buffable finish is used.
Scrubbing and Refinishing	This operation shall be preceded by dust removal. Warm water to which the recommended amount of detergent has been added shall be used. Power scrubbing equipment will be used, either using a scrubbing brush or suitable synthetic pad. Solutions shall be permitted time to work its chemical action on floor surfaces. All residue shall be picked up and floor rinsed until clean. Floor finish, minimum of two coats, shall be applied and buffed if recommended by the manufacturer, or a non-buffable finish may be used.
Stripping and Refinishing	This shall consist of the complete removal of all floor finish and other residues. When rinsed, floors shall be neutral. Minimum of six coats of acrylic floor sealer & finisher shall be applied followed by applying a minimum of four coats of an Ultra-High-Speed Acrylic Finish and buffed if recommended by the manufacturer. Furniture, including cabinets and file cabinets shall be removed for this operation unless tenant requests otherwise, and these areas stripped and refinished with the remainder of the area. Soils and residue shall be removed from the baseboards and all other vertical surfaces, including furniture legs and bases, while it is soluble.
Buffing	This shall be performed by mechanical means using either a lamb's wool, felt or the correct synthetic pad.
Spray Buffing	Spray buffing will be permitted in lieu of washing, finishing and buffing in office area. Spray buffing shall be done in other areas only with the permission of the Director Terminal Services. If spray buffing in other areas does not maintain the standards of cleanliness required by the Grande Prairie Airport Commission, the Director Terminal Services will direct the Contractor to return to the frequencies of wash, wet mop and rinse, and scrub and refinish as specified. When spray buffing is used, unless equipment and methods of cleaning used by the Contractor indicate otherwise, spray buffing shall be followed by either vacuuming or dust mopping and dusting of furniture.

Miscellaneous Floor Cleaning	Traffic lanes and worn areas of floor finish will be removed and/or repaired as they occur.
	Sealing of floor shall be done with an approved acrylic floor sealer. It will be applied after floors are stripped. Four applications shall be applied, carefully following manufacturer's recommendations.
	Corners shall be kept free of dirt, dust and water marks at all times. Cleaning solutions shall not be allowed to seep under furniture, partition, etc. Petroleum based waxes shall not be used on an asphalt Floor.
	Portable warning signs and guide ropes shall be used by the Contractor to identify areas undergoing major cleaning operations where danger may exist for staff or the general public. The size and type of these signs shall be appropriate for the areas in which they are used.
	Carpeted areas shall be spot cleaned of spillage, stains and marks as soon as possible after they occur.
Walls and Ceiling	Walls shall be washed with warm water and detergent as recommended by the manufacturer. Walls, etc. shall be rinsed with warm clear water. At the conclusion of the cleaning operation, there shall be no visible soil, streaks or other discoloration on the finish.
Windows and Glass Surfaces	Windows and glass surfaces with a non-streaking agent, alcohol solution may be used. Window washing operations shall include all adjacent metal surfaces such as mullions, frames, sills, etc. and window screens where they are installed.
Door Mats and Mat Recesses	Door mats shall be removed where applicable, and cleaned using detergent. A stiff bristle brush may be used to remove encrusted dirt. Mats shall be well cleaned. Minimum amount of water shall be used in the cleaning of non-removable pneumatic mats to prevent electrical shorting or operating mechanism or other breakdowns.
Waste Receptacles	Waste receptacles shall be damp wiped after each emptying. They will be washed completely as required in specifications with warm water to which a germicidal agent has been added.
Vinyl Upholstered Furniture	This material may be washed or damp wiped using warm water and a germicidal agent. It will be wiped dry. Suitable furniture cleaner, liquid or spray, may be used as an alternative method of cleaning. Care must be taken to wipe all cleaner residue from surfaces.
Washroom Cleaning	Wash basins, toilet tanks and urinals shall be thoroughly washed with warm water, added detergents to be used exactly as specified by the manufacturer. Special attention shall be paid to cleaning the underside of the seats and rims of the toilet bowls. Toilet bowls and urinals shall be descaled at least weekly, the descalant applied in such a way as to avoid damage to the fixtures, etc. Spray deodorants shall be used as required. Only trained workers in washroom sanitation will be accepted in these areas. NOTE: Use germicidal agent.
Non-Washable Ceilings	These ceilings shall be vacuumed.
Miscellaneous	Any minor omission that is normally part of cleaning - Contractor to rectify. Cleaning works of art is not included in this statement of work.

Finishes (General)	All surfaces listed hereunder shall be cleaned by damp wiping with a soft cloth or chamois. The cleaning solution, except where otherwise indicated, shall be clear water to which germicidal agent/or another non-harmful cleaner has been added. The surface must always be properly rinsed and dried. Acid, abrasive and other cleaning materials may be used provided adequate care is taken not to damage the treated surface. The particular type of cleaner which may be used for each surface is indicated below.
Carpet Areas	All carpets are to be cleaned following the carpet manufacturers cleaning requirements. (The airport has different types of carpet in use) It is the Contractor's responsibility to supply all equipment required to clean carpets throughout the Air Terminal.
Stainless Steel	Cleaning solution: a properly buffered weak acid detergent. Stubborn dirt marks; use a mild abrasive cleaning compound.
Aluminum	Cleaning solution: a buffered silicate. Stubborn dirt marks; use a mild abrasive cleaner (such as 00 steel wool) in conjunction with a non-etching chemical cleaner. Very stubborn dirt marks; pumice in conjunction with buffered phosphoric acid.
Anodized Aluminum	No abrasive or acid cleaner permitted.
Porcelain	Stubborn dirt marks; a mild abrasive or properly buffered acid cleaner.
Concrete	Bristle scrub brush may be used. Stubborn dirt marks; abrasive, solvent or acid cleaner.
Painted Surface	Stubborn dirt marks; mild abrasive or properly buffered alkaline cleaner.
Glazed Brick and/or Ceramic	A medium scrub brush may be used. Stubborn dirt marks, buffered acid cleaner.
Terrazzo, Mosaic, Polished Stone, Marble	Cleaning solutions, water to which a neutral liquid cleaner has been added. The cleaning agent must be free from alcohols, acid, salts and strong alkaline.
Cut Stone, Stucco	A medium stiff brush may be used

NOTE: Germicidal agent shall be used in all washing procedures.

Part 3 - Area Categories and Frequencies

General Information

The Statement of Services and frequencies indicated for the various categories shall be followed by the Contractor at all times. There may be situations (i.e. inclement weather or heavy traffic) where additional services will be required. Contractors are advised that the buildings included in the Contract must present a neat and tidy appearance during the hours of occupancy and prior to scheduled aircraft flight arrivals. All services of a project nature shall be performed during the silent hours.

Special Notes

All CATSA screening and X-Ray equipment is not maintained by the Grande Prairie Airport and is not to be cleaned by the Janitorial Contractor. (Please see Manager, of Terminal Operations if clarification is required.)

Areas and Frequencies

Areas and frequencies listed are to be utilized as a minimum with the understanding that the building shall be clean and presentable at all times.

PUBLIC AREAS (EXCEPT WASHROOMS)

Main Floor: Elevators, Main Concourse, Arrivals Vestibule, Entrance/Exit Vestibules, Cargo Vestibule, HBS Security Screening and Corridor, Ticket Counters, North Fire Exit Corridor, Pre-Security Corridor, Pre-Board Screening Area, Hold room (and Gates 1-4), Food Kiosk, Stairway to Restaurant)

2nd Floor: Corridors, Landings/Stairways to-from Main Floor, Restaurant, Lounge and Lounge Bar, all Concourses

TIME FRAME	ITEM	SERVICE
After Every Flight	Floors	pick up litter
	Children’s Play Apparatus	clean and disinfect
Daily (THROUGHOUT THE DAY)	Glass Surfaces (interior and exterior)	spot clean entrances/exits and vestibules spot clean public areas spot clean interior partitions and doors
	Water Fountains and sinks	remove foreign matter clean and disinfect
		Day: damp mop, buff tile and vacuum carpet: concourse elevators halls lobbies hallways stairwells Evening: remove mats completely wash floor and replace mats Vacuum
	Metal Surfaces	spot clean metal surfaces (including stainless steel)
	Furniture	dust and or damp mop (replace according to lay out plan)
	Counter Tops	clean
	Telephones	disinfect
	Walls	spot clean
	Waste/recycle receptacles (including bins attached outside the building)	empty and dump out all liquids in recyclable containers
	Handrails Dispensing machines Exterior fire hose Display cabinets Baggage conveyors Weigh Scales	Spot clean
Once a Week	Floors	apply finish, buff
	Walls	dust (below 8 feet)
	Venetian Blinds	dust
	Waste/recycle receptacles	wash, disinfect, clean and polish

	Glass Surfaces (interior and exterior)	clean entrances/exits and vestibules clean public areas clean interior partitions and doors
	Miscellaneous: handrails dispensing machines exterior fire hose display cabinets baggage conveyors weighing scales stanchions	complete clean
	Metal Surfaces (including stainless steel)	clean and polish
	Furniture (including vinyl upholstery)	clean and polish
Monthly	Floors	carpeted areas - steam clean/dry clean tile - wax
	Air Vents and grills	vacuum and wash
	Overhead Lights	open diffuser, wash and or vacuum as required
Every 3 Months (or as directed)	Floors	strip refinish buff
	Walls	dust (upper sections above 8 feet, includes area around café stairs)
	Ceilings	wash (if acoustic tile – vacuum)
	Windows & glass surfaces	wash – first section down
	Interior of fire hose cabinets	clean
Emergency Cleaning	Clean Building	as required (anytime)
	Clean Carpets	spot and stain removal as required

PUBLIC WASHROOMS (Including adjoining vestibules and powder rooms)

Main Floor: Terminal Concourse, Boarding Room

2nd Floor: Restaurant

TIME FRAME	ITEM	SERVICE
After Every Flight	Overall	pick up litter and spot clean
Daily (THROUGHOUT THE DAY)	Spray deodorant	
	Toilet supplies	replenish
	Toilets/urinals Wash-basins Faucets Mirrors Shelving Dispensers Exposed pipes	clean and disinfect (where applicable)
	Waste receptacles	empty, clean and disinfect
	Floors	damp mop (add germicidal detergent to water). Note: flooring and mats adjoining urinals to be thoroughly cleaned at all frequencies. evening - wash.
	Walls Toilet partitions Doors & door hardware	clean
	Ledges and moldings	damp wipe
Once a Week	Toilet partitions Doors & door hardware	wash disinfect polish
Monthly	Floors	apply finish buff
	Floor drains	pour water down drains to avoid sewer gas from rising up through drains
	Overhead Light	open diffuser wash and or vacuum as required
	Walls	wash and disinfect
Every 3 Months	Ceilings	wash (if acoustic tile – vacuum)
Emergency Cleaning	Clean	as required (anytime)
	Toilet supplies	replenish in an on-call situation
	Floors	spot clean

STAFF WASHROOMS (Including adjoining vestibules and powder rooms-2nd Floor)		
TIME FRAME	ITEM	SERVICE
Twice Daily	Toilet supplies	replenish
	Spray deodorant	
	Overall	pick up litter and spot clean
	Toilets/urinals Wash-basins Faucets Mirrors Shelving Dispensers Exposed pipes	clean disinfect (where applicable)
	Waste receptacles	empty, clean and disinfect
Daily	Floors	damp mop (add germicidal detergent to water). Note: flooring and mats adjoining urinals to be thoroughly cleaned at all frequencies. evening - wash.
	Walls Toilet partitions Doors and door hardware	clean
	Ledges and moldings	dust
Weekly	Toilet partitions Doors	wash disinfect
Monthly	Floor drains	pour water down drains to avoid sewer gas from rising up through drains.
	Overhead Lights:	open diffuser wash and or vacuum as required
	Walls	wash disinfect
	Floors	wash apply finish buff
Every 3 Months	Ceiling air vents and grills	vacuum and wash
	Ceilings	wash (if acoustic tile – vacuum)

OFFICE AREAS

Main Floor: Rental Car Booths, Airline Offices, Paladin Offices, Privacy Search Room and Terminal Service Manager Office

2nd Floor: all offices, all boardrooms and kitchen areas

TIME FRAME	ITEM	SERVICE
Daily	Waste receptacles	empty, wash and disinfect
	Water coolers	wash disinfect
	Walls and vertical surfaces: ledges molding woodwork windows stools radiator covers etc.	spot clean dust
	Floors (including corridors and stairs)	remove spillage and stains vacuum or dust mop (damp mop)
	Door hardware Name plates Signs	spot clean
	Furniture and furnishings	dust and/or damp wipe
	Kitchen Areas	clean sinks clean countertops damp mop floors damp wipe exterior of fridge and cupboards refill paper towel dispensers
	Recycling	remove recycling from receptacles, dump all liquids out, place in bags, take bottles to designated area
Weekly	Walls and vertical surfaces: ledges molding woodwork windows stools radiator covers etc.	clean/dust
	Door hardware Name plates Signs Furniture and furnishings	clean/polish
	Kitchen Areas	clean inside of microwaves
Every 3 Months	Walls	wash
	Kitchen Areas	clean inside of refrigerators clean inside of drawers clean inside of cupboards
	Floors (including hallways)	steam clean, dry cleaned
	Ceiling air vents and grills	wash

INDUSTRIAL AREAS		
Main Floor: Baggage Room, Electrical room, Telecom room, Door Pockets (secure doors 1 & 6)		
2nd Floor: Electrical Cabinet, Stairway to APRON, Stairway to Roof from Admin Office		
TIME FRAME	ITEM	SERVICE
Weekly	Floors	damp mop
Monthly	Floors	complete wash

BASEMENT AREAS (Corridors, Janitor Room)		
TIME FRAME	ITEM	SERVICE
Weekly	Floors	sweep or vacuum
Every 2 Weeks	Floors	damp mop
Monthly	Floors	complete wash

OTHER AREAS		
TIME FRAME	ITEM	SERVICE
Every 6 Months	Exterior windows (ALL locations)	Clean inside and out (includes removal of seasonal window paint if in use)

MAINTENANCE SHOP – Office Areas, Kitchen, Washrooms		
TIME FRAME	ITEM	SERVICE
Biweekly (Twice a week)	Waste receptacles	Empty, wash and disinfect
	Water coolers	wash disinfect
	Walls and vertical surfaces: ledges molding woodwork windows stools radiator covers etc.	spot clean dust
	Floors (including corridors and stairs)	remove spillage and stains
	Door hardware Name plates Signs	spot clean
	Furniture and furnishings	dust and/or damp wipe
	Kitchen Areas	clean sinks clean countertops damp mop floors damp wipe exterior fridge and cupboards refill paper towel dispensers

	Recycling	remove recycling from receptacles, dump all liquids out, place in bags, take bottles to designated area
	Toilet supplies	replenish
	Spray deodorant	
	Overall	pick up litter and spot clean
	Toilets/urinals Wash-basins Faucets Mirrors Shelving Dispensers	Clean disinfect
	Floors	damp mop (add germicidal detergent to water). Note: flooring and mats adjoining urinals to be thoroughly cleaned at all frequencies.
	Walls Toilet partitions Doors and door hardware	clean
Weekly	Walls and vertical surfaces: ledges molding windows stools radiator covers etc.	Clean/dust
	Door hardware Name plates Signs Furniture and furnishings	Clean/polish
	Kitchen Areas	clean inside of microwaves
	Toilet partitions Doors	wash disinfect
Monthly	Floor drains	pour water down drains to avoid sewer gas from rising up through drains.
	Overhead Lights:	open diffuser wash and or vacuum as required
	Walls	wash disinfect
	Floors	wash apply finish buff
Every 3 Months	Ceiling air vents and grills	vacuum and wash
	Ceilings	wash (if acoustic tile – vacuum)
Every 3 Months	Walls	wash
	Kitchen Areas	clean inside of refrigerators clean inside of drawers clean inside of cupboards
	Floors (including hallways)	steam clean, dry cleaned
	Ceiling air vents and grills	wash

Schedule B, Contractors Covenants

- 1) The Contractor shall ensure that all work is competently supervised and completed in accordance with the specifications. All work must be logged utilizing a digital platform as provided. This will necessitate the use of a smart phone by the on-site janitorial staff which shall be provided by the Contractor.
- 2) The Contractor shall provide the Chief Executive Officer or his designate with an up-to-date list of personnel assigned to the janitorial services carried out at the Airport. All persons working for the Contractor on this project must be bondable.
- 3) All persons working for the Contractor must be able to obtain a Restricted Area Pass. Fees associated with this will be covered by the Contractor.
- 4) The Contractor may not subcontract either the whole or any part of the work, without the express written consent of the Grande Prairie Airport Commission. The Contractor may not have a Grande Prairie Airport Commission employee work under the terms of this Agreement.
- 5) The Contractor shall indemnify and save harmless the Grande Prairie Airport Commission from and against all claims, losses, costs, damages, suits, proceeding, or actions arising out of, or related to the Contractor's activities in executing the work, including his omissions, improper acts or delays in executing the work.
- 6) The Contractor shall maintain a minimum of \$2,000,000 liability insurance during the life of this agreement, and shall provide evidence to the Grande Prairie Airport Commission, prior to commencement of operations, a copy of the insurance policy, along with evidence that all premiums have been paid up to date.
- 7) The Contractor shall provide evidence to the Grande Prairie Airport Commission that an account has been opened with the Worker's Compensation Board and that all fees are paid in compliance with the Board; and that coverage is maintained for the duration of this Agreement for any persons working for or employed by the Contractor on this Agreement. We will require monthly notification regarding this compliance. No person under the age of sixteen (16) shall be employed under the terms of this Agreement.
- 8) Work shall be carried out in accordance with the "Statement of Work" as directed by the Director Terminal Services. A requirement for both day and night shift work can be expected. Work schedules may vary in response to changing airline schedules.
- 9) All keys entrusted to the Contractor for the fulfillment of the Agreement must be fully protected at all times. Any cost to re-key, re-tumble or replace locks, or keys lost or misplaced by the Contractor, shall be charged to the Contractor.

- 10)** Quality standards shall be strictly adhered to, and inspection of the work will be conducted from time to time by a representative of the Grande Prairie Airport Commission. The contractor shall meet weekly with the Manager, Terminal Operations to discuss and review the level of service. This meeting may be in person, via phone or by any other means at the discretion of the Manager, Terminal Services.
- 11)** The Grande Prairie Airport Commission reserves the right to waive any formalities, or informalities in, or reject any or all Contractors, or to accept the RFP deemed most favorable in the interest of the Grande Prairie Airport Commission.
- 12)** The Contractor is responsible for obtaining and paying for any and all permits and/or licences required to carry out the work as specified. A copy of the Contractor's business licence must be provided prior to initiating work.
- 13)** The Contractor shall comply with the regulations of the Worker's Compensation Act, the Occupational Health and Safety Act, as well as all local safety rules and regulations as may be determined by the Grande Prairie Airport Commission. The responsibilities of Prime Contractor status as defined in the Occupational Health and Safety Act for all areas relating to the work of this Contract shall be assigned to the Contractor.
- 14)** The Contractor shall assume and be responsible for any and all personnel engaged in the work.
- 15)** Protection to the work area, fixtures and surroundings must be provided. Any damage caused by failure to provide such protection by the Contractor shall be made good by the Contractor.
- 16)** The Contractor and their staff shall be trained in accordance with the Principle Provisions of the Personnel Training for the Assistance of Persons with Disabilities Regulations. The Licensee shall maintain records of training for all personnel and shall submit training documentation and records as requested by and to the satisfaction of the Chief Executive Officer.
- 17)** All recycling is the sole property of the Grande Prairie Airport and is not to be disposed of by the Contractor unless prior written consent is given by the CEO or designate.
- 18)** The Contractor shall be responsible for training their staff in Bio-hazard cleaning and sanitizing processes and procedures.