



**GRANDE PRAIRIE AIRPORT
REQUEST FOR PROPOSALS
PARKING PAYMENT CONTROL SYSTEM
GPA 26264-2026**

Sealed packages will be received by the undersigned until 2:00 p.m. (local time) **August 18, 2026** for the following:

GRANDE PRAIRIE AIRPORT PARKING PAYMENT CONTROL SYSTEM

Copies of the license requirements are available from the Administration Office, 2nd Floor, Air Terminal Building, Grande Prairie Airport, and request for proposals must be submitted on the forms provided.

ISSUE DATE: July 16, 2026

MAILING ADDRESS: Grande Prairie Airport
Suite 220, 10610 Airport Drive
Grande Prairie, AB
T8V 7Z5

DELIVERY ADDRESS: Same as above

EMAIL ADDRESS: RFPsubmissions@gpairport.ca

TELEPHONE NUMBER: 587-259-3260

INQUIRIES: William Stewart
Director, Terminal Services
Phone: 587-259-3260
E-mail: wstewart@gpairport.ca

Initials _____



**GRANDE PRAIRIE AIRPORT
REQUEST FOR PROPOSALS
PARKING PAYMENT CONTROL SYSTEM
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1. GRANDE PRAIRIE AIRPORT BACKGROUND

The Grande Prairie Airport (the “Airport”) is operated by the Grande Prairie Airport Commission (the “Commission”). Our vision is to be a model airport for smaller cities dedicated to exemplary customer service and we expect our concession Proponents to be part of the team that delivers that vision. The Airport is currently served by 2 airlines with approximately 260,000 enplaned and deplaned passengers.

2. GENERAL DESCRIPTION OF OPPORTUNITY

The Grande Prairie Airport is requesting Proposals from those interested and qualified to provide a parking payment control system in our long-term parking, overflow parking and short-term metered parking areas. The desired system shall be of a license plate associated pre-pay type and must not require the use of gates, post-paid tickets or the like. It is expected that the proponent will have a mobile phone interface as well as a physical pay station to allow customers to pay for parking.

3. INVITATION

The Grande Prairie Airport invites proponents to submit proposals for the supply and operation of a parking payment control system at the Grande Prairie Airport for a term of three (3) years.

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4. QUESTIONS & SITE VISITS

The Grande Prairie Airport will respond to all questions within 7 days. All site visits requests require a minimum of 48-hour notice.

All questions and site visit requests shall be directed to:

William Stewart
Director, Terminal Services
Phone: 587-259-3260
E-mail: wstewart@gpairport.ca

5. SUBMISSION OF PROPOSAL

Sealed proposals will be accepted by the Grande Prairie Airport as follows:

Until 2:00 p.m. Local Time (“Closing Time”) on **August 18, 2026** at the Airport Administration Office, Suite 220, 10610 Airport Drive, Grande Prairie, AB T8V 7Z5

Bearing the name and address of proponent and marked:

“Request for Proposals Parking Payment Control System at the Grande Prairie Airport.”

Digital submissions will be accepted at: RFPsubmissions@gpairport.ca

The Grande Prairie Airport will not confirm nor guarantee receipt of any digital submissions.

Late proposals will not be returned and will be destroyed unopened.

Modifications must be received by closing time. No oral or facsimile transmission of modifications will be accepted.

Each page of the Form of Proposal and Schedules **shall be initialed** by an authorized signing officer.

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6. NO OBLIGATIONS ON THE PART OF THE AIRPORT

This Request for Proposals does not constitute an offer. No agreement shall result upon submissions of proposals. The Airport shall not be under obligation to enter into any agreement with anyone in connection with the Request for Proposals.

The lowest cost or any proposal may not necessarily be accepted. The Airport reserves the right to reject any and all proposals for any reason. In no event will the Airport be responsible for the costs of preparation and submission of proposals. All proposal documents become the property of the Grande Prairie Airport upon submission and shall not be returned.

Each proponent submitting a proposal acknowledges and agrees, by submitting a proposal, the Airport will have no liability or obligation to any proponent except only such proponents, if any, awarded a License by the Airport in its sole discretion and each proponent agrees that, if it is not awarded a License, then whether or not any express or implied obligation has been discharged by the Airport, the Airport shall be fully and forever released and discharged of all liability and obligation in connection with this Request for Proposal.

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7. MINIMUM SYSTEM REQUIREMENTS

The proposed parking system must include, at a minimum, but not restricted to, the following items:

- 1) The ability to pay for parking online utilizing a cellular telephone through means such as a phone app or web app.
- 2) The ability to pay in person, utilizing credit card within the terminal building at some form of pay station provided and maintained by the proponent.
- 3) All signage and/or stickers required to ensure parking compliance as well as provide information to customers using the aforementioned parking areas. These signs/stickers shall be branded specifically for the Grande Prairie Airport.
- 4) The ability to confirm payment by the Grande Prairie Airport in order to enforce parking payment requirements.
- 5) Automated license plate readers (minimum 2) that integrate with the parking system to allow Grande Prairie Airport staff to confirm parking payment.
- 6) Monthly reports providing information on parking lot usage, income and other related statistics.
- 7) Monthly remittance of revenue to the Grande Prairie Airport.
- 8) 24-hour support available to Grande Prairie Airport staff should there be a problem with the system.

8. REQUIRED INFORMATION

Proposals must include the following information:

- 1) Legal name of company.
- 2) Number of years in business.
- 3) Company profile.
- 4) Three (3) references.
- 5) General description of the proposed payment system.
- 6) General description of the proposed remittance system.
- 7) Explanations and/or examples of all items in section 7 of this document.
- 8) Any fees associated with providing the systems and services as proposed.
- 9) Agreement to provide the systems and services as proposed.
- 10) Timeline to install and launch all aspects of the system as proposed.

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9. ADDITIONAL EXTRAS

The Grande Prairie Airport welcomes additional products or services in excess of the required minimum. These items will be considered in the context of the system and information regarding such items should be included in the information provided to the Airport.

10. PRESENTATION OF PRODUCT

Proponents shall provide an online presentation of the system/service being offered to representatives of the Grande Prairie Airport if requested.

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