

**Township of Woolwich  
Breslau Fire Station Scenario**

Assumptions:

1. Cost of Fire station is \$1,579,900 which is an 8,3330 sq.ft. facility (from the 2007 DC Study Update)
2. Need three fire vehicles Pumper, Rescue, and Tanker, used estimated 2008 \$'s
3. Station compliment will be 20 Firefighters and equipment will be provided (i.e. bunker gear, air packs, hose, etc.), used estimated 2008 \$'s

Item	Cost	DC	Other Funding
<b>Capital:</b>			
Fire Station	\$ 1,750,000.00	\$ 1,583,493.63	\$ 166,506.38
Pumper Fire Truck	\$ 320,000.00	\$ 211,200.00	\$ 108,800.00
Rescue Van	\$ 245,000.00	\$ 161,700.00	\$ 83,300.00
Tanker Fire Truck	\$ 205,000.00	\$ 135,300.00	\$ 69,700.00
Station Equipment	\$ 300,000.00	\$ 274,800.00	\$ 25,200.00
<b>Subtotal</b>	<b>\$ 2,820,000.00</b>	<b>\$ 2,366,493.63</b>	<b>\$ 453,506.38</b>
<b>Operating:</b>			
20 Firefighters	\$ 71,600.00	\$ -	\$ 71,600.00
Facility Costs	\$ 13,000.00	\$ -	\$ 13,000.00
Vehicle Maint & Fuel	\$ 6,000.00	\$ -	\$ 6,000.00
<b>Subtotal</b>	<b>\$ 90,600.00</b>	<b>\$ -</b>	<b>\$ 90,600.00</b>
<b>TOTAL</b>	<b>\$ 2,910,600.00</b>	<b>\$ 2,366,493.63</b>	<b>\$ 544,106.38</b>

**Township of Woolwich  
Composite Fire Staff Scenarios**

Assumption:

1. Four Part-time staff
2. Work 8am - 4pm per day
3. Monday - Friday, no weekends
4. Each Firefighter will work 5 days or shifts in a two-week period, which is 40 hours bi-weekly - Week 1 (M,W,F) Week 2 (T,T)
5. There will be two Firefighters on duty each day
6. Pay level 7 (2008), use job rate for example

F.F.	Hours per Year	Pay per Hour	Pay \$	Benefits	Total
1	1040	\$ 31.91	\$ 33,182.00	\$ 5,623.00	\$ 38,805.00
2	1040	\$ 31.91	\$ 33,182.00	\$ 5,623.00	\$ 38,805.00
3	1040	\$ 31.91	\$ 33,182.00	\$ 5,623.00	\$ 38,805.00
4	1040	\$ 31.91	\$ 33,182.00	\$ 5,623.00	\$ 38,805.00
<b>TOTAL</b>	<u>4160</u>		<u>\$ 132,728.00</u>	<u>\$ 22,492.00</u>	<u>\$ 155,220.00</u>

**Township of Woolwich  
Breslau Airport 'ON-DEMAND' Scenarios**

Regional Requirements:

- 2 Firefighters on duty at a time
- 800 hours per year
- 2 hour turn around time

Looking at establishing, at minimum, 3 year contract  
 Pay level 7 (2008), use job rate for example  
 Provide own personal equipment (i.e. bunker gear, boots, SCBA, etc.)

<b>Full-time Staffing Scenario</b>			
Item	Cost	Admin. 15%	Other Funding
<b>Firefighter Costs</b>			
Salary	\$	-	\$ -
Benefits	\$	-	\$ -
Training	\$	-	\$ -
Equipment	\$	-	\$ -
Annual Equip Cert.	\$	-	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Charge per Hour</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Part-time Staffing Scenario</b>			
Item	Cost	Admin. 15%	Other Funding
<b>Firefighter Costs</b>			
Salary	\$	-	\$ -
Benefits	\$	-	\$ -
Training	\$	-	\$ -
Equipment	\$	-	\$ -
Annual Equip Cert.	\$	-	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Charge per Hour</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Composite Staffing Scenario*</b>			
Item	Cost	Admin. 15%	Other Funding
<b>Firefighter Costs</b>			
Salary	\$	-	\$ -
Benefits	\$	-	\$ -
Training	\$	-	\$ -
Equipment	\$	-	\$ -
Annual Equip Cert.	\$	-	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Charge per Hour</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Provide "On-Demand" Airport Fire Service

\$40,936

**Township of Woolwich  
Breslau Airport 'ON-DUTY' Scenarios**

Regional Requirements:

1. 2 Firefighters on duty at a time
2. 18 hours per day, 7 days per week, 365 days per year
3. This will then require 7 Full-time firefighters working 9 hour shifts
4. If Part-time staff are preferred then a minimum of 14 Firefighters are needed
5. Looking at establishing, at minimum, 3 year contract
6. Pay level 7 (2008), use job rate for example \$31.91/hr. (based on 40hrs.) OR \$27.74/hr. (based on 46hrs.)
7. Provide own personel equipment (bunker gear, boots, SCBA, etc.)

**Annual Equipment Certification - Use Average 2008 Fire Operating Budget for Vehicle Repairs & Maint.**

→ \$44,800 ÷ 5 = \$8,960

<b>Full-time Staffing Scenario</b>			
Item	Cost	Admin. 15%	Other Funding
<b>Firefighter Costs</b>			
Salary	\$ 419,297.40	\$ 62,894.61	\$ 482,192.01
Benefits	\$ 117,600.00	\$ 17,640.00	\$ 135,240.00
Training	\$ 35,000.00	\$ 5,250.00	\$ 40,250.00
Equipment	\$ 7,350.00	\$ 1,102.50	\$ 8,452.50
<b>Subtotal</b>	<b>\$ 579,247.40</b>	<b>\$ 86,887.11</b>	<b>\$ 666,134.51</b>
<b>Charge per Hour</b>	<b>\$ 39.67</b>	<b>\$ 5.95</b>	<b>\$ 45.63</b>

<b>Part-time Staffing Scenario</b>			
Item	Cost	Admin. 15%	Other Funding
<b>Firefighter Costs</b>			
Salary	\$ 419,297.40	\$ 62,894.61	\$ 482,192.01
Benefits	\$ 49,000.00	\$ 7,350.00	\$ 56,350.00
Training	\$ 70,000.00	\$ 10,500.00	\$ 80,500.00
Equipment	\$ 14,700.00	\$ 2,205.00	\$ 16,905.00
<b>Subtotal</b>	<b>\$ 552,997.40</b>	<b>\$ 82,949.61</b>	<b>\$ 635,947.01</b>
<b>Charge per Hour</b>	<b>\$ 37.88</b>	<b>\$ 5.68</b>	<b>\$ 43.56</b>

<b>Composite Staffing Scenario*</b>			
Item	Cost	Admin. 15%	Other Funding
<b>Firefighter Costs</b>			
Salary	\$ 419,297.40	\$ 62,894.61	\$ 482,192.01
Benefits	\$ 89,000.00	\$ 13,350.00	\$ 102,350.00
Training	\$ 50,000.00	\$ 7,500.00	\$ 57,500.00
Equipment	\$ 10,500.00	\$ 1,575.00	\$ 12,075.00
<b>Subtotal</b>	<b>\$ 568,797.40</b>	<b>\$ 85,319.61</b>	<b>\$ 654,117.01</b>
<b>Charge per Hour</b>	<b>\$ 38.96</b>	<b>\$ 5.84</b>	<b>\$ 44.80</b>

RESPONSE DISTRICT	RESPONSE SEQUENCE	RESPONSE SHEET	NOTES
ELMIRA1	Elmira / St Jacobs / Conestogo	Elmira Area Response	
ELMIRA2	Elmira / Floradale / St Jacobs	Elmira Area Response	
ELMIRA3	Elmira / Floradale / St Jacobs	Elmira Hydrant Area Response	
ELMIRA4	Elmira / St Jacobs / Conestogo	Elmira Hydrant Area Response	
ELMIRA5	Elmira / Floradale / Conestogo	Elmira Area Response	verify with Rick
ELMIRA6	Elmira / St Jacobs / Conestogo	Elmira Area Response	
ELMIRA7	Elmira / St Jacobs / Conestogo	Elmira Area Response	
STJA1	St. Jacobs / Elmira / Conestogo	Standard Area Response	
STJA2	St Jacobs/Conestogo/Elmira	Standard Area Response	
STJA3	St Jacobs/Conestogo/Elmira	Hydrant Area Response	
STJA4	St Jacobs/Conestogo/Elmira	Hydrant Area Response	
FLO1	Floradale/Elmira/St Jacobs	Standard Area Response	
FLO2	Floradale	Fire Only Response	<b>AUTOMATIC AID AREA</b> For confirmed fires only Elora responds first (Centre Wellington area, built into site details)
FLO3	Floradale	Mapleton Area Response	As per agreement, Floradale first, then notify Mapleton. St Jacob's on request- per Rick P
CON1	Conestogo/St Jacobs/Elmira	Standard Area Response	
CON2	Conestogo/Maryhill/St. Jacobs	Standard Area Response	
CON3	Conestogo/Floradale/Elmira	Standard Area Response	
CON4	Conestogo//Maryhill/Floradale	Standard Area Response	
CON5	Conestogo/Maryhill/St. Jacobs	Hydrant Area Response	
CON6	Conestogo/St Jacobs/Elmira	Hydrant Area Response	
MARYHILL1	Maryhill/Conestogo/St Jacobs	Standard Area Response	

	MARYHILL2	MARYHILL3	MARYHILL4	MARYHILL5
	Maryhill/Conestogo	Standard Area Response	<p>Guelpb responds on request (built into site details)</p> <p><b>AUTOMATIC AID AREA</b></p> <p>For confirmed fires only, Elora responds on request (built into site details)</p>	
MARYHILL3	Maryhill	Fire Only Response		
MARYHILL4	Maryhill/Conestogo/St Jacobs	Hydrant Area Response		
MARYHILL5	Maryhill/Conestogo/St Jacobs	Hydrant Area Response		

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Terms of Reference: "Region of Waterloo" also represents "The Regional Municipality of Waterloo"



Region of Waterloo

INFORMAL RFP

EMERGENCY RESPONSE SERVICES  
REGION OF WATERLOO INTERNATIONAL AIRPORT

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**SECTION A – INSTRUCTIONS, TERMS & CONDITIONS****1. CLOSING DATE AND TIME**

Bids for Proposal P2007-11 Emergency Response Services, Region of Waterloo International Airport will be received until 12:00 Noon local time, XXX, XXX XX, XXXX.

**2. ADDRESS**

Bids shall be enclosed and sealed in the envelope supplied and be delivered to the Region of Waterloo, 4th Floor, 150 Frederick Street, Kitchener, Ontario N2G 4J3.

**3. DESIGNATED OFFICIAL**

For the purpose of this contract, Mr. Charles Whitlock, Chief Purchasing Officer, Purchasing and Materials Management, or his designate (Telephone (519) 575-4433, Fax (519) 575-4494) is the "Designated Official" and shall perform the following functions - releasing, recording and receiving Bids; opening, recording and checking of Bids; answering queries of prospective Bidders, considering extensions of time, reviewing bids received, ruling on the acceptance of those not completely meeting the bid requirements and preparing a report and recommendations to Council.

**4. Submissions must be submitted in duplicate (one original and one copy) only on the form of bid documents provided and bear an original signature, not a photocopy or facsimile.**

5. Bidders are cautioned against qualifying their submission in any manner whatsoever, as this may result in their submission being rejected. However, descriptive literature may be included, provided its sole purpose is to amplify the bid.

6. Care should be exercised in reading and completing all bid documents as failure to comply with the Instructions, Terms and Conditions may disqualify your submission.

7. Erasures and alterations must be initialed in ink by the signing authority.

8. Bids which are illegible, incomplete, unbalanced, include extraneous conditions, are obscure or contain irregularities of any kind may be rejected.

9. All prices bid are to be in Canadian funds and should include any applicable duties and any other taxes or levies imposed by any governments or government authority.

10. Taxes must be quoted as follows: Goods & Services Tax - Extra  
Provincial Sales Tax – N/A

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11. MANAGEMENT OF THE PROJECT

- 1. All questions of a technical nature shall be directed to the Airport Operations Manager for the Region of Waterloo,

Name: Kevin B. Campbell

Telephone: 519-648-2256 Ext. 224

- 2. All questions in regards to the terms and conditions shall be directed to Purchasing and Materials Management,

Name: XXXXX

Telephone: XXXXX

12. CLAIMS OR LITIGATION

- A. The Region of Waterloo will not open and consider bids received from parties with whom The Region is in litigation or pending litigation unless approval allowing such is obtained by the bidder from the Council of the Region of Waterloo prior to the close of the bid.
- B. Bids which are unopened pursuant to this policy will be returned to the Bidders and no contract in regard to the bid process will be created as between the Bidder and the Region of Waterloo.

13. BID DOCUMENT

- A. Each bid should include a completed Bid Document, together with any other information requested elsewhere in the bid documents.
- B. Each bid must be properly signed by an authorized official or principal who has authority to bind the company.

14. DISQUALIFICATION OF BIDS

- A. The bid must be legible in ink or typewritten and all items must be bid. Bids which are incomplete, unbalanced, conditional, or obscure, or which contain erasures or alterations not properly initialled, or irregularities of any kind, may be disqualified at the sole discretion of the Region of Waterloo.
- B. Should the Region of Waterloo consider non-compliance with the formal requirements of the bid to be minor in nature, it reserves the right to waive such requirements at its sole discretion.
- C. Bidders who have submitted bids that have been disqualified by the Region of Waterloo because of informalities will normally be notified of the reasons for disqualification within 10 days after the closing date for bids.

15. WITHDRAWAL OF BIDS PRIOR TO BID CLOSING

- A. A Bidder who has submitted a bid on a contract may request that their bid be withdrawn. The withdrawal shall only be allowed if the request is made before the closing time for the submission of bids. Withdrawal requests must be directed to the Designated Official by letter, telegram, fax or in person. Telephone requests will not be considered.
- B. When withdrawals are made in person, the Official receiving bids shall obtain a signed withdrawal form confirming the details. If the person is other than a Senior Official of the Company, and for letter, telegram or fax withdrawals, the authenticity of the request must be confirmed by telephoning a responsible Official of the Company.
- C. Bids confirmed as withdrawn prior to being placed in the bid box, shall be returned unopened to the Bidder. Withdrawal notices received after the bid has been deposited shall, together with the confirmation of withdrawal, be placed in the bid box. These bids are dealt with at the opening by announcing that the bid was withdrawn. The bid amount of a withdrawn bid shall not be read out.
- D. The withdrawal of a bid does not disqualify a Bidder from submitting another bid on the same contract.

16. ADDENDA

If a Bidder finds discrepancies in or omissions from the contract documents, or if they are in doubt as to their meaning, the Bidder shall notify the Region. The Region of Waterloo reserves the right, for any reason, to issue addenda to the Bidders at any time prior to Bid Closing. Addenda issued during the bidding period shall be allowed for by the Bidder in submitting the bid.

17. CONFLICT OF INTEREST

- A. The Bidder declares that no person, firm or corporation with whom or which the Bidder has an interest, has any interest in this bid or in the proposed contract for which this bid is made.
- B. The Bidder further declares that no member of the Council of the Region of Waterloo and no officer or employee of the Region of Waterloo will become interested directly or indirectly as a contracting party, partner, shareholder, surety, or otherwise in or in the performance of the Contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived therefrom.
- C. Should the Bidder feel that a conflict of interest or potential conflict of interest exists; the Bidder must disclose this information to the Region of Waterloo prior to the acceptance of the bid. The Region of Waterloo may, at its discretion, withhold acceptance of the bid until the matter is resolved to the Region of Waterloo's satisfaction. The Region of Waterloo may allow a conflict of interest or potential conflict of interest to exist if it is satisfied that there are adequate safeguards in place and if the Region of Waterloo determines that it is in its best interests to do so.

- D. The Region of Waterloo reserves the right to disqualify a bid where the Region of Waterloo believes a conflict of interest or potential conflict of interest exists.

18. INSURANCE REQUIREMENTS

The Contractor shall maintain the following insurance for the duration of the contract. A copy of the required certificate of insurance will be provided by the Region for completion and return by the Contractor's insurer prior to the commencement of the contract.

1) Automobile Liability Insurance

The Contractor shall provide Automobile Liability Insurance in a form acceptable to the Region, in respect of licensed vehicles to a limit of at least \$2,000,000 inclusive for bodily injury, death and damage to property in the following forms:

- (i) Standard Non-Owned Automobile Policy including contractual liability endorsement.
- (ii) Standard Owner's Form Automobile Policy providing Third Party Liability and Accident Benefits.

2) Aviation/General Liability Insurance

The Region of Waterloo will name the successful bidder as an additional insured or its insurance program.

19. ASSIGNMENT OF CONTRACT

This contract may not be assigned, sub-contracted or let out in whole or in part, without the prior written consent of the Region of Waterloo.

20. HOLDBACK OF PAYMENT FOR UNACCEPTABLE PERFORMANCE

Based on ongoing performance evaluation, should all or any part of the work be deemed unacceptable by the Region, payment for all services, or for the applicable section of the work, will be withheld until such time as the work is deemed acceptable by the Region.

21. ERRORS & OMISSIONS

It is understood, acknowledged and agreed that while this Request for Proposal includes specific requirements and specifications, the Region shall not be held liable for any errors or omissions in any part of this bid document. While the Region has used considerable effort to ensure an accurate representation of information in this bid document, the information contained in the bid document is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by The Region, nor is it necessarily comprehensive or exhaustive. Nothing in the bid document is intended to relieve the Bidders from forming their own opinions and conclusions with respect to the matters addressed in the bid document.

There will be no consideration of any claim, after submission of bids, that there is a misunderstanding with respect to the conditions imposed by the Contract.

22. HEALTH & SAFETY

All work performed under this contract must be carried out in accordance with the terms and conditions of the Labour Code of Canada Part II as amended.

23. CONTRACT REQUIREMENT

The selected Bidder(s) will be expected to enter into a contract agreement with the Region of Waterloo.

24. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

The contract document shall consist of:

- a) The executed Agreement/Purchase Order
- b) Addenda to the Bid Document
- c) Request for Bid document, including its Terms and Conditions, Instructions to Proponents, Terms of Reference
- d) The Company's bid and any subsequent negotiated changes

These documents and portions thereof, take precedence in the order in which they are named above, notwithstanding the chronological order in which they are issued or executed.

The successful bid shall become an integral part of the contract. It shall not, however, be considered the total binding obligation for the contract. Any and all bid conditions may be included at the discretion of the Region of Waterloo as part of the final negotiated and approved contract.

The Region of Waterloo reserves the right to include additional terms and conditions during the process of contract negotiations. These terms and conditions shall be within the scope of the original bid document and contract documents and shall be limited to cost, clarification, definition and administrative and legal requirements.

The quantity shown for any item (including optional equipment) is approximate only and may be increased, decreased or entirely eliminated without change in the unit prices bid.

25. CANCELLATION OF CONTRACT

The Region may cancel the contract for substantive failure, on the part of the Contractor, to provide the necessary services in accordance with the instructions, Terms and Conditions, and Specifications of this bid, or in a manner which does not meet the expectations of the Region.

Alternatively, the Region may, in its sole and absolute discretion and at its convenience, cancel the contract with the successful vendor at any time upon giving the Contractor forty-five (45) days written notice.

In the event the Region cancels the contract, the Region shall pay the Contractor a pro rated percentage cost of all ARFF training expenses incurred during the term of the contract based on the following:

Anytime during the first year of contract	100%
Year 1 to Year 2	66%
Year 2 to Year 3	33%

Invoices must be submitted to determine costs.

The Contractor acknowledges that this sum shall fully compensate it for all costs, including but not limited to out-of-pocket expenses, loss of profit, unpaid monthly instalments pursuant to the contract, contingent losses and third party claims associated with the early termination of the contract. The Contractor agrees that it shall not claim any further amounts from the Region in the event the Region should elect to exercise its right to terminate the contract prior to the expiry of the term.

Bidders must acquaint themselves with the actual conditions and requirements of the work to be done. Notwithstanding the details presented herein, it shall be the responsibility of the Contractor to provide all of the materials and labour required to fully satisfy the intent of this document.

26. FREEDOM OF INFORMATION

The bidder acknowledges that any bid submitted shall become a record belonging to the Region of Waterloo and therefore is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. This provincial law gives individuals, businesses and other organizations a legal right to request records held by the Region, subject to specific limitations. The bidder should be aware that it is possible that any records provided to the Region, including but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials or information about staff, parties to the bid or suppliers could be requested under this law. **If the bidder believes that all or part of the bid should be protected from release, the relevant parts should be clearly marked as confidential.**

Please note that this will not automatically protect the submission from release, but it will assist the Region in making a determination on release if a request is made. The identity of all bidders, as well as total bid prices, may be available to the public under the Region's Purchasing By-law.

27. WORKPLACE SAFETY INSURANCE BOARD

The successful bidder will be required to furnish proof from the Workplace Safety Insurance Board, indicating that the Contractor and any and all Sub-contractors have complied with the requirements of the Workplace Safety Insurance Board and are in good standing on the books of the Board after the closing of this bid.

28. DUES & ASSESSMENTS



The Contractor shall pay all dues and assessments payable under the Unemployment Insurance Act or any other Act, whether Provincial or Federal in respect to the Contractor(s), its employees and operations.

29. SAFETY REQUIREMENTS

- a) The Contractor(s) shall provide adequate protection for workers and the public at all times under the applicable Federal and Provincial statutes, in their behalf and in accordance with all Municipal by-laws and regulations, together with any additional safety measures.
- b) The Contractor(s) shall observe and comply with all Municipal and Provincial safety regulations and shall obtain and pay for all permits, fees, etc. that may be applicable in carrying out the work.
- c) The Contractor(s) must ensure that during performance of the work of the contract(s), its personnel are equipped and wear appropriate safety apparel, footwear and equipment i.e. CSA Approved safety boots and hearing protection.

30. REGION NOT EMPLOYER

The Contractor agrees that the Region of Waterloo is not to be deemed the employer of the Contractor nor its personnel under any circumstances whatsoever.

31. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Contractor shall indemnify and hold harmless the Region or any of its agents, officers, councillors, and employees from and against any and all liabilities, damages, costs, claims, suits or actions, of any kind, caused by acts or omissions of the Contractor, its officers, agents, servants, employees, customers, invitees, licensees or subcontractors, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, and including any loss or damages resulting from any violations under the Occupational Health and Safety Act, together with defence costs, fines and penalties, except where such loss, damages or injury is due to the act, default or negligence of the Region and their employees.

32. BID ACCEPTANCE

- A. Lowest or any bid will not necessarily be accepted.
- B. This bid is irrevocable and open to acceptance by the Council of the Region of Waterloo up to and including, but not after 60 calendar days after the bid closing.
- C. The Region of Waterloo reserves the right to reject any or all bids, including without limitation the lowest bid, and to award the Contract to whomever the Region of Waterloo in its sole and absolute discretion deems appropriate, notwithstanding any custom of the trade to the contrary nor anything contained in the Contract Documents. The Region of Waterloo shall not, under any circumstances be responsible for any costs incurred by the Bidder in the preparation of its bid.
- D. Without limiting the generality of the foregoing, the Region of Waterloo reserves the right,

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in its sole and absolute discretion, to accept or reject any bid which in the view of the Region of Waterloo is incomplete, obscure, or irregular; which has erasures or corrections in the documents, which contains exceptions, variations or qualifications; which omits one or more prices, which contains prices the Region of Waterloo considers unbalanced; or which otherwise fails to comply with the requirements of the Contract Documents.

- E. Criteria which may be used by the Region of Waterloo in evaluating bids and awarding the Contract are in the Region of Waterloo's sole and absolute discretion and, without limiting the generality of the foregoing, may include one or more of: price; balanced pricing; total cost to the Region of Waterloo; subcontractors named and value of work; references; past performance of the Bidder with the Region of Waterloo; history of Bidder; reputation, qualifications and experience of the Bidder and its personnel; ability of Bidder to ensure continuous availability of qualified and experienced personnel.
- F. The Region of Waterloo in its sole and absolute discretion, reserves the right at any time to re-bid or cancel the project, or negotiate a contract for the whole or any part of the project with any one or more persons whatsoever, including one or more of the Bidders.
- G. The Region of Waterloo reserves the right to communicate with one or more Bidders following the bid close to clarify elements of the bids.

- 33. The Region reserves the right to terminate any agreement with 45 days notice.
- 34. Proposals shall be structured in such a way as to readily identify the cost of personnel.
- 35. Proposals shall include an hourly rate for manpower to accommodate standby requirements in the event of flight delays or diversions.

36. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Bidders Past Performance 40%
- Understanding of Scope of Work 5%
- Compliance to Canadian Aviation Regulations 25%
- Price 30%

The supplier receiving the highest score will be recommended for the award of the contract.

37. PAYMENT

The Region will pay the successful vendor based upon receipt of invoices for monthly installments.

SECTION B – SCOPE OF WORK**A) Airport Firefighter**

The Region of Waterloo International Airport is inviting proposals for the provision of Emergency Response Service (ERS).

The Region of Waterloo has developed a vibrant scheduled Airline service at the Region of Waterloo International Airport. As a result of this business development, the Region is undertaking a review of its present Aircraft Rescue Fire Fighting (ARFF) strategies being utilized at the Airport to ensure that efficient and cost effectiveness services are being undertaken.

The Airport presently is serviced by 4 Airlines which operate defined daily and seasonal service. Westjet provides 7 day per week, 1 flight per day service utilizing the Boeing 737 airframe, Skyservice provides seasonal winter service (December – April) various days of week with the Airbus A-320 airframe, Northwest Airlines provides 7 days per week service, 3 flights per day service with the turboprop SAAB 340 and Bearskin Airlines provides 7 day per week up to 4 flights per day service utilizing the Fairchild Metroliner turboprop airframe. Typical schedule attached as Attachment 1.

The RFP approach is to establish a scalable fire service strategy which will allow the ERS to grow from a "on demand" Category 5 level service during defined hours, to providing "on duty core hour" service scalable from a Category 5 to a Category 7 service to meet airport growth activities.

As stated, the purpose of this informal RFP is to establish the 2 cost structures.

1) The first cost is associated in providing ARFF certified personal to provide "on demand service" based on a defined flight schedule for Westjet year round and Skyservice from Mid December thru March. See Attachment A for estimated flight times.

Fire service may be required outside of this time frame, due to weather and or flight scheduling delays. Airport staff will regularly update the flight schedule and provide updated information in advance as early as possible. Based on the supplied schedule, "on duty" firefighter coverage must commence 15 minutes prior and 15 minutes after each landing or departure of aircraft. Where flight schedule has a short turn around duration (<1.5hr) between the arrival and departure, continuous fire coverage would be expected.

In addition to the above "on duty" requirements, the firefighter shall be present at the fire hall 1 hr in advance of flight to circle check and verify the operational readiness of the Airport fire truck. In the event of any aircraft schedule changes, which will require a fire fighter coverage, and where the Region provides 24hr advance notice will not be eligible for any additional coverage. Aircraft schedule changes less that 24 hr could be eligible for additional compensation at the hourly standby rate identified in section C.

2) The second cost is associated in providing ARFF certified personal to provide **`on duty core hours`** continuous coverage at the Airport between the hours of 6:00 am – Midnight (18 hr) 7 days per week.

Any flight delay which pushes Airline operations outside of the ARFF core hours will be eligible for additional compensation as identified in section C.

In order to support the above mentioned flight operations, the Airport has identified a need for Canadian Government Category 5 equivalent ERS. Category 5 ERS includes an appropriately equipped fire fighting vehicle capable of carrying and discharging 5,400 liters of water/foam and 180 kg. of dry chemical, and minimum of one certified airport firefighter.

The basis of this proposal is to supply the level of ARFF certified fire fighter(s) as municipal minimum staffing levels would dictate.

In the event of a large scale emergency within the Township of Woolwich or other mutual aid commitment, the intent of this RFP is to ensure contracted ERS service will maintain their "Operational Readiness" during the contract period of coverage.

All work completed under the terms of this proposal, will be regulated by Transport Canada and the Canadian Labour Code of Canada.

Once established, the ERS provider will be responsible for the Airport Fire Service Standard Operating Procedures (SOP) which may need revised or developed due to changing Regulatory or Operational requirements.

### TRAINING

Please include in your bid submission proof of ARFF certification for each staff member proposed. – Not Required for this informal RFP –

Proposals for the supply of Airport Rescue Fire Fighting personal at the Region of Waterloo International Airport shall be compliance with the Canadian Aviation Regulation (CAR) Part III, Subpart 3 regulation (Attachment 2) and the CAR Part III, Standard 323 (Attachment 3), copies of which are attached as indicated.

Included in the training requirements is for all ERS operators to study, test and obtain a Restricted Radio Operators License (Aeronautical), obtain a Region of Waterloo International Airport Airside Vehicle Operator permit and also obtain a satisfactory Police background check which will allow for a Restricted Area Security pass to be issued.

### Initial Record

Individual training records for each firefighter shall be provided to the Airport prior to commencing service. The records shall include the following:

- (a) the name of the individual being trained,
- (b) the date of training,

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- (c) the place where training is received,
- (d) the subjects covered and course methodology,
- (e) the climatic conditions, in the case of practical training,
- (f) the duration of training,
- (g) any instructor comments,
- (h) the performance evaluation,
- (i) the name of the instructor, and
- (j) the signature of the student.

#### Annual Recurrence Training

Canadian Aviation Regulation states that after initial ARFF training, all fire fighters must undertake annual recurrence training including annual live fire training. A record of recurrence must be provided to the Region 10 days prior to such certification expiring.

The pricing included in Section 3 must be inclusive to all personal training and mutual aid training with other agencies to ensure proper response strategies are established and practiced.

In the event of any assigned personal not maintaining required proficiency, including live fire training, the ERS contractor shall not assign such person(s) until such training is completed and record of training submitted to the Region.

#### PERSONNEL EQUIPMENT

The staffing costs identified in Section C shall include all personal protective clothing necessary to allow ARFF personnel to perform their duties as outlined in National Fire Protection Association NFPA 1976 standards including Self Contained Breathing Apparatus (SCBA) equipment.

The staffing costs identified in Section C must include annual recertification and operational maintenance requirements for the above noted equipment.

#### STATION EQUIPMENT (Supplied)

The Region will supply a E-One Titan P-300 crash fire truck including all Aqueous Film Forming Foam (AFFF) and Purple K dry chemical requirements. The ERS service provider will be responsible for the annual recertification of all ARFF equipment requirements as regulated and annually inspected by Transport Canada.

In addition, the following additional equipment will be assigned by the Region to the ERS Service provider which they will also be responsible to maintain and certify annually as required. The station equipment (including truck) maintenance and certification costs are to be identified separately in section C.

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Aux. Equipment Required by Advisory Circular 150/5220-10C and NFPA Std 403	Index A/ Cat 5	Index B/ Cat 6
Axe, rescue, large, non-wedge type with serrated edge and 36-inch (91.4 cm) fiberglass handle; to include scabbard and pickhead cover	1	2
Blanket, fire resistant with storage pouch	1	2
Chock, aluminum, 8 inch (20.3 cm)	2	2
Cutter, bolt, 24 inch (61cm)	1	1
Cutter, cable, aircraft	1	1
Prybar, 60 inch (152.4 cm)	1	1
Hammer, sledge, 8 pound (3.6 kg)	1	1
Hook, assault grapnel, 3 hooks, 2 pound (.9 kg)	1	1
Ladder, extension or "A-Frame", minimum 20-foot (6.1 m) overall length	1	1
Lantern, rechargeable—installed in cab (12 or 24 volt, as applicable)	1/Vehicle Seating Position	1/Vehicle Seating Position
Medical kit, first aid/first responder trauma kit, 76 component minimum w/ nylon tote bag	1	1
Pike pole, 8 foot (3.6 m) with fiberglass handle	1	1
Rescue kit, hydraulic, 10 ton (manual type without auxiliary power source)	1	1
Rescue kit, pneumatic air hammer standard duty type), complete with spare air cylinder	1	1
Saw, powered rescue, 14 inch (35.6 cm), complete with two (2) spare blades	1	1
Skin penetrator (piercing applicator), for water or foam application, manual type	1	1

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Skin penetrator, for water, foam, or dry chemical application pneumatic type, including carrying case, adaptor, and compressed air cylinder	1	1
Wrench, adjustable, 8 inch (20.3 cm)	1	1
Axe, rescue, small, non-wedge type with serrated edge, sheath and insulated handle	2	3
Chisel, cold, 1 inch (2.5 cm)	1	1
Hacksaw, heavy duty, 12 inch (30.5 cm) with pistol grip and six (6) assorted blades	1	1
Hammer, 1-1/4 pound (.6 kg)	1	1
Hammer, 4 pound (1.8 kg)	1	1
Knife, rescue, V-blade (harness cutting tool)	1	3
Pliers, side cutting, 7 inch (17.8 cm)	1	1
Plug, fuel line (hardwood)	3	3
Plug, fuel line (neoprene)	3	3
Rope line, nylon, 100 foot (30 m), 5/8 inch (16 mm)	1	1
Screwdriver set—three (3) Phillips and three (3) straight blade	1	1
Shears, sheet metal, straight cut	1	1
Wrecking bar (crowbar), 36 inch (91.4 cm)	1	1
Wrench, vice grip, 10 inch (24.5 cm)	1	1

One adjustable hydrant wrench

One set of double male and double female connectors to fit each tank fill connection

Appropriate coupling wrenches for each size of hose carried on the vehicle

Two approved fire extinguishers having a minimum of 80B:CUL rating of either dry chemical or Halon 1211. The Dry Chemical extinguishers should be the external propellant cartridge type

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One "D" handle pike pole with a shaft of fiberglass or other nonconductive material of similar density.

One rubber mallet for removing long-handle pipe caps

One general-purpose cutter with capacity to cut up to 0.38in.diameter hardened steel bolts.

One hydraulic rescue kit should be carried on an in-service ARFF vehicle

2 1/2 - 1 1/2 gated wye

1 1/2 in fire hose

2 1/2 in. fire hose

2 1/2 in. gate valve

Pickhead axe

For Category 6/7 service the Region would supply the necessary additional vehicle and vehicle equipment listed above to provide service levels required by Transport Canada. Consultation with the ERS provider would be in advance of this transition to provide ERS provider adequate time to ramp up and train additional staff.



SECTION C – PRICE/SIGNING SHEET

A price breakdown for all labor costs must be completed based on core level of service required to meet each Category stated.

Hourly standby rate should be based on an hourly rate which would include all staffing and administrative costs inclusive.

**A) ON DEMAND FIRE SERVICE**

A price breakdown for all labor costs must be completed based on the monthly flight schedules (See Attachment A).

**2009**

January 2009	\$ _____
February 2009	\$ _____
March 2009	\$ _____
April 2009	\$ _____
May 2009	\$ _____
June 2009	\$ _____
July 2009	\$ _____
August 2009	\$ _____
September 2009	\$ _____
October 2009	\$ _____
November 2009	\$ _____
December 2009	\$ _____
Yearly Sub-Total	\$ _____

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

Annual Equipment Certification \$ \_\_\_\_\_

**2010**

January 2010	\$ _____
February 2010	\$ _____
March 2010	\$ _____
April 2010	\$ _____
May 2010	\$ _____
June 2010	\$ _____
July 2010	\$ _____
August 2010	\$ _____

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September 2010 \$ \_\_\_\_\_  
October 2010 \$ \_\_\_\_\_  
November 2010 \$ \_\_\_\_\_  
December 2010 \$ \_\_\_\_\_  
Yearly Sub-Total \$ \_\_\_\_\_

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

Annual Equipment Certification \$ \_\_\_\_\_

**2011**

January 2011 \$ \_\_\_\_\_  
February 2011 \$ \_\_\_\_\_  
March 2011 \$ \_\_\_\_\_  
April 2011 \$ \_\_\_\_\_  
May 2011 \$ \_\_\_\_\_  
June 2011 \$ \_\_\_\_\_  
July 2011 \$ \_\_\_\_\_  
August 2011 \$ \_\_\_\_\_  
September 2011 \$ \_\_\_\_\_  
October 2011 \$ \_\_\_\_\_  
November 2011 \$ \_\_\_\_\_  
December 2011 \$ \_\_\_\_\_  
Yearly Sub-Total \$ \_\_\_\_\_

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

Annual Equipment Certification \$ \_\_\_\_\_

Grand Sub-Total \$ \_\_\_\_\_  
GST \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

### B) ON DUTY CORE HOUR SERVICE

#### Category 5

Stat Staffing Level to provide service

ARFF \_\_\_\_\_

(Identify staff resource per shift stationed at Airport Only)

Officers \_\_\_\_\_

2009 \$ \_\_\_\_\_

Annual Equipment Certification \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

2010 \$ \_\_\_\_\_

Annual Equipment Certification \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

2011 \$ \_\_\_\_\_

Annual Equipment Certification \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

Company Name: \_\_\_\_\_

### Category 6 / 7

Stat Staffing Level to provide anticipated service  
(Identify staff resource per shift stationed at Airport Only)

ARFF \_\_\_\_\_  
Officers \_\_\_\_\_

2010 \$ \_\_\_\_\_

Annual Equipment Certification \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

2011 \$ \_\_\_\_\_

Annual Equipment Certification \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Hourly Standby Rate: \$ \_\_\_\_\_ /hour

Company Name: \_\_\_\_\_

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I/WE ACKNOWLEDGE AND HAVE CAREFULLY EXAMINED THE INSTRUCTIONS, TERMS AND CONDITIONS AND SPECIFICATIONS REGARDING THIS PROPOSAL.

BIDDER BY THIS PROPOSAL OFFERS TO COMPLETE THIS CONTRACT IN ACCORDANCE WITH THE TERMS AND CONDITIONS FOR EMERGENCY RESPONSE SERVICES REGION OF WATERLOO INTERNATIONAL AIRPORT.

**Signer must have authority to bind the company.**

Signed, and delivered at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2007.  
Municipality Month

Legal Company Name \_\_\_\_\_

Address \_\_\_\_\_  
# Street Municipality Province Postal Code

Signature of NOT REQUIRED Name \_\_\_\_\_  
(Authorized official or principal who has authority to bind the company) Print or Type

Title \_\_\_\_\_ Email \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

I/We, agree that we have received addenda \_\_\_\_ to \_\_\_\_ inclusive, and the total Proposal Price includes provisions set out in such addenda.

COMPANY NAME: \_\_\_\_\_



# REGION OF WATERLOO INTERNATIONAL AIRPORT

## Typical Flight Schedule for "ON Demand" Fire Service

### Monday

4:00pm Skyservice - **Arrival** - Punta Cana  
4:25pm Skyservice - **Arrival** - Pearson International  
4:50pm Skyservice - **Departure** - Punta Cana  
5:15pm Skyservice - **Departure** - Puerto Plata  
5:40pm Westjet - **Arrival** - Calgary  
6:15pm Westjet - **Departure** - Calgary

### Tuesday

2:25am Skyservice - **Arrival** - Puerto Plata  
7:00am Skyservice - **Departure** - Punta Cana  
4:35pm Skyservice - **Arrival** - Punta Cana  
6:40pm Skyservice - **Departure** - Pearson International  
5:40pm Westjet - **Arrival** - Calgary  
6:15pm Westjet - **Departure** - Calgary

### Wednesday

5:40pm Westjet - **Arrival** - Calgary  
6:15pm Westjet - **Departure** - Calgary

### Thursday

5:40pm Westjet - **Arrival** - Calgary  
6:15pm Westjet - **Departure** - Calgary

### Friday

3:05pm Skyservice - **Arrival** - Cancun  
3:55pm Skyservice - **Departure** - Cancun  
5:40pm Westjet - **Arrival** - Calgary  
6:15pm Westjet - **Departure** - Calgary

### Saturday

5:40pm Westjet - **Arrival** - Calgary  
6:15pm Westjet - **Departure** - Calgary

### Sunday

5:40pm Westjet - **Arrival** - Calgary  
6:15pm Westjet - **Departure** - Calgary

### Note:

Westjet Operations : 52 Weeks

SkyService Operations : Winter 15 weeks

