



qathet REGIONAL DISTRICT

REQUEST FOR PROPOSALS TEXADA GILLIES BAY AIRPORT YGB SCHEDULED FLIGHTS

qathet Regional District (qRD) owns and operates Texada Gillies Bay Airport (YGB) on Texada Island and is requesting proposals for regularly scheduled flights to and from YGB.

Instructions for submitting a proposal, specifications and references follow:

PART I INSTRUCTIONS FOR SUBMITTING A PROPOSAL

1.1 Deliver sealed proposals, plainly marked “Texada Gillies Bay Airport Scheduled Flights” to:

qathet Regional District
Attn: Mike Wall, Manager of Asset Management and Strategic Initiatives
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2

1.2 Proposals will **not** be accepted by email or by fax.

1.3 Bidders must complete the Proposal Sheet and Schedules “A” and “B” and shall enclose any additional information required to conform to the specifications.

1.4 **All proposals must be received at the qRD Office no later than 4 pm on Friday, June 14, 2019.**

1.5 All prices must be stated in Canadian dollars. Any applicable Federal or Provincial taxes or levies must be included in the proposal response, but should be listed separately.

1.6 Unless otherwise required by law, proposals must be valid for a period of 60 days after the closing date.

PART II GENERAL INSTRUCTIONS

2.1 Inquiries

Inquiries regarding this Proposal shall be directed to:

qathet Regional District
Mike Wall, Manager of Asset Management and Strategic Initiatives
Phone: 604-485-2260
Email: capitalassets@qathet.ca

2.2 Proposal Rejection

The qRD reserves the right to reject any or all proposals or to accept the proposal deemed most favorable in the interests of the qRD.

The lowest or any proposal will not necessarily be accepted.

2.3 Acceptance of Proposals

The successful proposal will be chosen on the basis of submissions that will give the greatest value based on quality, service and related cost (fares).

Acceptance of the proposal will be a notice in writing known as the “Notice of Acceptance” signed by a duly authorized representative of the qRD.

2.4 References

Bidders shall provide on Schedule “B” (References) the names and phone numbers of at least three businesses to whom the bidder has supplied the same or similar service that is being proposed under this Request for Proposals.

REQUEST FOR PROPOSALS

TEXADA GILLIES BAY AIRPORT

SCHEDULED FLIGHTS

PART III REQUIREMENTS OF YGB SCHEDULED FLIGHTS AIR CARRIER

3.1 Transport Canada Requirements

The successful service provider must adhere to Transport Canada regulations and possess the following qualifications:

- A valid Airline Operating Certificate to provide scheduled commercial passenger service;
- aircraft and equipment that is suitable to operate out of a runway designated 1B Non-Instrument;
- and provide qualified safety officer on the ground for each arrival and departure.

3.2 qathet Regional District Requirements

The successful service provider must adhere to qathet Regional District requirements and possess the following qualifications:

- Be an existing commercial air carrier with prior experience offering commercial scheduled passenger flights
- Provide passenger Movement Reporting incoming and outbound monthly report (via email is acceptable)
- Offer a reasonable daily schedule connecting YGB to Vancouver Island and YVR
- Provide aircraft, personnel and facilities capable of providing reliable service
- Conduct annual administration coordination with qathet Regional District for the renewal of the Aerodrome Authorization, and monthly administration coordination for reports, fees, etc.

3.3 Warranties

The bidder shall provide warranty/ guarantee information applicable to the proposed equipment, components, and maintenance.

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PROPOSAL SHEET

Deadline for Proposal: 4 pm on Friday, June 14, 2019

TO: qathet Regional District
Attn: Mike Wall, Manager of Asset Management and Strategic Initiatives
#202 – 4675 Marine Avenue
Powell River, BC V8A 2L2

**We, _____, the undersigned,
certify that we:**

- (a) have examined all of the Proposal documents;
- (b) are in no way relying on any representations, interpretations or advice from the qathet Regional District (qRD) or its agents or employees, whether written or oral, concerning this proposal, other than as contained in this Proposal Sheet; and
- (c) understand that any proposal need not be accepted.

We offer to supply the YGB with scheduled commercial passenger service as follows:

- 4.1** We will not withdraw this offer for a period of **60 DAYS** after the deadline for Proposal.
- 4.2** We agree to commence service within 30 days after receiving a Notice of Acceptance of this Proposal from the qRD or within the authorization approval time determined by Transport Canada.
- 4.3** Unless and until a formal agreement is prepared and executed, it is understood that this Proposal, together with your Notice of Acceptance, shall constitute a binding contract between us.

4.4 Signatures

Signed and Sealed By:

Name of Bidder (Company)

Signature of Bidder

Date

Address of Bidder

Telephone / Fax Numbers

Email Address

**REQUEST FOR PROPOSALS
TEXADA GILLIES BAY AIRPORT
SCHEDULED FLIGHTS**

SCHEDULE "A" - SPECIFICATIONS & VARIATIONS SUMMARY

Please outline and describe the type of service that your company is proposing in this Request for Proposals.

Executive Summary:

How many flights per day:

How many flights per week:

Transport Canada safety criteria:

Describe how you will manage/communicate Transport Canada and qathet Regional District requirements:

Aircraft specifications:

Variations to Request for Proposal:

Other:

Bidder's Signature

Date

**REQUEST FOR PROPOSALS
TEXADA GILLIES BAY AIRPORT
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SCHEDULE "B" - REFERENCES

Please provide three (3) business references that have conducted business with your company in the recent past:

	<u>Company/Business</u>	<u>Contact Name and Phone Number</u>
1.	_____ _____	_____ _____
2.	_____ _____	_____ _____
3.	_____ _____	_____ _____

Bidder's Signature

Date

