



Request for Proposals
CONSTRUCT A NON-PASSENGER
VEHICLE SCREENING
CHECKPOINT - STRUCTURE

REQUEST FOR PROPOSALS

CONSTRUCT A NON-PASSENGER VEHICLE SCREENING
CHECKPOINT – STRUCTURE

Greater London International Airport Authority

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PROPOSAL INSTRUCTIONS

A. PROPOSAL INSTRUCTIONS

1. Proposal Submission Information

- 1.1 The particular attention of Tenderers is drawn to the necessity of legibly pricing each and every item in the Schedule of Quantities and Unit Prices in the Form of Tender and individually and similarly correctly adding up the "amount" columns of the exact total amount of the Tender.
- 1.2 All Tenders shall be valid for acceptance for sixty (60) calendar days from the date set for their delivery to the Owner.
- 1.3 The Form of Agreement is included in the Contract Documents at the time of Tendering only for the information of Tenderers and shall not be completed at the time of tendering.
- 1.4 On the written acceptance by the Owner of a Tender, that Tender becomes the Contract and the Tenderer who has submitted it becomes the Contractor. The Contractor will be required to enter into a formal agreement with the Owner following receipt of a written letter of acceptance from the Owner.
- 1.5 The Owner will not defray any expenses whatsoever incurred by Tenderers in the preparation and submission of their tenders.
- 1.6 Proposals to be considered must be made on this form (without any alteration or addition, except where specified) and enclosed in a sealed envelope marked with Project "Construction of a Non-Passenger Vehicle Screening Checkpoint - Structure", and must be addressed to:

Chris Ryan
Chief Financial Officer
Greater London International Airport Authority
10 Seabrook Way
London, ON
N5V 3B6

2. Proposal Inquiries

- 2.1 If there are to be any changes in the work, tenderers will be informed, prior to the close of the period allowed for receiving tenders, by means of an addendum, a written communication issued by the Owner. All addenda shall become a part of the contract documents, and receipt of addenda shall be acknowledged by the tenderer in the tender.
- 2.2 Any ambiguities, inconsistencies, or uncertainties in the contract documents which may become apparent to tenderers when tendering shall be advised in writing to the Consultant and the Owner. The Consultant will advise all tenderers simultaneously of any decisions on such matters as necessary by means of addenda (which will be serially numbered) and all addenda issued shall be incorporated in the tender.
- 2.3 Inquiries/Questions should be directed to Laura Shepherd, Manager of Compliance & Project Management.

Laura Shepherd
Manager, Compliance and Project Management
T: 519-452-4013
lshepherd@flylondon.ca

- 2.4 A site review and all questions in relations to the bid documents, whether technical or contract, will be held **March 7th, 2023, at 10:00am local time, meeting in the Executive Boardroom at the London International Airport** for all prospective bidders. Attendance at the Proposal Briefing is mandatory.
- 2.5 The submission of a proposal document shall be considered prima facie evidence that the proponent has made an investigation as to the conditions to be encountered in performing the services and the requirements of the documents that form the proposal package.

3. Proposal Closing

- 3.1 Proposals must be received at the office stipulated above on or before **3:00 pm Local Time., March 22nd, 2023**. Proposals received after this time will not be considered regardless of the reason for being late.

4. Official Proposal Form

- 4.1 All proposals must be submitted on the proposal forms provided and are to be properly executed, in single copy and submitted as instructed herein.
- 4.2 Proposals shall be placed in sealed envelopes, clearly indicating their contents, and addressed to the office indicated herein.
- 4.3 Any paper submission shall be accompanied by an electronic copy of the proposal in PDF format.

5. Proposal and Contract Documents

- 5.1 All papers bound with or attached to the proposal forms are necessary parts thereof and must not be detached or altered.
- 5.2 All plans, specifications, and other documents, designated in the proposal form, will be considered a part of the proposal whether attached or not, and all such documents, including the proposal form when executed and accepted, will constitute part of the contract.

6. Withdrawal of Proposals

- 6.1 No proposal can be withdrawn after it is filed unless the proponent makes the request in writing to the office stipulated above, and such request is received prior to the proposal closing. A written notice of withdrawal submitted by the proponent must be signed by the authorized signatory of the proponent.

7. Rejection of Irregular Proposals

- 7.1 All spaces in the proposal must be completed and the person or persons executing the proposal on behalf of the proponent must initial all handwritten or typewritten alterations to the parts so completed. The initials must be adjacent to the alteration or correction. Any other alteration, additions not called for, conditions, limitation, unauthorized alternate proposals, or other regularities of any kind on the preprinted part of the proposal may render it subject to disqualification.

8. Revisions to Proposal Documents

- 8.1 Proponents are advised that no request for suggested amendments to the proposal documents, i.e.: extension of the scheduled closing date, the completion date, and the like, can be entertained unless the request is received prior to the end of the question period.
- 8.1 Where a formal proposal has been received, a revision thereto by uploading a revised bid to the London International Airport Website, is acceptable, provided that:
- 8.1.1 It is received on, or before, the time set for closing proposals.
 - 8.1.2 It sets forth complete and precise details of all changes.

9. Interpretation of Proposal Documents

- 9.1 Oral interpretation of the meaning or intent of the proposal documents, or correction of any apparent ambiguity, inconsistency, or error, shall not be binding. Written interpretation shall be provided by the Contracting Authority to all proponents in the form of an addendum to the proposal documents by delivery prior to the proposal closing date.
- 9.2 Only written interpretation/addenda shall be binding, and proponents are warned that no other source is authorized to interpret the proposal documents.

10. Award of Contract

- 10.1 An award of contract will not be made until the necessary investigation of the qualifications of the proponents has been made and it has been determined that all requirements have been met.
- 10.2 GLIAA reserves the right to award any resulting Contract based upon that which is believed to represent best value to GLIAA.
- 10.3 Neither the lowest price nor any proposal shall necessarily be accepted. In making the selection GLIAA will also consider the degree and quality of product, relevant experience offered by the supplier, references, etc., in addition to proposed price. Price and content of proposals will not be released to other parties after the award of the contract.
- 10.4 There will be no payments made to suppliers for proposal preparation. This work is at the expense of the proponent.
- 10.5 In the case of error in the extension of prices, the unit price shall govern. The total proposal price shall be the total resulting from the correct mathematical addition of individual lump sum prices and unit price extensions.
- 10.6 The proponent shall state in the proposal form the time within which the bidder expects to be able to complete the Work based on production. Proponents should be aware that timelines have been provided in the tender documents (specifications and drawings) and the milestone dates shown are expected to be met. Proposal schedules will be a major consideration when awarding the contract.

11. Qualifications of Proponent

- 11.1 The proponent must show that s/he is capable of providing the type of products contemplated and shall submit with the proposal, all attachments thereto, completing and/or executing same when required.

12. Execution of Legal Documents

- 12.1 Contract documents must be signed by the proponent's officers who are authorized to enter into legal contracts. When the contract is signed under embossed company seal it is not mandatory to have the signature(s) of a witness. When a contract is not signed under an embossed company seal it is mandatory that each signature be witnessed.

13. Insurance and Safety

- 13.1 On award of contract, the successful proponent shall furnish evidence of coverage, as follows and continue to provide evidence of coverage during the course of the contract:
- General Liability Insurance - \$12,000,000.00
 - Automobile Insurance - \$5,000,000.00
 - Workers Compensation
 - Company Health and Safety Policy
- 13.2 The proponent shall submit certification from the proponent's insurance company indicating that the required insurance shall be available upon contract award.

14. Taxes and Duty

- 14.1 All taxes and duties, except for Harmonized Sales Tax (HST). Are to be included in the prices quoted herein.

END OF SECTION



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PROPOSAL DOCUMENTS



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B. PROPOSAL

1. Proposal Documents

PROPOSAL DOCUMENTS

TO: Greater London International Airport Authority
10 Seabrook Way
London, ON
N5V 3B6

FOR: **Construct a Non-Passenger Vehicle Screening Checkpoint
- Structure**

FROM: _____

2. Proponent Declares

- 3.1 That this proposal was made without collusion or fraud.
- 3.1 That the proposed work was carefully examined.
- 3.1 That the Proponent was familiar with local conditions.
- 3.1 That Contract Documents and Addenda No. _____ to _____ inclusive were carefully examined.
- 3.1 That all the above were taken into consideration in preparation of this Proposal.

3. Proponent Agrees

- 3.1 Where entering into a contract for the supply and/or installation of equipment the Proponent agrees to supply the equipment and to do all work necessary to construct, outfit, test, and deliver the equipment, and train GLIAA Staff as to its proper operations and maintenance as described and specified herein for the prices stated herein.
- 3.2 Where entering into a contract to design and/or build a facility, install a service, utility, or road, or make alternations to an existing facility, service, utility or road, the Proponent agrees to maintain a high standard consistent with existing elements and to implement in an environmentally responsible manner. All design elements, planning and engineering must be fully coordinated and consistent in adherence to good design principles.
- 3.3 The Proponent will work within regular airport operations and comply with the airport safety and security requirements.
- 3.4 That wherever possible, the total proposed price shall be the sum of the products of the proposed unit prices times the estimated quantities herein.
- 3.5 That this Proposal is valid for acceptance for Sixty (60) days from the time of Proposal Closing.

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- 3.6 That all expenses incurred by a Proponent in the preparation of their Proposal, and any subsequent presentations or demonstrations, are entirely the responsibility of the Proponent. The Proposal should indicate a primary contact person in the Proponent's organization and also a person authorized to make commitments on behalf of the Proponent.
- 3.7 To execute in single copy the Agreement and forward it together with the applicable insurance documents to GLIAA within 14 days of written notice of award.
- 3.8 Any products supplied by the successful Proponent(s) (if any) shall be supplied in such a manner as to preserve any and all manufacturer's warranties, for the benefit of GLIAA.
- 3.9 In the event that a Proponent is supplying a product that is all or partially sourced from other parties, the Proponent guarantees that it is an authorized reseller of the product.
- 3.10 That GLIAA shall not be liable for, and Proponents shall indemnify GLIAA with respect to any dumping duties, which may be levied by Canada Customs and Revenue Agency, under provisions of the Anti-Dumping Act.
- 3.11 That the Proposal is not made in connection with any other Proponent submitting a Proposal for the same product and is in all respects fair and without collusion or fraud.
- 3.12 That the products and or services offered comply in all respects with existing Provincial and Federal laws, and failure to comply with this condition shall be considered a breach of contract.
- 3.13 To pay all royalties and patent license fees required for the performance of the contract, and at the Proponent's own expense, defend all suits and proceedings against, and indemnify GLIAA against any award of damages, demands, losses, charges or costs made against GLIAA if such suits or proceedings are based on any claim that any of the products or services supplied by the successful Proponent(s), constitutes an infringement of a patent by the successful Proponent(s). Further, if any of the products or services supplied results in an infringement of patent and its use is enjoined, the successful Proponent(s) shall, at the Proponent's own expense, procure for the GLIAA, the right to continue using the product, replace or modify the product so it becomes non-infringing and meets the requirements of GLIAA for loss of use of the product.
- 3.14 The copyright of any drawings plans and/or specifications for design/ build projects are assigned to and licenced in favour of His Majesty the King in Right of Canada, represented by the Minister of Transport (Landlord). This includes any new construction, alteration of existing facilities or installation of any utility, service, or road. The Architect or Engineer shall not hold GLIAA nor the Landlord responsible for any costs or expenses incurred or to be incurred in connection with the preparation of such drawings, plans and specifications or their subsequent use by the Landlord and that the Landlord is entitled to use such drawings, plans and specifications for any purpose or purposes related to the Project whatsoever at any time without any further consent and without any further payment.
- 3.15 That no commitment shall exist under this Request for Proposals until such time as the successful Proponent(s) receives official written confirmation from GLIAA accompanied by a Purchase Order.

- 3.16 That any agreement resulting from this RFP shall be between GLIAA and the successful Proponent(s). The agreement between the parties shall ensure to the benefit of and be binding upon them and their successors, executors, and administrators.
- 3.17 That all costs are to be quoted in Canadian Currency and will be paid in Canadian Currency.

4. List Of Supporting Documents (Provided Separately):

- 4.1 Contract Drawings
- 4.2 Contract Specifications
- 4.3 Bid Form

5. Completing Schedule of Quantities and Prices

- 5.1 The Proponent shall provide a detailed list of all items included in the bid on a separate sheet and attach to the proposal.
- 5.2 All prices shall include delivery and training as applicable.

6. Completion Time

- 6.1 The Proponent agrees to complete the Project by October 1st, 2023.



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7. Signatures

DATED THIS _____ DAY OF _____, 2023.

Name of Firm

Signature of Signing Officer

Witness

Name and Title (Printed)

Witness

Signature of Signing Officer

Name and Title (Printed)

Company Address

Telephone No.

FAX No.

***NOTE:** Proposals submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.

END OF SECTION

C. ARTICLES OF AGREEMENT

These Articles of Agreement made in duplicate this _____ day of _____, 2023.

BETWEEN

Greater London International Airport Authority
10 Seabrook Way
London, ON
N5V 3B6

hereafter referred to as “GLIAA”

and

hereafter referred to as the “Contractor”

WITNESS that in consideration for the mutual promises and obligations contained in the Contract, GLIAA and the Contractor covenant and agree as follows:

1. Contract Documents

- 1.1 The Contractor hereby undertakes to perform, construct, and complete the Work, at the place and in the manner set out in the plans and specifications, in accordance with these Contract Documents.
- 1.2 In the contract:
 - 1.2.1 “Fixed Price Arrangement” means that part of the Contract that prescribes a lump sum as payment for performance of the Work to which it relates; and
 - 1.2.2 “Unit Price Arrangement” means that part of the Contract that prescribes the product of a price multiplied by a number of units of measurement of a class of labour, plant, or material as payment for performance of the Work to which it relates.
- 1.3 Any of the provisions of the Contract that are expressly stipulated to be applicable only to a Unit Price Arrangement are not applicable to any part of the Work to which a Fixed Price Arrangement is applicable.
- 1.4 Any of the provisions of the Contract that are expressly stipulated to be applicable only to a Fixed Price Arrangement are not applicable to any part of the Work to which a Unit Price Arrangement is applicable.

2. Contract Amount

- 2.1 Subject to any increase, decrease, deduction, reduction or set-off that may be made under the Contract, GLIAA shall pay the Contractor at the times and in the manner that is set out or referred to in the Terms of Payment the sums as follows:

Total Bid \$ _____, HST extra

in consideration for the performance of the Work or the part thereof.

- 2.2 The Contractor agrees that the prices proposed above include and cover customs duties, sales tax, royalties, handling, transportation, overhead, profit, and all other charges, but DO NOT include the applicable HST.

3. Period Of Work

- 3.1. The Contractor hereby undertakes to complete the Work (final completion) by October 1st, 2023.

4. Representatives Of GLIAA

- 4.1 For the purposes of this Contract the Site Authority/Representative is:

Laura Shepherd
Manager, Compliance and Project Management
Greater London International Airport Authority
10 Seabrook Way
London, ON
N5V 3B6
TEL: (519) 452-4013

- 4.2 For the purposes of this Contract the Contracting Authority is:

Chris Ryan
Chief Financial Officer
Greater London International Airport Authority
10 Seabrook Way
London, ON
N5V 3B6
TEL: (519) 452-1577



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5. Contractor's Address

Contractor's Name, Address, Phone/Fax Number:

TEL: () _____

FAX: () _____

Signature of Authorized Representative

*Name and Status of Person Signing
(Print or Type)*

It is understood that, with respect to the Proposal Form, should any item be omitted or illegible, should any alteration be made to the text, or should any condition be added on or submitted with the Proposal Form, the proposal may be declared invalid and rejected by GLIAA.

6. Addenda

- 6.1 The Contractor agrees that the following addenda issued by GLIAA have been received and have been considered in its proposal.

Addendum No.

Date

Date: _____ Authorized Signature: _____

7. Invoices

- 7.1 Invoices are to include and cover all labour, material, overhead, profit and all other charges and must be in accordance with the Contract proposal amounts and related job estimate.
- 7.2 Itemized invoices, quoting the contract number and HST registration number, are to be submitted directly to:

Greater London International Airport Authority
Accounts Payable
10 Seabrook Way
London, ON
N5V 3B6

8. Sales Tax

- 8.1 HST will be payable on the purchase or lease of goods and real property and on the provision of services supplied in Canada or imported, except for those specifically declared to be tax-free or tax-exempt.
- 8.2 HST is excluded from the price(s) rates quoted herein. Any amount to be levied against GLIAA in respect of the HST is to be shown separately on all invoices for goods or services supplied. The Contractor agrees to include the Contractor's HST Registration Number on all invoices and to remit to Revenue Canada any HST paid or due.

9. Performance Bonds

- 9.1 Contractor shall purchase, provide and maintain,
- (a) performance bonds being no less than fifty percent (50%) of the contract amount, or an alternative arrangement acceptable to the Minister, and
 - (b) labour and material payment bonds being no less than fifty percent (50%) of the contract amount, or an alternative arrangement acceptable to the Minister.

All such bonds, or alternatives, shall be in a form acceptable to His Majesty the King in Right of Canada (Transport Canada). Evidence of the existence of such bonds shall be provided to the Airport by the Contractor. The His Majesty the King in Right of Canada (Transport Canada) shall be named as an obligee pursuant to such bonds, or such bonds shall, with the consent of the bonding company, be validly assigned to the Transport Canada.



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AGREEMENT BETWEEN GLIAA AND THE CONTRACTOR

SIGNATURE PAGE

This Contract has been executed on behalf of the Contractor and on behalf of the Greater London International Airport Authority by their duly authorized officers.

COMPANY NAME

Printed Name

Signature

Position and/or Title

Witness

Date

Affix Corporate Seal if Incorporated:

Note: When these documents are signed under embossed Company Seal it is not mandatory to have signature(s) witnessed. When these documents are not signed under embossed Company Seal it is mandatory that each signature be witnessed, and these proposal documents be submitted with a certified true copy of a resolution naming the person or persons in question.

Greater London International Airport Authority

Chris Ryan
Chief Financial Officer

Laura Shepherd
Manager, Compliance and Project Management

Witness

Date

END OF SECTION



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SCOPE OF WORK

A. SCOPE OF WORK

1. Specifications

- 1.1 In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Request for Proposal (RFP) as described below.
- 1.2 All Architect-Engineer Services required in this RFP shall be performed by licensed Architects and Engineers.
- 1.3 This structure is built to 2020 Ontario building Code.

2. Location

- 2.1 This project is located at the Northwest side of the London International Airport – Terminal Building; on the airside of the property in direct proximity to the Restricted Area (RA).

Coordinates

Latitude: 43° 1'49.94"N

Longitude: 81° 9'2.89"W

3. Background

- 3.1 In 2013 International Civil Aviation Organization (ICAO) adopted the non-passenger screening (NPS) standard, which lead to the requirement of the London International Airport to have NPS checkpoints, mandated and regulated by Transport Canada. One of the NPS checkpoints is designed especially for non-passengers with vehicles – Called non-passenger vehicle screening (NPS-V).

In 2022, a tornado hit London Ontario destroying the NPS-V checkpoint. The semi-permanent structure that was there was demolished but left behind the foundation (see below for specs) and the services (see below).

4. Project Details – Minimum Requirements

4.1 Overall Structure (1):

- 51'W x 61'L Clear span
- Current foundation: is 61'2"L x 26"W x 32"H – consists of a floating beam with rebar on top of asphalt.
- Sheet metal roofing
- Must have roof wind-bracing.
- In building LED lighting and exiting lighting
- Insulation on walls
- (3) Insulated man doors
- (4) Insulated overhead (O.H) doors
 - o Minimum 14'W x 14'H – transport truck accessible
 - o Automatic commercial door openers
- Outdoor lighting – As per Nav Canada specification
- Eaves troughs and down pipes

Inter Office/Lunchroom/Washroom Space (Inside the overall structure):

- (1) 10'W x 30'L
- Insulated
- Connect water/plumbing/electrical to existing systems – Septic system.
- Heating and cooling
- Completed with drywall stage, painted, flooring.
- LED lighting & exit lighting.

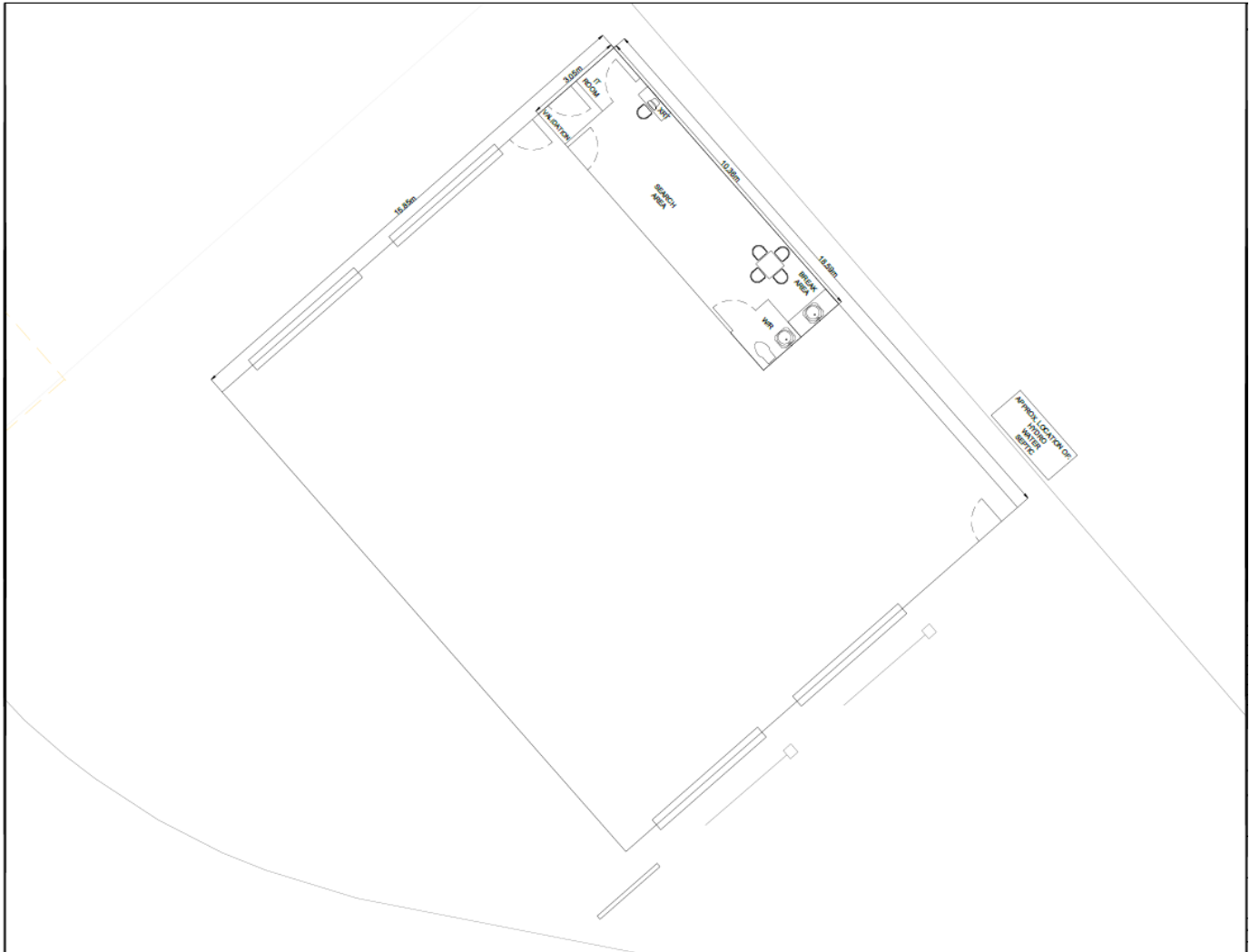
Additional:

- MSA gas monitors – TG5000

END OF SECTION

E. CONCEPT DRAWING

REFER TO SUGGESTED CONCEPTUAL DRAWING – Size of interior building is approximate,
open to modification.



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REFER TO SUGGESTED CONCEPTUAL DRAWING – Size of interior building is approximate,
open to modification.

