



## Addendum 1

# North Peace Regional Airport Janitorial Services Contract RFP



One of the interested contractors posed several questions and to ensure all potential proponents have the same information this addendum has been issued. Only the answers to the questions have been provided.

- The Car rental kiosks are in scope.
- Airline offices are in scope and have same scope as all office areas.
- The outdoor pet area is to be kept neat and tidy, ensure baggies are available, clean what is not picked up by pet owners
- Maintenance garage, firehall offices and bathrooms to be cleaned twice weekly
- Removing cigarette butts from exterior primary focus on the terminal curbside area but a weekly sweep of the parking lot areas.
- Dusting of light fixtures, beams etc. should be done quarterly. With the lift to be provided by cleaning contractor.
- Exterior parking lot side office windows cleaned monthly/bi-monthly in good weather months. The airside exterior windows twice per year in spring and fall.
- Garbage removal: café garbage is in scope. Airplane garbage is not in scope.
- Supplies: the airport security provider should be provided garbage bags for parking garbage and recycling.
- Feminine products will continue to be provided by the cleaning contractor. They are currently provided on the bathroom counter, but we would consider a proposal for the cleaning contractor to install a coin operated machine.
- Policing shift will be 7 days/week under this new contract.
- We have noted a 24/7 availability of services. This is to ensure flexibility for the airport operator in the event of an airline schedule change.
- Scheduling of staff is the responsibility of the cleaning contractor. The schedule should be sufficient to meet the requirements of the contract and to ensure terminal and in scope airport buildings cleanliness.
- For security bond information please note the point 16 of the agreement template which requires a \$10,000 Individual Fidelity Bond