

South River – Sundridge District Airport Request for Proposals

1. RFP Organizational Overview

The South River – Sundridge District Airport has been owned and operated by five municipalities since the Airport Agreement was signed in 1982. These five municipalities continue to own and operate the airport, and provide basic funds for airport operations and maintenance.

The South River – Sundridge District Airport is a registered aerodrome and not a certified airport. The airport includes two runways (2,800' X 75' and 3,200' X 150'), a tie down area, a small terminal building, a maintenance garage, fuel pumps, a seaplane facility and several privately owned hangars.

The South River – Sundridge District Airport is funded, primarily, by municipal contributions. It is the intent that this RfP process be used to potentially reduce municipal contributions. The revenue generated directly by the airport is derived by the sale of fuel, aircraft parking fees and tenant leases.

An airport committee made up of local elected officials from the five owner municipalities meets monthly to discuss airport finances, operations and future plans for the Airport. Minutes of these monthly meetings are forwarded to the respective councils.

The airport manager tends to the day-to-day operations and maintenance of the airport and reports to the Airport Committee.

The South River – Sundridge District Airport Committee believes that the airport is a vital component in the economic development of our communities. The Committee does not have the time or effectively manage the airport and would therefore like to have the airport remain operational throughout the year and is requesting proposals from individuals/groups/business operators interested in undertaking this venture.

2. Schedule of Events

<u>Event</u>	<u>Date</u>
RFP Release Date	June 15, 2011
Pre-proposal Meeting with Manager	On or Before July 28, 2011
Proposal Due Date (Received by)	September 1, 2011
Proposal Public Opening Date/Time	September 6, 2011

3. General Information

- The purpose of this RFP is to solicit competitive sealed proposals to establish a concept for the operational management of the South River – Sundridge District Airport on behalf of the five owner municipalities.

To contractually establish a group/individual/commercial that will operate the airport

on a daily basis year round (with the exception of NOTAMs):

1. They shall keep the airport open during recognized flying hours
2. They shall keep the airport terminal clean and suitable for public access (including washrooms). Garbage and recyclables will be disposed of regularly.
3. Shall receive no additional payment for these services and it is agreed that he/she will not be considered an employee of the Corporation of the Village of South River and therefore not covered by any employment insurance or workers safety insurance.
4. Agrees to indemnify and hold harmless the Corporations of the Village of South River and Sundridge and the Townships of Machar, Strong and Joly from any liability resulting from negligence by him/her or on her/their behalf.
5. The South River Sundridge Airport shall provide the following tractor and airport grounds equipment at a cost of \$857.89/month.

4. Contract Terms and Provisions for Renewal

The Terms and Provisions will be discussed once a decision is made by the Airport Committee.

5. Vendor requirements

1. Mandatory Requirements- proper licensing, proof of \$2 million dollars liability insurance, background check.
2. Vendor Qualifications and Experiences- Describe your qualifications and experience providing similar services or goods as required in this RFP.
3. References, where applicable, will be provided once the concept has been approved.

Submission Deadline: September 1, 2011 @ 4:00 p.m.

**Submit to: The Village of South River
P.O. Box 310, 63 Marie Street
South River, Ontario
P0A 1X0**

Disclaimer: It is understood that this RfP process is conceptual only and in no way means the owner municipalities are bond to enter into any contractual agreement with any offerors.