



Request for Quotation
Safety Management System Quality Assurance Audit
Niagara District Airport

Request for Quotation No.:	2026-RFQ-02
Issued:	September 1, 2026
Submission Deadline:	2:00 p.m. on September 14, 2026
Bid Contact:	Manager Airside Groundside Services Niagara District Airport Airport Terminal Building Administration Office 468 Niagara Stone Road Niagara-on-the-Lake, Ontario L0S 1J0

TABLE OF CONTENTS

Part 1 – Invitation and Submission Instructions	1
1.1 Invitation to Bidders.....	1
1.2 Niagara District Airport’s Procurement Policy	1
1.3 Niagara District Airport Contact.....	1
1.4 Accommodations for Bidders with Disabilities	2
1.5 Contract for Deliverables	2
1.6 RFQ Timetable.....	2
1.7 Site Inspection.....	3
1.8 Bid Submission	3
Part 2 – Evaluation of Bids	5
2.1 Stages of Bid Evaluation	5
2.2 Stage I – Mandatory Requirements	5
2.3 Stage II – Pricing	5
2.4 Selection of Lowest Compliant Bidder	5
Part 3 – Terms and Conditions of the RFQ Process	6
3.1 General Information and Instructions	6
3.2 Communication after Issuance of RFQ	7
3.3 Finalization of Contract, Notification and Debriefing	8
3.4 Conflict of Interest and Prohibited Conduct	9
3.5 Confidential Information.....	11
3.6 Reserved Rights, Limitation of Liability and Governing Law.....	12
Appendix A – Contract Terms and Conditions.....	15
Appendix B – Form of Quotation.....	17
Appendix C – Pricing Form	19
Appendix D – RFQ Particulars.....	23
A. The Deliverables.....	23
B. Material Disclosures.....	25
C. Mandatory Requirements.....	26
Appendix E – Conditions of Award	27
Appendix F – Bid Irregularities	28

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

Part 1 – Invitation and Submission Instructions

1.1 Invitation to Bidders

This Request for Quotation (“RFQ”) is an invitation by Niagara District Airport to prospective bidders to submit bids for the provision of Niagara District Airport’s Safety Management System (SMS) Quality Assurance (QA) Audit, as further described in Appendix D – RFQ Particulars (the “Deliverables”).

Niagara District Airport (YCM) invites quotations from experienced and qualified consultants to complete a Quality Assurance Audit of Niagara District Airport. This includes auditing the airport for compliance with items required under its certificate, testing employee understanding of their roles and responsibilities under the Canadian Aviation Regulations (CARs) and conducting a Human Factors course with airport staff each year.

Please refer to Appendix D – RFQ Particulars for a detailed description of the Deliverables, material disclosures and mandatory requirements.

Please refer to Appendix E – Conditions of Award for requirements that the bidder must satisfy if selected to enter into a contract for the Deliverables.

1.2 Niagara District Airport’s Procurement Policy

Niagara District Airport procurement processes are governed by its procurement policy.

If the terms of the RFQ are more restrictive than the terms of Niagara District Airport’s policy, the terms of the RFQ will prevail.

1.3 Niagara District Airport Contact

For the purposes of this procurement process, the “Niagara District Airport contact” shall be:

Alick Feller
Manager Airside Groundside Services
905-684-7447 x104
afeller@niagaradistrictairport.ca

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of Niagara District Airport, other than the Niagara District Airport contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid.

Bidders’ Questions

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

Prior to the Deadline for Questions, bidders may ask questions or seek additional information in relation to this RFQ by sending an email with the subject titled: “**2026-RFQ-02 - Supplier Name - Question**” to afeller@niagaradistrictairport.ca, with a carbon copy addressed to dpilon@niagaradistrictairport.ca. Niagara District Airport will not accept any bidder’s questions or requests for information by any other means, except as specifically stated in this RFQ.

1.4 Accommodations for Bidders with Disabilities

Niagara District Airport is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. In accordance with the *Ontario Human Rights Code*, *Ontarians with Disabilities Act, 2001* (ODA) and *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), the Niagara District Airport will accommodate for a disability, ensuring full and equitable participation throughout the RFQ process.

If a bidder requires this RFQ in a different format to accommodate a disability, the bidder must contact the Niagara District Airport contact as soon as possible and in any event prior to the Submission Deadline. The RFQ in the different format will be issued only to the requesting bidder and all addenda will be issued in such different format only to the requesting bidder.

1.5 Contract for Deliverables

The selected bidder will be required to enter into a contract with Niagara District Airport for the provision of the Deliverables based on the Contract Terms and Conditions set out in Appendix A to the RFQ (the “Contract”). It is Niagara District Airport’s intention to enter into the Contract with only one (1) legal entity.

1.6 RFQ Timetable

Item	Date
Issue Date of RFQ	September 1, 2026
Deadline for Questions	2:00 p.m. on September 11, 2026
Deadline for Issuing Addenda	September 08, 2026
Submission Deadline	2:00 p.m. EST on September 14, 2026
Anticipated Date for Entering into Contract	September 30, 2026

The RFQ timetable is tentative only and may be changed by Niagara District Airport at any time.

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.7 Site Inspection

Not Applicable

1.8 Bid Submission

1.8.1 Bids Must Be Submitted Through Niagara District Airport's Website

Bids must be submitted through Niagara District Airport's website at the below link:

<https://www.niagaradistrictairport.com/site/business-development/bid-opportunities>

1.8.2 Bids Must Be Submitted on Time

Bids must be submitted on or before the submission deadline. Onus and responsibility rests solely with the bidder to submit the bid on or before the submission deadline; bids submitted after the submission deadline will be rejected. Bidders are advised to make submissions well before the deadline. Bidders making submissions near the deadline do so at their own risk.

1.8.3 Bids Must Be Submitted in Prescribed Format(s)

Bidders must submit their bid via the airport's website as indicated above. Bidders must submit their bid as a PDF document using the Submission Form, with the following submission name: "**2026-RFQ-02 - Supplier Name.**" In the event of any question regarding the time of a submission, the documented time of receipt through the airport's website will prevail over any other timepiece regardless of discrepancies.

1.8.4 Bid Submission Content

Bidders must include all forms and other documents or information listed under Section C – Mandatory Requirements in Appendix D – RFQ Particulars. Other than inserting the information requested, a bidder may not make any changes to any of the required forms included in this RFQ. Any bid containing any such changes, whether on the face of the form or elsewhere in the bid, may be disqualified. Irregularities in bid submissions is addressed in accordance with Appendix F – Bid Irregularities.

1.8.5 Amendment of Bids

Bidders may amend their bids prior to the submission deadline. Bidders must submit the amendment through the airport's website, clearly indicating which part of the bid the amendment is intended to amend or replace. The amendment should be submitted as a PDF document through the Submission Form, with the following submission name: "**2026-RFQ-02 - Supplier Name - Amendment.**" It is the sole responsibility of the supplier to ensure the Niagara District Airport contact receives the amendment prior to the deadline of the bid.

1.8.6 Withdrawal of Bids

Bidders may withdraw their bids prior to the Submission Deadline. To withdraw a bid, a notice of withdrawal must be sent to the Niagara District Airport contact and must be signed by an authorized representative of the bidder. Withdrawn bids will be deleted.

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.8.7 Bids Irrevocable after Submission Deadline

Bids shall be irrevocable for a period of **thirty (30) days** running from the moment that the submission deadline passes.

[End of Part 1]

PART 2 – EVALUATION OF BIDS

Part 2 – Evaluation of Bids

2.1 Stages of Bid Evaluation

Niagara District Airport will conduct the evaluation of bids in accordance with the stages set out below.

2.2 Stage I – Mandatory Requirements

Stage I will consist of a review to determine which bids comply with all of the mandatory requirements. Bids that do not comply with all of the mandatory requirements as of the submission deadline will, subject to the express and implied rights of Niagara District Airport, be disqualified and not evaluated further. The mandatory requirements are listed and described in Section C of Appendix D – RFQ Particulars.

2.3 Stage II – Pricing

Upon completion of Stage I, the pricing submitted by each compliant bidder will be evaluated in accordance with Appendix C – Pricing Form.

2.4 Selection of Lowest Compliant Bidder

Subject to Niagara District Airport reserved rights, the compliant bidder with the lowest pricing will be selected to enter into the Contract in accordance with Part 3.

[End of Part 2]

Part 3 – Terms and Conditions of the RFQ Process

3.1 General Information and Instructions

3.1.1 RFQ Incorporated into Bid

All of the provisions of this RFQ are deemed to be accepted by each bidder and incorporated into each bidder's bid. A bidder who submits conditions, options, variations or contingent statements to the terms as set out in this RFQ, including the terms of the Contract in Appendix A, either as part of its bid or after receiving notice of selection, may be disqualified. If a bidder is not disqualified despite such changes or qualifications, the provisions of this RFQ, including the terms of the Contract set out in Appendix A, will prevail over any such changes or qualifications in the bid.

3.1.2 Bidders to Follow Instructions and Submit Only Requested Information

Bidders should structure their bids in accordance with the instructions in this RFQ. Information must be provided in the form requested. Niagara District Airport will not consider any supplementary information or documents that bidders have not been instructed to submit.

3.1.3 Bids in English

All bids are to be in English.

3.1.4 Information in RFQ Only an Estimate

Niagara District Airport and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to bidders the general scale and scope of the Deliverables. It is the bidder's responsibility to obtain all the information necessary to prepare a bid in response to this RFQ.

3.1.5 Examination of Site

Not applicable.

3.1.6 Bidders Shall Bear Their Own Costs

The bidder shall bear all costs associated with or incurred in the preparation and submission of its bid.

3.1.7 Bid to Be Retained by Niagara District Airport

Except as otherwise provided in this RFQ, Niagara District Airport is under no obligation to return the bid or any accompanying documentation submitted by a bidder.

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.1.8 Trade Agreements

Bidders should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement are subject to that trade agreement, but the rights and obligations of the parties shall be governed by the specific terms of this RFQ.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

Notwithstanding section 1.5, Niagara District Airport makes no guarantee of the value or volume of work to be assigned to the successful bidder. Niagara District Airport may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFQ

3.2.1 Bidders to Review RFQ

Bidders shall promptly examine all of the documents comprising this RFQ, and

- a) shall report any errors, omissions, or ambiguities; and
- b) may direct questions or seek additional information

All other communications are to be directed to the Niagara District Airport contact, and Niagara District Airport shall not be responsible for any information provided by or obtained from any other source. Niagara District Airport is under no obligation to provide additional information but may do so in its sole and absolute discretion. It is the responsibility of the bidder to seek clarification from the Niagara District Airport contact on any matter it considers to be unclear. Niagara District Airport shall not be responsible for any misunderstanding on the part of the bidder concerning this RFQ or its process.

3.2.2 All New Information to Bidders by Way of Addenda

This RFQ may be amended only by an addendum in accordance with this section. If Niagara District Airport, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all bidders by addenda issued in the same manner that this RFQ was originally issued. Each addendum forms an integral part of this RFQ. Such addenda may contain important information, including significant changes to this RFQ. Bidders are responsible for obtaining all addenda issued by Niagara District Airport. In the Form of Quotation (Appendix B), bidders should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If Niagara District Airport determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, Niagara District Airport may extend the submission deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating bids, Niagara District Airport may request further information from the bidder or third parties in order to verify, clarify or supplement the information provided in the bidder's bid. The response received by Niagara District Airport shall, if accepted by Niagara District Airport, form an integral part of that bidder's bid.

3.3 Finalization of Contract, Notification and Debriefing

3.3.1 Selection of Bidder and Finalization of Contract

Notice of selection by Niagara District Airport to the selected bidder shall be in writing. The selected bidder shall enter into the Contract in the form attached as Appendix A to this RFQ and satisfy any other applicable conditions, as set out in Appendix E – Conditions of Award of this RFQ, within fourteen (14) days of notice of selection. This provision is solely for the benefit of Niagara District Airport and may be waived by Niagara District Airport in its sole and absolute discretion.

3.3.2 Failure to Enter into Contract

In addition to all other remedies available to Niagara District Airport, if a selected bidder fails to enter into the Contract or satisfy any other applicable conditions, as set out in Appendix E – Conditions of Award of this RFQ, within fourteen (14) days of notice of selection, Niagara District Airport may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that bidder and either proceed with the selection of another bidder or cancel the RFQ process.

3.3.3 Notification to Other Bidders

Once the Contract is entered into by Niagara District Airport and a bidder, the other bidders may be notified directly via the airport website.

3.3.4 Debriefing

Bidders may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the Niagara District Airport contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the bidder in presenting a better bid in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.3.5 Bid Dispute Resolution Procedure

If a bidder wishes to challenge the RFQ process, the bidder must submit a written objection providing sufficient detail regarding their complaint (a “Substantive Objection”) to the Niagara District Airport contact within seven (7) days from the conclusion of the bid opening process. Niagara District Airport will respond to a Substantive Objection in accordance with the following steps:

- a) The Niagara District Airport contact will arrange a debriefing with the bidder to explain the RFQ process that led to the selection of the successful bidder.
- b) The Niagara District Airport contact will investigate the complaint and will make a recommendation to the Niagara District Airport CEO or Niagara District Airport Commission, as appropriate.
- c) Should the bidder continue to have concerns about the RFQ process and is not satisfied with the decision, the bidder may then request, in writing to the Airport CEO, a mediator, to assist in resolving any outstanding issues between the bidder and Niagara District Airport.
- d) The recommended mediator will be approved by both the bidder and Niagara District Airport.
- e) The mediator shall make his/her best efforts to assist the parties to reach a mutually acceptable solution.
- f) Costs for the mediator shall be equally shared by Niagara District Airport and the bidder.
- g) Any resolution reached through the mediation process shall remain confidential if requested by either of the parties.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

Niagara District Airport may disqualify a bidder for any conduct, situation, or circumstances, determined by Niagara District Airport, in its sole and absolute discretion, to constitute a Conflict of Interest.

For the purposes of this RFQ, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFQ process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of Niagara District Airport in the preparation of its bid that is not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFQ process; or

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

- b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the bidder's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a) (i) above, bidders should specifically consider whether there were any individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the bid; **AND** (b) were employees of Niagara District Airport within twelve (12) months prior to the submission deadline.

In addition to any other situation that may constitute a conflict of interest, suppliers will not be permitted to submit a bid if the supplier participated in the preparation of the RFQ, and any such bid submitted will be disqualified.

3.4.2 Disqualification for Prohibited Conduct

Niagara District Airport may disqualify a bidder or terminate the Contract (in compliance with the applicable Terms and Conditions) if, in the sole and absolute determination of Niagara District Airport, the bidder has engaged in any conduct prohibited by this RFQ or Niagara District Airport's policies.

3.4.3 Prohibited Bidder Communications

A bidder shall not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Form of Quotation (Appendix B).

3.4.4 Bidder Not to Communicate with Media

A bidder may not at any time directly or indirectly communicate with the media in relation to this RFQ or any Contract entered into pursuant to this RFQ without first obtaining the written permission of the Niagara District Airport contact.

3.4.5 No Lobbying

A bidder, including any agent or representative of a bidder, may not, in relation to this RFQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to advocate for any interest that may be affected by the RFQ process or to influence the outcome of the RFQ process.

In accordance with Niagara District Airport's procurement policy:

- a) "Lobbying" means the advocacy of an interest that is affected, actually or potentially by the procurement process or individuals involved in the procurement process including seeking to influence the outcome of the procurement process or subsequent award of a contract.
- b) Bidders, their staff members, or anyone involved in preparing a bid, shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the procurement process

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

or subsequent award. This restriction extends to all of Niagara District Airport staff and anyone involved in preparing the RFQ or participating in the bid evaluation process, and members of the Niagara District Airport Commission.

- c) Niagara District Airport may reject any bid by a bidder that engages in lobbying, without further consideration, and may terminate that bidder's right to continue in the procurement process.
- d) During a procurement process, all communications shall be made through the Niagara District Airport contact. No bidder or person acting on behalf of a bidder or group of bidders, shall contact any elected official, consultant or any employee of Niagara District Airport to attempt to seek information or to influence the outcome of the procurement process.
- e) Elected officials shall refer any inquiries about a procurement process to the Niagara District Airport contact.

3.4.6 Illegal or Unethical Conduct

Bidders shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Bidders shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications, offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of Niagara District Airport, deceitfulness, submitting bids containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

3.4.7 Past Performance or Past Conduct

Niagara District Airport may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process. Such inappropriate conduct shall include but not be limited to the following: (a) illegal or unethical conduct as described above; (b) the refusal of the supplier to honour its pricing or other commitments made in its bid; (c) failure to disclose a conflict of interest or (d) any other conduct, situation or circumstance described in Niagara District Airport's policy.

3.5 Confidential Information

3.5.1 Confidential Information of Niagara District Airport

All information provided by or obtained from Niagara District Airport in any form in connection with this RFQ either before or after the issuance of this RFQ

- (a) is the sole property of Niagara District Airport and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of the Contract;

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

- (c) must not be disclosed without prior written authorization from Niagara District Airport; and
- (d) shall be returned by the bidders to Niagara District Airport immediately upon the request of Niagara District Airport.

3.5.2 Confidential Information of Bidder

Bidders are advised that the disclosure of information received in bids or otherwise relevant to the RFQ process will be in accordance with the provisions of all relevant access to information and privacy legislation including primarily the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended (“*MFIPPA*”). Bidders should identify any confidential information in their bids. Niagara District Airport will make efforts to maintain the confidentiality of such information, subject to its disclosure requirements under *MFIPPA* or any disclosure requirements imposed by law or by order of a court or tribunal. Bidders are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by Niagara District Airport to advise or assist with the RFQ process. If a bidder has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the Niagara District Airport contact.

3.6 Reserved Rights, Limitation of Liability and Governing Law

3.6.1 Reserved Rights of Niagara District Airport

Niagara District Airport reserves the right to

- (a) make public the names of any or all bidders;
- (b) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate a bidder’s response to that request for clarification into the bidder’s bid;
- (c) assess a bidder’s bid on the basis of
 - (i) a financial analysis determining the actual cost of the bid when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);
 - (ii) information provided by references;
 - (iii) the bidder’s past performance under previous contracts with Niagara District Airport;
 - (iv) the information provided by a bidder pursuant to Niagara District Airport exercising its clarification rights under this RFQ process; or
 - (v) other relevant information that arises during this RFQ process;
- (d) waive formalities and accept bids that substantially comply with the requirements of this RFQ;
- (e) verify with any bidder or with a third party any information set out in a bid;

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

- (f) check references other than those provided by any bidder;
- g) disqualify any bidder whose bid contains misrepresentations or any other inaccurate or misleading information;
- h) disqualify any bidder who has engaged in conduct prohibited by this RFQ;
- i) make changes, including substantial changes, to this RFQ provided that those changes are issued by way of addenda in the manner set out in this RFQ;
- j) select a bidder other than the bidder whose bid reflects the lowest cost to Niagara District Airport;
- k) reject any bid that contains pricing which appears to be unbalanced or unreasonable;
- l) cancel this RFQ process at any stage;
- m) cancel this RFQ process at any stage and issue a new RFQ for deliverables the same as or similar to the Deliverables;
- n) accept any bid in whole or in part; or
- o) reject any or all bids;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 Limitation of Liability

By submitting a bid, each bidder agrees that

- a) neither Niagara District Airport nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this RFQ process including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or for any other claim; and
- b) the bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the bid, loss of profits or loss of opportunity by reason of Niagara District Airport 's decision not to accept the bid submitted by the bidder, to enter into a contract with any other bidder or to cancel this RFQ process, and the bidder shall be deemed to have agreed to waive such right or claim.

3.6.3 Governing Law and Interpretation

The terms and conditions in this Part 3 – Terms and Conditions of RFQ Process

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

- a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- b) are non-exhaustive (and shall not be construed as being intended to limit the pre-existing rights of the parties); and
- c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

Appendix A – Contract Terms and Conditions

The Contract for the Deliverables between the parties in respect of:

The Niagara District Airport SMS Quality Assurance Audit

Means and is comprised of the following documents, which are collectively referred to as the “Contract”:

- a) the purchase order issued by Niagara District Airport;
- b) 2026-RFQ-02, including any addenda, (the “Solicitation Document”); and
- c) all the documentation submitted by the supplier in response to the Solicitation Document (the “Supplier’s Submission”).

Save as specifically provided below, any ambiguity, conflict or inconsistency between or among the documents comprising the Contract will be resolved by giving precedence to the express terms of the documents in the order in which they appear above, so that a first mentioned document shall prevail notwithstanding any term or aspect of a later mentioned document. Notwithstanding the general precedence provided herein, the terms of this Appendix “A” shall take precedence over the definition of “Contract” contained in the Purchase Order Terms and Conditions noted above.

The supplier is responsible for making certain all insurance requested within this RFQ is valid for works being conducted at an airport and would cover losses involving the bidder and aircraft.

The supplier hereby agrees to put in effect and maintain insurance for the term, at its own cost and expense, all the necessary and appropriate insurance that a prudent person in the business of the supplier purchase and maintain at all times during the term of the Contract or cause to purchase and maintain at all times during the term of the Contract, but not limited to, the following:

(a) Commercial General Liability Insurance

Commercial General Liability insurance for all Deliverables to a limit of not less than five million dollars (\$5,000,000) per occurrence.

The policy shall be endorsed to:

- include Niagara District Airport as an additional insured; and
- contain an undertaking by the insurers to give thirty (30) days prior written notice in the event that there is a material change in the foregoing policies or coverage affecting the Additional Insured(s) or cancellation of coverage before the expiration date of any of the foregoing policies.

(b) automobile Insurance

APPENDIX A – CONTRACT TERMS AND CONDITIONS

Automobile insurance (OAP1) for both owned and leased vehicles with inclusive limits of not less than two million dollars (\$2,000,000). Coverage must also apply in the event the operations of the insured resulted in a pollution condition including remediation costs.

Proof of automobile insurance will not be required if the supplier provides a signed letter stating that they do not own or lease vehicles.

Appendix B – Form of Quotation

1. Bidder Information

Please fill out the following form, and name one person to be the contact for the RFQ process and for any clarifications or communication that might be necessary.

Full Legal Name of Bidder:	
Any Other Relevant Name under Which the Bidder Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
Bidder Contact Person and Title:	
Bidder Contact Phone:	
Bidder Contact Facsimile:	
Bidder Contact E-mail:	

2. Offer

The bidder has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables required under the RFQ. By submitting a bid, the bidder agrees and consents to the terms, conditions and provisions of the RFQ, including the Contract Terms and Conditions and offers to provide the Deliverables in accordance therewith at the rates set out in the Pricing Form (Appendix C).

3. Rates

The bidder has submitted its rates in accordance with the instructions in the RFQ and in the pricing form set out in Appendix C.

4. No Prohibited Conduct

The bidder declares that it has not engaged in any conduct prohibited by this RFQ.

5. Conflict of Interest

The bidder has considered the definition of “Conflict of Interest” in Section 3.4 of the RFQ and declares that there is no Conflict of Interest relating to the preparation of its bid, and no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

APPENDIX B – FORM OF QUOTATION

6. Disclosure of Information

The bidder hereby agrees that any information provided in this bid, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The bidder hereby consents to the disclosure, on a confidential basis, of this bid by Niagara District Airport to Niagara District Airport advisers retained for the purpose of evaluating or participating in the evaluation of this bid.

7. Bid Irrevocable

The bidder agrees that its quotation shall be irrevocable for a period of thirty (30) days following the submission deadline.

8. Enter into Contract

The bidder agrees that in the event its bid is selected by Niagara District Airport, in whole or in part, it will enter into the Contract based on the term and conditions set out in Appendix A to this RFQ in accordance with the terms of this RFQ.

9. Addenda

The bidder is deemed to have read and accepted all addenda issued by Niagara District Airport prior to the Deadline for Issuing Addenda. The onus remains on bidders to make any necessary amendments to their bids based on the addenda. The bidder is requested to confirm that it has received all addenda by completing the statement below:

The bidder has received addendum/addenda numbers _____ to _____, inclusive, and all changes specified therein have been included in the bidder's pricing.

Signature of Witness

Signature of Bidder Representative

Name of Witness

Name of Bidder Representative

Title of Bidder Representative

Date

I have the authority to bind the bidder.

ORIGINAL SIGNATURES ONLY; NO ELECTRONIC

Appendix C – Pricing Form

1. Instructions on How to Complete Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.
- (b) Rates quoted by the bidder shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to Niagara District Airport, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (c) Unless otherwise stated in this section, the Bidder's provided pricing is to be based on works **described in Schedule 1, RFP particulars.**
- (d) **An all-encompassing cost associated with each year's quality assurance audit**
 - a. 2026 – Audit Activities and Report
 - b. 2027 – Audit Activities and Report
 - c. 2028 – Audit Activities and Report
- (e) **A total cost representing services for all three audit cycles**
- (f) **Estimated travel and disbursements – to be charged only as incurred**

2. Evaluation of Pricing

Subject to Niagara District Airport reserved rights, the compliant bidder with the lowest pricing will be selected to enter into the Contract in accordance with Part 3.

3. Pricing Form

Item numbers are to range from one (1) to five (5). The corresponding description column is to indicate each item as described in Appendix C – Pricing Form.

APPENDIX C – PRICING FORM

Item Number	Description	Unit of Measure	Quantity	Unit Price	Extended Total
01	2026 – Audit Activities and Report			\$	\$
02	2027 – Audit Activities and Report				
03	2028 – Audit Activities and Report				
04	Total cost representing services for all three audit cycles				
05	Estimated travel and disbursements				
				Sub Total	\$
				HST 13%	\$
				TOTAL	\$

APPENDIX C – PRICING FORM
FORM OF QUOTATION – PRICING PAGE

Form of Quotation – Pricing Page

I/We, the undersigned, **having the authority to bind the Company**, certify that I/We have examined the INVITATION AND SUBMISSION INSTRUCTIONS, TERMS AND CONDITIONS OF THE RFQ PROCESS & RFQ PARTICULARS, and Form of Quotation, do hereby offer and agree to enter into an agreement with the Niagara District Airport to supply the activities and services as described herein:

(Provided by end user)

Item Number	Description	Unit of Measure	Quantity	Unit Price	Extended Total
				\$	\$
				Sub Total	\$
				HST 13%	\$
				TOTAL	\$

APPENDIX C – PRICING FORM
LIST OF SUB-CONTRACTORS

List of Sub-Contractors (If Applicable)

In the spaces provided below, please list those sub contractors you intend to use:

#	ORGANIZATION	CONTACT NAME	PHONE NUMBER
1.			
2.			
3.			
4.			

Appendix D – RFQ Particulars

A. The Deliverables

Niagara District Airport is seeking quotation from experienced and qualified consultants to complete a Quality Assurance Audit of Niagara District Airport. This includes auditing the airport for compliance with items required under its certificate, testing employee understanding of their roles and responsibilities under the Canadian Aviation Regulations (CARs) and conducting a Human Factors course with Airport staff each year.

In terms of project start date, Niagara District Airport can be flexible as so long as the 2026 audit be completed before end of this year.

The successful bidder will be required to participate in a safety orientation meeting expected to be twenty (20) minutes in duration. The safety orientation will be scheduled thirty (30) minutes prior to the first day's activities.

Niagara District Airport shall not be responsible for any losses resulting from job cancellations and or, any rescheduling that may occur as result of weather conditions.

A.1 Scope of Work and Specifications

The intent of the Audit is to determine if the Airport's processes for ensuring compliance and safety are being followed and are working as intended. This may require a physical audit of some items (such as runway lights, markings, obstacle limitation surfaces etc.), interviews with airport staff, and manual reviews. An important part of this audit includes ensuring the procedures that have been developed to provide a safe operating environment are understood by staff and are being followed.

The auditor is expected to provide an audit plan prior to audit start.

- Based on the Audit Plan, the auditor conducts a preliminary meeting with any team members, helpers or relevant experts and reviews the checklists for the areas to be audited.
- The auditor conducts the audit, utilizing checklists, by observing operations, confirming evidence of compliance, verifying the existence of, and reviewing supporting documentation, policies, procedures, and protocols, evaluating control measures and management activities as appropriate. There is constant communication with the auditee during the audit.
- The auditor conducts face-to-face interviews with airport staff as required.
- The auditor reports audit findings detailing the finding and its significance using the following categories:
 - Serious discrepancies in respect of regulatory requirements.
 - Failings that require resolution within a fixed and predetermined time.
 - Observations that are likely to impact safety or become a regulatory issue before the next audit.
 - Positive observations/successes.

APPENDIX D – RFQ PARTICULARS

- Conducts an exit meeting to present preliminary findings, to confirm factual accuracy and to receive additional information if necessary.
- Prepares a draft report of findings and recommendations.
- Submits the draft report to the auditee with a specified time to provide comment.
- Receives comments from the auditee.
- Revises the report if necessary.
- Submits the final report.

PROJECT SCHEDULE – THREE (3) YEAR CYCLE

Below is an outline of the proposed certificated operations to review each year of the three (3) year audit cycle:

QUALITY ASSURANCE AUDIT SCHEDULE	YEAR 1 (2026)	YEAR 2 (2027)	YEAR 3 (2028)
Safety Management System	☒	☐	☐
Wildlife Management Program	☐	☒	☐
Emergency Response Plan	☐	☒	☐
Airport Operations Manual	☒	☒	☒
Obligations of the Operator	☒	☒	☒
Winter Maintenance Plan	☐	☐	☒
TP312 Ch 1 – 4	☐	☒	☐
TP312 Ch 5 – Markings	☒	☐	☐
TP312 Ch 5 -Lights	☒	☐	☐
TP312 Ch 5 – Signs	☒	☐	☐
TP312 Ch 6 – 9	☐	☐	☒
Airport Training Records	☐	☒	☐
Management Reviews or Trend Analyses from the past 12 months	☒	☒	☒
Previous QA Audit Reports	☒	☒	☒
Corrective Action Plans from Findings that are still open	☒	☒	☒
Findings from Transport Canada within the past 12 months	☒	☒	☒

Note: The above cycle is preferred, but the Airport and Auditor may modify the cycle as required. The specific dates to complete each year's audit will be determined by the Airport and the Auditors in advance.

B. Material Disclosures

1. AODA Standards of Accessibility Compliance

Information and communications (without limitation, documents, materials and presentations) provided to Niagara District Airport as part of the Deliverables, which shall be posted to Niagara District Airport's website shall be provided in an AODA compliant format, specifically without limitation, meaning that the said documents must conform to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

C. Mandatory Requirements

1. Form of Quotation (Appendix B)

Each bid must include a Form of Quotation (Appendix B) completed and signed by an authorized representative of the bidder.

2. Pricing Form (Appendix C)

Each bid must include a Pricing Form (Appendix C) completed according to the instructions contained in the form.

3. Bid Security

Not required.

Appendix E – Conditions of Award

The selected bidder must satisfy the following conditions and provide the following information within thirty (30) days of the notice of selection:

1. Certificate of Insurance

The selected bidder must provide Niagara District Airport with a Certificate of Insurance acceptable to Niagara District Airport and, if requested by Niagara District Airport, certified copies of the insurance policies. The Certificate of Insurance must comply with the insurance requirements outlined in the Contract Terms and Conditions (Appendix A). If the Certificate of Insurance is provided in a non-original form (e.g. a facsimile, photocopy or scanned electronic copy), the bidder acknowledges and agrees that Niagara District Airport is fully entitled to treat any such certificate as an original and that the bidder will be responsible for the accuracy and validity of the information contained therein. If required by Niagara District Airport, certified copies of all the above-mentioned policies shall be delivered to Niagara District Airport. All subsequent policy renewals and certificates of insurance thereafter, during the time that the Contract is in force, shall be forwarded to Niagara District Airport within fifteen (15) days of their renewal date.

2. Workplace Safety and Insurance Board Clearance

The selected bidder shall provide:

- a) A valid, current Clearance Certificate declaring that the selected bidder is registered with Workplace Safety and Insurance Board (“WSIB”), and has an account in good standing; or
- b) A Letter of Good Standing issued by WSIB.

If WSIB coverage is not required by law to be carried by the selected bidder, the selected bidder shall provide one of the following (as the case may be):

- a) An Exemption Letter from WSIB, satisfactory to Niagara District Airport;
- b) An Independent Operators Status Certificate issued by WSIB; or
- c) Such further and other evidence as may be satisfactory to Niagara District Airport’s.

In addition to the indemnification provided by the selected bidder elsewhere in this RFQ, the selected bidder agrees to indemnify Niagara District Airport and its respective elected officials, directors, officers, agents, employees, and volunteers, successors and assigns for all losses, claims, expenses (including reasonable legal fees) or other charges related to the selected bidder’s status with WSIB.

Appendix F – Bid Irregularities

Responses for Administering Irregularities Contained in Bids

	<u>IRREGULARITY</u>	<u>RESPONSE</u>
1.	Late Bids.	Automatic rejection. Returned unopened to the bidder.
2.	Unsealed Envelopes.	Automatic rejection.
3.	Insufficient Financial Security	
	A) No Bid Deposit, uncertified cheque, or financial security not an original (e.g. a photocopy or a facsimile of a financial security).	Automatic rejection.
	B) Amount of financial security is insufficient:	Automatic rejection.
	i. Amount of security is expressed as a percentage of the total bid sum.	Automatic rejection, unless in the opinion of Niagara District Airport the insufficiency in the financial security is de minimus (trivial or insignificant).
	ii. Amount of security is expressed only as a dollar figure.	Automatic rejection.
	C) i. Name or signature of supplier is missing or incomplete.	Automatic rejection.
	ii. Seal of supplier is missing or incomplete.	Two (2) working days* to obtain missing or incomplete items.
	D) Name, signature, or seal of bonding company is missing or incomplete.	Automatic rejection.
	E) Failure to provide a letter of agreement to bond (if required).	Automatic rejection.
4.	Bid Document – execution	
	A) Bids completed in erasable medium.	Automatic rejection.
	B) i. Signature of representative authorized to bind the supplier missing or incomplete on the prescribed form which is to be submitted in response to a Bid Solicitation.	Automatic rejection.
	ii. Electronic signature of representative or absence of corporate seal authorized to bind the supplier shown on the prescribed form which is to be submitted in response to a Bid Solicitation.	Two (2) working days* to obtain original signature.

APPENDIX F – BID IRREGULARITIES

	<u>IRREGULARITY</u>		<u>RESPONSE</u>
	C)	Form of Proposal missing or incomplete.	Two (2) working days* to correct to the satisfaction of Niagara District Airport, otherwise automatic rejection.
	D)	Form of Quotation or Tender missing or incomplete.	Automatic rejection.
	E)	Signature of witness, if required, missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection.
	F)	Date of Bid missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection or, if stated in the Bid Solicitation, automatic rejection.
5.	Incomplete, illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed).		Two (2) working days* to correct to the satisfaction of Niagara District Airport, otherwise automatic rejection.
6.	Document, in which all necessary Addenda have not been acknowledged.		Two (2) working days* to confirm Bid to the satisfaction of Niagara District Airport or, if stated in the Bid Solicitation, automatic rejection.
7.	Failure to attend mandatory site visit (if required).		Automatic rejection.
8.	Bid received on documents other than those provided in the Bid Solicitation.		Automatic rejection, unless allowed for in the Bid Solicitation.
9.	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.		Automatic rejection unless, in the opinion of Niagara District Airport the incomplete nature is trivial or insignificant.
10.	Mathematical errors.		Two (2) working days* to initial the corrections as made by the Niagara District Airport. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Niagara District Airport reserves the right to waive initialing and accept Bid as corrected.
11.	Qualified Bids (Bids qualified or restricted by an attached statement).		Automatic rejection
12.	Bids containing minor obvious clerical errors.		Two (2) working days* to confirm Bid to the satisfaction of the Niagara District Airport.
13.	Any other irregularities.		The Niagara District Airport, or Designate, shall have authority to waive other irregularities or grant two (2) working days * to initial such other irregularities considered to be minor.

** Where “working days” specified, this is from the hour the Bidder is notified by Niagara District Airport staff of the irregularity