



REQUEST FOR
PROPOSALS

RFP TITLE: Fraser Valley Regional Airpark Operations, Maintenance, and Management

RFP NUMBER: 26002 DATE ISSUED: January 15, 2026

CLOSING TIME/DATE: Wednesday, February 04, 2026 1 pm PST

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Part A - INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District ("FVRD") is seeking proposals from qualified proponents ("Proponents") in response to this request for proposals ("RFP") for the provision of services ("Services") for the operations, maintenance, and management, of the Fraser Valley Regional Airpark located at 62724 Airport Road, Hope, BC. These services will be provided by a single contractor ("Contractor") with no-subcontracting permitted.

A.2 Background

The Fraser Valley Regional Airpark is located in the District of Hope, approximately 4.8 km west of the main town site. The entire grass turf airpark is approximately 106 acres in size and is a short distance from local mountains as well as the Fraser River. In addition to the turf runway, the airpark includes many features such as:

- Available lease land for aviation, groundside commercial development, and agriculture
- Flight Centre building featuring washrooms, public lounge area, Wi-Fi, and observation deck
- Rental tie-down areas that accommodate approximately 8 aircraft
- Aviation fuel sales including fuel dispensing facilities for Jet A and Aviation Gas 100 low lead gas, including an automated or card-lock system
- Gliding membership and lessons available from airpark tenant, Vancouver Soaring Association

Flights landing at the Airpark are typically for recreation purposes, for emergencies such as ambulance and fire-fighting purposes, as well as for industry such as logging and the pipeline transportation sector.

There are a number of leases at the airpark including a 17-acre agricultural lease and several hangar leases.

The Boston Bar Emergency Landing strip is located in Electoral Area A near Boston Bar. It is a grass site which is maintained by the FVRD for emergency landings.

Part B - OBJECTIVES

B.1 Scope of Work

The FVRD anticipates the Services will comprise the daily operations, management and maintenance of the Fraser Valley Regional Airpark (in Hope) and the Boston Bar emergency airstrip, including related facilities and the delivery of service to the users and tenants including, but not limiting:

1. Tenants/Leases:

The FVRD is responsible for maintaining the Regional Airpark to provide a level of service to its lessees.

With an interest in satisfying our primary customers and attracting new ones, the FVRD requires that the Contractor pay special attention to the needs of the current lease holders and continuously work to attract new tenants to the facility.

2. Hours of Operation

The FVRD requires the contractor provide onsite supervision of the facility Monday-Friday and some statutory Holidays. At a minimum, the contractor must be on the site for the following hours:

1. October 1-February 29 (to be negotiated)
2. March 1-June 30 9 am-5 pm
3. July 1-September 31 9 am-6 pm

When the Contractor is not on site, coverage must be provided on an on-call basis. This schedule should be considered as the minimum level of supervision required.

The Contractor is encouraged to take vacation during the winter months and describe how vacation time will be covered.

3. Customer Service

The Contractor will ensure the facility is well maintained and that they display a positive public image at all times. The Contractor will ensure the delivery of high-quality services through clear communication with our customers including lessees, flyers, and other members of the public.

4. Communication

The Contractor shall work with the FVRD designate to ensure amicable and informative communication on a regular basis. The Contractor will maintain a cooperative professional and effective level of communication with the FVRD in all aspects of operations of the facility. Communication with the flight services in the lower mainland is also required for the purposes of information sharing.

5. Risk Management

Risk management will be the joint responsibility of the FVRD and the Contractor; therefore, the Contractor must inform the FVRD whenever a situation dangerous to the users of the airpark is evident. Additionally, any facilities or equipment that is insufficient to ensure safety to airpark users (i.e. due to disrepair) must be identified in writing to the FVRD.

6. Maintenance

The Contractor will provide continuous and effective maintenance of the entire facility and airparks in the Hope and Boston Bar as specified in **Schedule A**. The Contractor must also meet all applicable Municipal, Provincial, and Federal Regulations and laws.

The Contractor will annually advise the FVRD a five- year projection of any required building maintenance requirements including flooring, fixture replacement, heating upgrades etc.

7. Equipment and Purchasing

The Contractor will offer recommendations to the FVRD as needed to obtain specific equipment and supplies pertinent to the operation of the facility.

The Contractor will annually provide five-year projected maintenance/ replacement plans for all FVRD equipment.

8. Cleaning Procedures

The Contractor will maintain the facility in a clean and sanitary condition and in accordance with the BC Health Act Regulations. The Facility will be maintained daily in a first rate manner from opening to closing and a maintenance schedule will be provided to the FVRD.

9. Security

The Contractor is responsible for the total security of the facility. The Contractor will also respond to the security alarm system and will be available to respond to events based on the information received from the security company monitoring facility.

The Contractor is responsible for recording and transferring any cheques or cash payments to the FVRD, and for managing the petty cash and debit transactions for the airpark. The Contractor will ensure that the equipment at the Airpark as identified in the Agreement is maintained.

The Contractor must remain current relative to information regarding Transport Canada's safety and security regulations.

The Contractor is responsible for ensuring that there are no trespassers onto the airfield during the hours the Contractor is supervising the facility. The Contractor will also ensure that there are no trespassers onto any part of the facility without the approval of the FVRD for non-airpark related activities (i.e. heavy equipment storage).

10. Mechanical

The Contractor must maintain and service the assets in accordance with Equipment or Industry Specifications.

11. Fuel Pumps

The Contractor is responsible for arranging maintenance and servicing the assets in accordance with Equipment or Industry Specifications.

12. Plumbing and Heating

The Contractor is responsible for arranging the maintenance and servicing of the flight Center in accordance with Equipment of Industry Specifications.

13. Reports

The Contractor shall provide the FVRD with a monthly report prior to the 1st of each month of the contract, consisting of, but not restricted to:

Airpark Use including:

- fly-ins including aircraft registration #
- drive ins and their purpose
- safety concerns

- accidents
- customer service satisfaction feedback

Facility Inspection forms including:

- Completed maintenance
- Maintenance required
- Recommended improvements

Financial Reports including:

- Fuel Sales
- All other revenue including tie downs
- Fuel purchases

14. Technology

The Contractor is responsible for providing and carrying a cell phone or equivalent linked to the main Flight centre phone when out of the Flight centre during regular hours or when on call.

A cellular phone or equivalent will be provided by the Contractor at its sole cost. No FVRD equipment can be used for personal reasons unless it is an emergency.

15. Computers

The computer systems are an important component of the daily operation of the FVRD. The Contractor will be expected to have the equipment required to supply computerized information to the FVRD. Specialized software, if necessary, will be supplied by the FVRD.

B.2 Timeline

The proposed deadlines for key aspects of this RFP are as follows (as may be amended by the FVRD at its discretion):

ITEM	DESCRIPTION	EXPECTED COMPLETION DATE
1	Issue of RFP	Thursday, January 15, 2026
2	Site Visit – optional (see section C.\$)	Friday, January 23, 2026, 10:30 am – Flight Centre
3	Deadline for RFP Enquiries	Thursday, January 29, 2026 1 PM (PST)
3	Responses to RFP Enquiries Due	Friday, January 30, 2026 End of day
4	Submission of Proposals Due	Wednesday, February 04, 2026, 1 PM (PST)
5	Contract Awarded	Friday, February 27, 2026
6	Contract Commencement	Wednesday, April 1, 2026

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by **1:00 PM PST on Wednesday February 04, 2026 ("Closing")** at the following address:

Fraser Valley Regional District
Attention: Charlotte Whaley
Email: cwhaley@fvrd.ca
1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

C.2 Form of Proposal Submissions

1. Electronic Submissions are preferred. Proponents are requested to email proposals clearly marked with the RFP Number, RFP Title and Proponent's name and address to cwhaley@fvrd.ca
2. Should the proponent wish to submit a hard copy of the proposal, they can be submitted the FVRD Main office located at 1-45950 Cheam Avenue, Chilliwack, V2P 1N6

C.3 Mandatory Requirements

Proponents should include in their proposals the following information:

- a. Completed and signed Form of Proposal set out in Schedule B;
- b. Proponent's Experience - list of completed or current work requiring services comparable to the services sought in this RFP, including a brief description of the work, approximate contract value and references with phone numbers) for each work that the FVRD may contact as set out in Schedule C.
- c. Costs - details costs for the Proponent's provision of the Services in Canadian Dollars, inclusive of all costs, expenses and charges, but exclusive of GST and Provincial Sales Tax; and
- d. Sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such as details of the Proponent's team, roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.

C.4 Information Meeting

An **optional meeting** ("Information Meeting") for Proponents will be held as follows:

Date: Friday, January 23, 2026

Time: 10:30 am PST

Location: 62724 Airport Road, Hope, BC – Flight Centre

The Information Meeting will include information regarding an overview of the project and RFP requirements and an overview of the background documents.

Proponents are required to pre-register by contacting contact the Contact Person by the end of business day 24 hours before the scheduled date for the Information Meeting

A written summary of the responses to questions raised during the Information Meeting will be distributed to all Proponents at the discretion of the FVRD through BC Bid.

C.5 Enquiries

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("**Contact Person**") indicated below.

Christina Vugteveen, Manager of Parks
1 - 45950 Cheam Avenue
Chilliwack, B.C., V2P 1N6
cvugteveen@fvrd.ca

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not RFP - 26002: Fraser Valley Regional Airpark Operations, Maintenance, and Management

authorized and should not be relied upon. The deadline for submission of enquiries is 1:00 pm PST on January 29, 2026. The FVRD will endeavor to respond to all enquiries and requests for clarification no later than January 30, 2026.

Part D - TERMS AND CONDITIONS OF RFP

D.1 General

The terms and conditions in this Part D will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

D.2 Proposal Validity

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

D.3 Addendum

All subsequent information regarding this RFP including changes made to this document, will be posted on BC Bid for Proponents to access. It is solely the responsibility of the Proponents to check BC Bid from time to time to ensure that they have all amendments to this RFP in the form of addenda and to ensure that they have obtained, read, and understood the entire RFP including all addenda that may have been issued prior to Closing.

D.4 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to:

1. Project understanding
2. Proposed methodology and approach
3. Relevant experience and expertise
4. Cost proposal, breakdown, and value

D.5 Acceptance and Rejection of Proposals

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

D.6 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

D.7 Amendment or Withdrawal of Proposals

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable in accordance with section D.2. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

D.8 FVRD's Rights and Reservations

The FVRD reserves the right to:

1. Reject any or all Proposals;
2. Reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
3. In the event that only one proposal is submitted, to return the Proposal unopened;
4. Modify the terms of this RFP at any time in the FVRD's sole discretion;
5. To require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
6. Communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

D.9 Cancellation of RFP

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.

D.10 Waiver of Non-Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

D.11 Proponent's Costs

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the FVRD that may occur.

D.12 Limitation of Liability

By submitting a proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or

anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

D.13 Negotiation

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

D.14 Errors and Omissions

While the FVRD has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

D.15 Conflict of Interest

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

D.16 Confidentiality

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

D.17 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

D.18 Contract Award

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract.

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more proponents.

D.19 Definition of Contract

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

D.20 Form of Contract

The Contract will comprise a form of written agreement based on the standard form document, as may be amended by mutually agreed supplementary conditions.

Schedule A - General Conditions and Specifications

Background

The FVRD is responsible for the operation of the Regional Airpark in Hope and maintenance of the Boston Bar Emergency Airstrip on behalf of residents in the District of Hope, Electoral Area A, and Electoral Area B. The ongoing services and businesses offered at the facility be consistent with the permitted land use zoning as determined by the District of Hope, Agriculture Land Reserve and in keeping with regulations set out by Transport Canada.

Facilities

The Regional Airpark site plan as attached as Appendix " A" utilizes approximately 43.7 hectares and includes the following:

- 22.19 ha of Airpark Facilities, Flight Centre, Grass Runways, and Taxiways.
- 1.88 ha of existing Parcel Leases and Rental
- 4.71.ha available land for Leases and Rentals.
- 14.92 ha reserved for grazing or hay crops.

The major features on these lands are as follows:

- A 7.5 meter access road adjacent to the lease areas.
- A Flight Centre building complete with washrooms, offices, public lounge area, and deck
- A rental home.
- A four bay garage for equipment storage and repair
- A 1000 gallon diesel fuel tank to fuel airpark related equipment.
- Rental Tie-down areas that accommodate approximately 8 aircraft.
- Fuel dispensing facilities for Jet A and Aviation Gas 100 low lead gas with a total capacity of 5000 gallons.
- A paved approach area for the fuel facilities
- Perimeter fence around entire airpark,

The Boston Bar Emergency Runway site plan is attached as Appendix " B". The major features of this land are as follows:

- approximately 760mX 38m of grass runway
- surrounding hay field

Fees

1. Utility Costs

The fees for the utilities, not including leases, such as electricity, garbage collection, water and sewer, will be paid by the Regional District. If the Contractor proposes to operate the Airpark in ways that provide profit to the Contractor (e.g. On site restaurant facilities, or any airpark related business which meet Municipal zoning requirements), then the Contractor will be responsible for paying for all related utilities.

2. Building Furnishings

The FVRD will supply furnishings and equipment for the operation of the Flight Centre as a Flight Centre, and maintenance of the runway as needed unless the Contractor intends to operate the Flight Centre for purposes that directly financially benefit the Contractor. In which case, the provision of furnishings will be negotiable and require FVRD approval.

3. Fuel System

Fuel rates vary according to market conditions. The Regional District sets the fuel rate and maintains a fair market rate to our customers.

Equipment

The following is a list of equipment owned by the FVRD and available for the Contractor's use to maintain the site:

- Finishing mower
- 2011 Kodiak Brush Mower
- Fuel Testing Equipment.
- Hydraulic Oil Pail and hand pump.
- Block/ Chain Cyclone - 1ton.
- 1 Huskavarna weed eater
- Compressor
- Pressure washer
- 2014 John Deer Ride on Mower
- Roller (under procurement)

Note: Fixed in place telephone systems and hardware and the internet for the office will be at the expense of the FVRD.

OPERATIONS AND MAINTENANCE

Duties and Responsibilities:

The Contractor shall assume complete responsibility for all activities related to the operation and general maintenance the Regional Airpark properties and improvements. This responsibility includes ensuring compliance with all Federal and Provincial Acts and Regulations that relate to these duties; however, it does not include the costs related to unusual, one-time expenses, such as major repairs to equipment or buildings, or equipment replacement. The following list of responsibilities is provided as a guideline only to the Contractor and does not, in anyway, provide for a complete detailed list of specific duties required for this position. It is clearly up to the Contractor to ensure that all technical details are provided for to meet their obligations, as specified in the first sentence of this paragraph.

General Responsibilities

- Supervising all activities consistent with the purpose of the Airpark.
- Engaging suitable subcontractors and equipment, as needed, to ensure the obligations of this schedule are maintained when the Contractor is either absent from the Airpark or duties are beyond their capabilities;
- Administering all Airpark policies and procedures as established by the Regional District
- Enforcing regulations relating to Airport property, facilities, and authorized activities carried out in relation thereto.
- Carrying out, or cause to be carried out in a proper business- like manner, all financial transactions relating to the Airpark operation including, but not limited to, the sale of aviation fuel and supplies, storage, parking tie-down of aircraft and a collection of diverse fees and charges as may be determined from time to time, maintaining acceptable inventory levels of fuel and other supplies, and following through with all related documentation in accordance with Regional District practice and policy.
- Communication to all Airport users, visitors, workers, lessees and/ or others, pertinent information relating to Airport use.
- Advising the FVRD directly on matters relating to the operation and needs of the Airport, including, but not limited to, policy, regulations, capital improvements, and budgetary requirements.
- Gaining approval for all expenditures relating to Airport operation and submitting approved invoices to the FVRD for payment.
- Collecting and receipting revenues and expenses from sales, services, and other sources and reporting to the FVRD on a regular basis financial related activity.
- Communicating with the FVRD on any financial matters not addressed in the above or in addition to the above.
- Providing a monthly report to the FVRD or designate of any operational matters such as work completed by the Contractor, problems encountered and response, inquiries, etc.
- Providing suitable transportation to carry out the

responsibilities and duties of this Agreement.

- An approved format record keeping system for aircraft traffic.
- Facility maintenance
- Managing the fuel dispensing facilities in accordance with the Transport Canada Regulations including the following:
 - Maintaining an inventory of both Jet A and Aviation Gas (100 low lead) in the 5000 gallon, 2-cell, above ground storage tank (2500 gallon capacity for each fuel);
 - Selling the fuels at competitive rates as approved by the Regional District;
 - Collecting fees through cash, credit card, cheque;
 - Maintaining the fuel dispensing system including lines, tanks, pumps, valves and other related appurtenances
 - Providing for the sale of 15w- 50 oil or any other viscosity oil the contractor deems necessary for the needs of the air traffic customers;
 - Maintaining the fuel inventory by ensuring water condensate is removed from the fuel, and the periodic flushing/ recirculation of fuel in the lines, as needed;
 - Ensuring any fuel spillage is cleaned up or contained in the oil/ water separator (adjacent to the flight Centre);
 - Providing for fire extinguishers near all refueling facilities;
 - Posting written fuel safety procedures at the fuel dispenser;

Regional Airpark – Hope

Airstrip

- Cutting all airpark property grass outside of the occupied leases to ensure safety on the airfield and to preserve the overall aesthetic standard the airpark currently receives:
 - Approx. 70 acres turf runway – two complete cuts/ week
- The length of the grass on the runway should be a minimum of 1.5 inches and a maximum of 3 inches at any given time.
- Rolling the grass runway to ensure soil density is maintained for safety landings for air traffic when frost first leaves the ground (spring).
- Regularly inspecting the runway for ruts, erosion, soft or uneven areas for immediate remedy;
- Providing for the regular fertilization, aerating, sanding, watering, minor re-seeding and weed control as needed to maintain the integrity of the landing strip;
- Providing for mole control including their removals and the repair to related runway damage (typically sand is placed adjacent to runway in small piles to allow easy mole hole filling);
- NOTAM (closing) the airfield when the ground is too soft;
- Removing snow at all times to ensure efficient and safe operation of the Airpark traffic ways including the driveway;
- The trimming of grass along fence lines and buildings; and

- Maintaining all other tree or plant growth on airpark property (not including leases) as needed.

Gravel Surfaces

- Annual grading and rolling of the surface in the fall prior to ground frost;
- Grading carried out, whenever possible, immediately after a moderate rainfall;
- All access roads must be kept clear of any obstructions.

Paved Surfaces

- Pavement must be inspected at least once annually;
- Cracks should be filled as soon as possible with a commercial crack filler for pavement using a procedure commonly used in the maintenance of public roads;
- Pavement marking on Helipad should be restored from time to time when they are no longer visible from aircraft.

Drainage

- Open drainage ditches should be well maintained by removing weeds, brush, soils and debris;
- Inspections should be conducted in late winter or early spring to ensure proper drainage is occurring.

Signs and Security Fences

All signs and security fences should be inspected and maintain regularly.

Fuel Dispensing Facilities

Managing the fuel dispensing facilities in accordance with the Transport Canada Regulations including the following:

- Maintaining an inventory of both Jet A and Aviation Gas (100 low lead) in the 5000 gallon, 2-cell, above ground storage tank (2500 gallon capacity for each fuel);
- Selling the fuels at competitive rates as approved by the Regional District;
- Collecting fees through cash, credit card, cheque;
- Maintaining the fuel dispensing system including lines, tanks, pumps, valves and other related appurtenances
- Providing for the sale of 15w- 50 oil or any other viscosity oil the contractor deems necessary for the needs of the air traffic customers;
- Maintaining the fuel inventory by ensuring water condensate is removed from the fuel, and the periodic flushing/ recirculation of fuel in the lines, as needed;
- Ensuring any fuel spillage is cleaned up or contained in the oil/ water separator (adjacent to the flight Centre);
- Providing for fire extinguishers near all refueling facilities;
- Posting written fuel safety procedures at the fuel dispenser;

Flight Centre Building

- Cleaned regularly;
- Maintained by stripping, waxing/ polishing floors annually and painting as- needed;
- Larger repairs would be the responsibility of the FVRD.

Flight Centre Building Grounds

- This area is frequented by the public, extra attention at keeping the grass cut and the building exterior being kept clean and presentable is required.
- The parking area should be graded and/ or raked regularly

Tie Down Areas

- Grass should be kept trimmed around the anchor points;
- Snow should be removed from anchor points and from area, in general.

Leased Lots and Private Hangers

- The Contractor is not responsible for maintaining the grounds and buildings on private leased areas.

Equipment

- Managing, maintaining and caring for all equipment owned by the Regional District for Airpark use including:
 - The preparation and semi-annual updating of an equipment inventory that is presented semi- annually to the Regional District;
 - The annual maintenance, including tune-ups, oil changes and lubes, system checks, blade sharpening, etc. on maintenance equipment.

General

- Maintaining and operating all non-lease airpark improvements including the flight centre, garage, fuel sales, shed, oil water separator, diesel fuel dispensing system, and tie-downs as follows:
 - Periodic painting of building facilities to protect wood and ensure the buildings is presentable looking;
 - Regular checks of all facilities to identify and repair any situations that could lead to any major repairs, such as water leaks;

- General cleaning and maintenance of the inside of each building, especially the public flight centre;
 - Disposal of all litter found in the non-leased areas at the airport and within the buildings (currently R& R Recycling provides the local curb side collection program);
 - Recyclable collection containers are to be provided in the flight services centre and included in the curb side collection program, as above;
 - A clearly marked duplicate of all keys to the facilities will be provided to the Regional District. Information regarding the monitored alarm system and associated code will be conveyed to the Regional District.
- A 1000 gallon diesel fuel tank and dispensing system located adjacent to the garage which provides fuel for airpark equipment must be maintained as all other fuel dispensing facilities mentioned above;
- Tie-downs will be rented out at established rates
- Order all supplies as required for the general operation of the Airpark.

Emergency Landing Strip – Boston Bar

- Cutting all hay removing tree or plant growth close to the airstrip
- Cutting approximately 760m X 38m of grass air strip to 4 to 5 inches 1 time annually
- Inspecting the runway for ruts, erosion, soft or uneven areas

Schedule B - FORM OF PROPOSAL

Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

Sole Proprietorship

Partnership Date of Establishment _____

Corporation Date of Incorporation _____ Business No. _____

We hereby offer to perform the Services required by this RFP for the stipulated price of:

Proposed Price for Services – Annual Rate	\$ _____
GST	\$ _____
TOTAL (CAD)	\$ _____

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response the RFP.

Dated this _____ day of _____, 2026.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position:

Schedule C - PROPOSER'S EXPERIENCE

Proposer Name: _____

Reference 1:

Project Name: _____

Dates: _____

Project Description: _____

Role of Proposer: _____

Reference Name: _____

Phone/Email: _____

Reference 2:

Project Name: _____

Dates: _____

Project Description: _____

Role of Proposer: _____

Reference Name: _____

Phone/Email: _____

Reference 3:

Project Name: _____

Dates: _____

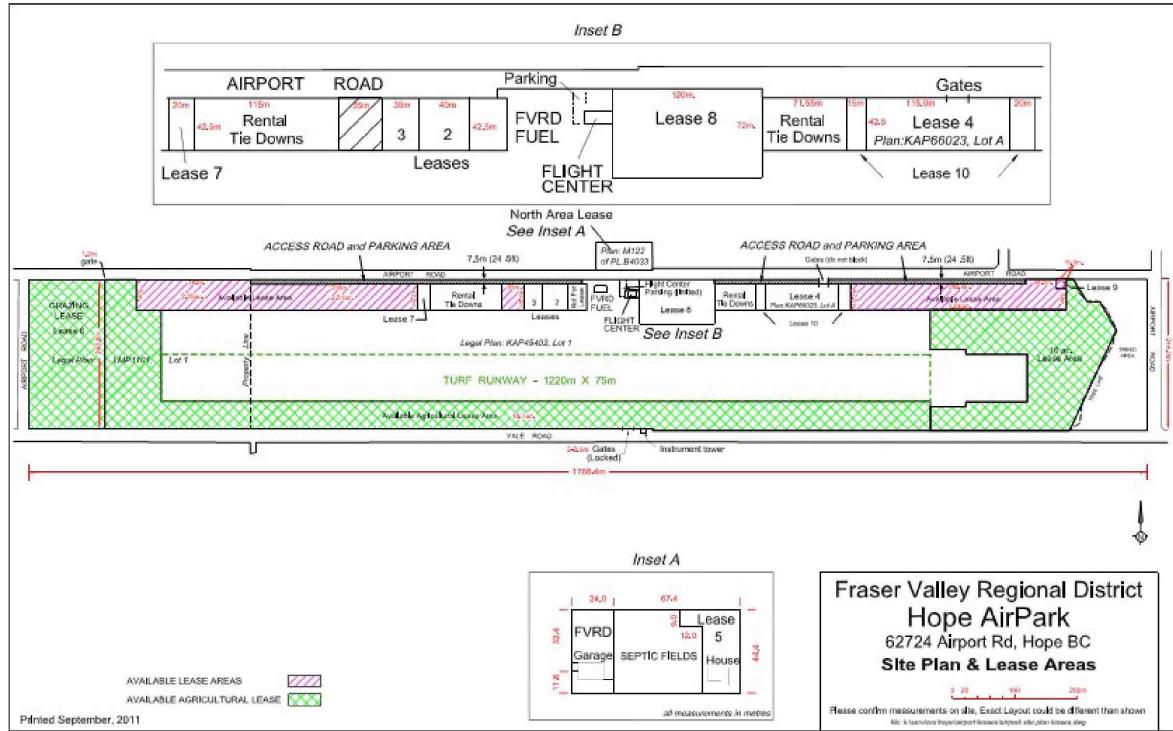
Project Description: _____

Role of Proposer: _____

Reference Name: _____

Phone/Email: _____

Appendix A – Site Map – Hope Air Park



Appendix B – Site Map – Boston Bar

