REQUEST FOR PROPOSAL (RFP)

Holiday Decorating

St. John's International Airport

Issue Date: September 16, 2024
Closing Date and Time: 5 PM, October 18, 2024 (NL Standard Time Zone)

St. John's International Airport Authority
100 World Parkway
St. John's, NL A1A 5T2
Telephone: 709-758-8756
rhowell@stjohnsairport.com

September 16, 2024

Subject: Request for Proposal (RFP) for Holiday Decorating at St. John's International Airport

Dear Respondent;

St. John's International Airport Authority (SJIAA) is seeking interested parties to submit proposals and associated fees for the above-mentioned project.

This RFP will be administered via email and also through the MERX portal at www.merx.com. Any questions must be submitted via email or through MERX.

The deadline for submitting questions is no later than: 5 pm October 4, 2024 (NL Standard Time Zone). SJIAA will provide answers to those questions in an addendum to be issued to all Respondents no later than: 5 pm October 11 (NL Standard Time Zone). Site visits, by appointment only, are available from September 23-27 to visualize the scope of the project.

Your final submission is due no later than: 5 pm October 18, 2024 (NL Standard Time Zone).

Sincerely,

Ryan Howell
Marketing and Communications Advisor
St. John's International Airport Authority

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1. RFP Background, Scope, and Respondent Qualifications

1.1 SJIAA Background

Established in 1998, St. John's International Airport Authority (SJIAA) is a private, not-for-profit corporation. Our Mission is to Proudly connect Newfoundland and Labrador with the world.

We generate our own revenues, raise our own capital, pay municipal taxes, and pay rent to the Federal Government on an annual basis to operate the airport on behalf of the community we serve. We are committed to offering an outstanding airport experience for our passengers while enhancing the economic and social well-being of our community.

St. John's International Airport is located in the city of St. John's, the province of Newfoundland and Labrador's capital city. SJIAA has a Municipal-Authority Agreement with the City of St. John's and remains committed to developing the St. John's International Airport in harmony with the overall planning of the municipality and in a manner consistent with the approved land use plan.

Approximately 1.26 million passengers travelled through St. John's International Airport in 2023, which is roughly 87% of 2019 passenger traffic and we continue to recover from the effects of the pandemic.

1.2 Project Scope

The project is to complete the holiday decorating at St. John's International Airport. The successful party will utilize the existing inventory owned by SJIAA for installation from November 12-15, 2024, and removal from January 7-10, 2025.

This project has two parts:

A. Installation, removal, and storage of Airport Terminal Building decorations (mummer displays, wreaths, standard Christmas trees)

B. Installation, removal, and storage of 26' Christmas tree in the Airport Terminal Building lobby

SJIAA will repair/replace items including, but not limited to: Christmas tree lights, bulbs, and wrapping paper that may have been damaged from storage. Any additional purchases require written authorization from an SJIAA representative.

Installation and removal includes, but is not limited to: unpacking of all SJIAA owned decorations, clean up of work areas and staging site, and final inspection by an authorized SJIAA representative.

The successful applicant may also be required to have covered transportation for the purpose of transporting decorations to a storage facility located on SJIAA property.

1.3 Respondent Qualifications

Applicants should have experience in large-scale/corporate holiday decorating, with preference given to notable public buildings (shopping centres, hotels, community centres).

All respondents must also possess:

a) Workplace NL Letter of Good Standing
b) Safety plan for working in public area
c) Fall protection training
d) Aerial lift training
e) Appropriate Personal Protective Equipment – eye protection, harnesses, safety boots
f) COR certification (preferred, but not required)
g) Commercial General Liability with a minimum of $1 million
h) Automobile insurance

The successful applicant must supply their own tools and associated equipment excluding a scissor lift, which will be provided. They will also be required to obtain and maintain a temporary security pass for any airside decorating for all employees. More details will be provided once the project is awarded.

2. RFP Schedule, Process, and Procedures

2.1 Schedule

A. The following is the schedule for this RFP:

Milestone	Date and Time
Issue Date	September 16, 2024
Site tour (by appointment only)	September 23-27
Deadline for Questions from Respondents	October 4, 5PM (NL Time)
Questions Answered / Addenda by SJIAA	October 11, 5PM (NL Time)
Submission Deadline	October 18, 2024, 5PM (NL Time)
Install Period	November 12-15, 2024
Removal Period	January 7-10, 2025

B. The schedule may be changed by SJIAA in its sole discretion by issuing an addendum.

C. Respondent submission(s) received after the submission deadline will not be accepted.

2.2 Submission Requirements

The following information should be fully addressed in Proposals:

A. The respondent's past performance and experience with either SJIAA or other parties on similar projects.

B. Number of individuals working on the project to ensure on-schedule completion.

C. Proof of certifications, qualifications, and insurance.

D. Two (2) references, including contact information, from similar projects.

E. The total cost to SJIAA for completion.

F. Any general information about the respondent, which must be specific to this RFP. Please summarize why your proposal offers a competitive advantage.

2.3 Submission Process

Files must be electronically uploaded via MERX at www.merx.com or submitted via email to rhowell@stjohnsairport.com by the submission deadline.

Any additional files other than specific submission requirements may not be reviewed in detail or fully considered.

2.4 SJIAA Contact

SJIAA contact for the purposes of this RFP:

Ryan Howell
Marketing and Communications Advisor
Telephone: (709) 758-8756
Email: rhowell@stjohnsairport.com

2.5 Enquiries and Addenda

A. All questions, including those that may arise during the site tour, must be submitted via email.

B. SJIAA will provide answers to respondent questions via email or in an addendum posted via MERX by the stated deadline.

C. The addenda will be accessible to all respondents.