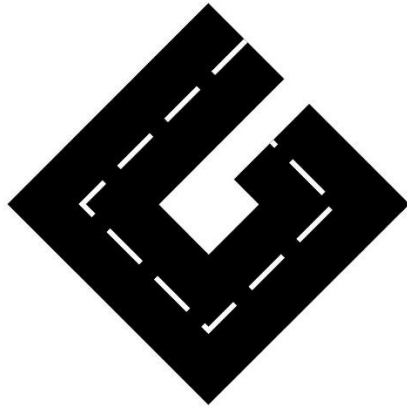


# **CONDITIONS**

**JANITORIAL CONTRACT 2026**



**GOOSE BAY**  
A I R P O R T

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## **Conditions**

### **1. Interpretation**

A. In this Contract, unless the context requires a different meaning:

- "Contract" means the contract documents referred to in the Offer and Acceptance.
- "The Corporation" means the Goose Bay Airport Corporation.
- "Contractor" means the party of the first part as designated in the Offer and Acceptance.
- "Chairman" means the person holding the position, or acting in the capacity, of the Corporation, his successors in the office and his lawful deputy, or any representative(s) appointed for the purpose of the Contract.
- "Days" where used in this Contract, unless otherwise specified, means calendar days.
- "Airport Manager" means the officer or employee of the Corporation who is designated pursuant to the Offer and Acceptance and includes a person specially authorized by him to perform, on his behalf, any of his functions under the Contract.
- "Working Supervisor" means the Employee of the Contractor who is designated by the Contractor as being in full charge of Site operations of the Contractor for the purposes of the Contract.
- "Work" includes the whole of the services, materials, matters and things required to be done, furnished and performed by the Contractor under the Contract.
- "Herein", "hereby", "hereof", "hereunder", and similar expressions, refers to the Contract as a whole and not to any particular subdivision or part thereof.
- "Site" means the location of the work as set out in the Offer and Acceptance.

B. In interpreting the Contract, in the event of discrepancies or conflicts between anything in the Proposal Call and the Conditions, the Conditions shall govern.

### **2. Successors and Assigns**

A. The Contract shall take effect to the benefit of, and be binding upon, the parties hereto and their executors, administrators, successors, lawful heirs, and assigns.

### **3. Assignment**

A. The Contract may not be assigned by the Contractor without prior written consent of the Airport Manager.

**4. Amendments**

- A. No amendment or change in the provisions of the Contract shall have any force or effect unless it is recorded in writing and signed by the parties hereto.

**5. No Implied Obligations**

- A. No implied obligations by or on behalf of the Corporation shall arise from anything in the Contract. The express covenants and agreements contained in the Contract and made by the Corporation are the only covenants and agreements upon which any rights against the Corporation are to be founded.
- B. The Contract supersedes all communications, negotiations, and agreements, either written or oral, relating to the services that were made prior to the date of the Contract.

**6. Time of Essence**

Time is of the essence of this contract.

**7. Indemnification by Contractor**

- A. The Contractor shall indemnify and save harmless the Corporation from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, brought, or prosecuted in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in executing the work under the Contract.
- B. For the purposes of prior subclause, "activities" include any act improperly carried out, any omission to carry out an act, and any delay in carrying out an act.

**8. Notices**

- A. notice, request, direction or other communication desired or required to be given or made hereunder by either party shall be given or made in writing and may be served personally on the President, Airport Manager or the Contractor or be forwarded by registered mail, by telegram or by facsimile addressed to the Airport Manager at the address shown in the Offer

and Acceptance, respectively, and any notice, request, direction, or other communication so given or made shall be deemed to have been effectively given,

- + if served personally, on the day it is delivered;
- + if forwarded by registered mail, when the postal receipt is acknowledged by the other party;
- + if forwarded by email or facsimile, 24 hours after it was transmitted.

Either party may designate a change of address or another person or persons to receive notices by notice in writing to the other party served in the manner set out in this clause.

## **9. Access to Buildings**

- A. All employees will sign "In" and "Out", entering time of arrival and departure which will form the daily register substantiation for payment claims.
- B. In the event of payment disputes regarding weekly hours of work, the daily register as described in subclause 9A will govern. Failure of any employee to register "out" will render a daily register entry invalid.
- C. Each employee will be issued a security pass, pending security clearances, on arrival at the site and this pass is to be surrendered on the termination of the employee or termination of contractor and/or at request of airport security personnel or airport management.
- D. Only employees wearing a visible, valid security pass will be allowed access to the work site. No persons accompanying employees will be allowed on the site.
- E. Keys to buildings and offices will be issued to individuals and must be returned at termination of employment or contract.
- F. Staff is to note that the entire Air Terminal Building is designated Non-Smoking including the use of E Cigarettes.

## **10. Cooperation with Airport Manager**

- A. Supervision of this contract will be under the direction of the Airport Manager or designate. The Contractor shall permit the Airport Manager access to the site of the services at all times during the performance of the Contract.
- B. The Contractor shall furnish the Airport Manager with such information respecting the performance of the Contract as he may require; and
- C. The Contractor shall give the Airport Manager every assistance to enable the Airport

Manager to carry out his duty to see that the services are performed in accordance with the Contract and to carry out any other duties and exercise any powers specially imposed or conferred by the Airport Manager under the Contract.

D. Upon request, provide a detailed weekly self-inspection report to the Airport Manager for the purpose of assessment and evaluation of the work performed.

#### **11. Cooperation with Other Parties**

A. The Contractor shall carry out the work with minimum interference to the activities of other parties at the site. The Contractor shall also give a minimum of twenty-four (24) hours' notice to the Airport Manager to be given to airport tenants and users of any interruption to services or interference with their activities.

B. In case of disagreement or dispute with airport tenants or users, the Contractor shall obtain direction from the Airport Manager.

#### **12. Compliance with Airport Rules and Regulations**

A. The Contractor will comply with all site rules and regulations provided by the Airport Manager as indicated at the site.

B. The Contractor shall maintain the site of the services in a tidy condition and free from the accumulation of debris resulting from the performance of the work.

#### **13. Contractor's Superintendent and Employees**

A. The Contractor shall immediately upon the award of the Contract, designate a competent Working Supervisor.

B. The Contractor shall immediately notify the Airport Manager of the name, email address, and telephone number of the designated Working Supervisor.

C. The Working Supervisor designated pursuant to subclause 13A shall be in full charge of the operations of the Contractor in the performance of the work and shall be authorized to accept any notice, consent, order, direction, decision, or other communication on behalf of the Contractor that may be given to the Working Supervisor under the Contract. The Contractor's Working Supervisor shall be able to communicate clearly, orally, and in writing, in English.

D. The Contractor shall, upon the request of the Airport Manager, remove any Working Supervisor or Employee, who, in the opinion of the Airport Manager is a security risk and shall immediately and designate another Working Supervisor or Employee who is acceptable to the Airport Manager. Any Employee so removed may not return to the work site without the prior written permission of the Airport Manager.

E. The Airport Manager will recommend to the Contractor the removal and replacement of any Employee who is incompetent or who has been conducting himself/herself improperly, and may impose whatever remedies are available under this Contract as a result of such incompetence or misconduct.

#### **14. Security**

- A. The specific requirements are an essential requirement and the highest priority of this Contract.
- B. The Contractor must attend, prior to commencement of this Contract, a security briefing meeting as arranged by the Corporation Representative. The Contractor will comply with all airport policies, procedures and regulations related to security and will instruct each employee in his/her first language of such requirements and obtain their written acknowledgement of their understanding of such requirements.
- C. The Contractor is responsible to ensure that all employees are fully aware of and comply with site security regulations and requirements, and to provide at the Contractor's cost, translations in the employees' working language(s), if necessary.
- D. The Contractor must stress, on a regular basis, the importance to his/her employees of compliance with security requirements. Any breach of such requirements by an employee may be grounds for his/her removal from the site, as well as for taking the work out of the Contractor's hands.
- E. The Corporation Representative will issue a pass bearing the employee's photograph to each employee designated by the Contractor that is employed on the work site. This pass must be clearly visible on the employee's person while working and is an essential part of each employee's uniform and identification. Failure to wear such identification either in the restricted or public areas may result in action being taken against the Contractor by the appropriate security authorities for breach of security.

F. The Contractor will protect in a secure manner all keys entrusted to him/her and return them to the Corporation Representative on termination of the Contract.

In the event that any keys or passes are lost by the Contractor or cannot be produced on demand, the following sums of money will be deducted from the Contract monthly payments to cover replacement and administration costs.

1. Each pass - One hundred and fifty dollars (\$150.00)
2. Each Key - One hundred and fifty dollars (\$150.00)

This is in addition and without prejudice to any other remedy the Corporation Representative may have under this Contract.

In addition, the Contractor and the responsible employee may be obligated to attend an interview with the RCMP, Military Police or other designated airport security Corporation to record the details of the loss, at the Contractor's cost.

## **15. Signs**

A. The Contractor shall not erect or permit erection of any sign or advertisement on the site of the services without prior consent in writing of the Airport Manager.

## **16. Canadian Labour**

A. The Contractor shall use Canadian labour in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

B. Subject to subclause 16A, the Contractor shall, in the performance of the work, employ labour from the locality where the work is being performed to the extent to which it is available.

## **17. Protection of Site, of Work and Documents**

A. The Contractor shall guard or otherwise protect the site of the work, and protect the Contract, specifications, information and real property, whether or not they are supplied by the Corporation to the Contractor, against loss or damage from any cause, and the Contractor shall not use, issue, disclose, or dispose of them without the written consent of the Airport Manager.

**18. Equipment to Remain on Site**

A. For the term of the Contract, no materials, tools, or equipment belonging to the Corporation or supplied by the Contractor to perform the work shall be removed from the site without the prior written consent of the Airport Manager.

**19. Safety**

A. The Contractor shall, at his/her own expense, do whatever is necessary to ensure that:

- no person, property, right, easement, or privileges is injured, damaged, or infringed by reason of the Contractor's activities under this Contract;
- pedestrian and other traffic at the work site is not unduly impeded, interrupted, or endangered by the execution or existence of the work;
- fire hazards are eliminated and, in the case of a fire in or about the site, that it is promptly extinguished;
- the health of all persons employed for the execution of the work is not endangered; and
- adequate medical supervision of all persons employed for the execution of the work is maintained.

B. The Airport Manager may direct the Contractor to do such things that the Airport Manager considers reasonable and necessary to ensure compliance with or to remedy a breach of subclause 19A.

C. The Contractor shall, at his/her own expense, comply with the directions of the Airport Manager made pursuant to subclause 19B.

D. The Contractor shall,

- observe, exercise and use caution to avoid injury to persons or property, or annoyance to, or undue interference with, the public and operations in the building.
- note that the use of gasoline, highly flammable solvents or cleaning materials is prohibited inside all the buildings which are to be serviced under this Contract

## 20. Insurance

### Objective

The Contractor shall, at his/her/its own expense, effect and maintain the following insurance to the extent that such insurance is applicable to the contract to which these conditions are attached.

### General Liability Insurance

Policy limit-minimum \$5,000,000 –

- The policy will include provisions for:
- Bodily injury and property damage on an occurrence basis.
- Personal injury coverage.
- Contractual or assumed liability under this contract
- Broad property damage coverage.
- An endorsement written into the policy to cover risks associated with the activities of a Contractor on an active airport.

### General

- The insurance coverage provided by the Contractor under these insurance conditions shall in no way limit the Contractor's responsibility under Clause 8 of the Conditions of the Contract. Any additional coverage the Contractor may deem necessary to fulfill his/her/its obligations under the aforementioned clause shall also be at his/her/its disposal.
- The insurance required under these insurance conditions shall take effect from the date of Contract award and continue in effect until all risk has ceased.
- Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to the Corporation in the event of any material change in, cancellation of, or expiration of coverage.
- Each insurance policy shall insure the Contractor and shall include, as an additional named insured, the Goose Bay Airport Corporation.

- The minimum amount of the policy is to be inclusive, bodily injury and property damage, for any one occurrence or series of occurrences arising out of one clause.
- Immediately following notification of Contract award and preceding the start of any on-site services, the Contractor shall have his/her/its insurance broker or agency provide confirmation by letter or email to the Airport Manager that all insurance required herein is in full force and effect.
- The Contractor shall provide the Airport Manager certified copies of any or all policies required under these insurance conditions, as a condition precedent to payment.
- The amount of any claim up to any deductible amount shall be borne by the Contractor.

## **21. Contract Security**

A. Acceptable Contract Security is:

A performance bond and a labour payment bond, each for the full period of the Contract and each in an amount of not less than 50 percent of the Contract amount, or, in the case of a multiple year Contract, the first-year amount of the contract; or other security accepted by the Corporation.

B. A performance bond and a labour bond referred to in subclause A shall be in a form and be issued by a bonding or surety company approved by the Corporation.

## **22. Changes in the Work**

A. The Airport Manager may, in writing, at any time during the term of the Contract, order additional services, dispense with a portion of the work, and/or change any portion of the work if such changes are, in the opinion of the Airport Manager, consistent with the general intent of the original Contract.

B. The Contractor will comply with such orders and changes as if the same had appeared in and been part of the Proposal.

**23. Interpretation of Contract by the Corporation Representative**

- A. The Airport Manager shall be the sole judge of satisfactory Contract performance, including the quality and quantity of the work performed or supplied by the Contractor. The Airport Manager's decision shall be final and evidenced by his certificate in writing which is a condition precedent to the Contractor's right to payment.
- B. At any time before the work has been completed, the Airport Manager shall decide any question that arises as to the doing of anything by the Contractor under the Contract, including;
- the meaning to be given to the Contract documents or any clause contained therein;
  - whether the quality or quantity of all workmanship meets the requirements of the Contract;
  - whether the employees provided by the Contractor to execute the services and carry out the Contract are adequate to ensure that the work will be executed in accordance with the Contract and that the Contract will be carried out in accordance with its terms;
  - the quantity of any kind of work that has been completed by the contractor;
  - equity of the Contractor's timing and scheduling of the various phases of the execution of work
- C. The Contractor shall perform the work in accordance with the decisions and directions of the Airport Manager given under this clause.

**24. Compliance with Governmental Requirements**

- A. The Contractor shall comply with all laws and regulations relating to the work, whether Federal, Provincial or Municipal, as if the work were for a person other than the Corporation and shall pay for all permits and certificates required in respect to the work.
- B. The Contractor shall comply with all Federal and Provincial legislation affecting conditions of work and wage rates.

**25. Non-compliance, Delay or Default by Contractor**

- A. If the Contractor fails to comply with a decision or direction given by the Airport Manager or fails to complete any of the work satisfactorily in accordance with Clause 25 or fails to

undertake specific work items as and when specified pursuant to this Contract, the Airport Manager may employ such methods as he deems advisable to remedy the Contractor's default.

- B. The Contractor shall, on demand, pay the Corporation an amount that is equal to the aggregate of all costs, expenses, and damage incurred or sustained by the Corporation by reason of the Contractor's failure to comply with any requirement referred to in subclause 25A, including the cost of any reasonable methods employed by the Airport Manager to remedy the Contractor's default.

## **26. Taking the Work Out of the Contractor's Hands**

- A. The Corporation may, at its sole discretion, take all or any part of the work out of the Contractor's hands and may employ such means as it sees fit to have the work completed:

**where** the Contractor has defaulted or delayed in commencing or in executing the work or any portion thereof to the satisfaction of the Airport Manager, and the Airport Manager has given notice thereof to the Contractor and has by such notice required the Contractor to put an end to such default or delay, and such default or delay continues after such notice was communicated:

**where** the Contractor has repeatedly been assessed liquidated damages for default or non-performance in accordance with Clause 26.

**where** the Contractor has defaulted in the completion of the work, or any portion thereof, within the time limit for such completion required by the Contract;

**where** the Contractor has become insolvent;

**where** the Contractor has committed to an act of bankruptcy;

**where** the Contractor has abandoned the work

**where** the Contractor has made an assignment of the Contract without the required consent; or

**where** the Contractor has otherwise failed to observe or perform any of the provisions of the Contract.

**27. Financial Consequences of Taking Work Out of the Contractor's Hands**

- A. Where the work or any portion thereof is taken out of the Contractor's hands under subclause 26:
- (1) The obligation of the Corporation to make payment to the Contractor shall cease and no further payments shall be made to the Contractor unless any amount is due to the Contractor at the conclusion of the term of the contract, at which time such amount, after any applicable deductions or set offs, shall be paid to the Contractor;
  - (2) the Contractor shall not be relieved of any legal or contractual obligations other than the physical execution of that portion of work so taken out of his/her/its hands;
  - (3) the amount of all loss and damage suffered by the Corporation by reason of the non-completion of such work shall be payable by the Contractor to the Corporation.

**28. Effect of Taking the Work Out of the Contractor's Hands**

- A. The taking of the work or any part thereof out of the Contractor's hands pursuant to Clause 26 does not relieve or discharge him/her/it from any obligation under the Contract or imposed upon him/her/it by law, except from the obligation to complete the performance of that part of the work taken out of his/her/its hands.
- B. If the services, or any part thereof, are taken out of the Contractor's hands pursuant to Clause 26, all interest of the Contractor in licenses, powers, and privileges acquired, used, or provided by the Contractor under the Contract shall continue to be available to the Corporation without compensation to the Contractor.
- C. When the Airport Manager certifies that any interest of the Contractor referred to in subclause 28B is no longer required for the purposes of the work, or that it is not in the interests of the Corporation to retain that interest, it shall revert to the Contractor.

**29. Suspension of the Work**

- A. The Airport Manager may, when in their opinion it is in the public interest to do so, require the Contractor to suspend execution of the work either for a specified or unspecified period by communicating notice to that effect to the Contractor.
- B. The Contractor, upon receiving notice pursuant to subclause 29A shall suspend all work except any part, which, in the opinion of the Airport Manager, is deemed necessary.

- C. If the period of suspension is thirty (30) days or less, the Contractor, upon the expiration of the period of suspension, shall resume the execution of the work and he/she/it is entitled to be paid the cost, agreed upon between the Airport Manager and the Contractor, of any labour necessarily involved in complying with the suspension.
- D. If the period of suspension is more than thirty (30) days and if, upon the expiration of the period of suspension, the Airport Manager and the Contractor agree that the work be resumed by the Contractor, the Contractor shall resume operations and complete the execution of the work in accordance with any terms and conditions agreed upon by the Airport Manager and the Contractor.
- E. If, upon the expiration of a period of suspension of more than thirty (30) days, the Airport Manager and the Contractor do not agree that the work will be completed by the Contractor or they are unable to agree upon the terms and conditions under which the Contractor will complete the work, the Contract will be subject to termination pursuant to subclause 30A.

**30. Termination of Contract**

- A. The Corporation may, forthwith, as contemplated in subclause 29E or otherwise on sixty (60) days' notice terminate the Contract.
- B. The Contractor will, upon receipt of a notice pursuant to subclause 30A, cease all operations forthwith.
- C. If the Contract is terminated pursuant to subclause 30A, the Corporation will pay to the Contractor an amount equal to the cost as certified by the Airport Manager of all labour supplied by the Contractor as at the date of termination, less all amounts already paid to the Contractor by the Corporation and less all amounts that the Contractor is liable to pay to the Corporation in accordance with the Contract.

**31. Security Deposit Return or Forfeiture**

- A. Upon completion of the Contract, the Corporation will return to the Contractor that part of the security deposit not required to fulfill the Contractor's obligations under the Contract.
- B. The Corporation may convert the security deposit, if any, to its own use, if:
  - the services are taken out of the Contractor's hands pursuant to Clause 26;
  - the Contract is terminated pursuant to Clause 30;
  - the Contractor is in breach of or in default under the Contract.
- C. If the Corporation converts the Contract security pursuant to subclause 31A, the amount realized shall be deemed to be an amount due from the Corporation to the Contractor under the contract

- D. Any balance of an amount referred to in subclause 31B that remains after payment of all losses, damage, and claims of the Corporation and others shall be paid by the Corporation to the Contractor if, in the opinion of the Airport Manager, it is not required to fulfill the Contractor's obligations under the Contract.

### **32. Records to be Kept by the Contractor**

- A. The Contractor shall maintain during the term of the Contract and for two years thereafter, full records and accounts of all transactions, invoices, receipts, vouchers, correspondence, payroll records of all persons employed in performance of the Contract, and other records of work performed, which are required to substantiate the payment claims submitted to the Airport Manager under this Contract. He shall make them available to audit and inspection by the Corporation, or by persons acting on its behalf, allowing them to furnish these persons with any information that they may require from time to time in connection with such records.

### **33. Labour Disputes**

- A. "Labour Dispute" shall mean any strike, boycott, picketing, work stoppage, slow down, or any other type of labour activity whatsoever that is directed against the Contractor at the Airport.
- B. The Contractor shall be responsible for performing the work to the satisfaction of the Airport Manager at all times, notwithstanding any Labour Dispute.
- C. Upon request by the Airport Manager in the event of an anticipated Labour Dispute, the Contractor shall promptly provide, in writing, a contingency plan setting out the manner and degree in which he/she/it proposes to fulfill his/her/its Contract obligations during such Labour Dispute.
- D. In the event that the Contractor fails to perform the work to the satisfaction of the Airport Manager, whether the performance of the work by the Contractor be curtailed, or discontinued in total during any Labour Dispute, the Corporation shall have the right to take any or all of the following steps:
- to perform any part or all of the work of the Contractor through the service of the Corporation's employees or by any third person or persons.
  - to exercise any right of termination provided for in this Contract.

### **34. Default or Waiver**

- A. No condoning, excusing or overlooking by the Corporation, or any person acting on behalf of the Corporation, on previous occasions, of breaches or defaults similar to that for which any action is taken or power exercised, or forfeiture is claimed or enforced against the Contractor, shall be taken to operate as a waiver of any provision of this Contract, nor to defeat, affect or prejudice in any way the rights of the Corporation hereunder.

### **35. Payment**

#### **1. Payment**

- A. The Corporation shall pay the Contractor the amount owing to the Contractor as properly invoiced and approved by the Corporation as being due hereunder, after set-off of any amounts due from the Contractor to the Corporation, such invoices to be presented not more frequently than monthly. Payments will be made within 30 days of receipt of invoices.
- B. The Contractor shall accept such amount as payment in full satisfaction for the services furnished by him/her/it under the terms of this contract.

#### **2. Increase or Decrease in cleaning Services**

- A. The Corporation Representative may, at any time during the period of the Contract, in accordance with Clause 22 of these Conditions, order changes in the work.
- B. Where the total of such changes result in a decrease or increase greater than 15% of the total Contract price for the period of the Contract, the amounts payable to the Contractor will be adjusted to an amount agreed upon by the Contractor and the Corporation Representative to allow for the change in labour and to maintain the proportionate contributions to overhead and profit in place prior to the change. Failing negotiated agreement, the amount of increase or decrease shall be reasonable and proper costs paid or legally payable by the Contractor that are directly attributable to the additional or decreased work plus 10% of the total of such costs being an allowance for general overhead, and administration charges (including finance and interest charges), and profit.

#### **3. Failure to Perform**

- A. When the proposal is made on the basis of an hourly wage, any hours of work called for under Cleaning Services, which are not provided by the Contractor, will not be paid.
- B. Where the Corporation incurs any cost to do work which should be done by the Contractor under the Contract hereunder, the Contractor will reimburse the Corporation forthwith for the full cost of such work, whether or not such costs are greater than the amount which would have been payable hereunder or greater than the reasonable cost of doing the said work in the circumstances.

4. Unit Price Adjustments

- A. When the proposal is made on the basis of an hourly rate, the Contractor agrees that the unit or hourly charges tendered shall be used in determining price adjustment for increases or decreases in Cleaning Services as provided for under the Conditions.

**36. Duration of the Contract**

- A. The Contract term shall commence upon Contract award on August 1<sup>st</sup>, 2026, and shall continue until July 31<sup>st</sup>, 2029, unless otherwise amended or terminated in accordance with the Contract Conditions.
- B. This Contract shall be for an initial term of three (3) years, with the option to extend the Contract for an additional two (2) years upon mutual written agreement between Goose Bay Airport Corporation (GBAC) and the Contractor.