

CITY OF CRANBROOK

REQUEST FOR PROPOSALS AIRPORT TERMINAL BUILDING SERVICES RFP NO.: CRA2026-R-009

ADDENDUM #1

Date: October 5, 2026

This Addendum is issued to address questions that have arisen as follows:

Q1. Is there a site visit scheduled?

A1. There is no site visit scheduled. If you would like to arrange one, you can email airport@cranbrook.ca to set it up.

Q2. If available, could you provide the approximate annual billable labour hours or historical annual hours under the current contract? If available, a monthly or weekly breakdown would also be helpful for understanding staffing requirements and seasonal fluctuations.

A2. The total janitorial/security labour hours billed under the existing contract for the period September 2025 to August 2026 were 5,719.75 hours.

A sample security/janitorial schedule for August 2026 is attached to this Addenda as *Appendix 2 – Sample Schedule*.

Q3. Could the City please clarify the process for obtaining the required RCMP Level 4 Criminal Record Checks for contractor personnel? Are these checks coordinated through the Canadian Rockies International Airport/RCMP following contract award, or are proponents expected to obtain the required clearances independently prior to commencement?

A3. To be able to work the janitorial/security contract at the Airport, the contractor personnel must have a clean criminal record check prior to commencement of the contract. The Airport will provide the contractor personnel with a criminal record check from which they will take to the RCMP. The contractor personnel will receive a response in a sealed envelope from the RCMP department, which they will bring to the Airport manager for review.

Q4. What is the minimum number of personnel required on site at any given time?

A4. The minimum number of personnel required on site at any given time is one.

Q5. What are the typical daily coverage hours for this contract?

A5. The typical daily coverage hours range from 11 hours to 20 hours, depending on the day.

Q6. Is the expectation that the same employee performs both janitorial and security duties, or are separate personnel required during certain periods? The RFP states that janitorial work is to be performed concurrently with security responsibilities, but it does not specify the staffing structure.

A6. Yes, it would be the same person.

Q7. Is there a required minimum security presence during flight arrivals and departures, particularly when Primary Security Line inspections, access monitoring or escorts are being performed?

A7. Yes, the minimum security presence is one person.

Q8. Could you please confirm the anticipated contract start date, as the sample agreement does not specify the commencement date?

A8. Anticipated start date is December 1, 2026.

Q9. Historically, how frequently has the two-hour emergency cleaning response requirement been used? The RFP establishes the response requirement but does not provide expected call-out volume.

A9. Approximately 2 times per year.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Melissa Wilhelm CPA, CA
Financial Services Manager
City of Cranbrook

Security Schedule - Effective AUGUST 2026					
Updated JULY 17, 2026					
Aug-26					
1	SATURDAY	04:15	23:30	19.25	
2	SUNDAY	04:15	22:00	17.75	
3	MONDAY	07:00	23:30	16.5	STAT
4	TUESDAY	04:15	23:30	19.25	
5	WEDNESDAY	04:15	22:00	17.75	
6	THURSDAY	07:00	23:30	16.5	
7	FRIDAY	04:15	23:30	19.25	
8	SATURDAY	04:15	23:30	19.25	
9	SUNDAY	04:15	23:30	19.25	ADD'L FLIGHT - WS ARRIVAL AT 22:45
10	MONDAY	04:15	09:15	5	ADD'L FLIGHT - WS DEPARTURE AT 06:25
		14:30	23:30	9	
11	TUESDAY	04:15	09:15	5	ADD'L FLIGHT - WS ARRIVAL AT 13:35
		12:30	23:30	11	ADD'L FLIGHT - WS DEPARTURE AT 14:10
12	WEDNESDAY	04:15	09:15	5	
		14:30	22:00	7.5	
13	THURSDAY	07:00	12:00	5	
		14:30	23:30	9	
14	FRIDAY	04:15	09:15	5	
		14:30	23:30	9	
15	SATURDAY	04:15	23:30	19.25	
16	SUNDAY	04:15	22:00	17.75	
17	MONDAY	07:00	12:00	5	
		14:30	23:30	9	
18	TUESDAY	04:15	12:30	8.25	
		16:30	23:30	7	
19	WEDNESDAY	04:15	09:15	5	
		14:30	22:00	7.5	
20	THURSDAY	07:00	12:00	5	
		14:30	23:30	9	
21	FRIDAY	04:15	09:15	5	
		14:30	23:30	9	
22	SATURDAY	04:15	23:30	19.25	
23	SUNDAY	04:15	22:00	17.75	
24	MONDAY	07:00	12:00	5	
		14:30	23:30	9	
25	TUESDAY	04:15	12:30	8.25	
		16:30	23:30	7	
26	WEDNESDAY	04:15	09:15	5	
		14:30	22:00	7.5	
27	THURSDAY	07:00	12:00	5	
		14:30	23:30	9	
28	FRIDAY	04:15	09:15	5	
		14:30	23:30	9	
29	SATURDAY	04:15	23:30	19.25	
30	SUNDAY	04:15	22:00	17.75	
31	MONDAY	07:00	12:00	5	
		14:30	23:30	9	
ADD 1 HR FOR FIREHALL DATES		TOTAL		499.75	