



September 20, 2010

**Site Meeting Minutes: Invitation to Quote – CS 02 - 10 Snow Clearing Services**

A site meeting was held at Robson Valley Recreation Centre on September 16, 2010 at 9:00 AM for those parties interested in bidding on ITQ CS 02 - 10.

**Attendees:** Lyle Lewis (RDFFG), Lisa Ellsweig, Rex Hatchard, R.J. Hodgkin (for Harley Bratton), Garry Moore, Mable Moore (for Gerald Moore), Chris Fry, Joe Kolida, Barry Wallace

Lyle Lewis ensured that all interested parties have a printed copy of the ITQ document and provided a general explanation of the contents. A site walk-through of the Robson Valley Recreation Centre and adjacent Robson Valley Community Centre was conducted, and questions/answers addressed. The following points were discussed:

- The submission deadline of September 23 at 2:00 PM, address/fax for submissions and importance of clearly labeling submissions were reviewed. Contractors were reminded that the Schedule of Prices and List of Equipment pages of the ITQ document are to be completed and returned to RDFFG in Prince George.
- The contract provides for monthly invoicing by the contractor from the date of purchase order issuance until April 30, 2011. Thereafter the contract may be renewed on a month to month basis. The contractor is to bill RDFFG on a monthly basis. The final invoice must be submitted within one week of contract completion date.
- Snow removal is required when there is 2 inches of snow present, and should be completed before 6:00 AM daily. Snow removal may be required 2-3 times daily during heavy snowfall. The arena management will communicate with the contractor by telephone to clarify requirements.
- A 950 Loader is required in the ITQ document. Note that following the meeting, Addendum No. 1 was issued specifying a "950 Loader, equivalent, or larger with a bucket".
- A smaller machine may be used at times, or for portions of the work. Note that following the meeting, Addendum No. 1 was issued providing an opportunity to quote an alternate rate for this equipment.
- Keys to the front/entrance gates will be provided to the contractor.
- Clearing sidewalks and entrance pads will be done by RVRC staff. The contractor should clear to within approximately 18 inches of the building.
- The contractor should make every attempt to allow access to doors and utilities.
- The contractor is to follow WCB and Work Safe BC guidelines regarding safety/gear.
- Trucking for snow removal is to be billed separately from the contractual rate.