



September 20, 2010

Site Meeting Minutes: Invitation to Quote – CS 03 - 10 Snow Clearing Services

A site meeting was held at Canoe Valley Recreation Centre on September 17, 2010 at 9:00 AM for those parties interested in bidding on ITQ CS 03 - 10.

Attendees: Lyle Lewis (RDFFG), Lisa Ellsweig, Brian Brooks, Vincent Clark

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

- The submission deadline of September 23, 2010 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 are 2 inches of snow present, and should be completed before 6:00 AM daily. CVRC management will communicate with the contractor by telephone to clarify requirements.
- The ITQ specifies a backhoe with loader for this contract work.
- Clearing sidewalks and entrance pads will be done by CVRC staff.
- The contractor should make every attempt to allow access to doors and utilities. Rear staff parking and access to propane tank are important. A minimal entrance/parking area for the fitness centre should be an early priority. The locations of drainage grates were identified.
- The contractor is to follow WCB and Work Safe BC guidelines regarding safety/gear.
- Removal of snow from the site will be handled on an "on call" basis. Trucking for snow removal is to be billed separately from the contractual rate.