



**REGIONAL DISTRICT  
of Fraser-Fort George**

**Notes of the Mandatory Site Meeting**

**ITQ CS 03-11 – Snow Removal Services**

**Tuesday October 18, 2011, 9:00 a.m.**

**Held at the Canoe Valley Recreation Centre, 100 Elm Street, Valemount, B.C.**

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Staff Present: Lyle Lewis, Facilities Manager

Minutes Recorded By: Lisa Elswig

**CALL TO ORDER:** Lyle Lewis called the meeting to order at 9:05 a.m.

**TENDER DOCUMENTS:**

Lyle Lewis presented an overview of the tender documents highlighting the following requirements:

1. **Duration of Work:** The contract is for a one year term and may be renewed for a second year, at the rates tendered, if both parties agree.
2. **Liability Insurance:** The contractor is required to carry liability insurance as set forth in **Part 1, Section 6**. In the event of a personal injury/loss law suit by a third party (e.g., citizen slips in parking lot), it is likely to be unavoidable that both the contractor and RDFFG are named.
3. **Billing:** The contractor will invoice the Regional District on a once a month basis. Taxes are to be itemized separately.
4. **Change in ITQ Wording:** Part 2, Section 2.1 refers to the areas requiring snow clearing, see Addendum No. 1.
5. **Peak Hours:** The peak hours of use for the facility are 6:00 a.m. for Fitness Centre users, and 4:00 p.m. for arena user groups.
6. **Sanding:** The ITQ document does not specify sanding. Possible addendum to come.
7. **Security/Keys:** Part 2, Section 4 mentions that the contractor will be provided with keys, and is required to lock the gate. Lyle Lewis advised that a gate is planned but not yet installed.
8. **Schedule:** Arena management will provide the contractor with a schedule of tournaments and events.
9. **Submission of Quotations:** Quotes are to be received by RDFFG before the closing date of October 25, 2011 at 2:00 PM.
10. **Site Walk:** A site walk was conducted. Access, snow storage and obstacles were discussed.

**ADJOURNMENT:** 10:30 a.m.