

**RDFFG Staff Present:** Laura Zapotichny, Waste Diversion Program Leader  
Petra Wildauer, General Manager of Environmental Services

**Minutes Recorded By:** Laura Zapotichny, Waste Diversion Program Leader

**Sign in Sheet:** Contractors completed sign-in sheet

**Call to Order:** 9:01 a.m.

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- P. Wildauer**
- Welcomed the interested parties to the Regional District's largest Transfer Station
  - Looking for operational services - no bin hauling
  - The Contract term is December 1, 2016 to November 30, 2018
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**L. Zapotichny**

Overview

- Tender closes at 10am on October 14, 2016
- Discussed contract requirement
- Schedule of Prices - Tendered Prices

Scenario #1 - Current operational hours

- Asking contractors to provide prices for current operational hours for the summer and winter as well as for the month of December 2016

**Question** - why only December?

**Answer** - the RDFFG expects that the new hours of operation (scenario #2) will come into effect January 1, 2017

- Current hours of operation can be found on page 33 of the tender document

Scenario #2 - Proposed reduced hours

- The RD went to Board to get permission to reduce hours at the site based on site visitors and tonnage
- The RD is conducting a survey in order to determine the hours of operation. The results will be discussed in a consultation with the contractor

Discussed bid price for Statutory holiday rate

**Question** - Do we have to pay our employees for stats?

**Answer** - Contractors are expected to abide by all Labour laws

Contractor will be given 30 days written notice prior to hours changing.

- In the list of contractor's personnel – include the name of the ON SITE supervisor - this is a change from previous years.

General Conditions

- Tenderers were advised to refer to contract ES-16-23 to ensure they have met all conditions as they apply to the tender document.

Operational Specifications

- General
  - Contractor will, at their own expense, pay for and supply of all equipment and materials to operate the Facility in accordance with the conditions
  - No salvaging is allowed from the Facility
  - No smoking anywhere on site
  - No igniting or burning materials
- Operating Hours - 2 scenarios that contractors are being asked to bid on
  - Scenario # 1- current transfer station hours
    - The Contractor is required to remain onsite and keep facility gates open during operating hours

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Scenario #2- Proposed hours of operation

- Actual operational hours to be determined
- Waste Screening - contractor is responsible for complying with all outlined specifications
- Snow Removal and Sanding
  - The RD will coordinate and be responsible for all other snow removal and sanding on site.
  - The contractor will notify the RDFFG immediately if snow removal and/or sanding services are required

**Question** - what happens if the people responsible don't show up?

**Answer** – It's the Contractor's job to notify the RDFFG and we will make arrangements - it's all about our due diligence.

- Contractor's Facilities - ATCO trailer is provided. Not a public use washroom facility. Contractor responsible for providing janitorial supplies.
- Security - the contractor will be responsible for responding to alarms that are triggered during working hours, or during the opening or closing of the site.
- Record Keeping - be sure to read and understand what is being asked of the Contractor - it is important that neat and orderly notes are being taken.
- Handling of Cash - Empty the coin from all the gates at the end of the day, complete nightly reports - contractor is responsible for the \$150.00 cash float - armored car service picks up the money. Report any discrepancies immediately to the Manager
- Forms - Contractors to ensure that the forms are submitted on the first of each month

No further questions

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**Adjournment:**

Meeting was adjourned at 9:39am

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