

**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:** 10:01 a.m.

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**P. Wildauer**

- Welcomed the interested parties to one of the Regional District's largest Transfer Stations
- Looking for operation service - no bin hauling. The Quinn Street site has no household waste and no money transactions
- Within the city limits and one of the higher use sites
- The Contract term is December 1<sup>st</sup> 2016 to November 30, 2018

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**L. Zapotichny**

Overview

- Tender closes at 10am on October 14, 2016
- Discussed contract requirements
- 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
    - Current hours of operation can be found on page 33 of tender document
  - Scenario #2 - proposed reduced hours
    - The RD went to Board to get permission to reduce hours
    - The RD is conducting a survey in order to determine the hours of operation
      - Contractors are being asked to provide a bid price for the proposed reduced hours of operation
    - Discussed bid price for Statutory holiday rate
    - Option Pricing for an hourly rate for days and weeks that require additional staffing
- 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

General Conditions

- Tenderers were advised to refer to contract ES-16-24 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 all equipment and materials to operate the Facility in accordance with the conditions of the site
    - No salvaging is allowed from the Facility
    - Facility is located in a wildlife interface
    - 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
    - Scenario #2- Proposed hours of operation
      - The Contractor is being asked to provide prices for services based on a reduced schedule
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- Actual operational hours to be determined. The RD is currently engaging the public with a survey
  - The contractor will be required to have 1 full time attendant and one part time attendant on site during the summer months (April to October) and 1 full time attendant on site during the winter months (November to March)
  - In the proposed hours the site may be closed 1 or 2 weekdays during winter months - contractor being asked to provide bid prices on both
  - The Facility will only be open on 4 statutory holidays (to be determined) and closed the other 8. The site will be open 7 hours on these holiday days
  - Staffing/Extra Hours
    - Contractor is responsible for being work safe compliant at all times
    - Time period from December 27<sup>th</sup> to the first full week of January the Contractor must have a minimum of 2 attendants on site
    - Waste Screening - contractor 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 RDEFG immediately if snow removal and/or sanding services are required
    - **Question** - can I plow snow with my truck?
    - **Answer** - you won't be compensated if you do this work as the RD is only asking for what is outlined in the contract but this is your discretion
      - The past 2 years we have had a good response time from the City of Prince George
      - Due diligence means working to the best of the conditions, documenting the actions you take and informing the RD when something is deficient
      - Also hoping that the change in hours (opening later) will allow for the snow removal and sanding to be accomplished

Contractor's Facilities - ATCO trailer is provided. Not a public use washroom facility. Contractor responsible for providing janitorial supplies

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- **Question** - Any plans to add services to the Quinn site?
  - **Answer** - the Regional District is currently implementing the Waste Diversion Strategy
    - Efforts streamlined to higher waste diversion
    - Other opportunity for private enterprise
    - Depends on service demands and implementation of future programs
    - RD is not in any competition with any business that takes on a recycling commitment

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**Adjournment:**

With no further questions, the meeting was adjourned at 10:30am

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