



**REGIONAL DISTRICT
of Fraser-Fort George**

Notes of the Mandatory Site Meeting

ITT CS 14-04 – Bear Lake Contractor Maintenance Services

Tuesday, September 30, 2014 at the Bear Lake Community Commission Office

Project Manager: Meredith Burmaster

Note Taker: Meredith Burmaster, Community Services Leader

Attendees: Brenda Routley
Richard Charest
Pat McGee

Regional District staff: Meredith Burmaster, Community Services Leader
Bryan Boyes, Environmental Services Field Supervisor

Bear Lake Community Commission: Sharon Waldner, Chair
Wayne Rose
Bruce Waldner

Electoral Area G Director: Terry Burgess

CALL TO ORDER: Meeting called to order at 10:00 a.m.

PROJECT SUMMARY:

Meredith Burmaster presented an overview of the Invitation to Tender (ITT), highlighting the following:

- Page 1: Sealed tenders must be submitted by deadline of 2:00 p.m. on Monday October 6, 2014, to the attention of Natalie Wehner at the Regional District of Fraser-Fort George office. Tenders submitted by fax, electronically or not in the original Regional District format will not be accepted.
- Page 2: If you have not submitted an acknowledgement letter, you will not be sent any amendments or addenda and may be disqualified.
- Page 3: Tender submissions must include pages 7 through 11. Follow requirements for what must be on the submission envelope.
- Page 4: Site meeting notes, addenda and amendments must be signed by the tenderer and be included with the submission as part of the tender documents.
- Page 6: Recommend checklist is followed.
- Page 7: Reviewed Schedule of Prices form. One lump sum for all provided services, **no** per hour rate is available for extras. All duties are covered by the monthly rate. No separate bid or price for shoveling of roofs will be accepted. Opening and closing of graves is not part of this ITT and no separate bid will be accepted.

- Page 9: List of Contractor's Personnel – this is the place to record who your "alternate" would be to fulfill your duties if you are unable to (i.e. if you are on holidays).
- Page 10: List of Sub-Contractors – if you subcontract to a person or company for the fulfillment of a portion of your duties, permanently or temporarily, (for example - if you hired someone to do the landscaping portion), list all subcontractors here.
- Page 11: Experience in Similar Work – references will be contacted, please provide sufficient details regarding your previous experience along with current contact information.
- Page 12: Sample Contract Agreement reviewed.
- Page 15: Reviewed Section 2 – contractor relationship is not one of employment.
- Page 16: Reviewed Section 4 – Commission's Status, Section 5 - Reports, and Section 6 – Supervision and Labour.
- Page 17: Reviewed Section 8 - worker knowledge, skill, experience, tact, courteous in dealing with the public, the Commission and Regional District staff. Sections 10 & 11 – termination of contract.
- Page 19: Reviewed Section 20 – for example, payment for the month of November would occur by December 15th.
- Page 20: It is up to the contractor to ensure they have adequate insurance as per Section 23.
- Page 21: Reviewed Section 24 - Duration of Contract and Section 25 - WorkSafeBC requirements.
- Page 24: Reviewed Scope of Work.
- Page 26: Scope of Work - Section 4, Materials – Consideration to when it is necessary to pick up parts and having it coincide with other business in town vs. a specific trip to town to pick up one item. Communicate what is needed and perhaps Commissioners are going into town and they can pick-up items.
- Page 27: Section 9, requirements for record keeping were reviewed.
- Page 28: Sample checklist, may be amended by either party as necessary.

QUESTIONS:

- 1. Does the Regional District need a current driver's abstract if they already have one from the past on file?**

Answer: Yes.

- 2. Does the pumphouse need a daily visit 365 days a year?**

Answer: Yes.

3. *Shoveling of roofs is not part of the contract?*

Answer: No.

4. *Previous contract has a requirement of \$2,000,000 liability, does this one have to be \$3,000,000?*

Answer: Yes.

5. *Do contractors have to get their WCB ahead of being awarded the contract?*

Answer: No, WorkSafeBC and insurance are required after the contractor has been awarded the contract, but both must be in place and the contract signed before work commences.

6. *I have contacted WCB and they say I am not eligible for coverage, now what?*

Answer: Contactor would ask WCB to provide a letter explaining ineligibility and provide letter to the Regional District.

7. *Is training required in order to test CO2 and smoke detectors?*

Answer: The Regional District will investigate and will discuss with successful contractor prior to the commencement of the contract.

8. *Why is cleaning of boulevard garbage can part of this contract?*

Answer: It is a new item added to the contract.

ADJOURNMENT: Meeting adjourned 10:50 a.m.