

Notes of the Mandatory Site Meeting

Invitation to Quote CS-17-02

Robson Valley Recreation and Community Centres, Marketing Coordinator Services

Friday, March 17, 2017, 2:00 p.m. at the Robson Valley Community Centre, McBride, B.C.

Staff Present: Lyle Lewis
Facilities Manager

Notes By: Glenda Thompson

CALL TO ORDER: Called to order at 2:00 p.m., introductions.

Meeting Notes:

Project manager, reviewed the Invitation to Quote document with the attendees, highlighting:

- site visit is mandatory in order to have quote considered by the Regional District;
- both the Robson Valley Recreation Centre and the Community Centre covered by the Marketing Coordinator;
- it is necessary for the Marketing Coordinator to be present for the opening and closing of each event; and
- Marketing Coordinator to be available to answer questions and help with problems that the renters may have.

Addendum No. 1 released March 21, 2017 addresses attendees questions.

Meeting adjourned at 2:35 p.m.