

Notes of the Mandatory Site Meeting

**Invitation to Tender CS-17-05
Chain Link Fence Supply and Installation, Bear Lake Community Hall Property**

Wednesday, May 17, 2017, 1:00 p.m. at the Bear Lake Community Hall, Bear Lake, B.C.

Staff Present: Meredith Burmaster, Project Manager

Bear Lake Recreation Association: Ray Warren, President

Notes By: Meredith Burmaster

CALL TO ORDER: Called to order at 1:00 p.m., introductions.

Meeting Notes:

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

- Pay special attention to the ITT instructions – How, What, and When of submitting a tender, not following the instructions can lead to rejection of the tender.
- All inquiries related to this tender must be made by email to Meredith Burmaster.
- Notes from this meeting and addenda will be posted to the Regional District website and BC Bid. Site meeting attendees will be notified when the site meeting notes are available on the website.
- Tenderers who submit an acknowledgement letter will be notified when addendums are posted to the Regional District website.
- All addenda must be signed by the tenderer and included with the tender submission.
- This is a mandatory meeting, tenders from anyone who did not attend the site meeting will not be considered.
- Deadline for tender submissions is Tuesday, May 30, 2017 at 2:00 p.m. with a public opening will be held on the same day at 2:15 p.m.
- Electronic submissions will not be accepted.
- Reviewed tender evaluation process.
- Pay attention to the Insurance and WorkSafeBC sections.
- Reviewed Schedule of Prices.
- Bear Lake Recreation Association will be responsible for the removal and disposal of existing fencing and to identify all areas to be fenced with field stakes painted orange with orange flagging tape.
- The gate shown in #13. i. of Appendix B – is no longer required to be supplied by the Contractor (Bear Lake Recreation Association will be supplying the gate which is being re-used from another area), **new posts will have to be supplied and installed.**

Addendum addressing the attendees questions will be forthcoming.