

MINUTES OF THE MANDATORY SITE MEETING FOR INVITATION TO TENDER ES-15-07 CARETAKER SERVICES BERMAN LAKE REGIONAL TRANSFER STATION AND BERMAN LAKE REGIONAL PARK ON THURSDAY, JUNE 11, 2015 AT 9:30 A.M.

Contractors Present: Shelton Rafferty

RDFFG Staff Present: Dana Ferguson, Operations Leader, Bryan Boyes, Utilities Leader

Minutes Recorded By: Dana Ferguson, Operations Leader

Sign in Sheet: 9:30 a.m. Contractors completed sign-in sheet, along with introductions.

Call to Order: 9:30 a.m.

Dana Ferguson: Regarding Berman Lake Regional Transfer Station:

- \$500 security deposit is needed by bank draft or certified cheque; no personal

cheques will be accepted

reviewed hours of facility, 36 hour week

reviewed trimming every 2 weeks

- discussed plastic, paper, cardboard bins, when and if put on site, the requirements

discussed requirements around snow removal, painting, waste/recyclables

screening

Regarding Berman Lake Regional Park:

check park same days as transfer station operation

check parks garbage, ensure there is no smell

outhouses require cleaning, removal of cobwebs

Other Notes:

report any damages, area of improvement for both parks and transfer station

asked if addendums have been received, all had

Adjourned 10:00 a.m.