



**REGIONAL DISTRICT
of Fraser-Fort George**

**COMPOST MARKET STUDY
REQUEST FOR PROPOSALS
ES-18-09**



Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>



REQUEST FOR PROPOSAL
ES-18-09
COMPOST MARKET STUDY

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1 INVITATION AND INSTRUCTIONS

The Regional District invites proposals from experienced consultants for a Compost Market Study. The goal of this study is to conduct a comprehensive market study of compost markets in the Regional District of Fraser-Fort George, including identifying barriers and opportunities to facilitate the development of future markets.

Two (2) complete copies of your proposal must be submitted in a sealed package labeled “RFP ES-18-09 Compost Market Study” to the General Manager of Financial Services by 2:00 p.m. local time, Friday, August 3, 2018. Proposals will be opened in public at 2:15 P.M. on Friday, August 3, 2018, at the Regional District Office at 155 George Street.

Proposals must be returned with the organization or individual’s name, full mailing address, “RFP ES-18-09 Compost Market Study” clearly marked on the outside of a **sealed envelope as well as** on the outside of the Courier envelope if being sent by courier.

Request for Proposal Documents may be obtained on or after Friday, July 20, 2018:

- A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca;
- B) On the BCBid® website at www.bcbid.gov.bc.ca; or
- C) In a hard copy format from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, B.C. between the hours of 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding Statutory holidays.

The lowest or any proposal will not necessarily be accepted. The Regional District of Fraser-Fort George (“Regional District”) reserves the right to accept or reject any or all proposals. Proposals submitted by fax, electronically or not in original Regional District format will **NOT** be accepted. Late proposals will not be accepted and will be returned unopened to the proponent.

Proposals must be sent to:

General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George BC V2L 1P8

Questions relating to the project must be directed to:

Rachael Ryder
Waste Diversion Program Leader
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4481
Fax: 250-562-8676
Email: mryder@rdffg.bc.ca

The Regional District reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favourable in the interests of the Regional District. Furthermore, the Regional District reserves the right to negotiate with any proponent at its discretion. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

By submitting this proposal the proponent further confirms that neither the proponent (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

The Regional District will not be responsible for any costs incurred by proponents, which result from the preparation or submission of documents pertaining to this proposal call. The accuracy and completeness



of the proposal is the proponent’s responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

2 ACKNOWLEDGEMENT LETTER

Upon receipt of these documents, a potential proponent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Ms. Rachael Ryder, Regional District of Fraser-Fort George.

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

3 INTRODUCTION AND BACKGROUND

The Regional District of Fraser-Fort George (RDFFG) currently operates a centralized composting facility on the site of the Foothills Boulevard Regional Landfill in Prince George. Beginning in 1995, the Regional District accepts yard and garden waste along with manure and bedding for processing through windrow composting operations. Feedstock is delivered to the composting facility primarily by individuals and commercial landscapers, tree maintenance companies, and the public. Feedstock is collected and hauled to the compost facility from a number of regional transfer stations, but does not encompass the member municipalities of Mackenzie, McBride or Valemount. Finished Class A compost is available for bulk purchase from April to October, at a price of \$15 per cubic meter. Table 1 includes the tonnage of yard and garden material received for processing as well as the amount of finished compost sold over the last five years.

	2013	2014	2015	2016	2017
Y & G tonnage	5,352	6,335	7,242	6,887	6,895
m ³ of Compost sold	2,388	2,835	5,125	5,110	5,868

In 2016, the Minister of Environment approved the Regional District of Fraser-Fort George’s third Regional Solid Waste Management Plan (RSWMP). As part of the RSWMP, the RDFFG Board approved a waste diversion implementation strategy. The aim of the waste diversion implementation strategy is to deliver a prioritized work plan and schedule at the project level to guide staff in the efficient and effective implementation of the new waste diversion programs that are outlined in the 2015 RSWMP.

The waste diversion implementation strategy provides the Regional District with a detailed project design for increasing the diversion of organic waste as well as allocating budgets and resources for this program. The step-wise approach to increasing the diversion of organic waste includes:

- Conduct an organic waste market study (compost market study)
- If market study indicates additional organics diversion is viable, then update the organics composting feasibility study, including an assessment of co-composting with biosolids and the potential for small-scale composting at Mackenzie and Valemount facilities
- Implement seasonal yard waste collection in Prince George once capacity at Foothills is available (municipal service)
- If and when food waste processing capacity is developed, the following actions will be considered:
 - Implement curbside residential food scraps collection
 - Ban the disposal of ICI (industrial, commercial and institutional) food waste in garbage

The Regional District is currently working on an entrance relocation project for the Foothills Boulevard Regional Landfill which includes the development of a new centralized composting area. This study will influence how the new composting area is constructed.



4 PURPOSE

The Regional District invites proposals from experienced consultants for a Compost Market Study. The purpose of this study is to conduct a comprehensive market study of compost markets in the Regional District of Fraser-Fort George, including identifying barriers and opportunities to facilitate the development of future markets. Currently the supply of finished compost produced by the Regional District significantly outweighs the demand of the existing customer base. Exploration of untapped compost markets may provide a solution to this imbalance and assist in evaluating next steps as outlined in the waste diversion implementation strategy.

The desired project completion date is February 15, 2019.

5 SCOPE OF WORK

There are three main tasks associated with completing the market study: (1) compost quality and quantity required for a marketable product (2) compost market characterization, and (3) market analysis. For each task the Proponent shall provide a detailed description of the proposed methodology.

Task 1 – Compost Quality and Quantity

Assess the quality and quantity of the compost produced as it compares to other soil amendments available in the Regional District as well as compost produced by other Regional Districts.

Task 2 -Compost Market Characterization

Provide a detailed report that characterizes the state of the current market for compost and provide an assessment of the current economics of composting potential in the Regional District.

Task 3 – Market Analysis

Use the data gathered in the market characterization to perform a market analysis. The analysis shall include identification of the strengths, weaknesses, opportunities and threats (SWOT analysis) for developing compost markets in the Regional District.

5.1 Information Review

The following documents are available on the Regional District's website, www.rdffg.bc.ca

- Regional Solid Waste Management Plan (Regional District of Fraser-Fort George, February 2016)
- Waste Characterization Study – Foothills Boulevard Regional Landfill (TRI Environmental Consulting Inc., September 2013 & April 2007)

An electronic copy of the following document will be made available to the successful proponent:

- Feasibility Study on Source-Separated Organics Composting (Regional District of Fraser-Fort George, March 2002)

6 CONSULTANT INFORMATION

6.1 Qualifications and Experience

The successful Proponent will have at least three (3) years' experience as a bona fide prime consultant in the business of solid waste management consulting for local government. Proponents will submit evidence of previous successful performance in comparable work. Proponents will provide complete information on experience of key personnel to be involved in the study and references from work on similar projects.



Proponents may be required to submit evidence of their resources and their ability to carry out the work in their respective submissions.

6.2 References

The proponent must include a minimum of three references for projects of a similar nature complete with contact information in the proposal. A brief description of the projects completed for each reference should be provided.

6.3 Insurance

The Consultant, without limiting its obligations or liabilities, and at its own expense, must provide and maintain throughout the Contract term, the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Consultant) shall be endorsed to show the Regional District as additional insured and provide the Regional District with 30 days' advance written notice of cancellation or material change. The Consultant must provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

1. Commercial General Liability (CGL), written on an occurrence based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Cross Liability Cover, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.
2. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Consultant in an amount not less than \$2,000,000.
3. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence

6.4 WorkSafeBC

The Consultant shall abide by all provisions of the Workers Compensation Act and its regulations and may be required to sign a WorkSafeBC Safety Covenant in the form provided by the Regional District. The Consultant must be a registrant in good standing at all times with WorkSafeBC for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WorkSafeBC Clearance letter confirming all assessments have been paid and the Consultant is in good standing.

7 FINANCIAL PROPOSAL

The proponent must specify in the proposal, the fees required to satisfy the terms of reference for the project, the work plan and methodology. The proponent must clearly identify and detail all costs. The various stages of the work plan should be costed separately, with taxes and disbursements clearly identified.

7.1 Terms of Payment

The proponent must specify in the proposal, the terms of payment required for the duration of the project.

7.2 Cost of Control

The proponent must provide in the proposal, a description of the cost control measures they will employ to effectively manage the project budget.



8 WORK PLAN AND SCHEDULE

The proponent must provide a work plan in the proposal. The work plan is to include a schedule of project tasks, milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task.

The completion date for this project is February 15, 2019.

9 PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a) Title Page – including Request for Proposal title and number, proponent’s name and address, telephone number, fax number, email address and contract representative.
- b) One page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
- c) Table of Contents including page numbers.
- d) An Executive Summary of the key features of the proposal.
- e) The body of the proposal, including the Financial Proposal, i.e. the “Proponent’s Response”.
- f) Additional information that a proponent may choose to provide.

10 DOCUMENTS

The successful proponent will be required to provide all documents related to the project to the Regional District in hard copy and electronic format. At a minimum, three hard copies of all text documents and data tables will be provided. Electronic copies of all text documents will be in a format compatible with Microsoft Word format and in a PDF format.

11 PROJECT MANAGER

All questions concerning RFP ES-18-09 are to be directed to the Project Manager.

Rachael Ryder, Waste Diversion Program Leader
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: (250) 960-4481 / Fax: (250) 562-8676 / Email: rryder@rdffg.bc.ca

12 EVALUATION OF PROPOSALS

The proposals will be evaluated on merit. Consideration will include the proposed budget, professional qualifications, general experience, local knowledge, market study concept and quality of proposal. The proposal submission should be clear, concise and complete.

The Regional District shall be the sole judge of a proposal and its decision shall be final.

12.1 Evaluation Criteria:

Consultant Qualification and Experience	30 points
Work plan, Methodology, and Schedule	30 points
Price	30 points
Quality of Proposal including format	10 points

Total 100 points



13 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for individual proponents at their request subject to the *Freedom of Information and Protection of Privacy Act*.

14 NOTICE OF AWARD

The successful proponent will be notified of acceptance of its proposal by notification in writing delivered to the address on the proposal. No other communication will constitute acceptance of any proposal.



ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Request for Proposal Documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

E-Mail

Date

We presently intend to _____ provide/ _____ not provide a Proposal as requested.

Return immediately to:

Rachael Ryder, Waste Diversion Program Leader
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Fax Number: 250-562-8676



SERVICE AGREEMENT
ES-18-06
COMPOST MARKET STUDY

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE
a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George BC V2L 1P8

(hereinafter called the "Regional District")

OF THE FIRST PART

AND:

COMPANY
a company duly incorporated under the laws of British Columbia
and having a place of business at:
Street Address
City, Province, Postal Code

(hereinafter called the "Consultant")

OF THE SECOND PART

WITNESSETH: That the Consultant and the Regional District undertake and agree as follows:

1. TERM AND TERMINATION

The term of this Agreement shall commence as of the day and year first written below, and shall continue in effect until terminated by either party as provided herein. Either party may terminate this Agreement at any time, with or without cause, by providing not less than thirty (30) business days advance written notice to the other party. The Consultant or the Regional District may terminate this Agreement immediately in writing if either party becomes insolvent, enters bankruptcy, receivership, or other like proceeding (voluntary or involuntary) or makes an assignment for the benefit of creditors.

This agreement is to be completed by February 15, 2019.

2. SCOPE OF WORK AND SERVICING RESPONSIBILITIES

The Regional District requires Services that may include, but are not limited to, the following: information review, development of program and policies, coordination of stakeholder and public consultation, formation of committees, data analysis and compilation of written reports as detailed in the request for proposals.

3. NOTICE OF DEFAULT

If the Consultant is in default of the performance of any of its material obligations set out in this Agreement, then the Regional District may, by written notice to the Consultant, require such default to be corrected. If within fifteen (15) days' receipt of such notice the default has not been corrected or reasonable steps, as determined by the Regional District's in its sole discretion, have not been taken to correct the default, the Regional District without limiting any other right it may have, may immediately terminate this Agreement.

The Regional District shall compensate the Consultant for all Services performed hereunder through the date of any termination and all-reasonable costs and expenses incurred by the Consultant in effecting the termination. All drawings, plans or other documents resulting from the Services, whether complete or in a



draft form, produced by the Consultant prior to the termination of the Agreement, will be provided to the Regional District within ten (10) business days of the termination date.

4. CONTRACT PRICE

The Consultant will be compensated to a maximum of \$XXXXXX.XX for its Services.

The Regional District shall pay to the Consultant, within thirty (30) days of receipt of an invoice from the Consultant, the amount owing for the Services performed to the date of the invoice. A Purchase Order will be issued and must be recorded on the invoice from the Consultant.

Where the Regional District has established a milestone date for the performance or completion of certain of the Services, and the Consultant has not completed the Services in accordance with the milestone date, then the Regional District shall not be obligated to pay the Consultant under this section until the Consultant has completed the milestone event.

Where the Regional District is not satisfied with the Services provided by the Consultant, the Regional District may suspend payment in an amount sufficient to protect itself against loss on account of the failure to provide the Services or claims against the Regional District by other persons.

5. STANDARD OF CARE

The Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by other members of the Consultant's profession currently practicing in the same locality under similar conditions.

6. INDEPENDENT CONTRACTOR

The Consultant shall be fully independent and shall not act as an agent or employee of the Regional District. The Consultant shall be solely responsible for its employees, and any subcontracts the Consultant lets, and for their compensation, benefits, contributions, and taxes, if any.

7. INSURANCE

The Consultant, without limiting its obligations or liabilities, and at its own expense, must provide and maintain throughout the Contract term, the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Consultant) shall be endorsed to show the Regional District as additional insured and provide the Regional District with 30 days' advance written notice of cancellation or material change. The Consultant must provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

1. Commercial General Liability (CGL), written on an occurrence based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Cross Liability Cover, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.
2. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Consultant in an amount not less than \$2,000,000.
3. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence



8. WORKSAFE

The Consultant shall abide by all provisions of the *Workers Compensation Act* and its regulations and may be required to sign a WorkSafeBC Safety Covenant in the form provided by the Regional District. The Consultant must be a registrant in good standing at all times with WorkSafeBC for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WorkSafeBC Clearance letter confirming all assessments have been paid and the Consultant is in good standing.

9. INDEMNITY

The Consultant shall release, indemnify, defend and save harmless the Regional District, its officers, employees, servants and agents of and from all claims, costs, losses, damages, actions, classes of action, expenses and costs arising out of or relating to the Consultant's breach of this Agreement or the negligent acts or omissions of the Consultant or its employees, contractors or agents.

10. CHANGES

The Regional District may order, in writing, changes within the general scope of the Services by altering, adding to, or deleting from the Services to be performed. Where a change to the Services causes an increase in the Consultant's cost to perform the Services or the amount of time required for the performance of the Services that is not offset by any decreases to costs or time, then the Regional District shall increase the amount of the service fee payable under section 4 of this Agreement by an amount agreed upon by the Consultant or, where the parties are unable to agree, as settled in accordance with section 16 of this Agreement.

11. NOTICE

Any notices related to this Agreement shall be in writing and either mailed, or delivered to the address on Page 1 of this Agreement, or other such addresses that either the Regional District or the Consultant may substitute by written notice to the other party. Any such notice will be deemed to be received within seven (7) business days after the time of mailing, if mailed, and upon the date of delivery, if delivered. If normal mail service is interrupted by postal dispute or force majeure, notice will be hand delivered, not mailed.

12. FORCE MAJEURE

Where the Consultant's Services cannot be performed because of an act of God, an act of a legislative, administrative or judicial entity, an act of contractors other than contractors engaged directly by the Consultant, fire, flood, labour disturbance or unusually severe weather (collectively "Force Majeure"), then the obligations of the Consultant shall be suspended during the period of Force Majeure. The Regional District shall grant to the Consultant a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Consultant or, if the Regional District and the Consultant are unable to reach agreement, as determined by the dispute resolution process under section 16 of this Agreement. Where, as a result of Force Majeure, there is a material increase in the Consultant's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Consultant under section 4 of this Agreement, as may be agreed by the Consultant, or as determined under section 16 of this Agreement. If the event of Force Majeure results in a material increase in the cost of the Work to be performed in respect of which the Consultant is providing the Services, then the Regional District may choose not to proceed with the completion of the Work and may terminate this Agreement. If the Regional District terminates this Agreement, then it shall compensate the Consultant in accordance with section 4 of this Agreement.

13. INSTRUMENTS OF SERVICE

All reports, drawings, plans or other documents (or copies) furnished to the Consultant by the Regional District will be returned to the Regional District upon completion of the Services. The Consultant may retain one (1) copy of all such documents. All reports, drawings, plans, documents, software, source code, object code, field notes and work product (or copies thereof) in any form prepared or furnished by



the Consultant under this Agreement are instruments of service. The Consultant may retain one (1) copy of all documents produced for the Regional District under this Agreement.

14. REGIONAL DISTRICT'S RESPONSIBILITIES

The Regional District agrees to, within reason, convey and discuss relevant materials, data, and information in possession of the Regional District with the Consultant.

The Regional District shall release, indemnify, defend, and save the Consultant harmless from and against any liability, claim, judgment, demand, or cause of action arising out of or relating to: (i) the Regional District's breach of this Agreement; (ii) the negligent acts or omissions of the Regional District or its employees, contractors, or agents.

15. ASSIGNMENT AND SUBCONTRACTING

This Agreement does not create any right or benefit in anyone other than the Regional District and the Consultant and shall not be assigned by either party without the prior written approval of the other party.

16. DISPUTE RESOLUTION

If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Agreement, the Consultant and the Regional District agree first to try in good faith to settle the dispute by negotiations between senior management of the Consultant and the Regional District. If such negotiations are unsuccessful, the Consultant and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Consultant and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of British Columbia.

17. WAIVER OF TERMS AND CONDITIONS

The failure of either the Consultant or the Regional District in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in this Agreement or the waiver by the Consultant or the Regional District of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.

18. SEVERABILITY

Every term or condition of this Agreement is severable from others. Notwithstanding any possible future finding by a duly constituted authority that a particular term or provision is invalid, void, or unenforceable, this Agreement has been made with the clear intention that the validity and enforceability of the remaining parts, terms, and provisions shall not be affected thereby.

19. GOVERNING LAWS

This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia.

20. ENTIRE AGREEMENT

The terms and conditions set forth herein constitute the entire understanding and agreement of the Consultant and the Regional District with respect to the Services. All previous proposals, offers, and other communications relative to the provisions of these Services are hereby superseded. The Regional District and the Consultant agree to reference this Agreement as governing terms and conditions. Any changes to the terms and conditions set forth herein will be mutually agreed to and will be included, in writing, in a Change of Work Order.



21. RELATIONSHIP

The legal relationship between the Consultant and the Regional District shall be that of an independent contractor and purchaser of Services, and, in particular and without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Consultant and the Regional District to be that of employee and employer.

This Agreement shall not prevent either party from entering into similar agreements for Services from or to others.

The Consultant at _____
(Address)

The Regional District of Fraser-Fort George at 155 George Street, Prince George, BC V2L 1P8.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

**SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF
FRASER-FORT GEORGE**

Chair

Date

GM of Legislative and Corporate Services

Date

**SIGNED ON BEHALF OF
CONSULTANT**

Authorized Signature

Date

(Name and Title) (Please print)