

RDFFG Staff Present: D. Ferguson, Operations Leader
Minutes Recorded By: D, Kopp Environmental Services Worker
Sign in Sheet: Contractors completed sign-in sheet
Call to Order: 10:00 a.m.

D. Ferguson:

Overview:

- Meeting called to order at 10:00 a.m.
- tender closes for public opening at 2:00 pm on January 28, 2014 and opening will be at 2:15 pm attendance not mandatory
- Tender is a three year term with possibility of 2 – 1 year extension which is based on if changes to existing contract or not
- \$ 300 security deposit required with bid

General Conditions

- Caretaker services to be provide to the 2 bin transfer area at the front and the marshalling area
- Waste screening while on site talking to the members of the public:
 - Attendant expected to be on site during operating hours
 - Days off still may be required to attend site for site clean up
 - May be required to attend site daily
 - Marshaling areas must be maintained
 - Reminder of no fridges and responsible for moving fridges, stoves and bulky items to designated areas
 - Hours of site have been extended from previous contract
 - Anything over 5 gallons must have lid off and perforated as not to pool any liquids

Site Expectations:

- Scatter cleanup 150 m of faculty as set out in the Tender
 - Sanding, shoveling and provide records
 - Once awarded provide proof of Insurance
 - No swap shed
 - 10m radius of snow removal around the bins at top
 - 3m radius of snow removal below bins by concrete footings
 - RDFFG will have sanding and snow removal on site to be done by the Contractor when required
 - Must provide industry standard salt and sand for in front of bins and areas where members of the public walk
 - 150m scatter and debris clean up required; keep appearances of roadways and ditch ways within reason
 - Contractor and Contractor's personnel are required to wear professional, proper attire on site such as hi-vis (High Visibility) vests, steel toe boots
 - Porta potty required by Contractor; Regional District does not provide
 - DLC is placed in blue bin; to be called into Foothills Landfill when the bin is needed to be hauled away
 - Information, pamphlets and brochures available from landfill for caretaker to provide to the members of the public
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**Questions and
Answers:**

Question: I see the contract has gate hours for Saturdays can we negotiate now to not work those days?

Answer: No, these days are set out in the Tender Document; if you wish to have those days off in the Tender you could hire someone to work for you.

D. Ferguson:

Closing Comments:

- Please fill out Acknowledgement letter as any Addendums will be faxed or emailed to anyone who fills it out. As well they will be posted with Tender
- All addendums have to be signed and submitted with Tender and on the Regional District Website.

Adjournment:

No further questions meeting adjourned
