



Notes of the Mandatory Site Meeting

ITT CS-17-09 – Bear Lake Maintenance Contractor Services

Tuesday, October 3, 2017 at the Bear Lake Community Commission Office

Project Manager: Meredith Burmaster, Community Services Leader

Note Taker: Meredith Burmaster

Attendees: Greg Grattan

Regional District staff: Meredith Burmaster, Community Services Leader
Neil Pearson, Environmental Services Lead Hand

Current contractor (retiring): Richard Charest

Electoral Area G Director: Terry Burgess

CALL TO ORDER: Meeting called to order at 10:05 a.m.

BACKGROUND:

Meredith Burmaster presented background on the Regional District's services in Bear Lake, how they are administered by the Bear Lake Community Commission, and who the maintenance contractor is provided direction by.

PROJECT SUMMARY:

Meredith Burmaster presented an overview of the Invitation to Tender (ITT), highlighting the following:

- Page 1: Sealed tenders must be submitted by deadline of 2:00 p.m. on Friday October 6, 2017, to the attention of Natalie Wehner at the Regional District of Fraser-Fort George office. Tenders submitted by fax, electronically or not in the original Regional District format will not be accepted. This is a mandatory site meeting in order to bid on the contract.
- Page 2: Tenders not submitted in strict accordance with the tender's instructions may be rejected. In order to receive amendments or addenda, acknowledgement letter needs to be submitted.
- Page 3: Tender submissions must include pages 7 through 11. Follow requirements for what must be on the submission envelope.
- Page 4: Addenda and amendments issued during the time of quoting must be signed by the tenderer and be included with the submission as part of the tender documents.

- Page 7: Reviewed Schedule of Prices form. One lump sum tendered price per month (GST not included). Also provide an hourly rate for other duties that will capture payment for duties not included in the Scope of Work identified in the tender.
- Page 8: Provide Goods and Services Tax information if applicable.
- Page 9: List of Contractor's Personnel – this is the place to record who your "alternate" would be to fulfill your duties if you are unable to (i.e. if you are on holidays).
- Page 10: List of Sub-Contractors – if you subcontract to a person or company for the fulfillment of a portion of your duties, permanently or temporarily, (for example - if you hired someone to do the snow plowing portion), list all subcontractors here.
- Page 11: Experience in Similar Work – references will be contacted, please provide sufficient details regarding your previous experience along with current contact information.
- Page 12: Sample Contract Agreement reviewed.
- Page 15: Reviewed Section 2 – contractor relationship is not one of employment.
- Page 16: Reviewed Section 4 – Commission's Status, Section 5 - Reports, Section 6 – Supervision and Labour, and Section 7 – Proof of Ability.
- Page 17: Reviewed Section 8 - worker knowledge, skill, experience, tact, courteous in dealing with the public, the Commission and Regional District staff. Sections 10 & 11 – termination of contract.
- Page 19: Reviewed Section 20 – for example, payment for the current month would occur by the 15th of the following month.
- Page 20: It is up to the contractor to ensure they have adequate insurance as per Section 23.
- Page 21: Reviewed Section 24 - Duration of Contract and Section 25 - WorkSafeBC requirements.
- Page 24: Reviewed Scope of Work.
- Page 25: Reviewed Other Duties and how it captures those duties not identified in Section 1. Regular Duties of the Operational Specifications.
- Page 27: Section 9, requirements for record keeping were reviewed.
- Page 28: Sample checklist, may be amended by either party as necessary.

QUESTIONS:

1. *Is shoveling of roofs included in this tender?*

Answer: No.

2. Is there measured requirements for when the snow has to be shoveled?

Answer: No, but there needs to be good judgement used on what needs to be done to keep things safe and accessible. The tender speaks to removing snow off the front porch roof of the community hall when in excess of 12 inches. Current contractor said it is less work to do so every six inches as it is quite heavy at 12 inches.

3. What kind of alarm is there to respond to with the water system? Don't hear the one through town anymore?

Answer: If a water alarm goes off, the Regional District will be notified and then the Regional District would reach out to the maintenance contractor if something needs to be checked.

4. How quickly do you have to respond to a call? What if you at the lake for the day (with cell service).

Answer: You are not expected to monitor your phone 24/7 for calls, but to check intermittently to ensure that has not been an attempt by the Regional District to contact you about a potential water issue. The current contractor advised that he rarely got these calls and they weren't of an urgent time frame.

5. Comment regarding landscaping on boulevard. Mowing has been done sporadically in the past, but not a part of the contract.

6. Do contractors have to get their WCB ahead of being awarded the contract?

Answer: No, WorkSafeBC and insurance are required after the contractor has been awarded the contract, but both must be in place and the contract signed before work commences.

Offer extended to take attendee to different sites, but attendee said it wasn't necessary if orientation of pump-house related duties to be provided.

ADJOURNMENT: Meeting adjourned 10:45 a.m.

Site meeting notes, addenda, and amendments issued during the time of quoting will be signed by the tenderer and included with the tender and will become a part of the tender documents.

I/We hereby verify that we have considered these site meeting notes in our bid submission.

Bidder Signature

Date