



REGIONAL DISTRICT of Fraser-Fort George

INVITATION TO TENDER ES-25-03

CARETAKER SERVICES CHIEF LAKE REGIONAL TRANSFER STATION

Date Issued: January 24, 2025

Closing Location: Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8

Mandatory Site Meeting: January 31, 2025

Closing Date: February 7, 2025
2:00 pm (Pacific Standard Time)
No Public Opening

Inquiries: Email Darren Wahl at darren.wahl@rdffg.bc.ca

Note: Late submissions will not be considered

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INVITATION TO TENDER

PART A – INTRODUCTION

The Regional District of Fraser-Fort George (Regional District) invites tenders for caretaker services at the Chief Lake Regional Transfer Station.

The scope of work includes opening and closing the facility in accordance with the hours of operation, remaining onsite during the defined hours as outlined in this tender document, maintaining the transfer station facility in a neat and orderly condition, ensuring that the facility is safe for users, maintaining informational signage, monitoring refuse loads and providing recycling and disposal advice to site users. The Contractor will maintain general cleanliness of both the interior and exterior of the ATCO office structure on site as provided by the Regional District. The contractor **MUST** supply, pay for and maintain an outhouse or washroom facility, which is for on-site use of contractor staff only. Both the office and the washroom facilities are not for public use.

Caretaker services will be provided throughout the year.
The contract term is **April 1, 2025 – March 31, 2028**

TENDER DOCUMENTS

The Invitation to Tender (ITT) documents may be obtained on or after **January 24, 2025:**

- (a) in a PDF (Public Document Format) file format from the Regional District's website at www.rdffg.ca;
- (b) on the BCBid® website at www.bcbid.gov.bc.ca.

All subsequent information regarding this ITT, including amendments, Addendum(s) and answers to questions will also be available as above.

It is the sole responsibility of the tenderer to ascertain that they have received a full set of Tender Documents. Upon submission of their bid, the tenderer will be deemed conclusively to have been in possession of a full set of Tender Documents (listed in Part B, Section 2.1).

Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.

To be considered, Tenders must be signed by an authorized signatory of the Tenderer. By signing the Tender, the Tenderer is bound to statements made in response to this ITT. Any Tender received by the Regional District that is unsigned will be rejected.

The lowest of any Tender will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Tenders.

TENDER SUBMISSION AND CLOSING LOCATION AND TIME:

The Regional District will accept Tenders submitted either by direct delivery (hand delivery, courier or by post/mail) or electronically to the Closing Location and Time as outlined below.

Tenders will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 3rd floor, 155 George Street, Prince George, BC (the "**Closing Location**") not later than 2:00 p.m. local time on **February 7, 2025** (the "**Closing Date**") or by email to purchasing@rdffg.bc.ca. There will not be a public opening for this Tender.

Tenders must be in English and must be submitted using the submission methods below.

The closing date and time for this tender is February 7, 2025 at 2:00 p.m.

For Tenders to be submitted by hard copy direct delivery:

Two complete copies of your Tender must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope/box (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. Invitation to Tender, **ES-25-03**
Caretaker Services – Chief Lake Regional Transfer Station
3. Responding Tenderer's name and address

Facsimile Tenders will NOT be accepted.

For Tenders to be submitted Electronically, with Bid Security:

"Prince George Time" will be conclusively deemed to be the time indicated in the electronic timestamp the Tender receives upon delivery to the email address specified herein.

Other than the Security Deposit, Tenderers must submit all portions of their Tender by email in accordance with the following:

Subject of the file to be: ES-25-03 Caretaker Services – Chief Lake Regional Transfer Station – (Insert Responding Tenderer's Name)

All emailed documents must be in PDF format and should be in one combined file. Tenderers should ensure that the files should not collectively exceed 30MB. Zip the files to reduce the size if needed. **Submitting the files via Drop Box, FTP, or similar programs, is not acceptable.**

Tenders must be submitted to purchasing@rdffg.bc.ca. Other than the Security Deposit, do not deliver a physical copy of the tender package to the Regional District of Fraser Fort George.

The Security Deposit must not be sent by email. The Security Deposit must be received by the General Manager of Financial Services, at the Regional District of Fraser-Fort George, 3rd Floor, 155 George Street, Prince George, BC on or before the Closing Date. The Security Deposit must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the security deposit, as well as on the outside of the Courier envelope if being sent by

courier.

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. Invitation to Tender, **ES-25-03**
Caretaker Services – Chief Lake Regional Transfer Station
3. Responding Tenderer's name and address

The Regional District does not assume any risk or responsibility or liability, including in contract or tort (including negligence), whatsoever to any Tenderer:

1. for ensuring that any electronic email system being operated by or for the Regional District is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender, cannot be received;
2. for errors, problems or technical difficulties with respect to a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender;
3. that a Tenderer's electronic transmission, including the transmission of an electronic copy of its Tender, is received by the Regional District of Fraser-Fort George in its entirety or within any time limit specified by this Tender.

PART B – INSTRUCTIONS TO TENDERERS

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites Tenders for:

ES-25-03 Caretaker Services – Chief Lake Regional Transfer Station
April 1, 2025 – March 31, 2028

Instructions regarding obtaining the Tender Documents are contained in Part A: Introduction.

Questions relating to the tender or project must be directed to:

Darren Wahl, Manager of Solid Waste Operations
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
Phone: 250-960-4400
Email: darren.wahl@rdffg.bc.ca

Deadline for question submissions is 5:00 p.m. (local time) February 3, 2025

Those questions that are determined to be of a common interest to all potential Tenderer's will be summarized and posted as Addendum(s) on the Regional District's website as well as the BCBid® website.

ACKNOWLEDGEMENT LETTER

Upon receipt of this Invitation to Tender, a potential Tenderer should complete and sign the Acknowledgement Letter at Appendix A, and email the signed Acknowledgement Letter to, Project Manager, darren.wahl@rdffg.bc.ca. A Tenderer who signs and returns the Acknowledgement Letter is not obligated to submit a Tender.

Any Tenderer who does not submit the Acknowledgement Letter will not be sent any Addendum(s), or answers to questions and may be disqualified.

SITE MEETING

All prospective Tenderers must attend the site meeting. The Project Manager or delegate will provide an overview of the contract expectations and be available for questions pertaining to this ITT. The purpose of the site meeting is for Tenderers to satisfy themselves as to the nature of the work in general, to clarify their understanding of the scope of work, to view the sites, to determine specifications, and to have the opportunity to ask questions regarding the project and any other circumstances which may influence their Tender.

Oral questions will be allowed at the Tenderers' meeting. However, questions of a complex nature, or questions where the Tenderer requires anonymity, should be forwarded in writing, prior to the meeting, to the Project Manager.

The Regional District will not, under any circumstances, make accommodations for rescheduling, or holding any additional site meetings or providing individuals access to the sites.

The mandatory site visit will be held at the Chief Lake Regional Transfer Station site at 10:00 am on January 31, 2025.

TENDER PROCESS

1.0 Definitions

- 1.1 "**Addendum(s)**" means all additional information regarding this ITT including amendments to the ITT.
- 1.2 "**BC Bid**" means the BC Bid website located at www.bcbid.ca.
- 1.3 "**Board**" means the Board of the Regional District.
- 1.4 "**Closing Location**" means the location specified in Part A - Introduction.
- 1.5 "**Closing Time**" means the closing time and date specified in Part A - Introduction.
- 1.6 "**Contract**" means the contract substantially in the form attached to this ITT.
- 1.7 "**Contractor**" means the successful Tenderer to the ITT who enters into a Contract with the Regional District.
- 1.8 "**Equipment**" means anything and everything except persons used by the Contractor in performance of the Work and except material as defined herein.
- 1.9 "**Facility or Facilities**" means the Transfer Station Property and all equipment, buildings, and improvements within the property.
- 1.10 "**Form of Tender**" means the form of tender attached to this ITT.
- 1.11 "**ITT**" means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(s).
- 1.12 "**Material**" or "**Materials**" means, unless otherwise specified, anything and everything other than persons or the Contractor's equipment which is manufactured, processed or transported to the site, or existing on the site, and incorporated in the complete Works.
- 1.13 "**Must**" means a requirement that must be met in order for a Tender to receive consideration.
- 1.14 "**Project Manager**" means the Regional District's representative.
- 1.15 "**Tender**" means a submission in response to this ITT.
- 1.16 "**Tender Documents**" means the documents listed in section 2.1.
- 1.17 "**Tenderer**" means the person submitting a Tender.
- 1.18 "**Regional District**" means the Regional District of Fraser-Fort George.
- 1.19 "**Road**" means the designated areas within the Facility with surfaces that have been prepared for vehicular traffic.

- 1.20 **"Should"**, or **"May"** means a requirement having a significant degree of importance to the objective of the ITT, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Tender.
- 1.21 **"Sub-Contractor"** means any person, firm, or corporation approved by the Regional District having a contract for the execution of a part or parts of the Work included in this Contract and worked to a special design according to the drawings or specifications but does not include one who furnished material.
- 1.22 **"Supply" or "Provide"** means supply and pay for and provide and pay for.
- 1.23 **"Transfer Station"** means a Regional District solid waste receiving facility that is used for the authorized temporary storage of solid waste and source separated residual materials.
- 1.24 **"Transfer Station Property"** means the property occupied by the Regional District for the purpose of operating a Transfer Station and/or Marshalling Area.
- 1.25 **"Work" or "Works"** means, unless the context otherwise requires, the whole of the work and materials, labour matters and things required to be done, furnished and performed by the Contractor under this Contract.

2.0 Tender Documents

2.1 The Tender Documents are:

- (a) Part A – Introduction;
- (b) Part B – Instructions to Tenderers; and
- (c) Appendices:
 - i. Appendix A – Acknowledgment Letter;
 - ii. Appendix B – Bidder Checklist;
 - iii. Appendix C – Tender Form;
 - iv. Appendix D – Schedule of Prices – Tendered Price;
 - v. Appendix E – List of Contractor's Personnel;
 - vi. Appendix F – List of Subcontractors;
 - vii. Appendix G – List of Equipment;
 - viii. Appendix H – Tender's Experience in Similar Work;
 - ix. Appendix I – Conflict of Interest Disclosure Statement

- x. Appendix J – Goods and Services Tax Information
- xi. Appendix K – Contract Agreement
- xii. Appendix L – Operational Specifications
- xiii. Appendix M – Site Location Map
- xiv. Appendix N – Monthly Caretaker Report
- xv. Appendix O – Chief Lake Incident Report
- xvi. Appendix P – Chief Lake Site Pamphlet
- xvii. Appendix Q – Chief Lake Residential Traffic Count Sheet
- xviii. Appendix R – Chief Lake Site Inspection Report

2.2 If there is a conflict between or among the Specifications and the other Tender Documents, the other Tender Documents shall prevail over the Specifications.

3.0 Acceptance of Terms and Conditions

Submitting a Tender indicates acceptance of all the terms and conditions set out in the ITT, including those that follow and that are included in all appendices and any Addendum(s).

4.0 Submission Instructions

- 4.1 Each Tenderer must complete and provide Appendix A and C through J.
- 4.2 All prices and notations should be legibly written in a non-erasable medium. Erasures, interlineations, or other corrections should be initialed by an authorized signatory of the Tenderer.
- 4.3 Subject to any alternatives or options in respect of which the Regional District requests pricing or other information in an Appendix to the ITT, Tenders are to be all inclusive and without qualification or condition.
- 4.4 The Regional District may, at any time and for any reason, extend the Closing Time by means of a written amendment published on the Regional District's website, at www.rdffg.ca and at BC Bid.
- 4.5 Each Tender must be signed by an authorized signatory or authorized signatories of the Tenderer, as is necessary for due execution on behalf of the Tenderer. Each Tender by a company or partnership should specify the full name of the legal entity submitting the Tender.
- 4.6 It is the sole responsibility of the Tenderer to ascertain that they have received a full set of the Tender Documents. Upon submission of their Tender, the Tender will be deemed conclusively

to have been in possession of a full set of the Tender Documents.

- 4.7 If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITT is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid.
- 4.8 It is the sole responsibility of the Tenderer to check for Addendum(s). Addendum(s) issued during the time of Tendering must be signed by the Tenderer and included with the Tender and will become a part of the Tender documents.
- 4.9 The Regional District will not be responsible for any costs incurred by the respondent which may result from the preparation or submission of documents pertaining to this Tender. Accuracy and completeness of a Tender is the Tenderer's responsibility.

5.0 Discrepancies or Omissions

- 5.1 Tenderers finding discrepancies or omissions in the specifications or other documents herein or having doubts on the meaning or intent of any part thereof, should immediately request in written form, either by email or by mail, clarification from the Project Manager. Upon receipt of the written request for clarification, The Project Manager may, in the person's sole discretion, send written instructions or explanations to all parties registered as having returned the acknowledgement letter, and make amendments to this ITT. No responsibility will be accepted for oral instructions. Any requests must be received prior to February 3, 2025.
- 5.2 It is the responsibility of each Tenderer to thoroughly examine the Tender Documents and satisfy itself as to the full requirements of this ITT and their acceptability to the Tenderer.

6.0 Late Submissions

Tenders will be marked with their receipt time upon receipt. Only complete Tenders received before the Closing Time will be considered to have been received on time. Tenders received late will be marked late and not considered or evaluated. In case of a dispute, the Tender receipt time as recorded by the Regional District will prevail whether accurate or not.

7.0 Changes to Tenders

A Tenderer that has already submitted a Tender may amend its Tender prior to the Closing Time:

- (a) For changes to price only, by submitting an amendment via email or mail at the address identified at the beginning of Part B of this Invitation to Tender, identifying a plus or minus variance to the Tenderer's Tender Price; or
- (b) In all cases, by delivering a completely new Tender in accordance with Part A to this Invitation to Tender, clearly indicating it replaces the previously submitted Tender.

Any such revision must clearly identify the ITT number and the Closing Time. A Tender revision submitted as aforesaid shall effectively amend the Tender and the Regional District shall only review and evaluate the Tender as amended.

8.0 Bid Prices

- 8.1 The Tenderer will be deemed to have satisfied themselves as to the sufficiency of the Tender for the work and the price stated in the Schedule of Prices. These prices will cover all their obligations under the Contract, and all matters necessary to the proper completion and maintenance of the work, and will include the supply of all labour, equipment material, supervision, services, taxes and assessments, together with the Tenderer's overhead and profit, except where otherwise provided elsewhere in this ITT.
- 8.2 Tender prices must remain open for acceptance for a period of 90 days from the Closing Date unless otherwise stated by the Regional District.

9.0 Subcontractors

All Subcontractors, including affiliates of the Tenderer, should be clearly identified in the Tender as per the form attached as Appendix F.

A Tenderer may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Regional District's opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the Tender. This includes, but is not limited to, involvement by the firm or individual in the preparation of the Tender or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the Tender, participating in evaluation or in the administration of the Contract. If a Tenderer is in doubt as to whether a proposed Subcontractor might be in a conflict of interest, the Tenderer should consult with the Project Manager prior to submitting a Tender. By submitting a Tender, the Tenderer represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the Tender.

10.0 Rejection of a Tender

- 10.1 The Regional District may, in its sole discretion, reject any and all Tenders, or accept the Tender deemed most favourable in the interests of the Regional District. The lowest, or any Tender, will not necessarily be awarded.
- 10.2 Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.
- 10.3 The Regional District's intent is to enter into a Contract with the Tenderer who has submitted the best offer. The Regional District reserves the right to accept any or none of the Tenders submitted and will evaluate Tenders based on the best value offered to the Regional District and not necessarily the lowest price. The Regional District reserves the right in its sole unrestricted discretion to:
- (a) accept any Tender which the Regional District deems most advantageous to itself;
 - (b) reject any and/or all irregularities in a Tender submitted;

- (c) waive any defect or deficiency in a Tender whether or not that defect or deficiency materially or substantially affects the Tender and accept that Tender;
 - (d) reject any and/or all Tender for any reason, without discussion with the Tenderer(s);
 - (e) accept a Tender which is not the lowest Tender; and
 - (f) cancel or reissue the Tender without any changes.
- 10.4 Without limiting any other provision of this Tender, the Regional District may, in its sole discretion, reject a Tender submitted by a Tenderer, if the Tenderer or any officer or director of a corporate Tenderer, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

11.0 Conflict of Interest

- 11.1 When submitting a Tender, the Tenderer must complete, sign and include with their Tender a conflict of interest disclosure statement (Appendix I).
- 11.2 Without limiting any other provision of this ITT, the Regional District may reject a Tender based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Tender where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Tenderer, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b. in the case of a Tender submitted by a Tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process.

A Tenderer who has any concerns regarding whether a current or prospective employee, advisor or member of that Tenderer is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, not less than ten working days prior to the Closing Time, by email, the following information:

- (a) names and contact information of the Tenderer and the person for which the advance opinion is requested;
- (b) a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- (c) copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Tender based on the information provided.

12.0 Tender Evaluation

12.1 The purpose of this ITT is to select a Tenderer with the capability and experience to efficiently and cost effectively complete the work described in this ITT.

12.2 The Regional District shall be the sole judge of a Tender and its decision shall be final. The Regional District staff shall use the following criteria to evaluate tenders received:

- a. Tenderer's Qualifications, Experience, and References
- b. Past Work Experience with the Regional District
- c. Tender Price
- d. Any other criteria staff deem relevant

12.3 The Tenderer acknowledges that the Regional District may rely upon criteria that the Regional District deems relevant even though such criteria may not have been disclosed to the Tenderer. By submitting a Tender, the Tenderer acknowledges the Regional District's right under this clause and absolutely waives any right of action against the Regional District for the Regional District's failure to accept the Tenderer's Tender, whether or not such right of action arises in contract, negligence, bad faith or any other cause of action.

12.4 Notwithstanding any other provision in this ITT, the award of a Contract by the Regional District may be subject to the availability of funding and the approval of the Board.

13.0 Proof of Ability

The Tenderer will be competent and capable of performing the Work. The Tenderer is required to provide evidence of previous experience and financial responsibility before the contract is awarded.

A complete list of the equipment, which the Tenderer will make available for the completion of the contract, will be included with each Tender.

14.0 Equipment

A complete list of the equipment, which the Tenderer will make available for the completion of the Contract, will be included with each Tender.

15.0 Security Deposit

A certified cheque, bank draft or money order in the amount of \$1,000.00 must accompany the Tender. This security deposit will be returned to all unsuccessful bidders within 90 days of Tender opening and to the successful bidder when a contract has been executed. Failure of the successful bidder to execute the contract upon award by the Regional Board will result in forfeiture of the Security Deposit.

16.0 Examination of Contract Documents and Site

- 16.1 The Tenderer will satisfy themselves as to the practicality of executing the work in accordance with the Contract, and they will be held to have satisfied themselves in every particular before making up their Tender by inquiry, measurement, calculation and inspection of the site.
- 16.2 The Tenderer will examine the site and its surroundings and, before submitting their Tender will satisfy themselves as to the nature of the site, the quantities and nature of the work and equipment necessary for the completion of the work, and the means to access to the site, the accommodation they may require, and in general, will obtain all relevant information as to risks, contingencies and other circumstances which may influence their Tender.
- 16.3 The Contractor will be deemed to have satisfied themselves as to the sufficiency of the Tender for the work and the prices stated in the Schedule of Prices. These prices will cover all of their obligations under the Contract, and all matters necessary to the proper completion and maintenance of the work, and will include the supply of all labour, equipment, material, supervision, services, taxes and assessments, together with the Contractor's overhead and profit, except where otherwise provided elsewhere in this Contract.

17.0 Liability for Errors

- 17.1 The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a Tender pertaining to this ITT. The accuracy and completeness of the Tender is the Tenderer's responsibility. If errors are discovered, they will be corrected by the Tenderer at their expense.
- 17.2 Tenderers acknowledge that the Regional District, in the preparation of the ITT supply of oral or written information to Tenderers, review of Tenders or the carrying out the Regional District's responsibilities under this ITT, does not owe a duty of care to Tenderers.

18.0 Limitation of Liability

Except for claims for costs of preparation of its Tender, each Tenderer, by submitting a Tender, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Tender preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Tender process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Tender or otherwise breached or fundamentally breached the terms of this ITT.

19.0 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, Tenderers will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of a Tenderer as a result of this ITT except insofar as such publication, release or disclosure is required by the laws of British Columbia.

PART C – GENERAL CONDITIONS

1. Form of Contract

A sample contract agreement is included as Appendix K.

2. Start and Duration of Contract

The term of the Contract will begin on April 1, 2025 at 12:01 a.m., and the Contract will remain in force until midnight on March 31, 2028. The Contract may be renewed on a period-by-period basis at the Regional District's discretion. Each extension of renewal will be as per the Schedule of Prices at the tendered rates. Each extension will be for a one-year period and the total Contract duration will not exceed five years.

3. Term and Termination

The term of this Contract shall commence as set out in Section 2. 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 30 business days advance written notice to the other party. The Contractor 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.

4. Intent of Contract Documents

This Contract is not an agreement of employment. The Contractor is an independent contractor, and nothing herein will be construed to create a partnership, joint venture, or agency and neither party will be responsible for the debts or obligations of the other.

5. Assignment of Contract

The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title or interest therein, or their obligations thereunder without written consent of the Regional District, except for an assignment to a bank of the payments to be received hereunder.

6. Payment

The Contractor will invoice the Regional District on a monthly basis. The invoice will include reference to Contract ES-23-03 and itemize payment due for services delivered at the facility during the previous month based on Line A of the Tender Sum in the Schedule of Prices.

The Regional District will, by the thirtieth day of the month following that for which payment is required on receipt of an invoice and on advice from the Manager that the Work has been satisfactorily carried out, pay the Contractor for Work completed in accordance with the Contract in the previous month. No payment will be made for materials supplied by the Regional District.

7. Payment Withheld or Deducted

The Regional District may withhold, suspend or deduct the whole or part of any payment to the Contractor to the extent necessary to protect themselves from loss on account of one or more of the following:

- (a) Where the Contractor is not performing the Work satisfactorily.
- (b) Where any defective or faulty Work has not been remedied.
- (c) Where there are affidavits of claim of lien, or liens filed against the site and premises on which the Work is done or is being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.
- (d) Where there exist unsatisfied claims for damages caused by the Contractor to anyone on the site or in connection with the Work.
- (e) Where the Regional District has corrected a deficiency under Article 14.
- (f) Where the Contractor is delinquent in their WorkSafeBC coverage.
- (g) When the Contractor is ineligible for WorkSafeBC coverage, the Contractor will provide a letter to the Regional District stating that they are ineligible for WorkSafeBC coverage. The Regional District is then required to pay the WorkSafeBC premiums. Premiums will then be deducted from the monthly invoice. WorkSafeBC rates fluctuate on a period by period basis.

8. Changes to the Contract Work

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the work. The Contractor will proceed with the work as changed and the work will be executed under the provisions of the Contract. No changes will be undertaken by the Contractor without written order of the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in the Contract unless a "Change Order" form is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount will be decided by the Regional District based on a lump sum estimate submitted by the Contractor and accepted by the Regional District.

9. Insurance

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and to require that the Regional District be provided with 30 days' advance written notice of cancellation or material change. The Contractor will 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:

- i. Commercial General Liability (CGL) 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. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability. The Regional District is to be added as an additional insured.
- ii. Where the Contractor requires the use of Automobiles to undertake the work of the Contract, the Contractor will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.
- iii. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

10. Damage to Existing Property

In the event of damage to the Regional District's property arising from actions of the Contractor, the procedure will be as follows:

1. The Contractor will immediately advise the Regional District of any damage to the Regional District's property.
2. Upon investigation, the Regional District will notify the Contractor of damages to be repaired.
3. If the Contractor does not reply within 72 hours, the Regional District will repair, to the appropriate specifications or regulations, and deduct the cost of the repair from payment to the Contractor.

11. Injury or Damage to Persons or Property

The Contractor will use due care and take all necessary precautions to ensure the protection of persons and property on the site and will comply with the *Workers' Compensation Act* of the Province of British Columbia. The Contractor will be liable for any and all injury or damage which may occur to person or to property on the site due to any act, omissions, neglect or default of the Contractor, or their workers, sub-contractors or agents and indemnify and save harmless the Regional District in this regard.

The Contractor will immediately report any on-site injury or damage to the Regional District's property to the Regional District.

12. Protection of Work and Property

The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its Sub-Contractor, employees, or agents during the performance of the Contract.

13. WorkSafeBC

The Contractor will use due care and take all necessary precautions to assure the protection of persons and property while undertaking the Work and will comply with the Workers Compensation Act of the Province of British Columbia.

Prior to undertaking any of the Work in this Service Agreement, the Contractor will provide the Regional District with a Clearance Letter confirming they are in good standing with WorkSafeBC and will pay and keep current all assessments required by WorkSafeBC in relation to the Service Agreement amount.

Out of Province Contractors will be compliant with WorkSafeBC's registration requirements pertaining to out-of-province firms. Where WorkSafeBC registration requirements allow for a Contractor to be registered with another Province's Worker's Compensation Board or like organization, the Contractor will provide the Regional District with their registration number and written documentation confirming that the Contractor is in good standing with the appropriate Worker's Compensation Board, or like organization. The Contractor will pay and keep current all assessments required to maintain good standing in relation to the Service Agreement amount.

14. Indemnity and Release by Contractor

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs), and actions recoverable by any third party from the Regional District, arising from or caused by a negligent act or omission of, or breach of this Agreement on the part of, the Contractor, and shall be paid by the Contractor. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, and claims for demands, then the Regional District shall be entitled to recover from the Contractor all such damages, costs, fees or other charges together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

15. Force Majeure

If either the Contractor or the Regional District are prevented from performing their obligations under the Contract, or where the Regional District's work in respect of which the Contractor is providing Services cannot be performed, because of an act of God, an act of a legislative, administrative or judicial entity, fire, flood, labour strike or lock-out, epidemic, unusually severe weather, or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Contract shall be suspended for so long as the

condition constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Section 26 of the Contract. Where as a result of Force Majeure there is a material increase in the Contractor'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 Contractor under Section 6 of this Agreement, as may be agreed by the Contractor, or as determined under Section 26 of the Contract. 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 Contractor 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 following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Section 3 of this Agreement.

16. Ownership and Freedom of Information

- 16.1 Tenders 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 and this ITT. Each Tender should clearly identify any information that is considered to be confidential or proprietary information.
- 16.2 As an exception to Tenders being received and held in confidence, Tenderers are advised and acknowledge that any contract entered into as a result of this Tender may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Tenders, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

17. Rights of Waiver

A waiver, or any breach of any provision of this ITT, will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

18. Severability

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void or unenforceable, the validity of the remaining paragraphs hereof will not be affected.

19. Independent Contractor

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

20. Character of Workers

The Contractor and workers must have sufficient knowledge, skill, and experience to perform properly the work assigned to them and to be tactful and courteous in dealing with the public and the Regional District's staff. Any supervisor or worker employed by the Contractor or Sub-Contractor who, in the opinion of the Owner, does not perform their work in a competent manner, appears to act in a disorderly or intemperate manner, appears to be under the influence of drugs or alcohol, or is negligent, or willfully misconducts themselves will, at the written request of the Owner, be removed from the site of the work immediately and will not be employed again in any portion of the work without the approval of the General Manager of Environmental Services.

21. Assignment and Subcontracting

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

22. Ownership

The Material produced, received or provided by the Regional District to the Contractor as a result of this Contract and any equipment, machinery or other property provided by the Regional District to the Contractor as a result of this Contract will:

- (a) be the exclusive property of the Regional District; and
- (b) immediately be delivered by the Contractor to the Regional District giving written notice to the Contractor requesting delivery of the same, or at the end date of this Contract.

23. Regional District's Termination of Contract

In the event of a breach or non-performance by the Contractor of any of the covenants, conditions, and agreements contained in the Contract to be performed, the Regional District reserves the right to terminate this Contract without notice. The Regional District may also deduct from the payments due to the Contractor any payments or expenditures it is required to make to remedy any such non-performance or breach hereof.

24. Contractor's Termination of Contract

The Contractor shall have the right to terminate the Contract in the event the Regional District fails to pay for the Work performed except as provided in the Contract Documents within 30 days from the specified date of payment and fails to remedy such default within 10 days of the Contractor's written notice to do so.

25. Regional District's Right to Correct Deficiencies

The Regional District shall have and retain full authority to inspect the work of the Contractor to ensure that the requirements of the Contract are being fulfilled. Upon failure of the Contractor to perform the work in accordance with the Contract Documents, and after five days written notice to the Contractor, or without notice if any emergency or danger to the work or public exists, the Regional

District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of Work performed by the Regional District in correcting deficiencies shall be paid by the Contractor or may be deducted from monies payable to the Contractor.

26. 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 Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor 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 Contractor 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.

27. Permit and Regulations

The Contractor will, at their own expense unless pre-approved in writing by the Regional District, procure all other permits, certificates, and licenses required by law for the execution of the work and will comply with all federal, provincial, and local laws and regulations affecting the execution of the work, save in so far as the Contract Documents specifically provide otherwise.

If the Contractor shall discover any provision in the Contract that is contrary to, or inconsistent with, any laws or regulations, the Contractor will notify the Project Manager in writing.

28. Scope of Work

Refer to Appendix “L” - Operational Specifications.

29. Local Conditions

The Contractor will, by personal inspection, examination, calculations or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered the quantities, quality and practicability of the Work and their methods of procedure. No verbal agreements or conversations with any officer, agent, or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

30. Project Manager's Status

The Project Manager or their delegate will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Work has been satisfactorily carried out. The Project Manager will have the authority to stop the Work whenever such a stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

If at any time the Project Manager is of the opinion that there exists a danger to life or to property, they may order the Contractor to stop Work or to take such remedial measures as is considered necessary.

The Contractor will comply with such an order immediately. Neither the giving nor the carrying out of

such orders thereby, entitles the Contractor to any extra payment, and the Regional District will not be held liable for any damages or any breach of laws, bylaws or regulations that may result.

31. Protection of Work and Property

The Contractor shall take all reasonable precautions necessary to protect the Regional District's property from damage during the performance of the Contract and shall make good on any damage to the Regional District's property caused by the Contractor, its Sub-Contractor, employees, or agents during the performance of the Contract.

32. Occupational Health and Safety

The Contractor will ensure that they follow all occupational health and safety policies and procedures established by the Regional District. Contractors, their employees, or agents not complying with the Regional District's health and safety expectations will be required to stop Work. They will not be allowed to resume Work until the safety requirements are met.

The Contractor will use due care and take all necessary precautions to ensure the protection of persons and property at the Facility, the Landfill, and points in between, and will comply with the Workers' Compensation Act of the Province of British Columbia.

33. Goods and Services Tax (GST)

Federal law states that a 5% tax be paid on all goods and services. If the Contractor does not qualify as a small supplier, then the Contractor is required to identify the tax (GST/PST, as applicable) on all invoices, and the Regional District is liable to pay this amount to the Contractor.

34. Disputed Work

If, in the opinion of the Contractor, they are being required to perform work beyond that which the Contract requires him to do, whether at the discretion of the Regional District or otherwise, they will, within five (5) days, deliver to the Project Manager a written notice of protest in the form prescribed herein prior to proceeding with any of the disputed work. The five-day time period commences from the time of direction given by the Project Manager or the time at which the Contractor determines that he is required to perform such work, whichever occurs first.

The Contractor will keep accurate and detailed cost records that should indicate the cost of the work done under protest. The Contractor will not be entitled to payment if they fail to keep and produce such records.

35. Notice of Protest

TO: General Manager of Environmental Services
Regional District of Fraser-Fort George
FROM: (Contractor)
DATE:
SUBJECT: THE CONTRACT

Date of Direction:

You have required me to perform the following work that is beyond the scope of the Contract.
(Set out details of work).
(Include dates where applicable)

The additional costs and claim for this work is as follows:
(Set out details of cost)

All supporting documentation and invoices are attached.

I understand that I am required to keep accurate and detailed cost records, which will indicate the cost of the work done under protest, and failure to keep such records will be a bar to any recovery by me.

Signature of Contractor

APPENDIX A - ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Tender Documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

Email Address

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

Please send any amendments to this Invitation to Tender via: _____ email _____ fax.

Return immediately to:

Darren Wahl, Manager of Solid Waste Operations

darren.wahl@rdffg.bc.ca

Regional District of Fraser-Fort George

155 George Street

Prince George BC V2L 1P8

Phone: 250-960-4400

APPENDIX B - BIDDER CHECKLIST

Before submitting your tender bid, check the following points:

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Has the Tender Form been signed and witnessed? | _____ |
| <input type="checkbox"/> | Has the Security Deposit requirement been met? | _____ |
| <input type="checkbox"/> | Is the Schedule of Prices completed? | _____ |
| <input type="checkbox"/> | Are the following pages included? | |
| | • Schedule of Prices – Tendered Price | _____ |
| | • Schedule of Prices – Force Account Work | _____ |
| | • List of Contractor's Personnel | _____ |
| | • List of Subcontractors | _____ |
| | • List of Equipment | _____ |
| | • Tenderer's Experience in Similar Work | _____ |
| | • Goods and Services Tax Information | _____ |
| | • Conflict of Interest Disclosure Statement | _____ |
| | • Addendum(s) | _____ |
| <input type="checkbox"/> | Are the documents complete? | _____ |
| <input type="checkbox"/> | Are the documents enclosed in a sealed envelope? | _____ |

Note: Your Tender may be disqualified if ANY of the applicable foregoing points have not been complied with.

If submitting by hard copy:

Tenderers should ensure that the Tender is returned in a sealed envelope clearly marked on the outside with:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC
V2L 1P8 |
| <input type="checkbox"/> | Invitation To Tender Es-25-03
Caretaker Services – Chief Lake Regional Transfer Station |
| <input type="checkbox"/> | Responding Organization's name and address. |

If submitting by email:

Tenderers should ensure that the files should not collectively exceed 30MB. Tenders must be submitted to purchasing@rdffg.bc.ca. DO NOT deliver a physical copy of the tender package to the Regional District of Fraser Fort George.

Subject of the file to be:

ES-25-03 CARETAKER SERVICES – CHIEF LAKE REGIONAL TS – (Insert
Responding Tenderer's Name)

.APPENDIX C - TENDER FORM

Date: _____

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

ATTENTION: General Manager of Financial Services

Dear Sir/Madam:

Having carefully examined the Instructions to Tenderers, Form of Tender, Contract Agreement, General Conditions of Contract and Operational Specifications and subsequent written Addendum(s) (if any), and having visited the site(s) for purposes of examining site conditions and having satisfied myself/ourselves as to the sufficiency of the ITT, the undersigned agrees to furnish all labour, transportation, equipment, materials, supervision and services and to do all work necessary for and reasonably incidental, as specified in accordance with the ITT, to do the work.

I/We agree that in consideration of having my/our tender submission considered for the Total Contract Price as shown on the Schedule of Prices, this price is open for acceptance for 90 days from the date of the tender opening and will not be withdrawn during that period of time.

It is understood that payment will be made for the work on the basis of the awarded Contract only and that any approved extras or refunds will be made by mutual agreement between the Regional District and me/us.

I/We agree that the Subcontractor(s) employed will be as listed on the List of Subcontractors and further agree that no changes or additions will be made to the list without written approval of the Regional District.

If I am/we are notified in writing of the acceptance of our tender, I/we agree that within 14 days of the date of the acceptance notice I/we will enter into a contract and execute an agreement for the stated sum in the form of the specimen submitted to guarantee completion of the contract in accordance with the contract documents and within the time stated in the Tender documents.

I/We agree that the Regional District reserves the right to waive informalities in tenders, reject any or all tenders, or accept the tender deemed most favourable in the interests of the Regional District.

I/We agree that tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. I/We agree that the Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in the ITT, whether or not such non-compliance is material.

Accompanying this Tender please find our certified cheque, bank draft or money order as the security deposit in the amount of \$1,000.00

I/We agree that except for a claim for the reasonable cost of preparation of this tender, by submitting a tender, I/We irrevocably waive any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- 1) any actual or alleged unfairness on the part of the Regional District at any stage of the tender process, including without limitation any alleged unfairness in the evaluation of a tender or award of a contract;
- 2) a decision by the Regional District not to award a contract to that tenderer; or
- 3) the Regional District's award of a contract to a tenderer whose tender does not conform to the requirements of this ITT.

I/We hereby acknowledge receipt and inclusion of the following Addendum(s) to the ITT Documents:

Addendum No. _____ dated: _____ Addendum No. _____ dated: _____

Addendum No. _____ dated: _____ Addendum No. _____ dated: _____

Addendum No. _____ dated: _____ Addendum No. _____ dated: _____

Signed and Delivered by:

Signature of Authorized Signatory

Name of Tenderer

Name of Authorized Signatory (Please print)

Address

Title

City, Province, Postal Code

Signed in the presence of:

Signature

Address

Name of Witness (Please print)

City, Province, Postal Code

APPENDIX D - SCHEDULE OF PRICES - TENDERED PRICE

To supply all necessary equipment, labour, materials, supervision and all things necessary for caretaker services at the Transfer Station in accordance with the attached General Conditions and Operational Specifications.

1) TENDER SUM:

- | | |
|---|-----------------|
| A. Lump sum (GST excluded) tendered price per month:
Transfer Station Services | \$ _____ |
| B. GST | \$ _____ |
| C. Total Tender Sum (GST included) per month | \$ <u>_____</u> |
| D. Total Transfer Station services per year (C x 12) | \$ _____ |

WorkSafeBC Account Number: _____

APPENDIX E - LIST OF CONTRACTOR'S PERSONNEL

The Contractor agrees that the personnel employed by them will be as listed below and further agrees that any changes or additions made to this list will not be done without the written consent and approval of the Regional District.

Name of Employee	Employee's Experience / Qualifications

Name of Onsite Supervisor	Supervisor's Experience / Qualifications

APPENDIX F - LIST OF SUBCONTRACTORS

The Contractor agrees that the Subcontractors engaged by them will be as listed below and further agrees that any changes or additions made to this list will not be made without the written consent and approval of the Regional District.

Name of Subcontractor	Address of Subcontractor	Work to Be Performed by Subcontractor

APPENDIX G - LIST OF EQUIPMENT

The Tenderer will list size, model, year and operating weight of equipment they propose to use to complete the work herein. No changes or additions will be made to this list without the written approval of the Regional District.

State standby equipment to be used in the event of breakdown of above, and where it will be drawn from.

Primary Equipment	Size	Model	Make	Type of Engine	Year	KM's

Primary Hand Tools	Model	Make

APPENDIX H - TENDERER'S EXPERIENCE IN SIMILAR WORK

The Contractor is to demonstrate that they have a minimum of five years of current customer service experience as well as staff supervision experience. List professional and recent experience.

Year	Work Performed	Reference Contact (name and phone number)	Value \$

APPENDIX I - CONFLICT OF INTEREST STATEMENT

**ES-25-03
Caretaker Services – Chief Lake Regional Transfer Station**

Bidder Name: _____

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of

Signature of Person Making Disclosure

Date Signed

APPENDIX J - GOODS AND SERVICES TAX INFORMATION

Supplier:

Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant?

Yes _____

No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

☐ Supplier qualifies as a small supplier under s. 148 of the legislation

☐ Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date

APPENDIX K - CONTRACT AGREEMENT

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:

CONTRACTOR

a company duly incorporated under the laws of British Columbia and having a place of business at:
address
address, pc

(hereinafter called the "Contractor")

OF THE SECOND PART

WITNESSETH that the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - (a) Provide all necessary labour, equipment, transportation, materials, supervision, and services to perform all of the work, and fulfill everything as set forth in, and in strict accordance with, the Contract documents for "Invitation to Tender ES-25-03, Caretaker Services – Chief Lake Regional Transfer Station.
 - (b) Commence to actively proceed with the work of the Contract April 1, 2025
2. The Regional District will pay to the Contractor as full compensation for the performance and fulfilment of this Contract, the sum or sums of money specified herein in the manner and at the times specified in the Contract Documents.
3. The Invitation and Instructions to tenderers, Tender Form, List of Subcontractors, Tender's Experience in Similar Work, Schedule of Prices, all appendices, amendments and Addendum(s), as well as the tenderer's submission, are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will endure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.

5. Subject to Clause 4, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the General Manager of the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

The contractor at _____
address

The Regional District at 155 George Street, Prince George, BC V2L 1P8.

IN WITNESS WHEREOF the parties have duly executed this Contract.

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

Chair)
Date _____

GM of Legislative and Corporate Services)
Date _____

SIGNED ON BEHALF OF
CONTRACTOR

Signature)
Date _____

(Name and Title) (Please print)

APPENDIX L - OPERATIONAL SPECIFICATIONS

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General

These specifications describe the operation of the Chief Lake Regional Transfer Station located near Chief Lake, B.C.

The Transfer Station is a solid waste receiving facility that is used for the authorized temporary storage for municipal solid waste. The solid waste is then transported to the Foothills Boulevard Regional Landfill.

- 1.1 The Contractor MUST at their own expense supply, pay for, and maintain a portable out house / washroom. This out house / washroom will be for onsite staff only and not for public use.
- 1.2 The Contractor will be responsible for general interior / exterior cleanliness of the ATCO office structure on site, as provided by the Regional District. This office is NOT for public use.
- 1.3 The Contractor will at their own expense pay for and supply all equipment, labour and materials to operate the Facility in accordance with the conditions herein.
- 1.4 The Contractor will accept for disposal or recycling all materials as directed by the Regional District.
- 1.5 The Contractor will carry out and comply with every order and instruction given by the Regional District pursuant to applicable provincial and federal legislation, criteria and guidelines in operating the Facility.
- 1.6 The Facility may be operated in accordance with permits and operational certificates issued by B.C. Ministry of Environment and Parks to the Regional District. The operation will also comply with guidelines outlined in the Regional District of Fraser-Fort George Regional Solid Waste Management Plan, and industry accepted practices.
- 1.7 The operation will comply with guidelines outlined in the Regional District of Fraser-Fort George Regional Solid Waste Management Plan, Bylaw No. 3166 A bylaw for the purpose of establishing tipping fees and site regulations for municipal solid waste disposal at facilities, and industry accepted practices.
- 1.8 The Contractor will agree to exercise good public relations in exercising their authority under this Contract. The Contractor and the Contractor's workers and approved sub-contractors must possess full knowledge of the Facility operating procedures and Facility area and carry out the Work in a timely, neat and orderly manner. The Contractor will advise and direct site users to the proper disposal or recycling area within the Facility or provide information on optional recycling locations.
- 1.9 All salvage arrangements, including controlled removal of materials from the site, will be the responsibility of the Regional District. Nothing in the Contract Documents is to be interpreted as giving the Contractor exclusive rights to accept and process recyclable or salvageable materials at the Facility or anywhere else in the region.

- 1.10 Under no circumstances will the Contractor, their workers or their sub-contractors scavenge materials from the Facility. Salvaging by the Contractor, their workers or their sub-contractors will be considered to be a breach of Contract and may result in the termination of the Contract.
- 1.11 The Facility is located in a wildlife interface area and can attract wildlife. The Contractor will ensure that workers are properly trained so that conflicts with wildlife are avoided.
- 1.12 There is NO Smoking anywhere on site. The Contractor will ensure that their workers, sub-contractors, if applicable, and all users of the site do not smoke anywhere within the Facility.
- 1.13 The Facility is located in a wildlife interface area and can attract wildlife. The Contractor will ensure that workers are properly trained so that conflicts with wildlife are avoided.
- 1.14 The Contractor shall not ignite or burn materials without the consent of the Regional District.
- 1.15 The Contractor will be required to remain on-site during operating hours

Operating Hours

The Transfer Station receiving bins will operate:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 am to 5:00 pm	9:00 am to 3:00 pm	9:00 am to 3:00 pm	Closed	Closed	9:00 am to 5:00 pm	9:00 am to 5:00 pm

The Contractor will deliver the work specified herein at the Transfer Station throughout the year.

The Regional District retains the right to adjust operating hours. The Regional District will provide two (2) weeks advance written notice to the Contractor of any change in operating hours.

Waste Screening program

The Regional District will provide the Contractor with a list of Controlled Waste and Prohibited Waste materials. The Contractor will visually inspect all loads for Controlled Wastes or Prohibited Wastes prior to accepting the loads for disposal. The Contractor will not accept prohibited materials at the Facility.

The Contractor will not accept waste where the following is observed:

- waste is a powder, sludge, or gaseous material or contaminated soil;
- waste is in barrels, small sealed containers, tanks or pressure vessels;
- waste has a chemical or other unusual description;
- container is marked with warning labels;
- waste has an unusual odour or appearance;
- waste falls into one of the hazardous waste classifications; or
- waste is not familiar to the Contractor.

The Regional District may continue to amend the materials which may be restricted or banned disposal.

Transfer Station – Receiving Bins

- 4.1 The Transfer Station receiving bin system is designed to accept household waste generated from local residences. A list of materials not accepted for disposal will be provided by the Regional District and amended from time to time.
- 4.2 The Contractor will ensure that the exterior of the receiving bin system is accessible by the users and is free of debris and clean.
- 4.3 The Contractor will rake, as required, the upper receiving area to maintain a clean and neat appearance for the site users.
- 4.4 During each servicing, the Contractor will rake the landing area to ensure that the landing area is free of all litter and refuse. Although cleaning up of the lower deck is the responsibility of the waste hauler it is expected that major messes are not be left on the ground. The site attendant will report litter or spills left behind by the waste haulers to the Project Manager to address. The mess must then be cleaned up accordingly.
- 4.5 If bins are full or likely to be full prior to the scheduled pick-up day, the Contractor will contact the Manager immediately so that the Regional District can make suitable arrangements.
- 4.6 During each servicing, the Contractor will visually inspect the bin structures and bin hydraulic systems and immediately report any damage to the Project Manager.
- 4.7 Once per year, the Contractor will, when directed by the project Manager, paint the safety rails, no-posts and traffic barriers on the upper receiving area. The Contractor may be asked to paint the transfer bins but only when directed by the Regional District. The Regional District will provide the safety paint colour codes. This painting will be done at the Contractor's expense.
- 4.8 On a regular basis, the Contractor will trim weeds, saplings, and grasses growing around no-posts, rails, receiving bins and between roadways. As well trim two (2) metres along outside edge of roadway within the facility, around entrance gate, fence and the roundabout centre.

Snow Removal and Sanding

The Contractor will keep the following areas free and clear of snow and ice accumulations and will provide and apply pedestrian traction material / sand and de-icing material as required to maintain user safety. All traction material / sand and de-icing material will be provided by the contractor at the contractor's expense.

Snow Removal

- within a 10 metre radius of the transfer bin doors as used by the public.

- within a 3 metre radius of footings located at the base of the bins.
- footings below bins are to be kept clear of snow and ice accumulation within 3 metres.
- yellow gates to be shovelled within 1 metre of base.
- chain link gates in the open and closed positions to be shovelled and kept free of snow accumulation for ease of use.

Sanding

- sand / traction material is to be placed in the public use area as needed to prevent slipping hazards.
- Contractor will provide sand / traction material at their own expense. Sand / traction material is to be kept onsite to fulfil immediate sanding requirements on site.
- the Manager must approve in advance de-icing and sand to be of industry standards.

The Regional District will maintain all Roads.

Traffic Control Devices and Signs

The Regional District will provide all informational signs, directional devices, barricades and fencing for directing traffic within the Facility. The Contractor will place, relocate and maintain these devices in accordance with instructions given by the Project Manager. This will include ensuring that signs are in good condition, maintained in a firm vertical position, free of dirt, snow and foreign matter and ensuring that curbs, barriers and control devices are properly aligned and in good condition.

The Contractor will notify the Manager of any damaged traffic control devices and signs.

Litter cleanup

The Contractor will remove obstruction(s) and litter at the Facility. The appearance of the site will be such as to present a well-maintained solid waste management facility at all times.

- 7.1 The Contractor will ensure that all property within a 150 metre radius of the Facility including access roads, ditches and culverts remains clear and free of accumulations of litter or other deposited waste materials.
- 7.2 The Contractor will ensure that ditches, culverts, gates and fences are kept clear of litter.
- 7.3 The Contractor shall ensure all roadways and landings within the Facility are free of any accumulations of nails and glass or any other material that may pose a hazard to site users and their vehicles.
- 7.4 The Contractor shall attempt to place any materials abandoned outside of the receiving bins or at the gate into the bins. Items that can be easily broken apart should be broken down and deposited into bins. Items that cannot be broken down or materials that should not be placed in the bins should be moved and organized so as not to obstruct the unloading area. These items will then be taken to the Foothills Boulevard Regional Landfill for proper disposal. This is to be done at the Contractor's expense.

- 7.5 The Contractor will endeavor to identify any person(s) responsible for unlawful disposal of materials on or near the Facility and provide available evidence concerning identity and/or source to the Manager.

Contractor's Personnel

The Contractor will ensure that all personnel are experienced and well-trained in dealing with the general public to the satisfaction of the Manager. The Contractor will provide and maintain personnel as follows:

- must have full knowledge of the Regional District's operating requirements.
- must have a general ability to provide the Regional District's information concerning reduce, reuse and recycle options available within the Regional District to site users.
- must have a neat and clean appearance, polite and professional at all times. .
- must have the ability to immediately contact the Regional District or Project Manager should any problems arise.

Contractor's Facilities

Due to the site's remote location, there is no running water on site. The contractor MUST at their expense supply, pay for, and maintain a portable out house / washroom. This out house / washroom will be for onsite staff only and not for public use. As per WorkSafe BC requirements it is the Contractor's responsibility to provide washroom facilities for staff at their own expense.

Regional District's Facilities

The Contractor will open and close the ATCO office structure and site access gates in accordance with operating hours. The Contractor will not use the ATCO office for the storage of any of the Contractor's tools, equipment, and anything else owned by the Contractor unless approved by the Project Manager. The ATCO office is provided by the Regional District for the use of the site staff and is not intended for use as a storage facility or use by the general public.

The Contractor will inspect all gates, fences, buildings and waste disposal equipment on a daily basis to ensure that they are in good working order with not signs of vandalism or damage.

The Contractor will immediately report to the Regional District any fire, evidence of fire or acts of vandalism to the Regional District's facilities or structures. Structures provided by the Contractor will be the Contractor's responsibility.

The Contractor, or any of the Contractor's workers, shall not issue keys for copying or for unsupervised access to any controlled access portion of the Facility.

Security

The Contractor will ensure that the facility is locked up and secure every day at the end of their shift. The Contractor should take all necessary precautions to minimize their exposure to acts of theft and vandalism. The Regional District accepts no responsibility for damage, vandalism or theft to any of the Contractor's facilities and equipment stored at the Facility.

Keys

Any keys issued to the Contractor will not be copied and are required to be returned at the end of

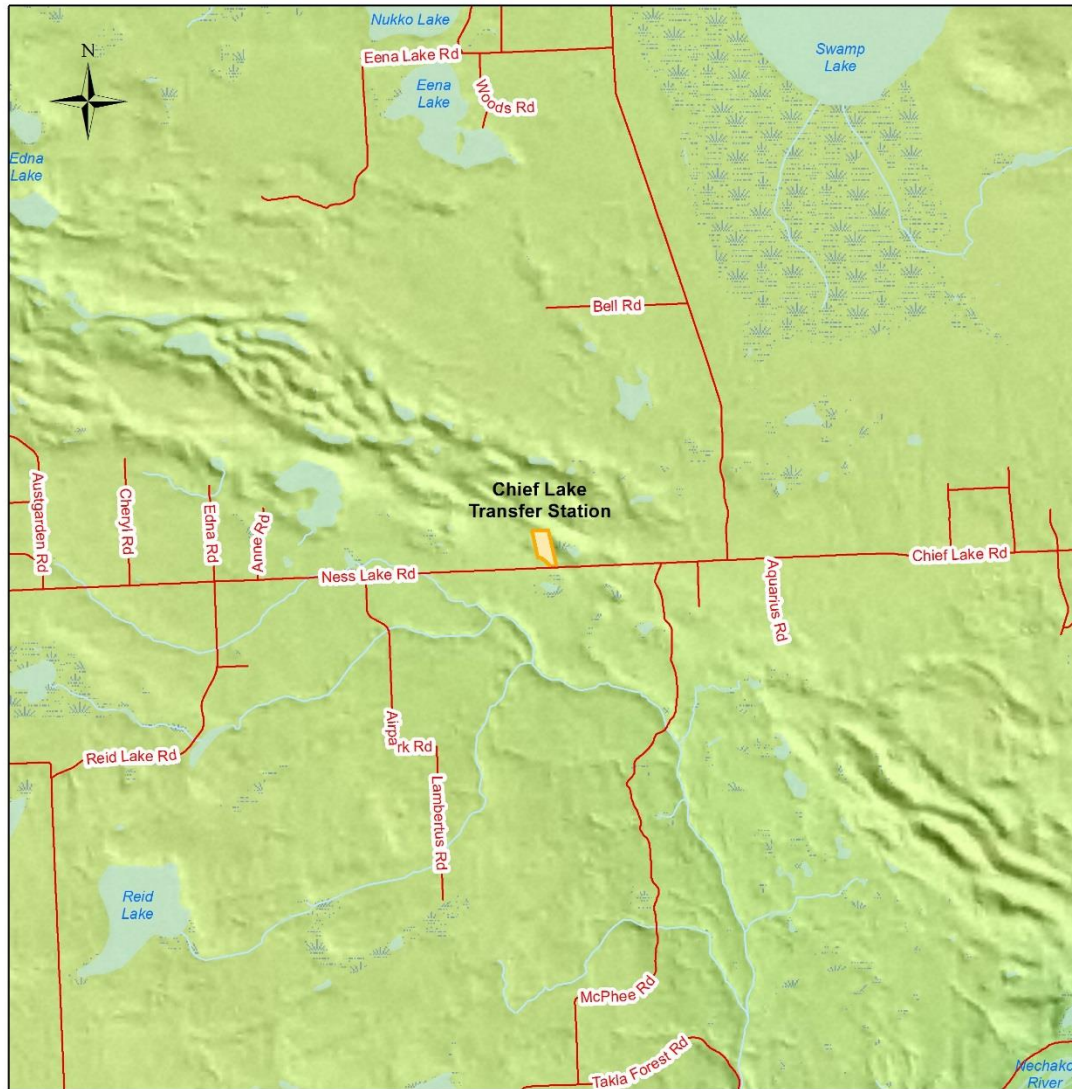
the Contract. Failure to return the keys at the end of the Contract will result in a \$200.00 lock and re-key fee being deducted from the final invoice.

Record Keeping

The Contractor must keep the following records and documents. These documents will be made immediately available to the Project Manager when requested unless otherwise specified.

- 13.1 The Contractor will keep records of any unauthorized dumping at the Facility. Records will include descriptions of material, any evidence present as to the origin of the material, estimates of volume or weight of material and photographs of the material. These records will be submitted to the Project Manager within two business days.
- 13.2 The Contractor will maintain a record of all complaints and concerns received from Facility users. These complaints are to be recorded on a form (see Appendix O) provided by the Regional District and submitted to the Project Manager on a weekly basis. Complaints of a serious nature or any conflict between the Contractor or the Contractor's employees or the Contractor's sub-contractors and a facility user will be reported to the Project Manager immediately.
- 13.3 The Contractor will submit reports concerning their regular inspection and maintenance activities to the Project Manager or designate on a monthly basis. The report form will be provided by the Regional District.
- 13.4 The Contractor will keep a record of public use of the facility on an hourly basis. Form will be provided by the Regional District. Forms to be submitted at the end of the month to the Regional District.

APPENDIX M - SITE LOCATION MAP



APPENDIX N - MONTHLY CARETAKER REPORT



REGIONAL DISTRICT
of Fraser-Fort George

FILE: TRAN 10.1

**CHIEF LAKE REGIONAL TRANSFER STATION
CARETAKER'S MONTHLY REPORT**

FOR THE MONTH OF _____

Date	Time of Arrival	*Fullness of Bin #1	*Fullness of Bin #2	Signage Inspected	Structure Inspected	Snow Removal	Traction Material Applied	# Visitors	Notes
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

***Fullness of Bin - estimate how much garbage is in the bin, ie. 1/4, 2/3, full, etc**

Damage to:	Date	Action Taken
Bins		
Hydraulics		
Signs		
Gate/Fence		
Other		

Please use back of page for additional information.

NOTES:

[illegible]

APPENDIX O - CHIEF LAKE INCIDENT REPORT



REGIONAL DISTRICT
of Fraser-Fort George

INCIDENT REPORT

Chief Lake Transfer Station

This report must be completed immediately and filed within 24 hours of the incident. Please print in ink. Originals will be forwarded to Main Office.

LOCATION: _____ DATE: _____ TIME: _____ AM/PM

A. Person Reporting Incident:

NAME: _____ POSITION: _____

B. Details of Incident:

(Include descriptions of person or persons involved, description of all vehicles involved, license plate numbers, what was observed and any additional relevant information - use back of page if more space required)

SIGNATURE: _____ DATE: _____

C. Witnesses:

1. NAME: _____

ADDRESS: _____

PHONE #: _____

SIGNATURE: _____

2. NAME: _____

ADDRESS: _____

PHONE #: _____

SIGNATURE: _____

D. Action Taken:

RCMP CONTACTED: YES _____ NO _____ OFFICER'S NAME: _____ FILE #: _____

INVESTIGATED: YES _____ NO _____

E. Reported to Regional District:

DATE: _____ TIME: _____ AM/PM

EMPLOYEE: _____ SUPERVISOR: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

APPENDIX P - CHIEF LAKE SITE PAMPHLET

ALTERNATE DISPOSAL SITE

Materials that are **not accepted** at the Chief Lake Regional Transfer Station, but **are accepted** at the Foothills Boulevard Regional Landfill include:

Antifreeze and antifreeze containers
Auto hulks/parts
Batteries (automotive and household)
Bulky materials
Construction debris
(such as concrete, asphalt, roofing materials)
Dead animals (not cows)
Drywall
Furniture and mattresses
Used oil, oil filters and oil containers
Ozone depleting substance containing appliances covered by MARR
Soils

PROHIBITED MATERIALS

The following materials **are not** accepted at Regional District Transfer Stations and Landfill facilities:

Cattle Carcasses
Chemical Waste
Explosives
Fencing Wire
Fireplace Ashes
Fuels
Hazardous Waste
Ignitable Waste
Liquids
Lubricants
Paints/Solvents
Pesticides
Refuse (on fire or smoldering)
Radioactive Waste
Reactive Waste
Sewage Sludge
Special Waste (Provincial Regulation)
Steel/Plastic Drums (if not cut, crushed or perforated)
Tires (as of March 31, 2022)

Alternative disposal options are available for these materials. For further information, contact the Regional District Service Centre at 250-960-4400 or 1-800-667-1959.

HOURS OF OPERATION

Chief Lake Transfer Station	
Year Round	
Monday & Tuesday	9 am – 3 pm
Wednesday/Thursday	Closed
Friday/Saturday/Sunday	9 am – 5 pm
Open Regular Hours on the following holidays: Easter Monday, Victoria Day, Labour Day and Thanksgiving Day	

Foothills Boulevard Regional Landfill	
Operating Hours:	
Monday to Friday	7 am – 5 pm
Saturday & Sunday	9 am – 5 pm
Holiday Operating Hours are from 9 am to 5 pm. (Easter Monday, Victoria Day, Labour Day and Thanksgiving Day ONLY).	

These facilities are **CLOSED** on all other Holidays:

New Years' Day	National Day of Truth and Reconciliation
Family Day	Remembrance Day
Good Friday	Christmas Day
Canada Day	Boxing Day
BC Day	

When delivering waste or recyclables to any Regional District facility, please ensure that loads are covered and contained so that material does not blow out onto the roads.



REGIONAL DISTRICT
of Fraser-Fort George

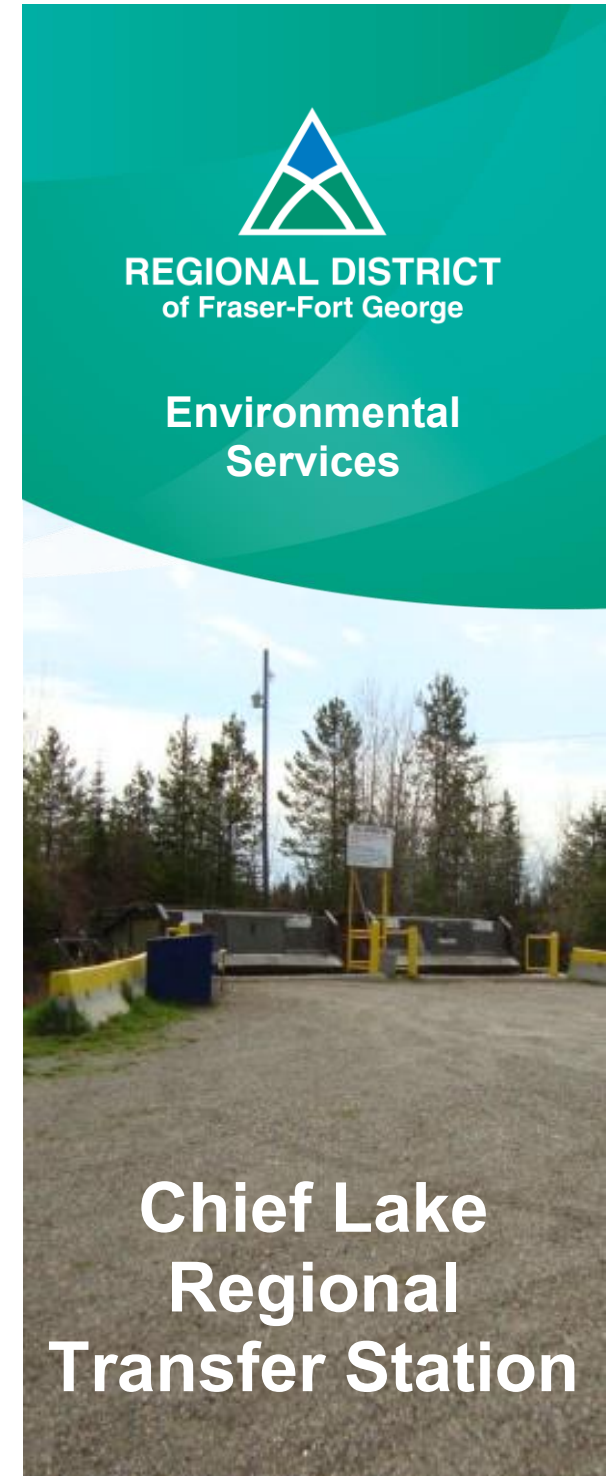
155 George Street, Prince George, BC V2L 1P8
Tel: 250-960-4400 • Toll Free: 1-800-667-1959
Fax: 250-563-7520 • Email: environment@rdffg.bc.ca

www.rdffg.ca



REGIONAL DISTRICT
of Fraser-Fort George

**Environmental
Services**



**Chief Lake
Regional
Transfer Station**

SITE OPERATION

The Chief Lake Regional Transfer Station is operated by the Regional District of Fraser-Fort George and is designed to receive **small loads** of household garbage. The material delivered to this facility will be transferred to the Foothills Boulevard Regional Landfill in Prince George.

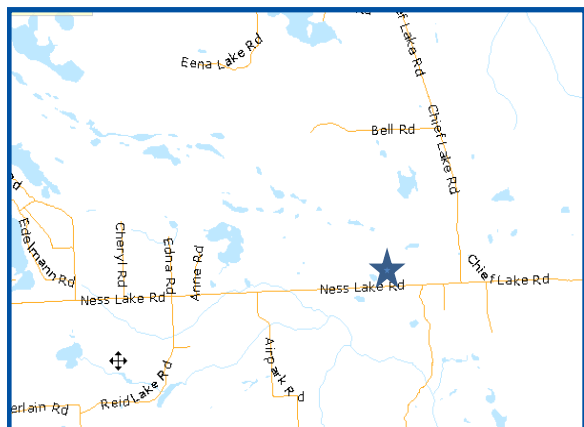
Commercial and large loads should be delivered to the Foothills Boulevard Regional Landfill in Prince George at West Austin and Foothills Boulevard.

TRANSFER STATION SERVICES

The Chief Lake Regional Transfer Station provides household garbage disposal service by way of the on-site transfer station. All waste is to be deposited into the transfer station bins.

The transfer station is designed to receive **bagged household garbage and to accommodate the tipping of garbage cans**. Household garbage is comprised of materials such as food waste, packaging waste, plastics, textiles, and glass. Garbage should be contained in a large garbage bag or a garbage can with a lid for transport to the facility. When leaving, please ensure that the bin door is shut and latched to prevent animals from entering the bin.

LOCATION MAP



MULTI-MATERIAL RECYCLING

Multi-material recycling collection is temporarily suspended at Regional District transfer stations and landfills.

If you are a Prince George and area resident not serviced by a residential curbside collection program you can take your recycling to:

- **Quinn Street Regional Recycling Depot**
- **[Prince George Recycling Centre](#) off Vance Road, open Monday to Saturday 8:30 am to 5:30 pm**
- **[Hart Return-It Centre](#) on the Hart Highway, open Monday to Saturday 8:30 am to 5:00 pm**

For a detailed list of accepted materials, please visit our website or www.sortsmart.ca.

ALTERNATE WASTE DIVERSION OPTIONS

Scrap Metal Recycling

Metal materials are accepted at the Foothills Boulevard Regional Landfill for recycling. Acceptable materials include:

- Appliances and parts such as stoves, dishwashers, hot water tanks, washers, dryers and any other **non-refrigeration** type appliance, many of which are part of MARR;
- Bicycle frames and barbeque hulks;
- Metal roofing and siding;
- Lawnmower bodies, snowmobile and motor bike frames (fuel, lubricants and tires must be removed);
- Any steel containers (drums and tanks) must be crushed or perforated to ensure that they contain no liquid or hazardous material. Pressurized containers cannot be recycled.

Private scrap metal services are available for commercial generators and for auto hulk disposal.

Appliances Containing Refrigerate

Fridges, freezers, air conditioners, and dehumidifiers under the Major Appliance Recycling Roundtable Stewardship program are accepted free of charge for recycling at Foothills Boulevard Regional Landfill. For more information on MARR check out their website: <https://www.marrbc.ca>

Tire Recycling

As of March 31, 2022, tires are no longer accepted at Regional District transfer stations or landfills.

When buying new tires, leave your old ones with the tire retailer and they will ensure that they are recycled. Otherwise, please visit Tire Stewardship BC (TSBC) (www.tsbc.ca) or call Toll-free 1-866-759-0488 to find your nearest drop-off location.

Yard and Garden Waste Recycling

Backyard composting is an effective method for handling your yard and garden waste. Leaves, grass clippings and vegetable clippings can all be composted in your backyard and then added to lawns and gardens.

The Recycling & Environmental Action Planning Society (REAPS) www.reaps.org offers workshops and provides information brochures on home composting. For more information, call REAPS at 250-561-7327.

The Foothills Boulevard Regional Landfill site has a centralized composting operation for recycling yard and garden trimmings (leaves, grass and hedge clippings, plants, flowers, vegetable stalks, shrub and tree branches up to 75 mm (3 inches) in diameter). Weeds, land clearing debris and industrial sources of wood waste are not accepted for composting.

Propane Tanks

One empty propane tank 20lbs and under is accepted free of charge at the Quinn Street Regional Recycling Depot or the Foothills Boulevard Regional Landfill.

APPENDIX Q - CHIEF LAKE RESIDENTIAL TRAFFIC COUNT SHEET



REGIONAL DISTRICT of Fraser-Fort George

FACILITY INFORMATION TRAFFIC COUNT TRAN 10.1.1

Site: CHIEF LAKE

Week: _____

	1 - 5 Bags				6 – 10 bags				½ Pick-up				Full Pick-up			
	G	C	M	B	G	C	M	B	G	C	M	B	G	C	M	B
Monday																
Tuesday																
Friday																
Saturday																
Sunday																

VEHICLE COUNT	Friday	Saturday	Sunday	Monday	Tuesday
9 - 10					
10 - 11					
11 – Noon					
Noon – 1					
1 – 2					
2 - 3					
3 – 4					
4 - 5					
Total					

G=Garbage	C=Compost	M=Metal	B=Building Materials
DLC= Demolition Lumber Construction (Materials)			

[illegible]

APPENDIX R - CHIEF LAKE SITE INSPECTION REPORT



Site: Chief Lake Transfer Station	File: TRAN 10.1
Date:	Time:
Inspector:	

1.0	Entrance (upon arriving at site)	YES	NO	N/A
	Sign(s) posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appearance and cleanliness acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Entrance secured when site not operating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all gates and fences in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

2.0	Unloading Area	YES	NO	N/A
	Unloading area clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unloading area clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unloading area swept hourly?			
	1 st hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2 nd hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3 rd hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4 th hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5 th hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6 th hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7 th hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8 th hour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bin railings secure and in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bins on fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Check each residents' refuse for burning ash, contaminated materials and banned substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outbuildings clear of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Below bins kept clean and litter free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Talk with each resident disposing of refuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Give residents information on other recycling options?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

3.0	Swap Shed	YES	NO	N/A
	Area around swap shed clear of debris and hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Swap Shed structure in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Swap Shed free of contaminants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Parking area for swap shed free of contaminants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Swap shed cleaned out daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

4.0	Recycle Bins	YES	NO	N/A
	Area around recycle bin clear of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Area around recycle bin clear of scatter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recycle bin called in when full?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Attendant encouraging recycling when residents arrive on site with paper and cardboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

5.0	Scatter	YES	NO	N/A
	Attendant picked up loose scatter in TS area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scatter picked up in marshall area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scatter picked up in surrounding area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

6.0	Marshall Area	YES	NO	N/A
	Marshall areas clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tires neatly stacked in piles of 5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DLC bins kept free of contaminants such as paint/propane tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Residents directed to put ONLY compost in Y and G bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Residents directed to put ONLY DLC in DLC bins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Metal pile OK and free of contaminants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

7.0	End of Day	YES	NO	N/A
	In front of bins swept and clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All residents out of site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Site locked and gated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bear activity noticed on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wind activity noticed on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coyote activity noticed on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

Recommendations:

Action Required by Regional District:
Action Required by Contractor:

Copy given to Contractor on _____