



REGIONAL DISTRICT
of Fraser-Fort George

INVITATION TO QUOTE

ES-26-06

Park Attendant Services
Wilkins Regional Park

Date Issued

February 27, 2026

Closing Location

Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Inquiries

Bryan Boyes at bboyes@rdffg.bc.ca

Inquiries deadline: March 6, 2026 at 4:00pm

Closing Date

March 20, 2026 at 2:00 pm PST

No Public Opening

Late submissions are not considered



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Invitation to Quote ES-26-06 Park Attendant Services – Wilkins Regional Park

PART A – INTRODUCTION

The Regional District of Fraser-Fort George (the “Regional District”) invites written quotations from qualified contractors to provide park attendant services for Wilkins Regional Park. The Contractor will provide all materials, supplies and equipment to complete the services specified herein.

The contract term is **May 1, 2026 – October 31, 2026**.

QUOTATION DOCUMENTS

The Invitation to Quote (ITQ) documents may be obtained on or after **February 27, 2026**.

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

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

QUOTATION SUBMISSION AND CLOSING LOCATION AND TIME:

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

Quotations will be received until 2:00 p.m. local time on **March 20, 2026** (the "**Closing Date**") by email to purchasing@rdffg.bc.ca or at the Regional District of Fraser-Fort George, 3rd floor, 155 George Street, Prince George, BC (the "**Closing Location**").

Qualified contractors must complete and submit Appendix A to E, the Schedule of Prices, Goods and Services Tax Information, Conflict of Interest Disclosure Statement, List of Contractor's Personnel, and Contractor's Experience in Similar work.

Quoted prices must remain in effect for 60 days after the Closing Date.

Submissions received after the stated Closing Date will be disqualified and not considered by the Regional District.

All applicable taxes will be shown separately. The successful supplier will be required to itemize taxes on all invoices submitted to the Regional District.

Quotations will be evaluated on the quoted price and supplier's experience. The Regional District reserves the right to reject any and all quotes; the lowest price will not necessarily be accepted.

The Regional District will accept quotes submitted either by direct delivery or electronically to the Regional District main office.

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

Closing Date for quotes is March 20, 2026, at 2:00 p.m. local Prince George time.

For Quotes to be submitted by hard copy direct delivery:

Two complete copies of your Quotation must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the quotation, 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 Quote, ES-26-06
Parks Attendant Services – Wilkins Regional Park
3. Responding Bidder's name and address

Facsimile Quotations will NOT be accepted.

For Quotations to be submitted Electronically:

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

Bidders must submit all portions of their Quotation by email in accordance with the following:

Subject of the file to be: ES-26-06 – Park Attendant Services – Wilkins Regional Park – (Insert Responding Bidder's Name)

All emailed documents must be in PDF format and should be in one combined file. Bidders 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.

Quotations must be submitted to purchasing@rdffg.bc.ca. Do not deliver a physical copy of the quotation package to the Regional District of Fraser Fort George.

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

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 Bidder's electronic transmission, including the transmission of an electronic copy of its Quotation, cannot be received;
2. for errors, problems or technical difficulties with respect to a Bidder's electronic transmission, including the transmission of an electronic copy of its Quotation;
3. that a Bidder's electronic transmission, including the transmission of an electronic copy of its Quotation, is received by the Regional District of Fraser-Fort George in its entirety or within any time limit specified by this Quotation.

4. The Regional District will not be responsible for any costs incurred by bidders as a result of the preparation or submission of a quote pertaining to this ITQ. The accuracy and completeness of the quote is the bidder's responsibility. Should errors in a quote be discovered, the bidder shall be solely responsible for any additional costs incurred by that bidder in the performance of the work and shall be solely responsible for correcting any deficiencies or errors in that quote at their expense.

Regional District's Right to Reject Quote

The Regional District reserves the right to reject any and all quotes; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in quotes, reject any and all quotes, or accept the quote deemed most favourable in the interests of the Regional District.

No bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the bidder.

If a Quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the quote.

The Regional District reserves the discretion to reject any quote submitted by a bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that bidder (or in the case of a quote submitted by a bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

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

The Regional District reserves the right to reject any quote submitted by a bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.

All inquiries relating to this Invitation to Quote must be directed to:

Bryan Boyes, Environmental Services Utilities Leader
Phone: 250-960-4400 / Toll-free: 1-800-667-1959
Email: bboyes@rdffq.bc.ca

PART B – GENERAL CONDITIONS

1. DEFINITION OF TERMS

"Contract Documents" or **"Contract"** means and includes the complete and completed set of all documents and addenda incorporated therein, as listed in the Table of Contents.

"Contractor" means the successful bidder who enters into the Contract with the Regional District.

"Equipment" means anything and everything except persons used by the Contractor in performance of the Work and except Materials as defined herein.

"Facility or Facilities" means the park property and all Equipment, building and improvements within the property

"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 Facility, or existing on the Facility, and incorporated in the complete Works.

"Project Manager" means the Regional District's representative.

"Regional District" means the Regional District of Fraser-Fort George.

"Regional Park Property" means the property occupied by the Regional District for the purpose of operating a public day-use park facility.

"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. INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the Contractor will provide all supervision, labour, Materials, and Equipment and all else necessary for, or incidental to, the proper execution of the Work described in the Contract or as directed by the Regional District and all incidental Work to complete the project.

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

3. 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 and the quantities, quality, and practicability of the Work and of their methods of procedure. No verbal agreements or conversation 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.

4. PROJECT MANAGER'S STATUS

The Project Manager 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 Contractor maintains the Facility in a satisfactory condition, and for ensuring that the Work has been satisfactorily carried out. The Project Manager will have the authority to stop the Work whenever such stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

5. REPORTS

The Contractor will upon the request of the Project Manager fully inform the Project Manager of the Work done and to be done by the Contractor in connection with the provision of the services.

6. SUPERVISOR AND LABOUR

The Contractor will keep on the Facilities, at all times during the Work, a competent supervisor. The Contractor will identify the person who will act as the supervisor, in writing, to the Regional District. The supervisor will represent the Contractor in their absence and directions given to them will be considered to have been given to the Contractor. The supervisor will have the ability to report to the Project Manager and have the authority to act on contractual obligations on behalf of the Contractor.

The Contractor shall employ at all times, qualified and experienced personnel to carry out the Work. The Contractor will provide additional personnel required to carry out the Work if necessary.

The Contractor will comply with all federal and provincial legislation regarding wages and labour regulations including payment of any and all dues, levies, or charges made under or in relation to the Contract. The Contractor will make proof of payment available to the Project Manager when requested.

7. CHARACTER OF WORKERS

All 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 who, in the opinion of the Project Manager, 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 wilfully negligent will, at the written request of the Project Manager, be removed from the Facility of the Work immediately and will not be employed again in any portion of the Work without the approval of the Project Manager.

8. REGIONAL DISTRICT'S TERMINATION OF CONTRACT

In the event of the breach or non-performance by the Contractor of any of the covenants, conditions, and agreements contained in the Contract to be performed, or stoppage under Article 4, the Project Manager 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.

9. 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 ten days of the Contractor's written notice to do so.

10. 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) the Contractor, upon receiving written notice from the Regional District requesting delivery of the same, shall immediately deliver to the Regional District any property provided by the Regional District, or shall return such property at the end of this Contract.

11. REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after five (5) 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.

12. 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.

13. PERMIT AND REGULATIONS

The Contractor will, at their own expense, 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.

14. 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, 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.

15. 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 and will comply with the *Workers' Compensation Act* of the Province of British Columbia.

16. CHANGES IN THE 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 any Contract unless a change order form is completed and signed by the Regional District and the Contractor.

17. PAYMENT

The Regional District will, by the thirtieth (30th) day of the month following that, for which payment is required on receipt of an invoice and on advice from the Project 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.

After September 30, 2026, the Regional District may require the gate to be opened and closed daily, inclusively until the Regional District decides to close the park gate for the season. The Contractor will supply a separate per day rate on the Schedule of Prices. The Contractor's invoices for this work (October 1 – 31, 2026) will be based on the per day rate.

18. GOODS AND SERVICES TAX (GST), as applicable

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.

19. 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 himself 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 Regional Park Property or in connection with the Work.
- e) Where the Regional District has corrected a deficiency under Article 12.

20. INSURANCE

The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances 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 provide the Regional District with thirty 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 \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured.
- ii. 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.
- iii. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.
- iv. Equipment insurance on all Equipment owned or rented by the Contractor to its full insurable value.

21. DURATION OF CONTRACT

The duration of the Contract will be from 12:01 a.m. May 1, 2026 to midnight, October 31, 2026. The Contract may be renewed on a period-by-period basis at the Regional District's discretion for up to two years. Each extension will be for a one-year period and the total Contract duration will not exceed three years. Each period of renewal will be as per the Schedule of Prices at the quoted rates.

22. WORKSAFEBC

Prior to undertaking any of the work, the Contractor will provide its WorkSafeBC number and will keep current all assessments required by WorkSafeBC in relation to, and for, the duration of the work. The Contractor will provide a clearance letter from WorkSafeBC to the Regional District prior to commencement of the work.

Where the Contractor may not be eligible for WorkSafeBC coverage, the Contractor should provide a copy of a letter from WorkSafeBC confirming ineligibility.

23. CONFIDENTIALITY

In accordance with the *Freedom of Information and Protection of Privacy Act*, Bidders 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 Bidder as a result of this ITQ except insofar as such publication, release or disclosure is required by the laws of British Columbia.

24. RIGHTS OF WAIVER

A waiver of any breach of or provision of this Contract 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.

25. 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.

PART C – OPERATIONAL SPECIFICATIONS

1. GENERAL

These specifications describe the operation of Wilkins Regional Park located at Miworth, B.C.

The Facility is a day use park where the public can enjoy a variety of recreational opportunities.

- 1.1 The Contractor will perform all work outlined in this Contract as required or up to one time every other day.
- 1.2 The Contractor will at their own expense pay for and supply all Equipment, labour, Materials, and supplies to operate the Facility in accordance with the conditions herein.
- 1.3 The Contractor is not required to remain on site during operating hours. The Contractor must remain on site for the time necessary to perform the duties outlined in the Contract.
- 1.4 The Contractor will carry out and comply with every order and instruction given by the Regional District pursuant to applicable local government, provincial and federal legislation, criteria and guidelines in maintaining the Regional Park Property.
- 1.5 The Contractor will agree to exercise good public relations in exercising their authority under this Contract. The Contractor and their workers must possess full knowledge of the park operating procedures and park area and carry out the Work in a timely, neat and orderly manner.
- 1.6 The park is located in a wildlife interface area and wildlife is present. The Contractor will ensure that workers are properly trained so that conflicts with wildlife are avoided.

2. OPERATING HOURS

The Regional Park remains open to the public from 6:00 a.m. to 11:00 p.m. seven days a week, 365 days per year.

The Contractor will be required to be at the site as often as required to complete the work herein between May 1 and September 30.

3. MATERIALS SUPPLIED BY CONTRACTOR

The following supplies will be provided by the Contractor during the term of the contract. The Project Manager will, at their own discretion, determine the suitability of the supplied Materials. The Contractor shall supply and use environmentally preferable cleaning and paper products that meet or exceed recognized third-party certification standards such as Green Seal or ECOLOGO.

- 3.1 Garbage Bags – at a minimum, 35” x 50” heavy duty plastic garbage bags made of recycled materials.
- 3.2 Toilet Paper – at a minimum, 2-ply commercial grade toilet paper and must contain a minimum of 50% post-consumer recycled content (preferably 100%) and be processed chlorine-free whenever available

- 3.3 Cleaning Solution – A disinfectant cleaning solution is necessary. Contractor will use cleaning solutions as per the manufacturer’s recommendations.
- 3.4 Quantities – These quantities demonstrate historical trends of supplies used at the Facility and do not constitute a warranty or guarantee by the Regional District as to actual quantities that may need to be supplied by the Contractor.

(Past use approximation values only: 100 rolls toilet paper, 75 garbage bags, 2 5-litre jugs of cleaning solution).

4. LITTER AND RECYCLABLES COLLECTION

The Contractor will remove all litter and recyclables from the park. The appearance of the site will be such as to present a well-maintained regional park at all times.

- 4.1 The Contractor will ensure that roadways, ditches, paths, and parking lots are kept free of all litter and other foreign material.
- 4.2 The Contractor will ensure that all areas covered with lawn are kept free of all litter and other foreign material.
- 4.3 The Contractor will ensure that all beaches are kept free of all litter, and any foreign materials that may injure a park user. Raking of the sand on a beach is mandatory each visit to uncover any debris that may be otherwise unseen and that debris will be removed and disposed of.
- 4.4 The Contractor will ensure that waste and recycle containers are emptied and kept in a clean and sanitary condition, free from stains and offensive odors.
- 4.5 The Contractor will ensure that all waste and recycle containers are kept lined and stocked with 35" x 50" bags.

5. FIRE PITS

- 5.1 The Contractor will ensure that fire pits are kept clean of ashes, coals and unusable wood to a depth of 1" below the airflow holes in the fire pit. Charred but useable wood shall be piled neatly adjacent to the fire pit.
- 5.2 All ashes, coals and unusable wood will be removed from the Regional Park and properly disposed of.
- 5.3 The Contractor will not dispose of any ash and/or coals into the waste containers.

6. PUBLIC TOILETS

- 6.1 The Contractor will ensure that all public toilet facilities remain free of debris and are cleaned with the cleaning solution. Cleaning includes sweeping and wet mopping the floor,

washing the walls, podium and seat, keeping the structure free of cobwebs, inside and outside and a reasonable effort for removal of graffiti.

- 6.2 The Contractor will ensure that all public toilet facilities have a supply of 2-ply toilet paper at all times.

7. PICNIC TABLES

- 7.1 The Contractor will ensure that all picnic tables remain free of bird feces, food, cobwebs and other debris and are cleaned with the cleaning solution and a reasonable effort for removal of graffiti.
- 7.2 The Contractor will ensure that the ground under and around the picnic tables is raked to remove debris and that all debris is disposed of.

8. BENCHES

- 8.1 The Contractor will ensure that all benches remain free of bird feces, food, cobwebs and other debris and are cleaned with the cleaning solution and a reasonable effort for removal of graffiti.
- 8.2 The Contractor will ensure that the ground under and around the benches is raked to remove debris and that all debris is disposed of.

9. PICNIC SHELTER

- 9.1 The Contractor will ensure that the picnic shelter's floor, logs and log beams remain free of any dirt, debris and cobwebs and a reasonable effort for removal of graffiti.
- 9.2 At a minimum, weekly cleaning includes sweeping and wet mopping the floor, washing the picnic tables/seats with an cleaning solution, keeping the structure and tables free of cobwebs inside and outside.

10. INFORMATION KIOSK

The Contractor will:

- Ensure that the plexiglass is clean and free from debris and cobwebs.
- Make a reasonable effort to remove any graffiti from the kiosk.
- Ensure that the cover/roof structure is free of moss and any other build up of materials

11. WOOD STOVE

The Contractor will ensure that the wood stove is kept clean of ashes, coals and unusable wood. Charred but useable wood shall be piled neatly adjacent to the wood stove.

12. GRAFFITI/VANDALISM

The Contractor will make a reasonable effort to remove any graffiti/vandalism from garbage cans, signs, outhouses, picnic tables, picnic shelter or any other park structure. The Contractor will notify the Regional

District of any graffiti/vandalism that requires Regional District staff attention or anything they are unable to remove. The Contractor will immediately report any acts of vandalism to the Regional District.

13. PARK GATE

- 13.1 The Contractor will ensure that the main gate at Wilkins Regional Park is opened each day by 9:00 am and shall remain open as per the posted times and identified in the Regional Parks Regulation Bylaw No. 793, 1986. The Contractor will ensure that all vehicles are out of the park before locking the gate each evening.
- 13.2 The following procedure should be used when the Contractor closes the gate each evening:
- enter the park and close the gate at the posted time
 - drive to all areas accessible and check for vehicles
 - if there are no vehicles proceed to lock the gate
 - if vehicles are present but the owner is not, record the vehicle's license plate number and description,
 - attach a pamphlet, supplied by Regional District, to the vehicle windshield explaining that the gate is now closed. The pamphlet contains a number the vehicle owner can call to make arrangements for being let out of the park.
 - the contractor shall be available for after-hours opening of the gate in an emergency, as per information in Appendix J.

14. CONTRACTOR'S PERSONNEL

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

- must have full knowledge of the Regional District's operating requirements,
- must have a neat and clean appearance, and
- must have the ability to immediately contact the Regional District if any problems should arise.

15. REGIONAL DISTRICT'S FACILITIES

- 15.1 The Contractor will open and close the access gates in accordance with Section 11 – Park Gate.
- 15.2 The Contractor will not use these facilities for the storage of any of the Contractor's tools, Equipment, or anything else owned by the Contractor.
- 15.3 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. Information is to be recorded on the form provided.
- 15.4 The Contractor, or any of their workers, shall not issue keys for copying or for unsupervised access to any controlled access portion of the park.

16. SECURITY

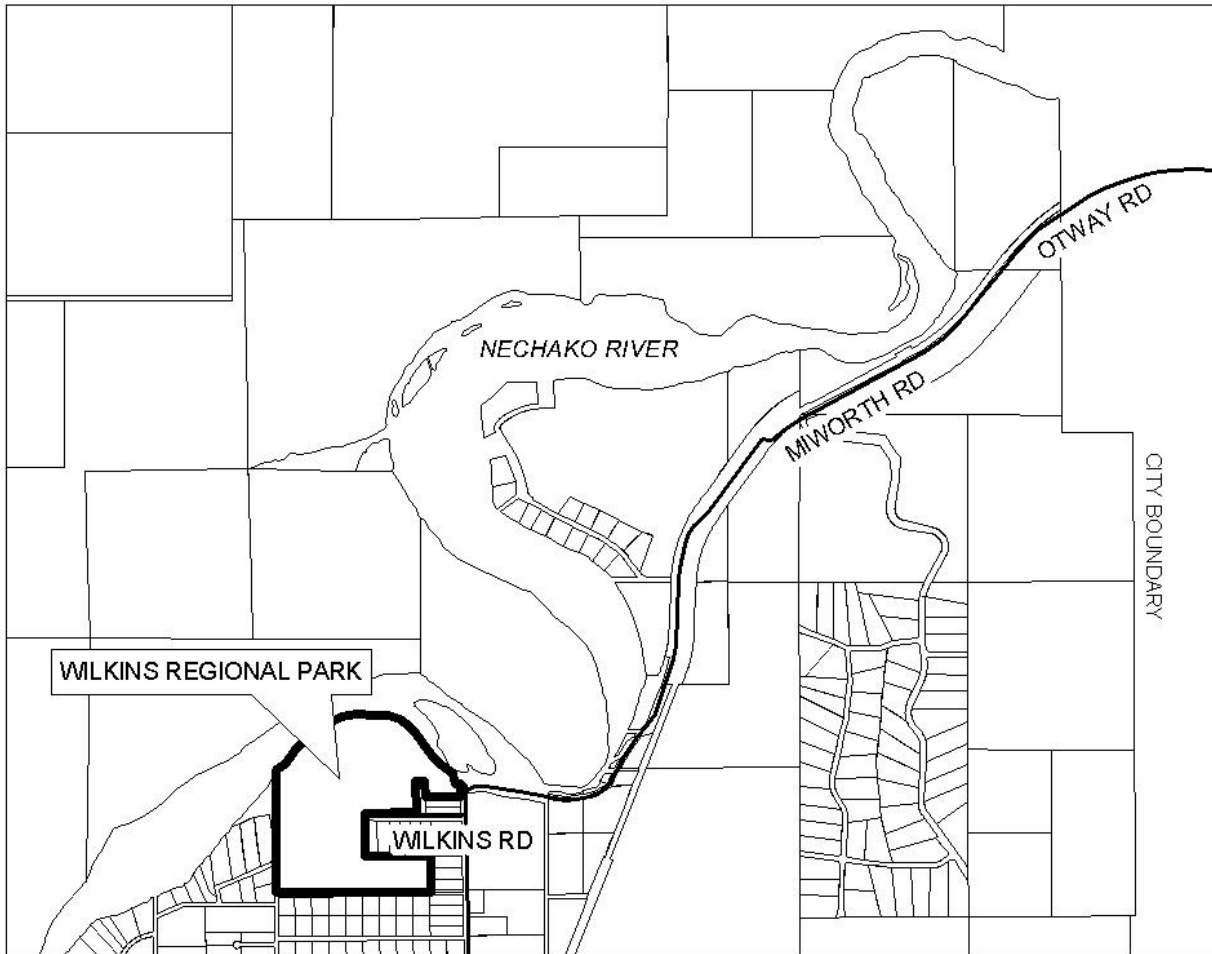
- 16.1 The Contractor shall make themselves familiar with the Regional Parks Regulation Bylaw No. 793, 1986, a copy of which will be supplied by Regional District.
- 16.2 The Contractor shall note any misuses while performing their duties as outlined in this Contract. All misuses will be documented and then reported to:
- Environmental Services Utilities Leader (bboyes@rdffg.bc.ca) Monday to Friday 8:00 a.m. – 4:00 p.m.
 - Regional District after hours emergency line at 250-960-4401 during other hours.
- 16.3 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.

17. RECORD KEEPING

The Contractor must keep the following records and documents. These documents will be made immediately available to the Environmental Services Utilities Leader (bboyes@rdffg.bc.ca) when requested unless otherwise specified.

- 17.1 The Contractor will maintain a record of all complaints and concerns they may receive from park users on forms provided by the Regional District and submit these forms to the environment@rdffg.bc.ca on a weekly basis. Complaints of a serious nature or any conflict between the Contractor or the Contractor's employees and a facility user will be reported to the Project Manager immediately.
- 17.2 The Contractor will submit reports concerning their regular inspection and maintenance activities to environment@rdffg.bc.ca on a monthly basis. The Regional District will provide the report form.

18. SITE LOCATION MAP



APPENDIX A - SCHEDULE OF PRICES – QUOTED PRICE

To supply all necessary Equipment, labour, Materials, supervision, and all things necessary for park attendant services at the Wilkins Regional Park in accordance with the attached General Conditions and Operational Specifications.

- 1) Price:
- a) Lump sum (GST excluded) quoted price per month \$ _____
 - b) GST \$ _____
 - c) **Total (a + b)** \$ _____
- 2) **TOTAL PARK SERVICES (c x 5)**
May 1, 2026 – September 30, 2026 \$ _____
- 3) Price (GST excluded) per day for Opening/Closing of Park Gate
From October 1 – 31 \$ _____

If there are any discrepancies between the quoted sum per month and the total quoted sum, the quoted price per month will be accepted as the correct amount.

Is GST payable? Yes No

APPENDIX B – LIST OF CONTRACTOR’S PERSONNEL

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 be made in writing to the Regional District.

<u>Name of Employee</u>	Employee Experience / Qualifications

APPENDIX C - CONTRACTOR'S EXPERIENCE IN SIMILAR WORK

<u>Year</u>	<u>Work Performed</u>	<u>Reference Contact (name and phone number)</u>	<u>Value</u>

APPENDIX D - CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

ES-26-06
Park Attendant Services – Wilkins Regional Park

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 E - 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 F – 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:
Street Address
City, Province, Postal Code

(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 Materials, labour, supervision, and Equipment and perform all Work, and fulfil everything as set forth in and in strict accordance with the Contract Documents for the project entitled “Park Attendant Services - Wilkins Regional Park” Invitation to Quote ES-26-06 from May 1, 2026 to October 31, 2026, and
 - (b) Commence to actively proceed with the Work of the Contract on May 1, 2026.
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 Schedule of Prices, List of Contractor’s Personnel, Contractor’s Experience in Similar Work, General Conditions of Contract, Contract Agreement and other Securities, General Conditions, Operational Specifications, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure 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.

APPENDIX G – MONTHLY REPORT



WILKINS REGIONAL PARK
MONTHLY REPORT

MONTH _____ 20 _____

Date	Clean Pit Toilets & Paper (4)	Clean/Mop Picnic Shelter	Garbage Collection	Clean Fire Pits	Check Wood Pile	Rake Picnic Table Area	Clean Tables & Benches	Weather S-Sunny O-Overcast R-Rainy	No. of Visitors	Time of Day	Litter
1											
2											
3											
4											
5											
6											
7											
8											
9											
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31											
TOTALS											

LATE VISITORS AFTER CLOSING

DATE _____

DAMAGE/VANDALISM (see attached Damage Reports)

OTHER COMMENTS/SUGGESTIONS

APPENDIX H – INCIDENT REPORT FORM



**REGIONAL DISTRICT
of Fraser-Fort George**

INCIDENT REPORT

Wilkins Regional Park

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: _____

2. NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE #: _____

PHONE #: _____

SIGNATURE: _____

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: _____

APPENDIX I – COMPLAINT FORM



REGIONAL PARKS COMPLAINT FORM

PARK _____ DATE _____

NAME _____

ADDRESS _____

PHONE _____ COMPLAINT TAKEN BY _____

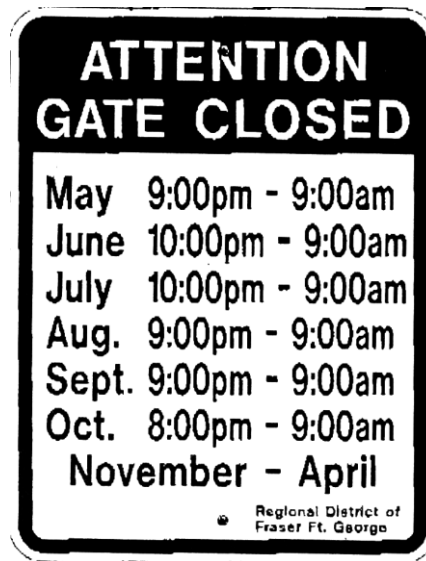
DETAILS: [Include name, address, phone, vehicle description, license plate number, person(s) description, etc., if complaint involves another person(s).]

ACTIONS TAKEN:

APPENDIX J – LOCKED IN NOTICE

NOTICE

- The park gate has been locked as per hours posted on signs throughout the park.



- Please note that we have recorded your vehicle description and plate number to keep on file.
- You can call xxx-xxx-xxxx in case of an emergency, if there is anyone available they may be able to open the park gate at their earliest convenience.



REGIONAL DISTRICT
of Fraser-Fort George