



## **REGIONAL DISTRICT of Fraser-Fort George**

# **INVITATION TO TENDER**

## **ES-26-15**

### **Caretaker Services**

### **Buckhorn Regional Transfer Station**

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#### **Date Issued**

July 20, 2026

#### **Closing Location**

Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8  
[purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

#### **Mandatory Site Meeting**

Buckhorn Regional Transfer Station  
Monday, July 27, 2026 at 10:00 a.m.

#### **Inquiries**

Darren Wahl at [darren.wahl@rdffg.bc.ca](mailto:darren.wahl@rdffg.bc.ca)  
**Inquiries deadline: July 29, 2026 at 4:00 p.m.**

#### **Closing Date**

**August 4, 2026 at 2:00 p.m. PT**  
**No Public Opening**

**Late submissions are not considered**



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## Invitation to Tender

ES-26-15 - Caretaker Services – Buckhorn Regional Transfer Station

### **PART A – INTRODUCTION**

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

#### **Transfer Station Scope of work includes:**

- opening and closing the facility in accordance with the hours of operation.
- meet and greet all site users
- screening of refuse and or recycling loads
- providing recycling and disposal direction to site users
- remaining onsite during hours of operation
- maintaining the transfer station facility in a neat and orderly condition
- ensuring the facility is safe for users
- provision of a portable outhouse/washroom for the site attendant staff use ONLY.

For more detailed information, please see PART D - OPERATIONAL SPECIFICATIONS

The contract term is **October 1, 2026 – September 30, 2029.**

### **TENDER DOCUMENTS**

The Invitation to Tender (ITT) documents may be obtained on or after **July 20, 2026.**

- (a) in a PDF (Public Document Format) file format from the Regional District's website at [www.rdffg.ca](http://www.rdffg.ca);
- (b) on the BCBid® website at [www.bcbid.gov.bc.ca](http://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, 155 George Street, Prince George, BC (the "**Closing Location**") not later than 2:00 p.m. local time on **August 4, 2026** (the "**Closing Date**") or by email to [purchasing@rdffg.bc.ca](mailto: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.

**Closing Date for tenders is August 4, 2026 at 2:00 p.m. local Prince George time.**

### **For Tenders to be submitted by hard copy direct delivery:**

One complete copy 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):

Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Invitation to Tender, ES-26-15  
Caretaker Services – Buckhorn Regional Transfer Station

Responding Tenderer's name and address

**Facsimile Tenders will NOT be accepted.**

### **For Tenders to be submitted Electronically:**

"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.

Tenderers must submit all portions of their Tender by email in accordance with the following:

- **Subject line:** ES-26-15 – "Caretaker Services – Buckhorn Regional Transfer Station" – (Insert Responding Tenderer's Name)
- All emailed documents must be in PDF format and submitted as one combined file. Tenderers should ensure that files do not collectively exceed 30MB. Files may be compressed (zipped) if needed. Submitting files via Drop Box, FTP, or similar programs is not acceptable.
- Tenders must be submitted to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca), do not deliver a physical copy of the Tender package to the Regional District of Fraser-Fort George.

## **Bid Security Requirements:**

Tenderers may submit Bid Security, (see Part B, Tender Process, Section 14) in one of the following forms to be received on or before the Closing Date:

### **1. Security Deposit:**

- The Security Deposit (a certified cheque, bank draft or money order) must not be sent by email.
- The Security Deposit must be received by the General Manager of Financial Services on or before the Closing Date.
- The Security Deposit must be submitted in a sealed envelope clearly marked with the Tender name and number, both on the inner envelope and on the courier package (if applicable).

### **2. Electronic Bid Bond (E-Bond):**

- Electronic Bid Bonds are acceptable and must be submitted in PDF format to [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca), as part of the Tender submission.
- The E-Bond must be verifiable, issued by a recognized surety company licensed to operate in British Columbia, and include all supporting documentation required to confirm its validity.
- The Regional District reserves the right to verify the authenticity and enforceability of the Electronic Bid Bond with the issuing surety.

### **3. Hard Copy Bid Bond:**

- If submitting a physical Bid Bond, it must not be sent by email.
- The Bid Bond must be received by the General Manager of Financial Services on or before the Closing Date.
- The Bid Bond must be submitted in a sealed envelope clearly marked with the Tender name and number, both on the inner envelope and on the courier package (if applicable).

## **Delivery Address (for Security Deposit or Hard Copy Bid Bond)**

Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Invitation to Tender, ES-26-15  
Caretaker Services – Buckhorn Regional Transfer Station

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**

ES-26-15 – Caretaker Services – Buckhorn Regional Transfer Station

**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  
Phone: 250-960-4400  
Email: [environment@rdffg.bc.ca](mailto:environment@rdffg.bc.ca)

**Deadline for question submissions is 4:00 p.m. (local time) July 29, 2026.**

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 at [environment@rdffg.bc.ca](mailto:environment@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 Buckhorn Regional Transfer Station on July 27, 2026, at 10:00 a.m.**

Tender submissions received from any Tenderer who did not attend the mandatory site meeting will be rejected.

## **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](http://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 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.
- 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.
- 1.9 **"Facility" or "Facilities"** means the property owned by the Regional District of Fraser-Fort George operating as the Buckhorn Transfer Station and marshalling area.
- 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 **"Municipal Solid Waste"** has the same meaning as defined by the Environmental Management Act.
- 1.14 **"Must"** means a requirement that must be met in order for a Tender to receive consideration.
- 1.15 **"Project Manager"** means the Regional District's representative.
- 1.16 **"Regional District"** means the Regional District of Fraser-Fort George.
- 1.17 **"Road"** means the designated areas within the Facility with surfaces that have been prepared for vehicular traffic.
- 1.18 **"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.

- 1.19 **"Supply" or "Provide"** means supply and pay for and provide and pay for.
- 1.20 **"Tender"** means a submission in response to this ITT.
- 1.21 **"Tender Documents"** means the documents listed in Section 2.1.
- 1.22 **"Tenderer"** means the person submitting a Tender.
- 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 **"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;
- (c) Part C - Contract Conditions;
- (d) Part D – Operational Specifications; and
- (e) 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 –Tenderer's Experience in Similar Work;
  - vii. Appendix G – List of Equipment;
  - viii. Appendix H – Conflict of Interest Disclosure Statement;
  - ix. Appendix I – Goods and Services Tax Information;

- x. Appendix J – Sample Contract Agreement;
- xi. Appendix K – Monthly Caretaker Reports;
- xii. Appendix L – Incident Report;
- xiii. Appendix M – Inspection Report;
- xiv. Appendix N – Residential Traffic Count; and
- xv. Appendix O – Site Pamphlet

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 I, along with Bid Security.
- 4.2 All prices and notations should be legibly written in a non-erasable pen. 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](http://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.
- 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.

- 8.3 The Regional District of Fraser-Fort George will not be responsible for any costs incurred by the tenderer which may result from the preparation or submission of documents pertaining to this Tender.

## **9.0 Rejection of a Tender**

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.

## **10.0 Conflict of Interest**

- 10.1 When submitting a Tender, the Tenderer must complete, sign and include with their Tender a Conflict of Interest Disclosure Statement (Appendix H).
- 10.2 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 advanced decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Tender based on the information provided.

## **11.0 Tender Evaluation**

- 11.1 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.
- 11.2 Tenders will be evaluated on the ability of the Tenderer to comply with Contract requirements, the Tendered Price and experience. Where tender prices are the same, the Regional District will consider experience in similar work beyond the minimum standards established in the Contract.
- 11.3 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.
- 11.4 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.
- 11.5 Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected tenderers as part of the evaluation process. Notwithstanding the results of the evaluation conducted by the committee, the Regional District reserves the right to select the tender that the Regional District considers provides best overall value.

## **12.0 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.

## **13.0 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.

## **14.0 Bid Security Deposit**

Bid security in the amount of \$1,000 must accompany the Tender. This security deposit will be returned to all unsuccessful tenderers within 60 days of the Tender opening and to the successful tenderer when a contract has been executed. Failure of the successful tenderer to execute the contract upon award by the Regional Board will result in forfeiture of the \$1,000 Bid Security Deposit.

## **15.0 Examination of Contract Documents and Site**

15.1 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.

15.2 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.

## **16.0 Site Location and Facility Information**

Buckhorn Regional Transfer Station is located at 5545 Buckhorn Lake Road, about 15 km South of Prince George.

## **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 Proponent'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 Ownership of Tenders and Freedom of Information**

- 19.1 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.
- 19.2 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.

#### **20.0 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 – CONTRACT CONDITIONS**

### **1. Contract**

#### **1.1 Form of Contract**

A sample contract agreement is included as Appendix J.

#### **1.2 Award of Contract**

A contract for ES-26-15 – Caretaker Services – Buckhorn Regional Transfer Station is anticipated to be awarded at Regional Board on August 20, 2026. All tenderers will be advised, in writing, as to the awarding of the Contract after that date.

The Regional District may, in its sole discretion, award Contract ES-26-15 – Caretaker Services – Buckhorn Regional Transfer Station, or it may delay the date of awarding the Contract or cancel this ITT if deemed appropriate by the Regional District for any reason.

### **2. Start and Duration of Contract**

The term of the Contract will begin on October 1, 2026 at 12:01 a.m., and the Contract will remain in force until midnight on September 30, 2029. 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, Start and Duration of Contract, 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**

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

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 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 and must also quote "Contract ES-26-15".

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. 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.

The Contractor will adhere to a no-fault stoppage of work order when adverse weather conditions (precipitation) where continuation of works within the area would be detrimental to the overall completion of the project. This determination will be made jointly between the Regional District Project Manager and the Superintendent identified by the Contractor.

## **8. 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:

- 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.
- 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.

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

## **9. WorkSafeBC**

The Contractor will use due care and take all necessary precautions to assure the protection of persons or property at the Site and will comply with the *Workers' Compensation Act* of the Province of British Columbia.

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.

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 Workers' 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 Workers' Compensation Board, or like organization. The Contractor will pay and keep current all assessments required to maintain good standing in relation to the Contract amount.

The Contractor will maintain an Occupational Health and Safety Plan (OHSP) and ensure that their employees and Subcontractors are well trained and aware of OHSP.

## **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. 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.

## **12. 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; pandemic; 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 the agreed upon dates for service 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 Part C, Section 21. "Dispute Resolution". Whereas 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 Part C, Section 6. "Payment" of this ITT, as may be agreed by the Contractor, or as determined under Part C, Section 21. "Dispute Resolution" of the Sample 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 Contract. If the Regional District terminates this Contract following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Part C, Section 22.1, "Notice of Default".

## **13. 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.

## **14. 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.

## **15. Supervision and Labour**

The Contractor will make available a competent supervisor for the work at all times during operational

hours. 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 his absence and directions given to him will be considered to have been given to the Contractor. The supervisor will have the ability to report to the appointed Regional District's representative and have the authority to act on contractual obligations on behalf of the Contractor

The Contractor shall employ at all time, qualified and experienced personnel to carry out the Work. The Contractor will keep on the Work when required, during operating hours, a minimum of one person. The Contractor will provide, when necessary, additional personnel required to carry out the Work.

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.

#### **16. 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, 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 Senior Manager of Environmental Services.

#### **17. 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.

#### **18. 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, 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.

Any salvaging by the Contractor or their workers will be considered a breach of Contract and may result in termination of the Contract.

The Regional District shall compensate the Contractor for all Services performed hereunder through to the date of any termination less amounts required to remedy any non-performance or breach mentioned above.

#### **19. 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.

## **20. 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.

## **21. 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.

## **22. Notice of Default**

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

22.1 The Regional District shall compensate the Contractor for all Services performed hereunder through the date of any termination and all-reasonable costs and expenses incurred by the Contractor in effecting the termination. All drawings, plans or other documents resulting from the Services, whether complete or in a draft form, produced by the Contractor prior to the termination of the Agreement, will be provided to the Regional District within ten business days of the termination date.

## **23. Governing Laws**

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

## **24. 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.

## **25. Local Conditions**

The Tenderer 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.

## **26. 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.

## **27. 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.

## **28. 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.

## **29. 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.

## **30. Contract Performance Reviews**

From time to time as deemed necessary, the Project Manager may request that the Contractor participate in a Contract performance review. Documented performance arising from such reviews may be used as basis for alteration of the scope of work or suspension/termination of the Contract.

### **31. Disputed Work**

If, in the opinion of the Contractor, they are being required to perform work beyond that which the Contract requires them to do, whether at the discretion of the Regional District or otherwise, they will, within five 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 Manager or the time at which the Contractor determines that they are required to perform such work, whichever occurs first.

### **32. Payment Withheld or Deducted**

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

- a. That the Contractor is not performing the Work satisfactorily.
- b. Where any defective or faulty Work or damage to the Regional District's facilities and equipment has not been remedied.
- c. In the event of damage to the Regional District's facilities the procedure will be as follows:
  1. The Regional District will notify the Contractor.
  2. If the Contractor does not reply within 24 hours, the Regional District will repair, to the manufacturer's specifications, and deduct the cost of the repair(s) from payment to the Contractor.
- d. Where there are affidavits (or an affidavit) of claim of lien, or liens (or a lien) filed, against the site and premises of which the Work is done or is being done, or reasonable evidence of the probable filing of such affidavits (or an affidavit) of claim of lien or of filing or registration of liens (or a lien).
- e. Where equipment that is inoperable and where the Contractor fails to meet the Contract requirements for Supply of replacement equipment, the Regional District may deduct the equivalent amount to the tendered Unit Rate on the Schedule of Prices during each scheduled day that the equipment is inoperable.
- f. Where the Regional District has corrected a deficiency under Article 9, Regional District's Right to Correct Deficiencies.
- g. The Regional District receives notification from WorkSafeBC that all required WorkSafeBC assessments have not been paid and are not in good standing for the period covering the Contract term.
- h. The work has not been completed to the satisfaction of the Regional District.

### 33. 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

## **PART D - OPERATIONAL SPECIFICATIONS**

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## **Buckhorn Regional Transfer Station** **Operational Specifications**

### **1. GENERAL**

These specifications describe the operation of the Buckhorn Regional Transfer Station.

The Transfer Station is a solid waste receiving facility that is used for the authorized temporary storage of solid waste.

- 1.1 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.
- 1.2 The Contractor will accept for disposal or recycling all materials as directed by the Regional District.
- 1.3 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.
- 1.4 The Facility may be operated in accordance with permits and operational certificates issued by B.C. Environment 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.
- 1.5 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 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.
- 1.6 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.
- 1.7 Under no circumstances will the Contractor or their workers salvage materials from the Facility. Salvaging by the Contractor or their workers will be considered to be a breach of Contract and may result in the termination of the Contract.
- 1.8 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.
- 1.9 The Contractor will ensure that their workers do not smoke anywhere within the Facility.
- 1.10 The Contractor shall not ignite or burn materials without the consent of the Regional District.

## 2. OPERATING HOURS

The Transfer Station receiving bins will operate:

| Sunday                   | Monday                   | Tuesday                  | Wednesday | Thursday | Friday                   | Saturday                 |
|--------------------------|--------------------------|--------------------------|-----------|----------|--------------------------|--------------------------|
| 9:00 am<br>to<br>5:00 pm | 9:00 am<br>to<br>5:00 pm | 9:00 am<br>to<br>3:00 pm | Closed    | Closed   | 9:00 am<br>to<br>5:00 pm | 9:00 am<br>to<br>5:00 pm |

Holiday Operating Hours are from 9:00 am to 5:00 pm. (Easter Monday, Victoria Day, Labour Day and Thanksgiving Day ONLY). This facility is closed on all other Holidays.

The Contractor will be required to remain on-site during operating hours.

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

The Regional District will provide two weeks advance written notice to the Contractor if there is a change in operating hours.

## 3. WASTE SCREENING PROGRAM

The Contractor will visually inspect all loads being delivered for controlled or prohibited waste materials. As well the Contractor will inspect all materials being placed into the recycle bin for possible contaminants. The Contractor will notify the Foothills Landfill immediately when the Contractor discovers a controlled or prohibited Waste in a refuse bin or recycling bin.

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.

The Contractor will screen recyclables arriving at the facility to prevent contamination of the Recycle Bins.

## 4. 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 containers is maintained in a clean and sanitary condition.
- 4.3 During each servicing, the Contractor will clean up accumulations of litter and garbage and ensure that access to the receiving and or recycle bins remains unobstructed.

- 4.4 During each servicing the Contractor will rake the landing area to ensure that the landing area is free of all litter, garbage, and deposited materials.
- 4.5 During each servicing, the Contractor will push garbage accumulating inside the mouth of the bins to keep the opening clear.
- 4.6 If bins are full or likely to be full prior to the scheduled pick-up day, the Contractor will contact the Foothills Landfill or designate immediately so that the Regional District can make suitable arrangements.
- 4.7 During each servicing, the Contractor will inspect the bin structures and bin hydraulic systems and immediately report any damage or leakage to the Manager or designate.
- 4.8 During each servicing, the Contractor will empty the hydraulic fluid catch basins into Regional District supplied containers. The Contractor will advise the Regional District when these containers are full so that the Regional District can collect these containers.
- 4.9 Once per year the Contractor will, when directed by the Regional District, paint the safety rails and no-posts on the upper landing area with an approved safety yellow, paint code to be supplied by the RD. This painting will be done at the Contractor's expense.
- 4.10 On a regular basis, the Contractor will trim weeds, saplings, and grasses growing around no-posts, rails, receiving bins and between roadways, 2 metres along outside edge of roadway within the facility and entrance gate and fence.

## 5. 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 and de-icing material (approved by the Regional District) as required to maintain user safety:

### Snow Removal

- Within a ten-metre radius of the transfer bin doors and recycle bin used by the public.
- Yellow gates to be shovelled within one 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 and De-Icing

- Sand is to be placed in the public use area as needed to prevent slipping hazards.
- **Contractor will provide sand at their own expense. Sand onsite to fulfill sanding needs in bin area.**
- The Project Manager or designate must approve in advance de-icing and sand to be of industry standards.
- De-icing material to be approved by the Regional District. Contractor will supply de-icing material at their own expense.

The Regional District will maintain all Roads.

## 6. 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 or designate. This will include ensuring that signs are in good condition, and ensuring that curbs, barriers and control devices are properly aligned and in good condition.

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

## **7. 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 5 metre radius of the Facility including the facility access road, ditches, fence line and gates are free of litter or other waste materials and that culvert openings remain free and clear of litter or other deposited waste materials as well.
- 7.2 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.
- 7.3 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 the 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. The contractor will contact the Project Manager or designate to arrange for the removal of oversize or non-compliant materials off site for proper disposal.
- 7.4 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 Project Manager or designate.

## **8. CONTRACTOR'S PERSONNEL**

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

- Must be comfortable working and dealing with the general public.
- 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.
- must have the ability to immediately contact the Regional District if any problems should arise.

## **9. CONTRACTOR'S FACILITIES**

Due to the site's remote location, there are no washroom facilities provided by the Regional District. As per WorkSafe BC requirements it is the Contractor's responsibility to provide a portable outhouse for staff use ONLY, at the contractor's expense.

## **10. REGIONAL DISTRICT'S FACILITIES**

At present, there is no ATCO trailer at the Buckhorn site; however, one may be installed during the term of the Contract. In the event that an ATCO office is installed at this location, the Contractor shall be responsible for opening and closing the ATCO office and associated access gates in accordance with designated operating hours. The Contractor shall not use the ATCO office for storage of any kind, including but not limited to tools, equipment, or other Contractor-owned materials, unless prior approval has been obtained from the Project Manager or their designate.

The Contractor will inspect all gates, fencelines, buildings and waste disposal equipment once per week to ensure that they are in good repair.

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.

## **11. SECURITY**

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.

The site is to be locked by the Contractor when the shift is complete.

## **12. 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 \$500.00 lock and re-key fee being deducted from the final invoice.

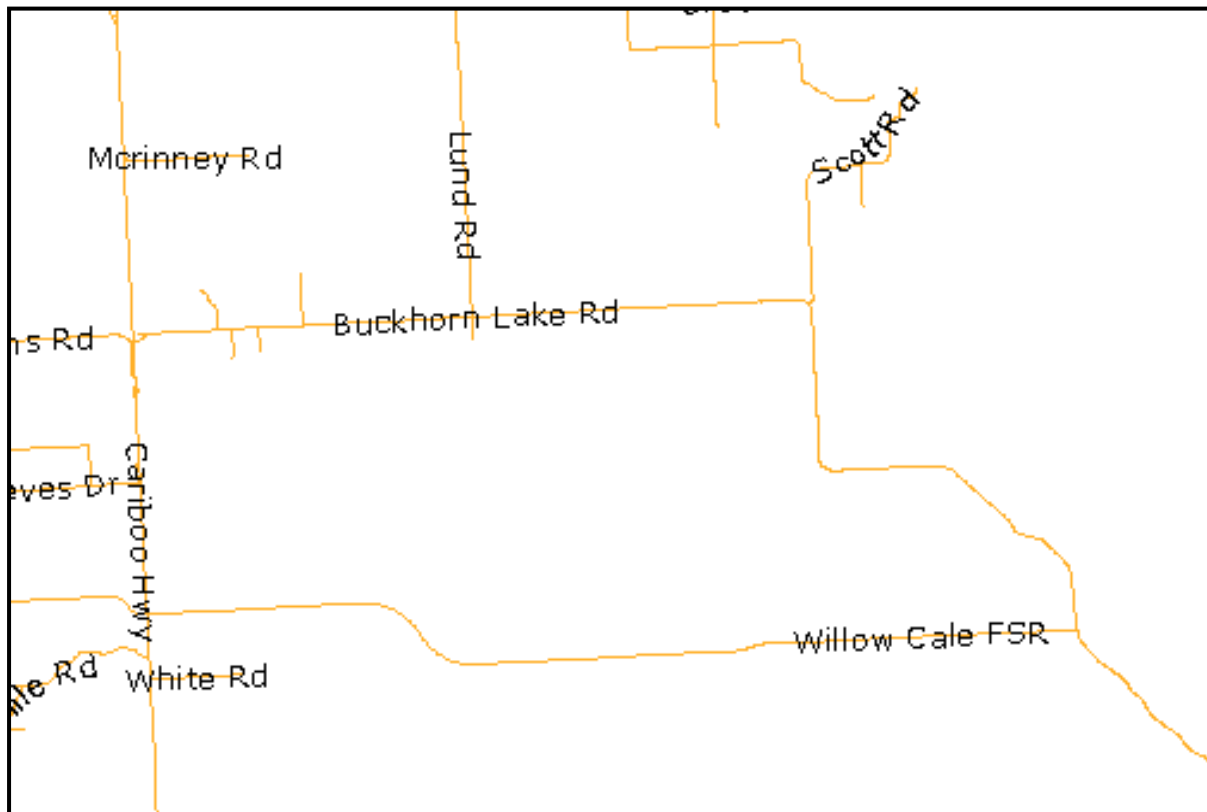
## **13. RECORD KEEPING**

The Contractor must keep the following records and documents. These documents will be made immediately available to the Manager or designate 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 Manager or designate within two (2) business days.
- 13.2 The Contractor will maintain a record of all complaints and concerns they may receive from Facility users on forms provided by the Regional District and submit these forms to the Manager or designate 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 Manager or designate immediately.
- 13.3 The Contractor will submit reports concerning their regular inspection and maintenance activities to the Manager or designate no later than the first week of every month. The report forms will be provided by the Regional District.

#### 14. SITE MAP

##### Buckhorn Regional Transfer Station



## **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**  
[environment@rdffg.bc.ca](mailto:environment@rdffg.bc.ca)  
Regional District of Fraser-Fort George

## **APPENDIX B - BIDDER CHECKLIST**

Before submitting your tender bid, check the following points:

- |                          |                                                                   |       |
|--------------------------|-------------------------------------------------------------------|-------|
| <input type="checkbox"/> | Did you attend the Mandatory Site Meeting?                        | _____ |
| <input type="checkbox"/> | Have you submitted the Acknowledgement Letter?                    | _____ |
| <input type="checkbox"/> | Has the Tender Form been signed and witnessed?                    | _____ |
| <input type="checkbox"/> | Has the Bid Security requirement been met?                        | _____ |
| <input type="checkbox"/> | Has the Schedule of Prices – Tendered Price been completed?       | _____ |
| <input type="checkbox"/> | Has the List of Contractors Personnel been completed?             | _____ |
| <input type="checkbox"/> | Has the Tenderer's Experience in Similar Work been completed?     | _____ |
| <input type="checkbox"/> | Has the List of Equipment been completed?                         | _____ |
| <input type="checkbox"/> | Has the Goods and Services Tax Information been completed?        | _____ |
| <input type="checkbox"/> | Has the Conflict of Interest Disclosure Statement been completed? | _____ |
| <input type="checkbox"/> | Are all amendments and/or addenda, if any, included and signed?   | _____ |

***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:

- ☐ Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC  
V2L 1P8
- ☐ INVITATION TO TENDER ES-26-15  
Caretaker Services – Buckhorn Regional Transfer Station
- ☐ 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](mailto:purchasing@rdffg.bc.ca). Do Not forward a physical copy of the tender.

Subject of the file to be:

ES-26-15 Caretaker Services – Buckhorn Regional Transfer Station  
(Insert Responding Tenderer's Name)

## **APPENDIX C - TENDER FORM**

Date: \_\_\_\_\_

Regional District of Fraser-Fort George  
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, money order or bid bond as the bid security deposit in the amount of \$1,000.

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 Buckhorn Regional Transfer Station in accordance with the attached General Conditions and Operational Specifications.

1) **TENDER SUM:**

A. Lump sum tendered price per month (GST excluded):      \$ \_\_\_\_\_

B. GST      \$ \_\_\_\_\_

**C. Total (A + B)**      \$ \_\_\_\_\_

**D. TOTAL ANNUAL AMOUNT (C x 12)**      \$ \_\_\_\_\_

If any discrepancies are found in the math between the amount of C and D, then amount A will be held as the true Tendered Price.

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 be made in writing to the Regional District.

| <b>Name of Employee</b> | <b>Employee’s Experience / Qualifications</b> |
|-------------------------|-----------------------------------------------|
|                         |                                               |
|                         |                                               |
|                         |                                               |
|                         |                                               |
|                         |                                               |

## **APPENDIX F - TENDERER'S EXPERIENCE IN SIMILAR WORK**

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

## **APPENDIX G - LIST OF EQUIPMENT**

The Tenderer will list the 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.

| <b>Primary Equipment</b> | <b>Model</b> | <b>Make</b> |
|--------------------------|--------------|-------------|
|                          |              |             |
|                          |              |             |
|                          |              |             |
|                          |              |             |
|                          |              |             |
|                          |              |             |
|                          |              |             |

## **APPENDIX H - CONFLICT OF INTEREST AND DISCLOSURE STATEMENT**

### **ES-26-15 Caretaker Services – Buckhorn 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:

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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 I - GOODS AND SERVICES TAX INFORMATION**

Supplier:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

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 J – SAMPLE 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 the work, and fulfill everything as set forth in, and in strict accordance with, the Contract documents for "Invitation to Tender ES-26-15– Caretaker Services – Buckhorn Regional Transfer Station.
  - (b) Commence to actively proceed with the work of the Contract October 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 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** )  
)  
)  
)

DO NOT SIGN SAMPLE ONLY )  
)  
)  
)  
)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)

## **APPENDIX K – MONTHLY CARETAKER REPORT**



**REGIONAL DISTRICT**  
of Fraser-Fort George

FILE: TRAN 24.1

**BUCKHORN 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.

[illegible]

## **APPENDIX L – INCIDENT REPORT**



**REGIONAL DISTRICT**  
of Fraser-Fort George

**INCIDENT REPORT**

*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: BUCKHORN REGIONAL TS      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: \_\_\_\_\_

---

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

## **APPENDIX M – INSPECTION REPORT**



|                                 |                 |
|---------------------------------|-----------------|
| Site: Buckhorn Transfer Station | File: TRAN 24.1 |
| 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 <sup>st</sup> hour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 <sup>nd</sup> hour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 <sup>rd</sup> hour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 <sup>th</sup> hour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 <sup>th</sup> hour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 <sup>th</sup> hour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 <sup>th</sup> hour           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 <sup>th</sup> 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 | <b>Recycle Bins</b>                                                                     | 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 | <b>Scatter</b>                                | 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 marshalling area?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|     | Scatter picked up in surrounding area?        |                          | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS: \_\_\_\_\_

|     |                                                                 |                          |                          |                          |
|-----|-----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 6.0 | <b>Marshalling Area</b>                                         | YES                      | NO                       | N/A                      |
|     | Marshalling 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 | <b>End of Day</b>                 | 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 \_\_\_\_\_

## **APPENDIX N – RESIDENTIAL TRAFFIC COUNT SHEET**



# REGIONAL DISTRICT of Fraser-Fort George

FACILITY INFORMATION & TRAFFIC COUNT  
TRAN 24.1.1

Site: BUCKHORN

Month: \_\_\_\_\_, fr: \_\_\_\_\_ to: \_\_\_\_\_, yr: \_\_\_\_\_

|          | 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<br>COUNT | Monday | Tuesday | Friday | Saturday | Sunday |
|------------------|--------|---------|--------|----------|--------|
| 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 O – SITE PAMPHLET**

## ALTERNATE DISPOSAL SITE

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

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

## PROHIBITED MATERIALS

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

Cattle Carcasses  
Chemical Waste  
Explosives  
Fencing Wire  
Fuels  
Hazardous Waste  
Ignitable Waste  
Liquids  
Lubricants  
Paints/Solvents  
Pesticides  
Radioactive Waste  
Reactive Waste  
Refuse (on fire or smoldering)  
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 or [www.sortsmart.ca](http://www.sortsmart.ca).

## HOURS OF OPERATION

| Buckhorn Regional Transfer Station                                                                                |             |  |
|-------------------------------------------------------------------------------------------------------------------|-------------|--|
| <b>Year Round:</b>                                                                                                |             |  |
| Monday & Tuesday                                                                                                  | 9 am – 3 pm |  |
| Wednesday & Thursday                                                                                              | Closed      |  |
| Friday - Sunday                                                                                                   | 9 am – 5 pm |  |
| <b>Open Regular Hours on the following holidays:</b> Easter Monday, Victoria Day, Labour Day and Thanksgiving Day |             |  |

| Foothills Boulevard Regional Landfill                                                                                      |             |  |
|----------------------------------------------------------------------------------------------------------------------------|-------------|--|
| <b>Operating Hours:</b>                                                                                                    |             |  |
| Monday to Friday                                                                                                           | 7 am – 5 pm |  |
| Saturday & Sunday                                                                                                          | 9 am – 5 pm |  |
| <b>Holiday Operating Hours</b> 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](mailto:environment@rdffg.bc.ca)

[www.rdffg.ca](http://www.rdffg.ca)



## SITE OPERATION

The Buckhorn 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.

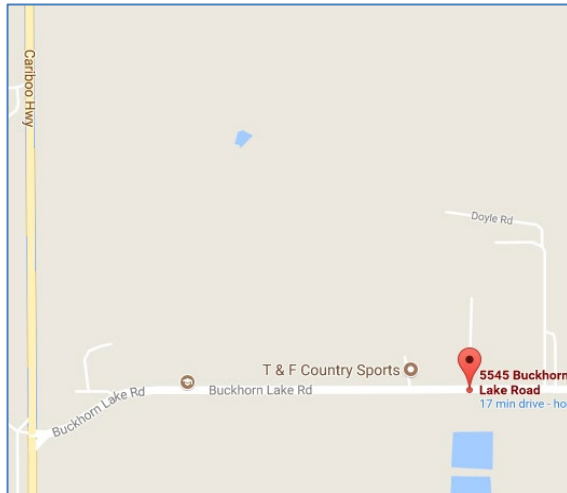
Commercial and large loads should be delivered to the Foothills Boulevard Regional Landfill in Prince George at West Austin Road and Foothills Boulevard.

## TRANSFER STATION SERVICES

The Buckhorn 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



## RECYCLING

### Cardboard and Mixed Paper

Small loads of cardboard and mixed paper can be dropped off free of charge. Make sure that all cardboard is flattened and properly placed into the marked recycling bins

### Multi-Material Recycling

Multi-material recycling is available at the Quinn Street Regional Recycling Depot and the Vanway Regional Transfer Station with the Recycle BC program.

#### These sites will accept:

- printed paper, paper packaging, corrugated cardboard, cartons and paper cups
- plastic containers, metal containers
- white and colour foam packaging
- plastic bags and overwrap, other flexible plastic packaging
- glass bottles and jars

The Recycle BC website has more information on the [What Can I Recycle?](#) page about these different categories and a "Waste Wizard" look up tool to find out if a specific item can be recycled.

If you have more questions on what can be recycled under the new Recycle BC program, contact the Regional District's Recycling Information Line at 250-960-4433 or ask for a handout at the site.

For a detailed list of accepted materials, please visit our website or [www.sortsmart.ca](http://www.sortsmart.ca).

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

- [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

## ALTERNATE WASTE DIVERSION OPTIONS

### Scrap Metal Recycling

Metal materials accepted at the Foothills Boulevard Regional Landfill for recycling 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 barbecue 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 Refrigerant

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](http://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.