



Minutes of the Mandatory Site Meeting

Invitation to Tender ES-26-16

Supply and Install Replacement Trailer – Vanway Regional Transfer Station

Tuesday, July 28, 2026

11:00 a.m. at the Vanway Regional Transfer Station

Staff Present

- Darren Wahl, Manager of Solid Waste Operations
- Janet Todoruk, Environmental Services Administrative Coordinator

Company Representatives

- Boxx Modular

Introduction and sign-in sheet completed.

Discussion Items

The project specifications were reviewed in detail.

Trailer Requirements

- Flexibility in trailer design is acceptable; however, the unit must include:
 - A washroom
 - A utility room with a vented security door
- Security bars are required on all exterior windows.
- The floor plan should maximize usable space and include two workspace electrical outlets.

Electrical Requirements

- The electrical fuse panel and the electrical box serving the kiosks, gate, and computer system were reviewed.
- All electrical hookups are the responsibility of the contractor.
- BC Hydro service connections and all required City permits are the responsibility of the contractor.
- All wire runs are to be secured at one end of the trailer.

Existing Trailer

- The existing trailer is to be transported to the Foothills Boulevard Regional Landfill for demolition.
- Transportation and scale costs should be included in the bid price.

Site Visit

- Contractors are to contact Darren Wahl to arrange a site visit for their electrician.

Questions and Responses

Question: When is the unit required to be installed?

Answer: The project must be completed by **August 31, 2027**.

Question: What is the current foundation?

Answer: Concrete.

Adjournment

The meeting was adjourned at **11:35 a.m.**