



Minutes of the Mandatory Site Meeting

Invitation to Tender ES-26-19

Supply and Install Replacement Lunch - Office Trailer – Foothills Boulevard Regional Landfill and Vanway Regional Transfer Station

Monday, September 21, 2026

11:00 a.m. at the Foothills Boulevard Regional Landfill

1:30 p.m. at the Vanway Regional Transfer Station

Staff Present: Darren Wahl, Solid Waste Operations Manager
Bobby Wolitski, Superintendent of Solid Waste Operations
Amber Serwatkeiwich, Environmental Services Representative

Companies' Present: ATCO Structures
Lane One Homes Ltd.

Foothills Boulevard Regional Landfill

Introduction and sign in sheet completed

Meeting started at 11:10 a.m.

Review of project

The Contract includes two projects at two sites. At Foothills, the existing ATCO will be removed, hauled and demolished on site, and replaced with a new ATCO. The successful bidder is encouraged to review the specifications, including changes involving unified construction. The submitted bid package must cover all costs.

The successful bidder will coordinate with BC Hydro, the City of Prince George, engineers, if necessary, and a draftsperson, as required to cover the entire scope of work.

The Regional District's internal IT department will assist with the transfer of all IT-related equipment and will be responsible for its installation.

Traffic control and safety details will be done jointly between the Regional District and the successful bidder.

There is a propane tank that supplies the heat for the furnace. The successful bidder will be responsible for taking care of this.

Questions:

Question: Are the footings staying in place?

Answer: The successful bidder will determine whether the existing footings can remain. The foundation must comply with applicable requirements, which could result in earthworks or the installation of a new foundation.

Question: Do you want the floor plan identical?

Answer: Open to options.

Question: Can the dimensions be changed?

Answer: Depends, we do not want anything less than what we have currently. Could maybe be shorter, width would have to stay the same.

Question: Are there old drawings available of the current foundation?

Answer: We can look into it. However, this is an older building, and previous attempts to obtain the foundation information were unsuccessful.

Question: We would likely need to know information about the foundation due to permitting.

Answer: We can look into it, this is an older building, have looked before and could not obtain.

Review of inside

Question: Would you like the same IT setup.

Answer: Yes, the install would be completed by our internal IT department and would require a designated area.

Question: Should I plan for a designated corner for the IT equipment?

Answer: Yes, please review the current set up of the IT equipment.

Question: Is the plumbing draw point directly underneath?

Answer: Yes, feel free to go under and check it out, there is an open foundation currently.

Question: Is there any interest in the furnace being outside? Do you want to stick with propane? If you had dedicated electric, would you like to go fully electric?

Answer: This will be addressed in an upcoming addendum.

Question: Is a floor duct preferred? If it is located underground, it can be tougher to fix.

Answer: There are no concerns with a floor duct because the unit will remain permanently in this location.

Question: I wonder if we can have a permanent fixture permit issued if the ATCO is not being moved.

Answer: This will be up to the successful bidder to inquire about.

Question: Would you like the locker count the same?

Answer: The locker count is not a concern, provided the room remains the same size as the current room.

Question: To confirm, will all IT work be handled by the Regional District?

Answer: Yes, our IT department will be responsible for that. Hydro and electrical will be the responsibility of the successful bidder.

Meeting adjourned at 11:38 a.m.

Vanway Regional Transfer Station

Introduction and sign in sheet completed

Meeting started at 1:30 p.m.

Review of project

The project involves removing and demolishing the existing ATCO, transporting the demolition materials to the Foothills Boulevard Regional Landfill, and installing a replacement unit.

The existing ATCO has removable panel skirting that provides access beneath the unit. The existing concrete pad was reviewed.

The electrical and plumbing systems must be delivered complete and ready for operation.

Reviewed City Service locations and connection points. The water main is located in front of the existing ATCO. The new structure must fit between the current water valve and the manhole.

The existing cameras are not operational. The alarm system is operational and must remain so. The design should also allow for the future installation of cameras.

The replacement unit must include security bars and air conditioning.

An open floor plan is preferred, with a utility room for IT and internet equipment.

The current bathroom layout works for the operation.

Wall or ceiling mounted heaters are preferred instead of baseboard heaters.

The existing electrical panel and breaker panel were reviewed. A contractor suggested locating all electrical components in one central area.

Review of window specifications – would like the option to upsize the front window. Will address in an upcoming addendum.

The Regional District's internal IT department will assist with the transfer of all IT-related equipment and will be responsible for its installation.

Floodlights must be installed, one on each side of the trailer as they are now.

Question: Could we receive the specifications of the current concrete pad?

Answer: Will address in an upcoming addendum.

Meeting Adjourned at 1:51 p.m.