



July 11, 2024

**INVITATION TO QUOTE:  
CLERICAL SERVICES CONTRACT - BEAR LAKE COMMUNITY COMMISSION**

The Regional District on behalf of the Bear Lake Community Commission (BLCC) is now accepting bids from interested parties for the provision of part-time clerical services to the BLCC on a contract basis. The successful bidder will provide service three days a week: Tuesday, Wednesday, Thursday, excluding statutory holidays) between the hours of 09:00 a.m. to 1:00 p.m. and will attend the BLCC's monthly meetings (which may be scheduled during the day or the evening).

This Contractor position provides basic clerical services to the Bear Lake Community Commission for the following local area services:

- Bear Lake Community Commission
- Bear Lake Fire Protection
- Bear Lake Street Lighting
- Bear Lake Cemetery
- Bear Lake Ambulance
- Bear Lake Recreation Facility
- Bear Lake Water System

The Contract requires a high degree of confidentiality. Contractor services include, but are not limited to:

- performing routine administrative tasks (typing, call answering, reception, etc.),
- preparation of the monthly Commission agenda,
- taking and transcribing meeting minutes,
- coordinating Zoom calls as necessary for monthly Commission meetings,
- acting as the contact person in the BLCC office for the Maintenance contractor,
- handling and safekeeping of funds,
- liaising with the Regional District of Fraser-Fort George on related matters, and
- presenting a neat, clean, and friendly environment to the public and the Commissioners.

The successful bidder is required to attend scheduled monthly Commission meetings and the occasional unscheduled meeting (expected to occur no more than 2 to 3 times per year, for the purpose of taking meeting minutes. Compensation for meeting attendance would be at the bid hourly rate.

The contract term will be for one year and may be renewed on a period-by-period basis at the Regional District's discretion for up to two years at the same hourly rate as originally bid. Work will take place at the Bear Lake Community Commission office located at 353 Grizzly Avenue in Bear Lake, BC. The successful contractor will be expected to provide service three days a week: Tuesday, Wednesday, Thursday, excluding statutory holidays) for four hours a day, between the times of 09:00 a.m. to 01:00 p.m.

Preference will be given to bidders with office experience that are proficient with Microsoft Outlook, Word and Excel. Bid submissions should provide information regarding experience, skills and training related to this contract position, as well as references, and a proposed hourly rate.

**Please complete and submit your bid proposal (form provided) in a sealed envelope to the Regional District of Fraser-Fort George office to the attention of CINDY PATON, MANAGER OF COMMUNITY SERVICES at 155 George Street, Prince George, BC. Ms. Paton can be contacted at by email at [cpaton@rdffg.bc.ca](mailto:cpaton@rdffg.bc.ca) for any questions regarding this Invitation to Quote. Please note: emailed and/or faxed bids will not be accepted for this ITQ.**

**Deadline for submissions is 3:00 p.m., Friday, July 26, 2024, at the  
Regional District office in Prince George.**



**CLERICAL CONTRACTOR SERVICES – BEAR LAKE COMMUNITY COMMISSION  
BID PROPOSAL**

Please ensure that all sections are completed and that these two pages are submitted. An incomplete submission may negatively impact the scoring of your bid.

**SCHEDULE OF PRICES:**

Hourly Contract Rate (bid price not to include gst): \$ \_\_\_\_\_ per hour  
*(Regular schedule will be Tu/Wed/Thur 9:00 am – 1:00 p.m., with one monthly meeting and the possibility of several unscheduled meetings during the year)*

Signature of bidder: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Bidder contact information:

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Email: \_\_\_\_\_

Bidder's experience in **similar** work: (at least two must be provided, additional written references may be attached to your bid proposal)

Reference Company Name:	Contact Name:	
Location:	Phone:	
Work Term Fr:                      To:	Email:	
Description of Duties:		
Reference Company Name:	Contact Name:	
Location:	Phone:	
Work Term Fr:                      To:	Email:	
Description of Duties:		
Reference Company Name:	Contact Name:	
Location:	Phone:	
Work Term Fr:                      To:	Email:	
Description of Duties:		

