

## Addendum #1

### Invitation to Tender

#### Operation and Maintenance of Easyford Community Centre

REC-2024-02

**Addendum #1 must be signed and returned in the sealed bid package received by Brazeau County. Failing to include a signed copy in the tender package may result in the complete package being rejected by Brazeau County.**

Questions and Answers until March 15, 2024	
1. Is the liability insurance requirement \$2M or \$5M?	Pursuant to Appendix "A", subsection A.5 of the Invitation to Tender document, the County requires \$5M comprehensive general liability, and \$2M Automobile liability if required. Refer to subsection A.5 of Appendix "A" for further clarification.
2. Is there any exceptions that could be made for the insurance requirements?	No, the required insurance as outlined in Appendix "A", subsection A.5 would be required.
3. For the hall operation, what all is entailed?	The Invitation to Tender specifies that the service parameters includes the operation and maintenance of the community centre and associated property, with exceptions including the playground which the County maintains. For further clarity, refer to Appendix "A" for detailed service parameters.
4. How large is the property of the Easyford Community Centre?	The Easyford Community Centre property is 6 acres in size in total.
5. How busy was the Easyford Community Centre in recent years?	The Easyford Community Centre has had few bookings in recent years.
6. Does the County have requirements regarding employing youth for the Easyford Community Centre?	The County specifically seeks a contracted operator to operate the Easyford Community Centre. As such, the County's own recruitment or personnel policies would not apply to the operator, as the operator would be a separate entity, and as such the operator would bear the responsibility of their operation. Generally, the County would expect the operator to adhere to all applicable provincial labour legislation.

<p>7. Would the County require specific operating hours for the Easyford Community Centre, or requirements for an operator to be on-site?</p>	<p>The County does not have specified operating hours for the Easyford Community Centre. Generally, the County would anticipate the operator would be adequately responsive to inquiries as well as maintenance concerns during bookings. The County does not require an operator to remain at the Easyford Community Centre.</p>
<p>8. What are the risk management plan requirements?</p>	<p>The risk management plan requirements are outlined in Appendix "A" under subsection A.4.</p>
<p>9. What are the operating plan requirements?</p>	<p>The operating plan refers to the sum of the other noted operating requirements and submissions that the Invitation to Tender specifies, including but not limited to the list of elements under subsection 4.; and subsections A.2, A.3, A.5, A.6 and A.7 in Appendix "A".</p>
<p>10. If the County desires lower remunerations than what a proponent submits, would the County be open to discussing with the proponent revised remunerations?</p>	<p>The Invitation to Tender is a competitive bid process. Bids submitted should reflect the remuneration that the proponent is able to provide the specified services for. The County is not able to negotiate remuneration with proponents through this Invitation to Tender.</p>
<p>11. To confirm, the operator will be required to perform minor maintenance for the hall?</p>	<p>Correct, pursuant to Appendix "A" under subsection A.3.</p>
<p>12. Does the operator need to remit revenue earned from the hall to the County?</p>	<p>No, the operator is permitted to retain revenue received from the hall's operation, pursuant to Appendix "A" under subsection A.6.</p>
<p>13. Do bids need to include resumes of employees to run the hall?</p>	<p>Bids should include the names and a resume for each key personnel who will be involved in the services performed, pursuant to subsection 4.iv. For further clarity, it is acknowledged that all staff may not yet be known, but rather to capture information for the key personnel where possible.</p>

**I the Vendor (Name) \_\_\_\_\_ on behalf of (Company Name)**

\_\_\_\_\_ **have received and read this addendum.**