

Invitation to Tender Notice for Summer Tree Planting – TOC South Zone Project PL19TKN001

Sealed tenders for the planting of approximately **433 K seedlings on 312 ha** in the South Zone will be received by the Okanagan-Columbia Timber Sales Office, Timber Sales Manager, Okanagan-Columbia Business Area, 2501-14th Avenue, Vernon BC, V1T 8Z1, no later than **11:00 AM local time, October 10th, 2017** at which time all tenders will be opened in public. Tenders must be submitted in accordance with the terms and conditions specified in the tender package. The lowest priced or any tender will not necessarily be accepted. This solicitation is subject to the *New West Partnership Trade Agreement* and Chapter 5 of the *Agreement on Internal Trade*.

Tender packages are available electronically from this location. A copy of the package may also be viewed at the Okanagan Columbia Business Areas Office 2501-14th Avenue, Vernon BC. For any question regarding the content of the tender package please contact at Warren Cullum at (250) 558-1704 or warren.cullum@gov.bc.ca

If the Ministry posts any addendum to the Tender Documents it will be made by issuing an addendum to the BC Bid® website at <http://www.bcbid.ca>. Bidders are strongly encouraged to select “Send Me Amendments” that is included as an option on the Opportunity Notice published on BC Bid®. By selecting this option a registered Bidder will be automatically notified of any amendment that may be issued. Bidders that are not registered with BC Bid® may register by selecting Start your e-Service, Supplier Registration on the BC Bid® home page, www.bcbid.ca. Bidders who do not register with BC Bid® are solely responsible to continually monitor the BC Bid® website on an ongoing basis to keep themselves informed of any addendum.

Timber Sales Manager
Okanagan-Columbia Timber Sales Office



Natural Resource Sector

Invitation to Tender for PL19TKN001

SEALED TENDERS FOR THE WORK OR SERVICES LISTED BELOW WILL BE RECEIVED

BY THE MINISTRY OF Ministry of Forests, Lands and Natural Resource Operations

Okanagan-Columbia Business Area - 2501-14 Avenue, Vernon, BC V1T 8Z1

UNTIL THE SPECIFIED CLOSING DATE AND TIME, AT WHICH TIME THE TENDERS WILL BE OPENED

IN: PUBLIC ☒ or PRIVATE ☐

PROJECT

Contract/File: **10005-40 / PL19TKN001**

Nature of Work or Services: **Summer Tree Planting**

Located at: **TOC – South Zone**

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|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Appendix A – 2015 Summer Planting Procedures |
| <input checked="" type="checkbox"/> | Advisory Bulletin – Camp Standards |
| <input checked="" type="checkbox"/> | Advisory Bulletin – Compliance with Employment Standards |
| <input checked="" type="checkbox"/> | Compliance to the Employment Standards Letter |
| <input checked="" type="checkbox"/> | Manual Felling Guidance |
| <input checked="" type="checkbox"/> | Manual Felling Verification Form |
| <input checked="" type="checkbox"/> | Tender Quality Feedback Form |
| <input checked="" type="checkbox"/> | BCTS Contractor Feedback Survey |
| <input checked="" type="checkbox"/> | VIN Company Registration & Plating |

FOR FURTHER INFORMATION OR QUERIES, CONTACT: **Warren Cullum, RFT at (250) 558-1704**

ENSURE YOUR PACKAGE IS COMPLETE.



Natural Resource Sector

Information to Bidders for PL19TKN001

How the BCTS Planting Contractor Rating System is Applied to the Tendering Process

This solicitation will use the BCTS Planting Contractor Rating System. NOTE: It is not mandatory to participate in the BCTS Planting Contractor Rating System in order to bid on this solicitation.

How the Rating System Will Be Applied to Participating Contractor Tenders

- For contractors participating in the rating system a price advantage will be applied to those contractor's tenders as follows:

Example:

- Company A has a rating of 4.5%;
 - On a rating applicable solicitation Company A's original tendered price is \$100,000.00;
 - Company A's bid will be adjusted by (4.5%) $0.045 \times \$100,000.00 = \$4,500.00$ - this is their price advantage;
 - \$4,500.00 is then subtracted from \$100,000.00 to give Company A an adjusted tender price of \$95,500.00;
 - If Company A's adjusted tender price ends up being the lowest tendered price, after all bids needing to be adjusted are adjusted, Company A would be awarded the contract;
 - Therefore, the lowest unadjusted tendered bid will not necessarily be awarded the contract. Prices submitted will be adjusted according to the Rating System for the purposes of determining the lowest tender only.
- BCTS will award the contract at the original tendered bid value, not the adjusted price. The adjusted tender price is only used to help determine the lowest bidder.
 - Contractors not in the rating system will not have their bids adjusted.**

BCTS reserves the right to not use the Rating System on its planting contract solicitations. As of April 1, 2016, every BCTS planting contract will have a rating system evaluation completed regardless of a contractor's participation in the "pilot". BCTS planting contractors wishing to participate may express their desire to enter the program by contacting Planting.Contractor.Rating@gov.bc.ca prior to July 31 each year for intake the following year.

Posting Unverified Bid Results

BCTS solicitations using the Rating System will post the unverified bid results with the contractor's final ranking beside their name as follows:

| Contractor | Bid Price (Original Unadjusted Bid Price) |
|------------------|---|
| Contractor A - 1 | \$120,000.00 |
| Contractor B - 3 | \$125,000.00 |
| Contractor C - 2 | \$115,000.00 |

BC Timber Sales Continuous Bid Security Process

BCTS has implemented a Continuous Bid Deposit process. Prospective Bidders can use a Continuous Bid Deposit to allow bidding on multiple planting contracts. The Continuous Bid Deposit value will be \$25,000.00. If you are relying on a Continuous Bid Deposit as your form of bid deposit you **must** include the Continuous Bid Deposit Declaration with your tender.

Overview of the Work/Service Required

+/- 433,000 seedlings to be planted the summer of 2018.

Project Information

There will be a total of 9 planting units/blocks ranging from 1400-1800m in elevation and are located in the Kettle and Greystokes operating areas. All blocks in the Kettle operating area are not treated and most have good access. The two blocks in the Greystokes area have been mechanically screefed. The anticipated start date is July 4th 2018 with a completion date to be no later than July 19th 2018 or 14 days from start of planting (which may be later than July 4th 2018). The planting contractor must maintain a minimum daily production rate of **40,000** seedlings.

For viewing purposes the Bidder should refer to the Project Overview Map and the Block/Planting Unit maps which are either a Harvest Plan map, Site Plan map and/or planting map.

The successful contractor is required to complete both planting quality plots and payment plots for each planting unit using the Ministry of Forests, Lands and Natural Resource Operations. Planting Quality Inspection System available at <http://www.for.gov.bc.ca/isb/forms/lib/FS704A.PDF>. The Contractor will also be required to collect Regen Delay Data while completing quality plots. The Contractor shall calculate performance quality and meet all reporting requirements as set out in the tender documents within three (3) days of planting unit completion. Access to Plant Wizard is required in order to complete data collection.

Disposal of Tree Planting Boxes will be the contractor's responsibility.

The cost of transportation of summer planting stock from the nursery to the planting locations (See schedule B) will be covered by the Province. The transportation of seedling loads must be maximized to ensure full loads are being delivered to the planting location using the **least** cost carrier. The organization of seedling transportation is the responsibility of the contractor and should be reflected in tree prices (no lump sum). The transportation company being used must be approved by the Ministry Representative before the contract begins. Summer seedlings could be located at various nurseries throughout BC and Alberta.

Program Information

The successful contractor must bring the following items to the Pre-Work Conference:

1. First Aid Certificates
2. Proof of BCTS Environmental Management System Training

The successful contractor must implement the Environmental Management System pertaining to the contract.

BCTS Contact(s): Warren Cullum, Forest Technologist
Okanagan - Columbia Timber Sales Office
Phone: (250) 558-1704 Fax: (250) 549-5485
Email: Warren.Cullum@gov.bc.ca

Site Conditions

See Schedule B for specific Planting Unit information including elevations, site prep, fill plants etc. Site Plan or Harvest Plan maps have been provided for each block showing slopes, aspect, permanent access structures and the *planned or existing* Silviculture access/quad trails, which have been built to various standards.

Known Field Safety Hazards on this Contract

Ministry staff and contractors, in the course of planning and developing this project, have identified the following known field safety hazards associated with this project. Note this list does not identify routine safety hazards associated with forestry operations:

- Industrial traffic, Bidders must use standard Forest Radio Calling Procedures
 - **Must have all Resource Road channels**
- Possibility of danger trees within and around the block
- Wildlife

Contractor Safety Program and Prime Contractor Responsibilities

The successful Contractor must plan to maintain and implement a program of systems or processes (a safety program) that will address occupational health and safety concerns and practices that will eliminate or minimize risk of injuries. The Province may ask to examine the safety program and ask for evidence to support the implementation of same as part of the contract administration.

Bidders must be aware of the Safety Conditions Schedule and the Prime Contractor Agreement attached to the contract agreement.

Ministry Staff Do Not Direct Operations

Ministry employees (Ministry Representatives) do not direct or supervise the contractor or the contractor's workers. The Ministry will set out the contract standards and required outcomes as well as any changes to contract conditions as work progresses.

Obligation to Report Unsafe Conditions or Practices

The *Workers Compensation Act*, Occupational Health and Safety Regulation 3.10 requires that any person (including ministry staff) report any observed unsafe conditions or practices to the person in charge of the workplace. Ministry staff will do this in the course of their work on the contract area should they come across such conditions or practices.

Site Viewing/Information Meeting

Information on whether a site viewing or information meeting is applicable to this tender call can be found in the Conditions of Tender.

Contract Term/Work Schedule

The term of the contract will be from **April 1, 2018 to March 31, 2019**.

The successful Contractor shall be required to have a pre-work meeting with the Ministry Representative to review the contract prior to commencement of the work. Any subjects discussed and decisions made at the pre-work conference shall form an integral part of the Contract.

Contractor Invoicing

An invoice must identify the contract it pertains to.

The Province will pay any applicable taxes payable by it under law or agreement with the taxation authorities. Invoices must show the calculation of any applicable taxes (excluding taxes paid directly by you to a supplier and which were inclusive in the bid price) to be paid as a separate line item for the Billing Period(s).

Payment Policy

Invoices and progress payments are not usually paid before 30 days from the date the Ministry receives the invoice, or the date the Ministry Representative authorizes payment, whichever is the latter. However, every effort is made to pay accounts between 30 to 40 days, maximum 60 days.

The *Financial Administration Act* does not permit interest payments on progress payments, performance security deposits or holdbacks, until the 61st day after the date the money becomes due. The due date is calculated from the date the Ministry receives the invoice or the Ministry authorizes payment/release (whichever is the latter), to the date the Ministry of Finance prints the cheque. Interest rates are set by the Office of the Comptroller General. Interest claims of less than \$5 are not payable.

Early Payment Discount

The government is not legally obligated to take advantage of a payment discount offered on an invoice. However, if the discount is enough to offset the government's cost in processing early payment (interest costs plus the incremental cost of special processing), the Ministry will normally consider it. Contractors interested in providing an early payment discount should discuss the matter with the Ministry Representative.

Discounts for early payment will not be considered in the evaluation of bids. Bids shall be based on the Ministry payment policy specified above.

Direct Deposit

In order to reduce mail time in the payment process, contractors may be registered with the Provincial Treasury. Payment will then be deposited directly to the contractor's bank account. Contact the finance section of the tendering office for information and/or application for registration. New applications require four to six weeks to process.

Bidders' Dispute Resolution

If a problem should occur during this tender call, it should be resolved informally with the Ministry Representative named in the invitation to tender. If the bidder is not satisfied with the outcome at this stage, or they prefer to bypass the informal route, they may engage the formal vendor complaint review process.

Formal complaints concerning a competitive process or a pending or awarded contract, or other procurement process may be submitted by the bidder in writing at any time during the procurement process and up to thirty (30) business days after they have received notification from the ministry of the final outcome of the procurement process.

Complaints in the formal process are submitted on the ministry approved Vendor Complaint Form. This ministry specific form is available to the general public through the Ministry of Technology, Innovations & Citizen's Services, Procurement Service Branch, BC Bid website located at <http://www.bcbid.gov.bc.ca/open.dll/welcome>.

Disputes occurring during the performance of the work/service will be governed by the dispute resolution terms and conditions of the Agreement.

Forest Sector Safety Requirements

SAFE Certification Requirement

If indicated in the Conditions of Tender as applicable, bidders must be aware of the SAFE certification requirements in order to be eligible to bid, including the SAFE Certification Requirements Schedule attached to the contract agreement.

Additional information can be found from the following websites:

<http://www.for.gov.bc.ca/bcts/safety/>

<http://www.bcforestsafe.org/>

Hand Falling Operations

All forestry and non-forestry related activities that include or have the potential to include hand falling, requires the Contractor to designate a Falling Supervisor. Bidders should refer to the Safety Conditions Schedule attached to the Agreement and bid accordingly.

Falling supervisors will be deemed qualified only if they have completed the Falling Supervisor Training course provided by the B.C. Forest Safety Council (BCFSC) or are BCFSC Certified falling supervisors.

Lobbyist Registration Act

It is the contractor's responsibility to abide by all applicable laws. If the contractor falls within the parameters of the *Lobbyists Registration Act*, then it is the contractor's responsibility to make this determination and register if necessary.