



Natural Resource Sector

**Invitation to Tender  
for PL19TGC002 –  
Spring Tree Planting 2**

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

BY THE MINISTRY OF Forests, Lands, Natural Resource Operations and Rural Development

BC Timber Sales, Prince George Business Area

2000 South Ospika Blvd., Prince George, BC V2N 4W5

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

IN: PUBLIC ☒ or PRIVATE ☐

**PROJECT**

Contract/File: **PL19TGC002/10005-40**

Nature of Work or Services: Spring Tree Planting 2

Located at: Prince George Business Area

**TABLE OF CONTENTS**

- ☒ Information to Bidders
- ☒ Conditions of Tender
- ☒ Specimen Contract with schedules
  - ☒ Schedule A – Tree Planting Services
  - ☒ Schedule B – Payment
  - ☒ Schedule B1 – Seedling Specifications and Price per Payment Area
  - ☒ Schedule C – Additional Terms
  - ☒ Schedule D – Insurance
  - ☒ Schedule E – Safety Conditions
  - ☒ Schedule F – SAFE Certification Requirements
  - ☒ Schedule G – Environmental Management System
  - ☒ Schedule H – Camp Standards
  - ☒ Schedule I – Subcontracting
- ☒ Appendix I: Overview Map
- ☒ Appendix II: Seedling Allocation Maps
- ☒ Appendix III: Detailed Block Location Maps
- ☒ Appendix IV: Post Harvest Assessments
- ☒ Appendix V: GPS Shape Files
- ☒ Appendix VI: Planting Risk Matrix
- ☒ Appendix VII: Seedlot Maps
- ☒ Appendix VIII: Employment Standards Letter
- ☒ Appendix IX: Manual Falling Guide
- ☒ Appendix X: BCTS Planting Contractor Rating System – FAQ 2017
- ☒ Appendix XI: BCTS Planting Contractor Rating Form
- ☒ Appendix XII: External Guidance Bidding Rating Applicable Solicitations
- ☒ Tender Offer Form
- ☒ Tender Envelope
- ☒ Tender Quality Feedback Form

FOR FURTHER INFORMATION OR QUERIES, CONTACT: Eileen Kostian, Operations Technician, 250-614-7533 or e-mail at [Eileen.Kostian@gov.bc.ca](mailto:Eileen.Kostian@gov.bc.ca)

**ENSURE YOUR PACKAGE IS COMPLETE.**



Natural Resource Sector

## Information to Bidders for PL19TGC002 - Spring Tree Planting 2

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

This solicitation will use the BCTS Planting Contracting 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](mailto: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 20% Allowance**

In order to reduce contract administration in the event planting units are added, deleted or modified, during the contract, 20% of the tendered price will be added to the "not to exceed clause" in the contract. This addition to the contract maximum does not change any tendered unit prices.

### **BC Timber Sales Continuous Bid Deposit Process**

*BC Timber Sales 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.*

*Please note there is a Continuous Bid Deposit Declaration that needs to be filled in if a Continuous Bid Deposit is submitted with a tender for this contract. The Continuous Bid Deposit Declaration form is included with the tender package.*

### **Withdrawal of Bid (Capacity):**

*Contractors are allowed a 48 hour grace period from the time of tender close to assess their capacity. During this time a contractor may withdraw any bid that exceeds the contractor's capacity and this withdrawal must be submitted in writing to the Business Area's Timber Sales Manager.*

*After 48 hours, the withdrawal of a bid will result in forfeiture of their standard bid deposit or from their continuous bid deposit.*

*To be eligible to bid after a bid withdrawal, a contractor must provide a rationale to the Timber Sale Manager that identifies how their capacity issues have been resolved.*

### **Forfeiture**

*For contractors utilizing the Continuous Bid Deposit process, where a contractor withdraws a bid after the 48 hour grace period the forfeiture will be in the following amounts:*

- \$5,000 will be forfeited for a contract less than \$250,000;
- \$10,000 will be forfeited for a contract greater than or equal to \$250,000.

### **BC Timber Sales Performance Security Deposit**

*BC Timber Sales is no longer requiring a Performance Security on planting contracts.*

### **Overview of the Work/Service Required**

The proposed contract requires the planting of approximately 1,443,135 spring seedlings. Openings will be found throughout the BCTS Prince George Business Area. Planting must be completed by June 21, 2018.

Post Harvest Assessments (PHA's) are a source for guidance only – they are not to be considered guaranteed access directions to the site, or actual seedlings/species prescribed. Refer to the Schedule B1 for specific prescribed seedling information. Please note that PHA's have not been completed for all the blocks in this project.

### **Program Information**

The contractor will be obliged to comply with all applicable health and safety laws including but not limited to the Workers Compensation Act (WCA) and Occupational Health and Safety Regulation (OHSR).

### **Site Conditions**

There are numerous blocks throughout this contract that will not be accessible by 4x4; many will require ATV and some by helicopter. For known access issues, review the Post Harvest Assessments, Schedule B1 and the Allocation Maps. **Site viewing is strongly recommended as the contractor is solely responsible for access costs.**

### **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:

- There are blocks on this contract that require ATV or Helicopter access. Reviewing PHA's, maps and Schedule B1 will assist in determining which blocks are to be considered more difficult access. Please note that the given information may not necessarily be correct and so any information noted is to be considered as guidance only. **Viewing the blocks prior to bidding is highly recommended.**
- Danger trees may occur in these blocks. Assessments must be completed prior to the commencement of planting. Other known safety may be identified in the PHA's.

### **Contractor Safety Program 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 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 November 7, 2017 to November 7, 2018.

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 relevant 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.

### **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. 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. Bidders should refer to the Safety Conditions Schedule attached to the Agreement and bid accordingly.

#### **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.