



Natural Resource Sector

Invitation to Tender for BR18TGC005

Manual Brushing and Girdling

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

BY THE MINISTRY OF FORESTS, LANDS, and NATURAL RESOURCE OPERATIONS

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: 10005-40/BR18TGC005

Nature of Work or Services: Manual Brushing and Girdling

Located at: Prince George Natural Resource District

TABLE OF CONTENTS

- ☒ Information to Bidders
- ☒ Conditions of Tender
- ☒ Specimen Contract with schedules
 - ☒ Schedule A – Services
 - ☒ Schedule B – Payment
 - ☒ Schedule C – Other Conditions
 - ☒ Schedule D – Insurance
 - ☒ Schedule E – Safety Conditions
 - ☒ Schedule F – Safe Certification Requirements
 - ☒ Schedule G – Environmental Management System
 - ☒ Schedule H – Camp Standards
 - ☒ Appendix 1 – FLNRO Guidance for Hand Falling Activities
 - ☒ Appendix 2 – Forest Road Procedures 1 & 2
 - ☒ Appendix 3 – Employment Standards letter
 - ☒ Appendix 4 – Overview Maps and Treatment Maps
 - ☒ Appendix 5 – Detailed Site Assessments
 - ☒ Appendix 6 – Brushing Quality
- ☒ Tender Offer Form
- ☒ Tender Envelope

FOR FURTHER INFORMATION OR QUERIES, CONTACT: Bethany Danilko: Phone 250-614-7502. Email: Bethany.Danilko@gov.bc.ca

ENSURE YOUR PACKAGE IS COMPLETE.



Natural Resource Sector

Information to Bidders for BR18TGC005

Manual Brushing and Girdling

Overview of the Work/Service Required

Work is required for Vegetation Management in the Prince George Natural Resources District. Treatment is required for approximately 228.5 hectares of manual brushing and girdling activities. This contract contains BCTS and FFT openings. 93G038-85 has not been laid out to date; therefore, area for this opening is subject to change.

Site viewing is optional; however, it is highly recommended Bidders view the field sites prior to submitting their bid. **Information contained in the Detailed Site Assessments such as stems per hectare, diameter and access are approximate and should be used as guidance only.** The Detailed Site Assessments indicate target species to be brushed. Be aware that some of the information contained in the DSA's is dated.

All implementation activities associated with the brushing activities of the openings in this tender are to be completed by the successful bidder. There will be no other contracts tendered for the implementation of this contract.

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 *New West Partnership Trade Agreement* and Chapter 5 of the *Agreement on Internal Trade*.

The following information is provided to guide potential bidders in forming their bids for the work described in the tender documents for this project.

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

The WCA requires that an employer ensure that all activities of the operation are conducted in a manner consistent with the Act and safe work practices. All work areas must be assessed for hazards, including danger trees, before work can commence in the area.

A full assessment is required of the suspect danger trees by a certified Wildlife/Danger Tree Assessor, where these trees are to be retained. The recommendations made in the assessment, in the consideration of applicable site plans, must be implemented before the work referred to in that area starts. Recommendations may include; falling the danger tree, creating a no-work zone around the danger tree or a modified work plan including but not limited to working only in low wind conditions, utilizing a spotter and minimizing worker exposure to the hazard.

Where falling activities are undertaken, the contractor must have a qualified falling supervisor designated to the site and evidence of a falling plan in place. Certified and qualified fallers must be used for all falling operations and qualified assistance must be available. The successful bidder will be asked to produce evidence of having access to the appropriate personnel, including verification of their qualification and certification (eg. faller cards, supervisor certificates and/or proof of falling supervisor qualifications).

The Wildfire Act (section 6(3)(a)) states that a person carrying out an industrial activity must "immediately carry out fire control and extinguish the fire, if practicable" on any fire within 1 km of their work site. The WCA (section 26.3.1) states that any worker who may be called upon to fight a forest fire must receive firefighting training acceptable to the Workers Compensation Board and that training must be delivered on an annual basis.

Program Information

If the Ministry posts any addendum to the Tender Documents it will be made by issuing an addendum:

- a) to all registered holders of any hard copy packages obtained from the Ministry; and/or
- b) 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.

Work Excluded

Treatment areas have been laid out on the ground by BCTS staff or by a separate contractor.

Only areas identified on the attached maps as manual Brushing and flagged in the opening are to be treated using manual brushing treatments.

Site Conditions

Refer to Detailed Site Assessments and treatment maps for site-specific targets and requirements around the applications. The Detailed Site Assessments also contains the most recent access information; however, they cannot be relied upon for 100% accuracy. Costs incurred for accessing the blocks (i.e. Helicopter) are the responsibility of the bidder and should be incorporated in the bidders' price.

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:

- Danger trees, chainsaw use, deactivated roads, quad access, wildlife, and uneven terrain.
- 93H062-008 has been mounded and contains some moderate slopes. Due to extensive brush covering mounding holes, there is a high slips/trips/falls hazard. Care must be taken to ensure proper footing and balance.

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 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 August 21, 2017 to December 31, 2017. Fieldwork for the manual brushing activities must be completed by November 1, 2017 with any administration work / maps, reports must be submitted by November 30, 2017.

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.bcforestsafety.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. Effective Nov 29, 2016, falling supervisors will be deemed qualified only if they have completed the Falling Supervisor Training course provided by BC Forest Safety Council (BCFSC) or as 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.