



Natural Resource Sector

Information to Bidders for Manual Brushing

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, Kootenay Business Area
1907 Ridgewood Road, Nelson, BC V1L 6K1

UNTIL THE SPECIFIED CLOSING DATE AND TIME, AT WHICH TIME THE TENDERS WILL BE OPENED
IN: PUBLIC ☒ or PRIVATE ☐

PROJECT

Contract/File: 10005-40/ BR19TFG004

Nature of Work or Services: Manual Brushing and Weeding - Arrow North Field Unit

Located at: Arrow Lakes - Nakusp area

Tender Packages available at the ministry location will cost (PST and GST included): \$ N/A

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FOR FURTHER INFORMATION OR QUERIES, CONTACT: Melissa Rode, Melissa.Rode@gov.bc.ca
(250)265-3685 ext.2233

ENSURE YOUR PACKAGE IS COMPLETE.



Information to Bidders for Manual Brushing Arrow North Field Unit

Overview of the Work/Service Required

This project includes the manual mechanical brushing of approximately 178.0 hectares. Treatment units are spread across the field unit and are generally within 100 km of Nakusp BC. Manual brushing includes cutting of all competing vegetation within a 1.25m cylinder around crop trees in accordance with the contract treatment specifications. All specific information regarding crop trees species, heights, target vegetation and other important information is included in the 2018 Brushing Ledger.

Treatment units with predominantly herbaceous vegetation must be treated during a biological window prior to full leaf out. Therefore, the successful Contractor shall be **required to commence operations when vegetation on units attain "full leaf out"**. A Contract production requirement has been established at a minimum of 4ha per work day at 5 work days per week.

Program Information

N/A

Work Excluded

N/A

Site Conditions

The successful contractor should anticipate all types of weather during the seasonal work window. It is expected that the contractor complete work within the guidelines of the work progress plan regardless of weather conditions while adhering to the wildfire Act and Regulations. The contractor can expect steep uneven road surfaces and a 4X4 truck is recommended to access the treatment units.

Brush conditions vary at each site. The Bidder is advised to view the work arear and understand the 2017 brushing ledger treatment specifications prior to tender submission.

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:

- Cross ditches and water bars on many roads accessing the treatment units
- Industrial and public traffic on roads
- Possibility of wildlife encounters such as bears
- Many treatment units have slopes greater than 35%
- Overhead hazards including residual leave trees within the treatment unit and surrounding timber can be expected.
- Potential Mine Shafts within treatment areas
- Additional information will be provided at the time of contract pre-work

Contractor Safety Program and Prime Contractor Responsibilities

The Successful Bidder will be designated the Prime Contractor for this contract and must bid accordingly and meet the bidder eligibility stated in the Conditions of Tender.

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 Date of Execution 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 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

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

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.

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.