



**Invitation to Tender
for Manual Brushing
Treatments – Boulder Fire**

SEALED TENDERS FOR THE WORK OR SERVICES LISTED BELOW WILL BE RECEIVED
BY THE MINISTRY OF Ministry of Forests, Lands Natural Resource Operations and Rural Development
Sea to Sky Natural Resource District, Squamish
UNTIL THE SPECIFIED CLOSING DATE AND TIME, AT WHICH TIME THE TENDERS WILL BE OPENED
IN: PUBLIC or PRIVATE

PROJECT

Contract/File: 10005-40/BR18LMN200
Nature of Work or Services: Manual Brushing of planted trees
Located at: Boulder Creek fire, Upper Lillooet

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FOR FURTHER INFORMATION OR QUERIES, CONTACT: *Katherine.Ladyman@gov.bc.ca*, 608-898-2127

ENSURE YOUR PACKAGE IS COMPLETE.



Natural Resource Sector

Information to Bidders for Manual Brushing Treatments Boulder Creek Fire

Overview of the Work/Service Required

The proposed brushing contract is located in the Boulder Creek area (Upper Lillooet River), specifically where trees were planted in spring 2017 in areas which were burnt in the 2015 wildfires. Fireweed and other herbaceous brush are out-competing the planted seedlings in some areas as well as presenting a threat of snow press. There are approximately 60 hectares that need to be brushed in these areas for fall 2017, with fireweed being the main target, as well as other herbaceous brush such as bracken fern. In order to ensure planted seedlings are undamaged, herbaceous brushing will be done by either bending the stems of fireweed and other herbaceous brush by hand, or by pulling the stems. A small amount of woody brushing is also included (mainly willow).

Some of the final treatment maps and prescriptions are not completed at the time of tendering (they will be added to BC Bid as they are finalized), but approximate locations are provided in the attached maps. The number of hectares is also approximate, and is subject to change based on final layout and budgetary restrictions. Treatment boundary layout is complete.

Brushing will commence immediately following contract award in order to ensure fireweed does not crush planted seedlings with heavy rain or snowpack.

Work Excluded

Major road work necessitated by washouts or other events, prior to or during works entailed in this bid, is not considered as part of the successful bidder's responsibilities.

Site Conditions

Sites have variable access: some have good road access (4x4 pick-up truck), some are helicopter access only (on the south side of the Upper Lillooet River, where there is no bridge), and some will be ATV access (or walk-in). A staging area for the helicopter is available on the north side of the Upper Lillooet River, a short flight from the treatment area. Bid prices will include all access costs. See maps and prescriptions for details.

Camping and Parking: if the contractor chooses to camp, potential camp locations must be reviewed and approved by the Ministry Representative. Camping and parking must not interfere with other industrial or recreational users in the area.

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:

- Some of the access to brushing sites is by helicopter, so contractor emergency procedures must take this into account, as well as the hazards of working in and around helicopters.
- Grizzly bears are present in the area, and measures to prevent conflicts with bears must be taken, particularly if camping is being considered.
- Large concentrations of burned trees exist on many blocks and danger tree assessment and subsequent falling must be conducted prior to brushing. It is mainly the block edges that are of concern, but smaller dead trees from old plantations are present throughout the treatment areas.
- The Upper Lillooet area is prone to landslides, and contractors must be familiar with the conditions when road travel is hazardous (eg, prolonged hot weather and high rainfall events). Care should be taken to avoid

camping/ parking in areas that may be impacted by landslides. Occasional road closures due to hazardous conditions are possible. See <https://www.for.gov.bc.ca/dsq/Engineering/RoadInformation.htm> for details regarding road conditions and landslide risk.

- Steep slopes and loose soils/rock/boulders exist on many blocks and pre-work site inspections should note potential hazards and no-work zones within these areas.

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 the date of signing to March 31, 2018. 2017 fall brushing is expected to start the first week of October and be complete by November 3rd.

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.

Option-to-renew

A continuous service without further tendering is desired. Therefore, the contract being tendered contains an "option-to-renew" clause. Refer to the Conditions of Tender for further information.

Future terms of this contract, if it is renewed, are expected to include brushing in 2018 spring and 2018 late summer/fall. This may include manual brushing of woody/ deciduous vegetation, as well as herbaceous vegetation.

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. 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.