

Invitation to Tender Notice  
for Tree Planting – Revelstoke/Shuswap  
Project PL19TKR004

Sealed tenders for the planting of approximately **140,144 seedlings on 78.4 ha** in the Revelstoke and Shuswap areas, Contract PL19TKR004, will be received by the Timber Sales Manager, BC Timber Sales, Okanagan-Columbia Business Area, 2501-14<sup>th</sup> Avenue, Vernon BC, V1T 8Z1, no later than **11:00 AM local time, November 16, 2017**, at which time tender submissions will be opened in public.

Late submissions will not be accepted and will be returned to the bidder unopened.

**Questions & Answers**

All contract related questions must be submitted in writing ONLY to the following email address: [TOC.TimberAuctions@gov.bc.ca](mailto:TOC.TimberAuctions@gov.bc.ca). Deadline for receiving questions is 4:00:00 p.m., **November 3, 2017**. **IF questions are received**, a Question & Answer document will be posted to BC Bid by 4:00:00 p.m., **November 8, 2017**.

Tender submissions 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 (NWPTA)*, the *Agreement on Internal Trade (AIT)*, the *Agreement between the Government of Canada and the Government of the United States of America on Government Procurement (CUSPA)*, and the *World Trade Organization Agreement on Government Procurement (GPA)*

Bidders that are not registered with BC Bid<sup>®</sup> can register by selecting *Start your e-Service, Supplier Registration* on the BC Bid<sup>®</sup> home page. Bidders are strongly encouraged to select "Send Me Amendments" as an option on the Opportunity Notice published on BC Bid<sup>®</sup>. By selecting this option a registered Bidder will be automatically notified of any addenda that may be issued.

Bidders are solely responsible to continually monitor the BC Bid<sup>®</sup> website on an ongoing basis to keep themselves informed of any addendums.

Unverified bid results will be posted to BC Bid after tender opening and once awarded the contract award results will be available on BC Bid.

Timber Sales Manager  
Okanagan-Columbia Business Area  
BC Timber Sales



## Natural Resource Sector

# Invitation to Tender for Tree Planting PL19TKR004

### 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, OKANAGAN-COLUMBIA BUSINESS AREA

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

### PROJECT

Contract/File: 10005-40/**PL19TKR004**

Nature of Work or Services: **Tree Planting – Revelstoke and Shuswap**

Located at: **Revelstoke and Shuswap Areas**

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FOR FURTHER INFORMATION OR QUERIES, CONTACT: Tom Austin at telephone (250) 837-7690 or  
[Thomas.Austin@gov.bc.ca](mailto:Thomas.Austin@gov.bc.ca)



## Natural Resource Sector

# Information to Bidders for PL19TKR004

### **BCTS Planting Contractor Rating System and the Tendering Process**

This solicitation **will not** use the BCTS Planting Contracting Rating System to evaluate tenders.

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.

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

The Okanagan-Columbia Business Area is tendering a contract for the planting of **approximately 140,144 trees on approximately 78.4 hectares**.

### **Program Information**

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

1. First Aid Certificates, S-100's, EMS supervisor training
2. Proof of BCTS Environmental Management System Training

The successful contractor must implement the Environmental Management System pertaining to the Contract

### **Site Conditions**

The road into A92781-K6HZ has been fully deactivated. Helicopter access is required. There is no ATV access. During the time of viewing, active logging will be occurring on A92776-K56G. A92895 Blocks K5PG, K5J2 and K66U have deactivated spur roads. Refer to the attached block maps.

### **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 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.

### **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.

### **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 estimated start date is **May 16, 2018**.

The required minimum production shall be **10,000** trees per day.

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).

### **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.

### **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 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.

**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.