



Natural Resource Sector

Information to Bidders for Manual Brushing/Protector Removal BR19TCD001

File: 10005-40/BR19TCD001

Overview of the Work/Service Required

Manual Brushing:

The total area requiring treatment is an estimated **71.3 ha**. Treatment is proposed in **10** work units in the general area around Port Alberni, with one block in the Nanaimo area, and one block located near Flora Lake. See Schedule B Addendum for details and locations of specific work units.

Sinocast Protector Removal:

Refer to Schedule B Addendum for list of treatment units. All 4 Protector Removal blocks are located in the McKay Lake area (south-west of Nanaimo). There are an estimated **18,500** Sinocast protectors to be removed from this grouping of 4 blocks. Protectors may be dispersed throughout each treatment unit, as well as being installed around the block perimeter. Road access within all work units is limited, and in general, in-block access is limited to ATV's.

Radio Communications

Industry Canada, in Partnership with BCTS, FLNRO, and the Coastal Road Safety Committee, has finalized the Coastal Road Frequency Project. Radio frequencies and Radio Polygons have been updated (changed), and it is expected that all BCTS Contractors and Licensees will change over to the new frequencies and participate in the program.

Contractors and Licensees may continue to use their "company channel" for onsite communications if they choose, however they must ensure that someone can be contacted at all times using one of the Industry Canada Loading Channels when the worksite is active. The use of Loading Channels is free of charge and does not require a letter of authorization. Programming Loading Channels onto radios and ensuring appropriate scanning ability will be at the expense of the Licensee, Permittee, or Contractor.

Safe access to the worksite will be discussed at each pre-work conference.

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:

- Difficult walking in uneven slash covered ground, especially in de-stumped areas.
- Roads accessing some of the work areas are narrow with blind corners. Vehicles must have radios on the correct channels and must call kilometers as per requirements in order to access the worksite safely.

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 **April 1, 2018 to July 31, 2018.**

The successful Contractor shall be required to have a pre-work meeting with the Ministry Representative to review the work plan and milestones prior to commencement of work.

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.

For contracts advertised within Strait of Georgia, Chinook and Seaward Tlasta Business Areas, falling supervisors must be certified by the BC Forest Safety Council.

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.