



Natural Resource Ministries

Invitation to Tender For BR19TGC001 Backpack Herbicide

SEALED TENDERS FOR THE WORK OR SERVICES LISTED BELOW WILL BE RECEIVED
BY THE MINISTRY OF Ministry of Forest, Land Natural Resource Operations and Rural Development

BC Timber Sales, Prince George 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/BR19TGC001

Nature of Work or Services: Brushing – Ground Herbicide

Located at: Prince George Business Area

TABLE OF CONTENTS

- ☒ Information to Bidders
- ☒ Conditions of Tender
- ☒ Specimen Contract with schedules
 - ☒ Schedule A – Vegetation Management
 - ☒ Schedule B – Contract Payment
 - ☒ Schedule C – Other Conditions
 - ☒ Schedule D – Insurance
 - ☒ Schedule E – Safety Conditions
 - ☒ Schedule F – Prime Contractor
 - ☒ Schedule G – SAFE Certification
 - ☒ Schedule H – Environmental Management System
 - ☒ Schedule I – Camp Standards
 - ☒ Appendix 1 – Detailed Site Assessments
 - ☒ Appendix 2 – Employment Standards Letter
 - ☒ Appendix 3 – Forest Road Procedures
 - ☒ Appendix 4 – Guideline for Hand Falling Activities
 - ☒ Appendix 5 – Herbicide Operation Record
 - ☒ Appendix 6 – Manual Falling Verification
 - ☒ Appendix 7 – Treatment Maps, Overview Maps
 - ☒ Appendix 8 – Pest Management Plan
- ☒ Tender Offer Form
- ☒ Tender Envelope

FOR FURTHER INFORMATION OR QUERIES, CONTACT: Bethany Danilko, 250-614-7400

ENSURE YOUR PACKAGE IS COMPLETE.



Natural Resource
Ministries

Information to Bidders for BR19TGC001 Backpack Herbicide

Overview of the Work/Service Required

The successful bidder must have a project supervisor who holds a valid Pesticide Applicators Certificate for forestry applications with at least 3 years of backpack herbicide experience in the last 5 years managing similar projects in size and scope.

The successful bidder must also have a minimum of one member of the Association of BC Forest Professionals (Registered Professional Forester or Registered Forest Technologist) to be on site and supervise the mixing, application, and quality of treatment. The member must hold a valid Pesticide Applicator Certificate for forestry applications. The member can be the project supervisor.

Work is required for Vegetation Management in the Prince George Natural Resources District. Treatment is required for 216.9 ha of backpack. Blocks and treatment areas are estimates and it is possible that blocks and treatment areas may change subject to layout and to the Notice of Intent to Treat (NIT) consultation process.

The contractor is responsible for the supply and purchase of the herbicide, and is also responsible for public signage on each treatment site.

Site viewing is optional; however, it is highly recommended Bidders view the field sites before 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 a guide only.**

All implementation activities associated with the applications of the openings in this tender are to be completed by the successful bidder (i.e. environmental monitoring and documenting the applications). There will be no other contracts tendered for the implementation of this contract.

Clean water is essential when using water as the carrier for herbicide treatments. Water must be obtained from as clean a source as possible and stored in a clean, closed container. Standards identified in the Pest Management Plans (PMP) shall be adhered to throughout the project.

A Water License, or Municipal Water Use Agreement, is required by the proponent, or the chosen applicator, before water is drawn from any water bodies for operational pesticide application.

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 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 commencement 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.

Work Excluded

Treatment areas will be laid out on the ground by BCTS staff or by a separate BCTS contractor. Non-commercial Brush areas (NCBr) will remain untreated unless advised otherwise. Block maps identify the NCBr areas. Only areas identified on the attached maps as BPACK and flagged in the opening are to be treated.

Site Conditions

Refer to Schedule B and Detailed Site Assessments for site specific targets and requirements around the applications. The Detailed Site Assessments and brushing maps also contain the most recent access information; however, they cannot be relied upon for 100% accuracy. All 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:

- Deactivated Roads, ATV Access, and uneven terrain
- Danger trees, chainsaw use.

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 July 15, 2018 to December 31, 2018. Fieldwork for the backpack applications must not start until August 5, 2018 (after the conifers have set bud) and must be completed by September 10, 2018.

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 Ministry 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.bcforestsafesafe.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 BC Forest Safety Council (BCFSC) or are a BCFSC Certified falling supervisor

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.