

Invitation to Tender Notice for 2019 Spring Planting – Quesnel Forest District Project #PL20DQU002

Sealed tenders for 2019 Spring Planting of +/- 1,751,595 seedlings on approximately +/- 1010.6 ha in the Quesnel Forest District will be received by the Ministry of Forests, Lands and Natural Resource Operations, 322 Johnston Avenue, Quesnel, British Columbia, V2J 3M5, no later than 10:00 AM local time, November 14, 2018, at which time all tenders will be opened in private.

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 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).

If the Ministry posts any addendum to the Tender Documents it will be made by issuing an addendum:

- a) where Tender Documents were provided directly by the Ministry to bidders (not obtained from BC Bid[®]), addendum to the Tender Documents will be sent by the Ministry to all registered package holders; or
- b) where Tender Documents were obtained from BC Bid[®], the Ministry will post any addendum on BC Bid[®]. Bidders are solely responsible to continually monitor the BC Bid[®] website on an ongoing basis to keep themselves informed of any addendum.

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

District Manager
Quesnel Forest District



Natural Resource Sector

Invitation to Tender for PL20DQU002

SEALED TENDERS FOR THE WORK OR SERVICES LISTED BELOW WILL BE RECEIVED
BY THE MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS
QUESNEL FOREST DISTRICT

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

PROJECT

Contract/File: 10005-40/PL20DQU002

Nature of Work or Services: 2019 SPRING PLANTING

Located at: VARIOUS LOCATIONS IN THE QUESNEL FOREST DISTRICT

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FOR FURTHER INFORMATION OR QUERIES, CONTACT: *Tyrone Green at Tyrone.Green@gov.bc.ca or 250-992-4483*

ENSURE YOUR PACKAGE IS COMPLETE.



Natural Resource Sector

Information to Bidders for PL20DQU002

Overview of the Work/Service Required

This contract requires planting and fill-planting +/- 1,751,595 seedlings in various locations within the Quesnel Forest District consisting of 14 planting units and 1 fill-plant unit. 15 units are reforesting areas impacted by wildfire.

Access to the units ranges from good to poor. Please review the access directions on the Unit Maps and field visit the sites to ensure your bid price reflects access and site conditions.

All units will require assessment from a Certified Wildlife Danger Tree Assessor and danger trees felled, as needed, by a Certified Faller, under supervision of a Qualified Felling Supervisor, prior to work commencing on each unit.

Our annual planting program usually commences the first week of May.

The successful bidder of this contract is not eligible to bid on contract SU20DQU002 (the contract for planting quality plots for PL20DQU002).

Please see the complete list of eligibility criteria in the Conditions of Tender document in this package.

Site Conditions

Bidders are strongly encouraged to visit all the work areas in this contract to assess site conditions and bid accurately.

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:

- *Snags on the perimeter and throughout the block and on access roads/trails to the block as a result of wildfire (including ones where the roots have been undermined by wildfire) and/or pine beetle killed trees*
- *Unknown traffic volume on main and secondary road systems*

Contractor Safety Program

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 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

Site viewing is not mandatory but it is strongly encouraged so bidders can accurately determine their bid.

Contract Term/Work Schedule

The term of the contract will be from April 15, 2019, to June 21, 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

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:

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.