



Natural Resource
Ministries

Information to Bidders for Fall 2022 Tree Planting, South Island Resource District

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Overview of the Work/Service Required

The South Island 2022 Fall Planting program for BC Timber Sales, Strait of Georgia business area consists of an estimated 154,000 seedlings to be planted in recently harvested cutblocks within the South Island Natural Resource District. The majority of the work will be located in the geographic area around Port Alberni in the operating areas of Nahmint Valley, Sproat Lake and Gracie Lake. A portion of the work will be conducted in the Lucky Creek area

Planting consists of conventional harvested areas with the majority of seedlings to be planted as primary planting in freshly harvested sites at a density of 1000-1200 sph. There is a small component of fill planting in conventional settings with densities of 500-1000 sph. Details of identifies fill-plants can be found in the attached Schedule B.

Most blocks will have deactivated and potentially barricaded roads that may limit vehicle access. Bidders should view the worksites and incorporate these access considerations into their safety procedures when developing their emergency response plans and bids. Some areas may require the inclusion of walk-in times for their workers.

All seedlings are located FOB at Arbutus Grove Nursery in Saanich.

The majority of stock will be 412A plugs

Most planting units will require a mixture of multiple species.

Covid-19

As a condition of finalizing any service contracts with the Province, including service contracts arising from procurement processes, those contracts will require that all contractors and their personnel and any subcontractors and their personnel who will access BC government workplaces be fully vaccinated with COVID-19 vaccines approved for use in Canada, subject to any authorized exemptions. Such contracts will contain associated provisions required by and satisfactory to the Province regarding the foregoing, which may include provisions regarding mitigation measures for exempt personnel, compliance, enforcement, and the use of an attestation certifying compliance or presentation of a BC Vaccine Card by personnel.

How the BCTS Planting Contractor Rating System is Applied to 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 prior to July 31 each year for intake the following year.

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.

BC Timber Sales Continuous Bid Deposit Process

BC Timber Sales has implemented a Continuous Bid Deposit Process for silviculture contracts. For full details on this program please see the guidance document *Updated Continuous Bid Deposit and 48-hour Grace Period Guidance* at our website <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/contracting>. Prospective Bidders can use a Continuous Bid Deposit to allow bidding on multiple silviculture contracts. The Continuous Bid Deposit value will be \$25,000.

The Continuous Bid Deposit Declaration Form included with the tender package is to be submitted with the tender when a Continuous Bid Deposit is used.

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.

To be eligible to bid after a bid withdrawal, a contractor must provide a rationale to the Timber Sales Manager that identifies how their capacity issues have been resolved.

Forfeiture

For contractors utilizing the Continuous Bid Deposit process, where a contractor withdraws a bid after the 48 hour grace period the forfeiture will be in the following amounts:

- \$5,000 will be forfeited for a contract less than \$250,000;
- \$10,000 will be forfeited for a contract greater than or equal to \$250,000.

Expectation to Comply with Employment Standards Act and Industrial Camp Standards

BC Timber Sales expectations in regards to compliance to the Employment Standards Act and industrial camp standards for work performed under contract to BC Timber Sales are detailed in:

[Advisory Bulletin No. 2011-03-23 - Compliance to the ESA](#)

[Advisory Bulletin No. 2011-03-22 Industrial Camp Standards](#)

Program Information

BCTS was founded in 2003 with a mandate to provide the cost and price benchmarks for timber harvested from public land in British Columbia. BCTS is the largest planter of trees in British Columbia as sound forest management is a high priority for British Columbians and central to the BCTS mandate. BCTS plans, develops, and sells through auction, a substantial and representative portion of the Province's annual available timber volume. To find out more about our program check out the BCTS website.

Site Conditions

Many of the blocks listed in the attached Schedule B addendum are part of active TSL's. As such, continued deactivation and barricading of access could occur between the time of tender, and the actual start of fall plant.

Bidders are encouraged to view blocks with this in mind and should structure bids such that all blocks with road access could potentially be limited to ATV or walking access only at the time of planting. Access maps are provided indicating the most likely points of potential deactivation, and the successful bidder will not be compensated for changes in access that limit access to ATVs or short 20 minute or less walks into planting units. Blocks with a partial component of helicopter access have been identified on the Schedule B addendum and these helicopter access units are listed as a separate line item in the tender. Blocks with severe deactivation, where ATV's cannot be safely used to transport trees, have been identified and are listed in a separate line in the tender.

The Special Tree Protection Regulation of the *Forest Range and Practices Act* came into effect on September 11, 2020. See 'Advisory Bulletin No. 2020-09-11 – Special Tree Protection Regulation', attached to this solicitation.

- No specified trees have been identified.

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:

- No "Known" safety hazards

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 September 15, 2022 to October 31, 2022.

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

<https://intranet.gov.bc.ca/flnrord/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.

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.