



Ministry of
Forests, Lands and
Natural Resource Operations

Invitation to Tender For Tree Planting PL18DTR002

Information to Bidders

Sealed tenders for the planting of approximately **583830** seedlings on 391.6 ha in the Thompson Rivers Forest District will be received by the Thompson Rivers Forest District, Kamloops office, located at **1265 Dalhousie Drive, Kamloops, British Columbia V2C 5Z5**, no later than **1400 pm local time, October 28th, 2016**, at which time all tenders will be opened in public.

A mandatory office information meeting is scheduled for **October 13th, 2016, at 1400 pm local time, at the Thompson Rivers Forest District office, located at 1265 Dalhousie Drive, Kamloops, British Columbia.**

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 *BC/Alberta Trade, Investment, and Labour Mobility Agreement* and Chapter 5 of the *Agreement on Internal Trade*.

PACKAGE DOCUMENTS ARE AVAILABLE ELECTRONICALLY ON THE BCBID WEBSITE www.bcbid.gov.bc.ca

To obtain further information please contact John Hanemaayer, Contract Administrator 250-371-6230.

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

- a) to all registered holders of any hard copy packages obtained from the Ministry; and/or
- b) to the BC Bid® website at <http://www.bcbid.ca>. Bidders are strongly encouraged to select "Send Me Amendments" that is included as an option on the Opportunity Notice published on BC Bid®. By selecting this option a registered Bidder will be automatically notified of any amendment that may be issued. Bidders that are not registered with BC Bid® may register by selecting Start your e-Service, Supplier Registration on the BC Bid® home page, www.bcbid.ca. Bidders who do not register with BC Bid® are solely responsible to continually monitor the BC Bid® website on an ongoing basis to keep themselves informed of any addendum.



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Date:

Thompson Rivers Forest District

File: 10005-40/PL18DTR002

Please ensure that your package is complete.

Overview of the Work/Service Required

The proposed contract requires planting of approximately 391.6 hectares at an average of 1400 stems per hectare on 27 treatment unit within the Thompson Rivers Forest District. This is a spring planting contract of approximately 583830 seedlings to be planted.

Program Information

The Province will provide the seedlings to the contractor at High Country Cold Storage located at 350 Dene Drive, Kamloops, BC. It will be the planting contractor's responsibility to pick up and deliver the seedlings from this point. It is suggested that contractor arrange for the use of a refrigerated semi-trailer unit to use as a central cache in the vicinity of the treatment unit.

The bidders may be asked to demonstrate that they have undertaken a similar contract planting underneath fire killed over story and that they have successfully planted areas with difficult access. If in the opinion of the Ministry, the Bidder fails to demonstrate that the Bidder is able to successfully complete the Contract, the Ministry has the right to disqualify the Bidder and award the Contract to another bidder. The lowest bid may not necessarily be accepted.

The successful bidder will be required to provide a Project Manager who will be responsible to oversee the management of the seedlings and the day to day organizing of the planting crews.

Site Conditions

There is poor access to Unit W and no access to the western portion of the unit. Trees will be heli lifted into the unit.

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 & standing dead timber which may require under planting.
- Access to units by ATV capable of carrying more than one passenger.
- Heli lifting of trees into unit.

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 of Forests, Lands and Natural Resource Operations 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 **May 1, 2017**, to **March 24st, 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.

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 (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 Labour, Citizen's Services and Open Government, 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

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.