

**Chinook Comfor Limited Partnership**  
**REQUEST FOR PROPOSAL (RFP)**  
**Stand Tending Surveys and Stand Tending Prescription**  
**Land Base Investment Program (LBIP)**

**CHINOOK LBIP PROJECT**

Chinook Comfor LP

Box 969

Burns Lake, B.C. V0J 1E0

Phone: 1-250-692-063 [Ken.Nielsen@chinookcomfor.ca](mailto:Ken.Nielsen@chinookcomfor.ca)

**RFP ID: 2018-07-20**  
**Prepared By: Ken Nielsen**  
**Date: July 20, 2018**

REQUEST FOR PROPOSAL  
CHINOOK LBIP PROJECT  
Burns Lake, B.C.

**RFP ID:** 2018-07-20

**SUBMISSION DEADLINE:** August 17, 2018, 4:00 pm

**QUESTION SUBMISSION DEADLINE:** August 15, 2018

Questions may be submitted in written form no later than August 17, 2018, to:

**RFP Contact Name:** Ken Nielsen  
**Contact Address:** Box 969  
Burns Lake, V0J 1E0  
**Telephone Number:** 1-250-692-0630  
**Email Address:** Ken.Nielsen@chinookcomfor.ca

**INTRODUCTION**

Chinook Comfor LP invites and welcomes proposals for their Forest for Tomorrow Project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for Chinook LBIP Project which is or shall be located at Lakes TSA, Burns Lake, BC. Box 969 V0J 1E0.

**PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding Planning, contact the following individual(s):

**Name:** Ken Nielsen  
**Title:** General Manager  
**Phone:** 1-250-692-0630  
**Email:** .Ken.Nielsen@chinookcomfor.ca  
**OR**

**Name:** Daniella Oake  
**Title:** Operations Manager  
**Phone:** 250-691-1271  
**Email:** [daniella.oake@chinookcomfor.ca](mailto:daniella.oake@chinookcomfor.ca)

### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to collect ground data that in turn can be used to produce an extensive silviculture program.

### **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed on an attached document 1. The project will consist of managing LBIP funding to complete **up to 2000 hectares** of Mountain Pine Beetle Surveys and **up to 1280 hectares** of TSM Surveys. Contractor will be responsible for full management from start to RESULTS submissions.

### **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

#### **MILESTONE**

**Start :**

**Last day for FIRS approval: Sept 15, 2018**

**Detailed Update:**

**Completion Date:**

#### **DATE**

Sept 1, 2018 (or sooner if agreed upon by both parties)

Nov 1, 2018

Feb 1, 2019

March 15<sup>th</sup>, 2019

### **PROPOSAL BIDDING REQUIREMENTS**

#### **PROJECT PROPOSAL EXPECTATIONS**

Chinook Comfor LP shall award the contract to the proposal that best accommodates the various project requirements. Chinook Comfor LP reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Chinook Comfor LP or to any Bidder offering or submitting a proposal.

## **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than August 3, 2018, informing Chinook Comfor LP of their intent to either submit or decline to submit a proposal.

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Chinook Comfor LP in a sealed envelope no later than 4:00 pm on August 17, 2018, for consideration in the project proposal selection process. By mail, Box 969, Burns Lake, BC V0J 1E0 or drop off at Chinooks office #37 Sampson Crescent Burns Lake, BC V0J 1E0.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline in the correct format;
- Bidder's asserted performance effectiveness regarding the project objectives of Chinook Comfor LP;
- Bidder's performance history and asserted ability to timely deliver proposed services;
- Bidder's ability to provide and deliver qualified personnel who have the knowledge and skills required to effectively and efficiently execute proposed services;
- Overall cost effectiveness of the proposal;
- See attached Chinooks Tendering Policy.

Chinook Comfor LP shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

- Bidder's Name(s);
- Bidder's Address;
- Bidder's Contact Information (and preferred method of communication);
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation);
- Date that the Bidder's Company was Formed;
- Description of Bidder's company in terms of size, range, and clientele as well as the types of services offered.

- Bidder's principal officers (e.g. president, chairman, vice president(s), secretary, chief operating officer, chief financial officer, general managers, etc.) and length of time each officer has performed in his/her field of expertise;
- Evidence of legal authority to conduct business (e.g. business license number);
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal;
- Organizational chart showing key personnel who would provide services to Chinook Comfor LP.

### **Financial Information**

- State whether the Bidder, or its parent company (if any), has ever filed for bankruptcy or any form of reorganization under the Bankruptcy Code;
- State whether the Bidder, or its parent company (if any), has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the quantity of each;
- Detailed estimated cost for each piece of equipment or service;
- List any equipment or services required of a subcontractor, along with a brief explanation;
- List any accommodation, services, or space required from Chinook Comfor LP, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- An inclusive price **per hectare**; travel/room and board/utility vehicles;
- A detailed list of any and all expected costs related to the proposed project;

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

### **References**

- Provide 2 references

Bidder agrees that Chinook Comfor LP may contact all submitted references to obtain any and all information regarding Bidder's performance.

**Opening of RFP**

- Bidder's are welcome to attend the opening of bids August 20, 2018 7:00 am at Chinooks office.

CONTRACT NO. :

DATE :

**SCHEDULE AF – PRESCRIPTION DEVELOPMENT STANDARD**

**ARTICLE 1: GENERAL STANDARDS**

**Definitions**

1.1 In this schedule the following words shall have the following meanings.

- (a) **“Approved Surveys Quality Inspection System” or “Approved SQI System”** means the inspection system contained in this Document or another similar system approved by the Company Designated Representative.
- (b) **“Control Area”** means an identified area no less than 1 ha. in size located within or adjacent to the prescribed area to be treated (clearly representing the target stand conditions to be treated), that will be left untreated as a control zone for future monitoring of prescribed treatment effectiveness.
- (c) **“Crew”** means one person, or two or more persons working with each other in the same Opening.
- (d) **“Crop Tree Standards”** means, in the absence of Stocking Standards, regional or district guidelines which define acceptable crop tree characteristics.
- (e) **“Forest Practices Code”** means the *Forest Practices Code of British Columbia Act*, its regulations and any amendments.
- (f) **“Forest Cover Map”** means a forest cover map provided by a Ministry of Forests’ forest district to the Contractor.
- (g) **“Minimum Stocking Standard”** means the minimum number of well-spaced trees per hectare, of preferred and acceptable species, that must be present for a stratum to be considered satisfactorily restocked or free growing.
- (h) **“Multi-Storey Stand”** means a stand with a mature or pole layer present in combination with a sapling and/or regeneration layer.
- (i) **“Opening”** means an area identified on a Forest Cover Map by an opening number.
- (j) **“Pre-stand Tending Survey”** means an assessment to collect stand attributes that are required for making an intensive silviculture prescription.
- (k) **“Reconnaissance Survey or Recce”** means a form of screening walk-through survey that can be systematic or non-systematic in nature, and involves physically walking through a stand to visually note and record characteristics found in the stand and results in a next action recommendation.
- (l) **“Stocking Standards”** means the stocking requirements per BEC site series (i.e. Minimum and Target WS /ha values of ecologically suitable species, of minimum heights) applicable to an Opening that are found either in an approved prescription or within the default Provincial Stocking Standard website – refer to Article .3.11.
- (m) **“Stratification Criteria”** means the criteria a contractor will use to stratify an opening for survey sampling and reporting purposes, as set out in these standards.
- (n) **“Stratum” or “Strata”** means, respectively, a Survey area or areas for which the boundaries are determined by the Stratification Criteria for the type of Survey referenced.



## **ARTICLE 3: STANDARDS APPLICABLE TO ALL SURVEYS**

The following standards of performance apply to every Survey.

### **General**

- 3.2 All Treatment Prescriptions must be signed and sealed by an RPF or RFT.
- 3.3 All contents and sections of this document pertaining to specific **Survey Standards, will supersede** any similar content and section procedures stated in Silviculture Survey Procedures Manual.

### **Format of Documentation**

- 3.4 Where Survey data or results are summarized or represented using computerized or other electronic means, the display, content and format of the information **must substantially duplicate** the corresponding MFLNRO forms – specifically the FS 657, **748 and 770 and its respective** procedural requirements.

### **Survey Stratification Criteria**

- 3.5 Unless otherwise specified in this Standard, Work Area(s) **will be stratified as set out in** Silviculture Survey Procedures Manual - Section 3.2: Preliminary Stratification and Section 3.8.1: **Field Stratification**

### **Survey Lines and Plots (where applicable)**

- 3.6 If directed by the Company, survey lines and plots will be established using either Global Positioning System (GPS) units (preferred), or by manual chaining methods. Survey lines and plots must be identified as follows:
- (a) For both GPS and manual chaining methods:
    - i) point of commencement (P.O.C.) must be marked with flagging tape showing the Opening number in waterproof ink;
    - ii) flagging tape must be affixed at a height of approximately 1.3 meters above each plot centre, showing in waterproof ink the plot number, date of survey, surveyors initials (if not included with the plot number);
    - iii) flagging tape must be affixed to the ground at all plot centers;
  - (b) If a GPS is being used, plot centre UTM Coordinates must be provided;
  - (c) If a manual chaining method is being used:
    - i) survey baseline (if established) and all strip lines must marked with flagging tape showing the baseline and strip line number in waterproof ink;
    - ii) all plot centre flagging tape affixed at 1.3 meters must have the bearing and distance to the next plot written in waterproof ink.

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treatment, a complete silviculture label would be valuable information for future redesign of treatment plans.

The Stocking Standards applicable in order to determine the Well Spaced (WS) and Free Growing (FG) stems within the Silviculture Label will follow the hierarchy of locating the appropriate standards:

1. From an existing and most current approved Site Plan, Silviculture Prescription, PHSP or previous Survey or Prescription containing complete Stocking Standards.
2. If none of the above documents are available, the Stocking Standards for the Openings' site series will be used as listed in the Default Stocking Standards for all BEC subzones in the province at the Stocking Standards Website.

### **Recommendations**

3.12 Subject to the outcome of a Survey, Treatment Prescriptions must be developed in accordance with:

- a) the procedures in the Silviculture Survey Procedures Manual; and
- b) any previous Treatment Prescriptions for the Opening, if one exists

### **Survey and Treatment Maps**

3.13 Survey and Treatment Maps must:

- a) be submitted in accordance with the RESULTS Information Submission Specification - Government Submission in **Chapter 6 for use in RESULTS submissions**; and
- b) the two maps can be combined into one Survey and Treatment map if directed by the Company Designated Representative.

### **Survey Maps - Additional Requirements**

3.14 In addition to the requirements of Article 3.13, Survey Maps must also show:

- a) the type of Survey;
- b) biogeoclimatic (BEC) classification from the subzone to the site series level;
- c) Opening and Strata area;
- d) Inventory label;
- e) points of commencement of the survey;
- f) plot centers numbered at least every fifth plot
- g) (optional) survey lines and direction travelled; and
- h) photograph(s) representing the statum.

### **Treatment Maps - Additional Requirements**

3.15 Treatment Maps must show:

- a) biogeoclimatic (BEC) classification from the subzone to the site series level;
- b) Opening and Strata area;

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- b) a minimum of 5 plots should be established in any Stratum which is recommended for a Treatment Prescription, and any Stratum where a change to the inventory label is being recommended.
- 4.7 The following data shall be recorded at each Recce sample plot in addition to the data requirements of Article 3 and 5 of this standard (except for Article 5.1 - Sampling Intensity):
- a) tally the number of crop trees and total trees by species, and dbh classes (increments of 2-3 cm) in a 3.99m plot or 5.64 m plot (at the surveyor's discretion);
  - b) Where a spacing treatment is to be recommended based on the recce only, record live crown ratio, height to live crown from a minimum of 3 sample trees and site index from at least 3 plots per stratum. Data collected should be sufficient to meet the requirements of Article 6.4.
  - c) take photograph(s) representing the Stratum.

### **Next Course of Action Recommendation**

- 4.8 Upon completion of the Recce and/or Recce sample plot establishment, and the compilation of the data collected, there will be a recommended next course of action included in the Survey Summary. The categories are either:
- a) **Re-assess** - Do another Recce in the future and recommend a date of reassessment. May also recommend a different survey such as plantability for NSR, brushing and weeding or forest health assessments. (For example: Significant elk damage, stratum is NSR, recommend a plantability survey April 2013).
  - b) **Leave as is** – No treatment or further assessment required (For example: Insufficient density or non -priority species to support a juvenile spacing treatment);
  - c) **Conduct a full survey** - Recommend a full survey and plot intensity. (For example: Initial recce of strata indicate a great deal of variability in levels and distribution of densities and therefore it's very difficult to accurately describe the Stratum with a walk-through and limited plot establishment); **or**
  - d) **Develop a Treatment Prescription** - Includes primarily a juvenile spacing treatment. (For example: In Strata which are uniformly over dense and meet the selection criteria easily everywhere in the Stratum, it would be redundant to do a full survey, as Recce observations and possible Recce plots have provided enough information. Collection of current access and required access improvements are required, as outlined in Article 3.9).

## **ARTICLE 5: PRE-STAND TENDING PLOT SURVEY STANDARDS**

### **General**

#### **Full Pre-stand Tending Survey Sampling Plot Intensity**

- 5.1 The sampling design and intensity will be driven by the degree of variability and complexity found in the Stratum during the Recce. Increased Stratum variability and complexity typically will require more sampling. Plot intensity will range from 1 plot/(insertion ~2 )ha to 1 plot/ ((insertion ~10 )ha. A minimum of 5 plots/Stratum is required. Regardless of the plot intensity, the surveyor must ensure that their plot locations provide uniform coverage of the Stratum. This process will help ensure the plot data is representative of the whole Stratum.

#### **Plot Data Collection and Tally of TT and TC Trees**

- 5.2 The following defines the procedure for data collection at each plot – unless a different frequency is identified per data point:
- a) Tally the number of crop trees and total trees by species, and dbh classes (increments of 2-3 cm) up to 15 cm in a 3.99m plot or 5.64 m plot (at the surveyor's discretion);

- (b) the Contractor incorrectly identifies preferred or acceptable tree species as permitted under the stocking standards for the Stratum;
- (c) the Contractor incorrectly identifies the order of the leading species and secondary species in the inventory label for a Stratum;
- (d) the Contractor makes errors in measurement that exceed the allowable errors specified in this Agreement;
- (e) the Contractor declares the incorrect stocking status for a Stratum (e.g., an SR stand declared as NSR);
- (f) the Contractor fails to stratify an Opening according to the Stratification Criteria;
- (g) the Company checks the results of actual plots and lines established by the Contractor in an Opening, and determines that there is a difference of more than 10% between the Contractor's and the Company's tally in any one of the following total counts of
  - i) well-spaced trees by species,
  - ii) free-growing trees,
- (h) the Company determines that there is a difference of more than 20% between the Contractor's and the Company's assessment in the total trees from the results of actual plots established by the Contractor in a Stratum;
- (i) the Company conducts an independent Survey within a Stratum and determines that (at the 95% confidence level) the Contractor's and the Company's estimates of the number of well-spaced or free-growing trees are drawn from different populations;
- (j) the Contractor fails to report a brush hazard that will, in the opinion of the Company, prevent the stand from attaining a free growing condition within the time specified in the standards;
- (k) the Contractor fails to report any pest, pest damage, disease, disease damage or other physical damage which is present in the Opening; or
- (l) the Contractor submits field cards, reports, maps or summaries that are illegible.

## **ARTICLE 7: PAYMENT**

### **Basic Payment**

- 6.1 The Company shall pay the full Basic Payment less a holdback which will be retained for 40 days or until all outstanding sums or assessments have been paid, provided all required Surveys have been submitted to its satisfaction, or the Contractor has given the Company acceptable reasons for not surveying all or part of an Opening, in which latter case the Company shall reduce the Basic Payment by an amount appropriate to the area not surveyed.
- 6.2 In no case shall the Company pay more than 100% of the Basic Payment.

### **Reductions to Basic Payment**

- 6.3 The Company may reduce the Basic Payment:
- (a) where the conditions for full Basic Payment as set out above have not been met, by an amount proportional to the Work that was not satisfactorily performed; or
  - (b) where the Company has corrected unsatisfactory Survey Work, by an additional amount determined by the Company to be the cost of correcting the Work

## **ARTICLE 8: SUBMISSION INTO RESULTS**

### **General**

- 7.1 The Contractor must submit completed survey data, prescribed planning activities (where applicable), forest cover polygon data, inventory label data, silviculture label data (where applicable), attachments

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- 9.6 Where the Company Representative / Inspector checks the results of actual plots established by the Contractor in an Opening, they shall inspect the greater of ten (10) plots established or 10% of plots established, and the Company shall assess and compare the data it obtains with that collected by the Contractor for the same plots.

**Provision of Field Maps**

- 9.7 The Company Representative may request that the Contractor provide them with copies of Survey cards and field maps for any Stratum surveyed, and the Contractor shall supply the copies within a reasonable time period as agreed to by the Company Representative.

**Satisfactory Work Quality Defined**

- 9.8 The Company Representative / Inspector must examine the data to the extent necessary to determine that the Survey has been undertaken and reported in accordance with this Standard, and specifically may determine a Survey to be satisfactory when:
- a. an Opening is correctly stratified according to the Stratification Criteria;
  - b. the Survey correctly identifies for a Stratum:
    - i. the Biogeoclimatic zone, sub-zone, and site series,
    - ii. the order of the leading and secondary species in the inventory label, and
    - iii. any pest, pest damage, disease, disease damage or other physical damage;
  - c. a field check finds a difference of no more than 10% between the Survey and the Company Designated Representative's / Inspector's tally in any data collected in Article 4 and 5;
  - d. field cards, reports, maps or summaries are legible, and are completed in accordance with this Standard, and;
  - e. the Deliverables are complete and contain no errors, omissions or false statements. Approval of Payment from Inspection
- 9.9 The Company Designated Representative shall approve payment for any Payment Area where the Contractor has, in the sole opinion of the Designated Representative, satisfactorily completed and submitted all Deliverables and Silviculture Treatment Recommendations required for the Payment Area to the Standards of this document. The Designated Representative may approve partial payment for achievement of specified milestones as set out in the Work Progress Plan.
- 9.10 The Company Designated Representative will recommend the following action on a per Opening basis, for Work pertaining to all Surveys that are determined unsatisfactory due to noncompliance of the criteria identified in Article 9.8:
- a. the Company Designated Representative shall promptly notify the Contractor, and
  - b. the notice shall:
    - i. specify the fault, give the Contractor a deadline for compliance, and specify if the Company Designated Representative wishes to exercise their option to require the Contractor to rework the unsatisfactory Work; or,
    - ii. specify the fault, indicate that the Company Designated Representative will exercise the option to correct the unsatisfactory Work, and deduct from payment all direct and indirect costs incurred for correcting the unsatisfactory Work.

If the Contractor fails to comply by the specified deadline for compliance, or if any inspection of further Work indicates that Work is again unsatisfactory, the Company Designated Representative will recommend no payment per Opening basis, for Work pertaining to all Surveys.

CHINOOK COMFOR LTD.  
HEALTH & SAFETY POLICY # 2018-07

Chinook Comfor Limited Partnership wants its workplace to be a healthy and safe workplace that meets all legal and regulatory requirements. To achieve this, our company will establish, maintain and continually improve a health and safety program designed to prevent injuries and disease. Safety is good business. Well planned work; qualified employees; and well-maintained equipment, will all add up to meet our safety, production, quality and environment goals.

Our company is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Workers have general responsibilities for their own health and safety and that of other persons. In addition, they have the responsibility to refuse unsafe work. Discriminatory action will not be taken against them for refusing to do unsafe work. Employees will be encouraged to contribute to the company health and safety program.

**Employer's responsibilities include and are carried out by the manager:**

- Establishing the health and safety program
- Continually adjusting components of the safety program as determined by audit/investigations/etc.
- Conducting an annual review in of each year in December
- Training supervisors
- Providing a safe and healthy work environment.

**Supervisor's responsibilities include:**

- Directing and controlling workplace activity to ensure the health and safety of all workers
- Providing a health and safety orientation to new workers
- Providing ongoing training to workers
- Taking part in inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions. Workers' responsibilities include:
- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors

- Reporting injuries, close calls/near misses and property damage to supervisors
- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve the health and safety program.

CHINOOK COMFOR LTD.  
CONTRACT TENDERING POLICY 2018-05

**PURPOSE**

The CCF is committed to ensuring an impartial and public contract tendering process.

Details of the project or activity will be publicized by way of advertising in local paper, CCF website, and Facebook page.

All tender responses will be received in sealed envelopes and opened together in the presence of the General Manager and at least one other community member at large.

Management will assess each tender submitted using CCF rubric as a guide and recommend to the board which tender should be accepted based on, but not limited to the following:

- Demonstrate a level of experience and qualifications
- Be owned and operated with in the Lakes TSA; unless service provided is unavailable locally
- First Nations Companies/Individuals or joint venture partnerships and
- local contractors
- Provide local employment
- Use local suppliers
- Demonstrate level of availability
- Provide WCB number, and safety program/training
- Provide Insurance
- Financial capacity
- Rate structure
- Price of Contract
- List of equipment and ability to produce
- Provide training

**BIDDING AND PROCUREMENT PROCESS**

The Executive Committee may direct the General Manager to;

- Request bids; or
- Direct award at competitive prices where company objectives are expected to be better served or when time is of the essence.

A spreadsheet will be used to determine the actual rate that the tender states with respect to the work. The lowest price may not be awarded depending on the other factors listed above.



If a bidder has proposed a rate that is significantly lower than other submissions where the bid package meets all other bid requirements, management shall be permitted, but not obliged, to discuss with bidder all the factors to understand and assess the reason for the low rate.

Management may direct award without the Board of Directors approval, for any environmental and safety issues that may arise—up to two contracts and a maximum value of \$20,000 per contract.

All contracts and direct awards will be reported at the next meeting of the Board of Directors.

Subcontracting will be permitted provided the sub contractor meets the bidding eligibility requirements of this policy.

Each submission will be ranked according to a rubric of CCF requirements to clearly identify the best choice for the award. Manager may recommend individuals/companies to the CCF Board to help facilitate new young workers.

CHINOOK COMFOR LTD.  
DISCIPLINE POLICY 2018-12

**Reference:** Workers Compensation Act, Section 116 General Duties of Workers and  
Section 117 General Duties of Supervisors  
(see also G-D3-116 Orders to Workers)

All employees (including managers and supervisors) are expected to behave in a respectful manner.

If discipline is needed, or after coaching or education was unsuccessful, a system of progressive steps will be applied. Our expectation is that the employee's performance, behaviour or conduct will change to acceptable standards in the early stages of the process.

Managers and supervisors will record all instances where progressive discipline steps have been used.

All records, or copies of records, will be filed in a worker's file located. Discipline records are confidential. A worker is allowed to see their discipline record.

**Progressive Discipline**

Step 1 – *Verbal Warning*

Step 2 – *Documented Warning* and Letter of Reprimand and/or suspension

Step 3 – *Termination*

**Serious Infractions**

Some infractions are of such a serious nature that a single incident may be grounds for immediate termination. Examples are:

- Falsification of employment applications, production reports, timesheets or other records.
- Possessing, using or being under the influence of intoxicants or narcotics on the job.

- Theft of property.
- Causing damage to employee, company, client or contractor property or reputation.
- Engaging in conduct that endangers fellow employees.
- Gross insubordination.
- Major safety violations.
- Flagrant violations of the law or regulation.

A copy of this policy will be [posted in the shop] and given to each employee during their orientation.

This policy will be reviewed periodically, and any changes will be communicated to all employees.