



Invitation to Tender Notice
for Chinook FFT 2021 Spring Tree Planting
in Lakes TSA

Sealed tenders for Chinook FFT 2021 Spring Tree Planting in the Lakes TSA, will be received by Chinook Community Forest no later than November 16, 2020, **2:00 PM local time**, at which time all tenders will be opened in private.

Successful Contractor **must agree to start work no later than May 1, 2021 and complete the work by June 15, 2021**, providing reasonable weather exists. If contractor continues to work past June 15, 2021 a penalty of \$1,000 per day will apply.

The Contract contains an **'option to renew'** clause whereby Chinook reserves the right to renew but is under no obligation to renew the Contract for a further Term of up to one year, to a maximum of three terms, subject to funding and satisfactory performance of the Contractor. As renewal is not assured, Bidders are cautioned to prepare their tender price on the basis of a single term contract only. Should the option-to-renew be exercised, the bid rate or bid price is expected to remain unchanged in the subsequent term unless, in Chinook's sole opinion, a negotiated rate change is warranted.

Tender packages will not be made available electronically from this location. A tender package may be obtained on Chinooks website at <https://chinookcomfor.ca/>,

and/or FFT Bid Opportunities website at <https://lbip.outcome-plus.com/AdvertisementLanding>.

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.

If Chinooks posts any addendum to the Tender Documents it will be made by issuing an addendum to the Chinooks website at <https://chinookcomfor.ca/> and <https://lbip.outcome-plus.com/Advertisement/AdvertisementLanding>.

To obtain further information, please contact Ken Nielsen 250-692-0630/
ken.nielsen@chinookcomfor.ca

**INVITATION TO TENDER
for
Chinook FFT 2021 Spring Tree
Planting in the Lakes TSA**

SEALED TENDERS FOR THE WORK OR SERVICES LISTED BELOW WILL BE RECEIVED

BY CHINOOK COMMUNITY FOREST

485 16HWY West
Box 969
Burns Lake, British Columbia
V0J 1E0

UNTIL THE SPECIFIED CLOSING DATE AND TIME, AT WHICH TIME THE TENDERS WILL BE OPENED
IN PRIVATE.

PROJECT

Contract/File: CCF-FFT-2021

Nature of Work or Services: Chinook FFT 2021 Spring Tree Planting

Located at: Lakes TSA Forest District

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FOR FURTHER INFORMATION OR QUERIES, CONTACT: [Ken Nielsen 250-692-0630](tel:250-692-0630)

ENSURE YOUR PACKAGE IS COMPLETE.



Information to Bidders for Chinook FFT 2021 Spring Tree Planting

Overview of the Work/Service Required

Chinook Community Forest is tendering a contract for the planting of approximately 1 million seedlings; these are to be planted at various sites throughout the Lakes Forest District. All operations are to be conducted within the requirements of the current legislation. The successful vendor will be solely responsible for providing the necessary transportation that will be required to transport personnel, seedlings, equipment, and all other aspects outlined in the contract.

This work will be primarily focused on areas impacted by mountain pine beetle and wildfire. Areas to be planted are either mechanically site prepared, logged or untreated standing timber that require reforestation. The timing of the planting activities is estimated to be from April 21, 2021 to June 15, 2021.

COVID-19

Work/Service Required

- a. The successful contractor will be required to confirm that they have an **Infection Prevention and Control Plan** in place. The following resources are available:
 - i. <https://www.worksafebc.com/en>
 - ii. <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- b. In recognition of certain contract administration costs that the Contractor may incur in relation to COVID19 expenses, the Province will consider up to a maximum of 10% of the tendered price be added, and same will be reflected in the maximum contract amount.

Program Information

Wildlife/Danger Tree Assessment

The successful vendor will be required to conduct a Wildlife/Danger Tree Assessment on each Work Unit before planting commences and follow through with the necessary danger tree removal or flagging of no work zones.

Camp

The successful vendor will be responsible to locate their own camp locations, which must meet the requirements of the Industrial Camp Regulation under the *Public Health Act* and be approved by the Chinook Representative.

Reefers

The successful vendor will be required to provide at least one refrigerated trailer/unit for transportation of seedlings from the cold storage facility to the work site and as an on-site storage of seedlings. The reefer must be padlocked when on the work site to prevent theft.

Quality Assurance

The successful contractor **will not** be responsible to conduct quality inspections in accordance with the Ministry's Planting Quality Inspection Procedures (FS704s) and submit a report to the Chinook Representative for further inspection. See Schedule A for specific requirements and deliverables.

Deliverables

In addition to the tree planting services, the successful contractor must provide the Chinook Representative with a final project report including daily contract notes, Planting Stock Shipping Order forms, daily production

summary, block summary (including seedlot allocation), and seedlot maps. See Schedule A and C for specific requirements and deliverables.

Site Conditions

Access

Chinook cannot guarantee truck access to each work unit due to road conditions, deactivation and circumstances beyond our control (i.e. washouts, blowdown, etc.). The successful vendor will be required to remove minor obstacles such as blowdown, etc.

Known Field Safety Hazards on this Contract

Chinook 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. Chinook 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.

Chinook Staff Do Not Direct Operations

Chinook employees (Chinook Representatives) do not direct or supervise the contractor or the contractor's workers. Chinook 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 chinook staff) report any observed unsafe conditions or practices to the person in charge of the workplace. Chinook 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, 2021 to June 15, 2021. Please note that a penalty of \$1,000 will be imposed for every day the contract goes past June 15, 2020.

The successful Contractor shall be required to have a pre-work meeting with the Chinook 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.

Option-to-renew

A continuous service without further tendering is desired. Therefore, the contract being tendered contains an "option-to-renew" clause. Refer to the Conditions of Tender for further information.

Contractor Invoicing

An invoice must identify the contract it pertains to.

Chinook 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 Chinook receives the invoice, or the date the Chinook 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 Chinook receives the invoice or Chinook authorizes payment/release (whichever is the latter), to the date Chinook 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 Chinook. 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 Chinook 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.

Chinook 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.

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.

Funding Limitation

This contract is being advertised and potentially awarded prior to final confirmation of funding approvals. Bidders are hereby informed that Chinook reserves the right to amend and/or cancel works, and subsequently the contract.

Our obligation to pay money to you is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Province, during which payment becomes due.