



Invitation to Tender Notice for Spring 2020 FESBC Tree Planting in the Nadina Forest District

Sealed tenders for Spring 2020 Tree Planting in the Nadina Forest District, will be received by Silvicon Services, Inc.), no later than, **2:00 PM local time, October 28st**, at which time all tenders will be opened in private.

Successful Contractor **must agree to start work no later than May 1st, 2020 and complete the work by June 30, 2020**, providing reasonable weather exists. If contractor continues to work past June 30, 2020 a penalty of \$1,000 per day will apply.

The Contract contains an **'option to renew'** clause whereby Silvicon 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 Silvicon'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 the FESBC Bid Opportunities website at <https://fesims.outcome-plus.com/Advertisement/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 Silvicon posts any addendum to the Tender Documents it will be made by issuing an addendum to the FESBC Bid Opportunities website at <https://fesims.outcome-plus.com/Advertisement/AdvertisementLanding>

Bidders are solely responsible to continually monitor the FESBC Bid Opportunities website on an ongoing basis to keep themselves informed of any addendum.

To obtain further information, please contact **Derek Hetherington** (250-847-3680).or

Email: **Derek.Hetherington@Silvicon.com**



Silvicon Services, Inc.

**INVITATION TO TENDER
for
Spring 2020 FESBC Tree Planting
in the Nadina Forest District**

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

BY SILVICON SERVICES INC.
3560 Victoria Drive, PO Box 490
Smithers, British Columbia
VOJ 2N0

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

PROJECT

Contract/File: SILVICON-PL-FES-2020

Nature of Work or Services: 2020 FESBC Spring Tree Planting

Located at: Nadina Forest District

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FOR FURTHER INFORMATION OR QUERIES, CONTACT: Derek Hetherington, Silviculture Coordinator,
at 250-847-3680

ENSURE YOUR PACKAGE IS COMPLETE.



Silvicon Services, Inc.

Information to Bidders for 2020 FESBC Spring Plant

Overview of the Work/Service Required

Silvicon, under the **Land Based Investment (LBI) program**, is tendering a contract for the planting of approximately 835,000 seedlings; these are to be planted at various sites throughout the Nadina 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 plantations impacted by wildfire. Areas to be planted are either burned with no snags or with snags. The timing of the planting activities is estimated to be from May 1st, 2020 to June 30th, 2020.

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 Silvicon.

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 Silvicon 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 Silvicon 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

The Ministry 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

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. Silvicon 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.

Obligation to Report Unsafe Conditions or Practices

The *Workers Compensation Act*, Occupational Health and Safety Regulation 3.10 requires that any person (including Silvicon staff) report any observed unsafe conditions or practices to the person in charge of the workplace. Silvicon 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, 2020 to June 30, 2020. Please note that a penalty of \$1,000 will be imposed for every day the contract goes past June 30, 2020.

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

Silvicon 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 Silvicon receives the invoice, or the date the Silvicon 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 Silvicon receives the invoice or Silvicon 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.

Bidders' Dispute Resolution

If a problem should occur during this tender call, it should be resolved informally with the Silvicon 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.

Silvicon 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.bcforestsafe.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 Silvicon reserves the right to amend and/or cancel works, and subsequently the contract.