

Clinton & District Community Forest Policy

Policy Title: Contractor Selection and Tendering

Policy Number: 2015-05

Date Approved: October 17, 2017

Purpose: To establish a policy governing Contractor Selection and Tendering. See *attached Appendix A*

- 1. Contractor Selection-**The Contractor Selection Policy gives guidance to the General Manager and the Board when contracting and tendering Silviculture, Site Preparation, Road Construction, Road Maintenance, Bridge Construction, Harvesting, Forest Development, Professional Reports, Stand Tending or other work on the Community Forest.
- 2. Local Employment-**Local people and contractors will be given the opportunity to competitively bid on employment opportunities through the establishment of Contractor Registry. Those individuals or contractors who have the necessary skills, qualifications, insurance, and equipment and performance record will be selected to bid.
- 3. Contractor Registry-**A contractor registry will be developed through local advertising. Further contractor requirements will be outlined within the tender package. Contractors may be added at any time providing they meet the selection criteria. The General Manager will contact eligible contractors from this registry when giving out bid packages. A contractor who is not registered may be selected if the General Manager and the Board feel that the contract work to be carried out is outside the scope of any contractors within the registry.

See Contractor Registry guidelines

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- 4. Contract Awarding-**All contracts will be awarded based either directly or indirectly on a competitive bid process or an hourly contract basis. Directly means bids will be solicited from a number of eligible contractors. Indirectly means that a contract may be awarded when the General Manager and Board are confident that the bid is competitive based on their knowledge of similar work. This process will be used when time is critical or when approaching a contractor is clearly in the financial interests of the Community Forest.
- 5. Tendering Policy-** All contracts will be awarded subject to the following tendering process:
- All tender responses will be received in sealed envelopes and opened together in the presence of the General Manager and at least one Board Director.
 - Only bids that are compliant with the terms and conditions of the tender will be assessed.

Each tender received will be assessed and the successful tender will be accepted based on, but not limited to, the following:

- 1) **The price of the contract.**
- 2) **The ability to utilize or provide local employment.**
- 3) **The ability to utilize local suppliers.**
- 4) **Equipment capacity and ability to produce.**
- 5) **Past performance history.**

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Contracts will only be awarded after the Board have reviewed the General Manager's recommendations and determined which bid is to be accepted.

The Clinton Community Forest shall offer for tender all contracts except where:

- The estimated contract value does not exceed \$25,000 (see harvesting section below)
- Harvesting volume for beetle salvage, blowdown or other mitigating circumstances is determined by the Board.
- The Board determines there is only one entity capable of performing the contact
- There is an emergency requirement to undertake the contract work and the delay required to conduct a tender process would be injurious to the Clinton Community Forest.

APPENDIX A CONTRACTOR REGISTRY GUIDELINES

Clinton and District Community Forest will establish a select list of pre-qualified contractors who will be invited to participate in subsequent invitations to Tender for future harvesting, forestry and silviculture contracts. Only those contractors having been pre-qualified will be invited by select invitation to compete for these contracts.

Work will include, but not be limited to the following activities:

HARVESTING CONTRACTS

- Harvesting
- Road construction
- Road maintenance and deactivation
- Log hauling
- Bridge construction/installation

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FORESTRY AND SILVICULTURE CONTRACTS

- Road and block layout
- Site plan data collection
- GPS traversing
- Site preparation
- Computer mapping
- Brushing and weeding
- Waste assessments
- Beetle probing

Submission of an application does not guarantee inclusion on a resulting short list of pre-qualified contractors. Clinton and District Community Forest reserves the right to limit the number of pre-qualified contractors invited to compete on any contract.

A corporate resume can be mailed to:

PO Box 567

Clinton BC

V0K1K0

OR emailed to: adventuresports@shaw.ca

Inclusion on the contractor registry will be determined by **June 30**

1. Notice to the public to be given the first week of January of each year;
2. Publications in the Clinton Lariat, 100 Mile Free Press, and Ashcroft Journal as well as posting on the Village of Clinton website will be made;

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