



## FNFN/NRRM Community Forest Contract Tendering and Contractor Selection Policy

**Date Approved: November 13, 2024**

**Date Reviewed:**

**Date Updated:**

### Policy Objectives

To establish a policy governing Contract Tendering and Contractor Selection that is fair and transparent.

### SECTION 1 – The Policy

The Contractor Selection Policy gives guidance to the Manager when contracting work on the CF.

### SECTION 2 – Local Employment

The CF will prioritize hiring local contractors from one or more of the following: from the postal code of V0C 1R0, holds a business licence in the NRRM, from Prophet River, or from either of the Partner communities with the skills, qualifications, equipment and performance record to complete the work as required.

### SECTION 3 – Contractor Pre-Qualification Registry

A prequalification registry will be developed by the GM and updated annually (late summer) by local advertisement including, local social media, partner websites and CF website.

Contractors may request to be added to the registry throughout the year provided they meet the selection criteria – Section 6. Once registered a contractor may only update their packages annually except to add new equipment to their list.

The General Manager will contact eligible contractors from this registry when distributing bid packages. The email - [FNCfbids@gmail.com](mailto:FNCfbids@gmail.com) – will be used for all communication regarding bids and the bidding process.



## **SECTION 4 – Contractor Registry Criteria**

Registry criteria will include local status, contractor experience and performance, equipment profile, references based on successful completion of similar work, in good standing with WorkSafe BC, SAFE-certified status with BC Forest Safety Council (or 3<sup>rd</sup> party equivalent), proof of Comprehensive General Liability Insurance (minimum \$5 million) and proven ability to complete the work in the timeframe identified.

## **SECTION 5 – The Bid Process**

All contracts will be awarded to a contractor on the Contractor Registry based on a competitive bid process or on an hourly contract basis. Hourly work may be contracted in specific situations.

The GM will solicit bids directly from contractors in the registry. Electronic information packages will be made available. Contract requirements, including experience, will be specified. Contractor responsibilities will be documented. An electronic bid submission template will be provided. The closing date and time for submitting an electronic bid will be noted. Bids will be submitted to an independent notary.

## **SECTION 6 - Selection Criteria**

All contract work will be awarded to eligible contractors based upon qualifications, experience, and capacity to complete the work described within limitations of schedule and budget.

Selection and award decisions will favor local qualified contractors. A record of all emails and calls with bidders will be kept by the GM during the bid consideration process.

Bids will be awarded based on qualification, successful past performance, pricing and availability and:

- ability to effectively manage and perform the work or services;
- ability to complete the work or services in a timely way;
- ability to cooperate and work effectively with the CF;
- experience and competence of contractor;
- technical ability;
- financial strength and capability;
- environmental responsibility;
- ability to present cost saving opportunities or innovations which may be appropriate and acceptable to the CF;
- other criteria which the CF, in its sole discretion, may consider appropriate to its evaluation.



## **SECTION 7 – Contract Award Process**

Following the closing date and time for submitting an electronic bid and all bids have been submitted to the independent notary, the notary will open the bids and compile a document that lists the name of the contractor and their final bid price. That information will be sent to all of the contractors that submitted a bid and is not to be considered an announcement of contract awarding.

The notary will forward all bid packages to the GM and the Board. The GM will then compile a summary spreadsheet detailing the content of each bid. The GM will share this spreadsheet with the Board of Directors, accompanied by a recommendation. The Board will review and make the final decision.

The successful bidder will be notified by the GM by phone with follow up email. The successful bidder will be required to confirm acceptance of the contract including their ability to meet the schedule, by signing the contract within 7 business days of the contractor being notified. Failure to meet these conditions may result in the bid being rejected.

The unsuccessful bidders will be notified by email informing them of the name and final bid figures of the successful bidder.

## **SECTION 8 – Expectations**

All contract obligations must be fulfilled. The contractor will be advised in writing by the GM of any non-compliance issues. The steps required to meet compliance will be documented. Failure to meet the contract obligations may result in the cancellation of the contract and/or removing the contractor from the approved Contractor Registry for a period of up to 1 year.

## **SECTION 9 – Annual Contractor Meeting**

All contractors listed in the registry will be invited to participate in an annual Community Forestry Contractor Engagement Session. This session provides an opportunity for open dialogue, allowing contractors to share perspectives and experiences with the aim of strengthening relationships and refining best practices.



## **SECTION 10 - Adaptations**

This policy will be revised from time to time as part of the CF's continuous improvement process by agreement of the Board.

### **Information for the Bid Package contents**

#### **The Contractor must:**

1. Have met one or more of the following criteria: from the postal code of VOC 1R0, holds a business licence in the NRRM, from Prophet River, or from either of the Partner communities.
2. List all sub-contractors and provide documentation on how they meet the criteria noted in this Policy.
3. Provide verification that the contractor has the experience to perform the work and complete it in the time specified by the CF.
4. Be in good standing with WorkSafe BC and the Forest Safety Council as a Safe Certified Company. A copy of the contractor's Safety Program will be required along with their latest annual certification or re certification letter from the BC Forest Safety Council.
5. Provide proof of Comprehensive General Liability Insurance in the amount specified by the CF.
6. Provide a deposit in the manner and in the amount specified.
7. Provide proof of financial stability.
8. Provide reference letters with contact names and contact information when requested.
9. Designate the supervisor for the contract.
10. Conduct pre works with the GM prior to any work as per the Contract document.