



Policy and Procedures: **Tendering Policy**

File Category: Administration/Policy and Procedures

Original date policy adopted: July 21, 2015
Date policy amended: n/a

Resolution: CF28-2015

BACKGROUND AND PURPOSE:

The Cascade Lower Canyon Community Forest General Partner Corp (CLCCF) wishes to have a tendering policy to guide and control how the CLCCF will enter into significant contracts for goods and services. For clarity, a tender process mentioned in this policy also includes Request for Proposal and Expression of Interest processes.

TENDERING POLICY

- 1) Whenever the CLCCF plans to enter into the acquisition of significant goods and services, these will be subject to the process outlined below.
- 2) Details of the proposed project or activity will be publicized by way of advertisement in local media and on the CLCCF website. Where warranted, publication may also be extended to other media or contact methods to ensure a higher number of potential bidders are informed.
- 3) All tender responses will be received in sealed envelopes and opened together in the presence of at least two Directors or at least one Director and the General Manager.
- 4) Only bids that are compliant with the terms and conditions of the tender will be assessed.
- 5) Management will assess each tender submitted and recommend to the Board which tender should be accepted based on, but not limited to, as many of the following considerations as are appropriate:
 - a) The price of the contract (the key factor in most cases assuming the tenderer is qualified and capable of performing in a timely fashion).
 - b) Equipment capacity and ability to produce on time.
 - c) Past performance history.
 - d) Existing knowledge and experience with the CLCCF land base, terrain and issues.
 - e) Demonstrated success and compliance with:
 - i) WCB Act and Regulations, specifically:
 - (1) Safety Program.
 - (2) Prime contractor requirements.
 - (3) Status of account.
 - (4) Accident history.
 - (5) Registration and certification in the BC Forest Safety Council.
 - ii) Training and EMS:

- (1) Standard operating procedures.
- (2) Training and compliance.
- (3) Track record.
- iii) Financial capacity.
- iv) Requirements for payment (cash flow issues).
- v) Rate structure (no undeclared or hidden costs).
- vi) The ability of the bidder to provide local employment.
- vii) The ability of the bidder to use local suppliers, where appropriate.
- viii) Insurance coverage.

A spreadsheet for each contract will generally be used to determine the actual rate that the tender states with respect to the work. This is intended to clearly show the difference between contractors and the benefit to the CLCCF. 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 bid criteria, management shall be permitted, but not obliged, to discuss with that bidder all the factors to understand and assess the reason(s) for the low rate.

Contracts are only awarded after the Board has reviewed the recommendation from management and determined which bid is to be accepted. More than one bidder may be recommended depending on conditions such as timelines of approval, stumpage or the ability to deliver by a specified date.

The CLCCF shall offer for public tender all projects and purchase of goods except where:

1. The estimated value is less than \$50,000 before tax.
2. CLCCF determines there is only one entity substantially capable of successfully delivering the goods and/or services.
3. There is an emergency requirement to undertake the contract work and delays required to conduct a tender process are foreseen as detrimental to the CLCCF's interests.

Projects or purchases that are estimated to be between \$25,000 - \$50,000 may be advertised publicly as above, but at a minimum will be subject to selected invitations to bid and/or direct discussions with two or more potential qualified vendors/contractors.

All above conditions will be judged solely by the CLCCF. The CLCCF reserves the right to reject any and all bids, for any reason judged adequate by the CLCCF. The CLCCF also reserves the right to enter negotiations or discussions with any vendor after the opening of the bid, which may result in the changing of that vendor's terms and prices.