



**Ministry of
Forests**

Invitation to Quote

for

Remeasurements, Maintenance, Photographs
and GPS at EP 886.01 installation 41 (West
Kelowna).

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Date: **Aug 26, 2022**

File: **1070-30/RE23FHQ173**

Ministry of Forests

**Forest Science, Planning
& Practices Branch -
4th floor – 545 Superior Street,
Victoria, BC V8V 1T7**

PART A: ADMINISTRATION

1. GENERAL INFORMATION

1.1 Identification

This Invitation to Quote (ITQ) includes:

Part A – Administration

Part B – Requirements

Part C – Other Conditions Specific to This Invitation to Quote

A list of any attachments is provided in the ITQ package content cover sheet. Contractors are responsible for ensuring they have all the components of the ITQ package, including all attachments.

1.2 Freedom of Information

All quotations submitted to the Ministry become the property of the Province, and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

1.3 Acceptance of Terms

Invitations to Quote shall be made on the basis that bidders have read and agree to all the terms and conditions of this ITQ. Submission of a quote by the bidder is a representation by the bidder that the bidder has investigated and satisfied itself of every condition affecting delivery of the work or service.

1.4 Deadline for Quote Submission

Quotations must be received at the location indicated in Section 2.2.1 not later than **2 pm on Thursday September 15, 2022** (local time). The Ministry, its employees and agents assume no responsibility for timely receipt of any quotations. Quotations received after the closing date and time will be returned to the bidder unopened. The Ministry may, by giving notice, extend the time for the receiving of quotations.

1.5 Contract Term

The term of the contract will be from **September 19, 2022**, to and including **November 11, 2022**.

1.6 Ministry Representative

All inquiries pertaining to this ITQ shall be directed to the Ministry Representative:

Woongsoon Jang, Research Scientist, Forest Science, Planning & Practices Branch, Phone 236-478-3451, Fax 250-387-1467, woongsoon.jang@gov.bc.ca

1.7 Site Viewing

Viewing of the contract area prior to bidding is:

- ☐ **Mandatory.** A hosted tour of the work site departs at **Departure Time And Date** from **Departure Address**. The Bidder (or bidder's representative with a letter of authorization from the bidder) must attend for the duration of the tour of the work site and must identify himself or herself to the ministry representative (the 'Ministry Representative'). Transportation to the work site is the responsibility of the bidder.
- ☒ **Optional.** Although viewing is optional, the bidder is recommended to view the work site prior to submitting the Tender.
- ☐ **Not Applicable** to this Invitation to Quote.

1.8 Information Meeting

Attendance by the bidder at the Information Meeting is:

- ☐ **Mandatory.** An information meeting for bidders will be held at **Meeting Time and Date** at **Meeting Address**. The bidder (or the bidder's representative with a letter of authorization from the bidder) must attend for the duration of the Information Meeting and must identify himself or herself to the Ministry Representative.
- ☒ **Not Applicable** to this Invitation to Quote.

1.9 Eligibility Requirements

1.9.1 In addition to the other eligibility requirements in these conditions or, where applicable, the pre-qualification used to establish the select list used for this invitation to quote, the bidder must meet the following requirements in order to be eligible to bid:

- a) *Bidder must have electronic data capture equipment using software with acceptable field data validations. **The program to be used must be stated in the tender submission;** to be approved before contract will be awarded.*
- b) *Bidder must **provide a list of staff in the tender submission** who would be working on the project.*

1.9.2 Upon request, the successful bidder must provide, to the satisfaction of the Ministry, proof that:

- a) it has previously and satisfactorily completed a project of the same type and size of work or service as the one described herein; or
- b) it has been employed in the type of work or service being bid and written references as to their satisfactory performance; or
- c) it has adequate expertise, equipment, and resources to satisfactorily complete the contract.

1.9.3 All persons that will participate in the contract work/services must:

- i) be Canadian Citizens; or
- ii) be Landed Immigrants or Permanent Residents; or
- iii) hold an Employment Authorization, issued by Employment and Immigration Canada;

and must be able to provide valid Social Insurance Numbers as proof of eligibility, if requested.

1.10 The successful bidder must be registered with WorkSafe BC or be eligible to register and show proof of registration, if requested by the Ministry. Please provide your WorkSafe BC registration number or, where applicable, Personal Optional Protection number with your quotation.

1.11 If the successful bidder falls within the parameters of the *Lobbyists Registration Act*, then it is the successful bidder's responsibility to make this determination and register if necessary.

2. PREPARATION AND SUBMISSION

2.1 Preparing the Quotation

2.1.1 Quotations must properly identify the bidder and should be submitted on the company's letterhead as a *lump sum bid*.

Item or Description of Work	Unit of Measurement	A Quantity	B Price Per Unit Excluding GST and PST as a taxable transaction charged to the Province	C Extended \$\$.¢¢ Amount Excluding GST and PST as a taxable transaction charged to the Province (Include cents to the two decimal place.)
Remeasurements, Maintenance, Photographs and GPS at EP 886.01 installation 41 (West Kelowna)	All-inclusive fixed price	9 plots	n/a	
Total Bid Price:				

- 2.1.2 The bidder must quote the complete work/services as detailed within this package.
- 2.1.3 The Ministry may reject quotations that contain any qualifying clauses, alterations or omissions.
- 2.1.4 The quotation must be signed by the bidder or the bidder's authorized representatives, and should bear the date of signing in accordance with one of the following:
- a company, the full company name and the name(s), signature(s) and status of the authorized signing officer(s) must appear on the quotation but affixing the corporate seal is optional;
 - a partnership, all the partners must sign and print their names on the quotation;
 - a limited partnership, one or more of the general partners must sign and print their name(s) on the quotation and include the business name of the partnership (e.g., 'doing business as _____ Limited Partnership');
 - an individual or sole proprietorship, the individual or sole proprietor must sign and print his or her name and include the name of the sole proprietorship, if appropriate (e.g., 'doing business as _____').
- 2.1.5 Bids must be inclusive of all the bidders' anticipated expenses, fees, overhead and profits, including applicable taxes (including taxes paid or payable by the bidder to a supplier during the performance of the work) in force at the time of tendering, but excluding Goods and Services Tax (GST) and any applicable Provincial Sales Tax (PST) that the Bidder is required to charge the Province as a taxable transaction.
- 2.1.6 The Province will pay any applicable taxes payable by it under law or agreement with the relevant taxation authorities, and the calculation of any applicable taxes (excluding taxes paid directly by the contractor to a supplier and which are inclusive in the bid price) will be submitted as a separate line item on the invoice for payment.
- 2.1.7 Expenses, if payable under the Agreement, are exclusive of GST or other applicable tax paid or payable to the extent the contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities]. Invoices must show the calculation of any applicable GST to be paid as a separate line item for the Billing Period(s).

2.2 Submission

2.2.1 In accordance with Section 1.4, quotations must be submitted to the Ministry by the following method.

- by Email to the Ministry Representative at **woongsoon.jang@gov.bc.ca**. The subject line of your e-mail must state the words, "QUOTATION FOR EP886.01_41".

If sent by facsimile or electronic transmission, the calendar and clock showing on the Ministry's facsimile device or its Email destination, whether accurate or not, shall govern the delivery of quotes, including any and all revisions. The quote is deemed delivered to and received by the Ministry if the transmission of the quote is completed on or before the deadline for quote submission. The quote shall not be considered if the transmission is completed after the deadline for quote submission.

Facsimile or electronic Email submissions are submitted at the bidders own risk. The Ministry is not responsible for systems or other problems that may affect submission.

2.2.2 The lowest or any quotation will not necessarily be accepted. The Ministry reserves the right to reject all quotations and the right to limit the number of contracts held by a contractor at any one time.

2.2.3 Quotes will be opened in private at the closing location, after the closing time specified. Total quoted prices will not be made public until after a contract is signed with the successful bidder.

2.3 Revisions to Quotations

2.3.1 Unless specified elsewhere in this package, quotations will not be considered if submitted by facsimile transmission or electronic transmission. However, prior to the closing time, revisions to a quote that has already been submitted may be made by facsimile or electronic transmission.

2.3.2 Revisions should only state the dollar amount by which a numeric figure is to be increased or decreased, or indicate specific directions as to the exclusion or inclusion of particular words.

2.3.3 Where a bidder submits multiple revisions to the original quotation, each successive revision will nullify and replace any previous revisions unless the bidder numbers each revision sequentially and states on each new revision that the new revision does not nullify previous revisions.

2.3.4 The Ministry facsimile transmission number is: **250-387-1467**. The bidder is solely responsible for the effective delivery of any facsimile transmission prior to the closing time. Let Woongsoon Jang know if a fax is forthcoming.

2.3.5 Electronic transmission of a quote revision may be made to: **woongsoon.jang@gov.bc.ca** The bidder is solely responsible for the effective delivery of any electronic transmission prior to the closing time.

2.4 Independent Bidder

2.4.1 Bidrigging is a criminal offence under the federal *Competitions Act*. The Ministry will immediately report any suspicion of bidrigging to the Director of Investigation and Research appointed under the *Competitions Act*.

2.4.2 By submission of a quotation, the bidder certifies that the prices offered were independently developed without consultation with any other bidder or potential bidder.

- 2.4.3 Bidrigging between bidders, if proven, will be sufficient cause for rejection of the quotations of all bidders involved in that bidrigging and may result in disqualification from bidding on all future Ministry contracts for up to two years.

PART B: REQUIREMENTS

1. SUMMARY OF REQUIRED WORK/SERVICE

- 1.1 The Ministry is seeking quotations from qualified contractors for the following:
- a) Remeasurements, maintenance, photographs, and GPS on one installation of EP886.01_41 in the Kelowna area: Sandberg Creek with 9 plots. Plots are Lodgepole pine. Last measured in 2010. Access notes and a plot map are provided.
 - b) See the Schedule A for a more detailed breakdown of work required.
 - c) Bidders are advised to review the site information page and the dataset which include the past measures to determine tree sizes, size ranges, tree counts, past conditions, etc.
- 1.2 All work to be completed and submission of data and supporting information sent to Forest Science, Planning & Practices Branch office by November 11, 2022. **It is strongly advised to finish earlier to reduce the risk of being snowed out.**
- 1.3 For detailed information, see the Specimen Contract and/or Work/Service or Project Specifications forming an integral part of this ITQ package.

2. BACKGROUND

The Ministry of Forests manages an extensive network of area-based stand management growth and yield field experiments to document the effects of various harvesting and stand management treatments (partial cutting, thinning, fertilization) and regimes (planting and post-thinning densities, fertilizer regimes) on growth, development, and yield across a range of species, biogeoclimatic zones, and stand conditions throughout BC. Long-term re-measurement and maintenance of these field installations is providing the local, high-quality data required to validate the growth models used to predict the growth and yield of managed forests and to make appropriate stand management prescriptions to achieve specific volume and product objectives.

The installation EP886.01_41, Sandberg Creek, is one of the Province's growth and yield experiments to examine fertilization effects on lodgepole pine. Established in 1998, the installation is approaching its 24th-year remeasurement, which provides a timely opportunity to address the long-term growth responses of lodgepole pine and ingrowth to nitrogen and sulfur fertilization.

The installation has a plot map and access notes. The installation was visited in July 2022, which confirmed the access. Transportation, by whatever means is the responsibility of the contractor and must be included in the bid price.

PART C: OTHER CONDITIONS SPECIFIC TO THIS INVITATION TO QUOTE

SEE ATTACHMENTS