



**Ministry of
Forests, Lands and
Natural Resource Operations
and Rural Development**

**Invitation to Quote
For
Printshop Services
EMS Binder Creation**

File: 10005-40/AD23TEC016

PACKAGE CONTENTS

- ☒ Invitation to Quote - Terms and Conditions
- ☒ Specimen Contract – Consulting & General Services
- ☒ Schedule A – Services
- ☒ Schedule B – Payment
- ☒ Schedule B1 – Rates
- ☒ Schedule C – Safety Conditions
- ☒ Schedule D – Insurance
- ☒ Appendices
 - ☒ Appendix 1 – Single Block TSL
 - ☒ Appendix 2 – 2 Block TSL
 - ☒ Appendix 3 – 3 Block TSL
 - ☒ Appendix 4 – Basic Generic Contract Binder
- ☒ Acknowledgment of Copyright
- ☒ Waiver of Moral Rights Form
- ☒ Tender Quality Feedback Form

Date: **February 24, 2022**

BC Timber Sales – Kamloops Business Area

File: **10005-40/AD23TEC016**

1265 Dalhousie Drive, Kamloops, BC V2C 5Z5

For further Information on Works/Services Specifications:
Email: Forests.KamloopsTimberSalesOffice@gov.bc.ca

ADMINISTRATION

1. GENERAL INFORMATION

1.1 Identification

This Invitation to Quote (ITQ) includes:

Part A – Requirements

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 becomes 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 **2:00pm** (local time), on **March 23, 2022**.

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 **April 1, 2022**, to and including **March 31, 2023**.

- 1.6 The Contract contains an 'option to renew' clause whereby the Ministry 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 five 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 the ministry's sole opinion, a negotiated rate change is warranted.

1.7 Ministry Representative

All inquiries pertaining to this ITQ shall be directed to: Forests.KamloopsTimberSalesOffice@gov.bc.ca
No later than: 4.00pm March 15, 2022. Answers will be posted by 4.00pm March 16, 2022.
Attention: Cherie Isaacs

1.8 Viewing

Viewing of the contract area prior to bidding is:

- ☒ **Optional.** Although viewing is optional, the bidder is recommended to view a sample binder prior to submitting the Tender. This can be done by calling the Ministry Representative to request to view the binder.

1.9 Information Meeting

Attendance by the Bidder at the Information Meeting is *Not Applicable* to this Invitation to Quote.

1.10 Eligibility Requirements

- 1.10.1 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) Not Applicable

1.10.2 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.

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

- a) be Canadian Citizens; or
 - b) be Landed Immigrants or Permanent Residents; or
 - c) 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.

1.11 The successful bidder must be registered with WorkSafe BC 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.

1.12 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 **must be submitted on the Company's letterhead in the following format:**

QUOTE FORM - Price Schedule
(SHADED AREAS FOR MINISTRY USE ONLY – DO NOT MAKE CHANGES)

Item Description	A Est. # of Units for evaluation purpose only (each)	B Price Per Unit Excluding GST and PST as a taxable transaction charged to the Province (each)	C Extended \$\$.¢¢ Amount Excluding GST and PST as a taxable transaction charged to the Province (Include cents to the two decimal place.) (C = A x B)
Appendix I Sample binder: Environmental Management Binders A 1 ½" - 3 ring binder (8 ½ X 11) containing a minimum of 9 tabs.. Some binders will have more or less pages than the sample. This is a price for a Single Block TSL	1	\$	\$
Appendix II Sample binder: Environmental Management Binders A 1 ½" - 3 ring binder (8 ½ X 11) containing a minimum of 9 tabs.. Some binders will have more or less pages than the sample. This is a price for a 2 Block TSL	1	\$	\$
Appendix III Sample binder: Environmental Management Binders A 1 ½" - 3 ring binder (8 ½ X 11) containing a minimum of 9 tabs.. Some binders will have more or less pages than the sample. This is a price for a 3 Block TSL	1	\$	\$
Appendix IV Sample binder: Environmental Management Binders A 1 ½" - 3 ring binder (8 ½ X 11) containing a minimum of 9 tabs. Some binders will have more or less pages than the sample. This is a price for a Basic Contract Binder	1	\$	\$
Pick up/delivery of project	1	\$_____per round trip	\$
Digital Product (contractor to supply the CD or DVD)	1	\$	\$
Double Sided Copying (black & white only)			
Letter sized paper (8 1/2 by 11)	1	\$	\$
Legal sized paper (8 1/2 by 14)	1	\$	\$
Single Sided Copying (black & white only)			
Letter sized paper (8 1/2 by 11)	1	\$	\$
Legal sized paper (8 1/2 by 14)	1	\$	\$
Ledger sized paper (11 by 17)	1	\$	\$
Single Sided Copying (colour copies)			
Letter sized paper (8 1/2 by 11)	1	\$	\$
Legal sized paper (8 1/2 by 14)	1	\$	\$
Ledger sized paper (11 by 17)	1	\$	\$
Laminating Pages			
Letter sized paper (8 1/2 by 11)	1	\$	\$
Legal sized paper (8 1/2 by 14)	1	\$	\$
Ledger sized paper (11 by 17)	1	\$	\$
Total Estimated Bid Price: Note: The quantities shown in the Estimated Quantity column are for bidding purposes only. The final quantity measurements will vary from the bid quantities and contract payment will be based on the actual quantities and the price(s) per unit shown in the Price Per Unit column.			\$

- 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) 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;
 - b) a partnership, all the partners must sign and print their names on the quotation;
 - c) 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');
 - d) 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 office email at Forests.KamloopsTimberSalesOffice@gov.bc.ca with the name and return address of the bidder, and the words, "QUOTATION FOR AD23TEC016 Printshop Services":

The calendar and clock showing on the Ministry's email device, 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.

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

- 2.2.2 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 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 Facsimile transmission of a quote revision may be sent to: **(250) 371-6565**. 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 A: REQUIREMENTS

1. SUMMARY OF REQUIRED WORK/SERVICE

- 1.1 The Ministry is seeking quotations from qualified contractors for the following:
 - (a) Production and delivery of 3 ringed binders to hold documents and maps for our Environmental Management System Requirements See Schedule A for complete service requirements.
- 1.2 **Work Schedule**

Printshop must be able to produce and deliver a single binder within 48 hours of emailed request. For larger binders or multiple binder orders; priorities can be discussed and production of the highest priority binders will be delivered within 48 hours of the work plan.
- 1.3 For detailed information, see the Specimen Contract and/or Work/Service or Project Specifications forming an integral part of this ITQ package.
- 1.4 It is expected that when there are multiple binders being delivered that 1 delivery charge is billed for the trip.

2. BACKGROUND

- 2.1 Environmental Management System (EMS) Binders are produced and given to all contractors who conduct forestry operations in the field. The contents of the binder provides the contractors with necessary information to ensure the resources they need are at their fingertips.

The technicians within BC Timber Sales conduct pre-work meetings with Licensees and Contractors to discuss the project. The binder must be kept on the worksite for quick reference and the laminated maps will be used by machine operators in their equipment.

During an average fiscal year from April 1 to March 31 approximately 150-200 binders are produced (50-70) TSL binders and (100-130) contract binders.

For EMS binders for TSL's, there are various sizes of timber sales where there are multiple blocks. The maps are produced for each individual block. The main contents in the tabs will not change, but the number of maps will increase with the number of blocks.

For EMS binders for Contracts, the maps will be produced and inserted by BC Timber Sales. Therefore, a basic binder, tabs, and generic contents are only required.

Occasionally there are unique TSLs or Contracts where additional maps or documents may be requested to be printed and inserted in the binder. Please refer to the Quote form to provide prices for any printing that goes above and beyond the basic lump sum sample binder prices.

PART B: OTHER CONDITIONS SPECIFIC TO THIS INVITATION TO QUOTE

Not Applicable