



REQUEST FOR PROPOSAL

RETURN BIDS TO:

Page 1 of 39

Bids must be submitted by email and must be submitted ONLY to the following email address:

aadnc.soumissionbid.aandc@canada.ca

REQUEST FOR PROPOSALS

Proposal to DIAND:

We hereby offer to sell to Her Majesty the Queen in right of Canada, as represented by the Minister of Indigenous and Northern Affairs Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein and on any attached sheets at the price(s) set out therefor.

Title Reforestation Services 2021	
Solicitation Number 1000223563	
Date (YYYYMMDD) 2020-10-27	
Solicitation Closes At 14:00	Time Zone Pacific Standard Time (PST)
On (YYYYMMDD) 2020-12-08	
Contracting Authority	
Name Kim Fletcher	
Telephone Number (604) 616-4341	
Facsimile Number	
Email Address kim.fletcher@canada.ca	
Destination(s) of Services As per attached Statement of Work	
Security THIS REQUEST DOES NOT INCLUDE SECURITY PROVISIONS	
Instructions: See Herein	
Delivery Required See Herein	
Person Authorized to sign on behalf of Bidder	
Name	
Title	

Bidder
Name
Address
Telephone Number
GST/HST Number
QST Number

March 2019

High Complexity Bid Solicitation and Resulting Contract Template (HC)

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, CTA Seedling Allocation, CTA Overview Map, the Emergency Response Plan, Stock Allocation, the Insurance Requirements, Security Requirements Check List and the Financial Evaluation Table.

1.2 Summary

1.2.1

The Chilcotin Training Area (CTA), located north of the small community of Riske Creek and about 35 kilometres west of Williams Lake, consists of approximately 41,000 hectares of land owned by the Department of National Defence (DND). The management of forest resources on this property is the responsibility of the Department of Indigenous Services Canada (DISC) through an Order-in-Council P.C. O.I.C 1961-807.

ISC has identified areas within the CTA that are Not Satisfactory Restocked. As a result, a reforestation program on the property as part of ISC due diligence to rehabilitate the forested land base.

ISC is awarding one contract for 2020 planting season to carry out reforestation services in support of ISC's due diligence to rehabilitate the forested land base. The objective is re-forestation services to plant in the appropriate microsites on cut blocks for the spring 2021 season. Up to 1,087,250 seedlings are scheduled to be planted by DISC.

1.2.2

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Indigenous Services Canada (ISC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site.. Arrangements have been made for the site visit to be held at **Toosey Old School Start of Meldrum Creek Road at Highway 20 (Chilcotin-Bella Coola Highway) 1238 Stack Valley Road, Riske Creek, approximately 35km West of Williams Lake, BC** on 6 November 2020 the site visit will begin at 0930 hrs PDT.

Bidders are requested to communicate with the Contracting Authority no later than 4 November 2020 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation..

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach") in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Financial Evaluation table in Attachment 1 to Part 4 of the Bid Solicitation

3.1.2 Electronic Payment of Invoices – Bid

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

Worker's Compensation – Letter of Good Standing

SACC Manual Clause A0285T (2012-07-16) Worker's Compensation – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the mandatory, technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Evaluation Number	Mandatory Criteria	Required Supporting Information
M1	<p>Tree Handling Procedures</p> <p>The Bidder must provide a copy of the tree handling procedures that should include, at a minimum:</p> <ul style="list-style-type: none"> • the regular recording of tree temperature and moisture levels within the reefer, • the regular recording of reefer temperature, • a seedling box sign out/marketing system at the reefer, • the methods to ensure protection of seedlings during transportation from the reefer to the field caches within the planting units; • the methods to ensure protection of seedlings in field caches, and • the methods that will be used to protect the seedlings while in the planting bags and during planting; 	<p>Provide a detailed description of how the Bidder will meet the minimum specified handling procedures as described in the attached Statement of Work.</p>
M2	<p>Firm Experience</p> <p>The Firm must have a minimum of 3 years experience that include one or more major timber licensee(s) and/or BC Timber Sales.</p>	<p>Demonstrate proof of experience acquired over the past eight (8) years demonstrating Firm meets the minimum years experience on one or more major timber licensee(s) and/or BC Timber Sales.</p>
M3	<p>First Aid</p> <p>The Bidder must provide a list and a description of the equipment to provide first aid services for forestry field crews.</p> <p>List Should be in accordance with Worksafe BC’s Schedule 3-A, located at: https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements</p>	<p>Provide a list and of first aid equipment. Provide a copy of qualified personnel(s) first aid certificate(s)</p>
Resources		

<p>M4</p>	<p>Project Supervisor/Manager</p> <p>The Bidder must provide a qualified project supervisor/manager. The project supervisor/ manager must have the following qualifications: A minimum of five planting seasons of project supervision experience; and At least six planting seasons of tree planting industry experience.</p>	<p>Demonstrate proof of five (5) planting seasons of supervisory experience and six (6) tree planting seasons. These may be concurrent.</p>
<p>M5</p>	<p>Foreperson(s)</p> <p>The Bidder must provide a sufficient number of full-time, non-planting Forepersons to supervise crews of fifteen or less tree planters (or planting Forepersons when supervising crews of six or less tree planters). Each Foreperson must have the following qualifications: A minimum of two planting seasons of foreperson experience; and At least five planting seasons of tree planting industry experience.</p>	<p>Demonstrate proof of two (2) planting seasons of supervisory experience and five (5) tree planting seasons. These may be concurrent.</p>
<p>M6</p>	<p>Equipment Inventory</p> <p>The Bidder must demonstrate how they will meet minimum specifications for equipment as detailed in the Statement of Work.</p>	<p>The Bidder must provide a detailed description of how they will provide the necessary equipment while meeting minimum specifications as described in the attached Statement of Work.</p>

4.1.1.2 Point Rated Technical Criteria

Bidders Name:				
Item	Point Rated Technical Criteria	Proposal Ref. Pg. #	Reserved for ISC	
			Score	Maximum Score
<p>R1</p>	<p>Contractor/Firm [15 points]</p> <p>Experience on similar projects that include one (1) or more major reforestation project of at least 1 000 000 seedlings.</p> <p>Point Rated as follows:</p> <p style="padding-left: 40px;">For five (5) years experience. [5 points]</p> <p style="padding-left: 40px;">For every year of experience over five (5) years, one (1) point will be awarded to a maximum of ten (10) additional points</p>			<p>15</p>
<p>R2</p>	<p>Project Team [25 points]</p> <p>Description of resources the bidder will use to complete the planting of trees within six (6) week time frame.</p> <p style="padding-left: 40px;">No description provided. [0 points]</p>			<p>25</p>

	<p>A basic description of resources.[5 points]</p> <p>A thorough description of resources that will be dedicated to the project. [10 points]</p> <p>Amount of resources to be dedicated to tree planting.</p> <p>20-25 tree planters [5 points]</p> <p>26-35 tree planters [10 points]</p> <p>36+ tree planters [15 points]</p>			
<p>R3</p>	<p>Proposal [11points]</p> <p>The depth and detail of the proposal which demonstrates an understanding of the size and scope of the work and the approach. [6points]</p> <p>Does not demonstrate understanding and/or outline the approach to the work. [0points]</p> <p>*continued next page*</p> <p>Basic understanding, does not include sufficient detail. [2points]</p> <p>Demonstrates an understanding of the scope and clearly demonstrates approach. [4points]</p> <p>Exceeds understanding, shows thorough knowledge of ability to work on project of this size. [6points]</p> <p>Bidders should include a Table of Contents that corresponds to both the Mandatory and Rated Criteria [5points]</p> <p>Does not include. [0points]</p> <p>Includes but, lacks detail; page numbers do not correspond, etc. [2points]</p> <p>Includes with page numbers that correspond to Mandatory and Rated Criteria [5points]</p>			<p>11</p>
<p>R4</p>	<p>Local First Nations Involvement [8points]</p> <p>Bidders proposals should outline a plan of how local First Nations will be involved in the project. The plan will be evaluated on:</p> <p>Proposed level of involvement and/or employment of local First Nations persons that will maximize First Nations involvement;</p> <p>Does not indicate any level of involvement and/or employment. [0points]</p> <p>Indicates involvement and/or employment; clear plan. [2points]</p> <p>Proposed effort to utilize local First Nations businesses and resources;</p>			<p>8</p>

	<p>Does not propose utilizing local First Nations businesses and resources. [0points]</p> <p>Indicates an effort to utilize local First Nations businesses and resources. [2points]</p> <p>Proposed training opportunities for local First Nations persons;</p> <p>No training opportunities. [0points]</p> <p>Training opportunities outlined. [2points]</p> <p>Experience working with First Nations persons and/or groups</p> <p>No experience [0points]</p> <p>Experience [2points]</p>			
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4.1.2 Financial Evaluation

See attachment 1 to Part 4

4.1.2.1 Mandatory Financial Criteria

A minimum score of 70% must be achieved in the evaluation of point rated technical criteria R1 – R4 in order for the proposal to be considered for financial evaluation. Proposals that fail to meet the minimum required score will be deemed non-responsive and given no further consideration.

4.2 Basis of Selection –Lowest Evaluated Price

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 41 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 59 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement, as per attached Security Requirements Checklist, Annex C.

6.5 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "F" .

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following adaptations:

a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and

b) Section 12, Subsection 1 is amended as follows:

Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."

c) Section 12, Subsection 2, paragraph a. is amended as follows:

Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to July 31, 2021 inclusive.

7.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kim Fletcher
Title: Procurement Team Leader
Indigenous Services Canada
Address: 600 – 1138 Melville Street, Vancouver, BC V6E 4S3
Telephone: 604-616-4341
E-mail address: Kim.Fletcher@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: *Inserted at contract award*
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

inserted at contract award

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act (PSSA)* pension, the Contractor has agreed that this information will be reported on departmental

websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

The contractor will be paid in accordance with the Basis of Payment at Annex "B"

7.7.2 Limitation of Expenditure

SACC Manual clause C6000C (2017-08-17) Limitation of Price

7.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

Invoices must be submitted by Email to the Project Authority in the Contractor's name.

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the monthly progress report.

Invoices must be distributed as follows:

The original must be submitted by Email to the email address on page one of the contract in the Contractor's name

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the

Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment; including Appendixes 1-4
- (e) Annex C, Security Requirements Checklist;
- (f) Annex D, Insurance Requirements
- (g) the Contractor's bid dated _____.

7.12 Foreign Nationals (Canadian Contractor **OR Foreign Contractor)**

- determined at contract award-

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"
STATEMENT OF WORK

PROJECT TITLE

Reforestation services for Indigenous Services Canada (ISC)

BACKGROUND

The Chilcotin Training Area (CTA), located north of the small community of Riske Creek and about 35 kilometres west of Williams Lake, consists of approximately 41,000 hectares of land owned by the Department of National Defence (DND). The management of forest resources on this property is the responsibility of ISC through an Order-in-Council P.C. O.I.C 1961-807.

The Forest Manager has identified areas within the CTA that are not satisfactorily restocked.

As a result, ISC has initiated a reforestation program on the property as part of ISC's due diligence to rehabilitate the forested land base. Re-forestation maps of the CTA may be found at CTA Overview Map Appendix 1 to Annex A, (Avanza PDF map format also provided as separate attachment to solicitation).

OBJECTIVE

ISC is looking to establish a contract for a period of up to one (1) year to carry out reforestation services in support of ISC's due diligence to rehabilitate the forested land base.

The objective is re-forestation services to plant in the appropriate microsites on cut blocks for the spring 2021 season. Up to 1,087,250 seedlings are scheduled to be planted by DISC. DISC will provide the seedlings listed under the Delivery of the Seedling heading of the Statement of Work.

The timing for planting of approximately seedlings is within six (6) weeks of snow and frost free conditions and approval from the Project Authority to commence work. This is estimated to be mid April.

SCOPE OF WORK

The Contractor shall perform the following to the satisfaction of the Project Authority:

Site Personnel

Before commencing operations on any of the field work sites notify the Project Authority and ISC's contracted Forest Manager of the name of the person(s) who will be responsible for supervising operations on those sites and who will be present on site at all times ("the Project Supervisor") and the name of an alternate(s) should the Project Supervisor not be on site, and must notify the Project Authority and the contracted Forest Manager of any change to the Project Supervisor or alternate within five (5) calendar days of making the change.

Ensure:

- The Project Supervisor/Manager has a minimum of five planting seasons of project supervision experience and at least six planting seasons of tree planting industry experience;
- There is sufficient number of full-time, non-planting Forepersons to supervise crews of fifteen or less tree planters (or planting Forepersons when supervising crews of six or less tree planters). At a minimum, Forepersons must have two planting seasons of Foreperson experience; and one planting season of tree planting experience;
- A minimum of 60% of the Planters shall have one or more planting seasons of planting experience;
- There is a minimum of 2 full-time, non-planting Tree Runners who will be responsible for the delivery of trees and

keeping tree handling/stock tracking records current. The Tree Runners must have one or more tree planting season's experience. The Foreperson(s) may also be a Tree Runner. Proof of experience shall be provided to the Project Authority prior to work commencing;

- There is a minimum of one experienced full-time, non-planting Quality Checker. The Quality Checker must have at least two tree planting seasons experience and two seasons with quality checking experience. Proof of experience shall be provided to the Project Authority prior to work commencing.

Indigenous Involvement

Efforts should be made to utilize local Indigenous businesses and resources. Personnel should include Indigenous persons and training opportunities to maximize Indigenous involvement.

Environmental Emergency Response Plan

Before commencing operations at the site, prepare an environmental Emergency Response Plan (ERP) consistent with the approved federal standard as provided by the Project Authority and included in Appendix 2 to Annex A .Emergency Response Plan.

The ERP shall be provided to the Project Authority upon request, prior to commencing operations at the site.

Protection of the Environment

If the Contractor encounters circumstances such as weather conditions or site factors where the Contractor knows or should reasonably know that proceeding with the Work may, directly or indirectly cause environmental damage, the Contractor shall:

- Immediately suspend such Work;
- Immediately advise the Project Authority of the suspension and circumstances;
- Immediately Advise the BC Provincial Emergency Program authorities
 - 1-800-663-3456
 - <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/contact-us>
- Not proceed with such work until the Project Authority so instructs; and
- Upon the Project Authority's instruction to proceed with such work, do so in accordance with the Project Authority's instructions.

Fire Protection

- Take every precaution to prevent unintentional fire from occurring on or about the work area(s); and
- No personnel smokes except in areas that are free of or fully cleared of all flammable material;
- Fire tool equipment is to be consistent with BC Wildfire Regulations located here:
http://www.bclaws.ca/Recon/document/ID/freeside/11_38_2005

Wildlife Danger Tree Assessments

- Perform any required Wildlife Danger Tree Assessments; and
- Perform any follow- up work such as snag falling and no work zone ribboning to ensure employee safety.

All work is to comply with established Wildlife Danger Tree Assessment practices and Workers' Compensation Board regulations.

COVID-19

On April 23, 2020, Dr. Bonnie Henry, B.C.'s Provincial Health Officer, issued an order for industrial camps that applies to workers in the agricultural, aquacultural, forestry and resource sectors, as well as those who provide accommodation for these workers. This order sets out prevention, control and inspection protocols for workers and employers. Forestry and

silviculture are listed as essential services.

The contractor must follow the orders and recommendations and any update issued the PHO or Health Canada.

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-industrial-camp-guidelines.pdf?bcgovtm=20200319_GCPE_AM_COVID_6_NOTIFICATION_BCGOVNEWS_BCGOV_EN_BC_NOTIFICATION

PHO industrial camp order and delegation are available here:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

Silviculture guidance document:

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-work-camps-silviculture.pdf>

Delivery of Seedlings

It is the Contractor's responsibility to provide refrigerated semi-trailer (reefer) units and pick up all seedlings at any nursery or cold storage facility, and provide delivery of seedlings from the nurseries/cold storage facility to the planting blocks.

The seedlings are located at the Woodmere Nursery cold storage facility in Telkwa British Columbia.

Contact: Darren MacDonald
manager@woodmere.ca
Woodmere Nursery Ltd
13399 Highway 16
Telkwa, BC, V0J 2X1
250-846-5750

Request ID	Lot Number	Species	Stock Type	Container Type	Quantity of Seedlings
2020DCC0001	53979	FDI	PSB	310B	483,000
2020DCC0002	53975	FDI	PSB	310B	46,000
2020DCC0003	41712	PY	PSB	410	36,400
2020DCC0004	53059	PY	PSB	410	14,800

2020DCC0005	44780	PY	PSB	410	1,200
2020DCC0006	44216	PY	PSB	410	110,800
2020DCC0010	60749	LW	PSI	410	219,500
2020DCC0011	53377	PLI	PSB	310B	50,000
2020DCC0012	53519	PLI	PSB	310B	125,550

Responsibility for Seedlings

The Contractor shall account for all seedlings provided by ISC via Woodmere Nursery (and any other Nursery if required) and shall assume responsibility for their care from the time of pickup from the nursery or cold storage facility. Any seedlings overruns from planting units shall be planted in designated overflow cut block(s) to be determined by the Project Authority.

Care of Seedlings

The Contractor shall ensure that seedlings, either loose or in boxes, are at all times stored and handled in a manner to prevent damage from freezing, overheating, rapid temperature fluctuations, excess moisture, drying, physical injury, and exposure to injurious substances.

Transporting Seedlings from Refrigerated Trailers to Planting Units on the CTA

When transporting seedlings the Contractor shall ensure:

- seedling boxes are handled gently without throwing or dropping;
- travel time is reduced to a minimum; as much as possible, to cool periods of the day (i.e. mornings and evenings)
- seedling boxes are not exposed to the sun;
- transport vehicles are refrigerated, have reflective lined boxes to moderate temperature increases, or that the cargo area is adequately protected from the sun and other heat sources, and is well ventilated; and
- suitable, reflective-type tarps (i.e. silvicool) in good condition are used to cover seedling boxes.

Seedling Storage

The Contractor may store up to one half day's supply of seedlings in main field caches, in a location at or near the worksite (cut block(s)) where natural cooling is available (i.e., such as in standing timber, snow patches or small gullies), provided:

- Seedling box temperatures do not exceed levels specified by the Project Authority;
- Such storage locations are cool and shady;
- Seedlings are protected from the sun and rain with a suspended tarp; and
- Seedling boxes are separated in a manner that permits air circulation around each box.

If these provisions cannot be met at the planting unit on-site storage locations, then the Contractor shall, on a daily basis, transport each day's seedling supply from a storage facility or refrigerated trailer where the aforementioned provisions can be met.

The Contractor shall provide refrigerated trailer storage in the vicinity of the CTA:

- Such facilities shall be capable of maintaining stable storage temperatures within limits specified by the Project Authority; and
- Seedling boxes shall be stored in such facilities in a manner that permits air circulation around each box.
- Small supplies of seedlings may be stored on the planting site for a few hours provided they are covered with a reflective tarp and box temperatures do not exceed acceptable levels. Shady areas must be used whenever possible. No seedling boxes will be left overnight or on days off unless approved by the Project Authority.
- To ensure that no individual boxes of seedlings are stored longer than necessary, stock shall be withdrawn from storage in the same order as received.
- The Contractor is responsible to ensure that the refrigerated trailer(s) is maintained at its specified operating temperature and to ensure that fuel suppliers are continually maintained to run the refrigeration trailer(s).

Seedling Containers

The Contractor shall:

- Dispose of all disposable seedling containers and wrappers by delivering them to a disposal or recycling site as directed by the Project Authority; and
- Return all reusable seedling containers to the seedling delivery site or to another similar location specified by the Project Authority;

Planting - General Requirements

The Contractor shall:

- plant the seedlings specified and made available by DISC , in the corresponding Planting Units (slight modifications may be made to the map on a block by block basis as determined by the Project Authority and the Forest Manager);
- in accordance with the following provisions, select as Planting Spots those Microsites which are most conducive to survival and growth of seedlings as described by the Project Authority during the fall 2019 field viewing and as outlined in the spring 2020 pre-work with the contractor; and the "Guide to Completing the FS704" Planting Quality Inspection which can be found here: <http://www.for.gov.bc.ca/isb/forms/lib/FS704A.PDF>
- Once a Planting Spot has been selected it shall be prepared and the seedling planted in it in accordance with the provisions of the contract. The planting techniques used will be chosen to permit maximum survival and growth of the seedling.

Unacceptable Microsites

Each Planting Spot shall meet the requirements of an Acceptable Microsite. Unless otherwise specified, unacceptable planting microsites are:

- stumps and poorly decomposed rotten logs;
- flooded areas or areas subject to flooding;
- loose soil, organic material, gravel or debris subject to severe moisture deficit;
- any area within two metre(s) of the edge of the running surface of major access roads or as otherwise designated on the project map;
- any area under overhead obstacles that could interfere with seedling growth; or
- Any selected microsites that have grass species present shall have a minimum of 3 inches circle (hockey puck) boot or shovel screef applied to remove the grass species present.

The Contractor shall select Plantable Spots in accordance with the following Microsite specifications:

Acceptable Microsites

Where available within spacing limitations, the Contractor shall select the following microsites as plantable spots:

- Mineral soil, well decomposed organic material or acceptable mixture of both;
- The top of raised ground (e.g. hummocks, mounds);
- Hollows and shallow depressions;
- Close proximity to obstacles (for frost/cattle/wildlife protection);
- The north east side of acceptable shading objects (for protection from the sun);
- Down slopes of stumps and logs;
- Free of pine grass;
- Other microsites as discussed with the Project Authority during the site visit or as described on the Block Reforestation Map(s).
- Stumps, if a stump is greater in diameter then 30 centimeters it can accommodate 2 seedlings, if a stump is greater than 50 centimeters it can accommodate 3 seedlings to allow to meet minimum stocking requirements

Other

Do not plant if mound does not have a mineral soil or well decomposed capping.

Spacing of Trees

Spacing restrictions apply to the distance between any combination of planted trees and acceptable natural trees. The Contractor shall select each planting spot according to the prescribed . The overall planting on the project is expected to be approximately 1400 sph. The planting density per block could range from 800 SPH to 1800 SPH. The targeted density including well-spaced natural is 1800 sph. Planting units that were partially harvested are expected that have reduced planting density due to residual stems and germinants. No planting within 10 meters from a healthy live tree line. An allocation table will be provided in the spring prior to the start of the activities. The actual spacing between trees may vary from the prescribed spacing to take advantage of the most suitable microsite but may not be closer than the specified minimum inter-tree distance of 50 centimeters in ground with increased levels of rock. Spacing between trees may exceed the prescribed spacing but must not result in wide spacing. The target density within all planting areas 1800 stems/hectare including well-spaced naturals.

Overall Density

Notwithstanding the foregoing, the Contractor shall ensure that where Planting Spots are available, the planting density throughout the unit shall meet 1800 stems per hectare including well-spaced naturals.

Planting Spot Preparation

Planting Spots shall be prepared so as to allow the seedling roots to be entirely planted in an acceptable medium and the seedling shoot to be left free of debris and not burned.

Planting Specifications

The Contractor shall plant each seedling as follows:

- As per specification in the planting quality inspection guide; <http://www.for.gov.bc.ca/isb/forms/lib/FS704A.PDF>
- Planting hole shall be deep enough and wide enough so that the entire root system may be fully accommodated in a natural vertical position;
- The root systems shall be positioned in the planting hole in a natural arrangement and shall not be jammed, bent, twisted, rooted or otherwise distorted or damaged;
- The seedling shall be planted so that the roots and stem are aligned along a vertical axis;
- Unless otherwise specified, the seedling root collar must be at or below the surface of the acceptable planting

medium with no branches or needles buried. The top of the plug must be entirely buried;

- The planting hole shall be filled with acceptable planting medium leaving no air channels or air pockets and firmly tamped so that the seedling will not pull loose with a gentle tug; and
- The planting microsite may be required to be boot or shovel screefed if natural grasses are present at the site. This is to ensure the seedlings growth is not impeded by natural grasses or snow press of these grasses during winter months.

Trees Not to be Planted

Seedlings which are moldy, dry, flushed, damaged or otherwise unhealthy shall not be planted. The Contractor must notify the Project Authority as soon as possible via email, **and those trees shall not be planted without the Project Authority's written approval.**

Handling of Seedlings During Planting

The Contractor shall:

- Not root or top prune or cull seedlings without the written approval of the Project Authority;
- When handling, planting or tamping seedlings, ensure that seedlings sustain no physical damage from scarring, bending, crushing, root stripping or other causes;
- use planting bags of a type designed for the seedlings being planted and which shall be in good condition;
- ensure all three (3) pouches of planting bags have reflective cooling liners and if conditions include hot temperatures that a moist piece of foam is placed in the bottom of the planting bag.
- The two reflective type cooling bags not being utilized as the picking bag must be closed tightly to avoid excessive exposure to the air and sun before planting;
- ensure that seedling roots are kept moist while inside planting bags (wetted foam may be required by the Project Authority in planting bags/inserts);
- The number of seedlings carried in planting bags shall not exceed the amount that can be carried and removed without injury to the seedlings, or the amount that can be planted before critical heating or drying occurs;
- Seedlings shall only be removed from the protection of the bag one at a time and immediately prior to planting; and
- Where "plug" type seedlings are being planted, plastic wrap shall not be removed from bundles until immediately before the seedlings are needed for planting.

Site Conditions

The project area within this contract is accessible via four wheel drive vehicle or all-terrain vehicle.

Known Field Safety Hazards

The following known field safety hazards associated with this project have been identified: Note this list does not identify routine safety hazards associated with forestry operations:

- Rolling logs, rocks, and debris may present hazards to the operator;
- The Contractor shall operate around and adjacent to Danger trees and must take the appropriate action to have trees assessed prior to operations commencing;
- Wildlife within the CTA; and
- Bumps, dips, obstacles and puddles of primary and secondary access roads.

Safety Briefing

The Project Authority will liaise with The Department of National Defence (DND) for a mandatory DND Safety Briefing (as per DND protocol) with the Contractor. This safety briefing will be located on the CTA, exact location will be provided prior to the Spring pre work at a mutually agreed date and time.

Equipment

The contractor shall have or have access to, at a minimum, the following equipment:

- Pickup trucks (4x4);
- All-terrain vehicles (ATV's);
- Several main cache tarps/rope etc;
- First aid equipment in accordance with Worksafe BC's Schedule 3-A, located at: <http://www2.worksafebc.com/Topics/FirstAid/RegulationAndGuidelines.asp>
- Planting bags with reflective liners;
- Individual cache tarps in good condition for all planting crew members;
- Fire tools as per BC Wildfire Regulations;
- Reflective type pickup box enclosure for seedling transport to and from the reefer storage;
- Company or sub contracted reefer storage and delivery capacity for Spring planting program.

Deliverables

The Contractor shall:

- Provide the Project Authority with a list of Foreperson(s) and Quality Checker(s) names and contact information in the Spring of 2020 prior to commencing work.
- Implement quality inspection program as per the standards set out in **Planting Quality Inspection Guide to Completing the FS 704** Effective April 2012 <https://www.for.gov.bc.ca/isb/forms/lib/FS704A.PDF> at a minimum intensity of 1 plot per hectare or a minimum of 5 plots per planting units.
- Plant the seedlings listed in the objectives and any additional seedlings that the Project Authority may acquire within 8 weeks of approval to commence work by the Project Authority, in either raw or machine prepared ground by hectare to achieve 1800 well-spaced trees per hectare including well-spaced naturals.
- Plant seedlings in areas identified in Appendix 3 to Annex A, Stock Allocation
- Combined Species may be planted at varying densities depending on the planting unit;
- There may be various planting units that have residual timber and therefore the planting density in portions of a given block may be reduced;
- Within 10 days following a completed planting unit the Contractor shall submit to the Project Authority a report in both hardcopy and electronic format containing the following:
 - Planting Stock Shipping Order forms;
 - Daily production summary;
 - Work Unit Summary (including seed lot allocation and geographical distribution of tree species planted per planting unit);
 - Seedlot and request key maps for each Work Unit;
 - Avanza PDF map showing the GPS Data of blocks partially planted; and
- Provide daily reports via email to the Project Authority and to the Forest Manager notifying of the seedlings which are moldy, dry, flushed, damage or otherwise unhealthy.
- Each invoice will be supported by a Payment calculation sheet and the supporting quality pay plot information.

OPTIONAL WORK

Additional work may be available to the contractor if more seedlings and more funds become available for the project and mutually agreed upon through a contract amendment at the firm unit stock price defined in the Basis of Payment. Optional work may be up to a maximum of 400,000 seedlings.

DEPARTMENTAL SUPPORT

The department will:

- Provide the seedlings and planting units
- Supply the Contractor with the following resources, material or equipment, at no cost to the Contractor:
 - Necessary CTA planting maps and diagrams required for each planting unit; including overview maps digitally;
 - The approximate allocation of seedling species per planting unit;
- Be available for consultation as and when required.
- Coordinate with the Department of National Defense and the contractor the mandatory Unexploded Ordnance (UXO) safety brief; and

CONSTRAINTS

Work may be modified and or postponed due to unforeseen DND training exercise requirements and/or extreme weather conditions.

POINT OF SERVICE

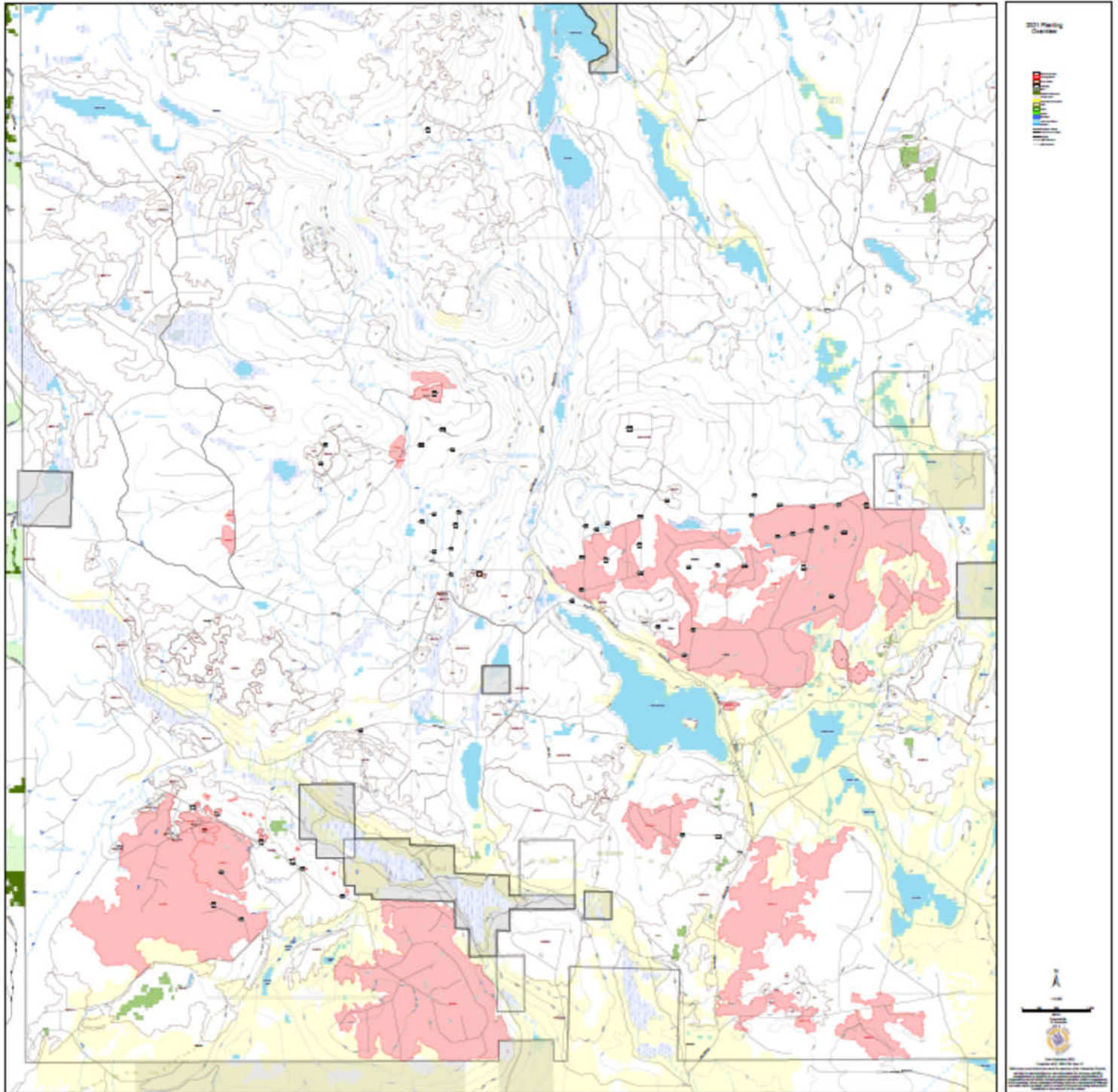
The Chilcotin Training Area (CTA) is located:

- North of the small community of Riske Creek, BC;
- 35 kilometres west of Williams Lake
- 41,000 hectares of land owned by the Department of National Defence (DND).

More details will be provided on operational maps such as road maintenance and/or individual cut blocks for each work treatment assigned.

Appendix 1 to Annex A

CTA Overview Map (See separate Attachment to Solicitation)



Appendix 2 to Annex A

Emergency Response Plan

- 1) The Contractor, including the Contractor's Subcontractors or Agents, if providing an activity or service with associated risks related to hazardous material spills, fuel, oil and pesticides, forest fires, landslides or other major erosion events, must comply with the Contractor's environmental "Emergency Response Plan", as outlined in the BC Forest Safety Council and SAFE Companies Guidelines and Procedures
- 2) The Contractor must, before commencing operations at the Work Area, prepare an environmental emergency response plan (ERP) consistent with the BC Forest Safety Council and SAFE Companies Guidelines and Procedures. A copy of the plan is to be submitted to the Project Authority upon request.
- 3) The Contractor must ensure that the Contractor and the Contractor's Subcontractors or Agents conduct operations at the Work Area in accordance with the ERP.
- 4) The Contractor must make the ERP available at the Work Area for viewing by the Contractor's Subcontractors or Agents.
- 5) The Contractor must ensure that the Contractor and the Contractor's Subcontractors or Agents conduct operations at the Work Area in compliance with the BC Wildfire Act and the Wildfire Regulation.
- 6) The Contractor must test emergency preparedness in accordance with the ERP and maintain documentation of such tests, identifying the date of the test, start and end times, names of people involved, results, and any actions to be taken.
- 7) The Contractor must report and document any incident in accordance with environmental "Emergency Response Plan", identifying the time and date of the incident, location of the incident, description of the incident, impact(s), contributing factors, action taken and agencies the incident was reported to.

Appendix 3 to Annex A

Stock Allocation

Timbermark	Block	NAR ha	Minimum inter-tree spacing (m)	Minimum Acceptable Density Including Well Space natural	Estimated to plant / hectare of PY	Estimated to plant / hectare of PLI	Estimated to plant / hectare of LW	Estimated to plant / hectare of FID	Estimated Seedlings to plant per hectare	PY Seedlings	PY %	PLI Seedlings	PLI %	LW Seedlings	LW %	FDI Seedlings	FDI %	Total Seedlings
EEEBF	CAFÉ 5	20	0.5	1800	210	280	280	700	1400	4200	15%	4480	16%	5600	20%	14000	49	28000
EEEBF	CAFÉ 1	3	0.5	1800	210	280	280	700	1400	630	15%	672	16%	840	20%	2100	49	4200
EEEBF	CAFÉ 19	625.7	0.5	1800	210	280	280	700	1400	131397	15%	140157	16%	175196	20%	437990	49	875980
EEEBF	CAFÉ 14	171.3	0.5	1800	210	280	280	700	1400	35973	15%	38371	16%	47964	20%	119910	49	239820
EEEBF	CAFÉ 13	1.9	0.5	1800	210	280	280	700	1400	399	15%	426	16%	532	20%	1330	49	2660
EEEBF	CAFÉ 18	43.3	0.5	1800	210	280	280	700	1400	9093	15%	9699	16%	12124	20%	30310	49	60620
EEEBF	CAFÉ 15	18.9	0.5	1800	210	280	280	700	1400	3969	15%	4234	16%	5292	20%	13230	49	26460
EEEBF	CAFÉ 23	61.7	0.5	1800	210	280	280	700	1400	12957	15%	13821	16%	17276	20%	43190	49	86380
EEEBF	CAFÉ 6	269.7	0.5	1800	210	280	280	700	1400	56637	15%	60413	16%	75516	20%	188790	49	377580
EDRNJ	20-21-22-23-24-25-26-27-28-29-30-31-32-33	5.2	0.5	1800	210	280	280	700	1400	1092	15%	1165	16%	1456	20%	3640	49	7280
EDULG	IBD250- 251	10	0.5	1800	210	280	280	700	1400	2100	15%	2240	16%	2800	20%	7000	49	14000
EDULG	IBD181, TT185, IDB185	14.1	0.5	1800	210	280	280	700	1400	2961	15%	3158	16%	3948	20%	9870	49	19740
EDULG	7	8	0.5	1800	210	280	280	700	1400	1680	15%	1792	16%	2240	20%	5600	49	11200
EDULG	IDB079/TT079	7.5	0.5	1800	210	280	280	700	1400	1575	15%	1680	16%	2100	20%	5250	49	10500

1764420

1260.3 Ha

ANNEX "B"

BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid an all-inclusive firm hectare price(s) as specified in the contract. Customs duties are included and Applicable Taxes are extra.

Fixed Unit Price for Contract Work
\$ _____ CDN per planted seedling

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work

Fixed Fees	\$ _____
Maximum GST Payable (5%)	\$ _____
Total. Contract Value.....	\$ _____

Optional Work:

If Optional Work is requested by an Amendment the Contract, the Contractor will be paid the following firm hourly rates to perform the Optional Work

Fixed Unit Price for Optional Work
\$ _____ CDN per planted seedling

Payment Calculations

Full Payment:

- Where inspections pursuant to the Planting Quality Inspection System indicate planting quality in a Payment Area is at least 92.6%, the Canada shall pay the full Basic Payment.
- In no case shall the Canada pay more than 100% of the Basic Payment.

Payment Reduction for Low Planting Quality

- Where inspections pursuant to the Planting Quality Inspection System indicate planting quality in a Payment Area is equal to or greater than 70% but less than 92.60%, the Canada shall reduce the Basic Payment by multiplying the Basic Payment by the Payment %, as calculated using the following formula:

$$\text{Payment \%} = (\text{PQ\%} \times 1.08) - \frac{([100 - (\text{PQ\%} \times 1.08)]^2)}{8}$$

- Where: PQ% = Planting Quality % as determined under the Planting Quality Inspection System.

No Payment:

- If the performance quality on all or a portion of a Payment Area is less than 70% and, in the opinion of the Canada, cannot be improved to at least this level by reworking, the Canada shall make no payment for the unsatisfactorily treated area.
- Where Planting Spots are available, but the Contractor has failed to maintain the minimum density specified, the Canada may not pay for the area affected.

Wasted or Unaccounted for Trees:

- Canada shall estimate the number of wasted trees by counting or using appropriate sampling techniques.

- The Canada shall estimate the number of unaccounted for trees by subtracting the number of trees planted in a Payment Area, as measured using the Planting Quality Inspection System, plus 10 percent (*or the upper 90% confidence limit of the number of trees planted, whichever is greater*) from the Total Trees for that area.
- For wasted or unaccounted for trees, the Canada shall reduce the Basic Payment by the estimated number of wasted or unaccounted for trees multiplied by the sum of (the Price per Tree plus twenty (20) cents).

Excess Trees:

- Excess trees as calculated using the Planting Quality Inspection System may be planted in a Payment Area to a maximum of seven percent (7%).
- If inspection indicates that excess trees in a Payment Area exceed seven percent (7%), the Canada shall reduce the Basic Payment in an amount equal to the product of the number of trees which exceed the seven percent allowable excess (based on Total Trees), multiplied by the Price per Tree;
- that is, $[(\text{Excess \%}/100) - 0.07] \times \text{Total Trees for the Payment Area} \times \text{Price per Tree}$
- If excess trees exceed 12 percent (12%) in a Payment Area, the Canada shall, in addition to the aforementioned payment reduction, further reduce payment in an amount equal to the product of the number of trees which exceed 12 percent excess (based on Total Trees) multiplied by twenty (20) cents;
- that is, $[(\text{Excess \%}/100) - 0.12] \times \text{Total Trees for the Payment Area} \times \0.20

Untreated Areas:

- If the Contractor fails to plant any contiguous area exceeding one tenth (1/10) of a hectare which the Canada considers plantable, then the Canada may reduce the Basic Payment by an amount equal to the product of the unplanted area (in hectares) multiplied by one thousand dollars (\$1000.00) per hectare.

Improper Storage and Handling

- Where the Contractor has failed to store, handle or care for seedlings in the manner specified herein or has by any other means put the health, vigour, or safety of the seedlings in jeopardy, the Canada may reduce the Basic Payment by fifty dollars (\$50.00) for each box or partial box of seedlings affected by the failure. A reduction in the Basic Payment under this section may be made in addition to any other reductions under this Agreement.

Stashed Trees:

- Where seedlings issued to the Contractor have been abandoned or disposed of without written authorization by the Canada, the Canada may reduce the Basic Payment by an amount of up to one thousand dollars (\$1000.00) for each occurrence. If, in the opinion of the Canada, the value of the stashed trees is greater than one thousand dollars, an assessment of greater than one thousand dollars may be made for each occurrence. A reduction in the Basic Payment under this section may be made in addition to any other reductions under this Agreement.

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST (SRCL)

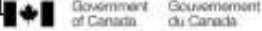





Contract Number / Numéro du contrat 1000223563
Security Classification / Classification de sécurité Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE							
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région BC Land and Environment		2. Contract type / Type de contrat Seedling growing contract Non-Competitive / Non-compétitif <input type="checkbox"/>		Competitive / Compétitif <input checked="" type="checkbox"/> Type :			
3. Brief Description of Work / Brève description du travail Reforestation contract to take place in the Chilootin Training Area west of Williams Lake.							
4. Contract Amount / Montant du contrat \$				5. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) : TBD			
5. Contract Start and End date / Date de début et de fin du contrat 2021-04-06 to / au 2021-07-30							
7. Will the supplier require / Le fournisseur aura-t-il :							
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
7.2 an access card to AANDNC premises? besoin d'une carte d'accès aux bureaux d'AANDNC?		<input checked="" type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?		<input checked="" type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)							
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)							
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS							
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir/l'entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui							
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)							
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?		<input type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/d partir du Ministère ou avec d'autres parties? If yes, specify: / Si oui, spécifiez :		<input type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
a) Email transmission / Transmission par courriel électronique :		<input type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :		<input type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
c) Remote access required to AANDNC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDNC (VPN, Citrix) :		<input type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
9.3 Will the supplier be required to safeguard COMSEC* information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC* ?		<input type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui			
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) / Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, télécopieur sécurisé)							
10. SUMMARY CHART / TABLEAU RÉCAPITULATIF							
Category / Catégorie	Please refer to question: / Veuillez vous référer à la question :	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information/Assets / Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information/Assets (off site) / Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information/Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission – courriel / Transmission TI – courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>				
IT Transmission – autre / Transmission TI – autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>				
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>				
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART C – PERSONNEL / PARTIE C – PERSONNEL

11.1 Personnel Security Screening Level Required: Niveau d'enquête de la sécurité du personnel requis :	<input checked="" type="checkbox"/> N/A / Non requis	<input type="checkbox"/> Reliability/ Fiabilité	<input type="checkbox"/> Confidential/ Confidentiel	<input type="checkbox"/> Secret	<input type="checkbox"/> Top Secret/ Très secret
11.2 May unscreened personnel be used for portions of work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui	<input type="checkbox"/> N/A / Non requis		
12. Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui			
		Contract Number / Numéro du contrat TBD PO 1000223563			
		Security Classification / Classification de sécurité Unclassified			

PART D – AUTHORIZATION / PARTIE D – AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme Name (print) – Nom (en lettres moullées) Title - Titre Signature <small>Digitally signed by Alexandre Vignola, DN: cn=Alexandre Vignola, o=Government of Canada, email=alexandre.vignola@canada.ca, c=CA</small>			
Alexandre Vignola Natural Resource Specialist		Signature: 	
Telephone No. – N° de téléphone 604-363-2763	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel Alexandre.vignola@canada.ca	Date October 9, 2020 2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) – Nom (en lettres moullées) Title - Titre Signature <small>Digitally signed by Jonathan Coulombe-Leduc, DN: cn=Jonathan Coulombe-Leduc, o=Government of Canada, email=jonathan.coulombe-leduc2@canada.ca, c=CA</small>			
Jonathan Coulombe-Leduc Contract Security Officer		Signature: 	
Telephone No. – N° de téléphone 519-665-7134	Facsimile No. - N° de télécopieur N/A	E-mail address – Adresse courriel jonathan.coulombe-leduc2@canada.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement Name (print) – Nom (en lettres moullées) Title - Titre Signature <small>Digitally signed by Kim Fletcher, DN: cn=Kim Fletcher, o=Government of Canada, email=Kim.fletcher@canada.ca, c=CA</small>			
Kim Fletcher Senior Procurement Officer		Signature: 	
Telephone No. – N° de téléphone 604-616-4341	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel Kim.fletcher@canada.ca	Date October 9, 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité Name (print) – Nom (en lettres moullées) Title - Titre Signature			
Telephone No. – N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel	Date

ANNEX "D"

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**Attachment 1 to Part 4
Financial Evaluation Table**

Bidders shall submit their bid using the financial evaluation table provided below.

Pricing offered shall be in Canadian dollars, applicable taxes excluded.

If the bidder is awarded the contract, pricing submitted within the table below will formulate the basis of payment for the duration of the contract.

Failure to comply with the instructions will render the bid non-responsive.

	Fixed Unit Price (A)	Estimated Number of Seedlings Planted (B)	Total (C)
Fixed Unit Price for Contract Work	\$ _____ CDN per planted seedling	1,087,250	A+B=C1 \$ _____
Fixed Unit Price for Optional Work	\$ _____ CDN per planted seedling	400,000	A+B=C2 \$ _____
Total Evaluated Bid Price:			C1+C2 \$ _____