

# Wells Gray Community Forest Corporation Policy

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**Policy Title: Contractor Selection**

**Policy Number: 2012-10**

**Date Approved: May 9 2012: Revised Feb 2013**

**PURPOSE:** To establish a policy governing Contractor Selection.

## **SECTION 1 – THE POLICY**

The Contractor Selection Policy gives guidance to the Board when contracting Silviculture, Site Prep, Road Construction, Road Maintenance, Bridge Construction, Harvesting, Forest Development, Professional Reports, Stand Tending or other work on the Community Forest.

## **SECTION 2 – LOCAL EMPLOYMENT**

The Wells Gray Community Forest will prioritize hiring local contractors from District of Clearwater, TNRD Electoral Area A, who have the skills, qualifications, equipment and performance record to complete the work as required.

## **SECTION 3 - AWARD OF CONTRACTS**

The Corporation will strive to ensure at least 85% of all contracted work (based on the contract bid value as assessed over a 5 year period) will be awarded to local contractors.

All contracts will be awarded based either directly or indirectly on a competitive bid process or on an hourly contract basis.

Directly means bids will be solicited from a number of eligible contractors.

Indirectly means that a contract may be awarded when the General Manger and Board are confident the bid is competitive based on their knowledge of similar work. This will ensure the Corporation is receiving value for work performed. This process will be used when time is of the essence or when approaching a contractor directly is clearly in the financial interests of the Corporation.

Hourly work may be contacted when the situations arise as identified in the Contract Management Policy 2012-12.

The rationale for indirect and hourly contracts will be documented and kept on file.

#### **SECTION 4 – CONTRACTOR REGISTRY**

A register will be developed every year by local advertisement. Contractors may request to be added to the registry throughout the year provided they meet the selection criteria – Section 5. The General Manager will contact eligible contractors from this Register when giving out bid packages.

#### **SECTION 5 – CONTRACTOR SELECTION CRITERIA**

Selection will be based on a combination of monetary bid, contractor experience and performance, equipment profile, references based on successful completion of similar work, proven financial stability, safe certified status with WorkSafe and BC Safety Council and proven ability to complete the work in the timeframe identified.

#### **SECTION 6 – THE BID PROCESS**

The General Manager will solicit bids directly from contractors in the registry. Information packages will be made available. Contract requirements, including experience, will be specified. Contractor responsibilities will be documented. The closing date for submitting the bid will be noted. A Bid submission sheet will be provided.

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

The unsuccessful bidding contractors will be notified by email re the successful bidder. Only the name of the successful bidder will be released. No bid figures will be disclosed.

#### **SECTION 7 – GENERAL CONTRACTOR REQUIREMENTS**

**The Contactor must:**

1. Have their principal residence in the District of Clearwater or TNRD Electoral Area A.

2. List all sub contractors and provide documentation they meet the criteria noted in this Policy.
3. Provide verification that the contractor has the experience to perform the work and complete it in the time specified by the WGCFC.
4. Be in good standing with WorkSafe BC and the Forest Safety Council as a Safe, Certified Company. A copy of the contractor's Safety Program will be required along with their latest annual certification or re certification letter from the BC Safety Council.
5. Provide proof of Comprehensive General Liability Insurance in the amount specified by the Corporation.
6. Provide a deposit in the manner and in the amount specified.
7. Provide proof of financial stability - see financial policy.
8. Provide reference letters with contact names and contact information when requested.
9. Designate the supervisor for the contract.
10. Conduct pre works with the GM prior to any work as per the Contract document.

## **SECTION 8 – EXPECTATIONS**

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