

# Wells Gray Community Forest Corporation Policy

---

<b>Policy Title:</b>	<b>Contract Management</b>
<b>Policy Number:</b>	<b>2012-12</b>
<b>Date Approved:</b>	<b><u>May 9 2012 Revised Feb 2013</u></b>

**PURPOSE:** To establish a policy governing Contract Management

**POLICY:**

WHEREAS the board of the Wells Gray Community Forest and the Contracted General Manager require clear policy on how operational contracts are to be prepared and approved,

THEREFORE be it resolved that the Wells Gray Community Forest Corporation establishes the following policy governing Contract Management.

## **SECTION 1 – ANNUAL PLAN AND BUDGET (AP&B)**

The approved AP&B provides **the framework** for the work to be completed by contract.

The AP&B has been reviewed and approved item by item by the Board. Thus Contracts arising from this plan are deemed to be **approved in principle**.

Contracts made by the Corporation will be in agreement with the AP&B.

The Board must specifically approve any Contract for work that arises that is not in the AP&B or where a planned Contract exceeds the budgeted amount.

The following documents constitute the AP&B as they pertain to Contracts.

1. Summary Doc 6b
2. Harvest, RW, Road; volumes, Revenues, Costs Doc 2
3. Contracting External and Operations (66000) Doc 4
4. Projects (69000) Doc 5
5. Road and Bridge Maintenance (62000) Doc 8
6. Road Reconstruction (63000) Doc 3a
7. Logging (64000) Doc 9
8. Silvicultural Accrual Doc 7

## **SECTION 2 – GENERAL GUIDELINES FOR CONTRACT PREPARATION AND SIGNATURE**

1. Contractors will be selected following the Corporation's Contractor Selection Policy.
2. The GM is responsible to prepare Contract documents, including the Schedules required by the Board for their review.
3. Following review, the Board will authorize the GM to prepare each Contract for signature by the Board Signing Authority and the Contractor.
4. Where there is reasonable opportunity to plan ahead, the GM will review the planned work, in the field if necessary, and prepare work and cost estimates for each Contract and present them to the Board for review at a regular scheduled board meeting.
5. Where work arises between regularly scheduled Board meetings that needs to be dealt with expediently for emergency or efficiency reasons, the GM can prepare the work detail, cost estimate and Contract, review it with 2 members of the executive, and submit for signature by the WGCFC Signing Authority and the Contractor. These will be reviewed with the Board as a whole at the next scheduled Board meeting.

## **SECTION 3 – LOGGING AND ROAD CONSTRUCTION CONTRACTS**

The GM will proceed as follows:

1. Bid packages will be prepared and distributed to eligible contractors.
2. Bids will be received (the Friday prior to board meeting), opened and evaluated and recommendation made to Board members by email. The recommendation will be made to the Board at least 3 days prior to a monthly meeting.
3. The successful bid will be confirmed at the next Board meeting.
4. The GM will notify the successful bidder and will prepare the Contract for signature by the Contractor and the WGCFC signing authority.

## **SECTION 4 – CONTRACTING EXTERNAL AND OPERATIONS (66000) AND PROJECTS (69000)**

Follow procedures as per Section 2.1-4.

## **SECTION 5 – ROAD & BRIDGE MAINTENANCE CONTRACTS (62000) & Logging (64000)**

The AP&B approves an annual lump sum dollar amount. Numerous contracts are written throughout the year to accomplish necessary work throughout the CF License area. Follow procedures in Section 2. 1-5.

### **SECTION 6 - ROAD RECONSTRUCTION (63000) DOC 3A**

These are road improvement Contracts usually associated with an awarded logging/road construction Contract. Improvements focus on improving hauling safety or upgrading road, bridge and/or culverts to meet current standards. Using machines on site saves low bedding costs. Follow procedures in Section 2.1-5.

### **SECTION 7 - SILVICULTURE**

The Silviculture Accrual Doc 7 identifies the planned expenditures for the current year. Follow procedures in Section 2.1-5.

On occasion, opportunities arise to complete work identified in the silviculture accrual for future years, in the current year at reduced cost. Where these opportunities exist, follow procedures in Section 2.1-5.

### **SECTION 8 – EMERGENCIES**

The following categories are typically where these costs will be incurred.

**Emergency Road Maintenance** expenditures including controlling the flow of water in ditches, on roads and through culverts, replacement of damaged road km signs, cut bank sloughing, snag falling, etc

**Fire** expenditures related to controlling planned or unplanned activities.

**Other** catastrophic events such as landslides, creek watershed issues not associated with roads, blow down events etc.

Follow procedures in Section 2.1-5

### **SECTION 9 – OPERATIONAL EXPEDIENCY**

**Operational Expediency** addresses:

1. Projects/Contracts using a contractor already on or near site to complete anticipated or unanticipated work immediately that would otherwise require bringing a Contractor back in at a future date at an increased cost.

2. Projects/Contracts that can be done expediently between regular scheduled board meetings and will result in lower cost due to contractor availability.

This includes work like:

- Recognizing site preparation will be required on a block section while a logger is still on site.
- Getting a contractor to complete other work while in the same area.
- Planting additional trees that come available.

Follow procedures in Section 2.1-5

### **SECTION 10 – EMAIL VOTING UNDER EXTENUATING CIRCUMSTANCES**

1. Under extenuating circumstances, when time is deemed by the Manager or the Executive to be of essence in deciding an issue, or contract award, the Manager or a member of the Executive may conduct an e-mail ballot of all Board members with responses confirmed by email. The Manager must notify Board members by phone of the forthcoming email ballot.
2. When utilizing an e-mail ballot to decide a question under the provisions of this Section, the Manager or member of the Executive calling the question must contact, or be able to show that every effort was made to contact, all members of the Board of directors.
3. A decision on a question being asked through an e-mail ballot under this Section is deemed to be made when the vote of a majority of directors is obtained.
4. When awarding contracts via e-mail ballot, the” *Board’s E Mail Vote To Board Members to Accept Contract Bid*” form must be completed by Board members and returned to the Manager to be counted as a valid vote.
5. The time frame for the response to 1.6 will be a maximum 4 days.

### **SECTION 11 – REPORTING**

The Board will be kept updated on the work through the GM’s regular monthly or quarterly work updates.

### **SECTION 11 – CONTRACT SUPERVISION**

The General Manger will be the Contract supervisor.