



SUNSHINE COAST COMMUNITY FOREST

("SCCF")

TENDERING POLICY

Material contracts that the company proposes to enter into will be subject to a public tendering process as outlined herein.

Details of the proposed project or activity will be publicized by way of advertisements in local media and on the Sunshine Coast Community Forest (SCCF) website. Where warranted, publication may be extended to other media as well to ensure the maximum number of potential bidders are informed.

All tender responses will be received in sealed envelopes and opened together in the presence of at least two Directors.

Only bids that are compliant with the terms and conditions of the tender will be assessed.

Management will assess each tender submitted and recommend to the Board which tender should be accepted based on, but not limited to, the following:

1. The price of the contract (this will be the key factor in most cases)
2. The ability of the bidder to provide local employment
3. The ability of the bidder to use local suppliers, where appropriate
4. Demonstrated success and compliance with:
 - a. WCB Act and Regulations specifically:
 - i. Safety Program;
 - ii. Prime contractor requirements;
 - iii. Status of account;
 - iv. Accident history;
 - v. Registration and certification in the BC Forest Safety Council.
 - b. Training and EMS:
 - i. Standard operating;
 - ii. Training and compliance;
 - iii. Track record.
 - c. Financial capacity;
 - d. Requirements for payment (cash flow issues);
 - e. Rate structure (no hidden costs);
 - f. Insurance;

- g. Equipment capacity and ability to produce;
- h. Past performance history.

A spreadsheet for each contract will be used to determine the actual rate that the tender states with respect to the work. This will clearly show the difference between contractors and the benefit to the SCCF. The lowest price may not be awarded depending on the other factors listed above.

If a bidder has proposed a rate that is significantly lower than other submissions where the bid package meets all other bid criteria, management shall be permitted, but not obliged, to discuss with that bidder all the factors to understand and assess the reason(s) for the low rate.

Contracts are only awarded after the Board has reviewed the recommendations from management and determined which bid is to be accepted. More than one bidder may be recommended depending on the timelines of approval, stumpage, or the ability to deliver by a specified date.

The SCCF shall offer for tender all contracts except where:

1. the estimated contract value does not exceed \$50,000
2. the board determines there is only one entity capable of performing the contracting
3. there is an emergency requirement to undertake the contract work and delays required to conduct a tender process would be injurious to the Company's activities.

Sunshine Coast Community Forest is operated by Sechelt Community Projects Inc.