



Central Kootenay Invasive Species Society

2018 REQUEST FOR QUALIFICATIONS

for Herbicide Contracting Services

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Request for Qualifications for Herbicide Contracting Services

Issued: May 10, 2018

1.0 Introduction

1.1 Purpose

The purpose of the Request for Qualifications (RFQ) for herbicide contracting services is to:

- (a) allow submissions (“Submissions”) from interested parties (“Respondents”) describing the expertise and capability of the Respondent to perform one or more of the types of services listed in Schedule A (collectively, the “Services”); and
- (b) identify a list of qualified Respondents (“Qualified Respondents”) the Central Kootenay Invasive Species Society (CKISS) may contact on an as and when required basis to enter into negotiations for a contract or to respond to a request for quotations or request for proposals for one or more of the Services.

CKISS has no specific target number of Respondents to be pre-qualified and the total number pre-qualified will be determined at the sole discretion of CKISS. The list of Qualified Respondents is intended to be a resource for CKISS and not to restrict CKISS’s ability to contract with persons who are not listed as Qualified Respondents.

1.2 Inquiries

All inquiries related to the RFQ should be directed in writing by email to the person named below (the “CKISS Representative”). Information obtained from any person or source other than the CKISS Representative may not be relied upon.

Name: Jennifer Vogel, Executive Director

Email: admin@ckiss.ca

Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of CKISS.

Respondents finding discrepancies or omissions in this RFQ, or having doubts as to the meaning or intent of any provision, should immediately notify the CKISS Representative. If CKISS determines that an amendment is required to this RFQ, the CKISS Representative will issue an addendum in accordance with Section 2.4. No oral conversation will affect or modify the terms of this RFQ or may be relied upon by any Respondent.

1.3 Definitions

In this RFQ the following definitions shall apply:

- (a) “CKISS” means the Central Kootenay Invasive Species Society;
- (b) “CKISS Representative” has the meaning set out in Section 1.2;
- (c) “Closing Time” has the meaning set out in Section 2.1;
- (d) “Evaluation Committee” has the meaning set out in Section 4.1;
- (e) “RFQ” means this Request for Qualifications;
- (f) “Respondent” has the meaning set out in Section 1.1(a);
- (g) “Qualified Respondents” has the meaning set out in Section 1.1(b);
- (h) “Submissions” has the meaning set out in Section 1.1(a); and
- (i) “Services means the services described in Section 1.1(a).

2.1 Email Submissions

Respondents must submit their Submission by email to Jennifer Vogel at admin@ckiss.ca by June 13, 2018 4:00 pm PST. The subject line must read – CKISS RFQ Submission 2018. The CKISS will confirm receipt one business day after closing of the RFQ submission deadline.

2.2 Amendments to Submissions

Respondents may revise Submissions by written amendment, emailed to admin@ckiss.ca at any time. An amendment should be signed by an authorized signatory of the Respondent.

2.3 Addenda

If CKISS determines that an amendment is required to this RFQ, the CKISS Representative will issue a written addendum that will form part of this RFQ. No amendment of any kind of the RFQ is effective unless it is contained in a formal written addendum.

3.0 Submission Contents

3.1 Submissions

Respondents should provide as part of their Submissions:

- (a) a brief statement describing the Respondent, including its full legal name, registered office address and organizational structure;

- (b) a list of the categories or specific areas of Services that the Respondent is qualified to provide to CKISS and a description of the Respondent's skills related to the categories or areas of Services set out in Section 7;
- (c) with respect to the Services identified by the Respondent in response to paragraph 3.1(b), a brief description of recent contracts for similar services that the Respondent has performed, including references, is required;
- (d) a description of the Respondent's personnel, including detailed resumes and a summary of relevant experience and qualifications for each of the proposed personnel; and
- (e) the Respondent's hourly rates or other pricing for the Services, including a herbicide price list by kg/litre for the following herbicides.

Product	Active Ingredient	PCP#
2,4-D Amine 600	Dimethylamine salt	14726
Arsenal	Imazapyr	30203
Banvel	Dicamba	29249
Clearview	Aminopyralid-Metsulfuron Methyl	29752
Dyvel DSP	2,4-D Dicamba Mecoprop	27856
Escort	Metsulfuron methyl	23005
Lontrel 360	Clopyralid	23545
Milestone	Aminopyralid	28517
Mungers Vinegar	Acetic Acid 20%	29405
Tordon 101	Picloram + 2,4-D	9007
Tordon 22K	Picloram	9005
Vanquish	Dicamba	26980
Vantage XRT	Glyphosate	29994
Xiameter	Surfactant(silicone)	23078
VP 480	Glyphosate	28840
L-I 700	Surfactant for Glyphosate	N/A
Hi-Light Dye	Dye	N/A

3.2 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent.

4.0 Evaluation and Qualification

4.1 Evaluation Committee

Submissions will be evaluated by the CKISS Board Hiring Committee (the “Evaluation Committee”). The Evaluation Committee may consult with others, including CKISS contractors and third party consultants, as the Evaluation Committee determines is required. The Evaluation Committee will provide a written recommendation to the CKISS Board as a whole for the identification of a list of Qualified Respondents.

4.2 Evaluation Criteria

The Evaluation Committee will evaluate all Submissions using the following criteria:

- (a) the Respondent’s relevant experience, references and reputation;
- (b) the experience and qualifications of the Respondent’s personnel; and
- (c) the Respondent’s hourly rates or other pricing for the Services.

The Evaluation Committee will not be limited to the above listed criteria and the Evaluation Committee may consider other criteria that Evaluation Committee identifies as relevant during the evaluation process.

4.3 Additional Information

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Respondent with respect to any Submission and the Evaluation Committee may make such requests to only selected Respondents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Submission.

4.4 Interviews

The Evaluation Committee may, at its discretion, invite some or all of the Respondents to appear before the Evaluation Committee to clarify their Submissions. In such event, the Evaluation Committee will be entitled to consider the answers received in evaluating Submissions.

4.5 Qualification and Listing

CKISS will notify Respondents whether or not they have been selected to be included on CKISS’s list of Qualified Respondents.

4.6 Changes to List of Qualified Respondents

Notwithstanding any provision of this RFQ, CKISS may at any time, in its discretion, cancel, extend, update, add to or delete from the list of Qualified Respondents.

5.0 Contracting for Specific Services

5.1 Contracting with Qualified Respondents

CKISS may, at any time, contact one or more Qualified Respondent(s) on an as and when required basis to:

- (a) enter into discussions to attempt to negotiate a contract for one or more of the Services, the price for such contract to be based on the pricing set out in either the Qualified Respondent's Submission or an agreed-to fixed price (for example, determined by multiplying applicable hourly rates by the number of hours CKISS and Qualified Respondent agree are a reasonable estimate of the number of hours required to perform the Services); or
- (b) invite a response to a competitive procurement such as a request for quotations or request for proposals for one or more of the Services, in which CKISS may call for fixed or other contract pricing not necessarily based upon the pricing in the Qualified Respondent's Submission.

CKISS intends to select Qualified Respondents to enter into negotiations or respond to a competitive procurement for specific Services in accordance with CKISS's judgment of its best interest such as on the basis of the Qualified Respondent's availability, experience, skill and pricing, taking into account the required Services and the duration of the engagement.

5.2 CKISS's Right to Contract with Others

Notwithstanding any provision of this RFQ, CKISS may, at any time and at its discretion:

- (a) invite service providers that are not Qualified Respondents to participate in any procurement for one or more of the Services; or
- (b) enter into a contract for one or more of the Services with a service provider that is not a Qualified Respondent,

in connection with any Services required by CKISS.

6.0 General Conditions

6.1 No Obligation to Proceed

Notwithstanding any provision of this RFQ, CKISS will have no obligation to select a list of Qualified Respondents, negotiate or enter into a contract with any Qualified Respondent or invite any Qualified Respondent to participate in a competitive procurement process for any Services. CKISS reserves the right to reject all Submissions and to terminate this procurement process at any time.

6.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing and submitting Submissions and for any negotiations or discussions with CKISS or its representatives and consultants relating to or arising from this RFQ.

6.3 No Claims

By submitting a Submission, each Respondent:

- (a) agrees that CKISS and its Board members, contractors, representatives, agents, consultants and advisors will not under any circumstances be liable for any claims, whether for costs, expenses, losses (including loss of anticipated profits), damages or liabilities which are or may be incurred or suffered by any Respondent arising from or in any way connected to this RFQ, including if CKISS breaches any express or implied term of the RFQ; and
- (b) waives any and all claims against CKISS or any of its Board members, contractors, advisors, representatives, consultants or advisors.

6.4 Conflict of Interest

Respondents should disclose in their Submission any potential conflicts of interest and existing business relationships they may have with CKISS. If requested by CKISS, Respondents must provide all pertinent information regarding the ownership of a corporate Respondent.

6.5 Confidentiality

All submissions become the property of CKISS and will not be returned to the Respondent. All submissions will be held in confidence by CKISS unless otherwise required by law. Respondents should be aware that CKISS is a "public body" as defined by Freedom of Information and Protection of Privacy Act (British Columbia) and is subject to that Act.

7.0 Schedule A - Services

Service	Specific Activities	Skills, Experience, Qualifications required
Contract Administration	<ul style="list-style-type: none"> ○ Managing independent contract services 	<ul style="list-style-type: none"> ○ Able to work in the Regional District of Central Kootenay and Regional District of Kootenay Boundary Area A and B. ○ WorkSafeBC coverage, active and in good standing. ○ Comprehensive General Liability Insurance with a minimum insurance limits of \$2,000,000 for any one accident or occurrence with a deductible not to exceed \$10,000, insuring against bodily injury, personal injury and property damage including loss of use thereof. ○ Automobile Liability Insurance on all licenced vehicles owned by or leased and used to conduct services. Minimum insurance limit of \$5,000,000 inclusive of any one accident. ○ Professional Liability (Errors and Omissions) Insurance protecting against losses, claims, damages, actions and causes of action, that arise from errors, omissions, or negligent acts as related to Services. ○ Ability to invoice monthly. ○ Ability to maintain weekly communications with CKISS Contract Monitor. ○ Required to own a tablet with SIM card connection.
Inventory	<ul style="list-style-type: none"> ○ Inventory priority invasive plant species, as identified by CKISS Operational Framework and associated legislation within the Province of BC, as per <i>Invasive Alien Plant Program</i> procedures and standards ○ Digital data collection in IAPP format ○ Collect native plant data and ecosystem data, as required 	<ul style="list-style-type: none"> ○ Proven ability to identify invasive and native plants. ○ Proficient and experienced with the Invasive Alien Plant Program protocols and procedures. ○ Proficient with electronic data collection devices.
Herbicide Treatments	<ul style="list-style-type: none"> ○ Conduct integrated plant pest management including mechanical and chemical control, in accordance with the 	<ul style="list-style-type: none"> ○ Valid Pesticide Applicators Certificate (Industrial Vegetation Management and

Service	Specific Activities	Skills, Experience, Qualifications required
	<p data-bbox="399 237 889 300"><i>Invasive Plant Pest Management Plan for the Southern Interior of British Columbia</i></p> <ul style="list-style-type: none"> <li data-bbox="354 323 889 457">○ Identification, flagging, and mapping of Pesticide Free Zones (i.e., riparian areas, wells, etc.) prior to conducting all treatments <li data-bbox="354 480 748 510">○ Purchase and store herbicide <li data-bbox="354 533 837 562">○ Digital data collection in IAPP format <li data-bbox="354 585 849 653">○ Track mileage and time allocations by project as per contract deliverables <li data-bbox="354 676 781 705">○ Landowner contact, as required 	<p data-bbox="992 237 1292 266">Noxious Weed category).</p> <ul style="list-style-type: none"> <li data-bbox="943 289 1357 319">○ Valid Pesticide Service License. <li data-bbox="943 342 1484 443">○ Proven track record of compliance with <i>Integrated Pest Management Act</i> and Integrated Pest Management Regulation. <li data-bbox="943 466 1511 705">○ Full knowledge of the <i>Integrated Pest Management Act</i> and its Regulations, Invasive Plant Pest Management Plan for Provincial Crown Lands in the Southern Interior Region of British Columbia (FLNRO-PMP 738-0024-14/19) and Invasive Alien Plant Program standards. <li data-bbox="943 728 1484 829">○ 3 years' minimum experience conducting integrated plant pest management with references. <li data-bbox="943 852 1503 953">○ Proficient and experienced with the Invasive Alien Plant Program protocols and procedures. <li data-bbox="943 976 1474 1043">○ Proficient with electronic data collection devices.