

**COMFOR MANAGEMENT SERVICES LTD.**

**POLICY 2007- 05  
CONTRACT BIDDING AND AWARD**

**Policy Title: Contract Bidding and Award**

**Policy Number: 2007- 05**

**Date of Adoption: June 19<sup>th</sup>, 2007**

**SECTION 1 – BIDDING ELIGIBILITY**

**All Contracts**

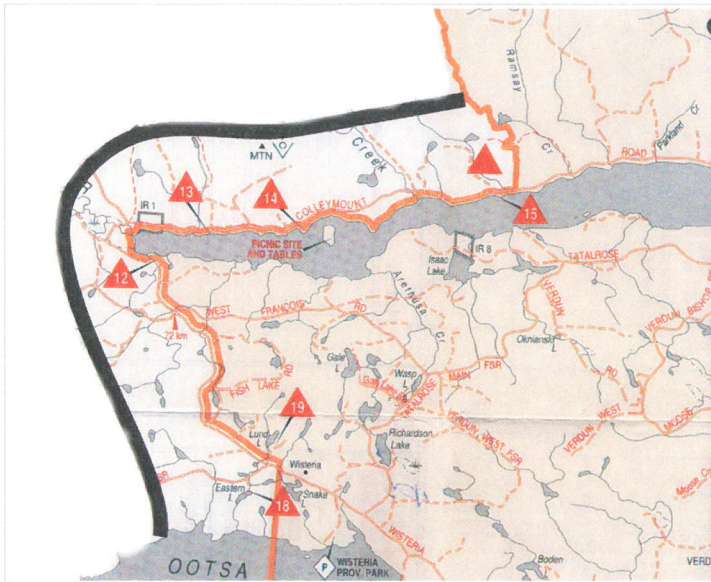
To bid on contracts for the Burns Lake Community Forest tenure area, an individual must:

- Be a permanent resident of the Lakes Timber Supply Area, or that portion of the Morice Timber Supply Area directly serviced by the Colleymount or Ootsa-Nadina roads (as identified on the attached map), or an individual of First Nations' descent living in the traditional territories of the Wet'suwet'en; and
- Have been a resident of the aforementioned area for the past 12 months; and

**Harvesting Contracts**

To bid on harvesting contracts for the Burns Lake Community Forest tenure area, an individual must:

- Not hold more than 75,000 m<sup>3</sup> in harvesting contracts with Comfor Management Services in a given harvest year (April 1 to March 31)



That portion of the Morice Forest District considered part of Lakes District for purposes of determining bidding eligibility.



## SECTION 2 – BIDDING/PROCUREMENT

- 1 The Manager may:
  - a) Request bids; or
  - b) Direct award at competitive prices where company objectives are expected to be better served.
- 2 Direct award without prior board of directors' approval is limited to \$50,000 per contract.
- 3 Procurement of goods and/or services shall give preference to local suppliers/contractors where expertise, cost and value are comparable.
- 4 Awarding of contracts will focus on efficiency while spreading the work among different parties.
- 5 Where possible, contracts should be of long enough duration to help reduce fixed costs such as insurance.
- 6 Subcontracting will generally be permitted provided 50% of the contract value is expected to be completed using equipment directly owned by the contractor.
- 7 Subcontractors must still meet the definition of local contractor in Section 1.

## SECTION 3 – BOARD APPROVAL OF BIDS AND CONTRACTS

As a matter of policy, all contract awards must be ratified by the board at a regular meeting or (if this is not practical) by e-mail ballot;

## SECTION 4 – LOG SALE CONTRACTS

In negotiating log sale contracts, management will be guided by the following relative priorities:

### PRIORITY FOR SALE OF LOGS\*

	MILL	
CONTRACTOR	LOCAL	NON-LOCAL
Local Select List	1	2
Local Contractor	2	3
Non-local Contractor	3	4

\* given competitive pricing/rates