

## **General Contractor Procurement Policy**

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### **Purpose**

To provide Contractors with the hiring protocol information that Management considers for secure employment with the VCF.

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### **Policy Statement**

Management will assess contractors based on, but not limited to, the following:

1. The ability of the contractor to provide consistent local employment
2. Availability of the contractor
3. That they are familiar with and adhere to the VCF Mission Statement and Guiding Principles
4. Demonstrated success and compliance with:
  - a) WCB Act and Regulations specifically:
    - i. Safety Program
    - ii. Status of account
    - iii. Accident history
    - iv. Registration and certification with the BC Forest Safety Council
  - b) Training, Certification (Contractor&/employee):
    - i. Environmental Management System (EMS)
    - ii. Spill Response
    - iii. Fire Preparedness/S100
    - iv. Equipment operator readiness
  - c) Financial capacity:
    - i. Requirements for payment to employees and sub-contractors (Cash flow ability)
  - d) Insurance coverage
  - e) Equipment capacity
    - i. ability to produce to contract expectations
    - ii. ability to adapt and change to meet contract obligations

5. Past Performance History:
    - a) Provide references if requested
    - b) Track record
    - c) Refused work offered
  
  6. Prime Contractor requirements:
    - a) Demonstrated success, compliance and commitment to supervise their sub-contractors' performance
    - b) Ability to follow VCF supervision & directives
    - c) Professional Attitude
      - i. Use language appropriate to good communication (aggressive behavior and abusive language will not be tolerated and may result in termination of the contract or future work)
    - d) To follow VCF Environmental Management System (EMS)
  
  7. The VCF offers a price to eligible Harvesting contractors that utilizes a *'harvest rate calculator'* based on market value.
    - a) All costs of the contract must be equitable to industry performance standards and rates.
  
  8. Contractors hired by the VCF are subject to an Annual Performance Assessment.
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## **Related Information**

The VCF has a fixed area with a set volume of annual allowable cut. Although management tries to provide enough work to keep local contractors busy, the VCF is not big enough to keep all contractors busy at all times. The company expects contractors to find other employment from time to time.

The company works with contractors to find cost effective strategies. The VCF also tries to find and create opportunities for new local contractors.

Contractors who are reliable, who do quality work using best practices and who have a good safety record are of primary importance to the VCF.