**Request for Proposal**

***Note: Proponents may at their discretion, submit alternate proposals or proposals which deviate from the requirement; provided, that the alternate proposal would improve, not compromise the overall performance of the required Work.***

The proposal must be prepared in two (2) parts; each of the parts shall be separate and complete in itself: Part I - is a technical proposal; Part II - is a financial proposal. The technical proposal must not contain reference to cost; however, resources and verification information must be contained in the technical proposal. It must disclose the contractor’s technical approach in sufficient detail to provide a clear and concise presentation. The financial proposal must be itemized and cross-reference the technical detail.

**Part I**

**A. Technical Proposal**

1. A detailed work plan must be submitted indicating how each aspect of the work would be accomplished. The technical approach should be in as much detail as the proponent considers necessary to fully explain the proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the Work.
2. The technical proposal must include information on how the project would be organized, staffed and managed. Information should be provided which will demonstrate the proponent’s understanding and management of important events or tasks. The proponent must explain how management and coordination of the Work would be accomplished.
3. The technical proposal must contain a discussion of present or proposed equipment that would be used in the performance of the Work.

**Part II**

**Financial Proposal**

Proponents must submit a financial proposal which:

* 1. Indicates the compensation per hour for the Work (Rate Sheet)
	2. Compensation is per Productive Machine Hours = Scheduled Machine Hours - Machine Downtime Hours that are the responsibility of the Suppler (including, but not limited to equipment failure, servicing, circle checks and the absence of an operator)
	3. Indicates the total annual compensation estimated to perform the work (all found)

Scope of Services:

|  |  |
| --- | --- |
| Log Handling (Short wood, Primarily 9’)  | * Unloading Log Trucks
	+ Mill Direct
	+ Into Inventory
	+ Sample Scale Racks
* Load Sawmill Infeed
	+ 17” Debarker Decks
* Periodically Reload Log Trucks
* Daily Reclaim / Sorting / Inventory of Log Rejects from debarker Infeed
* Daily Sorting / Inventory of Oversize Logs
* Segregated by Species Jack pine, Spruce and Fir
* Managing Log Inventory to a “Closed Deck” System for Improved Accuracy and FIFO.
* Managing Scale Load Handling & Rotation
 |
| Lumber Handling | * Transfer of Stickered, Green, Rough Lumber from Sawmill Outfeed
	+ Into Green Yard Inventory
	+ Direct to Kiln Carts
	+ Direct to Trucks
* Load Stickered, Green, Rough Lumber on Kiln Carts
	+ from Green Yard Inventory
	+ Direct from or to Sawmill
	+ Direct from or to Trucks
* Unload Stickered, Dry, Rough Lumber off Kiln Carts
	+ Into Dry Yard Inventory
	+ On to trucks
* Delivery of Yard KPI’s at >90%
* Transport of Reject Boards
* Transport and unloading of stickers and dunnage
* Minimize Damage and/or Contaminating (eg.Mud) Lumber
* WIP Yard Management & Organization.
 |
| Chips & Biomass Handling | * Over Flow Handling of Chips, Sawdust, & Shavings
	+ To Over Flow Pad Inventory
	+ From Pad Inventory to Various Truck Van Configurations
* Over Flow Handling of Bark
	+ To or From Designated Staging Area(s)
	+ From Log Infeed Cleanup
 |
| Yard Maintenance | * Loader
	+ Gravel Surface Blading
	+ Snow Plowing
	+ Patching
	+ Spreading Gravel
	+ Ice Removal
	+ Snow Winging
	+ Pulling Shoulders
* Snow Removal
* Sanding
* Yard Cleanup
* Scale Cleaning
* Comply with Landfill Management Plan
 |

General Services Specifications:

* The provision of all equipment, personnel, fuel and supplies as may be necessary to perform the Work.
* Provision for On-Site Lead Hand (Contractor Representative)
* It is expected that Work will be flexible enough to adjust to any schedule the RFP facility may choose to run upon sufficient notice. Not necessarily on a regular pattern.
* Prompt reporting to appropriate Company personnel of any safety or environmental incidents which occurs during, or is related to, the performance of Work. The Contractor shall complete a multi-cause investigation of all incidents.
* All operations on the Ignace RFP Site will be completed in accordance with Company's Policy, Standards, Rules and Procedures. It is Contractor's responsibility to fully understand and operate to these expectations.
* It is intended that all work arising in the normal operation and carrying out of this contract be paid for at the rates specified. For work not included in this contract, Contractor will be paid on a productive machine hour basis as substantiated with electronic data logging IGPS system agreed upon by Resolute and the Supplier, or on a per unit basis agreed to prior to the work commencing. A Company representative prior to the work commencing must approve all hourly work.
* All work carried out is subject to acceptance by a Company representative.
* The Contractor is expected to provide all necessary parts equipment and supplies. This does not include such things as culverts, road fabrics, sand, and gravels etc. which are the responsibility of Company.
* Provide 24 hour, 7 day per week coverage for the Resolute Ignace Mill Site and main access roads as required, or as directed by Company personnel.
* Maintain roads in such condition to permit all summer and winter access by the employee or vender traffic and heavy trucks, at safe operating speeds.
* Perform the Work on demand, in accordance with Work description and performance specifications set out herein and in valid Company procedures.
* Perform the Work, as directed by the Company on any day including Saturdays, Sundays or designated holidays.
* Have adequately sized equipment based at or near the Work area in order to perform the services.
* The Company reserves the right to allocate work where they deem to be the most appropriate under the circumstances at any given time.

Equipment Specifications:

* Model year 2015 or newer.
* All mobile equipment shall be equipped with appropriately sized amber rotary light and back-up alarms.
* Appropriately installed hand railing on mobile equipment where operators have to perform work on equipment >4’ off the ground.
* Tire chains or studs shall be provided when required (winter months).
* The machine shall have a two-way radio able to monitor the required frequencies.
* Fire extinguishers shall be attached to each piece of equipment used.
* All mobile equipment shall be equipped with functioning seatbelts that will prevent operation without their use.
* All mobile equipment shall be equipped with “Murphy Switches” on hydraulic tanks.
* A minimum availability of 95 percent shall be maintained. If major repairs are encountered, resulting in an extended shutdown, a suitable replacement machine of similar size shall be available for work within 24 hours.
* The machine shall be equipped with a properly functioning electronic data logging IGPS system agreed upon by Resolute and the Supplier.
* All mobile equipment shall be equipped with sufficient LED lighting for adequate visibility during none day light schedules.
* All mobile equipment shall be equipped with fire suppression systems that can be manually triggered from the operator cab or from the ground outside of the machine.

Operator Specifications:

* A driver’s abstract must be available for each employee so the Contractor and Company can verify valid driver’s licenses for all mobile equipment operators.
* Operators shall be experienced and capable of achieving Work quality and productivity standards acceptable to the Company.
* All trucks or other units used by Contractor in the performance of its obligations and duties pursuant to this Agreement shall be radio-controlled at Contractor’s expense. All radio units shall be kept in a good state of repair and shall be of a quality fully compatible with Company radio system.
* All units used by Contractor shall ensure compliance with vehicle speed and gross vehicle limits and any required vehicle inspection certificates are valid;
* Comply with any and all safety rules applicable on the mill site.

Quality Specifications:

* It is the Contractor's responsibility to know, understand, and adhere to the Company Quality Management System, Key Performance Indicators (KPI’s) and ensure that each employee does as well.
* The Contractor shall provide and maintain an inspection system acceptable to RFP covering the Work being performed.
* A complete record of all inspected Work performed shall be maintained and made available.
* RFP reserves the right to inspect the Work at all times and to its own standards.

Environmental Specifications:

* It is the Contractor's responsibility to know, understand, and adhere to the Company Environmental Management System and ensure that each employee does as well.
* At all times, Company expects Contractor to operate within this system, combined as well, with good judgment and utilization of experience.
* All Contractor employees involved in providing services shall be trained annually in the Company Environmental Management System.
* If, at any time a Contractor employee were to encounter a situation in which they are not sure of the correct interpretation or application of an operational control, which could lead to environmental damage, it is their responsibility to contact the contract supervisor who will in turn work with Company to clarify the situation.
* The Contractor shall be required to immediately report all environmental incidents to the Company. The Contractor shall complete a multi-cause investigation of the incident.
* Perform monthly, weekly or daily inspections of equipment, fuel tanks, and any other areas or devices as required by Ignace RFP.

Safety

* Contractor will provide the Company with a copy of their Safety Program. This program will list in detail Contractor's plans and action steps they will be performing to improve safety performance of their people and operation.
* The Contractor shall be required to immediately report all safety incidents to the Company. The Contractor shall complete a multi-cause investigation of the incident.
* Contractor will maintain an up-to-date new employee training procedure and follow this procedure when training the new hire.
* All employees must comply with Communication Canada regulations for proper two-way radio use. Furthermore, RFP expects professional radio conduct and has a zero tolerance policy for inappropriate use.
* All employees must go through a "Yard Orientation Program".
* Contractor will comply with all Federal, Provincial and Corporate Regulations and Policy:
* Any unsafe behavior or violations of safety rules, may be cause for corrective action. Contractor shall deliver performance management, at a minimum, to the same level as the Company would for its own employees.

**Work Item # 1**

The work consists of Log Handling pine/spruce/fir cut-to-length saw logs for the RFP Ignace log yard.

The pine/spruce/fir saw log wood flow is estimated at 480,000 cubic meters annually. The saw mill monthly estimated wood flow is between 30,000 and 45,000 cubic meters.

The Company requires the Contractor to:

* Ensure an average truck in yard time of <35 Minutes.
* Ensure >95% Logs are fed small end first to the barkers
* Ensure no mill downtime due to the log handling service
* Minimize Damage and/or Contaminating (eg. Mud) Logs
* Manage to a Closed Log Deck Inventory System
* Manage to First-In, First-Out Log Usage
* Remove Off-Spec Log Defects That Cause Mill Stoppages. Collect all relevant supplier information and report it to the Company immediately.
* Manage piece size distribute to the log decks.

**Work Item # 2**

The work consists of Lumber Handling for the RFP Ignace sawmill, kilns, and shipping groups.

The volume of rough green/dry lumber is estimated at full capacity of 120,000 MBF annually. The monthly estimated lumber handling is between 9,000 and 11,000 MBF.

The Company requires the Contractor to:

* Ensure an average lumber truck in yard time of <30 Minutes.
* Ensure all yard KPI’s are maintained at >90%
* Ensure no downtime due to the lumber handling service
* Ensure NO Damage and/or Contaminating of Lumber (eg. by minimizing equipment mud on packages)
* Manage to the Lumber Inventory System
* Manage to First-In, First-Out Log Usage
* Establish and maintain the most efficient and effective equipment cycling patterns.
* Handle dunnage and strap removal and placement at all points in the yard.

**Work Item # 3**

The work consists of Chips & Biomass Handling for the RFP Ignace sawmill, kilns, and shipping groups.

The pine/spruce/fir Chips are estimated at 60,000 ODMT annually. The sawmill monthly estimate is between 4,500 and 6,000 ODMT.

The Hog Material is estimated at 24,000 GMT annually. The sawmill monthly estimate is between 1,200 and 2,500 GMT.

The Sawdust Material is estimated at 8,500 ODMT annually. The sawmill monthly estimate is between 600 and 1,000 ODMT.

The Company requires the Contractor to:

* Ensure an average truck in yard time of <30 Minutes.
* Ensure chips are segregated by species.
* Ensure no cross contamination of product streams.
* Ensure no foreign material / debris contaminates the product streams (eg. Mud, Rock, Plastic, Steel, etc)
* Ensure no mill downtime due to the Chip or Biomass handling service
* Sift and load reclaimed hog material from clean-up activities under the sawmill log infeed.

**Work Item # 4**

The work consists of Yard Maintenance for the RFP Ignace sawmill, kilns, and shipping groups.

Housekeeping responsibility for, but not limited to, the log truck un-cabling station, trailer cleaning station, dunnage racks, scale, etc.