



2021 ANNUAL CONTRACT

# TENDER DOCUMENT

FOR

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**DISTRIBUTION VEGETATION MANAGEMENT  
BELIZE DISTRICT**

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Prepared by:  
**Belize Electricity Limited**  
Distribution Operations Department  
2½ Miles Philip Goldson Highway  
Belize City, Belize  
March 2021

Bidders will be required to fill out all three worksheets in the bidding schedule linked [here](#) and submit via email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) no later than 2:00 p.m. on Friday, April 30, 2021 and labelled:

**BID #2021-065 – Belize District Vegetation Management – Belize District**

**IMPORTANT DATES:**

- Expression of Interest - Tuesday, April 27, 2021
- Pre-bid Virtual Meeting – Wednesday, April 28, 2021
- Bid Due Date – 2:00 p.m. on Friday, April 30, 2021

## **TERMS OF BIDDING AND EVALUATION CRITERIA**

### **GENERAL**

#### **1 Scope of Bid**

1.1 This Distribution Vegetation Management Tender document will have Contractors (Bidders) specify a firm and fixed unit price for the completion of vegetation works. The expected list of duties to be perform is in the “Standard Contractor - Schedule of Price” below. The Company designed the Distribution Vegetation Management contract to address the vegetation needs of each Service Area (formally known as load centers). The scope of work are generated by a combination of an annual vegetation survey and Customer request receive throughout the years Two Thousand Twenty-One to Two Thousand Twenty-Three (2021 – 2023). A historic data sheet is affix in the tender package with the scope of works executed for each service center from 2016 to 2020, this data should provide each bidder with sufficient information for their price setting regiment. The annual scope of work will be establish with consideration of the bid winner’s unit prices provided for each item and the budget which BEL has allocated per Service Area. The works described by the “Standard Contractor - Schedule of Price” is not exclusive to the bid winner for the Service Area. BEL can utilize any other contractor to complete the same nature of works within the Service Area by means of the other company policies and procedures. All bidders MUST provide a unit price (without GST) for each item identified under the “Standard Contractor - Schedule of Price”. Each Bidder MUST indicate whether they pay GST and indicate whether they can complete each task on the price list. Clearly identity the Service Area you are interested in working for on the “Standard Contractor - Schedule of Price” form. A Contractor is allowed to bid for multiple Service Areas if he/she so choose, you must submit one (1) form with the associated prices per Service Area. Each bidder should consider the servicing of the entire geographic layout of the distribution network for each service area when structuring his or her unit price. The Service Area specific to this tender is Belize City Service Area, Ladyville Service Area.

#### **1.2 Intent of Tender**

The intent of this tender is to provide prospective bidders with sufficient information to prepare a bid. Following the receipt of the bid, Belize Electricity Ltd. (BEL) will evaluate and select the successful submission.

This Vegetation management tender does not contain an exhaustive list of the work to be performed. Bidders are, as a minimum, to submit proposals that include the noted work. Each proposal will be evaluated on its own merit. The lowest or any tender may not necessarily be accepted. BEL intends, if it accepts any tender at all, to base its decisions on criteria which BEL considers to be in its best interest. BEL is the sole judge of what is in its best interest. Any tender may be withdrawn at any time before acceptance at the option of the bidder.

### 1.3 **Contract**

BEL requires a signed contract between the Company and the successful bidder. Any tender may be withdrawn at any time before acceptance at the option of the bidder. After the contract is signed, it is mandatory that the contractor honor the contract within the specified time frame. Failure to comply may result in the job being passed over to another contractor.

## **PROPOSAL SUBMISSION AND INQUIRIES SUBMISSION**

### **2 Submission/Inquires**

2.1 Inquires related to this tender will be addressed in a pre-bid meeting scheduled on Wednesday, April 28, 2021. To express interest in attending this meeting please send an email to [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz) no later than 2:00 p.m. on Tuesday, April 27, 2021, stating your interest in attending the meeting. While this meeting is not mandatory, we strongly encourage you to attend. You will be provided with a link to attend a virtual pre-bid meeting shortly after you have expressed interest in attending the meeting. Email to express interest is as follows:

Email address: [bidsubmittal@bel.com.bz](mailto:bidsubmittal@bel.com.bz)

Subject of email: **BID # 2021-065 – EOI Belize District Vegetation Management**

### **3. Scope of Work**

3.1 Minimum Scope of Work

- A. The contractor should be able to provide the man power to do works within the given time and in a safe manner.
- B. The contractor should be able to provide the man power to do works within the given time and in a safe manner.
- C. All clearing shall be done in accordance with specifications as shown on the attached drawing. Only the areas specified in the scope of works for each job shall be cleared. Supervisors will designate all danger trees which shall be removed.
- D. Unless specified, all timber to be cleared shall be felled. The removal of Brush shall be in the manner so as to reduce the overall impact on the structure of the ground cover.
- E. Tree stumps should not be cut higher than four inches from the ground.
- F. All debris to be disposed are to be done only at approved landfill site. The cost to Tree Cut & Debris Removal is applicable to Cities and towns that those not allow the disposal of debris within the municipality i.e. Belize City and Belmopan City.
- G. The removal of Vegetation (to the Ground) from the base of the Distribution Structure is to be done manually with a machete. Pole Heels and Anchors are to be cleared to a radius of 6 ft. The project should delivered “**Broom Clean**”.

### 3.2 Owner’s/Contractor’s Provisions

- D. Contractors are to supply all services and equipment.
- E. BEL representatives will be available at all times to oversee the said works and address any questions/concerns during operations.
  - i. **General Liability Insurance**
  - ii. **Automobile and Third Party Insurance**
  - iii. **Employees Insurance**
- F. Once working along the road way the contractor should ensure that traffic control is put in place by means of cones, signs and flag persons when necessary.
- G. Land owners affected by the vegetation management program shall be notified by a BEL representative or designate prior to the clearing of Pole Heels, anchor clearing, cutting of trees or Line Clearing within the right-of-way (an easement constitutes a 15ft width of land along both sides of the center of the Distribution Lines as specified in the Right of Way).
- H. A tailboard conference must be done each day before any works get started. A BEL personnel will coach the contract to complete the tailboard at the start line clearing project.

- I. All communications will be carried out by the Company representative on site.

#### 4 Schedule of Prices

The table below lists the description of works for prospective jobs (per unit cost) for the respective Service Areas in BEL. Please verify all prices before submitting.

**The table below lists is per unit. Please include your all cost in your unit cost:**

<b>Contractor</b> (Print Name)	
<b>Company's Name</b> (if applicable)	
<b>Permanent business address</b>	
<b>Bid Number</b> (Service Area)	

<b>Description of Works</b>	<b>Unit</b>	<b>Price / Unit</b>	<b>Total cost / unit which includes any additional charges</b>
Line Clearing - Trained Vegetation per Acre	1		
Line Clearing - Virgin Vegetation per Acre	1		
Tree Cut - Small Tree	1		
Tree Cut - Medium Tree	1		
Tree Cut - Large Tree	1		
Tree Cut - Extra Large Tree	1		
Tree Trim	1		
Tree Trim & Removal of Debris	1		
Tree Cut - Small Tree & Debris Removal	1		
Tree Cut - Medium Tree & Debris Removal	1		
Tree Cut - Large Tree & Debris Removal	1		
Tree Cut - Extra Large Tree & Debris Removal	1		
Pole Heel Clearing	1		
Anchor Clearing	1		
Pole heel Spraying	1		
Anchor spraying	1		

## 5 Equipment

The Bidder must demonstrate that they will have access to the key Contractor's Equipment & Tools listed hereafter, in order to suffice the needs of each service area:

No.	Equipment Type and Characteristics	Minimum Number Required	Service Area
1	Tractor with bush hog attachment (access to )	1	All
2	Bulldozer (access to )	1	All
3	Machete	1	All
4	Chainsaw	1	All
5	Weed Wacker/Bush Cutter Trimmer	1	All
6	Pruning Tool/Tree Pruner	1	All
7	Extension Ladder	1	All
8	Pickup truck with a Trailers (removal of debris )	1	All

### 5.1 Forms for Equipment

The Bidder shall provide adequate information to demonstrate clearly that he/she has the capability to meet the requirements for the key equipment listed above. The Bidder shall provide all the information requested below.



Contractor  
Equipment log form

The following information shall be provided only for equipment not owned by the Bidder.

<b>Owner</b>	<b>Name of owner</b>	
	<b>Address of owner</b>	
	<b>Telephone</b>	<b>Contact name and title</b>
	<b>Fax</b>	<b>Telex</b>
<b>Agreements</b>	<b>Details of rental / lease / manufacture agreements specific to the project</b>	

**6 Man Power**

6.1 The Bidder must demonstrate that it will have the personnel for the key positions that meet the following requirements:

No.	Position	Total Work Similar Experience (Years)	In Similar Works Experience (Years)
1	Supervisor	5	5
2	Arborist – Tree Felling Expert	3	1
3	Landscaper – (Grass Cutter )	1	1
4	Ground Workers/Laborers	1	1

6.2 Forms for Personnel

Bidders should provide the names of a suitably qualified personnel to meet the specified requirements for the position of Supervisor only. The data on their experience should be supplied using the Form below for each candidate.

1.	Name: <b>Mr. John Doe</b>	Experience:
	Social Security Number: <b>000120012</b>	
	Title of position: <b>Supervisor</b>	
2.	Name:	Experience:
	Social Security Number:	
	Title of position:	
3.	Name:	Experience:
	Social Security Number:	
	Title of position:	



Employee Listing.pdf



## 7.0 DISCIPLINARY GUIDELINES

### Definitions

- A. Contract Manager – An authorize person/employee of BEL who invokes the hiring of the contractor and manages the contractual agreement between the contractor and BEL.
- B. Violation – Infringement of any term or condition of a Contract Document, including any failure to comply with environmental, safety or legislative rules and regulations.
- C. Verbal Warning – Any notification to the Contractor resulting from a Violation that is recorded on a “Contractor/Supplier Verbal Warning Form”.
- D. Written Warning – Any notification to the Contractor resulting from a violation that is in the form of a letter given to the Contractor.
- E. Financial Penalty – A fine in the amount of the difference between the pole contractor’s price and the price to get the project completed by a second contractor.
- F. User Department – The department of the Contract Manager that is responsible for the Work associated with a Contract.
- G. Disqualification – The removal of a Contractor from the BEL “Approved Supplier’s Listing” for a period of not less than one year from the Contract suspension date.
- H. Approved Supplier’s Listing – A list of suppliers who have successful completed BEL vetting process to execute specialized work for the company.

### Verbal Warnings

The Contract Manager’s Representative may issue a Verbal Warning to a Contractor for any failure to comply with a term or condition of a Contract Document. The Contract Managers Representative is to report all Verbal Warning to Procurement and Inventory to be recorded in the Supplier Database.

## **Written Warnings**

1. Where the issuance of a Verbal Warning is followed by repeated failure to comply with any of the terms or condition of a Contract Document, the Contract Manager's Representative may issue a Written Warning.
2. A Written Warning may also be issued where no Verbal Warnings have been issued, but in the Contract Manager's Representative's opinion, the seriousness of a Violation justifies a Written Warning.
3. A Written Warning may, in the Contract Manager's Representative's discretion, include a warning that any further Violation may result in a Financial Penalty, the Contract Manager's Representative is to report all written warnings to Procurement and Inventory to be recorded in the Supplier Database.

## **Financial Penalty**

1. If a contractor has been given a written warning containing a warning that any further Violation may result in a Financial Penalty, the Contract Manager's Representative is to report all Written Warning to Procurement and Inventory to be recorded in the Supplier Database.
2. A Financial Penalty may, in the discretion of the Contract Manager's Representative, be accompanied by written notification that any further Violation may result in Contract cancellation.

## **Contract Cancellation**

Where a Financial Penalty has been imposed on the Contractor, and the Contractor has been notified that further violations may result in Contract cancellation, the Contract Manager's Representative may, in consultation with Procurement and Inventory, cancel the Contract if a further Violation occurs.

## **Disqualification from the Approved Supplier's Listing**

1. When, following a Contract Cancellation, if the Violation is serious enough, in the opinion of Procurement and Inventory to warrant it, disqualification of the Contractor may result. A written decision shall be issued to the Contractor or Supplier setting out the reasons for disqualification. The Manager Procurement and Inventory and the User Department will jointly approve disqualification.
  
2. Disqualification of a Contractor may be imposed if any of the following conditions occur:
  - I. Serious breach of Contract indicating an unwillingness to perform a contract in accordance with the terms and conditions of Contract or specifications or a record of unsatisfactory performance of one or more Contracts in accordance with the terms and condition thereof or in accordance with the specifications or both.
  
  - II. Pending the outcome of an investigation into serious or multiple instances of poor performance, or until the Contractor meets conditions set for reinstatement; and
  
  - III. Repeated Violations after Verbal and Written Warnings and financial penalties have been imposed to the Contractor.
  
3. To be added back to the Approved Supplier's Listing, the Contractor would have to request reinstatement at the end of the suspension period. Reinstatement may be obtained when evidence of improvements satisfactory to the Contract Manager is provided and references are provided from successful projects completed during the suspension periods. Procurement and Inventory and the appropriate User Departments would review this request and the supporting documentation.

## **Permanent Disqualification from the Approved Supplier's listing**

Depending on the seriousness and the nature of the violation, a Contractor may be removed permanently from the Approved Supplier's Listing. A decision to remove a Contractor from the Approved Supplier's Listing will be made jointly by Procurement and Inventory Department and

the User Department. Permanent Disqualification of a Contractor may be imposed if any of, but not limited to, the following conditions occur:

- I. The Contractor or supplier or a director or official of the supplier or Contractor is convicted for a criminal offense relating to obtaining or attempting to obtain a Contract or subcontract; and
- II. The Contractor has offered gratuity to the Contract Manager in an attempt to gain a competitive advantage over other Contractors.

### **Temporary Disqualification from the Approved Supplier's listing**

A Contractor may be removed temporarily from the Approved Supplier's List in circumstances where the Contractor becomes temporarily unavailable to fulfil his obligations under this Agreement. The decision to remove a Contractor temporarily from the Approved Supplier's List will be made jointly by Procurement and Inventory Department and the User Department. Temporary Disqualification of a Contractor may be imposed if any, but not limited to, the following conditions occurred:

- I. The Contractor or supplier or a director or official of the supplier or contractor is charged for a criminal offence; and
- II. The Contractor is remanded in custody.

## **8.0 ADDITIONAL INFORMATION**

The attachment shows the specification for Easement Clearing for Distribution Lines. Kindly note that the axis may be displaced up to a maximum of 30'-0" towards the bushes, in the event that vegetation grows only on one side of the power lines.

All contractors should commence work within 3 days of notification, and complete the works within the time stipulated in the contract.

## **9.0 List of Attachments**

- I. Annex 4A is linked [here](#).
- II. Line Clearing Specifications is linked [here](#).