

Title: Equipment Contractors Registry

Policy No: 4004

Effective Date: July 28, 2015

Motion Number: 15.07.345

Supersedes Policy No: OP 07 & PW 10



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

Purpose: For the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rates specified by Greenview.

DEFINITIONS

ARHCA – Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster

Current – as per ARCHA, defines a model which was or is available as a new machine in the current or previous three (3) year(s)

Non-Current – as per ARCHA, is a model which is no longer current, but is commonly found on sites in Alberta doing production work

Previous – as per ARCHA, is older equipment that is generally no longer used for high production work

POLICY

1. All equipment related definitions and rates can be found in the previous fiscal year’s ARHCA.
2. Greenview will compile an annual list of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Greenview will have the option to accept and include Expressions of Interest for Previous equipment, if and when required.
4. When logistically and financially sound to do so, Equipment Contractors based within Greenview will be given preference with respect to hiring practices.
5. Equipment attachments will be paid, when in use, at the rates specified in the previous fiscal year’s ARCHA based on the equipment percentage rates set in this policy.
6. Equipment Contractors will submit completed Expression of Interest packages, agreeing to the financial and working terms and conditions set forth by Greenview.

7. Greenview Administration will review and adjust all Gravel Haul rates, as needed, subject to Council's approval, to reflect regional prices.
8. Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

PROCEDURE

1. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, as needed, subject to Council's approval, to reflect a percentage of the previous fiscal year's ARHCA.
2. As per the previous fiscal year's ARHCA definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment required at a rate of 89%, except for motor graders, which will be 75%.
3. Greenview will have the option to accept and include Expressions of Interest for Previous equipment if and when required.
4. Interested Equipment Contractors will be instructed to contact Greenview regarding when, where and how they can pick up and submit their Expression of Interest packages which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
5. Submissions must be sealed and post marked prior to the advertised Expression of Interest closing date.
6. Greenview reserves the right to disqualify incomplete Expressions of Interest.
7. The following considerations will be applied when hiring Equipment Contractors:
 - future availability, past work history with Greenview along with the cooperative record of the Equipment Contractors making equipment available to Greenview in times of need or difficult situations;
 - the experience of the operator as well as the suitability and condition of equipment;
 - the amount of hourly work the Equipment Contractors has received or is expected to receive from Greenview;
 - the location of the equipment in relation to the work site.
8. Upon opening of Expressions of Interest, Greenview will ensure that all Equipment Contractors have:
 - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - b) Supplied proof of Workers Compensation Coverage; and
 - c) Signed a Contractor's Safety Rule Book.
9. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview.
10. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting the project.
11. All Safety-related Incidents must be reported to the Greenview Project Supervisor.

12. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the Expression of Interest package.
13. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor.