

**Title: EQUIPMENT CONTRACTORS REGISTRY**

**Policy No: 4004**

**Effective Date: January 27, 2020**

**Motion Number: 20.01.49**

**Supersedes Policy No: None**



**Purpose:** The purpose is 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 rate and hiring process specified by Greenview.

**DEFINITIONS**

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

**Current** means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

**EOIP** means Expression of Interest package

**Long Job** means five (5) day minimum up to a twenty (20) day maximum per job.

**Non-Current** means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

**Previous** means older equipment that is generally no longer used for high production work, as per ARHCA.

**Short Job** means two (2) day minimum up to a five (5) day maximum per job.

**POLICY**

1. All equipment/attachments related definitions and rates can be found in the previous year’s ARHCA Rate Guide.
2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Only Equipment Contractors based within Greenview will be accepted on the Registry.
4. Equipment/attachments will be paid, only when in use, at the rates specified in the previous year’s ARHCA Rate Guide.

5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
6. All contractors must be in good standing with Greenview prior to the approval of their EOIP and/or prior to being hired after their EOIP has been accepted.
7. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
8. Greenview 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 reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any polices and/or legislation set forth in the EOIP.
2. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality work, reliability of equipment, safety record.
3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
4. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.
5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
7. Interested Equipment Contractors are encouraged to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
8. Submissions must be sealed and post marked prior to the advertised EOIP closing date, any submissions received after that date and time will not be accepted. EOIP's will be available on the last Friday of January of every year. The EOIPs are to be received at any Greenview office by the first Monday in March. On April 1<sup>st</sup> the Contractors days will reset and the new Registry will take effect.
9. Greenview reserves the right to disqualify any incomplete EOIP.
10. The Registry will entail the contractor owner's residential address and the business address with in the Municipal District of Greenview No. 16.
11. Upon opening of the EOIP, 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 Number; and
  - c) Signed Greenview's Contractor Handbook.

12. Base equipment must be owned and not rented, attachments can be rented if necessary with the approval of the Greenview Representative.
13. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of the previous year's ARHCA Rate Guide.
14. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment and maintenance motor graders.
15. Equipment Contractors who provide skid steers, motor scrapers, rock trucks, vacuum trucks, low beds to haul equipment or miscellaneous items will work on a Short job rotation. All other equipment will work on a Long job rotation. Greenview representatives have the right to release any contractor at any day in the best interest of Greenview operations.
16. Greenview representative will determine when the 20 day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 20 day of work at a time.
17. Travel time of one (1) hour per day will be paid (on trucking only) this is not at the Greenview's representative's discretion.
18. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview. Once a Contractor has committed to a job, if work is refused for any other reasons then breakdown or emergency the EOI person will reiterate that Greenview is requesting your equipment for our job now and we will not accommodate the Contractors schedule. The Contractor will be given one verbal warning and if a second time occurs the contractor will be given a written warning and removed from the EOI list for 1 year.
19. Contractors will submit their invoices with WCB and proof of insurance on the 15<sup>th</sup> and the 30<sup>th</sup> of the month to which Greenview has 30 days to make payment.