



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Equipment Contractors' Checklist

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- ☐ Have read and signed the *Instructions to Expression of Interest Package, Hiring Conditions, Greenview's Contractors Hand Book, Contractors Guide to the Freedom of Information and Protection of Privacy Act* included with Expression of Interest package.
  - ☐ Equipment Contractor Information completed on Greenview Expression of Interest Form ONLY. All information must be submitted on Greenview Forms **ONLY**
  - ☐ Equipment Contractor contact information must include the physical address of the company's base of operations
  - ☐ Description of equipment including attachments, Unit Number, Serial Number, Year, Make & Model, ARHCA guide group number, capacity
  - ☐ Proof of insurance
- ☐ *Contractor Safety Orientation Questionnaire and Acknowledgement* – (See Appendix II, III & IV in Greenview's Contractor Hand Book) completed and signed. SECOR & COR is optional.
  - ☐ *Pages 24-28 completed & signed*
  - ☐ *Quiz & Acknowledgement (Pages 29-32 completed & signed)*
  - ☐ Must *return pages 9, 12, 16, & 22 signed and initialled as required*
  - ☐ *Current WCB clearance letter, WCB Premium Rate Statement for current and prior two years*
  - ☐ *Sign and Return **one** copy of Hiring Conditions*
- ☐ Return sealed and COMPLETED Expression of Interest package addressed to **Operations** at one of the following Greenview offices by **March 16, 2021** before office closing time at 4:30 pm:
  - **Administration Office**, 4806-36 Avenue, P.O. Box 1079, Valleyview, T0H 3N0
  - **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, AB T0H 1X0
  - **Grande Cache Public Service Building**, 10002 Shand Avenue, Box 300, Grande Cache T0E 0Y0
  - **DeBolt Public Service Building**, 1115 Township Road 721A, Box 1079, Valleyview, T0H 3N0
- ☐ Contractor's name must be printed on the top left-hand corner of the return envelope
- ☐ Please do not staple any documents

**SUBMISSIONS MUST BE COMPLETE AS INDICATED ABOVE**