

Title: Equipment Contractor Registry

Policy No: 4004

Effective Date: January 24, 2023

Motion Number: 23.01.177

Supersedes Policy No: 4004

Department: Operations

Review Date: January, 2025



Legal References:

Prompt Payment and Construction Lien Act, R.S.A. 2000, c. P-26.4.

Cross References:

Policy 3016 "Safety Rules"
 Policy 3015 "Corporate Health and Safety"
 Policy 3014 "Contractors Safety"
 Policy 2004 "Employee Code of Conduct"

Purpose: For 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.

1. DEFINITIONS

- 1.1. **Administration Building** means the Greenview facility located at 4806 – 36 Avenue in Valleyview.
- 1.2. **ARHCA** means Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster.
- 1.3. **Base within Greenview** means an established location which is owned, leased, or rented from which the contractor is permitted to and does actively carry out business within the geographical boundaries of the MD of Greenview.
- 1.4. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview or designate.
- 1.5. **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.
- 1.6. **EOI** means Expression of Interest.
- 1.7. **EOIP** means Expression of Interest Package.
- 1.8. **EOIP Representative** means the Greenview employee primarily tasked with administering the tasks of calling and tracking EOI Contractor hiring.
- 1.9. **Greenview** means the Municipal District of Greenview No. 16.

- 1.10. **Long Job** means five (5) day minimum up to a twenty (20) day maximum per job.
- 1.11. **Non-Current** means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.
- 1.12. **Previous** means older equipment that is generally no longer used for high production work, as per ARHCA.
- 1.13. **Short Job** means two (2) day minimum up to a five (5) day maximum per job.
- 1.14. **WCB** means the Workers Compensation Board of Alberta.

2. POLICY STATEMENT

- 2.1. All equipment and attachment related definitions and rates can be found in the previous year's ARHCA Rate Guide.
- 2.2. 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.
- 2.3. Only Equipment Contractors with an active base of operations within Greenview will be accepted on the Registry.
 - A) For the purposes of this policy, based in Greenview includes contractors located in the towns of Fox Creek and Valleyview, as well as Sturgeon Lake Cree Nation.
- 2.4. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
- 2.5. All contractors must be in good standing with Greenview prior to the approval of their EOIP or prior to being hired after their EOIP has been accepted.
- 2.6. Greenview Council may adjust all Gravel Haul rates.

3. PROCEDURE

- 3.1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any polices, legislation, or instructions set forth in the EOIP.
- 3.2. The following considerations may apply when hiring Equipment Contractors:
 - A) Past performance and quality of work;
 - B) Operator experience;
 - C) Reliability of equipment; and
 - D) Safety record.
- 3.3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
- 3.4. Greenview reserves the right to release any operator or equipment due to abuse, harassment or belligerent behaviour.
- 3.5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.

- 3.6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
- 3.7. 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.
- 3.8. 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 February 1st, or the first business day thereafter if it falls on a weekend. The EOIPs are to be received at any Greenview Public Service Building or the Administration Building by March 15, or the first business day thereafter if it falls on a weekend. On April 1st the contractors' days will reset and the new Registry will take effect.
- 3.9. Greenview reserves the right to disqualify any EOIP that is returned incomplete or past the submission deadline.
- 3.10. The Registry will entail the contractor owner's residential address and the business' physical and mailing address within Greenview.
- 3.11. 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.
- 3.12. Base equipment must be owned and not rented. Attachments, including gravel trailers, can be rented, if necessary, with the approval of the Greenview Representative. Rented attachments may be subject to inspection for safety and suitability for work.
- 3.13. 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.
- 3.14. Equipment Contractors who provide skid steers, trucks, low beds to haul equipment or miscellaneous items may work on a Short Job rotation if it is in the best interest of Greenview's level of service. All other equipment will work on a Long Job rotation. Greenview representatives have the right to release any contractor when it is in the best interest of Greenview operations.
- 3.15. Greenview representative will determine when the 5 or 20-day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 5 or 20 days of work at a time.
- 3.16. Travel time of one (1) hour per day will be paid on trucking only.
- 3.17. Once a Contractor has committed to a job, if work is refused for any other reason, other than breakdown or emergency, the EOI person will reiterate that Greenview is requesting equipment for the job presently and the Contractors schedule may not be able to be accommodated. The Contractor will be given one verbal warning, if a second incident occurs the contractor will be given a written warning and will be removed from the EOI list for 1 (one) year.

- 3.18. Contractors must submit valid invoices accompanied with daily work tickets to accounts.payable@mdgreenview.ab.ca on the 15th and the 30th of the month to which Greenview has 28 days to make payment.
- 3.19. Contractors are to submit complaints & inquiries regarding not receiving calls for work or perceived unfairness in writing to the EOI Person, the project supervisor, or department manager.
- 3.20. Subcontracting by EOI Contractors is prohibited.