



**MUNICIPAL DISTRICT OF GREENVIEW**

# **EXPRESSION OF INTEREST PACKAGE (EOIP)**

**April 1, 2025 to March 31, 2026**



# MUNICIPAL DISTRICT OF GREENVIEW

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The Contractor acknowledges and agrees that the FOIP Act applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this Contract.

The Contractor is responsible for ensuring complete compliance of any of those persons for whom the Contractor is responsible at law (including, without limitation, any of its employees, sub-contractors, or agents) with all terms and conditions related to the FOIP Act, including, without limiting the generality of the foregoing, protection of privacy. In the event that the Contractor becomes aware of a breach of any of these terms or conditions, it shall notify Greenview immediately in writing.

No personal information may be collected by the Contractor, its employees, or agents unless the collection is authorized under this contract, or the collection is expressly authorized by Greenview in writing in advance of any collection taking place. No personal information shall be collected unless s32 of the FOIP Act is satisfied.

The Contractor shall not use, either directly or indirectly, records or personal information except for the expressed purpose of performing its obligations in the Contract. After the termination or expiry of the Contract, the Contractor, its employees, sub-contractors, and agents shall not use any records and personal information in relation to this Contract for any purpose.

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# MUNICIPAL DISTRICT OF GREENVIEW

## EOI Program Schedule

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**EOI Package is available:** February 1<sup>st</sup> or the first business day thereafter if it falls on a weekend.

**Submission due date:** March 15<sup>th</sup> or the first business day thereafter if it falls on a weekend.

**In 2025, the Expression of Interest package will be available Monday, February 3<sup>rd</sup> and the submission deadline is Monday, March 17<sup>th</sup> at 4:30 pm.**

**The EOI Program runs from April 1<sup>st</sup> to March 31<sup>st</sup>**

**Note:** On April 1<sup>st</sup> Contractors' days will reset and the new program will take effect.

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## EMERGENCY CONTACTS

FIRE DEPARTMENTS	Valleyview, DeBolt, Grovedale, Fox Creek, Grande Cache	911
TO REPORT FOREST FIRES		310-FIRE(3473)
RCMP	Valleyview	911 780-524-3343
	Fox Creek	911 780-622-3580
	Grande Cache	911 780-827-3344
	Grande Prairie	911 780-830-5700
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 780-538-7100
	Grande Cache	911 780-827-3701
	Fox Creek	911 780-622-3545
ALBERTA HEALTH Link 24 Hours		1-866-408-LINK(5465)
AMBULANCE		911
POISON CONTROL CENTER		1-800-332-1414 or Calgary 1-403-944-1414
ALBERTA ENVIRONMENT AND PROTECTED AREAS		1-800-222-6514
CHEMICAL SPILLS-CANUTEC		1-613-996-6666
CALL BEFORE YOU DIG	Alberta One Call	1-800-242-3447
Municipal District of Greenview	All Departments	1-780-524-7600
	AFTER HOURS EMERGENCY	1-866-524-7608
ENVIRONMENTAL SERVICES & REGIONAL LANDFILL	Manager	1-780-524-7638
FACILITIES MAINTENANCE	Manager	1-780-524-7609
AGRICULTURE SERVICES	Manager	1-780-524-7658
REGIONAL FIRE CHIEF		1-780-524-7628
CONSTRUCTION & ENGINEERING	Manager	1-780-524-7610
OPERATIONS	Manager	1-780-524-7616
HEALTH AND SAFETY COORDINATOR EAST		1-780-552-4404
HEALTH AND SAFETY COORDINATOR WEST		1-780-552-4253
HEALTH AND SAFETY COORDINATOR SOUTH		1-780-783-0151

## DEFINITIONS

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**ARHCA** – Greenview Council’s approved Alberta Road Builders and Heavy Construction Association’s Equipment Rental Rates Guide & Membership Roster.

**Base Equipment** – Equipment with the ability to have an attachment.

**Base within Greenview** - 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.

**BLF** - Basic Loading Factor.

**CAO** - The Chief Administrative Officer of Greenview or designate.

**Competent Worker** - A person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

**Contain** - To have, hold, control, or restrain.

**Contractor/Subcontractor** - A person, partnership, or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a worksite.

**COR** - (Certificate of Recognition) An Occupational Health and Safety Accreditation Program that verifies a fully implemented safety and health management system which meets national standards.

**Council-approved** – The version of the Alberta Road Builders and Heavy Construction Association’s rate guide applied by Greenview Council for contractor hiring.

**Crew Truck** – A contractor-supplied vehicle to transport workers to the job site. Also, refer to Schedule “A” which states “crew truck rate includes the driver, equipment operator, and/or labourers.”

**CSA** - Canadian Standards Association.

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

**Dangerous Work** - Any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.

**Eliminate** - To completely remove or get rid of something from consideration.

**EOI** - Expression of Interest.

**EOIP** - Expression of Interest Package.

**EOIP Representative** – The Greenview employee primarily tasked with administering the tasks

## DEFINITIONS

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of calling and tracking EOI Contractor hiring.

**ERP** - Emergency Response Plan.

**FLHA** - Field Level Hazard Assessment.

**FOIP** - Freedom of Information & Privacy.

**Good Standing** - The status of being compliant with all requirements of this Agreement, the Contractor Hiring Program, and the Municipal District of Greenview No. 16.

**Greenview** - Means the Municipal District of Greenview No. 16.

**Hazard** - A situation, condition or thing that may be dangerous to the safety or health of workers.

**Hazard Assessment** - an assessment made in accordance with Sections 7 & 21 of the Alberta OHS Code; a written process to recognize existing and potential Hazards at work before they cause harm to people or property.

**HSE** - Health, Safety and Environment.

**Imminent Danger** - Any dangerous conditions that are not normal for a job.

**Incident** – An occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities.

**ISO** - (International Standard Organization) Defined as the international standard that specifies requirements for a quality management system. Organizations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements.

**Isolation of Hazardous Energy** - Isolating the system from its primary power source and residual energy.

**JHA** - Job Hazard Assessment.

**Legible** - Clear enough to read.

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

**Near-Miss** - A narrowly avoided collision or other incident.

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

**Owner** - A person who is registered under the Land Titles Act as the owner of the land where work is being carried out or may be carried out. An owner may enter into an agreement making another person responsible for meeting the owner's obligations under the OHS legislation.

## DEFINITIONS

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**OHS** - Occupational Health & Safety.

**OHS&E** – Occupational Health, Safety and Environment.

**Orientation** – Delivering relevant information to workers so that they can efficiently and safely perform required tasks.

**Poor Housekeeping** - Untidiness, disorder, poor storage of materials and stock.

**PPE** - Personal Protective Equipment.

**Policy** - A course or principle of action adopted or purposed by a government, party, business, or individual.

**Powered Mobile Equipment** - Any equipment that is a self-propelled machine that assists in the movement or transport of a worker's materials or provides a work platform for workers.

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

**Prime Contractor** - A person/organization with the role of coordinating, organizing, and overseeing the health and safety activities of multiple employers and self-employed persons on a single worksite. In accordance with Section 3 of the Alberta Occupational Health & Safety (OHS) Act, the Contractor, employer or any other person who enters into an agreement with the Owner of the work site can be the Prime Contractor, or if no agreement has been made, the Owner of the work site is the Prime Contractor.

**Procedure** - Established or official way of doing something.

**Rain Out Day** – Day of Active work suspended due to rain and/or poor weather conditions. Contractor must be physically on work site prior to being released from work by site foreman. Also refer to Schedule "A" which states "Rainout days paid 3 hours maximum, and crew truck paid out at ½ day rate."

**Reduce** - To make smaller or less in amount, degree, or size.

**Revise** - To re-examine and make alterations to. To modify or make changes to the sequence of steps.

**SECOR** – (Small Employer Certificate of Recognition) for businesses with 10 or fewer employees.

**Short Job** – Two (2) days up to a five (5) days maximum per job.

**SDS** - Safety Data Sheets.

**SMS** - Safety Management System.

**WCB** - The Worker's Compensation Board of Alberta.





# MUNICIPAL DISTRICT OF GREENVIEW

## Highlights and What's New

- **The Expression of Interest Package** must be signed by the owner(s) of the company only. In the case of a partnership, all parties must sign the Expression of Interest form. In the case of a corporation, the Expression of Interest form must be signed off by an officer of the company and an official company seal affixed.
- **Please note:** Equipment Contractor Policy 4004 subsection 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.

If a matter is not resolved, a contractor may advance their complaint to the next level of management.

- Certain definitions have been revised to align with established policies.
- The Greenview Contractor Handbook has been removed from the Expression of Interest Package and is now a separate, stand-alone document. However, it remains a mandatory requirement.
- Greenview shall have the right to change policies, rates, and conditions. Contractors will be notified by the email address provided in their Expression of Interest package submission. Reasonable timelines will be set for acknowledgement of changes. Additional documents shall become addenda to the agreement and shall form part of this agreement.
- Greenview requires a Certificate of Insurance naming The Municipal District of Greenview No. 16 as additional insured to be submitted as part of the contractor's Expression of Interest Submission.
- Invoices must be submitted within 30 days from job completion and/or the 15<sup>th</sup> and the 30<sup>th</sup> of the month. Failure to do so will result in suspension from EOI call list until invoices are received.
- A copy of the Council-approved ARHCA Equipment Rental Rates Guide will be available for viewing at one of the following Greenview offices:
  - **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, Grande Cache T0E 0Y0
  - **DeBolt Public Service Building**, 1115 Twp Rd 721A, Box 1079, Valleyview, T0H 3N0
- Equipment rates not specified in ARHCA for equipment listed will be sent to ARHCA requesting a response identifying the appropriate rate. If ARHCA does not provide a rate for the equipment, then the rate will be arranged with the Contractor based upon information available in the ARHCA rate guide for similar equipment.

- If a Contractor commits to a job and is not on-site at the scheduled start time without prior communication and agreement from Greenview's representative, Greenview reserves the right to release the Contractor from the job and replace equipment. Demob costs will be the responsibility of the Contractor in this instance.
- Labour crews must arrive at the worksite equipped with all tools that are considered incidental to the job/work i.e., impact wrenches, shovels, etc. Greenview will not pay extra for incidental tools required to perform the job.
- **ARHCA** – Alberta Road Builders and Heavy Construction Association's Council-approved Rate Guide for equipment rental.
- **Base Equipment** – Equipment with the ability to have an attachment.
- **Crew Truck** – A contractor-supplied vehicle to transport workers to the job site. Also, refer to Schedule "A" which states "crew truck rate includes the driver, equipment operator and/or labourers."
- **Rain Out Day** – Day of Active work suspended due to rain and/or poor weather conditions. Contractor must be physically on work site prior to being released from work by site Supervisor. Also refer to Schedule "A" which states "Rainout days paid 3 hours maximum, and crew truck paid out at ½ day rate."

## EOI Fact Sheet

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- All requested information must be completed in the Expression of Interest Packages. (EOIP)
- **Invoicing**  
Contractors will submit their invoices on the 15th and the 30th of the month, to which Greenview has 28 days to make payment.
  - Submit invoices with a copy of legible daily tickets to the accounts payable department via email at [Accounts.Payable@mdgreenview.ab.ca](mailto:Accounts.Payable@mdgreenview.ab.ca). The name of the on-site supervisor must be clearly marked on all invoices.
  - Invoices must be submitted within 30 days from job completion and/or the 15<sup>th</sup> and the 30<sup>th</sup> of the month. Failure to do so will result in suspension from EOI call list until invoices are received.
  - Haul cards to be submitted to onsite Supervisor or designate only.
  - Greenview will not accept or condone any borrowed, rented or subcontracted base equipment.
  - Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof.
- **Order of equipment listed in the EOI will be by date & time packages are received by Greenview that are fully completed and not missing any requirements.**
- The EOI list system is determined by the company's base of operations address.
  - Applicants must have a base of operations located within the boundaries of the MD of Greenview, including the Town of Fox Creek, Town of Valleyview, and Sturgeon Lake Cree Nation.
- **Pick up and Submission of EOIP**  
EOIP's may be downloaded at:  
<https://mdgreenview.ab.ca/departments/operations-services/operations/>  
EOIP's may be mailed if requested, or you may pick them up at one of the following Greenview offices:
  - **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, Grande Cache T0E 0Y0
  - **DeBolt Public Service Building**, 1115 Twp Rd 721A, Box 1079, Valleyview, T0H 3N0

Submit your sealed EOIP marked to Operations **by 4:30 pm on March 15, 2025**, or the first business day thereafter if it falls on a weekend to one of the Greenview offices listed above.

**Any submissions received after that date will not be accepted.**

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**Travel Time (trucking only)** is (1) one hour per day. (i.e.) Gravel trucks and water trucks.

- **Current/Non-Current Equipment-**
  - **Current** defines a model that was or is available as a new machine in the Council-approved ARHCA.
  - **Non-Current** is a model that is no longer current but is commonly found on sites in Alberta doing production work.
  - **Long Job** means a twenty (20) day maximum per job.
  - **Short Job** means a five (5) day maximum per job.
- Requesting equipment (excluding gravel trucks)- when managers, supervisors and day labour supervisors are requesting equipment, they are required to include the minimum and maximum model size or the group category range within the Council-approved ARHCA equipment book for the requested equipment to complete the job.
- Equipment will be paid from the Council-approved ARHCA Rates.
- Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.

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- Your company's WCB Premium Rate Statement for the current year and the prior two years is a requirement, and it must be included.
  - SECOR and COR components of the Contractors Handbook are recommended, but they are not required.



# MUNICIPAL DISTRICT OF GREENVIEW

## Schedule “A” 2025/2026 Greenview Equipment Contractor Registry Rates

Stockpile – Haul Distance of 60 km or greater	\$0.20 tonne/km plus \$1.00 BLF
Stockpile FTR – Haul Distance 60 km or greater	\$0.22 tonne/km plus \$1.00 BLF
All Equipment & Trucks	100% of Council-Approved ARHCA
Labourer	\$48.00 per hour
Chainsaw Labourer	\$55.00 per hour
Crew Truck	\$170.00 per day*
<b>Council-Approved ARHCA Rates – Gravel Trucks</b>	
Tandem Axle Dump Truck	\$152.00 per hour
Tri-Axle Dump Truck	\$173.00 per hour
Tandem Axle Dump Truck c/w Tandem Axle Pup	\$208.00 per hour
Tandem Axle Dump Truck c/w Tri-Axle Pup	\$212.00 per hour
Tandem Axle Dump Truck c/w Tri-Axle Wagon	\$217.00 per hour
Tandem Axle Dump Truck c/w Quad Wagon	\$227.00 per hour
Tri-Axle Dump Truck c/w Tandem Axle Pup	\$230.00 per hour
Tri-Axle Dump Truck c/w Tri-Axle Pup	\$234.00 per hour
Tri-Axle Dump Truck c/w Quad Wagon	\$249.00 per hour
Tandem Axle Semi-Tractor c/w Tandem Axle End Dump	\$197.00 per hour
Tandem Axle Semi-Tractor c/w Tri-Axle End Dump	\$204.00 per hour
Tandem Semi-Tractor c/w Tandem Axle End Dump & Tandem Axle Pup	\$220.00 per hour
Tandem Semi-Tractor c/w Tri-Axle End Dump & Tandem Axle Pup	\$227.00 per hour
Tandem Semi-Tractor c/w Tandem Axle Clam Dump or Belly Dump	\$197.00 per hour
Tandem Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$204.00 per hour
Tri-Axle Semi-Tractor c/w Tandem Axle End Dump	\$219.00 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle End Dump	\$226.00 per hour
Tri-Axle Semi-Tractor c/w Tandem Axle Clam or Belly Dump	\$219.00 per hour
Tri-Axle Semi-Tractor c/w Tri-Axle Clam or Belly Dump	\$226.00 per hour
Semi Tractor c/w Tri-axle End Dump or Tandem-axle pup	\$224.00 per hour
45-ton Picker Truck w a triaxle picker trailer	\$375.00 per hour

- All equipment base rates will be taken from the Council-Approved ARHCA rates guide at 100% unless otherwise mentioned and are subject to change.
- Equipment will only be paid for the hours worked. Contractors are not to charge for breakdowns, lunch breaks, etc.
- Rainout days paid 3 hours maximum, and crew truck paid out at ½ day rate.
- Travel time (on hourly trucking only) is one (1) hour per day. (i.e.) gravel and water trucks
- Gravel trucks and water trucks operating on the Forestry Trunk Road will be compensated an additional \$10.00 per hour.

\*Crew truck rate includes the driver, equipment operator, and/or labourers travel time



# MUNICIPAL DISTRICT OF GREENVIEW

## Schedule "A" 2025/2026 Greenview Equipment Contractor Registry Rates

Council-Approved ARHCA Rates – Water Trucks	
5,464 – 6,825 Litres	\$117.00 per hour
6,826 – 8,417 Litres	\$123.00 per hour
8,418 – 10,920 Litres	\$135.00 per hour
10,921 – 13,650 Litres	\$147.00 per hour
13,651 - 16,380 Litres	\$165.00 per hour
16,381 – 19,110 Litres	\$186.00 per hour
19,111 – 21,840 Litres	\$204.00 per hour

Water trucks will be compensated up to maximum capacity listed in the Council-Approved ARHCA Rental Rate Guide unless it is required to haul at a higher legal capacity.



# MUNICIPAL DISTRICT OF GREENVIEW

Agreement #: AG-25 E \_\_\_\_\_

## Expression of Interest Agreement

All equipment-related definitions and rates can be found in the Council-Approved 2024 Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster (ARHCA).

1. Expressions of Interest will only be accepted when submitted on the attached "EXPRESSION OF INTEREST" form(s). All requested information **MUST** be provided. Any changes or corrections to the information provided must be initialed by the Equipment Contractor prior to submission.

Additional forms, if required, may be obtained at the following Greenview Facilities:

Administration Building (Valleyview), Public Service Building (Grovedale), Grande Cache Public Services Building, DeBolt Public Service Building and at

<https://mdgreenview.ab.ca/departments/operations-services/operations/>

Original photocopied forms will be acceptable. Information submitted that is not on Greenview forms **WILL NOT BE ACCEPTED.**

2. Company or owner/operator equipment must provide proof of insurance for each piece of equipment submitted. Equipment identifications such as make, model, year and ARHCA guide group number for each unit must be listed. Serial numbers are required for all base equipment.

Base equipment must be owned by the EOI applicant and not rented. Attachments can be rented, if necessary, with the approval of the Greenview Representative. Attachments allowed with approval include, but are not limited to, gravel trailers, excavator attachments, etc. Greenview will not pay for any time to pick up or return rental attachments.

Labour Crews must arrive at the worksite equipped with all tools that are considered incidental to the job/work i.e., impact wrenches, shovels, etc. Greenview will not pay extra for incidental tools required to perform the job.

3. **List all owned attachments (dozer, scraper, etc.) available for use with each base unit. Attachments will be added as required at the Manager of Operations' discretion or their designate. Attachments will be paid according to the ARHCA guide and as per Policy 4004. Please note Expressions of Interest are for standard machines only. All non-standard attachments will be paid as specified in the Council-approved ARHCA guide.**

Equipment attachments will **only** be paid when in use for hours approved on daily time tickets at the rates specified in the ARHCA guide based on the equipment percentage rates set in Policy 4004.

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Rates include Equipment Contractors wages, Workers' Compensation Board coverage, insurance, fuel, oil, repairs, servicing, administrative fees, and all other costs associated with owning and operating equipment.

4. **The Expression of Interest Package must be signed by the owner(s) of the company only.**
5. **In the case of a partnership, all parties must sign the Expression of Interest form. In the case of a corporation, the Expression of Interest form must be signed off by an officer of the company and an official company seal affixed.**
6. The "EXPRESSION OF INTEREST" forms must be returned in the sealed envelope marked "EXPRESSION OF INTEREST," addressed to the **Manager of Operations** at one of the following Greenview offices by **March 15, 2025, or the first business day thereafter if it falls on a weekend.**
  - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
  - **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, T0H 1X0
  - **Grande Cache Public Service Building**, 10002 Shand Avenue, Box 300, Grande Cache, T0E 0Y0
  - **DeBolt Public Service Building** (Open Wednesday & Thursday only), 1115 Township Road 721A, PO Box 1079, Valleyview, T0H 3N0

**CLOSING DATE FOR SUBMISSIONS IS MARCH 15, 2025, or the first business day thereafter if it falls on a weekend, AT OFFICE CLOSING TIME (4:30 pm)**

7. Sufficient proof of the company's base within Greenview (physical address) may be requested – i.e., corporate documents of company ownership and title or lease agreement. Site inspections of the company's operations may be requested to verify compliance.
8. Greenview does not assume responsibility for any errors or misunderstandings that may result from the Bidder requesting rental rate information from the "The Alberta Roadbuilders Heavy Construction Association, Council-approved Equipment Rental Rates and Membership Roster".
9. Mailed Expression of Interest submissions must be sealed and postmarked prior to the advertised Expression of Interest closing date and time. All other submissions of the Expression of Interest package will be required to be received prior to the closing date and time as advertised.
10. Greenview reserves the right to disqualify any Expression of Interest packages that are incomplete after the closing date.
11. **Subcontracting by EOI Contractors is prohibited.**
12. **HIRING PROCEDURES**

The following considerations may apply when hiring an Equipment Contractor: past performance, operator experience/quality of work, reliability of equipment, safety record as per policy 4004.

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## MUNICIPAL DISTRICT OF GREENVIEW

Greenview is not obligated to leave voice messages when contractors are unable to answer their phone. At the discretion of the EOI position, the call order may skip contractors who miss phone calls during regular business hours.

Order of equipment listed in the EOI will be by date & time packages are received by Greenview that are fully completed and not missing any requirements.

Greenview reserves the right to release or remove from the list any operator and/or equipment due to abuse, discrimination, harassment and/or belligerent behaviour.

### 13. 5/20-DAY CAP

The **5/20-day cap** on equipment hired by Greenview applies to Short Job (5) or Long Job (20) rotation.

- If the 5/20-day cap expires on a piece of equipment from EOI list and there is no other equipment available, then this piece of equipment can stay on that project up to an additional 5/20 days if required.
- Greenview representatives will determine when the 5/20-day cap can and will be used in Greenview's best interest.
- Greenview does not guarantee 5/20 days of work. Equipment may be released at any time, at the discretion of the supervisor.

Equipment Contractors who provide skid steers, vacuum trucks, low beds to haul equipment, or miscellaneous items may work on a short job rotation (5-day max). All other equipment will work on a long job rotation (20-day max). Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.

### 14. ACCEPTANCE OF THE EOI PACKAGE

The acceptance of the EOI package submitted by the Equipment Contractor must be reviewed and approved by Greenview. Acceptance of the Expression of Interest package does not guarantee that equipment submitted will be hired.

### 15. THE EQUIPMENT CONTRACTOR SHALL

- a) Ensure that all materials and equipment are cleaned and disinfected to be free of weeds, weed seeds and pests prior to entry and departure of the project site.
- b) Provide any or all units and attachments quoted when requested by Greenview, if available.
- c) Maintain the equipment in good working condition for the duration of the project.
- d) Supply suitably trained, qualified and skilled operators.
- e) No equipment shall be removed from the project site without prior notification and approval from Greenview.

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- f) Ensure that all equipment remains on Greenview Road right-of-way or property when loading/unloading equipment or gravel truck turnarounds.

**Trespassing on private property is not permitted.**

- g) If there is a concern regarding the worksite, the contractor shall first seek to report it through discussion with the Project Supervisor. If the Supervisor does not resolve the concern, the contractor should advance the matter in writing by reporting their concern to the Manager or Director who is responsible for the worksite.
- h) **Equipment Contractor Registry Policy 4004: subsection 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.**  
If a matter is not resolved, a contractor may advance their complaint to the next level of management.
- i) Contractors must be in good standing with Greenview to be considered for calls for work from the EOI registry.
- j) Provide vehicle tare weights (List on the equipment info sheets) prior to each job if requested by Greenview.
- k) Haul to capacity within legal limits.
- l) Agree that water trucks will be compensated up to maximum capacity as listed in the Council-approved ARHCA Rental Rate Guide unless it is required to haul at a higher legal capacity.
- m) Provide accurate information regarding all required aspects of equipment.
- n) Be responsible to arrive on time at location with requested equipment which may not be substituted unless approved by Greenview.

**Failure to comply with the above may result in termination of hire by Greenview. If the Contractor's EOI submission is terminated, the Equipment Contractor shall arrange and be responsible for the cost of removing hired equipment from the job site.**

### 16. EQUIPMENT BREAKDOWN AND REPLACEMENT

In the event of equipment breakdown, the Equipment Contractor may replace the unit with a similar unit with prior approval by Greenview. The replacement unit will be paid at the same ARHCA rate quoted for the original unit or at the replacement unit's ARHCA rate, whichever is less. The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment breakdown and replacement. Once committed to a job, the base unit may not be hired for any other projects until the initial job is complete and/or the day cap has been reached.

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### 17. EQUIPMENT UPGRADING AND REPLACEMENT

If the Equipment Contractor chooses to upgrade their equipment on a job site with a newer, similar unit, they may do so with prior approval by Greenview. The replacement unit will be paid at the same ARHCA rate quoted for the original unit for that job.

The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment upgrading and replacement. If the replacement unit cannot be provided in a timely manner as determined by the project supervisor, Greenview reserves the right to release the unit from the job.

### 18. INSURANCE

The Equipment Contractor shall, at their own expense and without limiting their liabilities herein, ensure their operations under a contract of either Comprehensive or Commercial General Liability, with an insurer licensed in Alberta, in an amount not less than **\$2,000,000.00** inclusive per occurrence (annual general aggregate, if any, not less than **\$2,000,000.00**) insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability, products and complete operations liability, operation of attached equipment and towing/on-hook coverage and employees as additional insureds.

Where applicable, the Equipment Contractor shall maintain Cargo Legal Liability Insurance Coverage in an amount not less than **\$50,000** per occurrence.

The Equipment Contractor shall maintain automobile liability on all vehicles owned, operated, or licensed in the name of the Equipment Contractor in an amount not less than **\$2,000,000.00**.

A Certificate of Insurance naming The Municipal District of Greenview No. 16 as additional insured, shall be provided with the EOI submission. The policy shall be endorsed to provide Greenview with not less than 30 days advance notice of cancellation or material change restricting coverage.

### 19. WORKERS COMPENSATION

The Equipment Contractor shall, at their own expense, provide and maintain Worker's Compensation Coverage for themselves and all their employees during the term of employment with Greenview.

The Equipment Contractor must provide Greenview with proof of an active Worker's Compensation account as well as, their employer premium rate statement for the previous 2 years if applicable when submitting their package.

WCB clearance letters are not required with invoices. Greenview monitors daily WCB reports to verify that contractors have active WCB accounts.

If Greenview becomes aware that a Contractor is working on a Greenview jobsite without active

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## MUNICIPAL DISTRICT OF GREENVIEW

WCB coverage, for any reason, that Contractor will be suspended from all Greenview job sites for one (1) week (7 consecutive days), will be removed from the job they are on, and reset in the call order.

Each Contractor's responsibility is to ensure they have both an active and valid WCB account relevant to the industry and work they are performing. If a Contractor does not have the appropriate coverage, they will be considered as not having coverage.

Each Contractor's responsibility is to ensure their WCB payments are made on time.

### **20. GREENVIEW AUTHORITY**

Greenview has the authority to regulate and direct hours, locations, and nature of the work. Greenview has the authority to suspend the work.

Upon receiving notice to suspend work, the Equipment Contractor shall immediately stop working and shall not remove any equipment from the job site without permission by Greenview.

The Equipment Contractor shall not have any claim for compensation or damages against Greenview for any suspension, stoppage, hindrance, or delay of the work from any cause whatsoever.

### **21. EQUIPMENT CONTRACTOR'S DUTY AND IDEMNIFICATION**

The Equipment Contractor and all persons under their direction and management, has a duty to use due care to ensure that no person is injured, or property damaged throughout the duration of work and will at their own expense make such provisions as may be necessary to avoid any such injury or damage.

The Equipment Contractor will indemnify and hold harmless Greenview, its employees, and agents from any and all claims, demands, actions and costs whatsoever that may rise directly or indirectly out of any action or omission of the Equipment Contractor their employees or agents in the performance of the work.

### **22. OCCUPATIONAL HEALTH AND SAFETY**

The Equipment Contractor will familiarize themselves, their employees, and agents with the safety-related terms of the Expression of Interest. Equipment Contractors and their employees are required to complete a **mandatory** Greenview safety orientation as well as complete or review the site-specific hazard assessment prior to starting the project. All safety-related Incidents must be reported to Greenview immediately.

### **23. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)**

The Equipment Contractor acknowledges and agrees that the Freedom of Information and Privacy (FOIP) Act applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this EOIP.

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## MUNICIPAL DISTRICT OF GREENVIEW

The Equipment Contractor recognizes the responsibility of Greenview in relation to the FOIP Act and will not handle any Records or Personal Information except in accordance with Greenview's duty under the FOIP Act.

The Equipment Contractor is responsible for ensuring complete compliance of any of those persons for whom the Equipment Contractor is responsible at law (including, without limitation, any of its employees, subcontractors, or agents) with all terms and conditions related to the FOIP Act, including, without limiting the generality of the foregoing, protection of privacy. In the event that the Equipment Contractor becomes aware of a breach of any of these terms or conditions, it shall notify Greenview immediately in writing.

The Equipment Contractor must ensure that each party for whom it is responsible at law is aware of the requirements of the FOIP Act in the discharge of the EOIP.

No personal information may be collected by the Equipment Contractor, its employees, or agents unless the collection is authorized under this EOIP, or the collection is expressly authorized by Greenview in writing in advance of any collection taking place. No personal information shall be collected unless s32 of the FOIP Act is satisfied.

The Equipment Contractor must collect personal information in accordance with the FOIP Act and Regulations.

The Equipment Contractor shall not use, either directly or indirectly, Records or Personal Information except for the express purpose of performing its obligations in the EOIP. After the termination or expiry of the EOIP, the Equipment Contractor, its employees, subcontractors, and agents shall not use any Records and Personal Information in relation to this EOIP for any purpose.

### 24. SAFETY POLICY AND PROCEDURES

Greenview enforces its own safety policy and procedures. Equipment contractors must adhere to "***Greenview's Contractor's Handbook.***" Please complete the questionnaire in the back of the booklet, date and sign the acknowledgment and return with your Expression of Interest package. **Expressions of Interest received without this acknowledgment will be considered incomplete.** Equipment Contractors with more than one piece of equipment are only required to submit one Safety Acknowledgment.

Please contact Greenview for any safety related support required at [safety@mdgreenview.ab.ca](mailto:safety@mdgreenview.ab.ca).

**Greenview and Alberta Occupational Health and Safety encourage Equipment contractors to have a written safety policy and safety procedures manual. For more information on establishing this type of program, contact:**

**Occupational  
Health & Safety  
1.866.415.8690**

All Equipment and all work shall meet all current safety regulations contained in the Expression of Interest package.

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## MUNICIPAL DISTRICT OF GREENVIEW

### 25. POLLUTION AND ENVIRONMENTAL CONTROL

It is the Equipment Contractor's responsibility to familiarize themselves with the applicable legislation and regulations concerning pollution and environmental control, obtain all necessary permits and approvals and conduct their operations according to the legislation and regulations.

The Equipment Contractor will be responsible for any pollution or environmental damages. If they fail to do so, Greenview may, without further notice, arrange the clean-up at the sole expense of the Equipment Contractor.

### 26. PAYMENT

The Equipment Contractor will submit their invoices on the 15th and the 30th of the month, or upon completion of the project which the contractor was hired for. The Equipment Contractor has 30 days from the previously stated dates to submit a valid invoice. Greenview has 28 days to make payment upon receipt of valid invoice. Failure to submit invoices within the timeline will result in being suspended for the EOI call list until the situation has been rectified. The hired company/operator will submit to the Supervisor **LEGIBLE** daily time tickets/haul cards for approval and signature. Supervisors may terminate Equipment Contractor that does not adhere to this requirement or refuse to provide the legible documentation as requested by the Supervisor.

Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof.

Equipment rates not specified in ARHCA for equipment listed will be sent to ARHCA requesting a response identifying the appropriate rate. If ARHCA does not provide a rate for the equipment, then the rate will be arranged with the Contractor based upon information available in the ARHCA rate guide for similar equipment.

**THE EQUIPMENT CONTRACTOR MUST INCLUDE THE FOLLOWING INFORMATION ON EACH INVOICE AND DAILY TICKET FOR THE PERIOD INVOICED.**

- Submit invoices with a copy of legible daily tickets to the accounts payable department via email at [Accounts.Payable@mdgreenview.ab.ca](mailto:Accounts.Payable@mdgreenview.ab.ca).
- ***The name of the on-site supervisor must be printed on all invoices and tickets***
- Job ID/Location of work and type of work completed.
- Dates worked including daily hours and time worked (e.g., 8:00 am – 6:00 pm).
- **Description of unit and attachments with approved rates (model #, make, attachment).**
- Daily time tickets signed and approved by an authorized Greenview staff/representative.
- **All applicable invoices must include daily time tickets with all the above information.**
- GST account number.

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## MUNICIPAL DISTRICT OF GREENVIEW

### 27. EQUIPMENT MOVES AND HAULING RATES

For work within Greenview, all equipment moves will be paid as per the Council-approved ARHCA equipment rates.

**Greenview will compensate the Equipment Contractor for the cost of all required permits for approved equipment moves. Please note that copies of these permits must be submitted with your invoice prior to payment.**

### 28. SCHEDULING

a. 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.

b. If a Contractor commits to a job and is not on-site at the scheduled start time without prior communication and agreement from Greenview's representative, Greenview reserves the right to release the Contractor from the job and replace equipment. Demob costs will be the responsibility of the Contractor in this instance.

### 29. TERMINATION OF AGREEMENT

If a Contractor is in non-compliance with any policies and/or legislation outlined in the Expression of Interest package they will be given a verbal warning. If a second instance occurs, the contractor will be given a written warning, and on the third infraction the contractor will be removed from the EOI list for a period of 1 year. Infractions of a serious nature may result in immediate dismissal.

Greenview shall have the right to terminate this Agreement at any time.

### 30. SUBJECT TO CHANGE

Greenview shall have the right to change policies, rates, and conditions. Contractors will be notified by the email address provided in their Expression of Interest package submission. Reasonable timelines will be set for acknowledgement of changes. Additional documents shall become addenda to the agreement and shall form part of this agreement.

**Greenview reserves the right to release any operator and/or equipment due to abuse, discrimination, harassment and/or belligerent behaviour.**

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## MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read the Instructions to Expression of Interest Candidates. I accept the terms and conditions.

Disclaimer: By signing this agreement, I directly and expressly warrant that I have been given and received and accepted authority to sign and execute the Agreement on behalf of the company and further have been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Initial \_\_\_\_\_





**MUNICIPAL DISTRICT OF GREENVIEW**

# **GREENVIEW EQUIPMENT CONTRACTORS REGISTRY POLICY AND FOIP GUIDE**

## What should a prospective contractor consider when bidding on a contract with a public body?

The prospective contractor should:

- Assess what records management considerations are likely to arise in the project. For example, a requirement to segregate records relating to the contract may add costs for the contract.
- Assess what privacy considerations are likely to arise in the project. For example, a contract to develop a course may not require consideration of privacy protection, whereas a contract to deliver training may require protection of the personal information of trainees.
- If the project will require a Privacy Impact Assessment, determine whether the expertise is available to conduct the Assessment and how this will affect any critical time lines.
- Identify any costs associated with meeting privacy requirements, such as training staff and providing appropriate safeguards.
- Consider the likelihood of requests for access to information for records relating to the project and the likely cost of retrieving information needed by the public body to respond to requests. Requests are most common for projects that are controversial or attract media attention. It may be helpful to seek advice from the program area.
- Identify any sensitive commercial or financial information in a bid and request that it be kept confidential. Confidentiality cannot be guaranteed, but a selective request for confidentiality may be persuasive in the event of an access request.

For further information about the implications of the FOIP Act on an existing or proposed contractual arrangement, contact the person responsible for the FOIP Act in the public-sector agency (called a “public body” in the FOIP Act). Contact information is available in the directory of public bodies at [foip.alberta.ca/pbdirectory](http://foip.alberta.ca/pbdirectory). Alternatively, contact:

### Policy and Governance

#### Service Alberta

3<sup>rd</sup> Floor, 10155 - 102 Street NW  
Edmonton, Alberta T5J 4L4

**Phone:** 780-427-5848

**Toll free** dial 310-0000 first

**E-mail:** [foiphelpdesk@gov.ab.ca](mailto:foiphelpdesk@gov.ab.ca)

**Website:** [foip.alberta.ca](http://foip.alberta.ca)



FREEDOM OF INFORMATION AND  
PROTECTION OF PRIVACY ACT

# Contractor's Guide to the Freedom of Information and Protection of Privacy Act

Government  
of Alberta ■

## How does the FOIP Act affect a contractor providing services to the public sector?

The *Freedom of Information and Protection of Privacy Act*, or the FOIP Act as it's commonly known, applies to information about services provided by or on behalf of “public bodies.” Public bodies include government departments, as well as “local public bodies,” such as municipalities, universities, colleges, school boards and others.

The Act requires public bodies to ensure that contractors providing services on their behalf follow the rules for collecting, using and disclosing personal information that a public body would have to follow. Public bodies cannot “contract out” of their obligations under the FOIP Act.

Contractors must meet strict standards for protecting personal information. This is especially true when a contractor manages sensitive personal information, such as health or financial information of Albertans.

The FOIP Act also requires a contractor to be able to produce records that a member of the public may request from the public body. The contractor must be able to retrieve records and provide them to the public body within a few days. These would be records about the services provided to the public, not about the contractor's own operations.

The FOIP Act, not the *Personal Information Protection Act* (PIPA), applies to the records relating to the contract. The FOIP Act does not apply to the contractor's own business information, such as the contractor's employee records.

The contractor's obligations should be clearly set out in the contract.

## What should a contractor expect in a contract with a public body?

The amount of detail in the contract will depend on the complexity and the duration of the business arrangement. However, there are some key points that are normally covered if they are applicable. The responsibility for costs should be clear in all cases.

### Records management

- What records the contractor will have to create, maintain or store
- Any special conditions governing the way records are managed
- Requirements about the return or disposal of records (such as maintaining a disposal log or ensuring that confidential records are shredded)

### Protection of privacy

- The contractor's responsibility for the actions of its employees, agents and subcontractors
- Limits on the collection of personal information, and requirements to notify individuals about the purpose of any collection of personal information
- Limits on the collection of personal information from a source other than the individual
- Limits on the use and disclosure of personal information
- Requirements respecting storage of personal information (normally only within Canada)
- Security standards (technological, physical, administrative)
- What must be done if there is a demand for disclosure of personal information
- What must be done if there is a breach of privacy

### Access to information

- Which records are considered to be under the control of the public body and can be requested under the FOIP Act

- What the contractor must do if there is a FOIP request for records in its possession (such as searching for the records, providing original records or copies, meeting time limits for responding)

### General clauses

A contract may also include clauses that affect the contractor's operations or costs. These clauses may:

- Provide for inspections or audits to monitor compliance with the contract
- Limit assignment of the contract and subcontracting (for example, approval may be required in each case)
- Require a contractor to conduct security checks on its employees (for example, if individuals will be collecting personal information from children)

## What else should a contractor be aware of?

- The public has a right to request access to information about publicly funded contracts. If information about a contract is requested under the FOIP Act, the information must be disclosed unless it can be shown that the contractor had a reasonable expectation of confidentiality and that disclosing the information would be harmful to the contractor's business interests.
- A contractor has the right to challenge a decision to disclose its business information.
- The FOIP Act includes offences and substantial penalties for intentional contravention of the Act.



## MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read the Contractor's Guide to the Freedom of Information and Protection of Privacy Act (FOIP). I accept the terms and conditions.

Disclaimer: By signing this agreement, I directly and expressly warrant that I have been given and received and accepted authority to sign and execute the Agreement on behalf of the company and further have been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**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 policies, 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 1<sup>st</sup>, 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 1<sup>st</sup> 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](mailto:accounts.payable@mdgreenview.ab.ca) on the 15<sup>th</sup> and the 30<sup>th</sup> 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.





## MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read Policy 4004, Equipment Contractors Registry in its entirety. I accept the terms and conditions.

Disclaimer: By signing this agreement, I directly and expressly warrant that I have been given and received and accepted authority to sign and execute the Agreement on behalf of the company and further have been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# MUNICIPAL DISTRICT OF GREENVIEW

## Equipment Contractor's Check List

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- ☐ Have read Greenview's Contractor Handbook and Signed the *Expression of Interest Agreement, Contractor's Guide to the Freedom of Information and Protection of Privacy Act Guide and all Policies* included in the Expression of Interest package.
  - Equipment Contractor Information completed on Greenview Expression of Interest 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.
  - Certificate of Insurance
  - Expression of Interest Agreement has been initialled on the bottom of each page as well the acknowledgement has been signed. (Page 24)
  - Must return acknowledgements on pages 28 & 33 signed and dated as required.
  - Current WCB Clearance Letter, WCB Premium Rate Statement for current and prior two years.
  
- ☐ *Contractor Safety Orientation Questionnaire and Acknowledgement* – (See Appendix II, III & IV in the Contractor's Handbook Appendix portion of the EOI package) completed and signed. SECOR & COR is optional.
  - *Prime Contractor Agreement Appendix I & II (pages 23-29) of Contractor's Handbook completed and signed.*
  - *Quiz & Acknowledgement Appendix III & IV (pages 30-31) of Contractors Handbook completed and signed)*
  
- ☐ Return sealed and **COMPLETED** Expression of Interest Package addressed to **Operations** at one of the following Greenview offices by **March 15, 2025**, before closing time at **4:30 pm**.
  - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
  - **Grovedale Public Service Building**, 6375 TWP RD 695A, PO Box 404 Grovedale, T0H 1X0
  - **Grande Cache Public Service Building**, 10002 Shand Avenue, PO Box 300, Grande Cache T0E 0Y0
  - **DeBolt Public Service Building**, 1115 TWP RD 721A, PO Box 1079, Valleyview, T0H 3N0

**SUBMISSIONS MUST BE COMPLETE AS INDICATED**



MD of Greenview

Toolbox Meeting & Hazard Assessment Worksheet

Date:		Weather:	
Job Location and description of work:			
EMERGENCY PHONE NUMBERS			
Ambulance:		MD Representative:	Phone:
Hospital:	Fox Creek: 780.622.3545	Contractor:	Phone:
	Grande Cache: 780.827.3701	Foreman:	Phone:
	Valleyview: 780.524.3356	Site Office:	Phone:
	Grande Prairie: 780.538.7100	Utilities:	Phone:
Fire:		AB One Call:	1.800.242.3447
Police:		Company:	Phone:
Poison Control:	1.800.332.4141	Company:	Phone:
POTENTIAL HAZARDS			
Item No.	Yes No N/A	Item No.	Yes No N/A
<input type="checkbox"/> Traffic/Pedestrian		<input type="checkbox"/> Fire Hazards	
<input type="checkbox"/> Trenching/Excavating		<input type="checkbox"/> Weather Conditions	
<input type="checkbox"/> Overhead Hazards		<input type="checkbox"/> Buried Utilities	
<input type="checkbox"/> Heavy Equipment		<input type="checkbox"/> Spill Potential	
<input type="checkbox"/> Chemicals		<input type="checkbox"/> Explosives	
<input type="checkbox"/> Noise		<input type="checkbox"/> Compressed Gas	
<input type="checkbox"/> Trip/Slip/Fall		<input type="checkbox"/> Confined Space	
<input type="checkbox"/> Lifting/Hoisting		<input type="checkbox"/> Poor Visibility	
<input type="checkbox"/> Working on a hill		<input type="checkbox"/> Ergonomics	
<input type="checkbox"/> Extreme temperatures		<input type="checkbox"/> H&S	
<input type="checkbox"/> T.D.G		<input type="checkbox"/> Biohazard	
<input type="checkbox"/> Off Road Vehicle		<input type="checkbox"/> Drowning	
<input type="checkbox"/> High Pressure		<input type="checkbox"/> Poor Ventilation	
<input type="checkbox"/> Driving		<input type="checkbox"/> Violence/Public	
<input type="checkbox"/> Awkward Position		<input type="checkbox"/> Electrical Cords	
<input type="checkbox"/> Lighting		<input type="checkbox"/> Projectiles	
<input type="checkbox"/> Wildlife /Animals		<input type="checkbox"/> _____	
<input type="checkbox"/> Working Alone		<input type="checkbox"/> _____	
<input type="checkbox"/> Moving Parts		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
CONTROL MEASURES: EVERY IDENTIFIED HAZARD ABOVE MUST BE CONTROLLED BEFORE WORK BEGINS			
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
SAFETY CHECKLIST			
Required PPE		Required Tools/Equip	
<input type="checkbox"/> Appropriate Clothing		<input type="checkbox"/> Equipment Back-up Alarms	
<input type="checkbox"/> Respiratory Equipment		<input type="checkbox"/> Proper Tools with Guards	
<input type="checkbox"/> Coveralls		<input type="checkbox"/> Tie-Downs	
<input type="checkbox"/> Life Jacket		<input type="checkbox"/> Tie-Off Ladders	
<input type="checkbox"/> Chain Saw Pants		<input type="checkbox"/> First Aid Kit	
<input type="checkbox"/> Gloves		<input type="checkbox"/> Fire Suppression Equipment	
<input type="checkbox"/> Harness/Fall Protection		<input type="checkbox"/> Road Flares/Flasher/Beacon	
<input type="checkbox"/> Eye Protection		<input type="checkbox"/> Adequate Lighting	
<input type="checkbox"/> Face Protection		<input type="checkbox"/> Fall Restraint	
<input type="checkbox"/> Hard Hat/Helmet		<input type="checkbox"/> Shoring/Bracing	
<input type="checkbox"/> Hearing Protection		<input type="checkbox"/> Signs	
<input type="checkbox"/> High Visibility Clothing/Vest		<input type="checkbox"/> Spill Kit	
<input type="checkbox"/> Steel Toe Boots		<input type="checkbox"/> Barricades	
<input type="checkbox"/> Fire Extinguisher		<input type="checkbox"/> Proper Hoisting/Rigging	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
Procedures		Administration	
<input type="checkbox"/> Call-In Procedure		<input type="checkbox"/> Prime Contractor	
<input type="checkbox"/> First Call		<input type="checkbox"/> _____	
<input type="checkbox"/> Vehicle Walk Around		<input type="checkbox"/> Report all Incident/Near Misses	
<input type="checkbox"/> Site Walk Around		<input type="checkbox"/> Emergency shut down procedure	
<input type="checkbox"/> Load Securement		<input type="checkbox"/> First Call Permit	
<input type="checkbox"/> Guards		<input type="checkbox"/> _____	
<input type="checkbox"/> Lockout Procedure		<input type="checkbox"/> Public Notification	
<input type="checkbox"/> Compliance Cards Carried		<input type="checkbox"/> Workers Responsibilities	
<input type="checkbox"/> Radio Communication		<input type="checkbox"/> Review Safe Word Practice	
<input type="checkbox"/> Tools Inspected		<input type="checkbox"/> WHIMIS	
<input type="checkbox"/> Seatbelts		<input type="checkbox"/> First Aid Providers	
<input type="checkbox"/> Eye Contact		<input type="checkbox"/> _____	
<input type="checkbox"/> MSDS Review		<input type="checkbox"/> Location of Muster Point	
<input type="checkbox"/> Evacuation Procedure		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> Washroom Facility Location	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
Equipment on site:			
Additional comments:			
CHECK IN TIME:		CHECK IN CONTACT NAME & PHONE:	
<input type="checkbox"/> 1 hr.	<input type="checkbox"/> 4 hrs	Name:	
<input type="checkbox"/> 2 hrs	<input type="checkbox"/> 8 hrs	Phone:	
	AM/PM		
SIGNATURES			
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	

ALL PERSONNEL INVOLVED IN OR WORKING NEAR THIS JOB MUST REVIEW THIS ASSESSMENT

## FIELD LEVEL HAZARD ASSESSMENT (FLHA)

## MD OF GREENVIEW No. 16

Environmental Hazards		Access/Egress Hazards		Rigging & Hoisting Hazards	
1. Work Area Clean	<input type="checkbox"/>	30. Aerial Lift/Man Basket (inspected & tagged)	<input type="checkbox"/>	46. Lift Study Required	<input type="checkbox"/>
2. Material Storage Identified	<input type="checkbox"/>	31. Scaffold (inspected & tagged)	<input type="checkbox"/>	47. Proper Tools Used	<input type="checkbox"/>
3. Dust/Mist/Fumes	<input type="checkbox"/>	32. Ladders (tied off, 3-point contact)	<input type="checkbox"/>	48. Tools Inspected	<input type="checkbox"/>
4. Harmful Gases	<input type="checkbox"/>	33. Slips/Trips	<input type="checkbox"/>	49. Equipment Inspected	<input type="checkbox"/>
5. Noise In Area	<input type="checkbox"/>	34. Hoisting (tools, equipment)	<input type="checkbox"/>	50. Slings Inspected	<input type="checkbox"/>
6. Extreme Temperatures	<input type="checkbox"/>	35. Evacuation (alarms, routes, emergency tel no.)	<input type="checkbox"/>	51. Others Working Overhead/Below	<input type="checkbox"/>
7. Spill Potential	<input type="checkbox"/>	36. <b>CONFINED SPACE PERMIT REQUIRED</b>	<input type="checkbox"/>	52. <b>LIFTING OVER LIVE PROCESS</b>	<input type="checkbox"/>
8. Waste Containers Needed	<input type="checkbox"/>			53. <b>CRITICAL LIFT PERMIT REQUIRED</b>	<input type="checkbox"/>
9. Waste Properly Disposed	<input type="checkbox"/>				
10. Waste Plan Identified	<input type="checkbox"/>				
11. MSDS Reviewed	<input type="checkbox"/>				
12. Other Workers In Area	<input type="checkbox"/>				
13. Weather Conditions	<input type="checkbox"/>				
14. <b>GROUND DISTURBANCE PERMIT REQUIRED</b>	<input type="checkbox"/>				
<b>Ergonomic Hazards</b>		<p>Check off all hazards that apply to this job. List those hazards (by number) in the Hazard column on the reverse side. Identify plans to eliminate/control the hazards in the last column.</p> <div style="text-align: center;">  <h1 style="margin: 0;">STOP &amp; THINK</h1> <p style="margin: 0;"><b>IDENTIFY ASSESS CONTROL</b></p> </div>		<b>Electrical Hazards</b>	
15. Awkward Body Position	<input type="checkbox"/>			54. Working On/Near Energized Equipment	<input type="checkbox"/>
16. Over Extension	<input type="checkbox"/>			55. Lock Out/Tag Out Reviewed	<input type="checkbox"/>
17. Prolonged Twisting & Bending Motion	<input type="checkbox"/>			56. Grounding/Bonding Required	<input type="checkbox"/>
18. Working In Tight Area	<input type="checkbox"/>			57. Insulated Tools Required	<input type="checkbox"/>
19. Manual Lifting	<input type="checkbox"/>			58. High Voltage Equipment Required	<input type="checkbox"/>
20. Parts Of Body In Line Of Fire	<input type="checkbox"/>			59. <b>HOT WORK PERMIT REQUIRED</b>	<input type="checkbox"/>
21. Repetitive Motion	<input type="checkbox"/>				
22. Hands Not In Line Of Sight	<input type="checkbox"/>				
23. Working Above Your Head	<input type="checkbox"/>				
<b>Equipment/Tool Hazards</b>		<b>Overhead Hazards</b>		<b>Personal Limitations/Hazards</b>	
24. Equip./Tools Visually Inspected	<input type="checkbox"/>	37. Barricades & Signs In Place	<input type="checkbox"/>	60. Procedure Not Available For Task	<input type="checkbox"/>
25. Red Tagged Damaged	<input type="checkbox"/>	38. Hole Coverings Identified	<input type="checkbox"/>	61. Workplace Violence/Harassment	<input type="checkbox"/>
26. Vehicle Inspected	<input type="checkbox"/>	39. Harness/Lanyard Inspected	<input type="checkbox"/>	62. Inadequate Training For Task Or Tools	<input type="checkbox"/>
27. Driving Hazards Identified	<input type="checkbox"/>	40. 100% Tie-off With Harness	<input type="checkbox"/>	63. First Time Performing Task	<input type="checkbox"/>
28. Scaffold Tagged	<input type="checkbox"/>	41. Tie-off Points Identified	<input type="checkbox"/>	64. Micro Breaks (stretching, flexing)	<input type="checkbox"/>
29. Operator Trained/Licensed	<input type="checkbox"/>	42. Falling Items	<input type="checkbox"/>	65. Report All Injuries To Supervisor	<input type="checkbox"/>
		43. Foreign Bodies In Eyes	<input type="checkbox"/>	66. Appropriate PPE For Task	<input type="checkbox"/>
		44. Hoisting Or Moving Loads Overhead	<input type="checkbox"/>		
		45. Working Above Your Head	<input type="checkbox"/>		
				<b>Personal Protective Equipment</b>	
				Hard Hat	<input type="checkbox"/>
				Gloves	<input type="checkbox"/>
				Eye & Face Protection	<input type="checkbox"/>
				Foot Protection	<input type="checkbox"/>
				Ear Protection	<input type="checkbox"/>
				Arc Flash Protection	<input type="checkbox"/>
				Gas Monitor (as required)	<input type="checkbox"/>
				Identify Other PPE As Required	<input type="checkbox"/>

\* Critical work is indicated by those hazards listed in **BOLD** lettering. If any of these hazards apply to your task then the appropriate critical procedures must be adhered to and the appropriate documents completed.

FIELD LEVEL HAZARD ASSESSMENT (FLHA)		Current Weather & Wind Direction:	
Job Description:		Date:	
Job Location:		Emergency Muster Location:	
		Permit No.:	
Identify and Prioritize the Tasks and Hazards Below, then Identify the Plans to Eliminate/Control the Hazards.			
TASKS		HAZARDS	
		PLANS TO ELIMINATE/CONTROL	
Require gloves to be removed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Warning ribbon needed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the worker working alone? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, explain:	
<b>Job Completion</b>			
Are all permit(s) closed out? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are there hazards remaining? If yes, explain:	
Was the area cleaned up at end of job/shift? Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were there any incidents/injuries? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, explain:	
Please print and sign below (all members of the crew) prior to commencing work and initial when task is completed or at the end of shift			
Worker's Name (Print)	Signature	Worker's Name (Print)	Signature
Supervisor's Name & Signature: _____		Reviewed by Initial: _____	
		All names & signatures should be legible	



**MUNICIPAL DISTRICT OF GREENVIEW**

# APPENDIX V

## Expression of Interest Equipment Forms



Gravel Trucks

EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	Gross Vehicle Weight	Tare Weight

TYPE	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Tandem Axle Dump Truck		Tandem Axle Pup		Clam Dump		
Tri-Axle Dump Truck		Tri-Axle Pup		Tri-Axle Wagon		
Tandem Axle Semi Tractor		Belly Dump		Quad-Axle Wagon		
Tri-Axle Semi Tractor		End Dump		Sander		

Make	Model	Year	Unit #	Serial # (Required)	Gross Vehicle Weight	Tare Weight

TYPE	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Tandem Axle Dump Truck		Tandem Axle Pup		Clam Dump		
Tri-Axle Dump Truck		Tri-Axle Pup		Tri-Axle Wagon		
Tandem Axle Semi Tractor		Belly Dump		Quad-Axle Wagon		
Tri-Axle Semi Tractor		End Dump		Sander		

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Excavators

EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Thumb		Frost Bucket		Brush Cutter		
Chuck Blade		Skeleton/Brush Guard		Tamper		
Digging Bucket		Short Tail Swing		Trenching		
Clean Up Bucket		GPS		Brush Rake		

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Thumb		Frost Bucket		Brush Cutter		
Chuck Blade		Skeleton/Brush Guard		Tamper		
Digging Bucket		Short Tail Swing		Trenching		
Clean Up Bucket		GPS		Brush Rake		

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## Dozers

## EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
6 Way Dozer		Winch		Push Block		
Low Ground Pressure		Brush Rake		Side Cutter		
Hydraulic Tilt Dozer		SU Blade		Twin Tilts		
Ripper (Rear/front)		U Blade		Angle Blade		

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
6 Way Dozer		Winch		Push Block		
Low Ground Pressure		Brush Rake		Side Cutter		
Hydraulic Tilt Dozer		SU Blade		Twin Tilts		
Ripper (Rear/front)		U Blade		Angle Blade		

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Skid Steers

EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Mulcher/Mower		Snow Bucket		Grapple Bucket		
Backhoe		Rototiller		Post Hole Auger		
Digging Bucket		GPS		Post Pounder		
Track Mounted		Sweeper		Pallet Forks		

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Mulcher/Mower		Snow Bucket		Grapple Bucket		
Backhoe		Rototiller		Post Hole Auger		
Digging Bucket		GPS		Post Pounder		
Track Mounted		Sweeper		Pallet Forks		

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## Loaders

## EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Front Quick Attach System		Tamper		4 way Snow Blade		
Thumb		Pallet Forks		Twister Bucket		
On Board Scale		Dozer Blade		Frost Bucket		
Scales		Pipe Grapple		Wheel / Tracks		

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Front Quick Attach System		Tamper		4 way Snow Blade		
Thumb		Pallet Forks		Twister Bucket		
On Board Scale		Dozer Blade		Frost Bucket		
Scales		Pipe Grapple		Wheel / Tracks		

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Packers

EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

TYPE	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Drum Width		Padfoot		Tilt Dozer		
Vibratory		Smooth		Dozer		
Single or Double		Combination		Pneumatic Steel		
Wobbly		Tilt Dozer		Hand Held/Walk		

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

TYPE	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Drum Width		Padfoot		Tilt Dozer		
Vibratory		Smooth		Dozer		
Single or Double		Combination		Pneumatic Steel		
Wobbly		Tilt Dozer		Hand Held/Walk		

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Graders

EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
V Plow		All Wheel Drive		Moldboard		
Snow Wing		Front Dozer				
Front Angle Blade		GPS				
Scarifier		Rear Ripper				

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
V Plow		All Wheel Drive		Moldboard		
Snow Wing		Front Dozer				
Front Angle Blade		GPS				
Scarifier		Rear Ripper				

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Water Trucks

EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	Volume Capacity (m3)	Tare Weight

TYPE	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Tandem		Self Loading		Pressure Wash		
Tri Axle		Spray Bar		Hose w Nozzle		
Combo Unit		Spoon				
Hydrovac		Steamer				
Water Truck		Ditch Witch				

Make	Model	Year	Unit #	Serial # (Required)	Volume Capacity (m3)	Tare Weight

TYPE	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Tandem		Self Loading		Pressure Wash		
Tri Axle		Spray Bar		Hose w Nozzle		
Combo Unit		Spoon				
Hydrovac		Steamer				
Water Truck		Ditch Witch				

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## Rock Trucks

## EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	Rated Capacity	Tare Weight

ATTACHMENTS	✓	OTHER	COMMENTS
Articulating			
Side Boards			
Tailgate			
Wide Tires			
Ejector Box			

Make	Model	Year	Unit #	Serial # (Required)	Rated Capacity	Tare Weight

ATTACHMENTS	✓	OTHER	COMMENTS
Articulating			
Side Boards			
Tailgate			
Wide Tires			
Ejector Box			

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Trucks & Trailers

EOI Equipment

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Low Boy		Flat Deck		# of Wheels		
High Boy		Tilt Deck		Booster/Jeep		
Winch		Land All		Scissor Neck		
Bed Truck		Rock Picker		Beaver Tail		

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
Low Boy		Flat Deck		# of Wheels		
High Boy		Tilt Deck		Booster/Jeep		
Winch		Land All		Scissor Neck		
Bed Truck		Rock Picker		Beaver Tail		

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EOI Equipment

Contractor: \_\_\_\_\_

Tractors & Motor Scrapers

Date: \_\_\_\_\_

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
GPS		Disc Plows		Wobbly		
Mower (Flail/Sickle/Rotary)		Cultivator		Front Grapple		
Skidder		Harrows		Motor Front & Back		
Processor/Buncher		Rock Picker		Bucket		

Make	Model	Year	Unit #	Serial # (Required)	ARHCA Group #

ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	COMMENTS
GPS		Disc Plows		Wobbly		
Mower (Flail/Sickle/Rotary)		Cultivator		Front Grapple		
Skidder		Harrows		Motor Front & Back		
Processor/Buncher		Rock Picker		Bucket		

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EOI Equipment

Contractor: \_\_\_\_\_

Miscellaneous

Date: \_\_\_\_\_

Make	Model	Year	Serial # (Required)	ARHCA Group #

MISCELLANEOUS	DETAILS
Pick-up Truck	
Gooseneck	
# Of Axles	
Dump Trailer	
# Of Axles	
Small Equipment Trailer	
# Of Axles	
Other	

MISCELLANEOUS	DETAILS
Water Pump	
ATV	
Generator	
Light Tower	
GPS Unit	
Snow Cat	
Laser Level	
Rig Mats	
Other	

ADDITIONAL INFORMATION

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**Labourers**

**Include Proof of Certifications for all workers**

**EOI Equipment**

**Contractor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>No. of Labourers</b>

CERTIFICATIONS	TYPE OF CERTIFICATION	EXAMPLES OF INCIDENTAL TOOLS	
General Labourer (Basic)		Fencing Tools	
Certified Chainsaw		Shovel, Rake & Etc.	
Certified Tree Faller		Broadcast Seeder	
Certified Flagger		Other:	
Certified First Aid/WHMIS/H2S			
Other:			

<b>Please add any additional information that might help us identify your potential to accomplish jobs we inquire about</b>

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