

Document Number: 3207
Document Name: Hiring of Equipment / Trucks
Effective Date: 4 February 2020
Document Status: Approved

1.0 Purpose

Woodlands County is committed to the use of private equipment and trucks located within the boundaries of the County in the delivery of construction and maintenance services.

2.0 Policy Details

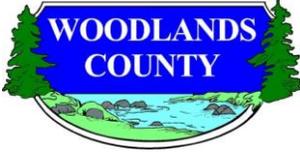
The Director of Infrastructure Services may authorize the hiring of equipment from outside the County.

All equipment and trucks hired will be paid based upon the hourly rate in the previous year “Alberta Roadbuilders & Heavy Construction Association” rate book less 15%.

3.0 Procedures

Registered Equipment / Truck List

1. The County will only hire “current” and “non-current” equipment as defined in the “Alberta Roadbuilders & Heavy Construction Association” rate book however the Director of Infrastructure may make exceptions when required.
2. The County will advertise for equipment and truck owners to submit information required to compile an annual Registered List.
3. The County will maintain and annually update the Registered Equipment List.
4. The County will allow registration of equipment and trucks at any time during the year if a contractor wishes to register.
5. The Infrastructure Services Department will hire equipment based on a numerical/alphabetical rotation for a given piece of equipment or truck. Other considerations include requirements, scheduling of infrastructure personnel, company safety performance, competency of the operator, condition and year of the equipment and the proximity of the equipment to the worksite.
6. Contractors may be dismissed due to poor performance at the discretion of the Infrastructure Services Department.



7. When calls are made to hire equipment/trucks, a record will be kept.
 - If there is no answer, a message will be left and if a call is not returned within 15 minutes, the next contractor will be called.
 - If a contractor is not available or refuses, the next contractor will be called.
 - If any of the above occurs, the contractor will not be called again until their name comes up again on the rotation.
8. Contractors on the Registered Equipment List are required to provide equipment in good working condition, as well as, skilled, competent operators.
9. If an owner lists more than one item of the same, i.e. trucks, only one at a time will be hired with the next one only being hired once the rotation has returned to that owner.

Registration Procedure

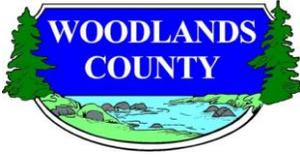
1. Annually by the end of January, the County will advertise in the local papers requesting that contractors register their equipment and/or trucks.
2. A Contractor Health and Safety Pre-Qualification Evaluation Attachment (Schedule A) must be completed and submitted with the equipment/truck registration forms to qualify for work. Additional documents may be requested.
3. Commercial vehicle operators must submit their “Safety Fitness Certificate” and upon request, the “Company’s Public Carrier Profile’ with the truck registration forms.

General

1. Operators may have different pieces of equipment or trucks on the Registered Truck and Equipment lists.

Insurance

1. All equipment will be operated in a safe and professional manner. The Occupational Health and Safety Act, Traffic Safety Act, National Safety Codes and internal County Safety Policies will be used as minimum expectations.



2. Adequate liability insurance must include:
 - \$5.0 million in umbrella liability;
 - Covering the use of owned and as necessary hired motor vehicles/equipment;
 - Appropriate cargo insurance as necessary;
 - Public and Property Damage and Bodily Injury Liability and;
 - Woodlands County named as additional insured;

must be provided to Infrastructure Services personnel prior to the commencement of work.

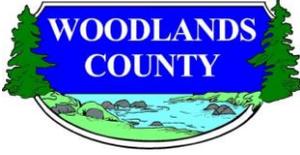
3. Workers' Compensation Board Clearance Letter in good standings must be provided to Infrastructure Services personnel prior to the commencement of work.

Implementation

1. All trucks, if hired on an hourly basis, will be paid from the time they are requested to report to the jobsite, not from the time they leave their yard.
2. All equipment/trucks, if hired on an hourly basis, shall receive one (1) fifteen-minute paid break in each work period in excess of two (2) hours but less than six (6) hours and two (2) fifteen-minute paid breaks in each work period in excess of six (6) hours. Any meal breaks are at the contractors' expense and shall not be considered as time worked.
3. All costs related to the transportation of contractor employees and maintenance of the equipment is the sole responsibility of the contractor alone. The contractor shall not receive, nor be eligible for, any additional compensation related to travel to and from the jobsite.
4. Mobilization/demobilization of equipment is eligible for reimbursement, for equipment hired on an hourly basis. Equipment hired on a unit rate or lump sum amounts shall include all costs related to the mobilization/demobilization in the quoted prices and shall not be eligible for any additional compensation.

Registered Truck List

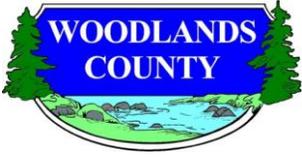
1. The County will maintain and annually review a Registered Truck List.
2. The Infrastructure Services Department will hire trucks off the Registered Truck List by truck specific. If trucks are not available from the Registered Truck List, staff will hire trucks from other sources or areas.
3. Terms of hire pertaining to the annual re-gravel program are as outlined on the attached Schedule "B".



4. Contractors on the Registered Truck List are required to provide trucks in good working condition, as well as, skilled, competent operators.
5. Contractors may be dismissed due to poor performance at the discretion of the Infrastructure Services Department.
6. Trucks will be hired for no more than a 1-week period. If trucks are required for more than 1 week, the next trucks on the list will be called out for the next week and so on.

4.0 Exhibits / Appendices / Forms

Schedule A – Contractor Health & Safety Pre-Qualification Evaluation
Schedule B – Re-gravel Program – Information Sheet



SCHEDULE A

Instructions: Contractors wishing to submit their work rates to Woodlands County must complete the pre-qualification and submit it back to Woodlands County when submitting their registration.

Contact 780-778-8400 for all pre-qualification questions.

1. Company Information

Company Name: _____
Company Address: _____
City: _____ Province: _____
Postal Code _____
Telephone: _____ Fax: _____

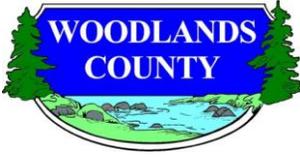
Company's 24/7 Emergency Number

The signatory of this document guarantee's the trust and accuracy of all responses given herein and is an authorized officer or agent of the company. Information submitted and completed by:

Name: _____ Signature: _____
Position: _____ Date: _____
Phone Number: _____ E-mail: _____

2. Workers' Compensation Board

Table with 3 columns: Question, Yes, No. Contains questions a-f regarding WCB coverage, OHS orders, and industry codes.



Year	Industry Code 1	Industry Code 2

3. Insurance

- | | Yes | No |
|---|--------------------------|--------------------------|
| a. Does the company's insurance policy meet the below criteria and the requirements stated within the contract? | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Not less than \$5,000,000.00 in Umbrella liability | | |
| ii. Coverage for Owned and Hired motor vehicles | | |
| iii. Public and Property Damage Liability | | |
| iv. Woodlands County is named as additional insured | | |

4. Health, Safety and Environmental System

- | | Yes | No |
|---|--------------------------|--------------------------|
| a. Does the company have a written health and safety program? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the company have written safe operating procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Does the company have emergency response plans? | <input type="checkbox"/> | <input type="checkbox"/> |

5. Document Submission

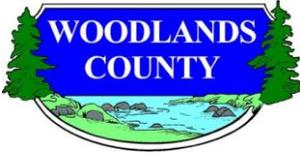
Attach the following documents to this pre-qualification in alignment to the questions answered above:

- a. WCB Clearance Letter dated within the last 30 days
- b. Company's Certificate of Recognition (SECOR, MECOR, COR)
- c. Rate statement for all applicable industry codes for the current year
- d. Automobile Insurance Certificate
- e. Commercial General Liability Insurance Certificate
- f. Company's Health, Safety and Environmental Manual Table of Contents
- g. Company's Safe Operating Procedures Manual Table of Contents
- h. Company's Emergency Response Plan Manual Table of Contents
- i. All appropriate and health and safety certificates for on-site employees

6. Woodlands County Review

Name: _____ Date: _____

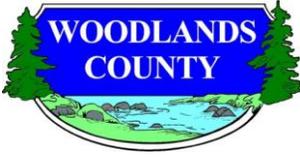
Signature: _____



SCHEDULE “B”

Re-gravel Program - Information Sheet

- Trucks employed for the re-gravel program will be paid by the published hourly rate less 15%.
- The County will produce payment for all work based on gravel ticket information / time cards.
- Prior to the release of payments, the County will require a clearance letter from WCB. Receipt of such letter is necessary before payment can be made. Clearance letters may be emailed or faxed to either of the County offices.
- It is the truck owner's responsibility to establish and maintain a WCB Account in good standing and appropriate liability insurance at all times while working for the County.
- The County will be responsible for assignment of trucks to the work.
- It is the responsibility of the truck owner to provide any information that is missing at the time of registration.
- Truckers must comply with all speed limit restrictions posted on the local roadway, as well as, those posted within construction zones. Any violation will result in termination of their employment with the County.
- All trucks shall follow the designated haul routes as laid out by the County.
- Gravel trucks that leave the jobsite to work elsewhere without prior consent of the County, shall be considered to have terminated their employment with the County. Trucks will be called back to work at the discretion of the Infrastructure Services Department.
- Trucks will not be allowed to turn around on the roadway surface except where approaches, intersections and turnarounds exist.
- Back-up alarms must be in place and may not be on a toggle switch.
- Woodlands County, in the absence of its negligence, is not responsible for any loss or damage to the owner's truck.
- Gravel trucks shall meet all appropriate safety regulations as stipulated under the Occupational Health and Safety Act, National Safety Codes, Traffic Safety Act, and County Safety Policies.



- The owner must carry comprehensive general liability insurance against bodily injury and property damage claims. Coverage must include liabilities assumed under written contract.
- The Owner agrees to indemnify and hold harmless Woodlands County, its employees and agents from any and all claims and demands arising out of owner's performance.
- Woodlands County shall have the right to terminate employment of the owner's truck at any time, without penalty, if any of the above conditions are not adhered to.