

**COMMENCEMENT OF CONTRACTED EQUIPMENT POLICY**

Subject: Commencement of Contract Equipment Ref: Public Works/Finance Code: 31

Date Approved: August 13, 2013 Motion No: 334/13/08/13 Replaces: 706/17/10/06

The County of Northern Lights believes in the economical hiring of contracted equipment in the course of construction and maintenance of its public works infrastructure. In addition the County will endeavour to distribute County work among contractors as fairly as the County of Northern Lights deems possible.

The County of Northern Lights proposes to do this by inviting the private sector to list their "equipment for hire" with the County.

Signed: \_\_\_\_\_  
Chief Elected Official

Signed: \_\_\_\_\_  
Chief Administrative Officer

## PROCEDURE:

1. The use of commenced equipment is a pre-qualification of vendors and will be used in instances and to the limits as outlined in the "Procurement of Goods and Services Policy".
2. Each year the County will advertise once in each of our local newspapers and on the County website, calling for contractors to submit their Commenced Equipment list to the County and also to inform the public of our equipment hiring procedures. Ads will be placed in our local newspapers during the month of February. Contractors may notify in writing at any time if they want to add or delete equipment from the list, in accordance with this policy.
3. Companies or owners will be required to provide proof of valid WCB coverage, appropriate insurance (\$2,000,000.00 minimum) valid safety inspections where applicable and any other information the County deems necessary, prior to start of work. This information will be reviewed prior to payments being made to ensure it remains valid.
4. Companies or owners will **not** be considered who are delinquently indebted to the County more than \$50 for taxes, utility accounts or any other accounts receivable; and/or are involved in any current litigation with the County.
5. Supervisory staff are authorized to hire Commenced Equipment as long as it is within their allowable signing authority limit. Anything above their signing authority limit will need approval from the Director of Public Works and/or the CAO.
6. Supervisory staff will apply the following considerations when hiring commenced equipment:
  - past work history with the County along with the cooperative record of the contractor making equipment available to the County in times of need or difficult situations;
  - the experience of the operator, the suitability, productivity and condition of the equipment;
  - the amount of hourly work the contractor or contracting company has received or is expected to receive from the County;
  - the location of the equipment in relation to the work site;
  - charge out rates/price

Each supervisor will report to the Director of Public Works on a regular basis regarding the Commenced Equipment he has working. These reports (and others such as financial) will be used by the Director of Public Works to assess the degree to which work is being distributed and to direct supervisory staff on hiring Commenced Equipment.

7. Supervisors are expected to provide justification for their choices when hiring, and to provide an accurate tracking of hours and costs for each project.

## **SAFETY AND QUALITY OF WORK:**

1. All operators must be qualified and equipment shall be operated in a safe and effective manner.
2. Truckers, while working for the County, are to travel at recommended speed limits. Truckers are to use the roads courteously, considering such factors as privacy, noise levels and dust conditions. A County supervisor or authorized employee may issue a warning to a non-complying operator in a format deemed appropriate by the Director of Public Works. Repeat offenders may be suspended from further hauling.
3. All operators must follow the directions of the County's supervisor or other designated employee.
4. County supervisors or designates are responsible to provide clear directions to operators and are to ensure that all operations are conducting themselves in a safe and effective manner. Any unsafe equipment or operators will be removed from County jobs and will not be allowed back until they provide some proof of the unsafe equipment having been repaired/replaced and/or operators have received appropriate safety training.
5. Supervisors are to document improper conduct and/or performance of an operator. In the case where someone operates the equipment other than the owner, the supervisor will communicate his/her concerns to the equipment owner in addition to the operator. The supervisor will identify the inappropriate action and the supervisor's expectations for improvement. Supervisors will terminate any contractor for continued improper conduct and/or performance.
6. Upon termination the operator/contractor will be asked to remove his/her piece of equipment from the work site. The County may not rehire a terminated operator nor may he/she operate a piece of equipment hired by the County.
7. The terminated equipment will be removed from the Commenced Equipment List and will only be replaced at the discretion of the Director of Public Works. For guidance purposes, owners of equipment removed from the Commenced Equipment list may be put back on the list when the Director of Public Works is satisfied that the County's directions will be adhered to. In the event that an owner of equipment is removed from the Commenced Equipment list on a second occasion, it will not be eligible for replacement.