

CONTRACT GRADER BEATS

Subject: Contract Grader Beats

Ref: Transportation

Code: 31

Date Approved: December 14, 2021 Motion No: 466/14/12/21 Replaces: 465/14/08/07

The County of Northern Lights believes in making use of contract grader beats in addition to in house beats as a cost effective method to provide road maintenance.

The County of Northern Lights

proposes to do this by: `

[1] awarding such beats in a consistent manner that will allow selection of the contractor who can deliver the desired service in the most cost-effective manner possible; and

[2] fairly assessing contractor performance utilizing a reporting system to evaluate the performance of each contractor on a regular basis *[this information may be used for contract purposes or evaluation of future bids]*.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

PROCEDURE:

1. Approximately three months prior to a grader beat coming up for renewal, the Director of Public Works and the Area Road Supervisor will review the contract currently on file, and make any recommended changes.
2. The revised contract will be advertised in accordance with County policies.
3. The contract will provide for a public opening of all bids.
4. The Director of Public Works will make a recommendation to Council on selection of a contractor.
5. Council will formally, by council resolution name the successful contractor.
6. At least annually, or at any time desired by an Area Road Supervisor or the Director of Public Works, a review of the contract grader's performance will be completed. An overall performance ranking will be accessed. A ranking of "unacceptable" will be considered 10 days' notice to the contractor to meet with the Director of Public Works to resolve the problems, or the contract will be terminated under the terms of the contract. These performance reviews will be used by Council when deciding the award of future contracts with the County of Northern Lights.
7. The performance review form is attached as schedule "A" and may be modified from time to time by the Director of Public Works.

Schedule "A"
Contract Grader Beats Policy
Performance Review Schedule

Contractor: _____

Grader Beat: _____

Agreement Number: _____

Date: _____

Directions: At least annually the Area Road Supervisor will fill out the following performance review. The Area Road Supervisor will score the contractor in each area of the following sections. The overall rating will be equal to the lowest score in any one section. The Area Road Supervisor will then meet with the contractor to go over the performance review.

Section 1

Administration:

Communication: _____ 1

1 2 3 4 5

The owner or management responds quickly to concerns of the County. Returns calls promptly. Regularly maintains communication of concerns or comments with the Area Road Supervisor and the Director of Public Works.

Comments:

Billing: _____ 1 2 3 4 5

The owner or management bills the County on time on a monthly time frame. The billing is complete with project codes, agreement numbers, and has the County required maps filled out and complete. The Billing is well detailed and accurate to hours tracked by lead hands.

Comments:

Efficiency:

1 2 3 4 5

The Operator works the beat in an efficient manner to reduce high blading and travel. The operator can blade at efficient pace without compromising quality.

Comments:

Attitude and Interaction with Public:

1 2 3 4 5

The Operator conducts himself with professionalism. The operator is courteous and polite with the public. The Operator is courteous and works well with County staff.

Comments:

Operator Safety:

1 2 3 4 5

The operator is conscientious towards safety. The operator uses his signs and flags. The operator operates at safe speeds. etc.

Comments:

Section 2 Operator total /25

5-14 – Unsatisfactory 14-18- Average 18-23 - Good 24-25- Excellent

Section 3 Equipment:

Equipment meets the needs:

1 2 3 4 5

The equipment meets the contract requirements for age and power. The equipment is comfortable for the operator. The equipment is generally in good shape and repair.

Comments:

Safety Equipment:

1 2 3 4 5

The grader has the necessary flags, fire extinguishers, first aid kit, signs. Grader has a well working radio.

Comments:

Section 3 Equipment total /10

1-4- Unsatisfactory 4-7- Average 8-9- Good 10 - Excellent

Overall Performance Rating:

Equal to lowest rating in any one section:

Unsatisfactory

Average

Good

Excellent

Contractors Reply Comments:

Contractors Signature:

Area Road Supervisor Signature:
