



## **2017 BID SHEET**

**Please read and complete all forms thoroughly and be sure to include all required documentation.**

**Please return completed package to:**

**Saddle Hills County**  
**Attention:** Department of Operations  
R.R. #1  
Spirit River, AB T0H 3G0

For General Inquiries phone (780) 864-3760

**Deadline to return packages is March 31, 2017**

**COMPANY NAME:**

---

**CONTACT NAME:**

---

**PHONE NUMBER:**

---



**Saddle Hills County**

R.R. #1, Spirit River, AB T0H 3G0

Phone: (780) 864-3760

Fax: (780) 864-3904

**Name of Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Direct Company Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Is your company incorporated?:** (Please circle) **Yes** **No**

**Years in business:** \_\_\_\_\_

**Worker's Compensation Account No.** \_\_\_\_\_

**Liability Insurance Agent:** \_\_\_\_\_

**Insurance Account No.** \_\_\_\_\_

**GST Registration No.** \_\_\_\_\_

**Does your company have a COR, SECOR or a SAFETY PROGRAM?**

(Circle one) **Yes** **No**

**If so, please specify?** \_\_\_\_\_

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

**\*We request that a copy of the COR Certificate be included in the package.**

## PLEASE INCLUDE:

- 1) Alberta Government Registration proving ownership
- 2) As per Saddle Hills County Policy PW05 Hourly or Contracted Equipment (currently being revised to reflect the \$2,000,000.00), a valid insurance policy showing a minimum requirement of two million dollars (\$2,000,000.00) coverage for Public Liability and Property Damage, naming Saddle Hills County as additionally insured. A copy of the policy is to be provided to Saddle Hills County prior to commencement of work.
- 3) WCB Clearance Letter (active account in good standing with the Worker's Compensation Board).
- 4) Driver's Abstract for all driver's that will be operating your equipment.
- 5) All drivers must have a valid Alberta Driver's License with the correct classification and endorsements. A driver's abstract must be supplied upon request.
- 6) NSC Certificate for all NSC Regulated vehicles.
- 7) Attach a copy of CVIP (Truck Certification).  
If it expires before April 30, 2017, it is **your responsibility** to submit a current renewal certificate.
- 8) Falsification of any records will result in immediate permanent suspension from the Contracted Equipment Bid Program.
- 9) Registered truck owners shall keep Saddle Hills County informed of any and all changes in registration documentation. Failure to provide updated documents could result in permanent suspension from the Contracted Equipment Bid Program.
- 10) All trucks called to work will be required to possess a valid safety inspection sticker.
- 11) All vehicles must be equipped with a first aid kit and fire extinguisher. All service vehicles are required to carry a spill kit.
- 12) NSC drivers must have up to date Trip Inspection and Hours of Service documentation.

## RATES

- 1) Bids should be based on Saddle Hills County *Policy PW05 Hourly or Contracted Equipment*.

## CALL OUT PROCEDURES

- 1) Saddle Hills County Public Works Foremen will call by telephone at the numbers listed on the owner's registration form, between the hours of 7:30 a.m. and 10:00 p.m. Monday through Sunday.
- 2) The company must have a person at the contact number with the authority to act on behalf of the Company to accept or reject an offer by the Director of Engineering or Infrastructure, or designate for a turn of work. Failure to do so may result in loss of position.
- 3) It is the contractor's responsibility to ensure that **correct** contact information is provided to Saddle Hills County.
- 4) Any company occupying a position on the list who does not report for work when called or instructed to do so, will be given one written warning. Subsequent infractions will result in removal from the program.
- 5) Under no circumstances shall the company quit his or her turn of work without giving twenty-four (24) hours' notice. Failure to give notice will result in one written warning. Subsequent infractions will result in removal from the program.

## JOB CONDUCT

- 1) The Director of Operations, or designate upon written notification of policy infractions may suspend any driver from the Contracted Equipment Bid Program.
- 2) The Director of Operations or designate will use their discretion to determine the need for a written infraction report. A driver or operator may receive a written warning for any of the following reasons:
  - a) Failure to follow instructions
  - b) Being careless
  - c) Exceeding the posted speed limits
  - d) Failure to remain in numbered order to and from the pit on the designated haul routes
  - e) Poor job performance

- 3) Infractions on the job of a serious nature will result in the immediate and permanent removal of the driver from the program. The Director Operations or designate will use his or her discretion in determining the severity of the infraction. An example of such infractions includes but is not limited to the following:
  - a). Alcohol abuse
  - b). Drug abuse
  - c). Insubordination
  - d). Abusive or obscene language directed at a County Employee, another driver, or member of the Public
  - e). Harassment
  - f). Threat of physical abuse
- 4) Booking off before completion of a normal shift without cause will result in a written warning.
- 5) Booking on and off must be done in person, or by written notification from the registered owner or his or her representative.

## **SAFETY INSTRUCTIONS FOR EQUIPMENT OWNER/OPERATORS**

### **GENERAL INSTRUCTIONS:**

- 1) All equipment owner/operators shall ensure that their equipment meets all operational and maintenance requirements under the following:
  - a). Motor Vehicle Administration Act
  - b). Highway Traffic Act
  - c). Occupational Health & Safety Act
  - d). Motor Transport Act
  - e). National Safety Code Standards
  - f). All other relevant legislation
- 2) All equipment operators must comply with all County safety policies and procedures.
- 3) Any personal injuries, property damage, hazards and near miss accidents must be reported immediately to the Public Works Foremen or the Director of Operations.
- 4) Equipment operators are to be in a safe position while the trucks are being loaded.
- 5) Tailgates must be properly fitted when closed to avoid spillage.

- 6) All drivers are required to ensure that the trucks are loaded in a manner to prevent spillage while traveling.
- 7) All equipment must travel on designated Haul Roads.
- 8) All posted speed limits and traffic control procedures must be strictly adhered to.
- 9) No passing within the pit or stockpile areas.
- 10) When traveling on designated haul roads, **NO PASSING IS PERMITTED.**
- 11) During hauling operations a safe distance must be maintained between trucks.
- 12) Trucks shall not be operated in a reckless or careless manner.
- 13) Truck Operators must exercise care and attention when working in the vicinity of overhead power lines.
- 14) Trucks must be fully stopped when manually controlled end gates are being set.
- 15) No work shall be performed under a raised truck box or cab until they have been securely blocked.
- 16) Truck Operators must remove any rocks that are wedged between dual wheels.
- 17) After loading or dumping, the operator must remove any loose material from the hitches and underbodies.

**COMPANY NAME:**

**NAME:**

**ADDRESS:**

**PHONE NUMBER:**

EQUIPMENT DESCRIPTION	MAKE /MODEL	YEAR	HOURLY BID RATE	CAPACITY TONNE OR m3	BID RATE PER GRAVEL TRUCK	
						% of County Rate
1						
Attachments						
2						
Attachments						
3						
Attachments						
4						
Attachments						
5						
Attachments						

**NOTE TO GRAVEL TRUCKERS:**

The basic load factor is \$ 0.85/tonnes.

Under the column Hourly Bid Rate please state your price if you wish to be hired for any hourly work we may have.

If you bid a percentage rate you are bidding a percentage County Rate of \$0.174/tonnes/km.

COMPANY NAME:		NAME:			
ADDRESS:		PHONE NUMBER:			
EQUIPMENT DESCRIPTION	MAKE /MODEL	YEAR	HOURLY BID RATE	CAPACITY TONNES/ m3	BID RATE PER GRAVEL TRUCK % of County Rate
1					
Attachments					
2					
Attachments					
3					
Attachments					
4					
Attachments					
5					
Attachments					

**NOTE TO GRAVEL TRUCKERS:**

The basic load factor is \$ 0.85/tonnes.

Under the column Hourly Bid Rate please state your price if you wish to be hired for any hourly work we may have.

If you bid a percentage rate you are bidding a percentage County Rate of \$0.174/tonnes/km.





**POLICY PW 05  
HOURLY OR CONTRACT  
EQUIPMENT**

**DEPARTMENT  
ENGINEERING  
& INFRASTRUCTURE  
PAGE 1 OF 3**

**EFFECTIVE: January 12, 2016**

**COUNCIL RESOLUTION**

**INCEPTION: 06.99.04.13**

**AMENDMENT: 31.01.12.16**

**CROSS REFERENCE**

**REVIEW DATE**

**January (Annually)**

<b>REEVE</b>  Alvin Hubert	<b>CHIEF ADMINISTRATIVE OFFICER</b>  Faye Kary
---	--

**PURPOSE:**

To establish the availability of hourly or contract equipment.

**GUIDELINES:**

1. The County shall:
  - a. Advertise in the first quarter of each year for Hourly or Contract Equipment available during the period from April 1 to March 31 of the following calendar year;
  - b. Evaluate the Equipment Owner's bid considering factors which include:
    - i) bid rates;
    - ii) capability to perform the work;
    - iii) past experience or lack of experience with the County;
    - iv) reference checks; and
    - v) production capability of equipment to be utilized;
    - vi) Proximity of the Contractor to the job site;
  - c. At the County's discretion, accept or reject the Equipment Owner's bid with or without reason;
  - d. Assign position numbers to Equipment Owners, with successful bids, according to bid rates received (position numbers are not transferrable);
  - e. Select equipment based on factors which include:
    - i) lowest rate quoted;
    - ii) the power the unit must have;
    - iii) suitable attachments;
    - iv) proximity of equipment to the job site; and
    - v) mobility costs
  - f. Determine if attachments to the base unit are required;
  - g. Determine if payment will be based on hourly or production rates;
  - h. Review the Quotation for Supply of Hourly Rental Equipment upon the request of Council; and
  - i. Reserve the right to terminate an agreement at any time.



**POLICY PW 05**  
**HOURLY OR CONTRACT**  
**EQUIPMENT**

**DEPARTMENT**  
**ENGINEERING**  
**& INFRASTRUCTURE**  
**PAGE 2 OF 3**

2. The Equipment Owner submitting a bid shall:
  - a. Include the following in their rate:
    - i) operator's wage;
    - ii) Workers' Compensation Board coverage;
    - iii) insurance;
    - iv) fuel / oil;
    - v) repairs; and
    - vi) any other costs associated with owning and operating equipment;
  - b. Determine attachments to the base unit (bid separately) by referring to:
    - i) Equipment Rental Rates Guide and Membership Roster; and
    - ii) An Alberta Roadbuilders & Heavy Construction Association Publication;
  - c. Provide and maintain documented proof of:
    - i) ownership with Alberta Government Registration and Certification;
    - ii) insurance with valid insurance policy showing a minimum of \$2,000,000.00 coverage for public liability and property damage;
    - iii) Workers' Compensation Board coverage with an active account number in the area of operation being performed; and
    - iv) the drivers' proper class of Operators' License.
3. When trucks are required:
  - a. The County may telephone Truck Owners on a 24 hour, 7 day a week basis;
  - b. If the Truck Owner or authorized representative does not respond to the telephone call, the position on the trucking list may be lost; and
  - c. Trucks may be suspended from the trucking list for reasons which include:
    - i) failing to follow instructions;
    - ii) being careless;
    - iii) being unreasonably slow;
    - iv) exceeding the posted speed limits;
    - v) not remaining in numbered order to and from the pit on the designated haul routes; or
    - vi) not performing satisfactorily.
4. Equipment Owners will be suspended from the equipment list for booking off before completion of a normal shift without cause and notification.



**POLICY PW 05**  
**HOURLY OR CONTRACT**  
**EQUIPMENT**

**DEPARTMENT**  
**ENGINEERING**  
**& INFRASTRUCTURE**  
**PAGE 3 OF 3**

5. Equipment Owners shall be permanently removed from the equipment list for infractions which include:
  - a. Alcohol and drug abuse;
  - b. Insubordination;
  - c. Harassment;
  - d. Threatening;
  - e. Physical abuse and
  - f. Abusive or offensive language.
  
6. The County shall prepare a performance report explaining the details of any incident resulting in suspension or removal from the equipment list. A copy of this report shall be forwarded to the Equipment Owner. If an appeal is requested, it shall be submitted in writing to the County within 48 hours of receiving the report. The appeal process shall consist of a meeting between the Equipment Owner, Project Foreman, Director of Engineering & Infrastructure and the Chief Administrative Officer.
  
7. Equipment Owners working by the hour must submit an invoice in order to receive payment.
  
8. The County will generate an invoice for work done by the tonne or cubic meter. The County will issue a check within 30 days of the invoice date.