

Mackenzie County

Title	Hiring of Private Equipment	Policy No:	PW018
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Legislation Reference	Municipal Government Act Section 18
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Purpose

To establish a procedure and standards for the hiring of private equipment to complete municipal work.

Policy Statement and Guidelines

From time to time the municipality requires equipment, to assist with municipal work. The municipality will hire private equipment off of the equipment list.

Definitions:

“Private Equipment” shall be defined as any equipment which is owned and operated by an individual, partnership, or corporation.

The hired equipment list is an ongoing list of privately owned equipment that the County may hire from time to time.

Guidelines:

1. The private equipment on the Mackenzie County equipment list shall be the first source of equipment to be hired when privately owned equipment is required for work within the Mackenzie County.
2. Contractors complete a Hired Equipment Form, and must have a current WCB account, Certificate of Insurance with a minimum of two million dollars liability, to remain on the list. Vehicles and equipment must have a current Alberta CVIP, and commercial license plates.
3. Contractors must have a valid Mackenzie County Business License.
4. Mackenzie County may apply the following considerations when hiring 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.

5. Equipment must be in good working condition. Supervisors may dismiss equipment that is in poor condition.
6. Contractors must supply experienced operators with proper PPE, and training certificates to complete the required task, in a safe and efficient manner.
7. Private equipment from contractors shall be hired only if they have no outstanding accounts (including taxes) with the municipality and are not involved in any legal action against Mackenzie County as per Policy ADM015 Hiring Contractor / Suppliers.
8. A list of all equipment shall be prepared for public information in accordance with the Freedom of Information and Protection of Privacy Act.
9. Contractors shall be paid up to 80% of the current years Alberta Road Builders Rates. FIN025 Purchasing Authority Directive and Tendering Process Policy applies.
10. Once per year, the municipality will advertise that the County is accepting hired equipment updates, and new registrations for the hired equipment list.
11. All Contractors of equipment on the hired equipment list must follow Mackenzie County's Policies and procedures.

Related Policies & Procedures

- ADM015 - Hiring Contractor/Suppliers
- FIN025 - Purchasing Authority Directive and Tendering Process

	Date	Resolution Number
Approved	2002-01-17	02-025
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