

# Mackenzie County

<b>Title</b>	<b>Hiring of Private Equipment</b>	<b>Policy No:</b>	<b>PW018</b>
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<b>Legislation Reference</b>	<b>MGA Section 18</b>
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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 (Attached Schedule "A"), 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.
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 without a valid COR/SECOR shall be paid 70% of the current years Alberta Road Builders Rates. The Purchasing Authority Directive and Tendering Process Policy applies.
10. Contractors with a valid COR/SECOR shall be paid 80% of the current years Alberta Road Builders Rates.
11. Once per year, the municipality will advertise that the County is accepting hired equipment updates, and new registrations for the hired equipment list.
12. All Contractors of equipment on the hired equipment list must follow Mackenzie County's Policies and procedures.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2002-01-17	02-025
<b>Amended</b>	2003-03-25	03-191
<b>Amended</b>	2010-06-15	15-06-420
<b>Amended</b>	2018-10-09	18-10-731

# PRIVATE EQUIPMENT REGISTRATION FORM



## Mackenzie County

P.O. Box 640, Fort Vermilion, AB T0H 1N0  
 Phone: (780) 927-3718 Fax: (780) 927-4266  
 office@mackenziecounty.com

**Owner / Company:** \_\_\_\_\_ **Land Location:** \_\_\_\_\_

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

**Contact Name(s):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Description of Power Unit	Make	Model	Year	Serial Number	Attachment Description

**RATES WILL BE GOVERNED BY THE MACKENZIE COUNTY PURCHASING POLICY - 70% ALBERTA ROAD BUILDERS RATE FOR NO COR/SECOR & 80% FOR THOSE WITH COR/SECOR**

**GST #:** \_\_\_\_\_ **\*Liability Insurance Coverage #:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**\*Insurance Coverage \$** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_ **\*COR / SECOR:** \_\_\_\_\_

**\*Mackenzie County Bus. Lic. Number:** \_\_\_\_\_

**\*Worker's Compensation Number:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**\*Please provide copies of the above documents.** **Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This information is being collected in accordance with Part 2 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of ensuring appropriate equipment is hired specific to the requirements of the job as well as for determining a rate of payment for such equipment. Our Freedom of Information and Protection of Privacy Act Co-ordinator, Joulia Whittleton, is available to answer any questions you may have pertaining to the collection and use of the information and may be contacted at 927-3718. This information may be used for any municipal purpose.

# PRIVATE EQUIPMENT REGISTRATION FORM

## Procedure

- 1 The use of hired equipment is a pre-qualification of vendors and will be used in instances and to the limits as outlines in the "Hiring of Private Equipement" Policy.
- 2 Each year the County will advise once, in each of our local newspapers, and on the County website, calling for contractors to submit their Private Equipment list to the County and also to inform the public of our equipment hiring procedures. 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 WBC coverage, appropriate insurance (\$2,000,000.00 minimum), valid safety inspection where applicable and any other information the County deems necessary, prior to start of work. The information will be reviewed prior to payment being made to ensure it remains valid.
- 4 Companies or owners will not be considered who are delinquetly indebted to the County more than \$50 for taxes, utility accounts or any other accounts receiveable; and/or are involved in any current litigation with the County.
- 5 Supervisory staff are authorized to hire equipment as long as it is within their allowable signing authority limit. Anything above their signing authority limit will need approval from the appropriate Director and/or CAO.
- 6 Supervisory staff 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;
  - the location of the equipment in relation to the work site;
  - charge out rates/price

Each supervisor will report to their respective Directors on a regular basis regarding the hired equipment he has working. These reports (and others such as financials) will be used by the respective Directors to access the degree of which work is being distributed and to direct supervisory staff on hiring equipment.

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