

Documents & Information Required Upon Registration Submission:

The City of Vernon invites submission from qualified Contractors to be included on a pre-qualified list for Hired Equipment for Winter Snow Removal / Hauling Services and / or Summer Excavating / Hauling Services.

Submissions shall be marked “**2012 Hired Equipment Pre-Qualification**” and will be received at the office of the Purchasing Agent – Operation Services Office, 1900 – 48th Avenue, Vernon, B.C., V1T 8Y7 or emailed to pagent@vernon.ca or faxed to (250) 550-3523.

Contractors submitting pre-qualification submissions must consent to the City of Vernon verifying the information provided on their submission. Contractor’s not able to comply fully with the minimum WorksafeBC Clearance Letter, Commercial General Liability Insurance and Vehicle Insurance requirements will NOT qualify for registration with the City of Vernon. Copies of certificates must be submitted with the Hired Equipment Pre-Qualification Forms. The Contractor must carry Public Liability Insurance in the amount of **\$2,000,000.00 with the City of Vernon named as additionally insured.**

Pre-Qualification Procedure:

1. Submit mandatory documentation – (copies of insurance certificates, WCB number or clearance letter & City of Vernon or inter-municipal business licence number). Equipment photos are welcomed but not required.
2. Ensure reference contact names & phone numbers are current.
3. The City will create a Contractor call out list based the following considerations

Call Out Consideration
Rates – Mandatory Documentation must be in place
Work Experience / References – Urban experience will be given preference
Equipment – Working Condition - Age

Once hired, hired equipment and operators will be expected to perform at a reasonable level. An example of the Criteria Evaluation Form is attached for Contractors to understand the City of Vernon’s evaluation standards. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination. Contractor warrants it shall comply with all laws, rules and regulations applicable to the location of the Work, in particular, but without limitation, those concerning safety and WorksafeBC.

COMPARABLE WORK EXPERIENCE / REFERENCES

Work Description / Urban Experience	Site Location	Contracted By	Site Superintendent	Phone #



CITY OF VERNON

1900 - 48 Avenue, Vernon, B.C. V1T 8Y7
 Purchasing Department (250) 550-3646 Fax (250) 550-3523

2012 WINTER & SUMMER EQUIPMENT HIRE REGISTRATION FORM

NAME OF REGISTERED OWNER/COMPANY:		
CONTACT NAME:		
ADDRESS:	POSTAL CODE:	
PHONE:	FAX:	EMAIL:

~~~~~Record all required information to best describe the equipment offered for hire~~~~~

- **Equipment Type:** T/A Dump, Pup Trailer, Sweeper, Grader, Backhoe, Excavator, Vac Truck, Other
- **Capacity:** Cubic Yards, Gallons etc

| EQUIPMENT TYPE | YEAR | MAKE & MODEL | CAPACITY | GVW | Hourly Rate<br>(HST not<br>Included) | Daily Rate<br>(HST not<br>included) |
|----------------|------|--------------|----------|-----|--------------------------------------|-------------------------------------|
|                |      |              |          | kg  | \$                                   | \$                                  |
|                |      |              |          | kg  | \$                                   | \$                                  |
|                |      |              |          | kg  | \$                                   | \$                                  |
|                |      |              |          | kg  | \$                                   | \$                                  |
|                |      |              |          | kg  | \$                                   | \$                                  |

Number of years working within urban environment \_\_\_\_\_ YRS.

### REQUIRED INFORMATION

| Vernon or Intermunicipal<br>Business License | WorkSafe BC Coverage | Comprehensive General<br>Liability Insurance \$2M | Automobile<br>Liability Insurance \$2M |
|----------------------------------------------|----------------------|---------------------------------------------------|----------------------------------------|
| License #                                    | WCB #                | \$                                                | \$                                     |

**NOTE:**

- A COPY OF PROOF OF OWNERSHIP OR REGISTRATION WITH PROOF OF INSURANCE MUST BE PROVIDED
- EQUIPMENT MUST BE WELL MAINTAINED AND SHALL CONFORM TO CVII REGULATIONS
- EQUIPMENT AND TRUCKS SHALL BE HIRED ON AN ALL FOUND BASIS.
- OPERATORS SHALL FOLLOW WORKSAFE BC SAFETY PRACTICES AND SHALL BE EQUIPPED WITH ALL SAFETY ITEMS  
i.e.: (HARD HATS, HIGH VISIBILITY VESTS AND SAFETY FOOTWEAR)
- FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_