

2018 HIRED EQUIPMENT PRE-QUALIFICATION REGISTRATION

Required Documents & Information:

The City of Vernon "City" invites submission from qualified contractors to be included on a pre-qualified call out list for hired equipment services.

Submissions shall be marked "2018 Hired Equipment Pre-Qualification" and will be received at the office of The Buyer, Procurement Services – Operation Services Office, 1900 – 48th Avenue, Vernon, BC V1T 8Y7 or emailed to purchasing@vernon.ca or faxed to (250) 550-3487.

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission. Contractor's not able to comply fully with the minimum WorkSafeBC Clearance Letter, Business License, Commercial General Liability Insurance and Vehicle Insurance requirements will *NOT* qualify for registration. **Copies of insurance 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**

Including the following named as Additionally Insured:

- **City of Vernon**
- **Regional District of the North Okanagan**

The City reserves the right, at its sole discretion, to pre-quality a limited number or to pre-qualify none of the contractors applying.

Pre-Qualification Procedure:

1. Vendor must have a minimum of 3 years bonafide experience in this area
2. Submit documentation:
 - a. Registration page signed and dated (bottom of Page 3)
 - b. City of Vernon or Inter-Community Business License Number
 - c. WorkSafeBC number or Clearance Letter
 - d. General Liability Insurance Certificate as outlined above
 - e. Proof of vehicle ownership and registration including proof of insurance
 - f. Equipment photos are welcomed but not required.
3. The City will create a contractor call out list based the following considerations
 - Rates
 - Work Experience
 - Availability & Equipment
4. Upon call out, the City will provide the Contractor with a Standing Purchase Order

2018 HIRED EQUIPMENT PRE-QUALIFICATION REGISTRATION

Once hired, equipment and operators will be expected to perform at a reasonable level. If a situation develops where performance is not acceptable, temporary suspension or termination may result.

Fuel Consumption Data

For Contracted Services over \$25,000.00 / year, the Climate Action Charter requires the City to track contracted emissions derived from fossil fuel consumption used to operate vehicles, equipment and machinery. Therefore, the City may require Contractors to provide the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described.

REGISTRATION

 Email forms to: purchasing@vernon.ca or Fax: (250) 550-3487

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
All rates below to include equipment & operator costs

- **Equipment Type:** T/A Dump, Pup Trailer, Sweeper, Grader, Backhoe, Excavator, Vacuum Truck, etc.
- **Capacity:** Cubic Yards, Gallons, Tonnes, etc.
- **Separate list of equipment may be attached**

EQUIPMENT TYPE	YEAR	MAKE & MODEL	CAPACITY	GVW	Hourly Rate (Tax not Included)	Daily Rate (Tax not included)
				kg	\$	\$
				kg	\$	\$
				kg	\$	\$
				kg	\$	\$
Reference - Description of Work		Owner		Contact Name & Phone #		
Vernon or Inter-Community Business License #	WorkSafeBC #	Comprehensive General Liability Insurance \$2M – City & RDNO named as additional insured		Auto Liability Insurance \$2M		
		Certificate Attached		Documents Attached		
<input type="checkbox"/> A COPY OF PROOF OF OWNERSHIP OR REGISTRATION WITH PROOF OF INSURANCE SHALL BE PROVIDED <input type="checkbox"/> EQUIPMENT MUST BE WELL MAINTAINED AND SHALL CONFORM TO CVII REGULATIONS <input type="checkbox"/> EQUIPMENT AND TRUCKS SHALL BE HIRED ON AN ALL FOUND BASIS. <input type="checkbox"/> CONTRACTOR/OPERATORS SHALL FOLLOW WORKSAFE BC SAFETY PRACTICES AND SHALL BE EQUIPPED WITH ALL SAFETY PPE INCLUDING APPROPRIATE FALL PROTECTION EQUIPMENT. (HARD HATS, HIGH VISIBILITY VESTS AND SAFETY FOOTWEAR) <input type="checkbox"/> UPON HIRING, CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH CITY WORK & SERVICE CONDITIONS. <input type="checkbox"/> https://www.vernon.ca/sites/default/files/docs/financial/work_service_general_conditions.pdf FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY						

Authorized Signature:

Date:

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.