

## 2018 TRAFFIC CONTROL PRE-QUALIFICATION REGISTRATION

### Required Documents & Information

The City of Vernon ("City") invites submissions from qualified contractors to be included on a pre-qualified call out list for Traffic Control services.

Submissions shall be marked "**2018 Traffic Control Services 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](mailto: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 Traffic Control Services Pre-Qualification Forms.** The contractor must carry Commercial General Liability Insurance in the amount of:

- **\$3,000,000.00**

Including the following named as Additionally Insured:

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

The contractor must carry Automobile Liability Insurance in the amount of:

- **\$5,000,000 inclusive**

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

#### **Pre-Qualification Procedure:**

1. Submit documentation;
  - Registration page signed and dated (bottom of Page 5)
  - City of Vernon or Inter-Community Business License
  - WorkSafeBC number or Clearance Letter
  - General Liability Insurance Certificate as outlined above
  - Proof of vehicle ownership and registration including proof of insurance
  - Comparable work experience/references (See Page 6)
2. The City will create a contractor call out list based the following considerations.
  - Rates
  - Work Experience
  - Availability & Equipment

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3. Upon selection and call out, the City will provide the Contractor with:
  - Job locations and City Services contact information
  - Documentation and information requirements for invoicing the City
  - Standing Purchase Order for invoicing reference
  - Electronic Fund Transfer (EFT) payment registration package
  
4. City Work & Services General Conditions will apply. Refer to:  
[https://www.vernon.ca/sites/default/files/docs/financial/work\\_service\\_general\\_conditions.pdf](https://www.vernon.ca/sites/default/files/docs/financial/work_service_general_conditions.pdf)

Once hired, Traffic Control personnel 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.

**REQUIREMENTS AND QUALIFICATIONS FOR TRAFFIC CONTROL SERVICES**

The City of Vernon is soliciting information from qualified Traffic Control service providers who are prepared to offer traffic control services: twenty four (24) hours per day, seven (7) days per week, hundred sixty five (365) days per year.

1. The Traffic Control Contractor must be in compliance, familiar with and provide proof of certification, where applicable, of the following procedures, policies and rules:

1.1.1. City of Vernon Bylaws

1.1.2. WorkSafe BC

1.1.3. Contractor's own Occupational Health and Safety policies & procedures.

1.1.4. RC Ministry of Transportation and Infrastructure's Traffic Control Manual for Work on Roadways

1.1.5. The Manual of Uniform Traffic Control Devices (MUTCD)

1.1.6. The Master Municipal Construction Document (MMCD)

2. Traffic Control personnel should be able to demonstrate the following abilities:

2.1.1 To receive and communicate clearly and courteously. Have the ability to operate two-way radios.

2.1.2 To be physically able to safeguard themselves and others from errant vehicles, recognize dangerous situations and warn others to avoid injury.

2.1.3 To control signaling devices (such as paddles and flags) in order to provide clear and confident guidance to drivers entering a construction zone.

2.1.4 Understand and apply safe traffic control practices, sometimes in challenging or emergency situations.

3. Traffic Control Equipment to be supplied by Vendor:

3.1.1 STOP/SLOW paddles as specified in the MUTCS, two-way radios, night gear, highway signs, delineators, and cones must be provided by the Vendor.

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### 4 Transportation

Traffic Control personnel must have their own, or company supplied transportation which shall be available all day should there be a need to change job locations.

### **APPEARANCE AND SAFETY EQUIPMENT**

Traffic Control personnel must be dressed in a neat and presentable manner. All Traffic Control personnel must wear the required Personal Protective Equipment as mandated by the WorkSafe BC. A person designated by the vendor to be responsible for worker safety shall make the selection of the appropriate class of garment.

All Traffic Control personnel must also wear steel toe safety footwear. All Traffic Control personnel to be easily identifiable (name and company) at all times. No music or sound devices will be allowed at the work site. Cell phone usage is to be limited to job related or emergency calls only and when safe to do so.

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

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

~ Companies to supplement below responses with additional company information as required ~

<b>Service Description</b>	<b>Rate per Hour (Straight Time)</b>	<b>Rate per Hour (Night Rate)</b>	<b>Rate per Hour (Overtime)</b>
<b>Traffic Control Staff</b> (per person)			
<b>Site Security</b> (per person)			
<b>Flashing Arrow Board</b> (mounted on vehicle)			
<b>Traffic Control Plan</b> (single charge)			

<b>Description</b>	<b>Definition of Billable Rate (example 6 p.m. to 6 a.m.)</b>
Straight Time	
Night Rate	

<b>Description of Service</b>	<b># of Hours</b>	<b>KM Charge</b>	<b>Apply</b>	<b>Explanation</b>
Minimum Call-out			Yes No	
Kilometer Charges			Yes No	

The Contractor to supply the City with specific definitions regarding overtime billing applicability.

The City will require at least three references from the applicant. Page 4 of this document provides form.

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, Employment Standards Act and WorkSafeBC.

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

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**COMPARABLE WORK EXPERIENCE / REFERENCES**

<b><u>Contracted by:</u></b>	<b><u>Reference Contact Name &amp; Phone #</u></b>	<b><u>Brief Description of Work Performed</u></b>