

Hired Equipment Registration



Registration Form

SECTION 1 - REGISTRATION INFORMATION *(all fields are mandatory)*

Name of Firm Bidding: _____

Name of Authorized Representative: _____

Job Title of Representative: _____

Address: _____

City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____ Date signed: _____

Category Requested:

☐ **General Emergency** *(Section 2 - Specifications 1.1)*

☐ **Utility Emergency** *(Section 2 - Specifications 1.2)*

****Contractor must complete Section 3 – References & Certifications below**

Authorized Representative Signature: _____

SECTION 2 - SPECIFICATIONS

1. Introduction

During emergency events the use of hired equipment may be essential; Contractors will be called to provide various services in accordance with the two categories below:

1. **General Emergency Category**– Contractors who have the equipment and ability to help with services such as ditching, general earthwork and snow plowing. Contractors wishing to apply to the General Emergency Category must indicate this in the Registration Form.
2. **Utility Emergency Category** – Contractors who have the equipment, ability, and the experience/training with working on City utilities such as underground water, storm, and sewer systems. Contractors wishing to apply to the Utility Emergency category must indicate this in the Registration Form and must meet the following additional requirements:
 - a. Must provide evidence of education or experience working on underground municipal utilities in the form of at least three relevant references for this type of work in the last five years and all relevant certifications for this work (Use *Section 3 - References & Certifications* to complete this).

2. General

Contractors wishing to register are expected to be responsible for the following at a minimum when called upon to perform the work:

1. The Contractor must be able to respond within two hours once receiving a call.
2. All Equipment must be owned or leased-to-own by the Contractor.
3. Ability to perform the services to a standard acceptable to the City of Dawson Creek.
4. Have the ability, and the willingness, to be the designated Prime Contractor as defined by WorkSafeBC for the purposes of Occupational Health and Safety. Prime Contractor designation will be required to be formalized each time a Contractor is called and agrees to perform work. The form required for this designation will be provided by the City and will be completed at the initial site visit attended by the Contractor and the City.
5. Ensure compliance with the WorkSafeBC OHS Regulation and Workers' Compensation Act. This includes (at a minimum):
 - a. Creating a WorkSafeBC Notice of Project (when applicable).
 - b. To have in place a written safety program and written safe work procedures specific to the type of work being performed.
 - c. To ensure that the safety program and all written safe work procedures are available at the workplace prior to the commencement of work.
6. The BC One Call process and the subsequent underground locate information provided is the responsibility of the Contractor to initiate and maintain records of. In certain situations where the work was foreseeable by the City and it is time sensitive the City may initiate these processes prior to calling a Contractor for work. In these situations, the City will provide all underground locate information to the Contractor prior to the work commencing and, if applicable, as it becomes available to the City.

3. Additional Information

1. Submissions will only be considered complete once all required documents have been submitted. Until all required documents have been received, the City will not be including the Contractor on the Hired Equipment Call-List in either category for work upcoming.
2. The City will make every effort to evenly distribute work across all Contractors who have the ability and willingness to perform the work and also have fully completed submissions. Factors that may affect even distribution include a Contractor not responding to a call for work, a Contractor's ability to perform certain types of work, and critical, emergency or time sensitive work which results in a first-come-first-serve approach.
3. Submissions must include a Contractor Pricing Sheet for all equipment that may be available to the City. This document will be used for invoicing quality assurance by the City and evaluating submissions for calls for work.
 - a. For any updates to a Contractor's Pricing Sheet to take effect, prior to a call for work these updates must be provided to the City by the Contractor either digitally at the PublicWorks@dawsoncreek.ca email address (preferred), or by hand to the Public Works Office located at 92 Vic Turner Road.
4. The City evaluates submissions based on best value for the City for the work that is to be completed. This includes considering the hourly rates as per the submitted Contractor Pricing Sheet provided in each Contractor's submission.
5. Any Contractor submitting for registration will be required to provide and maintain throughout the term the following documentation, and these documents may be requested by the City and must be produced by a Contractor at any time:
 - a. City of Dawson Creek Business License;
 - b. Proof of good standing with WorkSafe BC;
 - c. Commercial General Liability policy covering bodily injury and property damage liability in the amount of at least Five Million Dollars (\$5,000,000) from an insurance company licensed to carry out general insurance in the province of BC. The policy shall be in the name of the Contractor and have added as additional insured the Corporation of the City of Dawson Creek. The policy shall provide the City with 30 days' notice of cancellation or material changes to the policy; and
 - d. Automobile liability insurance for each vehicle used by the Contractor in the sum of Five Million Dollars (\$5,000,000) and provide proof of such coverage by ICBC form APV47. Should the automobile coverage be provided by other than ICBC, then proof must be by a certificate showing that the coverage is in effect and will also provide 30 days' notice to the City.
6. Any failure on the part of the Contractor to meet the safety requirements of the WorkSafeBC OHS Regulation and Workers' Compensation Act may result in removal of the Contractor from the Hired Equipment Call-List for all categories.

4. **Submission Requirements**

1. Submissions must include all required documentation, completed in full, for the Contractor to be placed on the Hired Equipment Call-List for work in their specified category. This documentation includes:
 - a. Registration Form
 - b. Contractor Pricing Sheet
 - c. City of Dawson Creek Business License
 - d. Proof of Good Standing with WorkSafeBC
 - e. Commercial General Liability
 - f. ICBC APV47 or equivalent certificate
2. The submission must be signed by a person authorized to sign on behalf of the Contractor submitting.
3. The submission must be in English.
4. **Submissions are preferred to be submitted electronically in .pdf format** to PublicWorks@dawsoncreek.ca. Please include all required documents as attachments when submitting electronically. Please do not send files in .zip format, the City of Dawson Creek will not receive them.
 - a. Alternatively, in-person submissions will be accepted at the Public Works Office located at 92 Vic Turner Road in Dawson Creek, BC.

SECTION 3 - REFERENCES & CERTIFICATIONS

*****If only General Emergency category is requested, Contractor may skip to Section 4*****

As per Section 2 - Specifications 1.2.a. if Utility Emergency category is requested the Contractor must provide reference and certification information.

Please provide contact information for the three most recent and relevant jobs completed that were similar in scope and value to the work specified within the last five years. Provision of this information constitutes consent for the City to contact provided references.

Also, please provide all relevant certifications to perform underground utility work.

Client Company Name:	
Client Contact Name:	
Client Contact Phone:	
Client Contact Email:	
Description of Work:	
Approx. Value of Work:	\$

Client Company Name:	
Client Contact Name:	
Client Contact Phone:	
Client Contact Email:	
Description of Work:	
Approx. Value of Work:	\$

SECTION 3 – REFERENCES & CERTIFICATIONS (cont'd)

Client Company Name:	
Client Contact Name:	
Client Contact Phone:	
Client Contact Email:	
Description of Work:	
Approx. Value of Work:	\$

Relevant Education and Certifications for Underground Utilities Work*(Please indicate all that may apply)*

1.
2.
3.
4.
5.

SECTION 4 – REQUIRED DOCUMENTATION

Confirmation that required documents listed in *Section 2 - Specifications 4.1.* have been completed and provided:

- ☐ Registration Form
- ☐ Contractor Pricing Sheet
- ☐ City of Dawson Creek Business License
- ☐ Proof of Good Standing with WorkSafeBC
- ☐ Commercial General Liability
- ☐ ICBC APV47 or Equivalent Certificate

SECTION 5 - CONFLICT OF INTEREST

Conflict of Interest Information - Please mark below the appropriate response:

Provided on a separate sheet:

☐

No conflict exists for my company:

☐**SECTION 6 - CODE OF CONDUCT – CONTRACTORS**

The relationship between City employees and representatives of contractors providing service to the City is critical to achieving the goals and objectives of the Corporation of the City of Dawson Creek.

In providing the highest level of service possible, it is essential that all representatives of the Contractor work together with City staff in a co-operative and congenial manner, always respecting established lines of authority.

The efficiency of City operations and the image the Corporation presents to the public may be influenced by any breakdown in the relationship between the Contractor's representatives and City employees. Therefore, the Contractor's representatives are expected to convey a friendly, approachable, positive and helpful attitude to City employees and to be honest, trustworthy, reliable, dependable and punctual in all workplace activities.

Contractors unable to demonstrate an ability to meet this standard may be disqualified from the bidding process. Successful bidders subsequently failing to meet this standard should expect termination of any contractual relationship with the City.

Authorized Company Representative:

I have read and agree to comply with the above Code of Conduct.

X

Signature

Name

Date

SECTION 7 - PRIME CONTRACTOR FOR THE CITY OF DAWSON CREEK

General Acceptance & Confirmation

The City of Dawson Creek is committed to health and safety and requires all Contractors to comply with applicable health and safety legislation at all times.

Any Contractor acting as Prime Contractor on a construction project for the City must be qualified as per Part 20 1, A of the Occupational Health and Safety Regulation, and be familiar with Duties and Responsibilities under Division 3 of the Workers Compensation Act.

In order to provide documented evidence of appropriate ability qualifications for work within the City of Dawson Creek, please complete the section below.

1. Are you familiar with all aspects of the type of work involved with City Infrastructure?
☐ YES ☐ NO
2. Based on above, do you generally know what the reasonably foreseeable hazards are?
☐ YES ☐ NO
3. Did you gain your knowledge related to (1-2) above through:
 - a. Education? ☐ YES ☐ NO
 - b. Training (hands-on)? ☐ YES ☐ NO
 - c. Experience? ☐ YES ☐ NO
 - d. A combination of a, b, c? ☐ YES ☐ NO
4. Are you, or is your company registered with WorkSafeBC?
☐ YES ☐ NO
5. Are you, as an employer, able to provide written evidence of a formal health and safety program appropriate to the work involved in these types of projects?
☐ YES ☐ NO

UNLESS OTHERWISE STATED IN WRITING, I _____ ACCEPT
RESPONSIBILITY AS PRIME CONTRACTOR WHILE WORKING FOR THE CITY OF DAWSON CREEK.
