



HIRED EQUIPMENT LIST

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Submission Locations:	1) Email - purchasing@portcoquitlam.ca 2) Hard Physical Printed Copy, mailed or dropped-off 1737 Broadway Street (Cameron Avenue entrance) Port Coquitlam, BC V3C 2M9 Hours: Monday – Friday 7:00am-3:30pm
Contact Information:	Purchasing Division Email: purchasing@portcoquitlam.ca

Introduction

The City of Port Coquitlam has identified the need to establish a call list for Hired Equipment Services. The City invites applications from experienced and qualified Contractors to provide services on an as, if, and when needed basis.

Agreement Term

The term covers July 1, 2021 to June 30, 2023.

Applicants Qualifications

By submitting an Application, an Applicant represents that it has the expertise, qualifications, resources, and relevant experience to supply the Services.

Package Information

The package contains the following components:

- 1) Submission Checklist and Application
- 2) Hired Equipment and Operator Rates
- 3) Registration Requirements
- 4) Insurance, Safety, WorkSafeBC & Other Requirements
- 5) Appendix A – Living Wage Declaration
- 6) Appendix B – Tracking and Reporting Fuel Use
- 7) Appendix C – Criteria Evaluation Hired Equipment - Sample

SUBMISSION CHECKLIST AND APPLICANT INFORMATION

Submission Checklist

The following documentation should be submitted with application:

- Completed Submission Checklist and Application (see page 2 of this package)
- Completed Hired Equipment and Operator Rates (see page 3 of this package)
- Signed Registration Requirements (see page 5 of this package)
- Signed Insurance, Safety, WorkSafeBC & Other Requirements (see page 7 of this package)
- Completed Appendix A – Living Wage Declaration (see page 8 of this package)
- Commercial general liability insurance (minimum \$5 million) to be completed by your broker (signed by broker, including brokers stamp) using the City’s Certificate of Insurance (COI) linked here:
<https://www.portcoquitlam.ca/wp-content/uploads/2021/06/Certificate-of-Insurance-Hired-Equipment-2021-5M.pdf>
- Proof of automobile insurance (minimum \$5 million) to be completed on City COI linked directly above and/or if insured by ICBC, attach a copy of the ICBC form APV-47
- Completed Prime Contractor Designation Form linked here:
<https://www.portcoquitlam.ca/wp-content/uploads/2017/01/Prime-Contractor-form-for-purchasing.pdf>
- WorkSafeBC Clearance Letter
- Provide evidence of either a business license from The Corporation of the City of Port Coquitlam or a Tri Cities inter-municipal business license

Applicant Information

Name of Registered Owner/Company	
Contact Person and Title	
Business Address	
Contact Phone Number	
Email Address	
Company Contact for Work Calls (i.e. dispatch)	

HIRED EQUIPMENT AND OPERATOR RATES

The price sheet which lists any types of equipment with operators you may be able to provide to the City on an as, if, and when needed basis and your corresponding charge-out rate for each piece of equipment with operator. Please note that this is for a two year period and you need to specify your rate for each year.

Type of Equipment & Attachments	Size	Make	Model	Year	Attachment (specify)	Attachment Rate	Move-in charge (if any)	Minimum call out (in hours)	Hourly Rate (machine and operator)	
									Unit Rate Year 1 (July 1, 2021 – June 30, 2022)	Unit Rate Year 2 (July 1, 2022 – June 30, 2023)
Backhoe					Hoe Pac					
					Breaker					
Street Sweeper										
Excavator					Hoe Pac					
					Brush Trimmer					
Flail Mower										
Tandem Dump Truck										
Tandem and Transfer Unit										
Tandem and Pony Unit										
Flat Deck/Crane										
Combination Flush and Vactor Truck										

Flexy Probe (Service Videoing)										
Sewer Main Videoing										
Sewer Lateral Camera (Videoing)										
Grader										
Asphalt Cutting and Coring										
Flagging Traffic Control										
Lane Tech Traffic Control										
3 Ton Moving Truck with swamper										
5 Ton Moving Truck with swamper										
Water hauling tanker truck, 7,000 gallon capacity										
Other (specify)										

REGISTRATION REQUIREMENTS

All hired equipment owners must:

1. Ensure that the equipment is properly and fully licensed and operational.
2. Ensure that insurance is current and in compliance with the City of Port Coquitlam's requirements.
3. Ensure that WorkSafeBC coverage is maintained and kept current.
4. Ensure that only the specified registered equipment of the owner is contracted for hire and dispatched for City work. Subcontracting is not acceptable. The City manages the Hired Equipment List and will call for owner operated equipment as required. Failure to comply with this requirement may result in removal from the Hired Equipment List.
5. Ensure that the operator has and maintains a valid B.C. Driver's license for the class of vehicle being driven.
6. Ensure that the operator is fully trained in the safe operation of the equipment.
7. Ensure that the operator has basic English language communication skills.
8. Ensure the operator has a sufficient understanding of the City of Port Coquitlam's street system.
9. Have a current City of Port Coquitlam's Business License and must provide their Business License number at the time of registration.
10. Ensure that Vehicle Inspection Reports are current.

The Contractor will not provide any Services to any person in circumstances which, in the City's reasonable opinion could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the City under this contract.

The Contractor agrees to defend, indemnify and hold harmless the Corporation of the City of Port Coquitlam and its officers, agents, elected officials, and employees (the "City") for any and all claims, demands, actions, damages, losses and expenses, including reasonable attorney fees and costs of litigation, arising out of or relating to the Contractor's performance under this contract, including but not limited to those brought by employees or subcontractors of the Contractor or a third party, except to the extent caused by the negligence or willful misconduct of the City.

I hereby confirm my full understanding of the above registration requirements and I am authorized to sign this Registration. I agree to comply with all the requirements as specified. I also understand that failure to comply with any of these requirements may result in suspension and that repeat non-compliance may result in termination of my services.

Company Name: _____

Authorized Signature: _____

Name (please print): _____

Date: _____

INSURANCE, SAFETY, WORKSAFEBC & OTHER REQUIREMENTS

Vehicle requirements

General:

1. Satisfy and maintain all physical requirements set by the City of Port Coquitlam for the type of equipment involved.
2. Have first aid kit.
3. Have a current vehicle safety test.
4. Be equipped with functioning rotating amber lights or flashers for slow moving type of equipment. (e.g. sweepers and backhoes)
5. Operator's manual must be on board for all equipment as per WorkSafeBC's requirements.

Trucks:

1. All equipment must be fully functional.
2. Have the operator's name, address, phone number and GVW painted on the door in lettering at least 2" high. This must match the information on the supporting documents (e.g. insurance, vehicle registration).
3. Have recent Vehicle Inspection Report. (e.g. Dump Trucks).
4. Have the Vehicle Log and Vehicle Inspection Report available for inspection by site supervisor/foreman.

Backhoes:

1. Have certified lifting chains.
2. Have operable working lights front and back.

Operator Requirements

All Hired Equipment Operators Must:

1. Have and wear a safety vest and hard hat when working off the vehicle on any job site.
2. Wear leather work boots (steel toe and sole puncture protection) that lace up over the ankle at all times or CSA approved footwear.
3. Wear appropriate clothing at all times (e.g. long pants and shirts with sleeves).
4. Be prepared to help unload materials.
5. Have and wear work gloves where required.
6. Use seatbelts while operating the equipment.
7. Use hearing protection.
8. Be fully conversant in the safe operation of the vehicle/equipment.
9. Understand and work in compliance with all WorkSafeBC regulations.
10. Must attend City of Port Coquitlam safety meetings and training relating to the work when required.

INSURANCE, SAFETY, WORKSAFEBC & OTHER REQUIREMENTS, *continued*

Contractors 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 Port Coquitlam. Copies of policies, certificates, and reports must be submitted with this package.

Payment by the City of Port Coquitlam will be made within 30 days after acceptance of services or receipt of invoice, whichever is later.

Once hired, hired equipment and operators will be expected to perform at a reasonable level. An example of the Criteria (Appendix C) is attached for Contractors to understand the City of Port Coquitlam’s evaluation standards. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination.

The City prefers that all providers of Hired Equipment will be available to provide service in the event of an emergency or disaster.

Contractors should clarify their Move Rate – whether it’s charged on each move or if they have the ability to move equipment as required throughout the day. The City prefers not to pay for several moves in a day if required.

Contractor warrants s/he 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.

This registration does not guarantee any work with the City of Port Coquitlam. Your information will be kept on file and, if and when it may be required to assist the City with its work, we will call you. All information provided will become property of the City and will not be returned.

This registration is in effect for the two year period July 1, 2021 through June 30, 2023. It is the contractor’s responsibility to forward to the City Purchasing Division updated copies of Commercial General Liability Insurance, WorkSafeBC, vehicle insurance and business license renewals as they occur.

FUEL SURCHARGES WILL NOT BE ACCEPTED AND WILL NOT BE PAID.

The City is required to provide information of fuel consumption for work performed. Due to this, you will be required to report fuel consumption on a monthly basis. A sample fuel reporting form is attached as Appendix B.

I hereby confirm my full understanding of the above safety requirements. I agree to comply with all requirements as specified. I understand that failure to comply with any of these requirements will void my registration until the deficiency is corrected and that repeat non-compliance may result in suspension or termination of my services.

Authorized Signature: _____

Name (please print): _____

Date: _____

APPENDIX A
LIVING WAGE DECLARATION FORM



DECLARATION – LIVING WAGE EMPLOYER

I, _____ by or on behalf of the Contractor, or by its duly authorized signatory or signatories (if the Contractor is a corporation)

Company: _____
Address: _____

confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion and the total annual value of the service contract is greater than \$25,000.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. All relevant audit information requests will be provided in a timely manner.

I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: Hired Equipment

Authorized Signatory(ies):	Print Name	Dated:
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPENDIX B
TRACKING AND REPORTING FUEL USE

The City is a signatory to the BC Provincial Climate Action Charter, and is required to track and report fuel consumption data as part of the agreement. Under the Charter, the City is working towards carbon neutrality in all of its corporate operations. The City requires the Service Provider and their contractors performing work in relation to this Agreement to report the type and quantity of fuel used (with each invoice) to operate vehicles, equipment and machinery deployed in the delivery of Services.

Fuel Reporting Form

Contact Information		
P.O.		<i>Enter P.O. Number</i>
Vendor Name		<i>Common name of Vendor</i>
Date Range of fuel report (dd/mm/yy to dd/mm/yy)		<i>Actual date range or simply indicate period of fuel tracking (e.g. indicate the quarter)</i>
Name		<i>Contact information for the person reporting fuel data on this invoice</i>
Title		
Phone		
Email		
Fuel Type	Qty (litres)	
Gasoline (litres)		<i>Leave non-applicable fields blank</i>
Diesel (litres)		
Bio-diesel (litres)		
Natural Gas (litres)		
Propane (litres)		
Prorated (by service hours)		<i>Please note method of apportionment if volume data was not directly collected from each contract.</i>

Additional information can be found in the below 'Tracking and Reporting Your Fuel Use' Fact Sheet and at the following link – Guidance on Including Contracted Emissions in Local Government Corporate Inventories:
http://www.toolkit.bc.ca/sites/default/files/CNLG_Contracted%20Emissions_April%202012%20_FINAL.pdf

APPENDIX B
TRACKING AND REPORTING FUEL USE, *continued*

Tracking and Reporting Your Fuel Use

Common Questions and Best Practices for Vendors

WHY am I required to track my fuel use for contracts with Port Coquitlam?

- Port Coquitlam and most municipalities in the Metro Vancouver region have signed the [BC Climate Action Charter](#). This voluntary agreement commits local governments to become carbon neutral in their corporate operations beginning December 31, 2012.
- The definition of “corporate operations” includes emissions from certain contracted services. Beginning June 1, 2012, Port Coquitlam will collect fuel data from vendors of these services for new and renewed contracts.

WHAT do I have to track and report?

- The only thing that is required from you as the vendor is a **report of your vehicle and equipment fuel use for any work relating to your Port Coquitlam contract(s)**.
- The fuels that require reporting are:
 - Gasoline
 - Diesel
 - Bio-diesel
 - Propane
 - Natural Gas

*NOTE: Electric vehicles are considered to have zero emissions and are not included.

WHEN do I have to report my fuel use?

- You will be asked to report your fuel use on **every invoice you submit to Port Coquitlam**. However, Port Coquitlam will work with you to establish a reporting schedule that meets your constraints, should you have any.

HOW do I track my fuel?

- Some options include:
 - Record your daily fuel use and add the fuel use from these days together for the invoice period.
 - Record your fuel use per week and apportion the right amount to your Port Coquitlam contract days.
 - Divide your monthly fuel consumption by the number of days in the month, and multiply this number by the number of days in that month spent on Port Coquitlam contract(s).
 - Use devices that automatically record fuel data directly from vehicles and equipment that can be downloaded to a database on your computer.
 - Develop a database that can be updated easily with your fleet’s daily/weekly fuel data.

APPENDIX C
CRITERIA EVALUATION HIRED EQUIPMENT - SAMPLE

(to be completed by the City of Port Coquitlam as required)

DATE: _____ EVALUATED BY: _____
OWNER NAME: _____ STAFF TITLE: _____
OPERATOR NAME: _____ STAFF SIGNATURE: _____

RELIABILITY/AVAILABILITY

Meets Expectations: Needs Improvement:

Comments: _____

COMMUNICATION SKILLS

Meets Expectations: Needs Improvement:

Comments: _____

CONDITION OF EQUIPMENT

Meets Expectations: Needs Improvement:

Comments: _____

ABILITY TO FOLLOW INSTRUCTIONS

Meets Expectations: Needs Improvement:

Comments: _____

QUALITY OF WORK

Meets Expectations: Needs Improvement:

Comments: _____

QUANTITY OF WORK

Meets Expectations: Needs Improvement:

Comments: _____

HARD HAT, BOOTS, SAFETY EQUIPMENT WORN

Meets Expectations: Needs Improvement:

Comments: _____

DRIVER COOPERATION

Meets Expectations: Needs Improvement:

Comments: _____