



## 2023/2024 HIRED EQUIPMENT REGISTRATION

### **Hired Equipment Registration Submission:**

The City of Cranbrook (“City”) invites submissions annually from interested contractors to register for our Hired Equipment List. The List is established to supplement the City’s equipment fleet and to ensure fair distribution of available work on City projects. The City’s primary use of the Hired Equipment List happens during major snow events.

Submissions shall be marked “**2023/2024 Hired Equipment Registration**” and will be received by the Financial Services Manager at City Hall 40 – 10<sup>th</sup> Ave. S. Cranbrook, BC V1C 2M8 or via email to [melissa.smith@cranbrook.ca](mailto:melissa.smith@cranbrook.ca).

Contractors responding to the hired equipment request must consent to the City verifying the information provided on their submission. Contractors who are not able to comply fully with the minimum WorkSafe BC 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 Registration Forms.** The contractor must carry commercial general liability insurance in the amount of **\$2,000,000 with the City named as additional insured.**

### **Hired Equipment Registration Procedures:**

1. Submit documentation: (Hired Equipment Registration Form, insurance certificates, WorkSafe BC number or clearance letter, and City of Cranbrook or Cranbrook/Kimberley Intercommunity business license number).
2. The information provided will be reviewed for completeness and compliance with the City’s Hired Equipment Procedures. Once a Contractor’s submission is found to be compliant, the Contractor will be contacted to confirm their registration on the Hired Equipment List.
3. The City will create a Hired Equipment List which is administered by the Public Works Department.
4. Upon call out, the City will provide the contractor with a Purchase Order and the City of Cranbrook Standard Terms and Conditions will apply. Refer to <http://docs.cranbrook.ca/downloads/finance/Standard-Terms-Conditions-Purchases.pdf>

To ensure City performance standards are met, the contractor may be subject to a performance evaluation. If a situation develops where performance is not acceptable, a review on performance may warrant removal from the call-out list.

### **Fuel Consumption Reporting Requirements:**

All contractors must provide the City with the following fuel consumption data:

- a. The quantity of fuel used to operate vehicles, equipment, and machinery as a part of the delivery of the services provided;
- b. Data provided to the City shall include the number of vehicles by class and the type of fuel including the volume (in litres) consumed in each vehicle class used to deliver the services; and
- c. The information shall be provided on an annual basis within thirty (30) days following the end of the calendar year.



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### **Rates:**

The City has adopted the B.C. Ministry of Transportation policy to follow rates as published in the B.C. Road Builders Association's annual Blue Book.

The "standard" local truck carries a 12 cubic yard load, converting to volume using 3000 lb/cu yd, is a 36,000 lbs. load. As per the 2023 Blue Book the rate for a 12 cu. yd. load is \$149.50/hr. This will be the City's "standard" rate.

Fuel surcharges will be paid based on the Province of BC's "Fuel Price Adjustment" hourly rates which are updated monthly.

### **Call Out:**

As projects arise that require the use of hired equipment, equipment owners will be contacted by the Public Works Department. It is important that the owners have provided the most efficient means to contact them as notice can be limited.

The call-out rotation will be at the discretion of the Public Works Department. Every effort will be made to call each contractor in sequence; however, the City's first consideration will be our Crews' priorities. All efforts are made to ensure all vendors are called in a fair and equitable manner.

Once you have finished work, please complete and submit an invoice to [ap@cranbrook.ca](mailto:ap@cranbrook.ca) or by mail to:

City of Cranbrook  
Attention: Public Works Accounting Clerk (Purchasing)  
40 10<sup>th</sup> Ave S  
Cranbrook, BC  
V1C 2M8



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**2023/2024 HIRED EQUIPMENT REGISTRATION**

Email forms and required documentation to: [melissa.smith@cranbrook.ca](mailto:melissa.smith@cranbrook.ca)

<b>NAME OF REGISTERED OWNER/COMPANY:</b>	
<b>CONTACT NAME:</b>	
<b>MAILING ADDRESS:</b>	
<b>CITY, PROVINCE:</b>	<b>POSTAL CODE:</b>
<b>BUSINESS PHONE:</b>	<b>CELL PHONE:</b>
<b>FAX:</b>	<b>EMAIL:</b>

<b>Cranbrook Business License or ICBL#</b>	<b>WorkSafe BC #</b>	<b>Commercial General Liability Insurance \$2M – City named as additional insured</b>  <input type="checkbox"/> <b>Certificate Attached</b>	<b>Automotive Liability Insurance \$2M</b>  <input type="checkbox"/> <b>Documents Attached</b>
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- A COPY OF PROOF OF OWNERSHIP OR REGISTRATION WITH PROOF OF INSURANCE SHALL BE PROVIDED
- EQUIPMENT MUST BE WELL MAINTAINED AND SHALL CONFORM TO CVII REGULATIONS
  - EQUIPMENT AND TRUCK SHALL BE HIRED ON AN ALL FOUND BASIS
  - CONTRACTOR 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)

FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY

**EQUIPMENT**

Please complete and attach Page 4 “Hired Equipment Listing” which lists the equipment you wish to register with the City.

**AGREEMENT ON RATES**

The City’s rate will be based on the B.C. Road Builders & Heavy Construction Association’s Blue Book for 2023. The City’s standard, and only, rate will be for a 12 cubic yard load at **\$149.50/hr.**

Fuel surcharges will be paid based on the Province of BC’s “Fuel Price Adjustment” hourly rates which are updated monthly.

**ADDITIONAL PROVISIONS – SEE PAGE 5**

\_\_\_\_\_  
(Owner or Authorized Representative – Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**2023/2024 HIRED EQUIPMENT LISTING**

I hereby agree to make available to the City of Cranbrook, of the Province of British Columbia, the following equipment (if you need more room, please attach a second page):

<b>Make</b>	<b>Year/Model</b>	<b>Serial Number</b>	<b>License Number</b>	<b>Rated Size or Capacity</b>

**2023/2024 HIRED EQUIPMENT REGISTRATION****ADDITIONAL PROVISIONS**

1. The above agreement will be cancelled and the City of Cranbrook will accept no obligation on any moving costs if equipment is not in good working condition or the operator is not satisfactory.
2. The owner shall at the owner's expense, obtain and maintain in force during the term of this agreement, the following insurance in form and content acceptable to the City of Cranbrook and issued by companies duly licensed to transact business in the Province of British Columbia.

Comprehensive (Commercial) General Liability insurance, including non-owned automobile and contractual liability insurance. The City of Cranbrook together with any employees, agents or servants of the City of Cranbrook, shall be added as an Additional Insured. Such liability insurance shall have inclusive limits of not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence for bodily injury, death and property damage, including loss of use thereof, which may arise directly or indirectly out of the work or operations of the Contractor or the Additional Insured under this agreement.

Automobile liability insurance is required with inclusive limits of not less than TWO MILLION DOLLARS (\$2,000,000) on a Standard Owner's Form Automobile Policy providing third party liability and accident benefits insurance for all licensed vehicles owned, rented or used in the performance of this agreement.

Evidence that the insurance requirements have been met, by way of a duly completed Certificate of Insurance, shall be filed with an authorized City of Cranbrook representative upon execution of this agreement. For vehicles insured through the Insurance Corporation of British Columbia, an APV47 (Autoplan Certificate) or copy of vehicle registration/insurance certificate will be acceptable for evidence of Automobile Liability Insurance.

3. The owner shall be solely responsible for all damages occurring to the rental equipment and shall indemnify and save harmless the City of Cranbrook from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the City of Cranbrook must sustain, incur, suffer or be put to at any time or times, whether before, during or after completion date or sooner termination of this agreement, where the same or any of them are based upon, arise out of, or occur by reason of any act or omission of the Owner or of any employee, agent, servant, officer, director, shareholder or subcontractor or the owner pursuant to this agreement.
4. All equipment and operators must comply with applicable Motor Vehicle, Motor Carrier, Commercial Transport and Mines Acts and Regulations, and all applicable Federal Regulations.
5. It is expressly understood that the owner/operator under this agreement shall comply with all safety requirements and regulations of the City of Cranbrook and the current Workers' Compensation Board Industrial Health and Safety Regulations, including the Maintenance of required log books.
6. The owner/operator must provide a valid Worksafe BC Registration number and by signing this form hereby confirms that Workers' Compensation Board Registration is current and not in arrears.
7. It is expressly understood that the required Worksafe BC and Insurance coverage must be in place at all times during execution of the work. If there is noncompliance at the agreed commencement time and date, this agreement becomes nil and void and the work will be offered to others in accordance with the City's Hired Equipment Policy.
8. Any and all schedules attached to this agreement are an integral part of this agreement as if set out at length in the body of this agreement.
9. The Owner will be required to provide the City with the following fuel consumption data:
  - a. The quantity of fuel used to operate vehicles, equipment, and machinery as part of the delivery of services as described in this agreement;
  - b. Data provided to the City shall include the number of vehicles by class and the type of fuel including the volume (in litres) consumed in each vehicle class used to deliver the services; and
  - c. The information shall be provided on an annual basis within thirty (30) days following the end of the calendar year.