



## Corporation of the Village of McBride

### Equipment Hiring Policy

OP – 01

PW -1

#### **Purpose:**

To ensure that the Village of McBride utilizes a cost effective method of hourly equipment hiring

#### **Regulations:**

The Village of McBride will establish an annual list of hourly equipment available to work for the Village.

1. The Public Works Lead Hand or his/her designate will advertise annually, for a minimum of two weeks on or before September 15th, for hourly equipment owners to supply their rates per hour per unit type to be effective until September 1, of the following year.
2. The Village of McBride will hire qualified contractors resident within the outer Village boundaries whenever possible provided costs do not exceed 5% of low bid.
3. All submissions received must be sealed and post marked prior to or on the deadline date for submissions.
4. Upon opening of submissions, the Public Works Lead Hand or his/her designate will ensure that all bidders:
  - a) Are in good standing with the Village of McBride;
  - b) Have a valid Business License to operate in the Village of McBride;
  - c) Have supplied proof of a minimum \$2,000,000 in liability insurance;
  - d) Have supplied proof of W.C.B. coverage; and
  - e) Be willing and able to sign a Safety Agreement and to work to all Work Safe BC regulations.
  - f) The bid is in alignment with the *Blue Book/BC Equipment Rental Rate Guide*
5. The equipment will be prioritized based on the bid prices.
6. The equipment owner will be responsible for all moves and payments to third party contractors.
7. The annual list will be presented to the C.A.O. for approval.
9. The Public Work Lead Hand or his/her designate will attempt to contact the lowest bidder (or as per the Villages discretion in Clause 10. below) by determining the hourly rate; and a written record of all contacts will be maintained.



## Corporation of the Village of McBride

### Equipment Hiring Policy

OP – 01

PW -1

10. The advertisement and any bid forms used will contain the following statement: “The Village of McBride reserves the right to contract any bid other than the lowest bid without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the Village of McBride to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Village deems appropriate. Without limiting the generality of the foregoing, the Village of McBride may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

- a) Any past experience with the Bidder, or lack thereof;
- b) The results of any reference check done by the Village of McBride;
- c) Information relating to the financial state of the Bidder, however obtained; and
- d) Production rates of equipment to be utilized.

Approved through Council Resolution #20115 this 8<sup>th</sup> day of September, 2015.

---

CAO Signature