



# Lesser Slave River

**TITLE:** VENDOR & EQUIPMENT REGISTRY

**EFFECTIVE DATE:** March 11, 2020

**POLICY NUMBER:** TR32-12 (Supersedes E.13)

**STATEMENT:**

For economy (value) -- meaning the lowest cost, on time, and of quality -- the Municipal District of Lesser Slave River No. 124 (the "Municipal District") shall establish a registry of trades services, capable equipment vendors and or equipment contractors with their disclosed unit rates for hire. Rates in the registry will be kept confidential and the performance of vendors and contractors will be evaluated for economy following each engagement. Vendors and contractors will provide rates annually or they may update rates during the year. Priority will be given to vendors and contractors who provide value to Municipal District.

**Policy Direction:**

1. The Municipal District shall advertise through its marketing channels prior to September 30<sup>st</sup> of each year for trades services, capable equipment vendors and or equipment contractors to provide their disclosed unit rates for hire in prescribed form with the Municipal District and the rates provided shall be in effect until November 15<sup>th</sup> of the succeeding year.
2. The Municipal District may advertise at any time during the year to attract new registrants with rates in prescribed form at any time during the year and these rates shall remain in effect until November 15<sup>th</sup>
3. The Vendor and Equipment Registry is a confidential document to be kept within the Municipal District as this allows for new vendors to provide rates during the year independently without knowledge of other rates provided.
4. Registrants of the Vendor and Equipment Registry ("Registrants") can withdraw or amend their rates for future work in writing at any time during the year by providing notification to the Chief Administrative Officer. Current or past work shall be engaged at the rate on the registry preceding the engagement until the work is completed.
5. Trades services, capable equipment vendors and or equipment contractors seeking to be registrants shall provide information in prescribed form using the Municipal District application along with proof of Workers Compensation Board (WCB) coverage, insurance, and safety certification. Failure to provide and maintain these items will result in registry removal or nonacceptance to the registry.
6. Any trades services, capable equipment vendors and or equipment contractors that failed to provide proof of Workers Compensation Board (WCB) coverage, insurance, and safety certification and maintain these items and were removed from the registry can reapply once they can provide proof of possessing these items in good standing.



## Lesser Slave River

7. Regarding safety certification, registrants must have a valid Certificate of Recognition (COR) or a valid Temporary Letter of Certification (TLC), or a Certificate of Recognition Equivalency Letter (COREL) for out of province Bidders, as issued by the Alberta Construction Safety Association (ACSA) or another certifying partner authorized by the Alberta Ministry of Labour to issue CORs, TLCs or CORELs. The COR, TLC or COREL must be relevant to the Work. A Small Employer Certificate of Recognition (SECOR) is acceptable for the registry.
8. Registrants agree to follow and participate in all of the Municipal District's safety programs and policy including but not limited to tailgate meetings, field level hazard assessments and incident reporting.
9. No provider of trade services, or no capable vendors or equipment contractors will be accepted into the registry if they owe debts to the Municipal District beyond the time required for payment or if they are commencing or have legal proceedings against the Municipal District.
10. Being on the registry is no guarantee of future work.
11. Upon receipt of information required by this policy from those for trades services, capable equipment vendors and or equipment contractors seeking to become Registrants, the Municipal District will enter into agreements with successful registrants, so the terms associated with the Registry are agreed to.
12. For specific engagements, given a registry agreement on terms, an encumbrance document will be issued.
13. Municipal District staff who engage registrants shall engage registrants on the basis of value. Value (economy) means the lowest cost to the engagement (i.e. hourly rates and mobilization/demobilization costs), time factors (e.g. availability or the history of whether past performance on site was efficient), and quality of work (e.g. safety issues, people issues, workmanship issues, etc.).
14. Registrants are expected to provide skilled, well trained employees and operators. Proof of competency (drivers abstract, trades certificate, training certificate etc.) may be requested at the time of hiring. The Municipal District reserves the right to refuse individual employees of the Registrant if on a past engagement with the Municipal District they have not performed efficiently, effectively, or safely, or interacted in a satisfactory manner.
15. Registrants are expected to supply equipment in good working order and shall maintain it in good condition during this agreement. Municipal District reserves the right to refuse equipment that is not in good working order and safe condition.
16. Hourly Rate means the proposed fully loaded maximum hourly rates that include overtime, travel, per diem, fringe benefits, fuel, and any other overhead costs for registrant personnel, as well as subcontractor personnel if appropriate.



# Lesser Slave River

17. No charges will be made for travel or delivery to and from the registrant's principal place of business to the worksite.
18. Mobilization, demobilization and any moving costs from one Municipal District project to another Municipal District project will be paid for by the Municipal District, if applicable.
19. Following each engagement, the registrant providing services will be rated upon their performance with respect to time, quality, cost and health and safety elements. This affects future prioritization for the registrant, so it is their best interest to be efficient and effective.
20. The Chief Administrative Officer shall ensure that administration of this policy includes prescribed documents for application and contract, sufficient insurance provisions, confidentiality of rates, fair implementation of the policy for greatest value to the Municipal District, and advertisement for potential registrants.
21. In the event of challenges to the application of this policy, if they cannot be addressed by the Chief Administrative Officer, the matter can be referred to Council for resolution.

## POLICY HISTORY:

Date	Description
April 11, 2001	New policy adopted

MOTION: 112-20

DATE: March 11, 2020

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Reeve