

## 2019 HIRED EQUIPMENT PRE-QUALIFICATION REGISTRATION

### REQUIRED DOCUMENTS & INFORMATION

The Village of Lumby “Village” invites submissions from qualified contractors to be included on a pre-qualified call out list for hired equipment services.

Submissions shall be marked “**2019 Hired Equipment Pre-Qualification**” and will be received at the Administration office at 1775 Glencaird Street, Lumby, PO Box 430, Lumby, BC V0E 2G0, can be emailed to [inspections@lumby.ca](mailto:inspections@lumby.ca) or faxed to (250) 547-6894.

Contractors responding to the pre-qualification request must consent to the Village verifying the information provided on their submission. Contractor’s not able to comply fully with the minimum WorkSafeBC Clearance Letter, Business Licence, Commercial General Liability Insurance and Vehicle Insurance requirements will *NOT* qualify for registration. **Copies of insurance certificates must be submitted with the Hired Equipment Pre-Qualification Forms.** The contractor must carry public liability insurance in the amount of **\$2,000,000 with the Village of Lumby and the Regional District North Okanagan named as additionally insured.** The Village of Lumby would also like to use this information to update our Emergency Operations Information Manual. If you are not interested, please advise in your correspondence.

The Village reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying. Although the Village may pre-qualify contractors at this time, **we accept applications throughout the year.** The Village may also hire contractors who are not pre-qualified, and may not necessarily select those with the lowest rates.

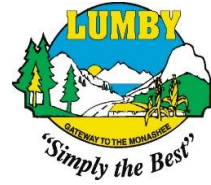
#### **Pre-qualification Procedure:**

1. Submit documentation: (insurance certificate, WorkSafeBC number or clearance letter & Village of Lumby or inter-community business licence number). Equipment photos are welcomed but not required.
2. The Village will create a contractor call out list based on the following considerations:
  - Rates
  - Work Experience
  - Availability & Equipment

Once hired, equipment and operators will be expected to perform at a reasonable level. If a situation develops where performance is not acceptable, temporary suspension or termination may result.

#### **Fuel Consumption Data**

For contracted services over \$25,000.00/year, the Climate Action Charter requires that Village to track contracted emissions derived from fossil fuel consumption used to operate vehicles, equipment and machinery. Therefore, the Village **will** require contractors to provide the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described, so **please track this information and submit with each invoice.**



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Email forms to: [inspections@lumby.ca](mailto:inspections@lumby.ca) or Fax (250) 547-6894

<b>NAME OF REGISTERED OWNER/COMPANY:</b>		
<b>CONTACT NAME:</b>		
<b>ADDRESS:</b>	<b>POSTAL CODE:</b>	
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

Record all required information to best describe the equipment offered for hire.

- Equipment Type: T/A Dump, Pup Trailer, Sweeper, Grader, Backhoe, Excavator, Vacuum Truck, etc.
- Capacity: Cubic Yards, Gallons, Tonnes, etc.
- Separate list of equipment may be attached.

EQUIPMENT TYPE	YEAR	MAKE & MODEL	CAPACITY	GVW	Hourly Rate (Tax not included)	Daily Rate (Tax not included)
				kg	\$	\$
				kg	\$	\$
				kg	\$	\$
				kg	\$	\$
				kg	\$	\$
<b>Reference – Description of Work</b>		<b>Owner</b>		<b>Contact Name &amp; Phone #</b>		
<b>Village of Lumby or Inter-community Business Licence #</b>	<b>WorkSafeBC #</b>	<b>Comprehensive General Liability Insurance \$2M – Village &amp; RDNO named as additional insured</b> <input type="checkbox"/> <b>Certificate Attached</b>		<b>Auto Liability Insurance \$2M</b> <input type="checkbox"/> <b>Documents Attached</b>		
<input type="checkbox"/> A COPY OF PROOF OF OWNERSHIP OR REGISTRATION WITH PROOF OF INSURANCE SHALL BE PROVIDED <input type="checkbox"/> EQUIPMENT MUST BE WELL MAINTAINED AND SHALL CONFORM TO CVII REGULATIONS <input type="checkbox"/> EQUIPMENT AND TRUCKS SHALL BE HIRED ON AN ALL FOUND BASIS <input type="checkbox"/> CONTRACTORS/OPERATORS 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) <input type="checkbox"/> <b>FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY</b>						

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor warrants it 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.