



Title: Hiring Snowclearing Equipment	Internal/ External
Department: Public Works and Engineering	Policy Number: PWE-006
Approval Date: March 03, 2014	Implementation Date: March 04, 2014

BACKGROUND:

In an effort to maintain safe and convenient travel for all residents living in the Town of Paradise, as per the *Snowclearing Policy*, the Town may invite tenders for the supply of snow removal equipment from qualifying contractors.

PURPOSE:

This policy outlines the process by which snow removal equipment is contracted by the Town.

DEFINITIONS: n/a

POLICY STATEMENT:

The Town of Paradise will follow the *Public Tender Act* where it is determined that hiring of snow removal equipment is required to ensure high quality snow removal for residents. Invitation for tender will provide a set rate to contractors based on rental rates in the area. All contractors applying for hire will be required to submit all necessary documentation before being approved. Contractors for snow removal hire will be notified of extension prior to commencement of new snow clearing season. Contractors will be retendered after the second year upon mutual agreement of all parties.

GUIDELINES AND PROCEDURES:

1. Criteria: Only bona fide contractors presenting proof of \$2 Million liability insurance, WHSCC certificate of good standing, equipment lighting that meets the regulations as outlined in the *Licensing and Equipment Regulations* under the *Highway Traffic Act*, and proof of current equipment inspection will be awarded tender.
2. Selection Process:
 - Each contractor that has met all criteria will be added to a master list. This list will be used in a random draw for the purpose of setting up a rotation for contacting each contractor for services. Contractors will be retendered every two years.

- The first draw will be directed by the CAO or designate. The Town will select two (2) trucks from contractors drawn at random from the master list. The draws will continue until the needs of the Town have been met.
- Once the first rotation has been completed, the Town will start the next call. Contractors who were selected in the first rotation will be removed from the master list for the second rotation. This will continue for each rotation.
- If a contractor is unavailable or fails to respond to the call for service they will then be removed from that rotation and be considered as having been called for service.

3. Rates: Contractor rates are predetermined based on rental rates in the area as per *Public Tender Act*.

REVIEW:

This policy will be reviewed on an annual basis prior to seasonal invitation for tenders.

Chief Administrative Officer: *Barbara Cumby* Date: *March 3/2014*