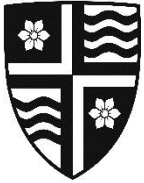


Township of
Langley



Est. 1873

Submission Date

Initials

THE CORPORATION OF THE TOWNSHIP OF LANGLEY

2018 HIRED EQUIPMENT PRE-QUALIFICATION FORMS

(Please do not bind or use staples in your submission package)

COMPANY NAME: _____

CONTACT PERSON: _____

OFFICE TELEPHONE: _____

CELL: _____

EMAIL: _____

The Township of Langley hopes that all providers of Hired Equipment will be readily available to provide service in the event of an emergency or disaster.

OFFICE USE:	EXPIRY DATE:
BL	
WSBC	
INS	
VIR	

FORM A

DOCUMENTS AND INFORMATION REQUIRED UPON REGISTRATION SUBMISSION:

- The Contractor certifies that s/he is registered with WorkSafeBC under account number: _____.
And Copy of current WorkSafeBC Clearance Certificate is attached: Yes___ No___
- The Contractor's Goods and Services Tax Registration Number is: _____.
- The Contractor's Business License Number is: _____.
- Copy of current Township of Langley Business License attached: Yes ___ No ___
- Copy of current Vehicle Inspection Report attached: Yes ___ No ___
- Copy of Commercial General Liability Insurance attached: Yes ___ No ___
Public Liability Insurance (minimum \$5 Million dollars with the Township of Langley named as additionally insured).
- Copy of Vehicle Insurance Coverage (where applicable) attached: Yes ___ No ___
- Comparable Work Experience attached: Yes ___ No ___
- You are an independent operator Yes ___ No ___
- Worked for the Township previously Yes ___ No ___

Contractor's not able to comply fully with the minimum WorkSafeBC Clearance Letter, Commercial General Liability Insurance and Vehicle Insurance requirements will not qualify for registration with the Township of Langley. Copies of policies, certificates, and reports **must be** submitted with the Hired Equipment Pre-Qualification Forms.

Payment by the Township of Langley will be made within 30 days after acceptance of services or receipt of invoice, whichever is later.

Once hired, hired equipment and operators will be expected to perform at a reasonable level. An example of the Criteria Evaluation Form E is attached for Contractors to understand the Township of Langley's evaluation standards. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination.

Contractors should state the minimum lead-time they require for a Call-Out on the Registration Forms provided. The Township prefers within 24 hours but it may be the day of work required. Emergency situations are exception to the rule.

Contractors should clarify their Move Rate – whether it's charged on each move or if they have the ability to move equipment as required throughout the day. The Township prefers not to pay for several moves in a day if required.

Contractor warrants s/he 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.

AUTHORIZED SIGNATURE: _____ **DATE:** _____

NOTE:
THIS REGISTRATION DOES NOT GUARANTEE ANY WORK WITH THE TOWNSHIP OF LANGLEY. YOUR INFORMATION ON EQUIPMENT WILL BE KEPT ON FILE AND, IF AND WHEN IT MAY BE REQUIRED TO ASSIST THE TOWNSHIP WITH ITS WORK, WE WILL CALL YOU. ALL INFORMATION PROVIDED WILL BECOME THE PROPERTY OF THE TOWNSHIP OF LANGLEY AND WILL NOT BE RETURNED.

THIS REGISTRATION IS IN EFFECT FOR THIS YEAR ONLY (APRIL 1, 2018 – MARCH 31, 2019) AND MUST BE RENEWED EACH YEAR. IT IS THE CONTRACTORS RESPONSIBILITY TO FORWARD TO THE TOWNSHIP OF LANGLEY PURCHASING DEPARTMENT UPDATED COPIES OF PUBLIC LIABILITY INSURANCE, WORKSAFEBC, VEHICLE INSURANCE, VEHICLE INSPECTION REPORTS, AND BUSINESS LICENCE AS THEY OCCUR.

FORM B

REGISTRATION REQUIREMENTS FOR HIRED EQUIPMENT

All hired equipment owners must:

1. Ensure that the equipment is properly and fully licensed and operational.
2. Ensure that insurance is current and in compliance with the Township of Langley's requirements.
3. Ensure that WorkSafeBC coverage is maintained and kept current. Purchasing will check with WorkSafeBC quarterly to confirm.
4. Ensure that **only** the specified registered equipment of the owner is contracted for hire and dispatched for Township work. Subcontracting is **not** acceptable. The Township manages the Hired Equipment List and will call for owner operated equipment as required. Failure to comply with this requirement will result in removal from the Hired Equipment List.
5. Ensure that their G.S.T. status has been confirmed and, if registered for G.S.T., must provide their G.S.T. registration number.
6. Ensure that the operator has and maintains a valid B.C. Driver's license for the class of vehicle being driven.
7. Ensure that the operator is fully trained in the safe operation of the equipment.
8. Ensure that the operator has basic English language communication skills.
9. Ensure the operator has a good understanding of the Township of Langley's street system.
10. Have a current Township of Langley's Business License and must provide their Business License number at the time of registration.
11. Ensure that Vehicle Inspection Reports are current, updated and submitted to the Purchasing Department for record.

The Contractor will not provide any Services to any person in circumstances which, in the Township's reasonable opinion could give rise to a conflict of interest between the Contractor's duties to that person and the Contractor's duties to the Township under this contract.

I hereby confirm my full understanding of the above registration requirements and I am authorized to sign this Registration. I agree to comply with all the requirements as specified. I also understand that failure to comply with any of these requirements may result in suspension and that repeat non-compliance may result in termination of my services.

Company Name: _____

Authorized Signature: _____

Name: _____
(please print)

Date: _____

FORM C

SAFETY REQUIREMENTS FOR HIRED EQUIPMENT

VEHICLE REQUIREMENTS

GENERAL:

1. Satisfy and maintain all physical requirements set by the Township of Langley for the type of equipment involved.
2. Have first aid kit.
3. Have a current vehicle safety test.
4. Be equipped with functioning rotating amber lights or flashers for slow moving type of equipment. (e.g. sweepers and backhoes)
5. Operator's manual must be on board for all equipment as per WorkSafeBC's requirements.

TRUCKS:

1. All equipment must be fully functional.
2. Have the operator's name, address, phone number and GVW painted on the door in lettering at least 2" high. This must match the information on the supporting documents (e.g. insurance, vehicle registration).
3. Have recent Vehicle Inspection Report. (e.g. Dump Trucks).
4. Have the Vehicle Log and Vehicle Inspection Report available for inspection by site supervisor/foreman.

BACKHOES:

1. Have certified lifting chains.
2. Have operable working lights front and back.

OPERATOR REQUIREMENTS

ALL HIRED EQUIPMENT OPERATORS MUST:

1. Have and wear a safety vest and hard hat when working off the vehicle on any job site.
2. Wear leather work boots (steel toe and sole puncture protection) that lace up over the ankle at all times or CSA approved footwear.
3. Wear appropriate clothing at all times (e.g. long pants and shirts with sleeves).
4. Be prepared to help unload materials.
5. Have and wear work gloves where required.
6. Use seatbelts while operating the equipment.
7. Use hearing protection.
8. Be fully conversant in the safe operation of the vehicle/equipment.
9. Understand and work in compliance with all WorkSafeBC regulations.
10. Must attend Township of Langley safety meetings and training relating to the work when required.

I hereby confirm my full understanding of the above safety requirements. I agree to comply with all requirements as specified. I understand that failure to comply with any of these requirements will void my registration until the deficiency is corrected and that repeat non-compliance may result in suspension or termination of my services.

Authorized Signature: _____

Name: _____
(please print)

Date: _____



FORM D

EQUIPMENT FOR HIRE REGISTRATION

Applicant Legal Name: _____

Registered Owner: _____

Include Registration Number and Standard for any Non-Road Diesel Engine Equipment

- TANDEM AXLE DUMP TRUCK
 TANDEM AXLE DUMP TRUCK w/ TRANSFER BOX
 PUP TRAILER
 BACKHOE / BOBCAT (w/ Hoe Pacs preferred)
 EXCAVATOR
 GRADER / BULLDOZER
 HYDRO VAC / FLUSH TRUCK
 TRAILORING EQUIPMENT
 OTHER EQUIPMENT: _____

Make		Model		Year		Serial / VIN #			License #		Registration # / Standard	
REG Hourly Rate	OT Hourly Rate	REG Daily Rate	OT Daily Rate	Rate/Week	Min Call Hours	Lead Time		Move Rate	Attachment Rates			
\$	\$	\$	\$	\$				\$	\$			

- TANDEM AXLE DUMP TRUCK
 TANDEM AXLE DUMP TRUCK w/ TRANSFER
 PUP TRAILER
 BACKHOE / BOBCAT (w/ Hoe Pacs preferred)
 EXCAVATOR
 GRADER / BULLDOZER
 HYDRO VAC / FLUSH TRUCK
 TRAILORING EQUIPMENT
 OTHER EQUIPMENT: _____

Make		Model		Year		Serial / VIN #			License #		Registration # / Standard	
REG Hourly Rate	OT Hourly Rate	REG Daily Rate	OT Daily Rate	Rate/Week	Min Call Hours	Lead Time		Move Rate	Attachment Rates			
\$	\$	\$	\$	\$				\$	\$			

- TANDEM AXLE DUMP TRUCK
 TANDEM AXLE DUMP TRUCK w/ TRANSFER
 PUP TRAILER
 BACKHOE / BOBCAT (w/ Hoe Pacs preferred)
 EXCAVATOR
 GRADER / BULLDOZER
 HYDRO VAC / FLUSH TRUCK
 TRAILORING EQUIPMENT
 OTHER EQUIPMENT: _____

Make		Model		Year		Serial / VIN #			License #		Registration # / Standard	
REG Hourly Rate	OT Hourly Rate	REG Daily Rate	OT Daily Rate	Rate/Week	Min Call Hours	Lead Time		Move Rate	Attachment Rates			
\$	\$	\$	\$	\$				\$	\$			

Each type of equipment available for hire should be listed on these forms. All rates are to be exclusive of tax. Overtime (regardless of the Township's posted hours of work) will only apply after 8 hours worked, all overtime will only be paid by first obtaining the Township representative's written approval.



Est. 1873

FORM E

CRITERIA EVALUATION HIRED EQUIPMENT - SAMPLE

(To be completed by the Township of Langley as required)

DATE: _____

EVALUATED BY: _____
(print)

OWNER NAME: _____
(print)

TOL STAFF TITLE: _____

OPERATOR NAME: _____
(print)

TOL SIGNATURE: _____

RELIABILITY/AVAILABILITY

Meets Expectations: Needs Improvement:

Comments: _____

COMMUNICATION SKILLS

Meets Expectations: Needs Improvement:

Comments: _____

CONDITION OF EQUIPMENT

Meets Expectations: Needs Improvement:

Comments: _____

ABILITY TO FOLLOW INSTRUCTIONS

Meets Expectations: Needs Improvement:

Comments: _____

QUALITY OF WORK

Meets Expectations: Needs Improvement:

Comments: _____

QUANTITY OF WORK

Meets Expectations: Needs Improvement:

Comments: _____

HARD HAT, BOOTS, SAFETY EQUIPMENT WORN

Meets Expectations: Needs Improvement:

Comments: _____

DRIVER COOPERATION

Meets Expectations: Needs Improvement:

Comments: _____



FORM F

COMPARABLE WORK EXPERIENCE

Work Description	Contracted By	Contact	Telephone Number

FORM H

CONTRACTED EMISSIONS REPORTING

The Township of Langley, as part of the Metro Vancouver Region, has signed the BC Climate Action Charter, which commits local governments to become carbon neutral in their corporate operations. Part of the BC Climate Action Plan requires contractors providing services to a municipality that have been identified as in scope will be required to provide to the Township their fuel consumption data generated annually for the contracted service. Contractors shall confirm their commitment to the Township to provide this information.

In order to meet its carbon neutral reporting obligations, The Township of Langley will require identified contractors to communicate the type and quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services required by the Hired Equipment work. The identified contractors will be required to report accurate fuel data with each invoice (unless an alternate schedule has been agreed to by Township of Langley) using the sample Fuel Reporting Form below. The form, with accurate fuel data, must be provided with each invoice in order to receive payment or as an alternate that has been agreed to.

SAMPLE FUEL REPORTING FORM

Contact Information	
Name	John Smith
Title	Owner
Phone	604-555-5555
Email	john@jsinc.ca
Vendor / Contract Information	
Vendor Name	JS Excavating Inc.
PO Number	CSER11111
Invoice Number	2014 - 001
Invoice Date	Mar 20/16
Date Range of Invoice / Fuel Use	02/15/16 – 03/15/16
Fuel Type	Volume (litres)
Gasoline	1,500
Diesel	1,500
Biodiesel	50
Natural Gas	not applicable
Propane	100

FORM I

NON-ROAD DIESEL ENGINE EMISSION REGULATION

All non-road diesel engine equipment, provided that is 25hp (19kw) or greater, must comply with Metro Vancouver's Non-Road Diesel Engine Emissions Regulation Bylaw No. 1161, 2012. The regulation requires owners or operators of Tier 0 non-road diesel engines to register, label and pay fees. The same applies to Tier 1 engines effective January 1, 2014.

Registration numbers should be provided and advise what current standard your proposed equipment meets. Include this information in Form D (attached). The Township may, at its discretion, give preference to equipment that meets higher emission standards.

For further information contact Metro Vancouver: www.metrovancouver.org/boards/bylaws