

# Village Of Cache Creek

## Policy No. G-2

### Distribution of Equipment Contracts

**Date Approved by Council:**

February 13, 1995

**Effective:**

February 13, 1995

**Date Amended by Council:**

**Effective:**

**Policy Statement:**

Heavy equipment work will be allocated on a rotational basis to local equipment owners.

**Purpose:**

To ensure equal distribution of Village work to local equipment owners.

**Procedures:**

Authority To Hire Equipment

The authority to hire equipment is delegated by the Village of Cache Creek Council to the Clerk/Administrator under the rules and procedures stated in this policy and within the guidelines of applicable Village Bylaws. Work Orders will be issued for all hired equipment. In order to process payment quickly, the work order number should appear on all invoices and forms.

Rental Rates

Where equipment is to be hired on an hourly basis the rates paid will be those filed with the Village at the time of equipment registration or the current rate allowed by the B.C. Ministry of Transportation and Highways.

Registering Equipment For Hire

1. Equipment owners may register their equipment, with current rates at the Village Office.
2. Hiring lists will be limited to owned or lease-to-purchase equipment.
3. Equipment owners will be established in three categories:
  - a) Priority "A" - those owners who are residents and ratepayers of the Village of Cache Creek;
  - b) Priority "B" - those owners that are not residents and ratepayers of the Village of Cache Creek but who live and operate in close proximity to the Village of Cache Creek and support and do business in Cache Creek;
  - c) Priority "C" - those owners who do not meet any of the above criteria
4. Work will be allocated first to those owners in the priority "A" category and every attempt will be made to allocate the work on an equitable basis.

5. All equipment registered is subject to inspection to determine its suitability for hire.
  - a) The Village will compile and maintain a list of equipment available in each category.
  - b) When there is not sufficient equipment available in the higher priority category equipment will be hired from other categories as necessary.
  - c) Records of accumulated Village work for each owner will be maintained and available at the Village Office.

#### Equipment Hiring Rotation

1. Work will be allocated on a rotational basis with priority going to those owners in the priority "A" category and allocations will continue within the priority "A" category as long as owners in this category have the appropriate equipment available.
2. When equipment work is required, it will offered first to the priority "A" group on a rotational basis within that group. This will continue until a work limit of 80 hours has been reached. Work extensions will be allowed only where a project will be completed within 40 hours after reaching the work limit.
3. Any owner whose equipment has reached the 80 hours limit or has declined work, the work offer will be bypassed in the rotation. Once the rotation is complete, the offers for work will return to the beginning of the priority "A" list.

NOTE: Tendered work is not included in calculating the rotation hours.

#### Major Village Contracts

When the Village enters into a tendering process for major work of a nature that may be beyond the capabilities of local contractors but where the work will involve significant equipment work, and this equipment is available locally, particularly in the priority "A" group, the Village, where practical, will require Prime Contractors to use local operators in completing the work.