

Village Of Cache Creek

Policy No. G-4

Distribution of Contractors Hours

Date Approved by Council:

October 14, 2003

Effective:

October 14, 2003

Date Amended by Council:

November 10, 2003

Effective:

November 10, 2003

Policy Statement:

Maintenance and minor project work shall be allocated on a rotational basis to local contractors.

Purpose:

The purpose of this policy is to ensure the equal distribution of Village of Cache Creek work to local contractors.

Procedures:

Authority to Hire Contractors

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

Rental Rates

Where a contractor is to be hired on an hourly basis, the rates paid will be those filed with the Village at the time of contractor registration.

Registering Contractors For Hire

1. Contractors may register, with current rates, at the Village Office.
2. Must be in compliance with all Village of Cache Creek Bylaws.
3. Must have a valid and current Worker's Compensation Board account.
4. Contractors will be established in three categories:
 - a) Priority "A" - those contractors who are residents and ratepayers of the Village of Cache Creek;
 - b) Priority "B" - those contractors 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 contractors who do not meet any of the above criteria
5. Work will be allocated first to those contractors in the Priority "A" category and every attempt will be made to allocate the work on an equitable basis.

Equipment Hiring Rotation

1. Work will be allocated on a rotational basis with priority going to those contractors in the Priority "A" category and allocations will continue within the Priority "A" category until each registered contractor has received at least 20 hours of work.
2. When a contractor 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 20 hours has been reached. Work extensions will be allowed only where a project will be completed within 10 hours after reaching the work limit.
3. Any contractor who has reached the 20 hours limit or has declined work, the work offer will be bypassed in the rotation.
4. Should there be no contractors available in Priority "A", the same procedure will be followed for the Priority "B" contractors.
5. Once the Priority "B" rotation is complete, the process will revert to the Priority "A" contractors.
6. Priority "C" contractors will only be utilized when there are no contractors available in either the Priority "A" or Priority "B" groups.

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