



Policy No.: 3200.17

Topic: <p style="text-align: center;">Equipment Hiring</p>	Effective Date: February 23, 2010
	Approved By: RES 086-02-23-10
Subject Area: <p style="text-align: center;">Infrastructure Services</p>	Date of Next Review: 2023
	Date(s) Revised: February 23, 2010 December 7, 2018

Policy Statement:
 Yellowhead County wishes to establish an annual list of all available equipment and or equipment contractors willing to work for the County.

Purpose:
 To provide guidelines and direction to ensure that equipment owners within the County are given equal opportunity to do hourly work for the County on various projects throughout the County.

- Council principles:**
1. The County may hire equipment required for hourly work from within the County whenever possible. The equipment selected will be the best suited for the work to be done and provide the most cost effective level of service.
 2. The County will accept equipment registrations from all owners of equipment that wish to register their equipment with the County.



Managerial Guidelines:

1. The County will prepare a master list showing all equipment and hourly rates that have been registered with the County. The list will be given to the County supervisors and will be available to the public if requested. The list will show the hourly rates bid from the lowest to the highest and will be updated on an annual basis.
2. Every supervisor working for the County will be provided with the lists of equipment that is registered with the County. An updated list will be provided annually.
3. When a certain type of equipment is required by the Area Supervisor, he/she will refer to the list of equipment and hourly rates registered with the County and closest to where the work is to be done.
4. The first time a supervisor requires equipment for hourly work he/she will start at the top of the list and will then proceed calling the owners in the order listed until they have the equipment that required. The supervisor will maintain a record of date and time that equipment was called to go to work.
5. After the registered owners of the required equipment have been called two times without a response the supervisor will proceed to call the next owner on the list.
6. The County will pay equipment rates bid by the owner.
7. Each piece of equipment hired will be evaluated by the Area Supervisor for its performance in carrying out the work. Should the Area Supervisor determine that the equipment is not performing to his/her satisfaction the equipment will be removed from the work site and another piece of equipment will be hired to replace it. The Area Supervisor will maintain a record of the evaluations.



Jack Ramme, Chief Administrative Officer

Dec 12/18

Date