

## ***Town of Birch Hills***

### **Town Tendering and Work Balancing with Contractors**

The Town of Birch Hills passed a policy effective July 1, 2017, that outlines how the Town will balance and tender work with contractors. The following four (4) types of work will be considered within this policy:

#### **1. Small Jobs Under \$500 +/-**

- Town Administrator and Town Foreman can proceed with hiring from a rotational log book of competent contractors that have provided us a list of equipment/products that they are willing to supply
- Contractors need to be reviewed on a regular basis for availability and changes to the products they provide. They will be reviewed approximately twice a year.

#### **2. Larger Jobs Over \$500 +/-**

- Tendered out to the Contractors/Consultants that can supply the product/equipment we need.
- In the event that the work is time sensitive, the contractor must know this in advance.

#### **3. Emergency Jobs – Small or Large**

- In the case of a project that is deemed “Emergency”, the Administrator or the Town Foreman will call the contractor needed with no tendering due to the emergency nature. This will be done on a rotational schedule. A log of this rotation needs to be well documented of who was called, time and date called, and any reason the contractor declined.
- Call in for emergencies will be only made to a contractor that has the sufficient product/equipment or knowledge/ability to complete the job that is required.

#### **4. Snow Removal Help**

- This will be done basically as an emergency job.

#### **NOTES:**

- each contractor will need to provide what equipment they have
- each contractor will need to provide proof of insurance & WCB where applicable
- each contractor will need to hold a valid Town Business License to be on the contact list
- each contractor will be responsible to find any locates
- each contractor must be in good standing with their municipal taxes to be on the list
- 3 strike policy for incomplete or missed jobs – 3 strikes will result in being removed from the list for a minimum of 3 years.
- gravel tendering will be jointly submitted with the R.M. of Birch Hills if they’ve approved us to do so

POLICY EFFECTIVE JULY 1, 2017

(Resolution #164/17 approved June 28, 2017)