

Picker/Crane Truck Services

Valid from November 1, 2012 to October 31, 2013

Dispatching

Use Link to review Uperform Training Tool <http://cepvwsap81.gov.edmonton.ab.ca/gm/folder-1.11.80340>

IMPORTANT: As per the terms of the Contract the dispatching process described below **must** be followed for each request made. Once the contractor has completed the assigned work they should be released and the P.O that was issued to them should be closed. Once released you must follow this process for the next request (i.e. do not use a previous P.O issued nor deviate from the dispatch process on behalf of an end user who wishes to have the same contractor to perform new work.

- Identify with requestor what type of Equipment is required from the Contractor or what type of work is to performed by the Contractor.
- Identify with the requestor where and when they require the service (i.e. Site Contact Name & Phone Number, Date, Time, Work Location).
- To fill the order begin by placing call the primary contractor (i.e Contractor in postion 1) for required Equipment/Service (e.g. Encore Trucking & Transport would be the first Contractor to be called). As per the contract terms, if the primary contractor (i.e Contractor in postion 1) cannot be reached at the number provided or does not accept the work then document the attempt and proceed to the secondary contractor (i.e Contractor in postion 2) and so forth until a Contractor has been sourced to perform the work. ***NOTE** - It is strongly recommended that you document each dispatch for auditing purposes. If an internal document will not be used by the dispatcher for documentation it is suggested that you record the dispatching log information (e.g. called position 1 unavailable, called position 2 no answer left voicemail and notify them of attempt, Position 3 accepted work) in the Header Note of the Contract-Release Purchase Order (i.e. C-Release). If this information is entered into the Header Note Field it will not appear on the Contract-Release Purchase Order (i.e. C-Release) when printed.

Contract - Release Purchase Orders

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***NOTE** - A Semi Tractor can be ordered without a Trailer (i.e Contractor needed to provide Semi Tractor to be used to move a City owned trailer that needs to be moved. However when the Tractor and Trailer is required then both the Tractor and Trailer must be ordered and the appropriate tractor and trailer service master must be selected when creating the C-Release. Ordering a trailer without a tractor is not within scope of this contract

- In the Header Text Box of the Contract-Release Purchase Order (i.e. C-Release) indicate the type of equipment that is being ordered (e.g. 32 Wheel Lowboy) and the vendor contact information (name and phone number). This information will appear on the Contract-Release Purchase Order (i.e. C-Release) when printed.
- In the Header Delivery Text Box of the Contract-Release Purchase Order (i.e. C-Release) record who, where and when the service is required for (i.e. Site Contact Name & Phone Number, Date, Time, Work Location). This information will appear on the Contract-Release Purchase Order (i.e. C-Release) when printed.
- In the Terms and Conditions Text box of the Contract-Release Purchase Order (i.e. C-Release) record contact information regarding payment processing/payment issues. (i.e. address, phone number, fax number contact name of the person in your area/section responsible for purchase order creation, invoice entry or invoice approval. This information will appear on the Contract-Release Purchase Order (i.e. C-Release) when printed.

Service Entries

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CALL OUT LIST			
Call Out Postion	Contractor	Outline Agreement	Phone number
Primary Supplier (Position 1)	Encore Trucking & Transport	D923505, Line 1	780-463-5057
Secondary Supplier (Position 2)	Entrec Corporation	D923505A, Line 1	780-955-1782
Tertiary Supplier (Position 3)	Myshak Sales & Rentals Ltd	D923505C, Line 1	780-960-9790
PERMITS	All required Municipal and Provincial permits will be reimbursed by the City of Edmonton in full at cost. No premium or handling charges will be permitted. The Contractor must submit a separate invoice for reimbursement to the City representative who requested the Work, which should include proof of permit cost incurred by the Contractor and the invoice should also reference the Agreement Release Number (i.e. 400000 C-Release Series No.) issued by the City to perform the Work.		

HIRED EQUIPMENT - SPECIFICATIONS**Tender # 923505****1. EQUIPMENT REQUIREMENTS**

- 1.1. The categories of operated Equipment required are:
 - 1.1.1. Stiff Boom Picker/Crane Trucks with Flat Decks
 - 1.1.2. Stiff Boom Picker Trucks with 5th Wheel with or without trailers
 - 1.1.3. Knuckle Boom Picker/Crane Trucks with Flat Decks
 - 1.1.4. Knuckle Boom Picker/Crane Trucks with 5th Wheel with or without trailers
- 1.2. Safety Equipment
 - 1.2.1. Equipment must be supplied with the following safety equipment: hard hat, fluorescent safety vest, safety boots, first aid kit, fire extinguisher, seat belt, revolving amber light, signal lights, horn, back-up warning signal, rear-view mirrors, proper steps grab handles for ease of entry, slow moving sign, spill kit and Proper tie downs per all Municipal, Provincial and Federal legislation.
- 1.3. Replacement Equipment must be on site within three (3) hours of a breakdown. The replacement Equipment must conform to these Specifications. The Contractor is to notify the City when replacement Equipment is on route to the Work Site. The replacement Equipment must be approved by the City.

2. SCOPE OF WORK

- 2.1. The Work involves the provision of Picker/Crane Truck of various configurations to provide hoisting and transporting services on an if, as and when required call out basis. for various departments of the City of Edmonton.
- 2.2. The first term of the Contract will end October 31, 2013. The City will have the option to extend the term, in its sole discretion, for up to 2 additional 1 year periods (refer to Article 5 of the Supplementary General Conditions for further details).

3. OPERATOR QUALIFICATIONS

- 3.1. Operators must be licensed within Alberta and have a minimum of two years operating experience of the type of Equipment provided.
- 3.2. Operators must be knowledgeable of the City for the purpose of navigation and locating work sites. This includes being familiar major roads, truck routes, dump sites, City facilities, named areas and facility locations.
- 3.3. Operators should have experience operating equipment such as but not limited to excavators, skid steers, loaders, and compactors as they may be required to load and unload such equipment for transport

4. WORK REQUIREMENTS

- 4.1. Construction budgets, capital investments, priorities and field conditions all affect the actual work volume and they vary significantly year to year.
- 4.2. Whenever possible, Work will be performed during normal working hours, 5 days per week; however some work may be performed during off hours, evenings and weekends.

HIRED EQUIPMENT - SPECIFICATIONS**Tender 923505**

- 4.3. The called-out Equipment and Operator will be required to be on the work site within 3 hours from being called out.
- 4.4. The City will pay overtime rates only for those items noted on the Tender Form for which overtime rates were requested and only in accordance with the overtime definition described below.
 - 4.4.1. Overtime Definition: All hours on Saturday, Sunday, and Statutory holidays and accumulated hours on a City job in excess of ten consecutive hours a day are considered overtime hours. Overtime will not be applicable if double shifting or triple shifting is arranged in advance. Sufficient operators are required for each shift. Statutory holidays are New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Day, Labour Day, Thanksgiving Day, Remembrance Day & Christmas Day.
- 4.5. Where the Equipment and Operator are present on the site and not utilized, but required, "Stand by Time" shall be paid to the Contractor at the bid rate per hour of the Equipment.
- 4.6. Called-out Equipment shall be paid a minimum of two hours at the bid rate per hour of the Equipment when Work has begun that day.
- 4.7. The City will pay travel time for Equipment up to a maximum of 1 hour at the bid rate per hour of the Equipment which is inclusive of travel time to the Work Site and travel time from the Worksite where Work is completed.
- 4.8. Where the called-out Equipment scheduled for Work arrives on the jobsite and is not used and released, the City will pay the Contractor three hours at the bid rate per hour of the Equipment provided unless the Contractor has been advised in advance that the Equipment and Operator will not be required prior to the called out Equipment reporting to the City Work Site.
- 4.9. The Contractor will not be compensated for rest breaks or meal breaks.

5. CALL OUT

- 5.1. If multiple contracts are awarded Contractors will be placed on a call out list. Ranking of Contractors on the call out list will be based on highest evaluated score to the lowest evaluated score (i.e. results from the related Tender).
- 5.2. Contractors contacted for Work first will be based on the call out list rankings subject to the other provisions of the Contract.
- 5.3. Contractors who can provide Equipment of a specialized nature or possessing specialized attachments may be hired before a Contractor ranked higher on the call out list rankings provided such use is deemed beneficial to a given project by City of Edmonton representative.
- 5.4. Should the Contractor not accept the work, be unable to meet the requirements outlined in these Specifications or if the City is unable to get in contact with the Contractor, The City will carry on to the second ranked Contractor and so forth.

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- 6.1. At the City sole discretion, Contractors may be requested to quote competitive pricing on a project by project basis provided time to obtain and evaluate pricing is available
- 6.2. All Contractors who can provide the Equipment required for the project will be requested to provide pricing. The Contractor shall review all available information and visit the proposed worksite to ensure that the Contractor is aware of the existing conditions of the site. The City will not consider claims for extra work associated with existing site.
- 6.3. Individual projects will be awarded to the Contractor who has submitted individual project pricing when request based on a combination of price and completion date and is not subject to the call out list rankings.
- 6.4. During the Term pricing for Individual Projects shall not exceed the relevant unit prices of the Contract as such Contractor quotes for Individual Projects should include a detailed cost summary which must include all relevant unit rates of the Contract as well as all pricing for non contract items.

7. PERFORMANCE

- 7.1. There is a need for the City to ensure their goals are being met as quickly and cost effectively as possible and to that end Contractor performance will be under continuous evaluation by the City during the term of the contract with respect to, but not limited to:
 - 7.1.1. Compliance with the requirements of these Specifications
 - 7.1.2. Compliance with the Hired Equipment General & Supplementary Conditions
 - 7.1.3. Equipment mechanical condition (e.g. constant down time)
 - 7.1.4. Operator's attitude, ability or actions
 - 7.1.5. Failure to report to assigned work site and/or at the assigned time
 - 7.1.6. Failure to complete work or delay to City Work as a result of Contractor negligence.
 - 7.1.7. Recurring inability to reach the Contractor in a timely manner
 - 7.1.8. Contractor's recurrent declining of work.