

Dispatching

Review Uperform Training Tool "Step 1 - Dispatching using Hired Equipment Contracts"

Identify with the requestor where, when and how long they require the Equipment (i.e. # of hours/days, Site Contact Name & Phone Number, Date, Time, Work Location). Record in the Header Delivery Text of the Contract-Release Purchase Order (i.e. C-Release) who, where and when the service is required for (i.e. Site Contact Name & Phone Number, Date, Time, Work Location).

Begin by placing call to the contractor in position 1 to fill the order requirement. As per the contract terms, if the contractor in position 1 cannot be reached at the number provided at the time they are called or does not accept the work then document the attempt on the attached call out list and proceed to the contractor in position 2 and so forth until the order is filled. It is strongly recommended that you retain a copy of each document dispatch for auditing purposes and record this information in the Header Note of the Contract-Release Purchase Order (i.e. C-Release).

Contract - Release Purchase Orders

Review Hired Equipment Uperform Training Tools

Record in the Header Delivery Text of the Contract-Release Purchase Order (i.e. C-Release) who, where and when the service is required for (i.e. Site Contact Name & Phone Number, Date, Time, Work Location).

Service Entry

Review Hired Equipment Uperform Training Tools

CONTRACT SPECIFICATIONS

1. TYPE OF WORK TO BE PERFORMED

The Work involves general hauling using Tandem cab and chassis dump trucks on an if, as and when required call out basis. Tandem cab and chassis dump trucks will be required to haul various materials wet or dry; including but not limited to all aggregates, topsoil, mud, clay, pipe, snow, lumber, straw, wood chips, compost, landfill material, construction materials, coal and contaminated materials to and from construction sites as required and directed by City of Edmonton personnel.

2. EQUIPMENT REQUIREMENTS

2.1 Minimum Tandem cab and chassis dump truck requirements

2.1.1 Operated Tandem cab and chassis dump trucks *provided* must meet the following requirements

2.1.1.1 The Dump Box should be a minimum 14 feet (4.27m) long from Hinge Pin to top front inside corner, 8 feet wide, 42" front / rear height, 30" sides with Side Boards and be have a minimum GVW of 22,000 kg. (48,500 lb.)

2.1.1.2 Dump box must be of Steel Construction. Aluminums Dump Boxes are unacceptable

2.1.1.3 Tandem cab and chassis dump truck must be equipment with Automatic or Spring Loaded Tarps for ease of load cover. Manual tarps are not acceptable.

2.1.1.4 A Cell phone equipped with voicemail on which Operators can be contacted during work hours

2.1.2 All operated Tandem cab and chassis dump trucks must have the following safety equipment: hard hat, fluorescent safety vest, safety boots, first aid kit, fire extinguisher, seat belts, signal lights, horn, back-up warning signal, outside rear-view mirrors, and a spill kit.

2.1.3 Tandem cab and chassis dump trucks must bear the Contractor's Company Name on each side of unit

2.1.4 The Contractor at, their own expense, shall place a Decal noting the City of Edmonton's assigned unit number on the back of the dump box (i.e. HT # # # #). The decal shall be no smaller than 13" long by 6". Lettering & Numbering shall be black in color on a white background and shall be not smaller than 3" long by 2" wide

2.2 Inspections

2.2.1 All Tandem cab and chassis dump trucks shall be subject to inspection by the City (e.g. Department representatives, Materials Management representatives) prior to or during commencement of Work

2.2.2 If Equipment fails to meet the standards of the City; it shall be the responsibility of the Contractor to ensure that the Equipment is so modified to meet the standards within the specified period stipulated by the City

2.2.3 Replacement Equipment must be on the Work Site within three (3) hours of a breakdown: and shall be used only until completion of repairs to the original contracted Equipment. The replacement Equipment should conform to the standards outlined in these Specifications. The Contractor is to notify the City when replacement Equipment is on route to the job site. The replacement Equipment must be approved by the City.

3. WORK

Working days and shift hours will vary (note Article 3.4). As there is no surety of work as actual work volume from year to year is dependant on weather, budgets, priorities and field conditions. Therefore Equipment will work on an, if, as and
3.1 when required basis on a call out basis.

3.2 Contact telephone numbers are required for twenty-four hour access to the Contractor (e.g. Cell phone).

Equipment called out shall be paid a minimum of 3 hours when Work has begun that day, except where it is obvious from
3.3 inclement weather that the Work will not proceed

3.4 Travel time to and from job site is the responsibility of the Contractor and the City will not pay for travel time

3.5 **No overtime premium will be paid or be considered**

Where the equipment and operator are scheduled for Work arrive on job site and are not used, the City will pay the contractor fifty dollars (to be referred to as "Show-up Fee") unless the operator or the Contractor has been advised that
3.6 the equipment will not be required or where it is obvious from inclement weather that the Work will not proceed

"Stand by time" shall be paid to the Contractor at the bid rate per hour when the Equipment and Operator are present on
3.7 the Work site and not utilized, but requested to remain at the Work Site

3.8 The Contractor will not be compensated for rest breaks or meal breaks

The Contractor and/or their employees operating the Equipment shall complete Service Sheets, supplied by the City, at the end of each work shift or when work is completed or otherwise terminated. Service Sheets must be completed as to indicate date, location of work, Contractor's name and vendor number, purchase order number, service master number(s), number of hours, operator's signature and operator's name if signature is not clearly legible. The Service Sheets must be signed by the project foreman or his designate and top copy be given to City of Edmonton personnel for payment processing. Failure to properly complete the above mentioned Service Sheets will result in delay of payment for
3.9 the work detailed, until such time as the Service Sheet is corrected and resubmitted.

4. OPERATOR QUALIFICATIONS

Operators must be licensed with Alberta valid Class 3 license and have a minimum of two years operating experience of
4.1 the type of Equipment outlined in this Specifications

Operators must be knowledgeable of the City for the purpose of navigation and locating work sites. This includes being
4.2 familiar major roads, truck routes, dump sites, City facilities, named areas and facility locations

The Operator shall be experienced in maintenance/construction type of work which includes but is not limited to the ability work in close proximity to utility services, both above and below ground and to maneuver equipment proficiently within
4.3 confined work sites.

If, in the opinion of the City (e.g. Job Foreman, Hired Equipment Supervisor) an Operator is not qualified to perform the Work, the City may require the Contractor to provide a substitute Operator. If, in the opinion of the City, the substitute
4.4 Operator is not able to perform the Work, then the City may terminate the Contract

4.5 Operators are required to attend safety/instruction meetings at the City's request

5. CALL OUT LIST

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). Those Contractors contacted for Work first will be based on the call out list rankings subject to the other provisions of the Contract

Should the Equipment requested be unavailable or if the City is unable to get in contact with the Contractor at time of dispatch The City will carry on to the second ranked Contractor and so forth until the order requirement is filled.

Equipment requirements of a specific nature (e.g. Height/Length of dump box), may be hired before a unit with a lower quoted rate, provided such use is deemed beneficial to a given project by the Hired Equipment Office as requested by Department personnel.

6. PERFORMANCE

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

- 6.1.1 Compliance with the requirements of these Specifications
- 6.1.2 Compliance with the Hired Equipment General & Supplementary Conditions
- 6.1.3 Equipment mechanical condition (e.g. constant down time)
- 6.1.4 Working without being assigned by the Hired Equipment Office
- 6.1.5 Operator's attitude, ability or actions
- 6.1.6 Unauthorized substitution of operators after work has begun
- 6.1.7 Failure to report to assigned work site and/or at the assigned time
- 6.1.8 Failure to bring equipment in for inspection, when requested and/or failure to correct equipment deficiencies
- 6.1.9 Recurring inability to reach the Contractor in a timely manner
- 6.1.10 Prolonged unavailable status of Contractor
- 6.1.11 Contractor's recurrent declining of work.

7. SERVICE SHEETS/ INVOICING

The Contractor shall complete Service Sheets, supplied by the City, at the end of each work shift or when Work is completed or otherwise terminated. Service Sheets must be completed as to indicate date, location of work, Contractor's name and vendor number, purchase order number, service master number(s), number of hours, operator's printed name and signature. The Service Sheets must be signed by the site foreman or his designate and top copy be given to City of Edmonton site foreman or his designate for payment processing.

Failure to properly complete Service Sheets will result in delay of payment for the work detailed, until such time as the Service Sheet is corrected and resubmitted. Continued failure to properly complete service sheets may result in the Contractor's Equipment to be moved to the bottom of the callout list or suspension from the list.

Tandem Dump Truck Services
Valid from April 15, 2011 to April 30, 2014

Date/Time Request Received _____

Required Date/Time _____

of Units
Required _____

#of Hrs/Days Required _____

Reporting Location _____

Report To (Name/Ph) _____

Pos.	Outline Agreement	OA Line No	Contractor	Contact	24 Hour Number	Fax Number/Email	City Reg No.	Box Length (in ft)	Height of Box (in ft)	Stack Height (in ft)	Call Time	Person spoken to	Comments (e.g. Accepted work, Unit # working, Left message, Working Elsewhere, Broken down)	C-Release #
1	D918413	1	TEK Trucking Ltd.	Gurmail Pandher	780-707-9279	780-406-4997 pandherg@telus.net	HT0559	15	8	10				
4	D918413C	1	1360706 Alberta Ltd.	Jaswindwer Ball	587-708-1754	N/A dunbir@yahoo.com	HT0560	15.00	8.05	10.40				
5	D918413D	1	Wanat Contracting Ltd	Jack Wanat	780-905-9476	N/A wanatcontracting@rogers.com	HT0069	14	8	11				
6	D918413E	1	Ryl Construction Ltd	Joseph Valerio	780-220-7764	780-452-8011 ryl@telusplanet.net ryloperations1@gmail	HT0375	15	8	10				
7							HT0376	15	8	10				
8							HT0380	15	8	10				
9							HT0379	15	8	10				
10							HT0322	15	8	10				
11							HT0378	15	8	10				
12							HT0321	15	8	10				
13							HT0377	15	8	10				
14	D918413F	1	Dashmesh Tire & Lube Inc	Manjit Khosa	780-298-4441	780-641-5788 dashmeshtire@live.ca	HT0561	15	8.5	10.5				
15							HT0562	15	8.5	10				
16							HT0563	15	8.5	10.5				
17							HT0564	14.5	8.5	10				
18							HT0565	15	8.5	10.5				
19							HT0566	15	8.5	10				
20							HT0567	15	8.5	10				
21	D918413G	1	David Buchkowsky	David Buchkowsky	780-498-2945	N/A jpaschak@telus.net	HT0213	15	8	11				
22	D918413H	1	1043389 Alberta Ltd	Sunny Sidhu	780-265-2999	780-461-7001 sidhubrother@yahoo.ca	HT0333	15	7.5	9				
23							HT0334	15	14.5	9				
24							HT0568	15	7.5	9				
25							HT0569	15	14.5	9				
26	D918413J	1	671693 Alberta Ltd	Ravinder Gill	780-991-2756	780-476-3907 akgill8536@hotmail.com	HT0304	14	8.5	12				
27							HT0303	14	8.5	12				
28							HT0302	14	9.0	12				
29	D918413K	1	1100134 Alberta Ltd	Nachhattar Dhaliwal	780-919-6373	780-476-1930 agdhaliwal1954@hotmail.com	HT0342	15	8.5	12				
30							HT0050	15	8.5	12				
31	D918413L	1	B&T Excavating Ltd.	Terry Balanecki	780-699-3444	780-944-4813 terry@excavating.ab.ca	HT0195	14	7	9				
32	D918413M	1	1164797 Alberta Ltd.	Kanwalpreet Ghuman	780-239-9733	780-468-9315 shantrucking@live.ca	HT0220	15	8	9.5				
33							HT0219	14.5	8.0	9.5				
34	D918413N	1	Cowan Contracting Ltd.	Albert Cowan	780-441-1047	780-922-5633 dialco@xplornet.com	HT0570	15	7	11				
35	D918413P	1	1046679 Alberta Ltd	Jaswinder Cheema	780-239-3434	780-466-3158 sonicheema@hotmail.com	HT0518	15	8.5	8				
36							HT0519	15	8.5	8				
37							HT0526	14	8.0	9				
38							HT0517	15	8.5	8				
39							HT0521	15	8.0	9.5				
40	D918413Q	1	Raja Trucking Ltd.	Dalvir Rai	780-239-0218	780-465-9540 raja.trucking@hotmail.com	HT0305	14	9	11				

Name of Dispatcher _____

Signature of Dispatcher _____

Date _____

Tandem Dump Truck Services
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Date/Time Request Received _____ Required Date/Time _____ # of Units Required _____ #of Hrs/Days Required _____

Reporting Location _____ Report To (Name/Ph) _____

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41	D918413R	1	1155828 Alberta Ltd	Troy Rosing	780-914-8871	780-922-0238 baggage3@hotmail.com	HT0256	15	7	9				
42	D918413T	1	1233304 Alberta Ltd.	Sandeep Mann	780-266-3003	780-463-3295 mrptransport@hotmail.com	HT0398	14.5	9	11				
43							HT0399	14.5	9	11				
44	D918413U	1	MRP Transport Ltd	Sandeep Mann	780-266-3003	780-463-3295 mrptransport@hotmail.com	HT0524	15	9	11				
45	D918413V	1	RKT Contracting Ltd.	Ritchie Ketcheson	780-777-7585	780-469-7585 rktcont@telus.net	HT0309	15	8	9.5				
46							HT0310	15	8	10.0				
47							HT0299	15	8	10.5				
48							HT0257	15	8	10.5				
49							HT0301	15	8	10.5				
50							HT0300	15	8	10.5				
51							HT0259	15	8	10.5				
52							HT0261	15	8	10.5				
53							HT0258	15	8	10.5				
54							HT0207	15	8	10.5				
55							HT0198	15	8	10.5				
56							HT0200	15	8	10.5				
57							HT0201	15	8	10.5				
58	D918413W	1	286963 Alberta Ltd o/a Phil & Sons	Carl Buchkowsky	780-203-6070	780-447-5558 phillandsons@telus.net	HT0208	15	8	10.5				
59	D918413X	1	Amar Trucking Ltd.	Ranjit Randhawa	780-991-6512	780-485-1116 amartruckingltd@gmail.com	HT0485	14.5	8.5	14				
60							HT0486	14.5	8.5	14				
61							HT0571	15.0	7.5	11.5				
62							HT0572	15.0	7.5	10				
63	D918413Y	1	Deputy Dawg Trucking Ltd	Randy Holdner	780-994-8314	780-469-6056 necron99@shaw.ca	HT0150	16	8	10				
64	D918413Z	1	1036302 Alberta Ltd.	Virinder Dhaliwal	780-239-3010	780-973-3228 v.sdhalawal@albertacom.com	HT0381	15	8	12				
65	D918413AA	1	A.B.S Trucking Ltd	Amrit Grewal	780-913-3777	780-472-7718 abstrucking@gmail.com	HT0148	15	8	12				
66	D918413AC	1	Waheguru Trucking Ltd	Manjit Kaur Bains	780-974-1959 780- 707-7085	780-485-3576 simrancharan@yahoo.ca	HT0343	15	7	11				
67	D918413AD	1	Kantrax Contractors Ltd	Mark Trenchard	780-220-5787	780-986-8893 kantrax@telus.net	HT0157	15	7.5	11				
68							HT0170	15	7.5	9.5				
69							HT0159	14	8	10				
70							HT0172	15	7	10				
71							HT0177	14.5	7.5	10				
72							HT0155	15	7.5	10				
73	D918413AE	1	Alfresco Contractors Inc.	Jody Duggan	780-387-6617	780-669-5661 jody@alfrescocontractors.com	HT0237	15	8	12				
74	D918413AF	1	894517 Alberta Ltd o/a MCL Group	Robert Senecal	780-221-7093	780-960-1351 rob@mcl-group.ca	HT0573	15	8.5	10.5				
75							HT0574	16	8.0	10				
76	D918413AG	1	Precision Gradall Ltd.	Randy Macmillan	780-975-7045	780-468-5274 randy@precisiongradall.com	HT0236	14	8.0	10.5				
77							HT0222	15	8.0	10.5				
78	D918413AH	1	Doblanko Contracting Ltd.	Dan Doblanko	780-446-1095	780-475-3504 dan@doblankocontracting.com	HT0575	15.5	8.0	9.0				
79							HT0576	15.5	8.0	11				
80							HT0577	15.5	8.0	10.5				

Name of Dispatcher _____ Signature of Dispatcher _____ Date _____