



## PEACE RIVER REGIONAL DISTRICT

### Hired Equipment/Contractor Registration

The Peace River Regional District (PRRD) invites submissions from qualified contractors of various specialities to be included on a registered list for Hired Equipment and Contractors for short notice emergency services as required by PRRD. During emergency situations the use of hired equipment and/or contracted services may be essential, contractors will be called to provide various services. Examples of services that may be required, but are not limited to, may include:

- Specialized contractors including electricians, mechanical contractors, millwrights with welding experience, certified gas fitters, instrumentation technicians as well as general contractors.
- Equipment owners and operators specializing in maintenance and repair of water and sewer systems; excavating and trenching; paving and concrete work; equipment rentals (including operators); waste and waste water hauling.

Submissions shall be marked "Hired Equipment/Contractor Registration" and can be submitted to the Peace River Regional District, Box 810, 1981 Alaska Avenue, Dawson Creek V1G 4H8 or emailed to [procurement@prrd.bc.ca](mailto:procurement@prrd.bc.ca) or faxed (250) 784-3201.

#### Contractors must meet the following requirements:

- All equipment must be owned or leased-to-own
- Must have a minimum \$5 million liability insurance
- Must have WorkSafe BC coverage Registration

#### Registration Procedure:

1. Submit a completed Hired Equipment/Contractor Registration form. Equipment photos are welcomed but not required.
2. Ensure reference contact names and phone numbers are current to provide efficient means of communication.
3. The PRRD will create a Contractor call-out list based on the following considerations:
  - **Proof that the contractor has – please submit copies of:**
    - Comprehensive general liability insurance covering:
      - General liability
      - Personal injury
      - Property damage
    - Vehicle insurance for all vehicles intended to be contracted by the PRRD
  - Work Experience, certification, and references
  - Rates – mandatory documentation must be in place
  - Equipment working condition and age
  - Once hired, equipment and operators will be expected to perform at a reasonable level. If a situation develops where performance is not acceptable, temporary suspension or termination may result.

#### Fuel Consumption Data

For contracted services over \$25,000/year, the PRRD is required by the Climate Action Charter to track contracted emissions, derived from fossil fuel consumption used to operate vehicles, equipment and machinery. The PRRD will require contractors to provide the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services requested.

**The PRRD makes no warranty and in no way guarantees work will be provided to contractors that submit Hired Equipment Registration Forms. The request for information regarding equipment registration should in no way be perceived to be a procurement process.**

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