

	Council Policy		
	Classification Public Works		Policy No. PW 2.18
	Policy Title Contract Gravel Trucks		
	Approved By: Council	Effective Date: February 14, 2007	Revisions:

Purpose

To establish the criteria for hiring contract gravel trucks, annually, within the County of Stettler No. 6.

Statement

To ensure that the County of Stettler No. 6 institutes a cost effective method of hiring contract gravel trucks, the County of Stettler No. 6 shall establish an annual list of all available contract gravel trucks willing to work for the County of Stettler No. 6.

Procedure

1. The Supervisor of Public Works shall advertise annually, for a minimum of two weeks prior to February 14th, requesting gravel truck owners to supply their rates as a percentage of the County of Stettler No. 6. rate to be effective until March 1st of the following year.
2. All submissions received must be sealed and post marked prior to or including the day of deadline for submissions. The deadline shall be February 14th of any given year or if on a weekend or statutory holiday the Friday before and shall be at 2:00 p.m.
3. The opening of submissions shall be done in public on or shortly after the submission deadline and recorded.
4. After the opening, the Supervisor of Public Works shall subsequently ensure that all submissions are:
 - a. in good standing with the County of Stettler No. 6,
 - b. have supplied proof of a minimum \$2,000,000 in liability insurance, and
 - c. have supplied proof of W.C.B. coverage.
5. Within two weeks of the opening of submissions, the Supervisor of Public Works shall ensure an impartial draw is held in public to place in order all bids that are the same.

6. The annual list shall be presented to the County of Stettler No. 6 Council for final approval.
7. The Supervisor of Public Works shall use the lowest bidder unless the bidder is unavailable or waives his right to work. The Supervisor of Public Works may proceed to use the next lowest bidder upon receiving confirmation as stated above. If on rotation sufficient trucks cannot be found the Supervisor may go to the second truck of any owner/operator.
8. Truck haul quotations will be considered only if there are not enough quotes from County of Stettler No. 6 residents and/or landowners at or below the County of Stettler No. 6's truck haul rate. Only one truck is allowed by any owner/operator to be placed on the truck haul list but additional trucks may be utilized on a non-preferential basis.
9. Council will determine the County of Stettler No. 6's truck haul rate annually.
10. Only the annual list shall be used for work in the County of Stettler No. 6, however does not guarantee employment throughout the year.
11. Council shall review this policy as required.

Policy Authorization

Reeve Signature	Effective Date	Resolution Number
<i>transcription</i>	February 14, 2007	