



**2025**

**APPROVED CONTRACTORS  
LISTING  
REGISTRATION PACKAGE**

Revised November 2024

## 2025 Approved Contractors Listing

The County of Minburn is accepting submissions from equipment contractors for its 2025 Approved Contractors Listing. The intent of this program is to provide the County with a listing of approved equipment contractors that can be called periodically to work on smaller road construction projects, to participate in the annual spot gravel program, hauling heavy equipment, maintaining road and utility infrastructure as well as providing assistance in the event of a local emergency. Submissions are often received from contractors that possess the following equipment: gravel trucks, backhoes, dozers, graders, loaders, packers, mulchers, lowboy trucks, vacuum trucks as well as other related heavy equipment.

Please note that completion of a registration package for the approved contractors listing is not a guarantee of work. Contractor selection for hiring will utilize price as a primary factor, however the County may apply the following considerations when hiring equipment in order to determine best overall value:

- Past work history with the Municipality along with the cooperative record of the contractor making equipment available to the Municipality in times of need or difficult situations;
- The experience of the operator;
- The suitability, productivity and condition of the equipment;
- The location of the equipment in relation to the work site.

The annual list will be used for **hourly** work in the Municipality. The County in its sole discretion reserves the right to tender any projects as a lump sum contract.

The approved contractors listing is a confidential document to be kept within the County Office only. The County will not under any circumstances disclose contractor's rates to another vendor. Registrants may withdraw or amend their rates in writing at any time. Until written notification is received by the County, the current rate will be adhered to for present or past work.

## Instructions

The 2025 approved contractors listing process will remain open throughout the year and rates contained within this submission will remain in effect until December 31, 2025. Contractors must submit a new registration package each fall for the following year to stay current on our annual listing.

Contractors wishing to make a submission must be in good standing with the County.

The submission must include:

- a completed registration package including initialed terms & conditions, the unit price schedule and operating locations identified for the equipment being offered as well as a signed certification;
- proof of at least \$2,000,000 of comprehensive general liability and auto/equipment liability insurance;
- proof of WCB coverage
- a completed Electronic Funds Transfer Authorization Form
- any other pertinent information that may enhance value

Note: At this time, documentation from an approved safety program such as COR is not required but should be included if available.

Completed packages must be submitted in a **sealed** envelope marked "2025 Approved Contractors Listing" and can be mailed or dropped off to the following:

County of Minburn No.27  
Operations Department  
4105 51 Avenue  
P.O. Box 550  
Vegreville, AB T9C 1R6

Questions can be directed to the Operations Department by calling 780-632-2082 ext. 3 or via email at [operations@minburncounty.ab.ca](mailto:operations@minburncounty.ab.ca).

# **Approved Contractors Listing Terms & Conditions**

1. County staff who engage registrants, shall engage registrants on the basis of value. Value (economy) means the lowest cost to the engagement (hourly rates and mobilization/demobilization costs), time factors (availability or the history of whether past performance on site was efficient), and quality of work (safety issues, people issues, workmanship issues, etc.).
2. The owner shall make every effort to respond within two (2) business days of being contacted by County staff, to confirm availability of the requested equipment. The County will make every effort to schedule equipment at least one week of it being needed. Except during emergency situations when a shorter time to respond is required.
3. The owner shall supply equipment in good working order and shall maintain it in good condition during this agreement. The County reserves the right to refuse equipment that is not in good working order or safe condition.
4. The equipment shall meet all safety regulations under the Occupational Health and Safety Act or any other Acts pertaining to its use.
5. The owner shall provide skilled, well-trained operators. A copy of a recent (within last 6 months) drivers abstract or other competency documents for the provided operator may be required at the time of hiring or while actively engaged in work for the County.
6. Rates are to include operator's wages and overtime, worker's compensation coverage, fuel, oil, repairs, servicing and any other costs associated with owning and operating equipment.
7. No charge shall be made for equipment during moves or for operator and/or service truck for transportation to and from the job site.
8. Mobilization, demobilization and any moving costs from one County project to another will be paid for by the County, if applicable. The owner is responsible for all costs associated with repairing of the equipment including any moving costs incurred from the worksite to a repair facility.
9. Trades services, capable equipment vendors and or equipment contractors seeking to be registrants shall provide proof of Workers Compensation Board (WCB) coverage, insurance, and if applicable, safety certification.
10. Registrants can withdraw or amend their rates for future work in writing at any time during the year by providing written notification. Current or past work shall be engaged at the rate on the approved contractors listing preceding the engagement until the work is completed.
11. Terms of payment will be 30 days from receipt of invoice.
12. The County may delay or withhold payment to the contractor pending payment of outstanding receivable or utility accounts or arrears of taxes owned by the contractor to the County.
13. No equipment contractors will be accepted into the listing if they owe debts to the County beyond the time required for payment or if they are commencing or have legal proceedings against the County.
14. The owner agrees to indemnify and hold harmless the County and its employees and agents, from any and all claims and demands arising out of the owner's performance of this agreement.
15. The County shall have the right to terminate this agreement at any time, without penalty, if the above conditions are not adhered to.

Contractor Initials:\_\_\_\_\_

## Operating Location Information

Please indicate the general areas you would be willing to attend at the provided rates:					
<b>Vegreville</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Lavoy</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Ranfurly</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Innisfree</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Minburn</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Mannville</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			

Check Box if available for emergency/disaster situations: ☐

## Equipment For Hire – Unit Price Schedule

Equipment Description	Location of Equipment	Year	Model/Size	Attachments	Hourly Rate

(Please attach separate unit price schedule if available or if additional space is required)

# Proposal Certification

I have examined and accepted the terms and conditions of the Approved Contractors Listing and agree to supply the listed equipment including qualified operators at the hourly rates contained within the submitted unit price schedule.

I further confirm that I have the authority to submit such pricing and proposals on behalf of the company.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City/Province/Postal Code

\_\_\_\_\_  
Primary Contact Person / Occupation

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Cell

Contractor Documentation Checklist:
<input type="checkbox"/> Initialed Terms & Conditions
<input type="checkbox"/> Signed Certification
<input type="checkbox"/> Applicable Unit Price Schedule & Operating Location Information Completed
<input type="checkbox"/> Proof of Vehicle and Liability Insurance
<input type="checkbox"/> Proof of WCB Coverage
<input type="checkbox"/> Completed Electronic Funds Transfer Authorization Form
<input type="checkbox"/> Other Pertinent Information (If Applicable)
For Administration Use Only:
Date Received:
Received By: