

# MUNICIPAL DISTRICT OF BIG LAKES

<b>TITLE:</b>	<u>Gravel Truck Hiring Policy</u>
<b>APPROVED BY COUNCIL:</b>	January 22 <sup>nd</sup> , 1997
<b>PREVIOUS REVISIONS:</b>	Oct. 27/99, Nov. 10/99, Jan. 31/01, Aug. 28/02 July 20/05
<b>REVISION DATE:</b>	April 13, 2011
<b>POLICY NO.</b>	PW-14
<b>LEGAL AUTHORITY:</b>	

## POLICY STATEMENT

To ensure that the Municipal District institutes a cost effective method of hiring gravel trucks, the Municipal District shall establish an annual list of all available gravel trucks willing to work for the Municipal District.

## POLICY

- 1) The Superintendent of Public Works shall advertise annually, for a minimum of two weeks prior to May 15<sup>th</sup>, requesting gravel truck owners to supply their rates as a percentage of the M.D. rate to be effective until May 31<sup>st</sup> 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 May 15<sup>th</sup> 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 Superintendent of Public Works shall subsequently ensure that all submissions are:
  - a) in good standing with the Municipal District,
  - 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 Superintendent of Public Works shall ensure an impartial draw is held in public to place in order all bids that are at the same rate.
- 6) The annual list shall be presented to the Municipal Manager for approval.
- 7) The Superintendent of Public Works shall use the lowest bidder unless the bidder is unavailable or waives his right to work. The Superintendent 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 Superintendent may go to the second truck of any owner/operator.



- 8) Preferential hiring of M.D. resident and/or landowner gravel trucks shall be considered when truck quotations are at or below the M.D.'s truck haul rate. Other truck haul quotations will be considered only if there are not enough quotes from M.D. residents and/or landowners at or below the M.D.'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. Preferential hiring of M.D. resident and/or landowner gravel trucks over the M.D.'s truck haul rate shall be considered when more than one truck quotation is at the same rate. In this instance, all bids being equal, preference shall be given to the M.D. resident and/or landowner

Council will determine the M.D.'s truck haul rate annually.

NOTE: The current M.D. truck haul rate shall be clearly displayed on the gravel trucks quotation form.

- 9) Only the annual list shall be used for work in the M.D., however does not guarantee employment throughout the year.
- 10) Council shall review this policy as required.



---

Reeve



---

Chief Administrative Officer

Appendix A  
**MD Haul Rate Information Sheet**

Date	\$/Tonne km	\$ Loading Factor
January 1997	\$0.11	\$0.70
July 2005	\$0.115	\$0.70
2006	\$0.115	\$0.75
2007	\$0.115	\$0.75
2008	\$0.125	\$0.80
2009	\$0.125	\$0.80
2010	\$0.125	\$0.80
2011	\$0.13	\$0.85

