

Equipment Hourly Hire Quotation

NAME (OWNER/COMPANY) _____
 LAND LOCATION _____
 MAILING ADDRESS _____

CONTACT PERSON 1 _____
 TELEPHONE _____
 CONTACT PERSON 2 _____
 TELEPHONE _____

SERIAL NUMBER	EQUIPMENT TYPE/DESCRIPTION	YEAR	MAKE	MODEL	RATE \$/HR	ATTACHMENT TYPE	ATTCH. RATE \$/HR

Please attach the following information and **submit all pages in a sealed envelope or by email to pwquotes@biglakescounty.ca marked "Equipment Hourly Hire Quotation."**

Certificate of Liability Insurance Coverage # _____ Expiry Date: _____ GST # _____

Worker's Compensation Board Account # _____ Expiry Date: _____

I hereby certify that the information contained in this document is true and correct to the best of my knowledge, and hereby agree to the following:

- Rental Conditions - see reverse.
- Payment for services rendered will be as per submitted quotation.
- Rates to include support vehicle**

Owner's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

The rates above shall constitute the equipment owners rate ending March 31, 2026

The personal information on this form is being collected for the purpose of handling hourly hire equipment quotations under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have any questions about the collection, contact the Big Lakes County FOIP Assistant at 780-523-5955.



Rental Conditions

***Please review these conditions carefully before submitting a quotation.**

1. Rates shall be submitted on the attached forms, fully completed, signed and in a sealed envelope marked "Equipment Hourly Hire Quotation", to the High Prairie or Kinuso Administration Offices on or before the deadline.

Big Lakes County
5305-56 Street, Box 239
High Prairie, AB T0G 1E0

Kinuso Administration Office
51 Centre Street, Box 57
Kinuso, AB T0G 1K0

Alternatively, quotations may be submitted on the attached forms, fully completed, and signed, by email to pwquotes@biglakescounty.ca with the subject line "Equipment Hourly Hire Quotation" on or before the deadline.

**Proponents are advised that communications via email over the internet are not considered secure. Although it is unlikely, there is a possibility that information included in an email can be intercepted and read by other parties besides the person to whom it is addressed. By submitting the quotation via email, the proponent accepts the risk of interception by other parties.*

2. The owner shall supply equipment in good working condition.
3. Rates include operator's wages, Worker's Compensation Coverage, fuel, oil, repairs, servicing, and other costs associated with owning and operating equipment.
The Contractor must provide Big Lakes County with valid proof of Workers' Compensation coverage prior to entering into the Agreement.
4. Mobilization, demobilization, and any moving costs from one Big Lakes County project to another will be paid 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 the repair facilities chosen by the owner.
5. Owner to provide skilled, well-trained operators.
6. Owner is responsible for providing equipment as described and shall maintain in good condition during this agreement. Owner is responsible for providing the insurance against loss or damage to the equipment.
7. In an emergency situation (such as wildfires, floods, ect.) equipment and its operation may be requested. The rates provided by the owner/company in this signed and submitted quotation form OR the Alberta Roadbuilders & Heavy Construction Association (ARHCA) rates, whichever is greater, shall be the rate used in such an event.
8. Big Lakes County, in the absence of its negligence, is not responsible for any loss or damage to the equipment.
9. Equipment, and its operation, shall meet all safety regulations under the Occupational Health and Safety Act as well as all applicable Big Lakes County Safety Policies and Procedures.
10. The Contractor shall, at his own expense and without limiting his liabilities herein, insure his operations under a contract of either Comprehensive or Commercial General Liability, with an insurer licensed in Alberta, in an amount not less than \$1,000,000 inclusive per occurrence, (annual general aggregate, if any, not less than \$2,000,000) insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability, products and completed operations liability, operation of attached equipment and towing/on hook coverage and employees as additional insureds.
The Contractor shall maintain automobile liability on all vehicles owned, operated, or licensed in the name of the Contractor in an amount not less than \$1,000,000.
Evidence of all required insurance, in a form satisfactory to the County, shall be promptly provided to the County prior to entering into the Agreement.
11. The Owner agrees to indemnify and hold harmless Big Lakes County, it's employees and agents from and and all claims and demands arising out of the Owners performance of this agreement.
12. Big Lakes County shall have thirty days from the date of receipt of invoices within which to submit payment.
13. Big Lakes County shall have the right to terminate this agreement at any time, without penalty, if the above conditions are not adhered to.

Prime Contractor Responsibilities

COMPANY NAME: _____ OWNER: _____

CERTIFICATE OF RECOGNITION # _____ (*Submit a copy of certificate*)

General

The "Prime Contractor" responsibilities are described in Section 2.1 of the OH&S Act.

Where a Contractor enters into a contract or agreement with a firm or person to carry out work directly or indirectly on behalf of the County, the following shall apply:

- When the Contractor has received safety certification from a recognized body (ex. Alberta Construction Safety Association) satisfactory to the County, the Contractor shall then assume "Prime Contractor" responsibilities.
- When the Contractor has not received safety certification from a recognized association satisfactory to the County, the County shall then assume "Prime Contractor" responsibilities. The County Safety Program governs with the following exception:

In the event of safety infractions, the following disciplinary actions will apply:

- 1) Warning (verbal and/or written)
- 2) Suspension of work until infractions are corrected
- 3) Termination of contract

Note: Safety violations shall be used in assessing Contractor work performance with regard to present and future employment with the County.

Contractor Safety Requirements

When the County assumes the role of Prime Contractor:

Prior to the start of work/construction, a meeting between the County and the contractor will be held to review all applicable:

- County Rules
- Safe Work Practices/Job Procedures
- Personal Protective Equipment (PPE)
- Hazard Analysis/Incident Investigation

The basic Personal Protective Equipment (PPE) requirements are:

- CSA approved steel toed safety boots
- CSA approved hard hat
- CSA approved reflective safety vest

Basic PPE is required at all times except when visiting

- In the County Administration building
- In the Municipal Services Facilities
- In designated areas within the County maintenance shop and facilities

Note:

- A hard hat and reflective vest are not required when driving a vehicle.
- A reflective vest is not required while inside the County maintenance yard. The contractor is responsible for obtaining and maintaining:
 - All PPE required for the job
 - Fire extinguishers
 - First aid services and supplies

in order to comply with OH&S regulations and the County Safety Policy.

Infractions will result in disciplinary action. All individuals are equally responsible in creating a safe work environment. For further information contact the Big Lakes County Office at (780) 523-5955.

I have reviewed this document and understand my obligations towards the County Safety Program.

Print Name

Signature

Date