



DISTRICT OF  
**100 Mile House**

#1-385 Birch Avenue, PO Box  
340 100 Mile House, BC  
V0K 2E0  
250-395-2434  
district@100milehouse.com

## **“HIRED EQUIPMENT REGISTRATION” Checklist**

- Completed Application
- Proof of Workers' Compensation Coverage
- Proof of Liability Policy with required coverages
- Valid ICBC Insurance coverages for each piece of equipment
- Vehicle Registration to prove ownership for each piece of equipment
- Valid District of 100 Mile House Business Licence

**\* Do not submit application without all requirements\***

**DISTRICT OF 100 MILE HOUSE  
“HIRED EQUIPMENT REGISTRATION”**

Sealed Registrations clearly marked “**Hired Equipment Registration**” will be received by the District of 100 Mile House up to 2:00 p.m. local time, October 13<sup>th</sup>, 2023.

The works to be constructed under the Registration include the following:

- Snow Removal (trucking to specified disposal site)

or

- Snow Removal (loading)

If the information contained is not enclosed with the Registrations package or if Registrations are received after the advertised registration deadline, they will be recorded on a Late Registration List, and consequently may not receive a share of any available work.

District of 100 Mile House  
#1 - 385 Birch Avenue  
P.O. Box 340  
100 Mile House, BC V0K 2E0

Phone: (250) 395-2434

Fax: (250) 395-3625

## **INSTRUCTIONS TO REGISTRANT**

### **SUBMISSION OF REGISTRATION**

Sealed Registrations shall be addressed to:

District of 100 Mile House  
#1 - 385 Birch Avenue  
P.O. Box 340  
100 Mile House, British Columbia  
V0K 2E0

Attention: Todd Conway – Director of Community Services – District of 100 Mile House

The Registration envelope shall be clearly marked “**Hired Equipment Registration**”.

It is the Registrants responsibility to ensure that the said, is in the hands of the Operations Supervisor no later than 2:00 p.m., local time, October 13<sup>th</sup>, 2023.

### **ACCEPTANCE OR REJECTION**

The District reserves the right to reject any or all Registrations and to waive irregularities and formalities at its discretion. Without limiting the generality of the foregoing, any registration may be rejected for any of the following reasons:

- Incomplete documentation of statements
- Incorrect submission of statements;
- Obscured or irregular erasures or correction in the Registration Form;
- Evidence of inadequate capacity to perform required service;
- Evidence of previous failure to perform adequately on similar work.

The District may accept a Registration by issuing a “Notice of Acceptance”.

**REGISTRATION FORM  
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**REGISTRATION OF:**

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(hereinafter called "the Registrant")

**TO:** District of 100 Mile House  
#1 - 385 Birch Avenue  
P.O. Box 340  
100 Mile House, BC  
V0K 2E0

Gentlemen:

In response to the Hired Equipment Registration Documents, and the site of the proposed Work have been carefully considered for the

**"Snow Removal Requirements"**

located within the Municipal boundaries

**of 100 MILE HOUSE, BC**

The Undersigned offers to provide all necessary labour, equipment, materials, tools, insurance's, licenses including Business Licence, permits, workers compensation and regulatory ordinances to undertake the Work in accordance with these Registration Documents. The Registrant agrees that the District will not be responsible for any errors or omission on the part of the Registrant in preparing this document.

**GUIDELINES**

- 1). The Registrant agrees that the Registration Unit Prices are firm and that allowances have been made for escalation of costs related to materials, labour, labour-related fringe benefits, equipment, operating costs associated with equipment etc.

**INSURANCE**

**Liability**

The Contractor shall save and hold harmless the District from and against all and any suits or claims alleging damage or injury (including death) to any person or property that may occur or that may be alleged to have occurred, in the course of the performance of this service, whether such claim shall be made by an employee of the Contractor, or by a third person and whether or not it shall be claimed that the alleged damage or injury (including death) was caused through the negligent act or omission of the Contractor, its officers, servants, agents or employees or a wilful or negligent act or omission of any of its Subcontractors or any of their officers, services, agents or employees: and at its own expense, the Contractor shall defend any and all such actions and pay all legal charges, costs and other expense arising therefrom.

**Insurance Coverage Limits**

The Contractor shall, at his sole expense, maintain in effect at all times during the performance of his obligations hereunder, insurance coverage's with limits not less than those set forth as follows with insurers, and under forms of policies satisfactory to the District prior to commencing this service. The Contractor shall furnish the District with Certificates of Insurance as evidence that policies providing such coverage's and limits of insurance are and will be in full force and effect.

**INSURANCE (cont.)**

**Insurance Coverage Limits**

<b><u>Coverage</u></b>	<b><u>Minimum Amounts and Limits</u></b>
1) Workers' Compensation	Statutory Limits
2) Owned Automobile Liability covering Bodily injury (including death) and property damage.	\$2,000,000 inclusive
3) Non-owned Automobile Liability covering bodily injury (including death) and property damage.	
4) Comprehensive Contractors' Liability Insurance to cover bodily injury, property damage and personal injury. This policy or insurance shall be endorsed to include the interests of the Owner during the performance of this Contract.	\$2,000,000 inclusive

The Contractor shall maintain and keep these insurance's in force during the term of the Registration and until the date of the Completion.

**PROTECTION OF WORK AND PROPERTY**

- 1) The Contractor shall continuously maintain adequate protection of all of the Work from damage, and protect the Districts property from damage or loss arising in connection with this service. He shall make good any such damage or loss.
- 2) The Contractor shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority or local conditions.
- 3) The Contractor shall provide all flagging and traffic control devices to safely control pedestrian and vehicular traffic.

**PAYMENT**

Payment for materials, labour and equipment shall be set forth as established in the Registration Documents. The Contractor will calculate all Progress Payments as per hourly units of work completed and prepare invoicing for approval and payment by the District.

**DUMP TRUCK FOR HIRE  
REGISTRATION FORM**

THIS FORM IS TO BE COMPLETED BY ANY DUMP TRUCK OWNER WHO WISHES TO WORK FOR THE DISTRICT OF 100 MILE HOUSE. THIS COMPLETED FORM IS TO BE SUBMITTED TO THE DISTRICT ON OR BY THE ADVERTISED REGISTRATION DEADLINE.

DATE: \_\_\_\_\_

NAME OF REGISTERED OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

**\*\* NOTE\*\*** A COPY OF THE DUMP TRUCKS PROOF OF VEHICLE REGISTERED OWNERSHIP (e.g. APV 1, APV 9 OR APV 250 FORM) MUST BE ATTACHED TO THIS REGISTRATION FORM TO VERIFY OWNERSHIP.

NAME OF REGISTERED COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

ADDRESS WHERE  
EQUIPMENT IS LOCATED:

\_\_\_\_\_

(IF DIFFERENT FROM ABOVE)

POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ OR HOW/WHEN TO CONTACT FOR WORK (DAY/NIGHT):

**TRUCK SPECIFICATIONS**

SINGLE AXLE\_\_\_ TANDEM AXLE\_\_\_ PUP\_\_\_ BELLY DUMP\_\_\_

MAKE\_\_\_\_\_ MODEL\_\_\_\_\_ YEAR\_\_\_\_\_

SERIAL # \_\_\_\_\_

LICENCE # \_\_\_\_\_ NET ENGINE H.P. \_\_\_\_\_

OTHER ATTACHMENTS \_\_\_\_\_

HOURLY CHARGE OUT RATE \$ \_\_\_\_\_

**LICENCED CAPACITY CALCULATIONS**

LICENCE G.V.W. \_\_\_\_\_ kg

TARE WEIGHT  
(WEIGHT SCALE) \_\_\_\_\_ kg

LICENCED LOAD  
(G.V.W. - TARE) \_\_\_\_\_ kg

LICENCED CAPACITY \_\_\_\_\_ m3

NOTE: LICENCED G.V.W. MUST NOT EXCEED  
THE LEGAL G.V.W. AS DETERMINED BY THE

COMMERCIAL TRANSPORT ACT REG..



**REGISTRATION FORM  
PAGE R-5 (cont'd)**

**TRUCK CAPACITY CALCULATIONS (TO TOP OF METAL SIDEBOARD)**

	BOX LENGTH	X	BOX WIDTH	X	BOX HEIGHT (TOP OF METAL SIDEBOARD)	=	BOX STRUCK CAPACITY
TRUCK	_____ m	X	_____ m	X	_____ m	=	_____ m <sup>3</sup>
TRAILER (IF ANY)	_____ m	X	_____ m	X	_____ m	=	_____ m <sup>3</sup>
IS THIS A ROCK BOX?	YES _____		NO _____				
						TOTAL	_____ m <sup>3</sup>

NUMBER OF YEARS THE REGISTERED OWNER HAS LIVED IN THIS DISTRICT? \_\_\_\_\_

WORKERS' COMPENSATION REGISTRATION NUMBER: \_\_\_\_\_

**NOTE: THE REGISTERED OWNER MUST BE REGISTERED WITH THE WORKERS' COMPENSATION BOARD AT THE TIME OF HIRE. YEARS REGISTERED, WCB COVERAGE AND PAID ASSESSMENTS ARE SUBJECT TO VERIFICATION.**

**I CERTIFY THAT THE STATEMENTS MADE BY ME ON THIS REGISTRATION FORM ARE TRUE AND CORRECT. I UNDERSTAND THAT, IF ANY OF THESE STATEMENTS ARE FOUND TO BE UNTRUE, THIS REGISTRATION FORM MAY BE REJECTED AND I MAY BE EXCLUDED FROM THIS DISTRICT'S HIRING LIST.**

\_\_\_\_\_  
SIGNATURE OF REGISTERED OWNER

\_\_\_\_\_  
DATE

**EQUIPMENT FOR HIRE  
REGISTRATION FORM**

**THIS FORM IS TO BE COMPLETED BY ANY EQUIPMENT OWNER WHO WISHES TO WORK FOR THE DISTRICT OF 100 MILE HOUSE. THE COMPLETED FORM IS TO BE SUBMITTED TO THE DISTRICT ON OR BY THE ADVERTISED REGISTRATION DEADLINE.**

DATE: \_\_\_\_\_

NAME OF REGISTERED OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

NAME OF REGISTERED COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

ADDRESS WHERE  
EQUIPMENT IS LOCATED: \_\_\_\_\_  
(IF DIFFERENT FROM ABOVE)

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ OR HOW/WHEN TO CONTACT FOR WORK (DAY/NIGHT):

DESCRIPTION OF EQUIPMENT:

TYPE: \_\_\_\_\_

ATTACHMENTS: \_\_\_\_\_

MAKE AND MODEL: \_\_\_\_\_ MODEL YEAR: \_\_\_\_\_

LICENCE NUMBER: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

ENGINE SIZE: \_\_\_\_\_ LICENCED G.V.W.: \_\_\_\_\_ kg

HOURLY CHARGE OUT RATE: \$ \_\_\_\_\_

**REGISTRATION FORM  
PAGE R – 6 (cont'd)**

**NOTE: ONE OF THE FOLLOWING PROOFS OF OWNERSHIP MUST BE ATTACHED TO THIS FORM, (BILL OF SALE, LEASE AGREEMENTS NOTARIZED DECLARATION OR A COPY OF CURRENT REGISTRATION.**

**NOTE: LICENCED G.V.W. MUST NOT EXCEED THE LEGAL G.V.W. AS DETERMINED BY THE COMMERCIAL TRANSPORT ACT REGULATIONS.**

**NUMBER OF YEARS THE REGISTERED OWNER HAS LIVED IN THIS DISTRICT? \_\_\_\_\_**

**WORKERS' COMPENSATION BOARD REGISTRATION NUMBER: \_\_\_\_\_**

**NOTE: THE REGISTERED OWNER MUST BE REGISTERED WITH THE WORKERS COMPENSATION BOARD AT THE TIME OF HIRE. YEARS REGISTERED, WCB COVERAGE, AND PAID ASSESSMENTS ARE SUBJECT TO VERIFICATION.**

**I CERTIFY THAT THE STATEMENTS MADE BY ME ON THIS REGISTRATION FORM ARE TRUE AND CORRECT. I UNDERSTAND THAT, IF ANY OF THESE STATEMENTS ARE FOUND TO BE UNTRUE, THIS REGISTRATION FORM MAY BE REJECTED AND I MAY BE EXCLUDED FROM THIS DISTRICT'S HIRING LIST.**

\_\_\_\_\_  
**SIGNATURE OF REGISTERED OWNER**

\_\_\_\_\_  
**DATE**

**SIGNATURES**

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement, the day and year first above written

**SIGNED, SEALED AND DELIVERED**  
in the presence of:

\_\_\_\_\_

(Witness)

\_\_\_\_\_ (SEAL)  
(Party of the First Part)

\_\_\_\_\_

(Address)

\_\_\_\_\_