



EXTERNAL CONTRACTORS PROCEDURES

Bowen Island Municipality advertises annually for interested contractors and businesses to register for our External Contractors(EC) List. The list is established to ensure fair distribution of work on projects that internal staff are unable to complete due to equipment or timing restrictions. The Municipality's primary use of the EC list will be for projects within the scope of the Engineering and Operations Department and that are estimated to cost less than \$5,000.00 (purchase orders are required for all labour or parts that cost between \$2,001.00 – \$5,000.00 as per the BIM Purchasing Policy) .

Registration:

External Contractors must annually submit a standard external contractor application listing equipment available, qualifications, certifications if necessary, and experience. Completed applications are due by January 31 of each year and should be submitted to the attention of the Manager of Engineering and Operations Department.

Requirements:

All ECs must be registered and their account in good standing with WorkSafe BC.

Preference will be given to local Bowen Island ECs.

Under the terms of the agreement, the following insurance coverage must be valid and copies provided with the application:

- Comprehensive (Commercial) General Liability insurance including non-owned automobile and contractual liability insurance. This insurance shall have inclusive limits of not less than \$2,000,000.00 per occurrence; Bowen Island Municipality must be listed as an additional insured;
- Automobile liability insurance with inclusive limits of not less than \$2,000,000 on a standard automobile policy providing third party liability and accident benefits insurance for all licensed vehicles available for the use of potential projects;
- "All risks" property insurance against risk of loss and damage for all equipment used in the execution of the project

The information provided in the application will be reviewed for completeness, staff may call to clarify information provided. Once an EC's application is deemed to be comprehensive, the EC will be placed on the External Contractors' List and will be contacted when projects become available.

Call-Outs:

As projects arise that require the skills and equipment listed by the ECs, applicants on the list will be contacted by the Engineering & Operations Department. It is important that applicants provide the most efficient means to contact them as notice can be limited.

The call-out rotation will be at the discretion of the Engineering & Operations Department. Every effort will be made to call each EC in sequence; however, the Municipalities' first consideration will be efficiency and effectiveness. All efforts will be made to ensure all projects are contracted in a fair and equitable manner.

Each Call-Out will be evaluated by a municipal representative to assess the performance of the EC. Poor performance could affect standing for future Call-Outs. All Municipal ECs must follow Best Management Practices, including but not limited to; efficiency, adherence to safety guidelines, adherence to environmental guidelines and exhibit behaviour that is respectful to members of the public and staff.

Upon call-out, a comprehensive written quote will be required within two business days, please submit to:

Drop-Off: Attention to Manager, Engineering & Operations

Or

Email: bim@bimbc.ca

Please quote "Project Quote – Engineering & Operations Dept" in the subject line.

As per Bowen Island Municipality's Purchasing Policy, selection decision criteria may be weighted more heavily on efficiency (and convenience) than on price. Purchase orders (PO) will be filled out for projects estimated between \$2,001.00 - \$5,000.00 and must be referenced by PO number on the invoice.

Emergency Call-Outs:

The emergency call-out rotation will be at the discretion of the Engineering & Operations Department. Every effort will be made to call each EC in sequence; however, the Municipality's first consideration will be efficiency and effectiveness. All efforts will be made to ensure all projects are contracted in a fair and equitable manner

A verbal quote at the beginning of the project may be sufficient.

Invoicing:

Upon completion of the project, ECs will submit an invoice to:

Attn: Manager, Engineering & Operations

Bowen Island Municipality

981 Artisan Lane

Bowen Island, BC V0N 1G2

If you have any questions, please contact the Engineering & Operations Department.