Hired Equipment Checklist

Company Name:

- ☐ Create an Account on the City of St. Albert's bids&tenders (if not already created) https://stalbert.bidsandtenders.ca/Module/Tenders/en
- ☐ Register your bid on the bids&tenders webpage
- ☐ Completed Hired Equipment Agreement
- ☐ Health & Safety Responsibility Acknowledgement Form (all initials completed)
- ☐ Environmental Responsibility Form (all initials completed)
- ☐ Certificate of Insurance (2 Million Policy must meet all requirements outlined for Liability Insurance) Including: City as Named Insured, 30-day Notice of Cancellation, and Notice of Subrogation
- ☐ Hazard Assessment (HIAC) for the work completing
- ☐ WCB Clearance Letter
- ☐ WCB Rate Sheet
- ☐ Business License
- ☐ Copy of COR/SECOR
- ☐ Copy of Safety Fitness Certificate
- ☐ Copy of Carrier Profile R-Factor and Industry R-Factor (both can be found on your Carrier Profile)
- ☐ Copy signed of the General Contractor Safety Orientation for each staff (incl. subcontractors, vendors, service)
- ☐ Copy of Company NSC Safety Manual

Please ensure all items are included with your application prior to submission.

If we are missing any documents in your package, your company will not be added to our approved Hired Equipment List.