

TOWN POLICY

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TITLE: Custom/Contract Work Policy

POLICY NUMBER: FA-049

ADMINISTRATION POLICY: Custom/Contract Work Policy

DEPARTMENT: Financial Administration

POLICY NUMBER: FA-049

EFFECTIVE DATE: June 13th, 2017

SUPERSEDES: Policy #C-40-3

UPDATED: May 6th, 2021

UP FOR REVIEW: December 14, 2021

The purpose of this policy is to:

Outline the rates and fees associated with work done for the public by the Town of Cardston employees and/or equipment. In principle, the Town of Cardston will attempt to encourage residents to use private contractors whenever the service is available privately. The daily and emergent operations of the Town of Cardston will be the priority of Town staff and equipment. (i.e. snow removal, grading, etc.)

Town Equipment

At all times Town equipment must have a Town operator unless specifically noted in the equipment rate schedule or specifically approved by Council.

All customers must sign a work request prior to the Town beginning any work.

The rates charged for providing manpower and equipment to the public will be as per the attached "Town of Cardston Equipment Rates" schedule.

Property Pin Location

The Town staff, at the request of a property owner may locate by detection or survey property pin markers. All customers who request a property pin location must first sign a work request. The charge for property pin location is \$30 per pin with a minimum of 2 pins being located.

Discounted Work

The Town of Cardston may apply a discounted rate for certain types of work done on behalf of residents. The criteria for the application of the discounted rate is as follows:

- 1) The Town does not want to find itself in competition with or undercutting the rates of other private sector operators for work that can be awarded in a competitive environment. Therefore, the work must be non-competitive. This means that the work to be done by the Town would, in reasonable circumstances, only be performed by the Town. The most common example of this is a direct





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connection to a town water or sewer main, where the main is located within a Town street or boulevard. Any excavation from the resident's home to the property line would either;

- (a) need to be done by a private contractor, or
- (b) be done by the Town at the full posted policy rate.

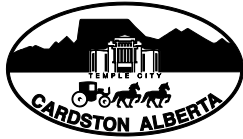
It will be at the discretion of the CAO or designate as to whether the work in question, under reasonable circumstances, is considered to be non-competitive.

The discount to be applied in appropriate circumstances is listed in the attached equipment rate schedule.

Emergency, Weekend, Holiday or After-Hours Charges

Weekend, holiday and after-hours work being required that can't be scheduled during normal operating hours, shall be charged out at time and a half or double time as per the Town of Cardston Employee Association Agreement.





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Town of Cardston 2021 Equipment Rates

2021 Equipment Rates (Equipment Operator Required) (Does NOT Include Equipment Operator Rate)		Standard Rate	Discount Rate
Unit 1	Cat 140 Grader / hour	125	85
Unit 2	710 John Deere Backhoe / hour	90	60
Unit 5	580 Case Backhoe / hour	55	40
Unit 7	Cat 930K Rubber-tired Loader / hour	90	60
Unit 8	Stewart Amos Sweeper / hour	80	55
Unit 11	RPM SnowBlower (inc loader) / hour	165	110
Unit 43	IHC Tandem Axle Truck / hour	60	40
Unit 44	IHC Tandem Axle Truck / hour	60	40
Unit 45	GMC Single Axle Truck / hour	45	30
Unit 50	IHC Water and Flushing Truck / hour	45	30

2021 Equipment Rates (Does NOT Include Labour)		Standard Rate	Discount Rate
Unit 4	401 C John Deere Tractor with forks / hour	45	30
Unit 12	Gardner Denver Compressor 140 cfm / hour	40	25
Unit 13	Bomag Remote Packer / hour	25	20
Unit 14	Asphalt Roller / hour	25	20
Unit 15/17/27	Skidsteer / hour	45	30
Unit 16	Dynapack Packer / hour	90	60
Unit 40/Trailer	1 Ton with Gooseneck Trailer / hour	45	30

2021 Other Equipment Rates (Does NOT Include Labour)		Standard Rate	Discount Rate
Truck	Truck only / hour	25	15
Service Truck	Service Truck / hour	45	30
Wacker	Hand Wacker / hour	15	10
Unit 10	Vermer Tree Chipper (incl. single axle) / hour	70	45
unit 4A	John Deere Tractor/mower/Blade / hour	45	30
unit 15A	Broom attachment (skidsteer) - 20% / hour	10	7
unit 15B	Cat attachment - (skidsteer) - 20% / hour	10	7
unit 15C	Cat Hole Auger (skidsteer) - 20% / hour	10	7
unit 15D	Virnig Angle Blade attachment (skidsteer) - 20% / hour	10	7
Unit 21	Ditch Witch HydroVac(incl 1 ton) / hour	120	80
Unit 22	Sander (inc tandem) / hour	105	70
Unit 24/25	Wheel Packer pull Trailer(inc single axle) / hour	90	60
Unit 26	Equipment Hauler Tridem Pintle Trailer / hour	30	20
Unit 28	Spin Doctor Water Valve Exerciser(inc.truck) / hour	40	25
unit 29	Portable Hotsy Washer (Incl.Truck) / hour	40	25





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unit 9	Lincoln Welder (Incl.Truck)	/ hour	40	25
unit 46	Sewer Main Camera & Trailer (Incl. Truck)	/ hour	65	45
unit 48	Spartan Flusher Trailer Unit (Incl.Truck)	/ hour	45	30
unit 54/55/56	6" Pumps (pump only)	/ hour	20	15
unit 276	Sewer Service Line Camera (small camera)	/ hour	30	20

2021 Electrical Equipment Rates (Does NOT Include Lineman)			Standard Rate	Discount Rate
Service Truck	Electrical Service Truck	/ hour	45	30
Unit 53	IHC Bucket Truck	/ hour	95	65
Unit 58	IHC 4300 Digger Truck	/ hour	95	65
Unit 63	Freightliner FL80 Double Bucket	/ hour	95	65
Unit 60	Pole Trailer	/ hour	20	15
Unit 80	Wire Trailer	/ hour	20	15

2021 Labour Rates			
Employee Rate	Public works Labourer	/ hour	45
Equip Op Rate	Equipment Operator/Mechanic	/ hour	60
Foreman Rate	Public Works Foreman	/ hour	50
Electrical	Electrical Foreman	/ hour	65
Electrical	Lineman	/ hour	60
Seasonal	Seasonal Positions Public Works, Recreation	/ hour	20
Seasonal	Seasonal Positions Electrical	/ hour	25

Equipment Rates are comparable to the 2020 equipment rental rates guide, provided by the Alberta Road Builders & Heavy Construction Association. Electrical Equipment Rates are comparable to 2020 Trade Market Rates.





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REVISION HISTORY

Date	Description
June 13 th , 2017	New Policy
May 6 th , 2021	Updated rates to be comparable to 2020 market rates.

APPROVAL: **DATE:**

Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*



