

AGENDA & PRIORITIES

Council Committee

September 17, 2018

9:00 a.m.

Clearwater County Council Chambers

4340 – 47 Avenue

Rocky Mountain House AB

AGENDA

A. AGENDA ADOPTION

B. CONFIRMATION OF MINUTES

1. June 18, 2018
Agenda & Priorities Council
Committee Meeting Minutes
-

C. PUBLIC WORKS:

1. DRAFT Fleet and Equipment
Management Plan
-

D. CORPORATE SERVICES:

1. Discussion – Strategies and
Priorities regarding Clearwater
County's 2019 – 2028 Capital
Plan
-

E. ADJOURNMENT



AGENDA & PRIORITIES COUNCIL COMMITTEE

AGENDA ITEM

SUBJECT: Fleet and Equipment Management Plan Review		
PRESENTATION DATE: September 17 th , 2018		
DEPARTMENT: Public Works	WRITTEN BY: Kate Reglin, Project Technologist; Scott Brettelle, Fleet & Equipment Supervisor; Kurt Magnus, Director, Public Works Operations	REVIEWED BY: Kurt Magnus, Director, Public Works Operations; Rick Emmons, Chief Administrative Officer
BUDGET IMPLICATION: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept. <input type="checkbox"/> Reallocation		
LEGISLATIVE DIRECTION: <input checked="" type="checkbox"/> None <input type="checkbox"/> Provincial Legislation (cite) <input type="checkbox"/> County Bylaw or Policy (cite)		
STRATEGIC PLAN THEME: Managing Our Growth	PRIORITY AREA: Provide service levels that balance the community needs with organizational capacity	STRATEGIES: Implement a strategic evidence-based approach for the provision management and maintenance of civic and community assets to ensure sustainable Council operations and equitable community access
ATTACHMENT(S): Fleet and Equipment Management Plan		
RECOMMENDATION: A & P Council Committee to provide guidance and consensus on any revisions and additions to the current draft of the Fleet and Equipment Management Plan.		

BACKGROUND:

The Fleet and Equipment Management Plan is an initiative set out by the Clearwater County 2015 – 2018 Strategic Plan. The management plan will be a framework from which Clearwater County can draw from to apply current day best management practices to our fleet and equipment with respect to legislative requirements, safety, general maintenance, replacement, purchasing, and disbursement.

Administrations recommendation is for A & P Council Committee to provide guidance and consensus on any revisions and additions to the current draft of the Fleet and Equipment Management Plan.

Clearwater County



Fleet and Equipment Management Plan

September 2018



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A.) Introduction

The Fleet and Equipment Management Plan is an initiative set out by the Clearwater County Council 2015 – 2018 Strategic Plan to manage our current and projected growth. Within the Strategic Plan, it is stated to “Implement a strategic evidence-based approach for the provision, management and maintenance of civic and community assets to ensure sustainable Council operations and equitable community access.” The Fleet and Equipment Management Plan is a part of County operations.

Clearwater County recognizes that efficient use of its fleet and equipment is crucial in meeting Clearwater County service levels. It is the intention of Clearwater County to establish a financially responsible and compliant approach to managing this resource.

The fleet and equipment will be managed in the most effective manner, to support the different departments, through a prioritization process as identified by Clearwater County. It will also be achieved through the application of current best management practices coupled with the original equipment manufacturers suggested maintenance. It is also realized that, while future departmental projects can help determine demand forecasts, situations can change, and new requirements may present challenges to established management criteria. Consequently, changes to the Fleet and Equipment Management Plan will need to be explored as and when events unfold.

The Clearwater County Fleet and Equipment Management Plan will be a framework from which Clearwater County can draw from to apply current day best management practices to Clearwater County’s fleet and equipment with respect to legislative requirements, safety, general maintenance, replacement, purchasing and disbursement.



B.) Legislative Requirements and Safety

Clearwater County developed a '*Fleet Safety Program*' (effective March 1, 2018) for the fleet equipment which consists of commercial transportation provincially regulated trucks, truck-tractors, and, trailers. The program outlines authorized drivers, safe use and operation of national safety code vehicles, proper record completion, driver conduct and discipline, and, a maintenance and inspection program.

The '*Fleet Safety Program*' can be found in Appendix A.

Clearwater County also adheres to the '*Occupational Health & Safety Act Regulation and Code*'.



C.) Clearwater County Equipment

Clearwater County owns a variety of vehicles and equipment to support the different department programs. The departments are Agriculture and Community Services, Cooperate Services, Planning and Development, Public Works (which includes County Peace Officers, Facilities and Regional Waste), and the Office of the CAO.

A list of the County owned equipment, by department and classification, can be found in Appendix B.

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D.) General Maintenance

All maintenance is carried out in accordance with the original equipment manufacturers suggested maintenance procedures to ensure warranty compliance and to ensure longevity of the equipment.

The fleet maintenance department strives to maintain fleet equipment in-house, where possible, to minimize down time, maximize efficiency, and, control costs.

Under certain circumstances there is a requirement to out-source certain repairs due to limited personnel, required specialized tools, shop space, physical size of equipment or time constraints that make it unfavorable to repair in-house.

Work orders, created within Clearwater County's work tech program, which is an asset and service management software application, are generated for all work performed on fleet vehicles and equipment. An example of a work order, completed on unit 403 for a 2018 Commercial Vehicle Inspection Program (CVIP) and maintenance service, is shown below. A work order is completed on all vehicles and equipment owned by Clearwater County for work performed in-house.

Work orders and Schedule 2 maintenance forms are generated on vehicles registered over 11,794 kgs, including 1 ton and up, to ensure all equipment are documented as maintained.



Clearwater

Equipment Work Order

W.O.#: EQ18-00593



Applied Query:

Page 1 of 1

Run: August 16, 2018 9:59 AM

Serial: 1FVHC7CV98HZ03727

Equipment: 403-8 FREIGHTLINER PICKER

Details: 2008 Freightliner, M2-112V

Location: , GLY522

PUBLIC

INSTRUCTIONS

Date: 14-Aug-2018 8:14 AM Due: Sched: Taken By: pwshop Done Urgent
 Request By: Public Works Shop Assign To: Hawkings, Adam
 Request: 2018 CVIP, service PM Task:

Details:

FREIGHTLINER PICKER TRUCK,

403-8

Activity	Description	Comments
<input type="checkbox"/> 11111	General Activity Code	0.00

COMPLETION

Date Done: 14-Aug-2018 In: Activity: 11111 Done Current on Record When WO Done
 Done By: Hawkings, Adam Hourmeter: 10,434.0 10,434.0
 Action Taken: Odometer: 318,382.0 318,382.0

Perform yearly CVIP inspection. Change engine oil and filter WIX 57213. Add 37Lts 5w40 oil. Change fuel/water filter FS20028 and fuel filter FF5405. Change RH#2 axle stack adjuster. Remove wheel bearings on #3 axle RH side to inspect bearings, clean and re install. Do torque procedure as per Siercco specs. Install wheel seal also. Change both engine belts. Change both wiper blades. Change out push/pull air valve in cab. Install new oil filter on front diff 6-51085. Grease unit. Set front brakes at 1" and rear brakes at 1.25" New air restriction gauge on air filter.

Resources

14-Aug-2018 8:47 AM SHOP OIL Shop Oil Shop Oil

Open Transactions

Date	Trans Type	Batch	Description	Qty	Units	Rate	Amount
8/14/2018	Stock Usage	2018-000449	Shop Oil	37.0000	Litres	5.5898	\$206.82
Total:							0

EQ18-00593





CLEARWATER COUNTY - FLEET SAFETY PROGRAM

Sample Maintenance Form (Schedule 2)

Date: _____	Time: _____	Inspector's Name: _____
Address of Inspection Shop: _____		
Licence Plate Number(s): _____		Vehicle Unit Number: _____
Odometer: _____	Hour Meter: _____	Signature: _____
<input type="checkbox"/> Body and Seats (S.1) <input type="checkbox"/> Chassis Frame (S. 2) <input type="checkbox"/> Body Frame (S. 3) <input type="checkbox"/> Sliding Subframe (S. 4) <input type="checkbox"/> Underbody (S. 5) <input type="checkbox"/> Driver Shaft (S. 6) <input type="checkbox"/> Window and Mirrors (S. 7) <input type="checkbox"/> Fuel (S. 8) <input type="checkbox"/> Exhaust (S. 9) <input type="checkbox"/> Friction Components (S. 10) <input type="checkbox"/> Hydraulic and Vacuum-assist Brake Components (S. 11) <input type="checkbox"/> Mechanical Components (S. 12) <input type="checkbox"/> Brake Pedal (S. 13) <input type="checkbox"/> Air Brake System (S. 14) <input type="checkbox"/> Park Brake (S. 15) <input type="checkbox"/> Brake System (S. 16) <input type="checkbox"/> Engine Controls (S. 17) <input type="checkbox"/> Steering Column and Box (S. 18) <input type="checkbox"/> Wheel Alignment (S. 19) <input type="checkbox"/> C-Dolly Steering (S. 20) <input type="checkbox"/> Steering Linkage (S. 21) <input type="checkbox"/> Suspension (S. 22) <input type="checkbox"/> General Requirements (S. 23) <input type="checkbox"/> Windshield Wipers and Washers (S. 24) <input type="checkbox"/> Heating and Defrosting System (S. 25) <input type="checkbox"/> Starting Switch (S. 26) <input type="checkbox"/> Lamps and Reflectors (S. 27) <input type="checkbox"/> Tires (S. 28) <input type="checkbox"/> Wheels (S. 29) <input type="checkbox"/> Lubrication (S. 30) <input type="checkbox"/> Fifth Wheel Coupling Device (S. 31) <input type="checkbox"/> Trailer Hitch, Trailer Mount and Connecting Devices (S. 32) <input type="checkbox"/> Rear Impact Guards (S. 33)		

The above noted items are general headings under Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009). The general headings are further broken down in Schedule 2 into specific components and detailed inspection criteria. Refer to Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) for guidance when conducting maintenance inspections. A hard copy of Schedule 2 is in the Fleet Shop office marked "SCHEDULE 2"



E.) Replacement Guidelines

The criteria that is currently being used to determine specific annual replacements each fiscal year, as part of the budget process, is as follows:

- Type of equipment:
 - o New technology and manpower savings are all considerations for replacement criteria. Safer equipment may also fall into this category.
- Mission/Service:
 - o New or additional equipment may be needed for new or existing county services and tasks, subject to the degree of service provided. Also, mission essential vehicles may be given a higher priority.
- Maintenance costs:
 - o Excessive breakdowns, repairs or proprietary parts may make it no longer feasible (financially or operationally) to retain a certain piece, type or brand of equipment.
- Useful life:
 - o Safety is a primary concern. Older vehicles present significant challenges to keep operational and in the acquisition of parts, and, as such, may present unique safety issues once past their useful life.
- Use of equipment:
 - o Under-utilized equipment will be recommended for reassignment, sale or declared surplus/salvage. Heavily used equipment will also be given a higher priority for replacement; i.e., daily use is often more important than monthly, seasonal or sporadic use.
- Odometer miles or hours of use:
 - o High miles/hours create excessive wear and tear on major system components, typically the engine and transmission. Wear and tear of county equipment is a key measure. Wear and tear on equipment has been shown through equipment trends, service history, and, failure of major components going in specific makes and models.
 - o When vehicles are up for replacement, based on wear and tear or mileage, the older vehicle is either repurposed in-house (if its functional) or it is sent to auction.
- Miscellaneous criteria:
 - o Safety features, fuel economy and vehicle emission characteristics will be used as additional criteria.
- Availability of funds:
 - o Budget available each year may make modification of the proposed capital equipment list necessary, even if many of the other criteria are met.



Below is a summary of the replacement guidelines, with respect to years of use and/or odometer miles, for the type of equipment owned and maintained by Clearwater County.

Type of Fleet / Equipment	Replacement Guideline
Light Duty	10 years or 230,000 km's
Light Duty – Community Peace Officer (CPO)*	7 years or 200,000 km's
Heavy Duty	10 years or 13,000 hours
Graders	5 years or 8,000 hours
Large Compactors and Loaders	20+ years
Small Compactors and Compact Loaders	10+ years
Miscellaneous Equipment	By Condition

* CPO vehicles are replaced more frequently.

Below is a summary for the fleet and equipment for Regional Fire. The County follows replacement guidelines along with the National Fire Protection Association (NFPA) Standards.

Type of Fleet / Equipment	Replacement Guidelines (with NFPA guidelines)
Engine	20 years
Tender	20 years
Rescue	20 years
Ladder	20 years
Command Vehicle	?
Battalion Vehicle	?
Miscellaneous Equipment	By condition/Type of Equipment



F.) Procurement

Clearwater County abides by the *New West Trade Partnership Agreement* (NWTPA) when purchasing equipment over \$75,000. The Guidelines to Procurement Obligations of Domestic and International Trade Agreements can be found in Appendix C.

When purchasing equipment, under the value of \$75,000, the County utilizes an invitational tender with a minimum of 3 suppliers. In turn, Clearwater County uses a public tendering process, advertised on the *Alberta Purchasing Connection* (APC) website or through *Sourcewell*, to purchase new equipment valued over \$75,000.

Clearwater County has access to *Sourcewell*, previously known as the *National Joint Powers Alliance* (NJPA), through the *Rural Municipalities Association* (RMA), formally known as the *Alberta Association of Municipal Districts and Counties* (AAMDC). *Sourcewell* is a cooperative purchasing mechanism defined as, **“Procurement conducted by, or on behalf of, one or more Public Procurement Units”** as defined by the *American Bar Association Model Procurement Code for State and Local Governments*. As such, **“Sourcewell’s analysts streamline the procurement process for members by developing RFPs [Request for Proposals] and IFBs [Invitation for Bids] for national, competitive solicitations that meet or exceed local requirements. Our rigorous process is continually refined to best meet member needs and allows us to offer you exceptional products and services from nationally acclaimed vendors.”**

(Reference: <https://www.sourcewell-mn.gov/cooperative-purchasing/how-it-works>).

Furthermore, when Clearwater County creates a tender, for the replacement of a grader, an option of guaranteed trade value, which can be utilized for dispersal if the same supplier is chosen, is included. Two of the grader suppliers, which Clearwater County has used in the recent past, are Finning and John Deere. Finning has a guaranteed buy-back whether you buy another grader through them or not. To utilize John Deere’s buy-back option, you are required to purchase another John Deere grader as a replacement.

Also, through the Municipal Trade-In program, municipalities are eligible to enroll in a program to receive a guaranteed trade-in value, the following year, on any skid steer or tractor, through participating suppliers. After purchasing a new piece of equipment, Clearwater County may trade-in the original machine towards the purchase of a new machine the following year. Generally, the amount the municipality paid for the base machine and the primary bucket is the original machine’s guaranteed trade-in value. The agreement provides a replacement unit yearly for that piece of equipment.



G.) Dispersal

Clearwater County's fleet and equipment are dispersed through public auction. When the vehicle or equipment goes to auction is based on the replacement guidelines.

Graders are tendered with the option of a guaranteed trade value which can be utilized for dispersal if the same supplier is awarded the tender for the replacement.

Finning – guaranteed buy-back whether you buy another grader through them or not.

John Deere – you are required to buy another John Deere for the replacement grader for the buyback option.

Skid Steers and tractors are tendered with the option of a Roll Over agreement which provides a replacement unit yearly (See Appendix C).



Appendix A

Fleet Safety Program

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FLEET SAFETY PROGRAM

FOR

COMMERCIAL TRANSPORTATION

PROVINCIALY REGULATED TRUCKS

TRUCK-TRACTORS, TRAILERS

Prepared by
Steve Maki
Health and Safety Coordinator

Effective Date
March 1, 2018

No one shall operate or permit another individual to operate a commercial vehicle if the vehicle or its equipment is in a condition that is likely to cause danger to personal property.

STAFF AUTHORIZED TO OPERATE COMPANY VEHICLES

Authorized Drivers:

All staff authorized by Clearwater County management to operate company vehicles are required to comply with the Fleet safety program policies and procedures, such as:

- part-time or occasional drivers;
- company mechanics who test drive or drive part-time;
- safety staff who train drivers;
- managers who drive;
- anyone else authorized to operate a Clearwater County vehicle.

Clearwater County will ensure that all drivers will have the minimum appropriate Class of license for the vehicle type they are operating prior to operating any Clearwater County vehicles.

Designation of Safety Officer

The person responsible for maintaining and implementing this safety program and ensuring compliance with traffic safety laws is:

Steve Maki, Health and Safety Coordinator

SAFE USE AND OPERATION OF NATIONAL SAFETY CODE VEHICLES

Speed Limits:

- Obey all posted speed limits and reduce speed according to road, weather, visibility conditions and vehicle type.

Seat Belt Use:

- Anyone, while operating or travelling as a passenger in Clearwater County vehicles, must use their seat belt(s) (it's the law) at all times.

Drug and Alcohol Use:

- Strictly prohibited are the possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment.

Defensive Driving:

- Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills.

Note: For example, be aware of surroundings and look ahead. Leave a safe distance between vehicles, keep the vehicle under control at all times and be prepared for changes in road, weather and traffic conditions.

Load Security:

- Clearwater County and drivers must ensure that all applicable cargo is contained, immobilized or secured in accordance with National Safety Code Standard 10, Cargo Securement as it relates to the particular type of commercial vehicle
- Clearwater County or driver shall ensure that all cargo transported on a commercial vehicle is contained, immobilized or secured so that it cannot:
 - leak, spill, blow off, fall from, fall through or otherwise dislodge from the commercial vehicle, or
 - shift upon or within the commercial vehicle to such an extent that the commercial vehicle's stability or maneuverability is adversely affected.
- Drivers must inspect the cargo and its securing devices within the first 80 kilometers after beginning a trip. Drivers must re-inspect when any one of the following occurs:
 - change of duty status (e.g. from "driving" to "on-duty not driving");
 - after driving for 3 hours; or
 - after driving 240 kilometers.
- An employee or driver will not use any vehicle to transport goods unless;
 1. the vehicle is constructed to carry the goods, and
 2. there is equipment on the vehicle or attached to the vehicle that is capable of securing the goods to ensure the vehicle can be operated safely when loaded without danger of turning over the vehicle or the load shifting, swaying, blowing off, falling off, leaking or otherwise escaping.

A person shall not operate the vehicle transporting goods unless the equipment is properly used to secure the goods. The equipment may be

permanently or temporarily attached to the vehicle for the purpose of transporting the goods.

Fueling:

- Before fueling, the driver must:
 - shut off engine;
 - not smoke;
 - check for fuel leaks;
 - not overfill the tank;
 - not leave nozzle unattended; and
 - replace filler cap when finished fueling.

PROPER RECORD COMPLETION

Clearwater County will educate staff in hours of service, **as required**. A record will be maintained on each driver's file showing that the employee has this knowledge, or any training received.

The following are options for written instructions on how to properly complete records relevant to the operation.

Hours of Service:

Time Records for Radius Operation:

Driver does not require a daily log when ALL the following conditions are met:

- (a) driver/vehicle does not operate beyond **160-kilometer** radius of the home terminal;
- (b) record accurate work shift start **and** end times;
- (c) return to home terminal (start and end at the same location);
- (d) released from work within **15 hours** from the start of the work shift;
- (e) Clearwater County will, for each driver employed, maintain and retain for a period of 6 months accurate time records showing the time that the driver commences the work shift (start time) and the time the driver is released from work (end time). Time must include AM/PM or 24-hour clock to be used. Days not worked shall be marked as OFF

Note: If one of the conditions on the above ceases to exist, then the driver must complete a daily log and record hours of service. Clearwater County shall, on that condition ceasing to exist, comply by training in log book completion, the training/retraining will take place at that time prior to departure. In the remarks section of the log, the total number of on-duty hours accumulated by the driver during each of the

seven days immediately preceding the day on which that condition ceased to exist. Log books are available in the Public Works Shop.

Daily Log Completion:

In the event conditions (a) to (e) above cease to exist, Instruction will be given on daily log completion as per *Alberta Drivers' Hours of Service Regulation (AR 317/2002) Section 9(3)*

The following information must be entered in a daily log:

- (a) a graph grid in the form set out in the schedule;
- (b) the date;
- (c) the odometer reading at the commencement of driving;
- (d) the total number of kilometers or miles driven by the driver during the work day;
- (e) in the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day;
- (f) the vehicle's unit or licence plate number;
- (g) the name of the carrier for whom the driver worked during the work day;
- (h) the name and signature of the driver;
- (i) the name of any co-driver;
- (j) the time of commencement of the work shift and the location at which the driver commenced the work shift;
- (k) the address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day;
- (l) record at each change of duty status enter the name of city, town or village or highway location and name of province or state;
- (m) record the name of city, town or village or highway location when fuelling in Alberta and number of litres or gallons of fuel;
- (n) record the total number of hours of each duty status and aggregate of these hours;
- (o) the driver signs the daily log at the end of the driver's work shift.

Retention and Distribution of Log books:

The driver must forward the original copy of the daily log and supporting documents to the Public Works Fleet Supervisor **within 20 days** of the completion of the daily log. The driver shall also keep copies of the daily log at the driver's residence for 6 months after the day on which the daily log is completed.

DRIVER CONDUCT AND DISCIPLINE

Conduct:

Note: Good driver conduct will include:

- to safely operate our vehicles on the highway with a professional attitude and obey posted speed limits;
- drive in a defensive manner, be aware of surroundings and look ahead, leave a safe distance between vehicles, be a professional and courteous driver;
- keep the vehicle under control at all times and reduce speed due to changes in road, weather and traffic conditions;
- a professional driver should be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- drivers must report all significant events on road including, violations, near misses, etc.

Disciplinary Procedures (STEPS):

All disciplinary steps will be progressive in nature. All actions taken, including verbal warnings, will be documented.

Discipline actions will be taken for any:

- regulatory violation (identified on the carrier profile, driver's abstract or through Clearwater County's own internal audits). Carrier profile should verify that drivers have already advised the carrier of the violation(s);
- significant company policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

As appropriate, actions will include:

- written warnings;
- re-training;
- suspension;
- termination.

Evaluating Driving Skills:

Clearwater County will evaluate and retain a written record verifying that each authorized driver has the necessary driving skills to safely operate all assigned vehicles. Written driver evaluations will be ongoing throughout the driver's employment with the company.

Steps are identified to measure driving skill level, such as, driving in traffic, backing up, connecting a trailer, fueling, driving defensively and conducting Daily Trip Inspections, identifying and reporting defects to Fleet Supervisor.

An ongoing program for evaluating employees' driving skills will be done through:

- road tests
- internal audits of records

Documented training to test driver skills and knowledge on (as applicable);

- hours of service;
- weights and dimensions;
- cargo securement;
- daily trip inspections;
- use of Fire extinguisher
- TDG (if required)

Evaluation results will be retained on each driver's file.

Driver Records:

Clearwater County will maintain individual files of driver records on every person operating or authorized to operate company vehicles, containing at least the following information:

- the driver's completed application form or resume for employment with the registered owner;
- the driver's employment history for the three years immediately preceding the time the driver started working for the carrier; this will not apply to drivers who were not a commercial driver prior to being employed or who have been training and received their current license while employed by Clearwater County.
- a copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
- annual updated copies of the driver's abstract in a form satisfactory to the Registrar;

- a record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- a record of any administrative penalty imposed on the driver under safety laws;
- a record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- a record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
- a copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the *Transportation of Dangerous Goods Regulations* under the *Transportation of Dangerous Goods Act, 1992*; and

Driver Record Retention:

Clearwater County will retain these records at the carrier's principal place of business in Alberta.

- retained for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation); and
- available for inspection by a peace officer during the carrier's regular business hours.

**MAINTENANCE AND
INSPECTION PROGRAM**

**FOR
COMMERCIAL TRANSPORTATION
(Trucks, Truck-Tractors, Trailers etc.)**

**Prepared by
Steve Maki
Health and Safety Coordinator**

**Effective Date
March 1, 2018**

MAINTENANCE AND INSPECTION PROGRAM TRUCKS, TRUCK-TRACTOR AND TRAILERS

Application:

All NSC commercial vehicles (commercial vehicle registered solely or in combination for more than 11,794kgs. including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps and boosters) registered to Clearwater County are required to comply with the company's maintenance and inspection program policies and procedures

The preventive maintenance and inspection program addresses the following areas:

- daily trip inspections;
- repairs;
- routine scheduled maintenance;
- annual CVIP inspections;
- record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP.

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

The company's written maintenance and inspection program will be kept at the company's principal place of business in Alberta. Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) will be attached to the maintenance and inspection program at all locations of the carrier where vehicle inspections and maintenance is carried out.

Clearwater County's vehicle maintenance and inspection program will be implemented as follows:

Scheduled Vehicle Maintenance:

- Applicable vehicle components must also be routinely inspected as required by Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009), Alberta's *Vehicle Inspection Regulation* (AR 211/2006) and Schedule 1 of NSC Standard 13 Part 2 (daily trip Inspection).

CLEARWATER COUNTY - FLEET SAFETY PROGRAM

- Components to be inspected are described in Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), *Vehicle Inspection Regulation* (AR 211/2006) and Schedule 1 of NSC Standard 13 Part 2 (daily trip Inspection) (copy attached and/or direct internet access available).
- Any component identified as being in need of repair and/or maintenance will be maintained and/or repaired as required. The records documenting the repairs and/or maintenance will be retained on the appropriate vehicle file.

Clearwater County will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

Inspection Type	Vehicle Type	Inspection Interval (State Kilometers, Time or Hours)	Comments
Daily Trip Inspection:	Trucks, Tractors, Trailers	Every 24 hours	Complete written Daily Trip Inspection form if required. Report all defects and document all repairs.
Greasing Interval:	Trucks:	250 hours	
	Chassis mounted equipment	Weekly	
	Trailers:	500 hrs or annually	
Oil Change Interval:	Trucks:	500 hours	
Scheduled Maintenance Inspection:	Trucks:	500 hours	
	Tractors:	500 hours	
	Trailers:	Annually	
“CVIP” Inspection:	Trucks, Tractor, Trailers	Annually	Required every 12 months before next CVIP expires - to be completed by a Certified CVIP Station.
	Commercial Bus	Every six (6) months	

Sample Maintenance Form (Schedule 2)

Date: _____ Time: _____ Inspector's Name: _____
 Address of Inspection Shop: _____
 Licence Plate Number(s): _____ Vehicle Unit Number: _____
 Odometer: _____ Hour Meter: _____ Signature: _____

- Body and Seats (S.1)
- Chassis Frame (S. 2)
- Body Frame (S. 3)
- Sliding Subframe (S. 4)
- Underbody (S. 5)
- Driver Shaft (S. 6)
- Window and Mirrors (S. 7)
- Fuel (S. 8)
- Exhaust (S. 9)
- Friction Components (S. 10)
- Hydraulic and Vacuum-assist Brake Components (S. 11)
- Mechanical Components (S. 12)
- Brake Pedal (S. 13)
- Air Brake System (S. 14)
- Park Brake (S. 15)
- Brake System (S. 16)
- Engine Controls (S. 17)
- Steering Column and Box (S. 18)
- Wheel Alignment (S. 19)
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- Trailer Hitch, Trailer Mount and Connecting Devices (S. 32)
- Rear Impact Guards (S. 33)

The above noted items are general headings under Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009). The general headings are further broken down in Schedule 2 into specific components and detailed inspection criteria. Refer to Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR 121/2009) for guidance when conducting maintenance inspections. A hard copy of Schedule 2 is in the Fleet Shop office marked "SCHEDULE 2"

Daily Trip Inspections:

Production of Schedule 1 of NSC Standard 13 Part 2:

- Except when specifically **exempted** a carrier (an owner of a commercial vehicle that holds, is issued or is required to hold a certificate) shall ensure that a copy of the Schedule 1 of NSC Standard 13 Part 2 including any modifications made to the Schedule is located within the vehicle and a driver shall produce the schedule when requested to a peace officer.
- A daily trip inspection shall be conducted on all commercial vehicles or combination of commercial vehicles registered for more than 11,974 kilograms.
- A daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report.
- Vehicle components will be inspected in a Daily Trip Inspection as required by section 10 (4) (a) of Alberta's *Commercial Vehicle Safety Regulation* (AR 121/2009). The daily inspection must include all applicable components specified in the list of items in Schedule 1 of NSC Standard 13 Part 2 (copy attached and/or direct internet access available).
- Any of the components that are routinely inspected may be added to the "Daily Trip Inspection" and any components that are not applicable to the vehicle may be deleted from the "Daily Trip Inspection".

Completion and Production of the Daily Trip Inspection Report:

- Except when specifically **exempted** the person conducting the "Daily Trip Inspection" shall prepare a trip inspection report.
 - The trip inspection report must contain the following information;
 - the licence plate, identification number or unit number,
 - the odometer or hub meter at the time of inspection,
 - the name of the carrier operating the commercial vehicle,
 - the name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
 - any defect related to the operation of any item required to be inspected or that no defect was detected,
 - the name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with Section 10 of the *Commercial Vehicle Safety Regulation* (AR 121/2009), and
 - the name and signature of the person making the report.
 - The driver shall, when requested, produce a copy of the report to a peace officer.
- Defects Observed During Operation of the Vehicle:

- Regardless of whether a trip inspection report is required to be prepared, if a driver observes any safety defects specified in Schedule 1, 2, 3 or 4 of NSC Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report or in a written document and report the defect to the carrier as required.
- The driver shall produce this trip inspection report or other document when requested to a peace officer.

Distribution and Retention of Trip Inspection Reports:

- The driver must forward the trip inspection reports to the home terminal of the carrier responsible for the commercial vehicle every day or within 20 days of completion of the trip inspection report.
- The carrier will ensure the driver submits the trip inspection report, as required, and deposit the original trip inspection report at the carrier's principal place of business with 30 days of receiving the report from the driver.
- The original report will be retained in chronological order by the carrier for the month it was created and an additional 6 months.

Requirement to Repair, Correct and Report Defects:

- No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (see Schedule 1 of NSC Standard 13 Part 2 for a description of a major defect).
- A person authorized by Clearwater County to conduct a daily trip inspection shall document any defect on the written trip inspection report.
- Clearwater County or a person authorized by Clearwater County to conduct trip inspections shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary.
- If a driver or person authorized by Clearwater County to conduct a daily trip inspection believes or suspects, there is a safety defect in the commercial vehicle they shall report the safety defect to the carrier;
 - without delay if the defect is a major defect, or
 - in a timely manner but not later than the next required daily trip inspection in all other cases.

Schedule 1 of NSC Standard 13 part 2

A copy of the trip inspection requirement for a truck, tractor and trailer is shown below.

**Appendix 1
Part 2 – Schedules**

**Schedule 1 – Truck, Tractor & Trailers
Application:**

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 11794 KGS.

1. Air Brake System	
Defect(s) 1.1. Audible air leak. 1.2. Slow air pressure build-up rate.	Major Defect(s) 1.3. Pushrod stroke of any brake exceeds the adjustment limit. 1.4. Air loss rate exceeds prescribed limit. 1.5. Inoperative towing vehicle (tractor) protection system. 1.6. Low air warning system fails or system is activated. 1.7. Inoperative service, parking or emergency brake.
2. Cab	
Defect(s) 2.1. Occupant compartment door fails to open.	Major Defect(s) 2.2 Any cab or sleeper door fails to close securely.
3. Cargo Securement	
Defect(s) 3.1 Insecure or improper load covering (e.g. wrong type or flapping in the wind).	Major Defect(s) 3.2. Insecure cargo. 3.3. Absence, failure, malfunction or deterioration of required cargo securement device or load covering.
4. Coupling Devices	
Defect(s) 4.1 Coupler or mounting has loose or missing fastener.	Major Defect(s) 4.2 Coupler is insecure or movement exceeds prescribed limit. 4.3 Coupling or locking mechanism is damaged or fails to lock. 4.4 Defective, incorrect or missing safety chain/cable.
5. Dangerous Goods	
	Major Defect(s) 22.1 Dangerous goods requirements not met.
6. Driver Controls	
Defect(s) 6.1 Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.	

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7. Driver Seat	
Defect(s) 7.1 Seat is damaged or fails to remain in set position.	Major Defect(s) 7.2 Seatbelt or tether belt is insecure, missing or malfunctions.
8. Electric Brake System	
Defect(s) 8.1 Loose or insecure wiring or electrical connection.	Major Defect(s) 8.2 Inoperative breakaway device. 8.3 Inoperative brake.
9. Emergency Equipment & Safety Devices	
Defect(s) 9.1 Emergency equipment is missing, damaged or defective.	
10. Exhaust System	
Defect(s) 10.1 Exhaust leak.	Major Defect(s) 10.2 Leak that causes exhaust gas to enter the occupant compartment.
11. Frame and Cargo Body	
Defect(s) 11.1 Damaged frame or cargo body.	Major Defect(s) 11.2 Visibly shifted, cracked, collapsing or sagging frame member(s).
12. Fuel System	
Defect(s) 12.1 Missing fuel tank cap.	Major Defect(s) 12.2 Insecure fuel tank. 12.3 Dripping fuel leak.
13. General	
	Major Defect(s) 13.1 Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.
14. Glass and Mirrors	
Defect(s) 14.1 Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted. 14.2 Required mirror or glass has broken or damaged attachments onto vehicle body.	
15. Heater/Defroster	
Defect(s) 15.1 Control or system failure.	Major Defect(s) 15.2 Defroster fails to provide unobstructed view through the windshield.
16. Horn	
Defect(s) 16.1 Vehicle has no operative horn.	
17. Hydraulic Brake System	
Defect(s) 17.1 Brake fluid level is below indicated minimum level.	Major Defect(s) 17.2 Parking brake is inoperative. 17.3 Brake boost or power assist is inoperative. 17.4 Brake fluid leak. 17.5 Brake pedal fade or insufficient brake pedal reserve.

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	17.6 Activated (other than ABS) warning device. 17.7 Brake fluid reservoir is less than ¼ full.
18. Lamps and Reflectors	
Defect(s) 18.1 Required lamp does not function as intended. 18.2 Required reflector is missing or partially missing.	Major Defect(s) <i>When lamps are required:</i> 18.3 Failure of both low-beam headlamps. 18.4 Failure of both rearmost tail lamps. <i>At all times:</i> 18.5 Failure of a rearmost turn-indicator lamp. 18.6 Failure of both rearmost brake lamps.
19. Steering	
Defect(s) 19.1 Steering wheel lash (free-play) is greater than normal.	Major Defect(s) 19.2 Steering wheel is insecure, or does not respond normally. 19.3 Steering wheel lash (free-play) exceeds required limit.
20. Suspension System	
Defect(s) 20.1 Air leak in air suspension system. 20.2 Broken spring leaf. 20.3 Suspension fastener is loose, missing or broken.	Major Defect(s) 20.4 Damaged (<i>patched, cut, bruised, cracked to braid, mounted insecurely</i>) or deflated air bag. 20.5 Cracked or broken main spring leaf or more than one broken spring leaf. 20.6 Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component. 20.7 Loose U-bolt.
21. Tires	
Defect(s) 20.1 Damaged tread or sidewall of tire. 20.2 Tire leaking (if leak can be felt or heard, tire is to be treated as flat).	Major Defect(s) 21.3 Flat tire. 21.4 Tire tread depth is less than wear limit. 21.5 Tire is in contact with another tire or any vehicle component other than mud-flap. 21.6 Tire is marked "Not for highway use". 21.7 Tire has exposed cords in the tread or outer side wall area.
22. Wheels, Hubs and Fasteners	
Defect(s) 22.1 Hub oil below minimum level. (When fitted with sight glass.) 22.2 Leaking wheel seal.	Major Defect(s) 22.3 Wheel has loose, missing or ineffective fastener. 22.4 Damaged, cracked or broken wheel, rim or attaching part. 22.5 Evidence of imminent wheel, hub or bearing failure.
23. Windshield Wiper/Washer	
Defect(s) 23.1 Control or system malfunction. 23.2 Wiper blade damaged, missing or fails to adequately clear driver's field of vision.	Major Defect(s) <i>When necessary for prevailing weather condition.</i> 23.3 Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

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Truck / Trailer Trip Inspection

Registered Vehicle Weight 4,500kg & Greater



Unit # _____ Trailer # _____
 Date : _____ Time: _____ Odometer _____

Inspection Location 4340-47th Avenue, Rocky Mountain House, AE Other:

I performed an inspection of the vehicle noted above using the criteria set out in Schedule 1 of Part 2, NSC Standard 13 and in accordance with Section 10 of Alberta's Commercial Vehicle Safety Regulation, AR 121/2009 and report the following:

No Defects Found

Defects Detected: Mark "√" for a **MINOR** Defect "X" for a **MAJOR** defect

- | | |
|--|---|
| 1 <input type="checkbox"/> Air Brake System | 14 <input type="checkbox"/> Glass and Mirrors |
| 2 <input type="checkbox"/> Cab | 15 <input type="checkbox"/> Heater / Defroster |
| 3 <input type="checkbox"/> Cargo Securement | 16 <input type="checkbox"/> Horn |
| 4 <input type="checkbox"/> Coupling Device | 17 <input type="checkbox"/> Hydraulic Brake System |
| 5 <input type="checkbox"/> Dangerous Goods Requirements | 18 <input type="checkbox"/> Lamps and Reflectors, Beacons |
| 6 <input type="checkbox"/> Driver Controls | 19 <input type="checkbox"/> Steering |
| 7 <input type="checkbox"/> Driver Seat | 20 <input type="checkbox"/> Suspension System |
| 8 <input type="checkbox"/> Electric Brake System | 21 <input type="checkbox"/> Tires |
| 9 <input type="checkbox"/> Emergency Equipment (I.e. Flares) | 22 <input type="checkbox"/> Wheel Hubs and Fasteners |
| 10 <input type="checkbox"/> Exhaust System | 23 <input type="checkbox"/> Windshield Wipers / Washer |
| 11 <input type="checkbox"/> Frame and Cargo Body | 24 <input type="checkbox"/> Sander Assembly |
| 12 <input type="checkbox"/> Fuel System | 25 <input type="checkbox"/> Snow Plow Assembly |
| 13 <input type="checkbox"/> General | 26 <input type="checkbox"/> Documentation |

Provide details of defect(s) detected and which vehicle detected on. Truck / Trailer / Etc.

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Inspector/Driver's Name Print

Inspector/Driver's Name Signature

Driver's Signature (if different from Inspector)

Provide details of defect(s) detected at any other time(s) en route throughout the shift

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Name of person identifying defect(s) (Print Name)

Signature of person identifying defect(s)

Verification of Repairs Completed:

- Above defects have been corrected Above defects need not be corrected for safe operation of vehicle

Date of Repair: _____ Work Order # _____

Remarks:

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Repaired By Printed

Repaired By Signature

Record Keeping:

Clearwater County will maintain the following records pertaining to each commercial vehicle used in the carrier's business:

- 1) An identification of the vehicle, including:
 - a) a unit number, the manufacturer's serial number or a similar identifying mark,
 - b) the make of the vehicle, and
 - c) the year of manufacture.
- 2) A record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR 211/2006), and repairs, lubrication and maintenance for the vehicle, including:
 - a) the nature of the inspection or work performed on the vehicle, and
 - b) the date on which that inspection or work took place and the odometer or hubometer reading on the vehicle at that time.
- 3) Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices.
- 4) Trip inspection reports prepared under section 12 of Alberta's *Commercial Vehicle Safety Regulation*.
- 5) Unless otherwise authorized by the Registrar, we shall maintain the records at our principal place of business.

We shall ensure that the records required to be maintained under this section are true, accurate and legible.

Trip inspection reports will be retained for the month they are created and an additional 6 months. The other records identified above will be retained for the year they are created and an additional 4 years. All records will be kept for 6 months after the vehicle is retired or disposed of.

A person authorized by the carrier to conduct a daily trip inspection shall certify on the trip inspection or report that any major defect has been repaired /corrected or certifies on the report that repair/correction is unnecessary; a driver shall not drive or be permitted to drive until all major defects have been repaired.



Appendix B

Equipment Summary

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Equipment Summary by Department

	ASB	CPS/Assess	Public Works	Planning	Regional Fire	Regional Waste	Total
ATV/UTV	4		2	1	4	1	12
Broom			1				1
Brush Cutter	1						1
Chipsreader	1		1				2
Chute	1						1
Crackseal			1				1
Fire Pumper					8		8
Fire Rescue					12		12
Fire Tanker					6		6
Forklift						1	1
Generator			8		2		10
Heavy Duty Vehicle			9			3	12
Light Duty Vehicle	15	4	31	5	7	4	66
Loader	1		8				9
Misc.	3		9		5	5	22
Motor Grader			2				2
Mower	5		2			1	8
Packer			10			3	13
Picker Truck			3			4	7
Police Car			5				5
Scale	3					2	5
Scraper						1	1
Skid Steer						3	3
Snowblower			2				2
Sprayer	2		1				3
Tractor	5		1				6
Trailer	9		21		8	6	44
Water Pump					1		1
Total	50	4	117	6	53	34	264

Equipment List by Department

Department	Equipment	Description	Class	Year	Brand
<u>Agriculture & Community Services</u>					
ASB	214	2002 Honda ATV	ATV	2002	Honda
ASB	213-15	2015 JOHN DEERE XUV 855D GATOR	UTV	2015	John Deere
ASB	219-12	JOHN DEERE 855 XUV GATOR	UTV	2012	John Deere
ASB	219-17	John Deere Gator	UTV	2017	John Deere
ASB	229	2006 DAVCO BRUSH CUTTER	Brush Cutter	2006	Davco
ASB	225	2002 VERMEER CHIPPER	Chipspreader	2002	Vermeer
ASB	239	PORTABLE LOAD CHUTE	CHUTE	2013	HI HOG
ASB	211	1991 GMC Topkick Water Truck	Light Duty	1991	GMC
ASB	200-12	DODGE RAM	Light Duty	2012	Dodge
ASB	201-15	DODGE 3/4 TON CREW CAB	Light Duty	2015	Dodge
ASB	202-7	DODGE 1 TON QUAD CAB 4X4	Light Duty	2007	Dodge
ASB	203-17	FORD F550 4X4 CHASSIS SUPER	Light Duty	2016	Ford
ASB	204-16	2016 F150 4X4 SUPER CREW	Light Duty	2016	Ford
ASB	205-10	CHEVROLET COLORADO LT CREW CAB	Light Duty	2010	Chevrolet
ASB	207-14	2014 FORD F550 4X4	Light Duty	2014	Ford
ASB	208-15	2015 DODGE RAM 1500	Light Duty	2015	Dodge
ASB	209-11	2011 DODGE RAM 1/2 TON	Light Duty	2011	Dodge
ASB	210-9	DODGE 3500 4X4	Light Duty	2009	Dodge
ASB	211-17	Ford F750 Water Truck	Light Duty	2017	Ford
ASB	212-13	Dodge Pick Up	Light Duty	2013	Dodge
ASB	290-17	Chevrolet Silverado WT 4WD	Light Duty	2017	Chevrolet
ASB	291-9	2009 Chevrolet Silverado 1500 Extended Cab	Light Duty	2009	Chevrolet
ASB	217-17	John Deere 333E Track Loader	Loader	2017	John Deere
ASB	237	JOHN DEERE MULCHER	Misc.	2012	John Deere
ASB	263-15	2015 DEGELMAN 1820 SIDEARM	Misc.	2015	Degelman
ASB	ELD_SEC003	EXPLOSIVES MAGAZINE	Misc.	2016	
ASB	227	2008 ALAMO Mower	Mower	2008	Alamo
ASB	218-14	John Deere 997 Riding Lawn Mower 2014	Mower	2014	John Deere
ASB	226-16	2016 JOHN DEERE ROTARY CUTTER	Mower	2016	John Deere
ASB	228-14	2014 JOHN DEERE 285 DISC MOWER	Mower	2014	John Deere
ASB	260-15	2015 JOHN DEERE CX15 ROTARY MOWER	Mower	2015	John Deere
ASB	230	2000 NORAC CATTLE Scale	Scale	2000	Norac
ASB	236	BALE SCALE W/TRAILER	Scale	2013	
ASB	ELD_SCA012	CATTLE SCALE - PORTABLE	Scale	2016	
ASB	245-14	2014 FIELD SPRAY CUSTOM MADE	Sprayer	2014	
ASB	ELD_INJ003	CHEMICAL INJECTION SPRAY SYSTEM	Sprayer	2016	
ASB	215-16	2016 John Deere 6145M Tractor	Tractor	2016	John Deere
ASB	215-17	2017 JD 6145M Tractor	Tractor	2017	John Deere
ASB	216-16	2016 JOHN DEERE 5100E	Tractor	2016	John Deere
ASB	216-17	2017 JD 5100E Tractor	Tractor	2017	John Deere
ASB	264-16	2016 JOHN DEERE TRACTOR	Tractor	2016	John Deere
ASB	221	2007 DECKOVER DumpTrailer	Trailer	2007	Deckover
ASB	222	2008 BIG TEX 14' Trailer	Trailer	2008	Big Tex
ASB	223	2005 BIG TEX 10' Trailer	Trailer	2005	Big Tex
ASB	224	1992 GOERTZEN STOCK Trailer	Trailer	1992	Geortzen
ASB	259	2014 18 FOOT UTILITY TRAILER	Trailer	2014	
ASB	220-12	2012 SWS ABU 30' Trailer	Trailer	2012	SWS
ASB	262-15	2015 MAXEY CARHAULER TRAILER 24 FOOT	Trailer	2015	Maxey
ASB	266-17	Precision 14' Single Axle Utility Trailer	Trailer	2017	PRECISION
ASB	267-17	Precision 10' Single Axle Utility Trailer	Trailer	2017	PRECISION
Total	50				

Cooperate Services

ASSESS	101-12	JEEP PATRIOT 4X4	Light Duty	2012	Jeep
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ASSESS	102-9	CHEVROLET TRAILBLAZER LT1 4X4	Light Duty	2009 Chevrolet
ASSESS	103-12	CHEVROLET TAHOE SPECIAL SERVICE	Light Duty	2012 Chevrolet
CPS	1 Sasquatch)	CHEVROLET TAHOE SPECIAL SERVICE	Light Duty	2011 Chevrolet
Total	4			

Public Works

FACILITIES	EHD-GENSET00006	FACILITIES GENERATOR	Generator	2013 GENERAC
FACILITIES	GENE-001	FACILITIES EMERGENCY GENERATOR	GENERATOR FC	2013 GENERAC
FACILITIES		FACILITIES EMERGENCY GENERATOR	GENERATOR FC	
FACILITIES	740	Manlift Articulating Boom	Misc.	2016
PEACE OFFICERS	310	2012 POLARIS RZR	ATV	2012 Polaris
PEACE OFFICERS	301-14	2014 CHEVROLET TAHOE 1500 4WD	Police Car	2014 Chevrolet
PEACE OFFICERS	302-16	CHEVROLET TAHOE LS 4WD	Police Car	2016 Chevrolet
PEACE OFFICERS	303-15	2015 CHEVROLET TAHOE	Police Car	2015 Chevrolet
PEACE OFFICERS	304-17	CHEVROLET TAHOE LS 4WD	Police Car	2017 Chevrolet
PEACE OFFICERS	305-14	2014 CHEVROLET TAHOE 1500 4WD	Police Car	2014 Chevrolet
PEACE OFFICERS	309-17	ENCLOSED SLED TRAILER MISSION	Trailer	2017 Mission
PEACE OFFICERS	311-12	2012 LOAD TRAIL TANDEM AXLE TRAILER	Trailer	2012 Loadline
PUBLIC	718-4	2004 POLARIS RANGER 4X4	ATV	2004 Polaris
PUBLIC	611-9	LEEBOY RB48 SWEEPER	Broom	2009 Leeboy
PUBLIC	707	SELF PROPELLED CHIP SPREADER	Chipspreader	1994 Spread King
PUBLIC	721	2014 CRACK SEAL UNIT	Crackseal	2014
PUBLIC	729	NORDEGG LIFT STATION GENERATOR	Generator	2014
PUBLIC	716 CNDLIF	GENSET Generator	Generator	0 Genset
PUBLIC	717 LESLIF	ALLIS CHALMERS Generator	Generator	0 Allis Chalmers
PUBLIC	719-6	2006 COLEMAN GENERATOR	Generator	2006 Coleman
PUBLIC	EHD-GENSET7	LESLIEVILLE LIFT STATION GENERATOR	Generator	2013 ASCO
PUBLIC	414-7	FREIGHTLINER	Heavy Duty	2007 Freightliner
PUBLIC	420-18	WESTERN STAR GRAVEL/PLOW	Heavy Duty	2018 Western Star
PUBLIC	420-9	2009 FREIGHTLINER	Heavy Duty	2009 Freightliner
PUBLIC	422-12	2012 WESTERN STAR	Heavy Duty	2012 Western Star
PUBLIC	433-11	2011 Western Star	Heavy Duty	2011 Western Star
PUBLIC	406	1991 WESTERN STAR DIST. TRUCK	Heavy Duty	1991 Western Star
PUBLIC	405-9	INTERNATIONAL 7400SH LEEBOY ROSCO MAXIMIZER	Heavy Duty	2010 International
PUBLIC	409-10	2010 WESTERN STAR	Heavy Duty	2010 Western Star
PUBLIC	419-11	2011 FORD F350	Heavy Duty	2011 Ford
PUBLIC	400-10	CHEVROLET AVALANCHE LS 4WD	Light Duty	2010 Chevrolet
PUBLIC	401-15	2015 DODGE RAM 1500	Light Duty	2015 Dodge
PUBLIC	402-14	2014 CHEVROLET SILVERADO 1WT 4WD	Light Duty	2014 Chevrolet
PUBLIC	404-15	DODGE 3/4 TON CREW CAB	Light Duty	2015 Dodge
PUBLIC	407-12	DODGE RAM	Light Duty	2012 Dodge
PUBLIC	408-3	2002 GMC SAVANA SLE VAN	Light Duty	2002 Chevrolet
PUBLIC	410-13	1 Ton Dodge Pick Up	Light Duty	2013 Dodge
PUBLIC	411-10	DODGE RAM 1/2 TON 4X4	Light Duty	2010 Dodge
PUBLIC	411-17	Chevrolet Silverado WT 4WD Double C	Light Duty	2017 Chevrolet
PUBLIC	412-10	DODGE RAM 1/2 TON 4X4	Light Duty	2010 Dodge
PUBLIC	412-17	Chevrolet Silverado WT 4WD Double C	Light Duty	2017 Chevrolet
PUBLIC	413-14	2014 CHEVROLET SILVERADO 1 WT 4WD	Light Duty	2014 Chevrolet
PUBLIC	415-15	FORD F250 CREW CAB	Light Duty	2015 Ford
PUBLIC	416-13	2013 CHEVROLET TAHOE	Light Duty	2013 Chevrolet
PUBLIC	417-12	DODGE RAM ONE TON	Light Duty	2012 Dodge
PUBLIC	421-8	CHEVROLET TAHOE SPECIAL SERVICE 4WD	Light Duty	2008 Chevrolet
PUBLIC	423-11	2011 DODGE RAM 350	Light Duty	2011 Dodge
PUBLIC	424-11	DODGE RAM 2500 SXT REG CAB	Light Duty	2011 Dodge
PUBLIC	425-11	DODGE RAM 2500 SXT REG CAB 4X4	Light Duty	2011 Dodge
PUBLIC	425-17	Chevrolet 2500 Silverado WT Reg Cab	Light Duty	2017 Chevrolet
PUBLIC	426-12	2012 Dodge Ram 1500 4x4 Crew Cab	Light Duty	2012 Dodge
PUBLIC	427-17	Chevrolet 3500 Silverado WT Crew	Light Duty	2017 Chevrolet
PUBLIC	427-9	CHEVROLET 1 TON	Light Duty	2009 Chevrolet
PUBLIC	428-15	2015 DODGE RAM 1500	Light Duty	2015 Dodge

PUBLIC	429-14	CHEVROLET SILVERADO 4WD	Light Duty	2014 Chevrolet
PUBLIC	430-15	2015 DODGE RAM 1500	Light Duty	2015 Dodge
PUBLIC	431-15	2015 DODGE RAM 1500	Light Duty	2015 Dodge
PUBLIC	434-13	Dodge Pick Up	Light Duty	2013 Dodge
PUBLIC	435-13	Dodge Pick Up	Light Duty	2013 Dodge
PUBLIC	436-16	2016 CHEVROLET SILVERADO WT CREW CA	Light Duty	2016 Chevrolet
PUBLIC	437-16	MERCEDES BENZ SPRINTER 4X4	Light Duty	2016 Mercedes
PUBLIC	601-14	2014 JOHN DEERE 544K LOADER	Loader	2014 John Deere
PUBLIC	602-8	JOHN DEERE WHEEL LOADER	Loader	2008 John Deere
PUBLIC	609-11	HYUNDAI Wheel Loader	Loader	2011 Hyundai
PUBLIC	610-15	2015 John Deer Loader	Loader	2015 John Deere
PUBLIC	612-15	2015 CASE SKID STEER SV300	Loader	2015 Case
PUBLIC	614-12	SKID STEER SV300	Loader	2012 Skidsteer
PUBLIC	616-12	2012 CASE 821F XR WHEEL LOADER	Loader	2012 Case
PUBLIC	617-13	2013 CASE 1021F WHEEL LOADER	Loader	2013 Case
PUBLIC	708	Misc Equipment	Misc.	2009
PUBLIC	737	POWER RAKE	Misc.	2014 John Deere
PUBLIC	738	LOFNESS ROCK PICKER	Misc.	2014 Lofness
PUBLIC	741	SUNRAY 490 SOLAR MESSAGE SIGN	Misc.	2016 Sunray
PUBLIC	742	SUNRAY 490 SOLAR MESSAGE SIGN	Misc.	2016 Sunray
PUBLIC	710-6	2006 CLEMRO BELT FEEDER	Misc.	2006 Clemro
PUBLIC	712-8	2008 NEW SUPERIOR PORTABLE STACKING CONVEYOR	Misc.	2008
PUBLIC	743-17	Farmking Disc	Misc.	2017 Farmking
PUBLIC	502-14	2014 CAT 140M2 MOTOR GRADER	Motor Grader	2015 Caterpillar
PUBLIC	511-13	JOHN DEERE 772G MOTOR GRADER	Motor Grader	2013 John Deere
PUBLIC	713-15	2015 FERRIS IS5100Z MOWER	Mower	2015 Ferris
PUBLIC	725-11	MARTIN SHOP Mower	Mower	1998 John Deere
PUBLIC	619	2012 CAT 815F COMPACTOR	Packer	2012 Bobcat
PUBLIC	603-15	2015 Dynapac Smooth Drum Roller	Packer	2015 Dynapac
PUBLIC	604-8	BOMAG PNEUMATIC ROLLER PACKER	Packer	2008 Bomag
PUBLIC	605-8	HAMM PADFOOT COMPACTOR	Packer	2008 Hamm
PUBLIC	606-8	BOMAG PNEUMATIC ROLLER PACKER	Packer	2008 Bomag
PUBLIC	607-5	CAT PACKER	Packer	2005 Caterpillar
PUBLIC	608-14	2014 Volvo SD115 Packer	Packer	2014 Volvo
PUBLIC	615-12	2012 BOMAG BW900-50 TANDEM ROLLER	Packer	2012 Bomag
PUBLIC	618-15	2015 VOLVO SD115 COMPACTOR	Packer	2015 Volvo
PUBLIC	620-15	2015 CASE PACKER	Packer	2017 Case
PUBLIC	403-8	FREIGHTLINER PICKER TRUCK	Picker Trucks	2008 Freightliner
PUBLIC	418-13	2013 DODGE RAM 5500	Picker Trucks	2013 Dodge
PUBLIC	432-5	2005 Ford F450 Shop Truck	Picker Trucks	2005 Ford
PUBLIC	734	2014 SNOW BLOWER	SnowBlower	2014
PUBLIC	735	2012 SNOW BLOWER	SnowBlower	2012
PUBLIC	709-7	ROSCO LEEBOY SPRAY PATCHER	Spray Patcher	2007 Rosco Leebooy
PUBLIC	600-17	Massey Ferguson Tractor	Tractor	2017 Massey Ferguson
PUBLIC	701	SOUTHLAND PUP TRAILER	Trailer	1997 Southland
PUBLIC	715	1999 GENSET STOCK TRAILER	Trailer	1999
PUBLIC	728	2013 GOOSENECK TRAILER	Trailer	2013 PJ
PUBLIC	730	2015 NIGHT HAWK TANDEM CARGO TRAILER	Trailer	2015
PUBLIC	731	2015 NIGHT HAWK TANDEM CARGO TRAILER	Trailer	2015
PUBLIC	732	2015 NIGHT HAWK TANDEM CARGO TRAILER	Trailer	2015
PUBLIC	733	2015 NIGHT HAWK TANDEM CARGO TRAILER	Trailer	2015
PUBLIC	739	2015 MAXEY GOOSENECK DUMP TRAILER	Trailer	2015 Maxey
PUBLIC	613-8	ASPHALT ZIPPER WILLIAMSON TRAILER	Trailer	2008 Williamson
PUBLIC	701-16	2016 RENN PUP TRAILER	Trailer	2016 Renn
PUBLIC	702-10	TANDEM PUP TRAILER	Trailer	2010 Renn
PUBLIC	703-8	25 FOOT PINTLE TRAILER	Trailer	2008 Load Max
PUBLIC	704-15	2016 K-LINE 45T TRIDEM TRAILER	Trailer	2016
PUBLIC	705-18	Cross Country Tridem Crosshopper	Trailer	2018 Cross Country
PUBLIC	706-15	2015 CROSS COUNTRY TRIDEM SIDE DUMP TRAILER	Trailer	2015 Cross Country
PUBLIC	720-14	2014 Trailer Maxey Tilt Deck 16 Foot	Trailer	2014 Maxey
PUBLIC	723-10	2010 Medium Duty Deckover Trailer	Trailer	2010 PJ

PUBLIC	726-12	2012 Renn Tandem Pony Pup	Trailer	2012 Renn
PUBLIC	727-12	2012 DECKOVER TRAILER	Trailer	2012 PJ
Total	117			

Planning and Development

PLANNING	804	2014 POLARIS RGR XP CREW	UTV	2014 Polaris
PLANNING	800	2010 Ford Explorer	Light Duty	2010 Ford
PLANNING	803	2003 FORD	Light Duty	2003 Ford
PLANNING	801-13	FORD EXPLORER	Light Duty	2013 Ford
PLANNING	802-14	2014 CHEVROLET SILVERADO	Light Duty	2014 Chevrolet
PLANNING	805-12	DODGE RAM	Light Duty	2012 Dodge
Total	6			

Office of the CAO

REG FIRE	U15-1	Polaris Ranger	ATV	2014 Polaris
REG FIRE	CARO 306	2008 KUBOTA UTV	UTV	2008 Kubota
REG FIRE	U12-1	POLARIS RANGER 6X6 UTV	UTV	2012 Polaris
REG FIRE	U12-2	POLARIS RANGER 6X6 UTV	UTV	2012 Polaris
REG FIRE	A03-1	2003 FREIGHTLINER FL 70 Fire Pumper	Fire Pumper	2003 Freightliner
REG FIRE	E00-1	1999 FREIGHTLINER FL 80 Fire Pumper	Fire Pumper	1999 Freightliner
REG FIRE	E17-1	2017 FREIGHTLINER M2 FIRE APPARATUS	Fire Pumper	2017 Freightliner
REG FIRE	E49-1	ANTIQUE ENGINE	Fire Pumper	1949
REG FIRE	E62-1	1963 FREIGHTLINER FL 80 Fire Pumper	Fire Pumper	1963 Chevrolet
REG FIRE	E96-1	1996 FREIGHTLINER FL 80 Fire Pumper	Fire Pumper	1996 Freightliner
REG FIRE	E98-1	1998 FREIGHTLINER FL 80 Fire Pumper	Fire Pumper	1998 Freightliner
REG FIRE	SHARED PUM	SHARED Fire Pumper	Fire Pumper	0
REG FIRE	A08-1	FORD F450 4X4	Fire Rescue	2008 Ford
REG FIRE	A09-1	2009 FORD F550	Fire Rescue	2009 Ford
REG FIRE	A11-1	2011 ROSENBAUER RAPID ATTACK UNIT	Fire Rescue	2011 Ford
REG FIRE	A14-1	FORD F550 W/ROSENBAUER BODY	Fire Rescue	2014 Ford
REG FIRE	Q02-1	E-ONE LADDER CYCLONE	Fire Rescue	2001 Cyclone?
REG FIRE	R02-2	FORD F550 4X4	Fire Rescue	2002 Ford
REG FIRE	R06-1	2006 FORD F550	Fire Rescue	2006 Ford
REG FIRE	R06-2	2006 FORD F550	Fire Rescue	2006 Ford
REG FIRE	R08-1	SPARTAN ADVANTAGE	Fire Rescue	2008
REG FIRE	R12-1	2008 FORD F550 ALF RESCUE	Fire Rescue	2012 Ford
REG FIRE	RE16-1	Rosenbauer Rescue Engine Pumper	Fire Rescue	2017 Rosenbauer
REG FIRE	S01-1	2001 CHEVROLET SILVERADO	Fire Rescue	2001 Chevrolet
REG FIRE	NDG 502	GMC KODIAK TOPKICK	Fire Tanker	0 Gmc
REG FIRE	T02-1	2003 FREIGHTLINER FL 70 Fire Tanker	Fire Tanker	2003 Freightliner
REG FIRE	T02-2	2003 FREIGHTLINER FL 70 Fire Tanker	Fire Tanker	2003 Freightliner
REG FIRE	T02-3	2003 FREIGHTLINER FL 70 Fire Tanker	Fire Tanker	2003 Freightliner
REG FIRE	T06-1	2006 FREIGHTLINER M2 Fire Tanker	Fire Tanker	2006 Freightliner
REG FIRE	T09-1	FREIGHTLINER M2106	Fire Tanker	2009 Freightliner
REG FIRE	LES Genset	EMERGENCY GENERATOR LESLIEVILLE FIRE HALL	Generator	2010
REG FIRE	NDG Genset	EMERGENCY GENERATOR NORDEGG FIRE HALL	Generator	2010
REG FIRE	S07-1	CHEVROLET 1500	Light Duty	2007 Chevrolet
REG FIRE	S08-1	2008 CHEVROLET SILVERADO	Light Duty	2008 Chevrolet
REG FIRE	S09-1	2009 CHEVROLET SILVERADO	Light Duty	2009 Chevrolet
REG FIRE	S12-1	2011 SILVERADO LT 2500	Light Duty	2011 Chevrolet
REG FIRE	S13-1	2013 CHEVROLET SILVERADO	Light Duty	2013 Chevrolet
REG FIRE	S14-1	2014 CHEVROLET SILVERADO 2500	Light Duty	2014 Chevrolet
REG FIRE	S16-1	CHEVROLET SILVERADO	Light Duty	2016 Chevrolet
REG FIRE	CARO-MISC	CAROLINE MISC EQUIPMENT	Misc.	2017
REG FIRE	CNDR-MISC	CONDOR MISC EQUIPMENT	Misc.	2017
REG FIRE	LES-MISC	LESLIEVILLE MISC EQUIPMENT	Misc.	2017
REG FIRE	NRDG-MISC	NORDEGG MISC EQUIPMENT	Misc.	2017
REG FIRE	RMH-MISC	ROCKY MTN. HOUSE MISC EQUIPMENT	Misc.	2017
REG FIRE	RMH60-TRLR	2008 LOADTRAIL Trailer	Trailer	2008 Loadtrail

REG FIRE	TR10-1	2010 AMERICAN HAULER Trailer	Trailer	2010 American Hauler
REG FIRE	TR10-2	2009 MOT Trailer	Trailer	2009 Mot
REG FIRE	TR12-1	Loadtrail Trailer	Trailer	2012 Loadtrail
REG FIRE	TR12-2	Loadtrail Trailer	Trailer	2012 Loadtrail
REG FIRE	TR12-3	2012 LOAD TRAIL ATV TRAILER	Trailer	2012 Loadtrail
REG FIRE	TR15-1	Lifesafety Training Trailer	Trailer	0
REG FIRE	TR99-1	Boat Trailer	Trailer	0
REG FIRE	EHD-PUM04	PORTABLE FIRE PUMP ON UNT 910	Water Pump	2013 HERCULES
Total	53			

Rocky Mountain Regional Solid Waste Authority (maintained by Clearwater County Public Works)

REGIONAL WASTE	RW410	FORKLIFT HYSTER	Forklift	2017 Hyster
REGIONAL WASTE	RW315-16	PETERBILT	Heavy Duty	2016 Peterbilt
REGIONAL WASTE	RW460-13	2013 PETERBILT	Heavy Duty	2013 Peterbilt
REGIONAL WASTE	RW470-13	2013 PETERBILT	Heavy Duty	2013 Peterbilt
REGIONAL WASTE	RW102-6	2006 DODGE RAM	Light Duty	2006 Dodge
REGIONAL WASTE	RW111-13	2013 GMC SIERRA 2500	Light Duty	2013 GMC
REGIONAL WASTE	RW318-12	2012 FORD F-150	Light Duty	2012 Ford
REGIONAL WASTE	RW319-14	2014 FORD 150	Light Duty	2014 Ford
REGIONAL WASTE	RW214	SNOW BLADE	Misc.	2017
REGIONAL WASTE	RW461	UNIT 461 COROTTO CAN	Misc.	2017
REGIONAL WASTE	RW471	UNIT 471 COROTTO CAN	Misc.	2017
REGIONAL WASTE	RW609	ANGLE BROOM	Misc.	2017
REGIONAL WASTE	RW740-6	2006 BALER	Misc.	2006
REGIONAL WASTE	RW418	FERRIS MOWER	Mower	2017
REGIONAL WASTE	RW420	LANDFILL BOMAG	Packer	2017
REGIONAL WASTE	RW430	LANDFILL JOHN DEER DOZER	Packer	2017 John Deere
REGIONAL WASTE	RW450	LANDFILL CAT 826 PACKER	Packer	2017 Caterpillar
REGIONAL WASTE	RW210-14	2014 PETERBILT PICKER	Picker Trucks	2014 Peterbilt
REGIONAL WASTE	RW213-8	2008 KENWORTH	Picker Trucks	2008
REGIONAL WASTE	RW217-14	2014 FORD 550	Picker Trucks	2014 Ford
REGIONAL WASTE	RW312-15	2015 FORD 550	Picker Trucks	2015 Ford
REGIONAL WASTE	RW107	LANDFILL SCALE	Scale	2017
REGIONAL WASTE		LANDFILL SCALE - PURCHASED FROM TERVITA	Scale	
REGIONAL WASTE	RW440	LAMDFILL BUGGY	Scraper	2017
REGIONAL WASTE	RW214-10	CASE 430 SERIES	Skid Steer	2017 Case
REGIONAL WASTE	RW303-12	2012 CASE SR 200	Skid Steer	2012 Skidsteer
REGIONAL WASTE	RW304-16	2016 BOBCAT	Skid Steer	2016
REGIONAL WASTE	RW206-15	2015 MAC WALKING FLOOR	Trailer	2015 Mac
REGIONAL WASTE	RW208	LOAD TRAIL TILT DECK	Trailer	2017
REGIONAL WASTE	RW215-16	2016 MAC END DUMP	Trailer	2016
REGIONAL WASTE	RW216-4	2004 TY CROP WALKING TRAILER	Trailer	2004
REGIONAL WASTE	RW305-3	2003 K-LINE WALKING FLOOR	Trailer	2003
REGIONAL WASTE	RW306-12	2012 UNIVERSAL COMPACTION TRAILER	Trailer	2012
REGIONAL WASTE	RW431-7	2007 KAWASAKI MULE	UTV	2007
Total	34			

Equipment List by Classification

Class	Equipment	Description	Year Brand	Department
ATV	214	2002 Honda ATV	2002 Honda	ASB
ATV	310	2012 POLARIS RZR	2012 Polaris	PEACE OFFICERS
ATV	718-4	2004 POLARIS RANGER 4X4	2004 Polaris	PUBLIC
UTV	804	2014 POLARIS RGR XP CREW	2014 Polaris	PLANNING
UTV	213-15	2015 JOHN DEERE XUV 855D GATOR	2015 John Deere	ASB
UTV	219-12	JOHN DEERE 855 XUV GATOR	2012 John Deere	ASB
UTV	219-17	John Deere Gator	2017 John Deere	ASB
ATV	U15-1	Polaris Ranger	2014 Polaris	REG FIRE
UTV	CARO 306	2008 KUBOTA UTV	2008 Kubota	REG FIRE
UTV	U12-1	POLARIS RANGER 6X6 UTV	2012 Polaris	REG FIRE
UTV	U12-2	POLARIS RANGER 6X6 UTV	2012 Polaris	REG FIRE
UTV	RW431-7	2007 KAWASAKI MULE	2007	REGIONAL WASTE
Total 12				
Broom	611-9	LEEBOY RB48 SWEEPER	2009 Leeboy	PUBLIC
Total 1				
Brush Cutter	229	2006 DAVCO BRUSH CUTTER	2006 Davco	ASB
Total 1				
Chipsreader	225	2002 VERMEER CHIPPER	2002 Vermeer	ASB
Chipsreader	707	SELF PROPELLED CHIP SPREADER	1994 Spread King	PUBLIC
Total 2				
CHUTE	239	PORTABLE LOAD CHUTE	2013 HI HOG	ASB
Total 1				
Crackseal	721	2014 CRACK SEAL UNIT	2014	PUBLIC
Total 1				
Fire Pumper	A03-1	2003 FREIGHTLINER FL 70 Fire Pumper	2003 Freightliner	REG FIRE
Fire Pumper	E00-1	1999 FREIGHTLINER FL 80 Fire Pumper	1999 Freightliner	REG FIRE
Fire Pumper	E17-1	2017 FREIGHTLINER M2 FIRE APPARATUS	2017 Freightliner	REG FIRE
Fire Pumper	E49-1	ANTIQUE ENGINE	1949	REG FIRE
Fire Pumper	E62-1	1963 FREIGHTLINER FL 80 Fire Pumper	1963 Chevrolet	REG FIRE
Fire Pumper	E96-1	1996 FREIGHTLINER FL 80 Fire Pumper	1996 Freightliner	REG FIRE
Fire Pumper	E98-1	1998 FREIGHTLINER FL 80 Fire Pumper	1998 Freightliner	REG FIRE
Fire Pumper	SHARED PUM	SHARED Fire Pumper	0	REG FIRE
Total 8				
Fire Rescue	A08-1	FORD F450 4X4	2008 Ford	REG FIRE
Fire Rescue	A09-1	2009 FORD F550	2009 Ford	REG FIRE
Fire Rescue	A11-1	2011 ROSENBAUER RAPID ATTACK UNIT	2011 Ford	REG FIRE
Fire Rescue	A14-1	FORD F550 W/ROSENBAUER BODY	2014 Ford	REG FIRE
Fire Rescue	Q02-1	E-ONE LADDER CYCLONE	2001 Cyclone?	REG FIRE
Fire Rescue	R02-2	FORD F550 4X4	2002 Ford	REG FIRE
Fire Rescue	R06-1	2006 FORD F550	2006 Ford	REG FIRE
Fire Rescue	R06-2	2006 FORD F550	2006 Ford	REG FIRE
Fire Rescue	R08-1	SPARTAN ADVANTAGE	2008	REG FIRE
Fire Rescue	R12-1	2008 FORD F550 ALF RESCUE	2012 Ford	REG FIRE
Fire Rescue	RE16-1	Rosenbauer Rescue Engine Pumper	2017 Rosenbauer	REG FIRE
Fire Rescue	S01-1	2001 CHEVROLET SILVERADO	2001 Chevrolet	REG FIRE
Total 12				
Fire Tanker	NDG 502	GMC KODIAK TOPKICK	0 Gmc	REG FIRE
Fire Tanker	T02-1	2003 FREIGHTLINER FL 70 Fire Tanker	2003 Freightliner	REG FIRE
Fire Tanker	T02-2	2003 FREIGHTLINER FL 70 Fire Tanker	2003 Freightliner	REG FIRE
Fire Tanker	T02-3	2003 FREIGHTLINER FL 70 Fire Tanker	2003 Freightliner	REG FIRE

Fire Tanker	T06-1	2006 FREIGHTLINER M2 Fire Tanker	2006 Freightliner	REG FIRE
Fire Tanker	T09-1	FREIGHTLINER M2106	2009 Freightliner	REG FIRE
Total 6				
Forklift	RW410	FORKLIFT HYSTER	2017 Hyster	REGIONAL WASTE
Total 1				
Generator	729	NORDEGG LIFT STATION GENERATOR	2014	PUBLIC
Generator	716 CNDLIF	GENSET Generator	0 Genset	PUBLIC
Generator	717 LESLIF	ALLIS CHALMERS Generator	0 Allis Chalmers	PUBLIC
Generator	719-6	2006 COLEMAN GENERATOR	2006 Coleman	PUBLIC
Generator	EHD-GENSET00006	FACILITIES GENERATOR	2013 GENERAC	FACILITIES
Generator	EHD-GENSET7	LESLIEVILLE LIFT STATION GENERATOR	2013 ASCO	PUBLIC
GENERATOR FC	GENE-001	FACILITIES EMERGENCY GENERATOR	2013 GENERAC	FACILITIES
GENERATOR FC		FACILITIES EMERGENCY GENERATOR		FACILITIES
Generator	LES Genset	EMERGENCY GENERATOR LESLIEVILLE FIRE HALL	2010	REG FIRE
Generator	NDG Genset	EMERGENCY GENERATOR NORDEGG FIRE HALL	2010	REG FIRE
Total 10				
Heavy Duty	414-7	FREIGHTLINER	2007 Freightliner	PUBLIC
Heavy Duty	420-18	WESTERN STAR GRAVEL/PLOW	2018 Western Star	PUBLIC
Heavy Duty	420-9	2009 FREIGHTLINER	2009 Freightliner	PUBLIC
Heavy Duty	422-12	2012 WESTERN STAR	2012 Western Star	PUBLIC
Heavy Duty	433-11	2011 Western Star	2011 Western Star	PUBLIC
Heavy Duty	406	1991 WESTERN STAR DIST. TRUCK	1991 Western Star	PUBLIC
Heavy Duty	405-9	INTERNATIONAL 7400SH LEEBOY ROSCO MAXIMIZER	2010 International	PUBLIC
Heavy Duty	409-10	2010 WESTERN STAR	2010 Western Star	PUBLIC
Heavy Duty	419-11	2011 FORD F350	2011 Ford	PUBLIC
Heavy Duty	RW315-16	PETERBILT	2016 Peterbilt	REGIONAL WASTE
Heavy Duty	RW460-13	2013 PETEBILT	2013 Peterbilt	REGIONAL WASTE
Heavy Duty	RW470-13	2013 PETERBILT	2013 Peterbilt	REGIONAL WASTE
Total 12				
Light Duty	211	1991 GMC Topkick Water Truck	1991 GMC	ASB
Light Duty	800	2010 Ford Explorer	2010 Ford	PLANNING
Light Duty	803	2003 FORD	2003 Ford	PLANNING
Light Duty	101-12	JEEP PATRIOT 4X4	2012 Jeep	ASSESS
Light Duty	102-9	CHEVROLET TRAILBLAZER LT1 4X4	2009 Chevrolet	ASSESS
Light Duty	103-12	CHEVROLET TAHOE SPECIAL SERVICE	2012 Chevrolet	ASSESS
Light Duty	200-12	DODGE RAM	2012 Dodge	ASB
Light Duty	201-15	DODGE 3/4 TON CREW CAB	2015 Dodge	ASB
Light Duty	202-7	DODGE 1 TON QUAD CAB 4X4	2007 Dodge	ASB
Light Duty	203-17	FORD F550 4X4 CHASSIS SUPER	2016 Ford	ASB
Light Duty	204-16	2016 F150 4X4 SUPER CREW	2016 Ford	ASB
Light Duty	205-10	CHEVROLET COLORADO LT CREW CAB	2010 Chevrolet	ASB
Light Duty	207-14	2014 FORD F550 4X4	2014 Ford	ASB
Light Duty	208-15	2015 DODGE RAM 1500	2015 Dodge	ASB
Light Duty	209-11	2011 DODGE RAM 1/2 TON	2011 Dodge	ASB
Light Duty	210-9	DODGE 3500 4X4	2009 Dodge	ASB
Light Duty	211-17	Ford F750 Water Truck	2017 Ford	ASB
Light Duty	212-13	Dodge Pick Up	2013 Dodge	ASB
Light Duty	290-17	Chevrolet Silverado WT 4WD	2017 Chevrolet	ASB
Light Duty	291-9	2009 Chevrolet Silverado 1500 Extended Cab	2009 Chevrolet	ASB
Light Duty	400-10	CHEVROLET AVALANCHE LS 4WD	2010 Chevrolet	PUBLIC
Light Duty	401-15	2015 DODGE RAM 1500	2015 Dodge	PUBLIC
Light Duty	402-14	2014 CHEVROLET SILVERADO 1WT 4WD	2014 Chevrolet	PUBLIC
Light Duty	404-15	DODGE 3/4 TON CREW CAB	2015 Dodge	PUBLIC
Light Duty	407-12	DODGE RAM	2012 Dodge	PUBLIC
Light Duty	408-3	2002 GMC SAVANA SLE VAN	2002 Chevrolet	PUBLIC
Light Duty	410-13	1 Ton Dodge Pick Up	2013 Dodge	PUBLIC
Light Duty	411-10	DODGE RAM 1/2 TON 4X4	2010 Dodge	PUBLIC

Light Duty	411-17	Chevrolet Silverado WT 4WD Double C	2017 Chevrolet	PUBLIC
Light Duty	412-10	DODGE RAM 1/2 TON 4X4	2010 Dodge	PUBLIC
Light Duty	412-17	Chevrolet Silverado WT 4WD Double C	2017 Chevrolet	PUBLIC
Light Duty	413-14	2014 CHEVROLET SILVERADO 1 WT 4WD	2014 Chevrolet	PUBLIC
Light Duty	415-15	FORD F250 CREW CAB	2015 Ford	PUBLIC
Light Duty	416-13	2013 CHEVROLET TAHOE	2013 Chevrolet	PUBLIC
Light Duty	417-12	DODGE RAM ONE TON	2012 Dodge	PUBLIC
Light Duty	421-8	CHEVROLET TAHOE SPECIAL SERVICE 4WD	2008 Chevrolet	PUBLIC
Light Duty	423-11	2011 DODGE RAM 350	2011 Dodge	PUBLIC
Light Duty	424-11	DODGE RAM 2500 SXT REG CAB	2011 Dodge	PUBLIC
Light Duty	425-11	DODGE RAM 2500 SXT REG CAB 4X4	2011 Dodge	PUBLIC
Light Duty	425-17	Chevrolet 2500 Silverado WT Reg Cab	2017 Chevrolet	PUBLIC
Light Duty	426-12	2012 Dodge Ram 1500 4x4 Crew Cab	2012 Dodge	PUBLIC
Light Duty	427-17	Chevrolet 3500 Silverado WT Crew	2017 Chevrolet	PUBLIC
Light Duty	427-9	CHEVROLET 1 TON	2009 Chevrolet	PUBLIC
Light Duty	428-15	2015 DODGE RAM 1500	2015 Dodge	PUBLIC
Light Duty	429-14	CHEVROLET SILVERADO 4WD	2014 Chevrolet	PUBLIC
Light Duty	430-15	2015 DODGE RAM 1500	2015 Dodge	PUBLIC
Light Duty	431-15	2015 DODGE RAM 1500	2015 Dodge	PUBLIC
Light Duty	434-13	Dodge Pick Up	2013 Dodge	PUBLIC
Light Duty	435-13	Dodge Pick Up	2013 Dodge	PUBLIC
Light Duty	436-16	2016 CHEVROLET SILVERADO WT CREW CA	2016 Chevrolet	PUBLIC
Light Duty	437-16	MERCEDES BENZ SPRINTER 4X4	2016 Mercedes	PUBLIC
Light Duty	801-13	FORD EXPLORER	2013 Ford	PLANNING
Light Duty	802-14	2014 CHEVROLET SILVERADO	2014 Chevrolet	PLANNING
Light Duty	805-12	DODGE RAM	2012 Dodge	PLANNING
Light Duty	1 Sasquatch)	CHEVROLET TAHOE SPECIAL SERVICE	2011 Chevrolet	CPS
Light Duty	S07-1	CHEVROLET 1500	2007 Chevrolet	REG FIRE
Light Duty	S08-1	2008 CHEVROLET SILVERADO	2008 Chevrolet	REG FIRE
Light Duty	S09-1	2009 CHEVROLET SILVERADO	2009 Chevrolet	REG FIRE
Light Duty	S12-1	2011 SILVERADO LT 2500	2011 Chevrolet	REG FIRE
Light Duty	S13-1	2013 CHEVROLET SILVERADO	2013 Chevrolet	REG FIRE
Light Duty	S14-1	2014 CHEVROLET SILVERADO 2500	2014 Chevrolet	REG FIRE
Light Duty	S16-1	CHEVROLET SILVERADO	2016 Chevrolet	REG FIRE
Light Duty	RW102-6	2006 DODGE RAM	2006 Dodge	REGIONAL WASTE
Light Duty	RW111-13	2013 GMC SIERRA 2500	2013 GMC	REGIONAL WASTE
Light Duty	RW318-12	2012 FORD F-150	2012 Ford	REGIONAL WASTE
Light Duty	RW319-14	2014 FORD 150	2014 Ford	REGIONAL WASTE
Total 66				
Loader	217-17	John Deere 333E Track Loader	2017 John Deere	ASB
Loader	601-14	2014 JOHN DEERE 544K LOADER	2014 John Deere	PUBLIC
Loader	602-8	JOHN DEERE WHEEL LOADER	2008 John Deere	PUBLIC
Loader	609-11	HYUNDAI Wheel Loader	2011 Hyundai	PUBLIC
Loader	610-15	2015 John Deer Loader	2015 John Deere	PUBLIC
Loader	612-15	2015 CASE SKID STEER SV300	2015 Case	PUBLIC
Loader	614-12	SKID STEER SV300	2012 Skidsteer	PUBLIC
Loader	616-12	2012 CASE 821F XR WHEEL LOADER	2012 Case	PUBLIC
Loader	617-13	2013 CASE 1021F WHEEL LOADER	2013 Case	PUBLIC
Total 9				
Misc.	237	JOHN DEERE MULCHER	2012 John Deere	ASB
Misc.	708	Misc Equipment	2009	PUBLIC
Misc.	737	POWER RAKE	2014 John Deere	PUBLIC
Misc.	738	LOFNESSE ROCK PICKER	2014 Lofness	PUBLIC
Misc.	740	Manlift Articulating Boom	2016	FACILITIES
Misc.	741	SUNRAY 490 SOLAR MESSAGE SIGN	2016 Sunray	PUBLIC
Misc.	742	SUNRAY 490 SOLAR MESSAGE SIGN	2016 Sunray	PUBLIC
Misc.	263-15	2015 DEGELMAN 1820 SIDEARM	2015 Degelman	ASB
Misc.	710-6	2006 CLEMRO BELT FEEDER	2006 Clemro	PUBLIC
Misc.	712-8	2008 NEW SUPERIOR PORTABLE STACKING CONVEYOR	2008	PUBLIC

Misc.	743-17	Farmking Disc	2017 Farmking	PUBLIC
Misc.	ELD_SEC003	EXPLOSIVES MAGAZINE	2016	ASB
Misc.	CARO-MISC	CAROLINE MISC EQUIPMENT	2017	REG FIRE
Misc.	CNDR-MISC	CONDOR MISC EQUIPMENT	2017	REG FIRE
Misc.	LES-MISC	LESLIEVILLE MISC EQUIPMENT	2017	REG FIRE
Misc.	NRDG-MISC	NORDEGG MISC EQUIPMENT	2017	REG FIRE
Misc.	RMH-MISC	ROCKY MTN. HOUSE MISC EQUIPMENT	2017	REG FIRE
Misc.	RW214	SNOW BLADE	2017	REGIONAL WASTE
Misc.	RW461	UNIT 461 COROTTO CAN	2017	REGIONAL WASTE
Misc.	RW471	UNIT 471 COROTTO CAN	2017	REGIONAL WASTE
Misc.	RW609	ANGLE BROOM	2017	REGIONAL WASTE
Misc.	RW740-6	2006 BALER	2006	REGIONAL WASTE
Total 22				
Motor Grader	502-14	2014 CAT 140M2 MOTOR GRADER	2015 Caterpillar	PUBLIC
Motor Grader	511-13	JOHN DEERE 772G MOTOR GRADER	2013 John Deere	PUBLIC
Total 2				
Mower	227	2008 ALAMO Mower	2008 Alamo	ASB
Mower	218-14	John Deere 997 Riding Lawn Mower 2014	2014 John Deere	ASB
Mower	226-16	2016 JOHN DEERE ROTARY CUTTER	2016 John Deere	ASB
Mower	228-14	2014 JOHN DEERE 285 DISC MOWER	2014 John Deere	ASB
Mower	260-15	2015 JOHN DEERE CX15 ROTARY MOWER	2015 John Deere	ASB
Mower	713-15	2015 FERRIS IS5100Z MOWER	2015 Ferris	PUBLIC
Mower	725-11	MARTIN SHOP Mower	1998 John Deere	PUBLIC
Mower	RW418	FERRIS MOWER	2017	REGIONAL WASTE
Total 8				
Packer	619	2012 CAT 815F COMPACTOR	2012 Bobcat	PUBLIC
Packer	603-15	2015 Dynapac Smooth Drum Roller	2015 Dynapac	PUBLIC
Packer	604-8	BOMAG PNEUMATIC ROLLER PACKER	2008 Bomag	PUBLIC
Packer	605-8	HAMM PADFOOT COMPACTOR	2008 Hamm	PUBLIC
Packer	606-8	BOMAG PNEUMATIC ROLLER PACKER	2008 Bomag	PUBLIC
Packer	607-5	CAT PACKER	2005 Caterpillar	PUBLIC
Packer	608-14	2014 Volvo SD115 Packer	2014 Volvo	PUBLIC
Packer	615-12	2012 BOMAG BW900-50 TANDEM ROLLER	2012 Bomag	PUBLIC
Packer	618-15	2015 VOLVO SD115 COMPACTOR	2015 Volvo	PUBLIC
Packer	620-15	2015 CASE PACKER	2017 Case	PUBLIC
Packer	RW420	LANDFILL BOMAG	2017	REGIONAL WASTE
Packer	RW430	LANDFILL JOHN DEER DOZER	2017 John Deere	REGIONAL WASTE
Packer	RW450	LANDFILL CAT 826 PACKER	2017 Caterpillar	REGIONAL WASTE
Total 13				
Picker Trucks	403-8	FREIGHTLINER PICKER TRUCK	2008 Freightliner	PUBLIC
Picker Trucks	418-13	2013 DODGE RAM 5500	2013 Dodge	PUBLIC
Picker Trucks	432-5	2005 Ford F450 Shop Truck	2005 Ford	PUBLIC
Picker Trucks	RW210-14	2014 PETERBILT PICKER	2014 Peterbilt	REGIONAL WASTE
Picker Trucks	RW213-8	2008 KENWORTH	2008	REGIONAL WASTE
Picker Trucks	RW217-14	2014 FORD 550	2014 Ford	REGIONAL WASTE
Picker Trucks	RW312-15	2015 FORD 550	2015 Ford	REGIONAL WASTE
Total 3				
Police Car	301-14	2014 CHEVROLET TAHOE 1500 4WD	2014 Chevrolet	PEACE OFFICERS
Police Car	302-16	CHEVROLET TAHOE LS 4WD	2016 Chevrolet	PEACE OFFICERS
Police Car	303-15	2015 CHEVROLET TAHOE	2015 Chevrolet	PEACE OFFICERS
Police Car	304-17	CHEVROLET TAHOE LS 4WD	2017 Chevrolet	PEACE OFFICERS
Police Car	305-14	2014 CHEVROLET TAHOE 1500 4WD	2014 Chevrolet	PEACE OFFICERS
Total 5				
Scale	230	2000 NORAC CATTLE Scale	2000 Norac	ASB
Scale	236	BALE SCALE W/TRAILER	2013	ASB

Scale	ELD_SCA012	CATTLE SCALE - PORTABLE	2016	ASB
Scale	RW107	LANDFILL SCALE	2017	REGIONAL WASTE
Scale		LANDFILL SCALE - PURCHASED FROM TERVITA		REGIONAL WASTE
Total 3				
Scraper	RW440	LAMDFILL BUGGY	2017	REGIONAL WASTE
Total 1				
Skid Steer	RW214-10	CASE 430 SERIES	2017 Case	REGIONAL WASTE
Skid Steer	RW303-12	2012 CASE SR 200	2012 Skidsteer	REGIONAL WASTE
Skid Steer	RW304-16	2016 BOBCAT	2016	REGIONAL WASTE
Total 3				
SnowBlower	734	2014 SNOW BLOWER	2014	PUBLIC
SnowBlower	735	2012 SNOW BLOWER	2012	PUBLIC
Total 2				
Spray Patcher	709-7	ROSCO LEEBOY SPRAY PATCHER	2007 Rosco Leeboy	PUBLIC
Sprayer	245-14	2014 FIELD SPRAY CUSTOM MADE	2014	ASB
Sprayer	ELD_INJ003	CHEMICAL INJECTION SPRAY SYSTEM	2016	ASB
Total 3				
Tractor	215-16	2016 John Deere 6145M Tractor	2016 John Deere	ASB
Tractor	215-17	2017 JD 6145M Tractor	2017 John Deere	ASB
Tractor	216-16	2016 JOHN DEERE 5100E	2016 John Deere	ASB
Tractor	216-17	2017 JD 5100E Tractor	2017 John Deere	ASB
Tractor	264-16	2016 JOHN DEERE TRACTOR	2016 John Deere	ASB
Tractor	600-17	Massey Ferguson Tractor	2017 Massey Ferguson	PUBLIC
Total 6				
Trailer	221	2007 DECKOVER DumpTrailer	2007 Deckover	ASB
Trailer	222	2008 BIG TEX 14' Trailer	2008 Big Tex	ASB
Trailer	223	2005 BIG TEX 10' Trailer	2005 Big Tex	ASB
Trailer	224	1992 GOERTZEN STOCK Trailer	1992 Geortzen	ASB
Trailer	259	2014 18 FOOT UTILITY TRAILER	2014	ASB
Trailer	701	SOUTHLAND PUP TRAILER	1997 Southland	PUBLIC
Trailer	715	1999 GENSET STOCK TRAILER	1999	PUBLIC
Trailer	728	2013 GOOSENECK TRAILER	2013 PJ	PUBLIC
Trailer	730	2015 NIGHT HAWK TANDEM CARGO TRAILER	2015	PUBLIC
Trailer	731	2015 NIGHT HAWK TANDEM CARGO TRAILER	2015	PUBLIC
Trailer	732	2015 NIGHT HAWK TANDEM CARGO TRAILER	2015	PUBLIC
Trailer	733	2015 NIGHT HAWK TANDEM CARGO TRAILER	2015	PUBLIC
Trailer	739	2015 MAXEY GOOSENECK DUMP TRAILER	2015 Maxey	PUBLIC
Trailer	220-12	2012 SWS ABU 30' GOOSENECK	2012 SWS	ASB
Trailer	262-15	2015 MAXEY CARHAULER TRAILER 24 FOOT	2015 Maxey	ASB
Trailer	266-17	Precision 14' Single Axle Utility Trailer	2017 PRECISION	ASB
Trailer	267-17	Precision 10' Single Axle Utility Trailer	2017 PRECISION	ASB
Trailer	309-17	ENCLOSED SLED TRAILER MISSION	2017 Mission	PEACE OFFICERS
Trailer	311-12	2012 LOAD TRAIL TANDEM AXLE TRAILER	2012 Loadline	PEACE OFFICERS
Trailer	613-8	ASPHALT ZIPPER WILLIAMSON TRAILER	2008 Williamson	PUBLIC
Trailer	701-16	2016 RENN PUP TRAILER	2016 Renn	PUBLIC
Trailer	702-10	TANDEM PUP TRAILER	2010 Renn	PUBLIC
Trailer	703-8	25 FOOT PINTLE TRAILER	2008 Load Max	PUBLIC
Trailer	704-15	2016 K-LINE 45T TRIDEM TRAILER	2016	PUBLIC
Trailer	705-18	Cross Country Tridem Crosshopper	2018 Cross Country	PUBLIC
Trailer	706-15	2015 CROSS COUNTRY TRIDEM SIDE DUMP TRAILER	2015 Cross Country	PUBLIC
Trailer	720-14	2014 Trailer Maxey Tilt Deck 16 Foot	2014 Maxey	PUBLIC
Trailer	723-10	2010 Medium Duty Deckover Trailer	2010 PJ	PUBLIC
Trailer	726-12	2012 Renn Tandem Pony Pup	2012 Renn	PUBLIC
Trailer	727-12	2012 DECKOVER TRAILER	2012 PJ	PUBLIC
Trailer	RMH60-TRLR	2008 LOADTRAIL Trailer	2008 Loadtrail	REG FIRE

Trailer	TR10-1	2010 AMERICAN HAULER Trailer	2010 American Hauler	REG FIRE
Trailer	TR10-2	2009 MOT Trailer	2009 Mot	REG FIRE
Trailer	TR12-1	Loadtrail Trailer	2012 Loadtrail	REG FIRE
Trailer	TR12-2	Loadtrail Trailer	2012 Loadtrail	REG FIRE
Trailer	TR12-3	2012 LOAD TRAIL ATV TRAILER	2012 Loadtrail	REG FIRE
Trailer	TR15-1	Lifesafety Training Trailer	0	REG FIRE
Trailer	TR99-1	Boat Trailer	0	REG FIRE
Trailer	RW206-15	2015 MAC WALKING FLOOR	2015 Mac	REGIONAL WASTE
Trailer	RW208	LOAD TRAIL TILT DECK	2017	REGIONAL WASTE
Trailer	RW215-16	2016 MAC END DUMP	2016	REGIONAL WASTE
Trailer	RW216-4	2004 TY CROP WALKING TRAILER	2004	REGIONAL WASTE
Trailer	RW305-3	2003 K-LINE WALKING FLOOR	2003	REGIONAL WASTE
Trailer	RW306-12	2012 UNIVERSAL COMPACTION TRAILER	2012	REGIONAL WASTE

Total 44

Water Pump	EHD-PUM04	PORTABLE FIRE PUMP ON UNT 910	2013 HERCULES	REG FIRE
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Total 1



Appendix C

Procurement Guidelines

DRAFT



Guidelines to the Procurement Obligations of Domestic and International Trade Agreements

New West Partnership
April 30, 2010

Canada's
New West Partnership

AGREEMENT ON INTERNAL TRADE
Consolidated Version

February 2014

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PART A: INTRODUCTION

I Purpose of the Guidelines

These Guidelines have been developed by the Governments of British Columbia, Saskatchewan and Alberta to assist procuring entities in understanding their procurement-related obligations under the following domestic and international trade agreements (the “Trade Agreements”):

- (a) the *New West Partnership Trade Agreement* (NWPTA) between British Columbia, Alberta and Saskatchewan;
- (b) the *Agreement on Internal Trade* (AIT) between all Canadian provinces, territories¹ and the federal government;
- (c) the *Agreement between the Government of Canada and the Government of the United States of America on Government Procurement* (CUSPA) between Canada and the United States of America; and
- (d) the *World Trade Organization Agreement on Government Procurement* (GPA).²

The Trade Agreements aim to reduce barriers to trade in order to increase competitiveness, economic growth and stability amongst their signatories. Each agreement includes procurement obligations based on the principles of non-discrimination, openness and transparency, and reflect a commitment to the effective management of public resources.

A procuring entity that follows these Guidelines when undertaking its procurements should be assured that its actions will generally meet the applicable obligations of the Trade Agreements. However, these Guidelines should not be taken to constitute legal advice and do not in any way replace the specific obligations of the Trade Agreements.

The following websites provide access to the texts of the Trade Agreements:

- NWPTA: www.newwestpartnershiptrade.ca
- AIT: www.ait-aci.ca
- CUSPA: www.international.gc.ca/trade-agreements-accords-commerciaux
- GPA: www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

¹ Except Nunavut.

² The CUSPA is based on rules outlined in the GPA. For this reason, in these Guidelines the Agreements CUSPA and GPA are combined and referred to as “CUSPA/GPA”.

II Application and Scope

Not all Ministries, Crown corporations or MASH sector entities are covered under each of the Trade Agreements. Further information on the specific coverage of each of the Trade Agreements is included in Schedules A to C below.

The NWPTA contains more general obligations than those found in the other Trade Agreements. This being the case, the Guidelines assist procuring entities by providing guidance as to what the NWPTA's general obligations mean in specific instances by drawing on the more specific obligations found in the other Trade Agreements.

III Thresholds

Procurement obligations under the Trade Agreements are triggered when a procuring entity contemplates a procurement valued at or above certain specified thresholds. These thresholds are:

Procurement of	Ministries	Crown corporations	MASH
NWPTA			
Goods	\$10,000	\$25,000	\$75,000
Services	\$75,000	\$100,000	\$75,000
Construction	\$100,000	\$100,000	\$200,000
AIT			
Goods	\$25,000	\$500,000	\$100,000
Services	\$100,000	\$500,000	\$100,000
Construction	\$100,000	\$5,000,000	\$250,000
CUSPA/GPA (updated every two years)			
Goods	\$548,700	Not covered	
Services	\$548,700		
Construction	\$7,700,000		

NOTE: Under the AIT, Alberta Crown corporations follow the thresholds and rules applicable to Ministries.

Additional information on specific coverage, exclusions and other criteria contained in each of the Trade Agreements is identified in Schedules A to C below. Proposed procurements which exceed the applicable financial threshold(s) and are not otherwise excluded are referred to in these Guidelines as "covered procurements".

PART B: GENERAL OBLIGATIONS

Generally, procuring entities must ensure that covered procurements meet four principles of:

- Openness
- Non-Discrimination
- Non-Circumvention
- Transparency

Each of these general obligations is further explained below.

I Openness

1. All eligible suppliers that meet the essential requirements and characteristics for a specific procurement must be given the opportunity to submit a tender.³

II Non-Discrimination

1. Procuring entities must accord to like, competitive or substitutable goods and services of eligible suppliers treatment that is no less favourable than the best treatment they provide to their own or any other supplier.
2. The following is an illustrative list of practices that would be considered inconsistent with paragraph 1:
 - (a) extending a preference for local or domestic goods, services or suppliers;
 - (b) imposing conditions on the invitation to tender, registration requirements or qualification procedures that are based on the location of a supplier's place of business;
 - (c) using a technical specification or conformity assessment procedure with the purpose or effect of creating unnecessary obstacles to trade;
 - (d) the timing of events in the tender process so as to prevent suppliers from submitting bids;
 - (e) the specification of quantities or schedules that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement;
 - (f) using price discounts or preferential margins in order to favour particular suppliers;

³ Eligible suppliers vary by Trade Agreement and, as such, procuring entities should consult the Schedules to these Guidelines for further details on who may be an eligible supplier under each Trade Agreement.

- (g) applying fees or other costs to particular suppliers, except to the extent that any difference can be justified by an actual cost-of-service differential;
- (h) limiting participation in a procurement only to suppliers that have previously been awarded one or more contracts by a procuring entity;
- (i) requiring prior experience where not essential to meet the requirements of the procurement; and
- (j) providing information so as to give one supplier an advantage over other suppliers.

III Non-Circumvention

1. Procuring entities must not prepare, design or otherwise structure a procurement, select a valuation method or divide procurement requirements in order to avoid the obligations of the Trade Agreements. This would include actions such as dividing required quantities or diverting funds to non-covered subsidiary agencies in a manner designed to avoid otherwise applicable obligations.
2. Where a procuring entity uses a third party to conduct procurements on its behalf, the third party should ensure such procurements are conducted in accordance with the entity's procurement commitments under the Trade Agreements.

IV Transparency

1. Procuring entities must:
 - (a) make their tender notices accessible to all eligible suppliers by posting them on their Province's designated electronic tendering system;
 - (b) make their procurement policies available upon request;
 - (c) ensure that documents requested are provided in a non-discriminatory manner and that any fees charged for the provision of documents reflect actual costs; and
 - (d) upon request, provide promptly any information necessary to determine whether a procurement was conducted fairly, impartially and in accordance with the applicable obligations.
2. Notwithstanding paragraph 1, procuring entities are not required to disclose any information that would:
 - (a) be contrary to provincial or federal freedom of information or privacy legislation;
 - (b) impede law enforcement;

- (c) prejudice the legitimate commercial interests of particular enterprises (including suppliers);
- (d) involve a waiver of privilege; or
- (e) otherwise be contrary to the public interest.

PART C: PROCUREMENT PROCEDURES

I Valuation

1. For the purpose of ascertaining whether a procurement is covered by a Trade Agreement, procuring entities must calculate the estimated value of the procurement at the time the tender notice is or would be published. Estimated value refers to the maximum total value of the procurement, whether awarded to one or more suppliers, taking into account all forms of remuneration to be paid to a supplier, including premiums, fees, commissions and interest.
2. For procurements subject to the CUSPA/GPA (as outlined in Schedule C), the estimate of procurement value must also include the total value of any optional renewals or extensions. A procurement which, without options taken into account, would only be subject to the NWPTA or AIT may, when options are included, also be subject to the CUSPA/GPA. **Therefore, procuring entities that are subject to the CUSPA/GPA must also calculate the value of all options for the purpose of ascertaining whether the procurement exceeds the applicable CUSPA/GPA threshold.**
3. Where a procurement is for a combination of goods and services, the threshold applicable to the procurement should be for whichever represents the largest portion of the procurement.
4. Where a procurement is for construction, the value of all the goods and services required for the project for which a contractor will be held accountable must be included in the valuation. Any goods or services purchased directly by a procuring entity outside the scope of a construction contract are not considered construction, and are independently subject to the thresholds applicable to goods or services.

II Electronic Tendering

1. Procuring entities must post tender notices for all covered procurements on the designated electronic tendering system provided by its own Province, namely:

British Columbia www.bcbid.gov.bc.ca;

Alberta www.purchasingconnection.ca; or

Saskatchewan www.sasktenders.gov.sk.ca.

Additional means of providing tender notices may also be used.

III Time to Prepare and Submit Tenders

1. Where practicable, procuring entities must provide suppliers with a reasonable period of time to submit a tender, taking into account:
 - (a) the nature and the complexity of the procurement;
 - (b) the extent of subcontracting anticipated; and
 - (c) the time necessary for transmitting tenders by non-electronic means.
2. In addition, for procurements subject to the CUSPA/GPA (as outlined in Schedule C), the closing date for the submission of bids must not be less than:
 - (a) 30 days from the date on which the tender notice is published (or 25 days where the procuring entity accepts electronic submission of tenders);
 - (b) 13 days if the procuring entity is purchasing commercial goods or services (or 10 days where the procuring entity accepts electronic submission of tenders); and
 - (c) 10 days where a state of urgency, duly substantiated by the procuring entity, renders the usual time-period for tendering impractical.

IV Tender Notices

1. Each tender notice must include:
 - (a) the name and address of the procuring entity and other information necessary to contact the procuring entity and obtain all relevant documents relating to the procurement, and their cost and terms of payment, if any;
 - (b) a brief description of the procurement, including the nature and the quantity or estimated quantity of the goods or services, or categories thereof, to be procured;
 - (c) the address and final date for the submission of tenders;
 - (d) the date, time and place for any public opening of tenders;
 - (e) a list and brief description of any conditions for participation of suppliers, including any requirements for specific documents or certifications to be provided by suppliers; and
 - (f) the identification of the Trade Agreement or Agreements to which the tender is subject.
2. For procurements falling under the CUSPA/GPA (as outlined in Schedule C), the following information must be included in addition to that specified in paragraph 1:

- (a) a description of any options;
- (b) the time-frame for delivery of goods or services or the duration of the contract;
and
- (c) the procurement method that will be used.

V Tender Documentation

1. A procuring entity must make available to suppliers tender documentation that includes all information necessary to permit suppliers to prepare and submit responsive bids. In addition to the information required in paragraphs 1 and 2 of Part C, Section IV (Tender Notices), tender documentation should also include all pertinent details concerning:
 - (a) all criteria that will be used in evaluating the bids and the relative importance of such criteria;
 - (b) any technical specifications;
 - (c) any requirements for servicing or warranty;
 - (d) any requirements associated with transitioning from one supplier to another;
 - (e) any applicable conformity assessment certification, plans, drawings or instructional materials;
 - (f) any requirements related to the submission of bids; and
 - (g) any and all other requirements to be fulfilled, or terms or conditions applicable to the tender.
2. In establishing the date for the delivery of goods or the supply of services being procured, a procuring entity must take into account such factors as the complexity of the procurement, the extent of subcontracting anticipated and the realistic time required for production, de-stocking and transport of goods from the point of supply or for supply of services.

Technical Specifications

3. In prescribing technical specifications for the goods or services being procured, a procuring entity must, where appropriate:
 - (a) set out the technical specifications in terms of performance and functional requirements, rather than design or descriptive characteristics; and
 - (b) base the technical specifications on recognized standards, where such exist.
4. A procuring entity must avoid the use of technical specifications that require or refer to a particular trademark or trade name, patent, copyright, design, type, specific origin,

producer or supplier. However, if there is no other sufficiently precise or intelligible way of describing the procurement requirements, a procuring entity must then indicate that it will consider tenders for equivalent goods or services that demonstrably fulfil the requirement of the procurement by including words such as “or equivalent” in the tender documentation.

5. A procuring entity must not seek or accept, in a manner that would have the effect of precluding competition, advice that may be used in the preparation or adoption of any technical specification for a specific procurement from a person who has a commercial interest in the procurement.

Modifications, Clarification or New Information

6. Questions from one or more bidders that elicit new information or clarification of the original information provided in the tender documentation must be made available in writing to all bidders in an open, fair and timely manner.
7. Where, prior to the award of a contract, a procuring entity modifies the criteria or requirements set out in the tender documentation, or amends or reissues a tender notice or tender documentation, the procuring entity must:
 - (a) post all such modifications or amended or re-issued tender notice or tender documentation on the designated electronic system indicated in Part C, Section II (Electronic Tendering); and
 - (b) where appropriate, extend the timeframe for the submission of bids to allow adequate time for suppliers to incorporate these changes in their bids.

VI Evaluation

1. Procuring entities must base their evaluation of a bid solely on the criteria specified in the tender documentation in accordance with the method of evaluation specified therein.
2. The Trade Agreements do not require that procuring entities award contracts based on price alone.
3. Procuring entities may evaluate any or all of the following factors provided such factors have been specified in the tender notice or tender documentation:
 - (a) quality;
 - (b) quantity;
 - (c) price and other cost factors;
 - (d) technical merit;
 - (a) the equivalency of goods or services proposed by a bidder as being “equivalent” to the stated technical requirements;

- (b) terms of delivery;
 - (c) servicing and warranty;
 - (d) transitioning implications;
 - (e) the capacity of the supplier to meet the requirements of the procurement;
 - (f) professional competence, managerial ability, corporate stability and business integrity;
 - (g) past performance on similar projects with similar characteristics, including the quality, innovation and life-cycle value of the outcomes;
 - (h) the calibre, experience and availability of staff proposed;
 - (i) ability to meet site, climatic, public safety, code, design, permitting and other project related requirements; and
 - (j) any other factor related to the procurement provided it is not used by the procuring entity to avoid competition, discriminate between suppliers, or protect local suppliers.
4. Where there is supporting evidence, procuring entities may take into account a potential supplier's bankruptcy; significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior contract or contracts; final judgments in respect of serious crimes or other serious offences; professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the supplier; failure to pay taxes; or false declarations. Procuring entities may, as part of the tender documentation, require potential suppliers to complete a disclosure statement relative to the above.

VII Prequalification

1. A procuring entity may limit tenders to prequalified goods, services or suppliers. The notice to prequalify must state whether the prequalification process will result in a single-use or multi-use prequalification list.
2. A notice to prequalify must be published on the designated electronic tendering system of the procuring entity's Province and should include, in addition to the information in Section IV (Tender Notices):
 - (a) the criteria that will be used to prequalify suppliers; and
 - (b) a statement that only the suppliers on the prequalified list will receive further notices of procurement covered by the list.
3. A procuring entity must allow all prequalified suppliers to participate in a particular procurement, unless the procuring entity has stated in its notice to prequalify any



limitation on the number of suppliers that will be permitted to tender and the criteria for selecting the limited number of suppliers.

4. In addition to the requirements of paragraph 2, the notice inviting interested suppliers to apply for inclusion on a multi-use prequalification list must be published at least annually on the designated electronic tendering system as found in Part C, Section II (Electronic Tendering).

Paragraphs 5, 6 and 7 currently apply only to procurements that are covered by the CUSPA/GPA.

5. Multi-use prequalification lists must specify the period the list will be valid and the means for its renewal or termination or, where the period of validity is not provided, an indication of the method by which notice will be given of the termination of use of the list.
6. Notwithstanding paragraph 4, where a multi-use prequalification list will be valid for three years or less, a procuring entity may publish the notice referred to in Part C, Section IV (Tender Notices) only once, at the beginning of the period of validity of the list, provided that the notice:
 - (a) states the period of validity and that further notices will not be published; and
 - (b) is published by electronic means and the notice is made available continuously during the period of its validity.
7. A procuring entity shall allow suppliers to apply at any time for inclusion on a multi-use prequalification list and shall include on the list all qualified suppliers within a reasonably short time. A procuring entity should normally allow a supplier that has applied for inclusion on a multi-use prequalification list to participate in a given procurement where there is sufficient time for the procuring entity to examine if the supplier satisfies the conditions for participation.

VIII Contract Award

1. Subject to the obligation not to prejudice the legitimate commercial interests of particular enterprises (including suppliers), all procuring entities must, when requested by a bidder, provide an explanation of the reasons why the bidder's tender was not selected and the relative advantage of the successful supplier's tender.
2. Ministries must post contract award information in a timely manner for all procurements covered by the Trade Agreements. At a minimum, award information must be posted on the designated electronic tendering system outlined in Part C, Section II (Electronic Tendering).

IX Access to Bid Protest Mechanism for Suppliers

(To be completed when a bid protest mechanism has been put in place).

X Exceptions or Qualifications

1. There are three types of exceptions or qualifications to the procurement obligations of the Trade Agreements:

- Full exceptions: Procurements that are themselves fully excluded from the Trade Agreements with no need to prove any additional criteria;
- Qualified exceptions: Procurements of particular goods or services which may be excluded in some cases where such procurements are not being used to discriminate between suppliers or to protect suppliers; and
- Legitimate objectives: Procurements being undertaken in order to pursue certain "legitimate objectives". Additional criteria must be met before utilizing such exceptions.

Procuring entities should refer to the attached Schedules for other exceptions or qualifications specific to each of the Trade Agreements. In addition, any procurement which falls below the applicable thresholds will not be subject to any of the obligations of the Trade Agreements.

2. The Trade Agreements do not apply to any procurements:

- (a) relating to Aboriginal peoples; or
- (b) of treasury services.

XI Definitions

1. In these Guidelines:

commercial goods or services means goods or services of a type generally sold or offered for sale in the commercial market place to, and customarily purchased by, non-government buyers for non-government purposes;

construction means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement;

Crown corporations means Crown corporations, government-owned commercial enterprises, and other entities that are owned or controlled by the Province of British Columbia, Alberta or Saskatchewan through ownership interest;

MASH means regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any entity owned or controlled by any one of the preceding;

measure includes any legislation, regulation, standard, directive, requirement, guideline, program, policy, administrative practice or other procedure;

Ministries means departments, ministries, agencies, boards, councils, committees, commissions, and similar provincial agencies;

multi-use prequalification list means a prequalified list of goods, services or suppliers that a procuring entity intends to use for more than one procurement;

Party means one of the Governments of British Columbia, Alberta or Saskatchewan;

person means a natural person or an enterprise;

prequalification means a process whereby a procuring entity establishes a list of goods, services or suppliers capable of responding to a specific requirement;

procurement means the acquisition by any means, including by purchase, rental, lease or conditional sale, of goods, services or construction, but does not include:

- (a) any form of assistance that a Party or its procuring entities provides, including cooperative agreements, grants, loans, equity infusion, guarantees or fiscal incentives; or
- (b) provision by government organizations, including government entities, of goods and services to persons or other government organizations, including government entities;

procuring entity means a Party's:

- (a) departments, ministries, agencies, boards, councils, committees, commissions and similar agencies of government;
- (b) Crown corporations, government owned commercial enterprises, and other entities that are owned or controlled by the Party through ownership interest;
- (c) regional, local, district or other forms of municipal government as well as any corporation or entity owned or controlled by any such form of municipal government; and
- (d) school boards, publicly funded academic, health and social service entities as well as any corporation or entity owned or controlled by one or more of the preceding entities;

single-use prequalification list means a list of prequalified goods, services or suppliers that a procuring entity intends to use for a specific procurement;

standard means a document approved by a recognized body that provides for common and repeated use, rules, guidelines or characteristics for goods or services, or related processes and production methods, with which compliance is not mandatory. It may also include or deal exclusively with terminology, symbols, packaging, marking or labelling requirements as they apply to a good, service, process or production method;

supplier means a person or group of persons that provides or could provide goods or services;

technical specification means a tendering requirement that:

- (a) lays down the characteristics of goods or services to be procured, including quality, performance, safety and dimensions, or the processes and methods for their production or provision; or
- (b) addresses terminology, symbols, packaging, marking or labelling requirements as they apply to a good or service;

treasury services means services or financial products relating or ancillary to any of the following:

- (a) borrowing, lending, investing, managing or holding money, securities or other property; and
- (b) without limiting the generality of subparagraph (a),
 - (i) managing debt, loan, asset or investment portfolios,
 - (ii) entering into commodity or other derivative transactions, or
 - (iii) acquiring, exchanging, disposing of or otherwise transacting in securities, foreign currencies or any property acquired as a result of borrowing, lending, managing or investing money or securities.

SCHEDULE A

New West Partnership Trade Agreement (NWPTA)

This schedule provides additional information on the procuring entities subject to the procurement rules of the NWPTA, and additional exclusions to those rules that may be available.

A-1. Scope and Application

1. All procuring entities must provide open and non-discriminatory access to the suppliers of British Columbia, Alberta and Saskatchewan, where the procurement is not otherwise excluded and is valued at or above the following thresholds:

Procurement of	Thresholds		
	Ministries	Crown corporations	MASH
Goods	\$10,000	\$25,000	\$75,000
Services	\$75,000	\$100,000	\$75,000
Construction	\$100,000	\$100,000	\$200,000

A-2. Excluded Procuring Entities

1. There are no excluded procuring entities.

A-3. Excluded Procurements

1. In addition to the general exclusions listed Part C, Section X (Exceptions or Qualifications), the NWPTA excludes procurements:
 - (a) of water, and services and investments pertaining to water;
 - (b) for the management or conservation of forests, fish or wildlife;
 - (c) to promote renewable and alternative energy; or
 - (d) for the management or conservation of energy or mineral resources, provided that the procurement is conducted in a non-discriminatory manner.
2. Alternative procurement procedures may be used in the circumstances listed below provided that they are not used by a procuring entity to avoid competition, discriminate between suppliers, or protect suppliers of its Party:
 - (a) procurements from philanthropic institutions, prison labour or persons with disabilities;

- (b) procurement from a public body or non-profit organization;
 - (c) procurement of goods purchased for representation and promotional purposes, and services or construction purchased for representational or promotional purposes outside a procuring entities' Province;
 - (d) procurement of health services and social services;
 - (e) procurement on behalf of an entity not covered by the NWPTA;
 - (f) by entities which operate sporting or convention facilities, in order to respect a commercial agreement
 - (g) where it can be demonstrated that only one supplier is able to meet the requirements of a procurement⁴;
 - (h) where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures;
 - (i) when the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest;
 - (j) procurement of services provided by lawyers and notaries;
 - (k) procurement of goods intended for resale to the public; or
 - (l) procurement in the absence of a receipt of any bids in response to a call for tenders.
3. If a specific procurement is excluded under the NWPTA, but covered by the AIT or the CUSPA/GPA, that procurement must still be open to NWPTA suppliers.

A-4. Legitimate Objectives

1. A procuring entity may conduct a procurement in a manner that is inconsistent with the obligations of the NWPTA provided that the entity is able to demonstrate:
- (a) the purpose of the measure is to achieve a legitimate objective;
 - (b) the measure is not more restrictive to trade, investment or labour mobility than necessary to achieve that legitimate objective; and
 - (c) the measure is not a disguised restriction to trade, investment or labour mobility.

⁴ For guidance on this, please see Schedule B, B-5, paragraph 4.

2. In the context of this Schedule, "legitimate objective" means any of the following objectives pursued within a Party:
- (a) public security and safety;
 - (b) public order;
 - (c) protection of human, animal or plant life or health;
 - (d) protection of the environment;
 - (e) conservation and prevention of waste of non-renewable or exhaustible resources;
 - (f) consumer protection;
 - (g) protection of the health, safety and well-being of workers;
 - (h) provision of social services and health services within the territory of a Party;
 - (i) affirmative action programs for disadvantaged groups; or
 - (j) prevention or relief of critical shortages of goods essential to a Party

considering, among other things, where appropriate, fundamental climatic or other geographical factors, technological or infrastructural factors, or scientific justification.

"Legitimate objective" does not include the protection or favouring of the production of an enterprise of a Party.

A-5. Regional Economic Development

1. Procuring entities may adopt regional economic development measures, provided that such measures:
- (a) are only adopted or maintained under exceptional circumstances;
 - (b) are not more trade restrictive than necessary to achieve their specific objective;
 - (c) do not operate to unduly harm the economic interests of persons, goods, services or investments of another Party;
 - (d) minimize the discriminatory effects and impacts on trade, investment and labour mobility; and
 - (e) are consistent with the business subsidies obligations of NWPTA, found in Article 12(1) (Business Subsidies).

SCHEDULE B

Agreement on Internal Trade (AIT)

This schedule provides additional information on the procuring entities subject to the procurement rules of the AIT, and additional exclusions to those rules that may be available.

B-1. Scope and Application

1. All procuring entities subject to the procurement obligations of the AIT must provide open and non-discriminatory access to the suppliers of all Canadian jurisdictions in accordance with the AIT, where the procurement is not otherwise excluded and is valued at or above the following thresholds:

Procurement of	Thresholds		
	Ministries	Crown corporations	MASH
Goods	\$25,000	\$500,000	\$100,000
Services	\$100,000	\$500,000	\$100,000
Construction	\$100,000	\$5,000,000	\$250,000

NOTE: Under the AIT, Alberta Crown corporations follow the thresholds and rules applicable to Ministries.

2. Each type of procuring entity - Ministries, Crown corporations and MASH – has a separate section of AIT Chapter Five which sets out the entity's procurement obligations in detail, including excluded procurements. These sections are:
 - Ministries: (Main Chapter) Articles 501 to 518;
 - Crown corporations: (Crown Annex) Annex 502.3 (not applicable to Alberta Crown corporations); and
 - MASH: (MASH Annex) Annex 502.4.

Complete lists of the specific entities that fall within each of these categories can be found on the MARCAN (MARKet place CANada) website at www.marcan.net.

B-2. Excluded Procuring Entities

1. Procuring entities that are excluded from the procurement obligations of the AIT are not obliged to open their procurements to the suppliers of other Canadian jurisdictions. However, where a procurement is subject to the NWPTA, it must be open to suppliers of British Columbia, Alberta and Saskatchewan.

(a) British Columbia

The following procuring entities are not subject to the procurement obligations of the AIT:

Legislative Assembly

(b) Alberta

The following procuring entities are not subject to the procurement obligations of the AIT:

Legislative Assembly
 Legislative Assembly Office
 Office of the Auditor General
 Office of the Chief Electoral Officer
 Office of the Ethics Commissioner
 Office of the Information and Privacy Commissioner
 Office of the Ombudsman

(c) Saskatchewan

A complete list of Saskatchewan procuring entities excluded from the obligations of the AIT can be found on the MARCAN (MARKet place CANada) website at www.marcan.net.

B-3. Excluded Procurements

1. Where a procurement is excluded under the AIT but covered under the NWPTA or the CUSPA/GPA, procuring entities:
 - (a) may exclude AIT suppliers; but
 - (b) must open the procurement to NWPTA and CUSPA/GPA suppliers, as the case may be.

2. Paragraphs 3, 4 and 5 below provide an overview of excluded procurements. Complete lists of excluded or qualified procurements under the AIT for each type of procuring entity can be found as follows:
 - Ministries: AIT Articles 506(11), 506(12), 507 and 508, and AIT Annex 502.1B;
 - Crown corporations: Section C(9) and Section E of AIT Annex 502.3; and
 - MASH entities: Sections I, K and L of AIT Annex 502.4.

As some exceptions listed below are not available to all entities, please refer to these specific provisions directly to ensure the exclusions set out below are available to your specific procuring entity or specific procurement, as the case may be.

For paragraph 3, 4, and 5 an **X** indicates that the specific exception is not available to such entities.

3. In addition to the general exclusions listed in Part C, Section X (Exceptions or Qualifications) and except as indicated, the AIT does not apply to the procurement:

	Ministries	Crown corps	MASH
(a) of goods intended for resale to the public;	✓	✓	✓
(b) of goods, services or construction:			
(i) purchased on behalf of an entity not covered by AIT Chapter Five (Procurement); or	✓	✓	✓
(ii) purchased by entities which operate sporting or convention facilities in order to comply with a commercial agreement with an entity not covered by AIT Chapter 5 (Procurement) that contains provisions incompatible with AIT Chapter 5 (Procurement);	✓	X	X
(c) from philanthropic institutions, prison labour or persons with disabilities;	✓	X	✓
(d) contracts with a public body or a non-profit organization;	✓	✓	✓
(e) of:			
(i) goods purchased for representational or promotional purposes; or	✓	✓	✓
(ii) services or construction purchased for representational or promotional purposes outside the territory of a Party ⁵ ;	✓	✓	X
(f) of any goods the interprovincial movement of which is restricted by laws not inconsistent with the AIT;	✓	X	✓

⁵ The exception for MASH entities is for the procurement of goods and services for use outside Canada as well as construction work done outside Canada (B-3, paragraph 3(l)).



	Ministries	Crown corps	MASH
(g) of services that may, under the applicable laws of the Province of the procuring entity issuing the tender, only be provided by the following licensed professionals:	✓	✓	✓
(i) medical doctors;			
(ii) dentists;			
(iii) nurses;			
(iv) pharmacists;			
(v) veterinarians;			
(vi) engineers;			
(vii) land surveyors;			
(viii) architects;			
(ix) accountants; and			
(x) lawyers and notaries;			
(h) of transportation services provided by locally-owned trucks for hauling aggregate on highway construction projects ⁶ ;	✓	✗	✗
(i) health services and social services;	✓	✗	✓
(j) of advertising and public relations services ⁷ ;	✓	✓	✗
(k) of cultural goods or services, or cultural industries ⁸ ;	✓	✓	✓
(l) contracts for procuring goods and services to be used outside Canada as well as	✗	✓	✓

⁶ See B-3, paragraph 4(d) for qualified exception for MASH entities.

⁷ A somewhat different, full exception is available for Crown corporations: contracts for procuring cultural or artistic goods or services including goods and services relating to the creation, production, distribution or broadcasting of programming in Canada including co-productions, sports and news.

⁸ This exception for MASH entities includes the procurement of computer software for educational purposes. Cultural industries means persons engaged in any of the following activities: a) the publication, distribution or sale of books, magazines, periodicals or newspapers in print or machine readable form but not including the sole activity of printing or typesetting any of the foregoing; b) the production, distribution, sale or exhibition of film or video recordings; c) the production, distribution, sale or exhibition of audio or video music recordings; d) the publication, distribution or sale of music in print or machine readable form; or e) radiocommunications in which the transmissions are intended for direct reception by the general public, and all radio, television and cable broadcasting undertakings and all satellite programming and broadcast network services.



	Ministries	Crown corps	MASH
construction work outside Canada;			
(m) contracts for procuring goods, services and construction that is financed primarily from donations that are subject to the conditions that are inconsistent with the obligations set out in AIT Chapter 5 (Procurement); and	✗	✗	✓
(n) contracts for the transportation of alcoholic products in bulk, by sea or for the transportation of alcoholic products by air.	✗	✓	✗

4. Alternative procurement procedures may be used in the circumstances indicated below provided that they are not used by a procuring entity to avoid competition, discriminate between suppliers, or protect suppliers of its Party:

	Ministries	Crown corps	MASH
(a) where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures ⁹ ;	✓	✓	✓
(b) where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest ¹⁰ ;	✓	✓	✓
(c) where a contract is to be awarded under a cooperation agreement that is financed, in whole or in part, by an international cooperation organization, only to the extent that the agreement between the Party and the organization includes rules for awarding contracts that differ from the obligations set out in AIT Chapter Five (Procurement) ¹⁰ ;	✓	✓	✓
(d) where construction materials are to be purchased and it can be demonstrated that	✓	✗	✓

⁹ This is a full exception for Crown corporations.



	Ministries	Crown corps	MASH
transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads;			
(e) where compliance with the open tendering provisions required under AIT Chapter Five (Procurement) would interfere with a Party's or the entity's ability to maintain security or order or to protect human, animal or plant life or health; and	✓	✗	✓
(f) procurement in the absence of a receipt of any bids in response to a call for tenders.	✓	✗	✓

5. Where only one supplier is able to meet the requirements of a procurement, a procuring entity may use procurement procedures that are different from those required under AIT Chapter Five (Procurement) in the following circumstances:

	Ministries	Crown corps	MASH
(a) to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative ¹⁰ ;	✓	✓	✓
(b) where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists ¹⁰ ;	✓	✗	✓
(c) for the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;	✓	✗	✓
(d) for the purchase of goods on a commodity	✓	✓	✓

¹⁰ A somewhat different, full exception is available for Crown corporations: contracts with the only supplier able to meet the bid requirements, including contracts to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.



		Ministries	Crown corps	MASH
	market ¹⁰ ;			
(e)	for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;	✓	✗	✓
(f)	for work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work ¹¹ ;	✓	✓	✓
(g)	for a contract to be awarded to the winner of a design contest;	✓	✗	✓
(h)	for the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases ¹⁰ ;	✓	✓	✓
(i)	for the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases ¹⁰ ;	✓	✓	✓
(j)	for the procurement of original works of art ¹² ;	✓	✓	✓
(k)	for the procurement of subscriptions to newspapers, magazines or other periodicals; and	✓	✗	✓
(l)	for the procurement of real property.	✓	✗	✓

¹¹ A somewhat different, full exception is available for Crown corporations: contracts with the only supplier able to ensure the continuation of guarantees or warranties.

¹² A somewhat different, full exception is available for Crown corporations: contracts for procuring cultural or artistic goods or services including goods and services relating to the creation, production, distribution or broadcasting of programming in Canada including co-productions, sports and news.

B-4. Legitimate Objectives¹³

1. A procuring entity may conduct a procurement in a manner that is inconsistent with the procurement obligations of the AIT provided that the entity is able to demonstrate:
 - (a) the purpose of the measure is to achieve a legitimate objective;
 - (b) the measure does not operate to impair unduly the access of persons, goods, services or investments of a Party that meet that legitimate objective; and
 - (c) the measure is not more trade restrictive than necessary to achieve that legitimate objective; and
 - (d) the measure does not create a disguised restriction on trade.

2. In the context of this Schedule, "legitimate objective" means any of the following objectives pursued within the territory of a Party:
 - (a) public security and safety;
 - (b) public order
 - (c) protection of human, animal or plant life or health;
 - (d) protection of the environment;
 - (e) consumer protection;
 - (f) protection of the health, safety and wellbeing of workers; or
 - (g) affirmative action programs for disadvantaged groups;

considering, among other things, where appropriate, fundamental climatic or other geographical factors, technological or infrastructural factors, or scientific justification.

"Legitimate objective" does not include the protection or favouring of the production of an enterprise of a Party.

¹³ Procuring entities are governed by sections A-4 (Legitimate Objectives) and A-5 (Regional Economic Development) of Schedule A when adopting a procurement-related measure: (i) to achieve a legitimate objective; or (ii) for regional and economic development purposes, as applicable. Adhering to these provisions of Schedule A will also ensure adherence to B-4 (Legitimate Objectives) and B-5 (Regional Economic Development) of this Schedule B. However, note that any challenge by an AIT supplier (other than a NWPTA supplier) can only be defended on the basis of B-4 or B-5, as appropriate.

B-5. Regional Economic Development¹⁴

1. A procuring entity may, under exceptional circumstances, exclude a procurement from the application of AIT Chapter Five (Procurement) for regional and economic development purposes, provided that:
 - (a) the exclusion of the procurement does not operate to impair unduly the access of persons, goods, services or investments of another Party;
 - (b) the exclusion of the procurement is not more trade restrictive than necessary to achieve its specific objective;
 - (c) the transparency obligations of AIT Article 508(1)(c) are complied with; and
 - (d) the Party seeks to minimize the discriminatory effects of the exclusion on suppliers of the other Parties.

¹⁴ AIT Article 508(1)(c) provides that:

"[N]otice of all such excluded procurements is provided no later than the time the contract is awarded by the methods usually used to publish this type of procurement under Article 506(2); this notice must provide details of the exceptional circumstances and, when published on an electronic tendering system, it must be accessible for a period of time sufficient to allow suppliers to become aware of the procurement; and notice of all such excluded procurements with details of the exceptional circumstances is also given to other Parties no later than the time the contract is awarded via email transmitted to the Internal Trade Secretariat which will redistribute it to the contact points designated under Article 512..."

SCHEDULE C

Agreement between the Government of Canada and the Government of the United States of America on Government Procurement (CUSPA) and the World Trade Organization Agreement on Government Procurement (GPA)

This schedule provides additional information on the procuring entities subject to the procurement rules of the CUSPA/GPA and additional exclusions to those rules that may be available.

C-1. Scope and Application

- All procuring entities subject to the procurement obligations of the CUSPA/GPA must provide open and non-discriminatory access to the qualified suppliers of the United States¹⁵, in accordance with the CUSPA/GPA, where the procurement is not otherwise excluded and is valued at or above the following thresholds:

Procurement of	Thresholds
Goods	\$548,700
Services	\$548,700
Construction	\$7,700,000

C-2. Excluded Entities

- The following procuring entities are not subject to the procurement obligations of the CUSPA/GPA. These entities are not obliged to open their procurements to the qualified suppliers of the United States¹⁶. However, if a procurement is also subject to the NWPTA, it must be open to suppliers of British Columbia, Alberta and Saskatchewan.

(a) British Columbia

Legislative Assembly
All Crown corporations
All MASH sector entities

(b) Alberta

Legislative Assembly
Legislative Assembly Office
Office of the Auditor General

¹⁵ Note, it is anticipated that Canada will extend GPA procurement commitments to a number of other WTO-Member countries in the near future.

¹⁶ See footnote 16, above.

Office of the Chief Electoral Officer
 Office of the Ethics Commissioner
 Office of the Information and Privacy Commissioner
 Office of the Ombudsman
 All Crown corporations
 All MASH sector entities

(c) Saskatchewan

Legislative Branch Entities
 All Boards and Agencies (except Public Employee Benefits Agency,
 Saskatchewan Archives Board and the Saskatchewan Arts Board)
 All Crown corporations
 All MASH sector entities

C-3. Excluded Procurements

1. In addition to the general exclusions listed in Part C, Section X (Exceptions or Qualifications), the CUSPA/GPA does not apply to procurements:
 - (a) for the acquisition or rental of land, existing buildings or other immovable property or the rights thereon;
 - (b) or the acquisition of fiscal agency or depository services, liquidation and management services for regulated financial institutions or services related to the sale, redemption and distribution of public debt, including loans and government bonds, notes and other securities;
 - (c) with preferences or restrictions relating to highway projects;
 - (d) with preferences or restrictions associated with programs promoting the development of distressed areas;
 - (e) of:
 - (i) goods purchased for representational or promotional purposes; or
 - (ii) services or construction purchased for representational or promotional purposes outside the territory of a Party;
 - (f) of goods, services or construction services purchased for the benefit of, or which is to be transferred to the authority of, school boards or their functional equivalents, publicly-funded academic institutions, social services entities or hospitals;
 - (g) with the application of restrictions that promote the general environmental quality of a Province, as long as such restrictions are not disguised barriers to trade;
 - (h) made by a covered entity on behalf of a non-covered entity;

- (i) services for management and operation contracts of certain government or privately-owned facilities used for government purposes, including federally-funded research and development;
 - (j) by public utilities;
 - (k) of architectural and engineering services related to airfield, communications and missile facilities;
 - (l) of shipbuilding and repair and related architectural and engineering services;
 - (m) of all services, with reference to those goods purchased by provincial police forces which are not identified as subject to coverage by the CUSPA/GPA;
 - (n) of dredging services;
 - (o) of urban rail and urban transportation equipment, systems, components and materials incorporated therein as well as all project related materials of iron or steel;
 - (p) of contracts respecting FSC 58 (communications, detection and coherent radiation equipment);
 - (q) of agricultural products made in furtherance of agricultural support programs or human feeding programs;
 - (r) with set-asides for small and minority businesses;
 - (s) of transportation services that form a part of, or are incidental to, a procurement contract;
 - (t) of printing and publishing services;
 - (u) in respect of security exemptions including oil purchases relating to any strategic reserve requirements;
 - (v) in respect of national security exceptions including procurements made in support of safeguarding nuclear materials or technology;
 - (w) made with a view to commercial resale; and
 - (x) made by one government entity from another government entity.
2. Where a procurement is excluded under the CUSPA/GPA but covered under the NWPTA and/or the AIT, procuring entities may limit the procurement to NWPTA and/or AIT suppliers, as the case may be.

C-4. Procurements of Services

1. The CUSPA/GPA provide special rules relating to the procurement of services. Generally, these Agreements only apply to those services specifically listed below, and for only those GPA countries that have extended reciprocal access to those same services:

- (a) code and protocol conversion services;
- (b) enhanced or value added telecommunications services for the supply of which the underlying telecommunications facilities are leased from providers of public telecommunications transport networks; and
- (c) the following services, as classified according to the United Nations Central Product Classification System (version "prov.") :

5. Construction work and constructions; land

51 Construction work

6. Trade services; hotel and restaurant services

633 Repair services of personal and household goods

641 Hotel and other lodging services

642 Food and serving services

643 Beverage servicing services for consumption on the premises

7. Transport, storage and communications services

7471 Travel agency and tour operator services

7512 Courier services

7523 Data and message transmission services

8. Business services agricultural, mining and manufacturing services

821 Real estate services involving own or leased property

822 Real estate services on a fee or contract basis

83106 Leasing or rental services concerning agricultural machinery and equipment without operator

83107 Leasing or rental services concerning construction machinery and equipment without operator

- 83108 Leasing or rental services concerning office machinery and equipment without operator
- 83109 Leasing or rental services concerning other machinery and equipment without operator
- 83203 Leasing or rental services concerning furniture and other household appliances
- 83204 Leasing or rental services concerning pleasure and leisure equipment
- 83209 Leasing or rental services concerning other personal or household goods
- 841 Consultancy services related to the installation of computer hardware
- 842 Software implementation services
- 843 Data processing services
- 844 Data base services
- 845 Maintenance and repair services of office machinery and equipment including computers
- 849 Other computer services
- 86501 General management consulting services
- 86504 Human resources management consulting services
- 86505 Production management consulting services
- 8660 Services related to management consulting (except 86602 arbitration and conciliation)
- 8674 Urban planning and landscape architectural services
- 8676 Technical testing and analysis services
- 874 Building-cleaning services
- 876 Packaging services
- 8814 Services incidental to forestry and logging
- 883 Services incidental to mining
- 8861 Repair services of fabricated metal products, except machinery and equipment, on a fee or contract basis

- 8862 Repair services of machinery and apparatus n.e.c., on a fee or contract basis
 - 8863 Repair services n.e.c. of office, accounting and computing machinery, on a fee or contract basis
 - 8864 Repair services of electrical machinery and apparatus n.e.c., on a fee or contract basis
 - 8866 Repair services of medical, precision and optical instruments, watches and clocks, on a fee or contract basis
- 9. Community, social and personal services*
- 940 Sewage and refuse disposal, sanitation and other environmental protection services



Municipal Trade-In Program Agreement

Municipalities and First Nations Band Councils are eligible to enroll in Brandt's Municipal Trade-in Program (the "Program"). Enrolling in and complying with the terms and conditions of the Program makes you eligible to receive a guaranteed trade-in value next year on any new John Deere skid steer loader or compact track loader purchased from Brandt Tractor Ltd. today.

To participate in the Program, fill out and sign this Program agreement and comply with the Program's terms and conditions, which are set out below.

1. Qualifying for the Program

After any purchase from Brandt (whether paid or financed) of a new John Deere skid steer loader or compact track loader (the "Original Machine"), you may trade-in the Original Machine to Brandt within one year of its purchase and Brandt will credit you the price paid for the Original Machine towards the purchase a new John Deere skid steer loader or compact track loader, calculated in accordance with section 3 of this agreement (the "Guaranteed Trade-in Value").

2. Receiving the Guaranteed Trade-in Value

To receive the Guaranteed Trade-in Value, you must place an order to purchase a new replacement skid steer loader or compact track loader ("Replacement Machine") no later than 60 days prior to the anniversary of the purchase of the Original Machine (the "One-Year Anniversary Date").

Brandt will notify you when the Replacement Machine is available. You must return the Original Machine to Brandt no earlier than one month prior to the One-Year Anniversary Date and no later than the One-Year Anniversary Date. At your request and expense, Brandt will deliver the Replacement Machine to a site you designate.

3. Calculating the Guaranteed Trade-in Value

The amount you paid for the base machine and the primary bucket is the Original Machine's Guaranteed Trade-in Value. The Guaranteed Trade-in Value does not include any taxes, pre-delivery inspection, freight, attachments (see section 7 below concerning attachments) or any other amounts paid at the time of purchase of the Original Machine. When you comply with section 2 of this agreement, Brandt will apply the Guaranteed Trade in Value towards the cost of the Replacement Machine.

4. Payment for Replacement Machine

When you comply with section 2 of this agreement, Brandt will provide a quotation for the cost of the Replacement Machine, including a primary bucket. At the time of delivery of the Replacement Machine, Brandt will calculate the cost of the Replacement Machine in the following manner:

- a. The cost of the Replacement Machine minus the Guaranteed Trade-in Value;
- b. Plus the cost of:
 - Pre-delivery inspection of the Replacement Machine;
 - Freight to ship the Replacement Machine from the factory to Brandt's facility closest to your site;
 - Freight to ship the Replacement Machine from Brandt's facility closest to your site to you (if applicable);
 - Labour to exchange the tire and wheel assemblies (or tracks, if applicable) and the primary bucket, as set out in item 5 below; and,
 - Over-hours charge in excess of 400 hours as set out in item 6 below;
- c. Applicable taxes.

5. Tire and Wheel Assemblies / Tracks

Tire and wheel assemblies (or tracks, if applicable) and the primary bucket for the Original Machine will be removed from the Original Machine and will be installed on the Replacement Machine. Brandt will retain the tire and wheel assemblies (or tracks, if applicable) and the primary bucket from the Replacement Machine. If Brandt-supplied labour is used to remove and install tire and wheel assemblies (or tracks, if applicable) such labour will be billed to you at standard Brandt shop labour rates.

6. Hour Limit

At the time that the Original Machine is replaced with a Replacement Machine, the hours recorded on the hour meter of the Original Machine in excess of 400 hours will be charged to you at the rate of \$16.50 per hour.

7. Attachments

Attachments are not included in any of the calculations in respect of the cost of the Replacement Machine. All attachments, except for one bucket which is deemed to be the "primary bucket" and which is included in the cost of the Original Machine, must be purchased separate from the purchase of both the Original Machine and the Replacement Machine.

8. Replacement Machine Cost Lower than Original Machine Cost

If the cost of the Replacement Machine is lower than the cost of the Original Machine no credit will be given.

9. Machine Operation, Maintenance and Damage

To obtain the Guaranteed Trade-in Value, you must operate and maintain the Original Machine in accordance with the Operator’s Manual and any supplemental notices or bulletins pertaining to the Original Machine, including the use of genuine John Deere filters, parts and approved lubricants in accordance with warranty requirements.

You are responsible for all operating and maintenance costs as well as the cost of repairing damage or replacing missing or damaged components, except for normal wear items. The Original Machine must also be returned in good running condition including all instruments, controls and lights. Brandt reserves the right to inspect the Original Machine at time of trade and will, in its sole judgment determine the extent and nature of repairs needed.

10. Termination or Amendment

You or Brandt may terminate this agreement by providing the other party with 90 days written notice. Brandt reserves the right to amend the Program at any time by providing written notice of amendment to you. No termination or amendment may be made in the period between your order of a Replacement Machine and the delivery of that Replacement Machine.

11. New Agreement for Replacement Machine

You may enroll in the Program again with your Replacement Machine by signing a new agreement at the time of purchase of the Replacement Machine, providing that this Program is in place at that time.

12. Time

Time is of the essence in this agreement.

If you agree to these terms and conditions, please describe the Original Machine purchased and sign this agreement in the spaces below.

Original Machine:

Make: **John Deere** Model: _____ s/n: _____

Delivery Date of Original Machine: _____
dd/mm/yyyy

This agreement is made this ___ day of _____, 20__ between:

Municipality / First Nation

and **Brandt Tractor Ltd.**

Name (please print)

Brandt Tractor Sales/Branch Manager (please print)

Signature

Brandt Tractor Signature