

Application Package for Contract Vehicle Snow Hauling 2026-2027

Morinville will accept snow hauling contract application packages only by email. Incomplete packages will be rejected. Include all required documents with your application by completing and submitting the contractor checklist. **Please email your completed package to pw.admin@morinville.ca with the subject line SnowHaul 26-27 by Friday, October 16, 2026.**

1. **Business License Requirement & Local Contractor Preference:** A valid Morinville business license will be required prior to commencing work for all contractors selected to provide snow hauling services. You are not required to obtain a Morinville business license at the time of application. Where permitted under applicable trade agreements, preference will be given to contractors whose principal place of business is located within Morinville. Please indicate on your application whether you currently possess a Morinville business license, or if your principal place of business is in Morinville.
2. Morinville will maintain a Contractor Equipment Rotation List for all Contractor vehicles available for hire by Morinville.
3. The Contractor Equipment Rotation List of vehicles for hire will be comprised of Contractors who have registered with Morinville Infrastructure Services Department. Registration will be final when all requirements have been received and verified by Morinville. Registration requirements are as follows:
 - Contractor Pre-Qualification Questionnaire.
 - Memorandum of Agreement between Morinville and the Contractor.
 - Workers Compensation Board Clearance Letter.
 - Proof of Vehicle Insurance - for all vehicles listed in the application.
 - Proof of Registration - for all vehicles listed in the application.
 - Copy of Safety Fitness Certificate.
 - Copy of your "Carrier Profile" dated within 10 working days of this submission.
 - Certificate of Insurance – showing Morinville of Morinville as an additional insured or certificate holder with a minimum of \$5 million in comprehensive general liability and \$2 million per occurrence in comprehensive automobile liability.
 - If selected, a valid Morinville Business License must be obtained before work commences.
4. All drivers must complete the Contractor Orientation with Morinville Infrastructure Services before commencing any work. Trucks will be inspected for compliance with Morinville requirements during the Contractor Orientation. Please view the attached Truck Requirements document.
5. **Truck Call-Out Procedure:** When trucks are required by Morinville for snow hauling, Contractors will be contacted in the order they have been placed on the Contractor Rotation List. Morinville will continue down the Contractor Rotation List until the operational need for trucks has been met. Each subsequent event will begin where the previous one left off. In the event the bottom of the

list is reached, Morinville will start at the top of the list again. If at any time a Contractor cannot be reached when called or meet any time requirements set forth by the Roads Team Lead, Morinville will contact the next Contractor on the list. If operational needs are met at any time, the Roads Team Lead may release trucks at their discretion.

6. **Equipment Failure:** In the event a Contractor's vehicle breaks down during a shift, the contractor shall have until the start of the next shift to return it to the worksite. If this cannot be accomplished, the Contractor may replace it with an alternate unit, provided the vehicle is included on the Contractor Equipment Rotation List. If the Contractor does not have a replacement identified on the rotation list, Morinville will call the next Contractor on the list. Morinville will not pay a Contractor for hours in which vehicles are not operational.
7. Morinville shall pay for snow hauling at an hourly rate (\$120.00/hour). Daily trucking tickets (supplied by Morinville) must be completed and signed by a Morinville representative at the end of each shift. Invoices must be submitted to Morinville via email: pw.admin@morinville.ca after each call-out.
8. Vehicles must be identified on the Contractor Equipment Rotation List to be eligible for hire. No vehicle exchanges are allowed except in the event of a sale, purchase, or breakdown; in that case, submit new paperwork to pw.admin@morinville.ca in exchange for the original vehicle identified on the rotation list. We do not accept trucks with sleeper units on them. At this time, we are not accepting end dumps.
9. Whenever possible, Morinville will provide at least twelve hours' advance notice of any vehicle requirement changes.
10. Snowboards must be kept in fully functional condition at all times. Trucks with snowboards that do not meet Morinville's safety standards will be suspended from service until satisfactory repairs or upgrades are completed.
11. All Contractors must sign Morinville's Memorandum of Agreement and abide by its terms and conditions including, but not limited to, insurance, business license, Worker's Compensation Number, labour conditions and rates.
12. Morinville shall not be responsible or held liable for any damage to the vehicles or injury to the operators of the said vehicles.

Please submit all applications by Friday, October 16, 2026.

Contractor Rotation List will be finalized by Monday, October 26, 2026.

Contractor Orientation will be held on Thursday, November 5, 2026, at 7:00 a.m. at Infrastructure Services: 10310-107 Street, Morinville, AB T8R 1L6. **All drivers are required to attend.**

Contractor Pre-Qualification Questionnaire



GENERAL INFORMATION			
COMPANY LEGAL NAME:			
BILLING ADDRESS:			
CONTACT NAME & EMAIL:			
PHONE NUMBER (S):			
INSURANCE, WCB, AND HEALTH AND SAFETY			
Morinville will assess the submitted insurance, WCB, and Health and Safety information in each of the areas indicated below and review it against legislation applicable to the activity.			
NOTE: Checking "no" to any question does not automatically disqualify your company from the application process.			
1. Does your company have Worker Compensation Insurance? If yes, please provide your company's WCB Alberta Clearance Letter dated within 10 working days of this submission			☐ Yes ☐ No
2. Does your company have general liability insurance?			☐ Yes ☐ No
3. Does your company have automotive insurance for vehicles used at Morinville's worksites?		☐ Yes	☐ No ☐ N/A
4. Has your company received any OHS stop work orders, compliance orders, or stop use orders, charges, convictions or fines in the past 5 years? If yes, attach a note explaining the details, including current status or resolution			☐ Yes ☐ No
5. Does your company hold a valid Certificate of Recognition or Small Employers Certificate of Recognition? If yes, please provide copy of certificate			☐ Yes ☐ No
6. Does your company have a written health and safety program? If yes, attach current health and safety manual			☐ Yes ☐ No
7. Does your company operate commercially regulated vehicles (NSC)? If yes, please provide a copy of your Carrier Profile dated within 10 working days of this submission			☐ Yes ☐ No
	Attach copy of the following documents:	Received (to be completed by Morinville employee)?	Meets Expectations (to be completed by Morinville employee)?
1	Company Safety Manual		
2	Current COR/SECOR		Expiry date:
3	Alberta WCB Clearance Letter		
4	Certificate of Insurance (General Liability, Automotive, Umbrella, etc.)		
5	Carrier Profile		
CONFIRMATION OF INFORMATION			
By signing this document, you are acknowledging the above information is true and accurate			
Print name of company representative:			
Signature of company representative:			
Date:			

For Morinville		
Was pre-qualification form accepted as is?	☐ Yes	☐ No
If no, was contractor provided opportunity to resubmit with deficient information	☐ Yes	☐ No

MEMORANDUM OF AGREEMENT made the _____ day of _____ A.D. 20 _____

BETWEEN:

THE TOWN OF MORINVILLE
(Hereinafter referred to as "Morinville") OF THE FIRST PART

-and-

CONTRACTOR (Your name): _____

COMPANY NAME (Operating as): _____

MAILING ADDRESS: _____

_____ POSTAL CODE: _____

OFFICE TELEPHONE: _____

MOBILE PHONE: _____

EMAIL: _____

(Hereinafter referred to as "the Contractor") OF THE SECOND PART

WHEREAS Morinville is desirous of obtaining assistance in the form of vehicles and operators to aid in the execution of Morinville's winter maintenance program;

AND WHEREAS the Contractor is engaged in the business of providing equipment, and operators on an hourly basis

NOW THEREFORE IN CONSIDERATION OF the mutual agreements herein set out, the parties hereto agree as follows:

1. That this written agreement covers the performance of the work and the furnishing of equipment and operators to Morinville for the execution of winter maintenance activities and shall include without limiting the generality of the foregoing, the memorandum of agreement, contract vehicle and equipment procedures, applicable rates, snowboard details, contractor checklist, Safe Work practices, notices and all supplemental agreements required to complete the work.

2. The Contractor agrees to supply the following equipment with fully licensed operators:

Year, Make, Model	EquipmentType (Tandem/Tri-Axle)	Truck Serial # (Last 9 Digits)	Truck License #

It is further agreed that all equipment supplied shall be properly licensed, kept in safe operating condition and maintained in safe condition in accordance with applicable manufacturer's specifications, and compliant with the Alberta *Occupational Health and Safety Act, Regulation and Code*.

Alberta's *Vehicle Inspection Regulation* and *Commercial Vehicle Safety Regulation* requires all commercially regulated carriers to have a preventative maintenance and inspection program in place which addresses daily trip inspections, repairs, routine scheduled maintenance, annual CVIP inspections and record keeping of the same.

3. The Contractor agrees that vehicles and operators shall be supplied at the times and for the periods requested by Morinville.
4. Morinville agrees to pay the Contractor according to the following hourly rate:

Tandem/Tri-Axle with dump box - \$120.00 per hour.

In the event that the Contractor is required to pay overtime, bonus or holiday rates to their employees, such overtime, bonus or holiday rate shall be solely the responsibility of the Contractor and the fact that such overtime, bonus or holiday rate is required to be paid does not alter the contract hourly rate paid by Morinville.

5. It is mutually agreed that all sums payable under this agreement shall be paid to the Contractor by Morinville within 30 days of the receipt of a completed and accurate invoice.
6. The Contractor agrees to arrange for, pay for, and maintain during the term of this Agreement,

public liability and property damage insurance in the minimum amount of \$5,000,000.00 and \$2,000,000.00 per occurrence comprehensive automobile liability upon each vehicle referred to in clause 1. The Contractor agrees to note the Town of Morinville on their insurance file as an interested third party to be notified if their policy should be cancelled, allowed to lapse, or endorsed in a manner, which would adversely affect Morinville's position. It is hereby further agreed by the Contractor that Morinville may contact their Insurance Company to ensure that the said insurance is in force at any time during the term of this Agreement.

7. The Contractor agrees that all equipment operators provided under this Agreement shall remain employees of the Contractor for the duration of this Agreement. The Contractor is solely responsible for all employment matters related to these operators, including payment of wages, Employment Insurance contributions, statutory deductions, and any other related obligations. The Contractor must also maintain good standing with the Workers' Compensation Board for the duration of this Agreement, as applicable to the work performed for Morinville.
8. The Contractor is an independent contractor. Nothing in this Agreement creates an employer-employee, principal-agent, partnership or joint venture relationship between the Contractor and the Town. Except as expressly authorized in writing by Morinville, the Contractor has no authority to act on behalf of or bind the Town and shall not represent that it has such authority.
9. Morinville agrees that all employees of the Contractor shall be subject to the direction and control of the Contractor; however, Morinville retains the right to direct such employees in the functions and tasks that are to be performed and where they are required.
10. The Contractor agrees that if any employee refuses or fails to carry out the lawful directions of Morinville, then the Contractor shall replace such employee. Failure to do so, at the request of Morinville within a reasonable time, shall be deemed a breach of this agreement.
11. The Contractor shall not assign this Agreement or subcontract any portion of the Services without Morinville's prior written consent. Any consent does not relieve the Contractor of its obligations or liability under this Agreement, and the Contractor remains responsible for the acts and omissions of its assignees and subcontractors.
12. The Contractor shall keep confidential and shall not disclose any information obtained in connection with this Agreement or the performance of the Services, regardless of how the information is obtained, except as authorized in writing by the Town or required by law. Confidential information does not include information that enters the public domain through no act or omission of the Contractor or its directors, officers, employees, agents or subcontractors. The Contractor is responsible for protecting the security and confidentiality of all records obtained, accessed or received under this Agreement.
13. The Contractor shall comply with all applicable federal, provincial and municipal laws, regulations, standards, codes, bylaws and Morinville policies relevant to the performance of the Services and

its obligations under this Agreement. The Contractor shall obtain and maintain all permits, licenses, registrations, exemptions, consents and approvals required to perform the Services, including any required Town of Morinville business license.

14. Neither party shall be liable for a delay or failure to perform an obligation under this Agreement, other than an obligation to pay for Services already performed, if the delay or failure results from an event beyond that party's reasonable control, including fire, flood, severe weather, explosion, war, civil disorder, embargo, government action or an act of God. The affected party shall promptly notify the other party and take reasonable steps to minimize the delay. If the event continues for more than thirty (30) calendar days, Morinville may terminate this Agreement by written notice.
15. The Contractor agrees to indemnify and save harmless Morinville from all actions, suits, claims, demands, costs, and damages arising by reason of injury or death to any person or damage to any property, resulting from the act or occurrence of the Contractor or their employees. All arrangements for compensation will be made to residents, honouring all Morinville policies and procedures for damages through Morinville, with the Contractor's insurers being liable for all costs. Morinville reserves the right to contact the insurance company to ensure compensation is made.
16. It is further agreed that either party hereto may terminate this Agreement by giving the other party seven days' notice of such intention.
17. If the Contractor fails to maintain an acceptable level of service, or the Contractor's methods are not adequate to ensure completion of all required services, Morinville may terminate this contract without the seven days' notice. Termination will be given in writing by the Manager of Infrastructure Services.
18. If any dispute or difference between the parties shall arise under this Agreement, either party may give to the other, notices of such dispute or difference and require such dispute or difference to be referred to arbitration. Arbitration hereunder shall be as follows:
 - a. Each party shall appoint one representative
 - b. If the two representatives can agree, then their decision shall be final;
 - c. If the two representatives are unable to agree, then they shall together appoint an independent person, and the decision of either of the three arbitrators shall be final.

All charges, fees, and expenses of the arbitration shall be borne by either Morinville, the Contractor, or proportionally by both Morinville and the Contractor, depending upon their respective fault as found by the arbitrator. Provided always that this clause shall not authorize any reference to arbitration to any matter or question, which under this Agreement, is expressly or by implication to be decided by Morinville.

19. This Agreement is governed by the laws of the Province of Alberta and the federal laws of Canada applicable in Alberta. Subject to the arbitration clause in this Agreement, the parties irrevocably submit to the exclusive jurisdiction of the courts of Alberta sitting in Edmonton.

IN WITNESS WHEREOF, the parties hereto set their hands on the _____ day
(Day)
of _____, 20_____.
(Month) (Year)

Contractor: Printed Name: _____ Signature: _____ Date: _____	Town of Morinville Printed Name: _____ Signature: _____ Date: _____
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Contractor Checklist

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contractors are listed on the Rotation List in the order that packages (complete with all the information requested below) are received and verified.

Please attach the following information to this list when submitting your package for consideration by Morinville:

- ☐ Contractor Pre-Qualification Questionnaire
- ☐ Memorandum of Agreement between The Town of Morinville and the Contractor.
- ☐ Workers' Compensation Board Clearance Letter. WCB Number: _____
- ☐ Copy of Safety Fitness Certificate
- ☐ Copy of your "Carrier Profile" dated within 10 working days of this submission.
- ☐ Certificate of Insurance – showing Town of Morinville as an additional insured or certificate holder with a minimum of \$5 million comprehensive general liability and \$2 million per occurrence comprehensive automobile liability.
- ☐ Proof of Vehicle Insurance for all vehicles listed in the Memorandum of Agreement
- ☐ Proof of Vehicle Registration for all vehicles listed in the Memorandum of Agreement
- ☐ Is your principal place of business located in Morinville? Yes / No
- ☐ Do you currently have a Town of Morinville business license? Yes / No
 - Business License Number: _____
- ☐ If selected, I acknowledge a Morinville business license will be required before commencing work.

Note: Contractors must ensure all required documents remain current and submit renewals to Infrastructure Services immediately. Failure to do so may result in removal from the rotation list.



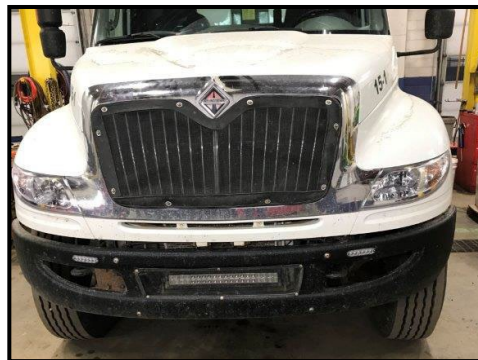
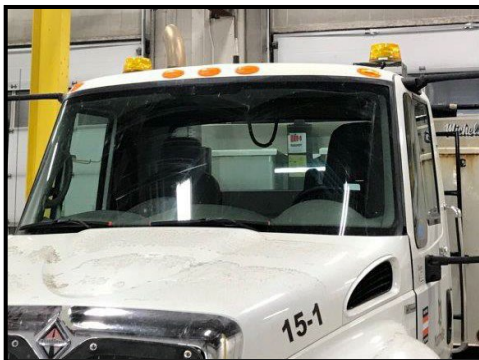
Snow Haul Truck Requirements

Beacons

Illustration on how to mount beacons.



When beacons are on, lights must be visible from all angles.





Reflective Tape

Illustration of reflective tape placement, on the tailgate and along the side of the box.





Snow Boards with Safety Mesh

1.2 m (4 foot high) snowboards securely fastened (welded or bolted) to the passenger side and frontside of the truck box.



Safety steel mesh securely fastened behind the snowboards.

