



# REQUEST FOR PROPOSALS

## Equipment Custodian

### Background

YAA has managed an equipment rental program for over 10 years. The equipment was initially housed on individual farms and each piece of equipment had a Caretaker. In 2016, the equipment was moved to a central location on the North Klondike Highway and YAA signed an agreement with a Custodian. The current Custodian's contract has expired and YAA members have asked for the opportunity to compete for the contract. As a result, YAA is now accepting proposals from individuals or businesses that have an interest in the management of the rental equipment.

### Custodian's Primary Responsibilities

- Ensure reasonable care, maintenance and storage of the equipment
- Prepare equipment for rentals and ensure that equipment is maintained in an acceptable condition to minimize downtime and to maximize rentals
- Work with the YAA office when needed to coordinate booking and invoicing
- Maintain a written record of all pick-ups and drop-offs of equipment
- Deny pick-up of any equipment if the renter does not come prepared with the correct set-up for hauling
- Promptly advise YAA in writing of all loading charges, damages, cleaning charges and other costs that can be reasonably charged to the renter upon the return of the equipment
- Notify YAA of any required repairs
- Submission of a monthly written report to the Equipment Committee for review

### Required Proposal Components

- Suggestions about the coordination of booking procedures
- Description of equipment check-in/check-out procedures
- Sample of documents for tracking equipment use
- Description of where the equipment will be stored
- Availability of scheduling and staffing to accommodate pick-ups and drop-offs
- Information about insurance and indemnification
- Credentials for maintenance and repair of equipment
- Expected compensation from YAA for Custodial work

**Detailed information about YAA's equipment and program can be found on this webpage:**

<https://yukonag.ca/infrastructure/equipment/>

**Proposals must be submitted to [office@yukonag.ca](mailto:office@yukonag.ca) by noon on Friday, May 1, 2020.**

April 24, 2020