

**Required Documents & Information:**

The City of Vernon "City" invites submission from qualified contractors to be included on a pre-qualified call out list for HVAC Services.

Submissions shall be marked "2018 HVAC Services Pre-Qualification" and will be received at the office of The Buyer, Procurement Services – Operation Services Office, 1900 – 48th Avenue, Vernon, BC V1T 8Y7 or emailed to [purchasing@vernon.ca](mailto:purchasing@vernon.ca) or faxed to (250) 550-3487.

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission. Contractor's not able to comply fully with the minimum WorkSafeBC Clearance Letter, Business Licence, Commercial General Liability Insurance and Vehicle Insurance requirements will *NOT* qualify for registration. **Copies of insurance certificates must be submitted with the Hired Equipment Pre-Qualification Forms.** The contractor must carry public liability insurance in the amount of:

- **\$2,000,000.00**

Including the following named as Additionally Insured:

- **City of Vernon**
- **Regional District of the North Okanagan**

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying.

**Pre-Qualification Procedure:**

1. Contractor must have a minimum of **3** years of experience as a bonafide HVAC contractor
2. Submit documentation:
  - a. Registration page signed and dated (bottom of Page 3)
  - b. City of Vernon or Inter-Community Business License Number
  - c. WorkSafeBC number or Clearance Letter
  - d. General Liability Insurance Certificate as outlined above
  - e. Proof of vehicle ownership and registration including proof of insurance
  - f. Equipment photos are welcomed but not required.
3. The City will create a contractor call out list based the following considerations
  - Rates
  - Work Experience
  - Availability & Equipment

## 2018 HVAC SERVICES PRE-QUALIFICATION REGISTRATION

Upon call out, the City will provide the Contractor with a Standing Purchase Order and the City Work & Services General Conditions will apply. Refer to [https://www.vernon.ca/sites/default/files/docs/financial/work\\_service\\_general\\_conditions.pdf](https://www.vernon.ca/sites/default/files/docs/financial/work_service_general_conditions.pdf)

4. Once hired, equipment and operators will be expected to perform at a reasonable level. If a situation develops where performance is not acceptable, temporary suspension or termination may result.

### **Fuel Consumption Data**

For Contracted Services over \$25,000.00 / year, the Climate Action Charter requires the City to track contracted emissions derived from fossil fuel consumption used to operate vehicles, equipment and machinery. Therefore, the City may require Contractors to provide the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described.

**2018 HVAC SERVICES  
PRE-QUALIFICATION REGISTRATION**

**Email forms to: [purchasing@vernon.ca](mailto:purchasing@vernon.ca) or Fax (250) 550-3487**

<b>NAME OF REGISTERED OWNER/COMPANY:</b>		
<b>CONTACT NAME:</b>		
<b>ADDRESS:</b>	<b>POSTAL CODE:</b>	
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

<b>Number of Yrs. as a bonafide HVAC Contractor</b>				
	<b>Reclaim</b>	<b>Combustion Analyzer</b>	<b>Other Equipment</b>	<b>Other Equipment</b>
<b>Make / Model</b>				
<b>Year of Equipment</b>				
<b>Hourly Rate</b>	\$	\$	\$	\$
<b>Min Call Out Charge</b>	\$	\$	\$	\$
<b>Service Truck Charge</b>	\$	\$	\$	\$

	<b>Journeyman</b>	<b>DDC Technician</b>	<b>Class A Gas Fitter</b>	<b>Refrigeration Mechanical</b>	<b>Apprentice</b>
<b>Hourly Rate</b>	\$	\$	\$	\$	\$
<b>Emergency (2 hr response time)</b>	\$	\$	\$	\$	\$
<b>Min. Call Out Charge</b>	\$	\$	\$	\$	\$

<b>Vernon or Inter-Community Business License #</b>	<b>WorkSafeBC #</b>	<b>Comprehensive General Liability Insurance \$2M – City &amp; RDNO named as additional insured</b> <b>Certificate Attached</b>	<b>Auto Liability Insurance \$2M</b>  <b>Documents Attached</b>
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**A COPY OF PROOF OF VEHICLE OWNERSHIP OR REGISTRATION WITH PROOF OF INSURANCE SHALL BE PROVIDED**

- EQUIPMENT MUST BE WELL MAINTAINED AND SHALL CONFORM TO CVII REGULATIONS
- EQUIPMENT AND TRUCKS SHALL BE HIRED ON AN ALL FOUND BASIS.
- CONTRACTOR/OPERATORS SHALL FOLLOW WORKSAFE BC SAFETY PRACTICES AND SHALL BE EQUIPPED WITH ALL SAFETY PPE INCLUDING APPROPRIATE FALL PROTECTION EQUIPMENT. (HARD HATS, HIGH VISIBILITY VESTS AND SAFETY FOOTWEAR)
- UPON HIRING, CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH CITY WORK & SERVICE CONDITIONS.  
[https://www.vernon.ca/sites/default/files/docs/financial/work\\_service\\_general\\_conditions.pdf](https://www.vernon.ca/sites/default/files/docs/financial/work_service_general_conditions.pdf)

**FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2018 HVAC SERVICES  
PRE-QUALIFICATION REGISTRATION**

**SENIOR PERSONNEL**

Name	Yrs of Experience	Certification / Training

**COMPARABLE WORK EXPERIENCE / REFERENCES**

Work Description / Residential & Commercial	Site Location	Contracted By	Reference Contact Name & Phone #