

**SMALL CONSTRUCTION SERVICES SUBMISSION**

The City of Vernon invites submissions from bonafide construction contractors with a minimum of three years of bonafide experience to be included on a pre-qualified contractor list for small construction project requirements.

Submissions shall be marked “**2018 Small Construction Services**” 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 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-quality a limited number or to pre-qualify none of the contractors applying.

**Pre-Qualification Procedure:**

1. Contractor must have a minimum of **3** years bonafide experience in identified services.
2. Submit documentation:
  1. Registration page signed and dated (bottom of Page 3)
  2. City of Vernon or Inter-Community Business License
  3. WorkSafeBC number or Clearance Letter
  4. General Liability Insurance Certificate as outlined above
  5. Proof of vehicle ownership and registration including proof of insurance
  6. Equipment photos are welcomed but not required
3. The City will create a contractor call out list based the following considerations
  - Rates
  - Work Experience / References
  - Availability & Equipment
4. 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)

Once hired, Contractor to supply all labour and equipment necessary to complete all works. All work shall be completed as agreed to with City Project Manager. To ensure City of Vernon performance standards are met, the Contractor may be subject to a performance evaluation. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination. Contractor warrants it shall comply with all laws, rules and regulations applicable to the location of the Work, in particular, but without limitation, those concerning safety and WorkSafeBC.

**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 SMALL CONSTRUCTION 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>

Number of Years as a Bonafide Construction Contractor				
	Helper Labour	Weekend / After Hours Labour Rate	Journeyman Rate	Weekend / After Hours Journeyman Rate
Drywall & Taping				
T-Bar				
Steel Stud				
Flooring				
<b>Vernon or Inter-Community Business License #</b>	<b>WorkSafeBC #</b>	<b>Comprehensive General Liability Insurance \$2M – City named as additional insured</b>		<b>Auto Liability Insurance \$2M</b>
		<b>Certificate Attached</b>		<b>Documents Attached</b>
<input type="checkbox"/> A COPY OF PROOF OF OWNERSHIP OR REGISTRATION WITH PROOF OF INSURANCE SHALL BE PROVIDED <input type="checkbox"/> EQUIPMENT MUST BE WELL MAINTAINED AND SHALL CONFORM TO CVII REGULATIONS <input type="checkbox"/> EQUIPMENT AND TRUCKS SHALL BE HIRED ON AN ALL FOUND BASIS. <input type="checkbox"/> 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) <input type="checkbox"/> UPON HIRING, CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH CITY WORK & SERVICE CONDITIONS. <a href="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</a> <b>FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY</b>				

<b>Identify if Contractor is Sole Proprietor</b>	<b>Yes or No</b>
<b>Confirm if Contractor is Bondable</b>	<b>Yes or No</b>
<b>Confirm if Contractor has RCMP Previously Received Security Clearance</b>	<b>Yes or No</b>

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

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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 #