

**Required Documents & Information:**

The City of Vernon invites submissions from Bonafide Arborist Contractors with a minimum of **three years' experience** to be included on a pre-qualified Contractor list for Arborist & Tree Service requirements.

Submissions shall be marked “**2018 Tree Service 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 License, 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**

**Pre-Qualification Procedure:**

1. Contractor must have a minimum of 3 years' experience as a Bonafide Arborist Contractor
2. Contractor must have a minimum of 1 ISA certified Arborist on staff
3. 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. Commercial General Liability Insurance Certificate as outlined above
  - e. Proof of vehicle ownership and registration including proof of insurance
  - f. Copy of ISA Certificate(s)
4. Ensure reference contact names & phone numbers are current.
5. Equipment photos are welcomed but not required.
6. 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)

The City will create a Contractor call out list based the following considerations.

<b>Criteria</b>	<b>Weight</b>
Rates Mandatory Documentation must be in place	30%
Work Experience Urban experience will be given preference	30%
Equipment	25%
References	15%
<b>Total</b>	<b>100%</b>

Once hired, Contractor to supply all labour, equipment and machinery necessary to complete all work. All work shall be completed within 14 days of receiving work order, unless otherwise specified. 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 WorkSafe BC.

#### **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 TREE SERVICE 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 Years as a Bonafide Arborist Contractor</b>	
--	--

	Aerial Truck	Chip Truck	Chipper	Stump Grinder	Other Equipment
<b>Max Working Height</b>					
<b>Make / Model</b>					
<b>Box Size / Capacity</b>					
<b>Year</b>					
<b>Hourly Rate</b>					
<b>Min Call Out Charge</b>					

	Climber / Bucket Operator	Laborer or Grounds Person	Stump Grinding Services
<b>Hourly Rate</b>			

	Truck / Chipper c/w 2 person crew
<b>Hourly Rate</b>	
<b>Emergency (2 hr. response time) Hourly Rate</b>	

Vernon or Inter-Municipal Business License	WorkSafe BC Coverage	CGL Insurance & Auto Liability Insurance	Arborist Certification #

**NOTE:**

- A COPY OF PROOF OF 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 TREE SERVICE PRE-QUALIFICATION  
REGISTRATION**

**SENIOR PERSONNEL**

Name	Yrs of Experience	Certification / Training

**COMPARABLE WORK EXPERIENCE / REFERENCES**

Work Description Urban Experience	Contracted By: Company or Org	Reference Contact Name & Phone Number