



PRE-QUALIFICATION REGISTRATION

2025-2026 HVAC SERVICES

Invitation:

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

The pre-qualification documents have been posted and are available for download until August 31, 2026 at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; sign in or register as a Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission. Contractors 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 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. Pricing as submitted is binding and will be evaluated by City staff. Should rates change it is the responsibility of the Contractor to re-submit for consideration.

Pre-Qualification Procedure:

1. Contractor must have a minimum of **3** years of experience as a bona fide HVAC contractor

2. Submit all required documentation via Bonfire portal
3. The City will create a contractor call out list based the following considerations
 - Rates
 - Work Experience
 - 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
5. 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.

Once hired, Vendor is to supply all labour, equipment and machinery necessary to complete all works. All work shall be completed as agreed upon with the City designate. 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 Local Government Climate Action Plan 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.

Contact:

City of Vernon - Procurement Services

buyer@vernon.ca

Any questions regarding the pre-qualification process are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A and the designated procurement staff member will respond.

Note that any questions being submitted are only available for viewing by the City of Vernon.