



PRE-QUALIFICATION REGISTRATION

2025-2026 Traffic Control Services

Invitation:

The City of Vernon ("City") invites submissions from qualified contractors to be included on a two-year pre-qualified call out list for Traffic Control services prepared to offer traffic control services: twenty four (24) hours per day, seven (7) days per week for City, Rural and Highway 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.

Material Disclosers:

Contractors not able to comply fully with the minimum industry required certificate, WorkSafeBC Clearance Letter, Business License, Commercial General Liability Insurance and Vehicle Insurance requirements will *NOT* qualify for registration.

Technical Requirements:

The Traffic Control Contractor must be in compliance, familiar with and provide proof of certification, where applicable, of the following procedures, policies and rules:

- City of Vernon Bylaws
- WorkSafeBC
- Contractor's own Occupational Health and Safety policies & procedures.
- BC Ministry of Transportation and Transit's Traffic Control Manual for Work on roadways
- The Manual of Uniform Traffic Control Devices (MUTCD)
- The Master Municipal Construction Document (MMCD)

Traffic Control personnel should be able to demonstrate the following abilities:

- To receive and communicate clearly and courteously. Have the ability to operate two-way radios.
- To be physically able to safeguard themselves and others from errant vehicles, recognize dangerous situations and warn others to avoid injury.

- To control signaling devices (such as paddles and flags) in order to provide clear and confident guidance to drivers entering a construction zone.
- Understand and apply safe traffic control practices, sometimes in challenging or emergency situations.

Traffic Control Equipment to be supplied by Vendor:

- STOP/SLOW paddles as specified in the MUTCS, two-way radios, night gear, highway signs, delineators, and cones must be provided by the Vendor.

Transportation:

- Traffic Control personnel must have their own, or company supplied transportation which shall be available all day should there be a need to change job locations

Appearance and Safety Equipment:

- Traffic Control personnel must be dressed in a neat and presentable manner.
- All Traffic Control personnel must wear the required Personal Protective Equipment as mandated by the WorkSafe BC.
- A person designated by the vendor to be responsible for worker safety shall make the selection of the appropriate class of garment.
- All Traffic Control personnel must also wear steel toe safety footwear.
- All Traffic Control personnel to be easily identifiable (name and company) at all times.
- No music or sound devices will be allowed at the work site.
- Cell phone usage is to be limited to job related or emergency calls only and when safe to do so.

Insurance:

The contractor must carry Commercial General Liability Insurance in the amount of:

- **\$5,000,000.00**

Including the following named as Additionally Insured:

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

The contractor must carry Automobile Liability Insurance in the amount of:

- **\$5,000,000 inclusive**

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. Submit all required documentation via Bonfire portal
2. Contractor must have a minimum of **1 Traffic Control Person (TCP) Ticket** on staff

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, traffic personnel 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 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.