

NOTICE OF REQUEST FOR PROPOSAL (RFP) #26-60-INF Building Facilities Strategic Plan

This notice of Request for Proposals (the “RFP”) issued by The Corporation of the City of Vernon in British Columbia, Canada (the “City”) to prospective proponents to submit proposals for a **Building Facilities Strategic Plan**, as further described in the RFP Documents.

The RFP documents have been posted and are available for download at:

<https://vernon.bonfirehub.ca/opportunities/110224>

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

Bid Submission:

Proposal together with all other requested files as identified in the RFP, to be uploaded to the City of Vernon procurement portal (Bonfire).

RFP Timetable:

Event:	Date:
Issue Date of this RFP	August 28, 2026
Deadline for Questions	September 17, 2026 at 2:00 p.m.
Last Day for Issue of Addenda	September 22, 2026
RFP Closing Date and Time:	September 29, 2026 at 2:00 p.m.
Notice of Award Date (estimated)	Week of October 12, 2026

The RFP timetable is tentative only and may be changed by the City at any time. Bids received after the Submission Deadline will not be accepted. All times in the RFP documents are listed as local time.

Contact:

Elwira Sharp, Senior Buyer, Procurement Services

esharp@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

The City of Vernon reserves the right to accept or reject all or part of any proposal, and to accept the Proposal in total or in part, or to accept the Proposal which it deems most favourable in the interest of the City of Vernon.