

NOTICE OF REQUEST FOR QUOTE (RFQ) #26-10-OPS Secure Mobile Document Shredding

This notice of Request for Quotations (the “RFQ”) is issued by The Corporation of the City of Vernon in British Columbia, Canada (the “City”) to prospective Bidders to submit non-binding quotations for the supply of **Secure and Confidential Mobile Document Shredding and the destruction of other related media as requested** as further described in the RFQ documents.

The scope of services includes, but is not limited to, the provision of Annual Bi-Weekly mobile document shredding services for City of Vernon facilities. Quantity and sizes of bins per building will be based on volume, with an average of two (2) bins per building.

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

URL: <https://vernon.bonfirehub.ca/opportunities/101954>

Click the link above or type the address into your browser to go to the portal; 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.

RFQ Timetable:

Event:	Date:
Issue Date of RFQ	February 10, 2026
Deadline for Questions	February 17, 2026, 5:00:00 p.m.
Deadline for Issuing Addenda	February 27, 2026
Submission Deadline	March 10, 2026, 2:00:00 p.m.

The RFQ 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 RFQ are listed as local time.

Contact:

Cathie Muszynski, Procurement Services, Buyer
cmuszynski@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.

Bid Submission:

The Quote, together with all other files as identified in the RFQ, to be uploaded to the City of Vernon procurement portal (Bonfire).

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