



# NOTICE OF REQUEST FOR QUOTE (RFQ) #26-16-INF Columbarium Supply & Installation

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 a **Columbarium Supply & Installation** as further described in the RFQ documents.

The City will be procuring one (1) columbarium for installation in 2026 at Pleasant Valley Cemetery located at 4311 Pleasant Valley Road.

The City aims to design and construct a dignified, sustainable, and thoughtfully planned resting place for the interment of cremated remains. The project responds to the growing demand for memorial spaces that honour loved ones while making efficient use of limited urban land resources.

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

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

**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.**

## RFQ Timetable:

Event:	Date:
Issue Date of RFQ	<b>February 11, 2026</b>
<b>Deadline for Questions</b>	<b>February 26, 2026 at 2:00 p.m.</b>
Deadline for Issuing Addenda	<b>March 03, 2026</b>
<b>Submission Deadline</b>	<b>March 10, 2026 at 2:00 p.m.</b>
Anticipated Execution of Agreement	<b>Week of March 23, 2026</b>

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

### Contact:

Elwira Sharp, Senior Buyer, Procurement Services

[esharp@vernon.ca](mailto: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.

**Bid Submission:**

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.