



INVITATION TO TENDER (ITT)

Vernon Parkade Elevator Modernization ITT #20-80-FAC

Date of Issue: August 18, 2020

Bid Submission:

Tender Form together with all other attachments as identified in the ITT Instructions to Bidders, to be uploaded to the City of Vernon procurement portal (Bonfire).

ITT Timetable:

Issue Date of ITT	Tuesday, August 18, 2020
Site Visit Pre-Registration Deadline	Monday, August 24, 2020, 2:00pm PT
Site Visit / Pre-Bid Meeting	Week of Aug 24 or 31st
Deadline for Questions	Thursday, September 10, 2020, 2:00pm PT
Deadline for Issuing Addenda	Tuesday, September 15, 2020, 2:00pm PT
Submission Deadline	TUESDAY, SEPTEMBER 22, 2020, 2:00PM PT
Anticipated Execution Date for Agreement	September 30, 2020
Irrevocability Period	Thirty (30) days

The ITT timetable is tentative only, and may be changed by the City at any time. Bids received after the Submission Deadline will not be accepted.

Contacts:

“ITT Technical Contact” will be:

Michael Chadney, P.Eng., Apex Elevator Consulting Inc.
michael@apexelevator.com

“ITT Procurement Contact” will be:

Romona Marshall, Buyer, City of Vernon Procurement Services,
marshall@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.

Mandatory Pre-bid site meeting:

Bidders are invited to attend a **mandatory** pre-bid site meeting. Failure to attend this site meeting will result in your Bid being disqualified. Only those bona fide Contractors attending the mandatory meeting will qualify to submit a proposal.

Note - Only one contractor per firm shall be permitted to attend and is requested to bring a mask as it may be difficult to respect BC Health Covid-19, 2m distancing practices.

Pre-registration is required to be submitted to rmarshall@vernon.ca no later than Monday, August 24, 2020 by 2:00pm PT.

Invitation to Proponents

The Corporation of the City of Vernon (the “City”) seeks a qualified and licensed contractor for the modernization of one (1) passenger traction elevator and all related ancillary work for the City owned facility located at;

- **Vernon Parkade**, 3232 - 31st Avenue, Vernon, B.C., V1T 2H3
(corner of 33rd Street and 31st Avenue, Elevator access on 33rd Street)

The tender price is to be inclusive of all supervision, coordination, equipment, labour, disposals, materials, permits, licenses including a City of Vernon Business license, certificates and incidentals etc. required to complete the Vernon Parkade Elevator Modernization compliant with the specifications identified in the ITT documents.

The *Contractor* shall be responsible to complete the Work to the full intent of the *Drawings* and *Specifications as described in **Appendix B - Specifications*** including changes made by addenda, supplemental instructions, *Change Directives* or *Change Orders*.

It is the City’s preference for the Elevator Modernization to be completed **by March 31, 2020**, with a maximum schedule identified as preferable for completion of **no more than 10 weeks**.

The ITT 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.

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.