



REQUEST FOR SUPPLIER QUALIFICATION (RFSQ)

**Event Services
18-133-REC**

Date of Issue: Tuesday, January 22, 2019

Bid Submission:

Quote together with all other attachments as identified in the RFQ “*Submission of Quotations*”, to be uploaded to the City of Vernon procurement portal (bonfire).

RFQ Timetable:

Issue Date of RFSQ	Tuesday	January 22, 2019	
Deadline for Questions	Tuesday	February 5, 2019	2:00pm PT
Deadline for Issuing Addenda	Thursday	February 7, 2019	2:00pm PT
Submission Deadline	Tuesday	February 19, 2019	2:00pm PT

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.

Contact:

Romona Marshall, Procurement Services, Buyer
rmarshall@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.

Invitation:

This Request for Supplier Qualifications (“RFSQ”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective respondents to qualify in accordance with Evaluation of Responses (Part 2) for eligibility to provide **Event Services** as further described in the RFSQ Particulars (**Appendix B**) (the “Deliverables”).

The City of Vernon is seeking a qualified company to be our preferred Event Service's provider for facility users of the Vernon Multi-Use Facility, Priest Valley Arena and Curling Club (summer months).

The successful company would assist renters with trade show booths and provide personnel for booth layout, setup and take down as required. The service provider should also be able to provide temporary electrical services to booths as well as assist with audio visual (AV) needs for smaller Events, Meetings and Graduations.

The City of Vernon is the largest city in British Columbia's North Okanagan Regional District and provides all the amenities of a major city. The City of Vernon Recreations Services Department is responsible for the management of the Vernon Multi-Use Facility which is comprised of Kal Tire Place and Kal Tire Place – North as well as the Priest Valley Arena and the Curling Rink during the offseason or summer months.

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

URL: <https://vernon.bonfirehub.ca/opportunities/19315>

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 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.