



## REQUEST FOR QUOTE (RFQ)

### Arenas Compressor Servicing 20-17-REC

**Date of Issue:** Tuesday August 18, 2020

**Invitation:**

This Request for Quotations (the “RFQ”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective respondents to submit non-binding quotations for the provision of **Arenas Compressor Servicing**, as described in the RFQ Particulars (Appendix D) (the “Deliverables”).

**The City of Vernon Recreation Services Department is seeking qualified Contractors to provide proof of qualifications for Compressor Servicing, hourly rates for labour, and declaration of related materials mark up.**

**RFQ Timetable:**

All time references listed in the RFQ timetable are defined as City of Vernon local time.

Issue Date of RFQ	<b>Tuesday</b>	<b>August 18, 2020</b>
<b>Mandatory Site Visit</b>	<b>Wednesday</b>	<b>August 26, 2020 at 9:00 a.m.</b>
<b>Deadline for Questions</b>	<b>Tuesday</b>	<b>September 01, 2020 at 2:00 p.m.</b>
Deadline for Issuing Addenda	<b>Thursday</b>	<b>September 03, 2020 at 2:00 p.m.</b>
<b>Submission Deadline</b>	<b>Thursday</b>	<b>September 17, 2020 at 2:00 p.m.</b>
Anticipated Execution of Agreement	<b>Week of September 21, 2020</b>	

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

Bidders are to **pre-register** for the **mandatory pre-bid site meeting**. Any quotes received from proponents pertaining to this RFQ who did not attend the pre-bid site meeting will be considered incomplete and will be ineligible for consideration.

**Maximum one (1) representative per company can register for the site visit.** To register, Contractors are to email their attending representative's name, contact phone number, and email address to [esharp@vernon.ca](mailto:esharp@vernon.ca)  
Registration deadline is Tuesday August 25, 2020 at 2:00 p.m. local time

**During the site visit we require all participants to:**

1. Observe physical distancing of the current 2 meter minimum
2. Wear a mask when unable to keep physical distance (please bring your own mask)
3. Sanitize hands as required (please bring your own sanitizer)

**Date:** Wednesday August 26, 2020

**Time:** 9:00 a.m. to 11:00 a.m. (approximate duration required to visit both sites listed)

**Location:** The site visit will include going to 2 different locations and Contractors must supply their own transportation between sites.

Sites that will be visited in order:

1. Kal Tire Place – 3445 43<sup>rd</sup> Ave (meet at this location at 9:00 a.m.)
2. Priest Valley Arena – 3409 35<sup>th</sup> Ave

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

URL: <https://vernon.bonfirehub.ca/opportunities/34312>

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.

Questions regarding the RFQ should be posted through Messages in the procurement portal (Bonfire) and will be responded to as an Addenda.

**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).

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.