



REQUEST FOR QUOTE (RFQ)

COR Audit Services RFQ #19-76-HR

Date of Issue: Wednesday August 7, 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 RFQ	Wednesday	August 07, 2019
Deadline for Questions	Thursday	August 15, 2019 at 2:00 p.m. local time
Deadline for Issuing Addenda	Tuesday	August 20, 2019 at 2:00 p.m. local time
Submission Deadline	Thursday	August 29, 2019 at 2:00 p.m. local time

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:

Elwira Sharp, Procurement Services, Buyer

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.

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 **Certificate of Recognition (COR) Audit Services** as further described in the RFQ Particulars (**Appendix D**) (the “Deliverables”).

The City of Vernon is requesting quotes for an external consultant to perform a British Columbia Municipal Safety Association (BCMSA) Safety Management System (SMS) and Stay at Work/Return to Work (SAW/RTW) Certificate of Recognition (COR) audit.

The external audits must be based on the most recent requirements and practices set out by and acceptable to WorkSafeBC and the BC Municipal Safety Association.

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

URL: <https://vernon.bonfirehub.ca/opportunities/25796>

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.