



## PRE-QUALIFICATION REGISTRATION

### 2025-2026 Environmental Consulting Services

#### Invitation:

The City of Vernon (“City”) invites submissions from bona fide environmental consulting firms with a minimum of three years of related experience to be included on a two-year pre-qualified consultant list for environmental consulting services.

Professional environmental consulting services may include; site characterization for environmental assessment purposes, investigations and reporting, material sampling and testing services of air, soils and water, and other miscellaneous field services as required. Work will consist of both field time and documentation /report preparation.

Professional accreditation under respective disciplines (e.g. Registered Professional Biologist, Certified Environmental Auditor, ASCT) is recommended, and mandatory where required by regulation or law.

The pre-qualification documents have been posted and are available for download until August 31, 2026 at:

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

**Click the link above or type the address into your browser to go to the portal; sign in or register as a Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.**

As per the City of Vernon’s Professional Services General Conditions, Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission.

Full document can be viewed at:

[https://www.vernon.ca/sites/default/files/docs/financial/prof\\_services\\_general\\_conditions.pdf](https://www.vernon.ca/sites/default/files/docs/financial/prof_services_general_conditions.pdf)

1. WorkSafe BC clearance in active and good standing
2. Current City of Vernon or Inter-Community Business Licence
3. Comprehensive General Liability Insurance in the amount not less than \$2 million. Insurance must name the **City of Vernon and Regional District of the North Okanagan as additionally insured or as the certificate holder.**
4. Automobile insurance in the amount not less than \$2 million.
5. Professional Liability insurance in the amount not less than \$2,000,000.

Contractors not able to comply fully with the above listed minimum requirements will *NOT* qualify for registration.

**Copies of the above listed documentation must be submitted with the Pre-Qualification Forms.**

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying. Pricing as submitted is binding and will be evaluated by City staff. Should rates change it is the responsibility of the Contractor to re-submit for consideration.

**Pre-Qualification Procedure:**

1. Contractor must have a minimum of 3 years experience as a bona fide Environmental Consulting firm adhering to Canadian Council of Independent Laboratories (CCIL) and Canadian Standards Association (CSA) testing standards.
2. Submit all required documentation via Bonfire portal
3. The City will create a consultant call out list based the following considerations
  - Rates
  - Work Experience / References
  - Availability & Equipment
4. Upon call the City of Vernon Professional Services General Conditions will apply. Refer to:  
[https://www.vernon.ca/sites/default/files/docs/bid-opportunities/prof\\_services\\_general\\_conditions.pdf](https://www.vernon.ca/sites/default/files/docs/bid-opportunities/prof_services_general_conditions.pdf)

**Payment According to Contract Rates**

The City shall pay the Supplier for the Deliverables in accordance with the Rates within thirty (30) days of receipt by the City of a satisfactory invoice from the Supplier requesting payment for Deliverables that have been received and accepted by the City. All invoices submitted by the Supplier must include the Purchase Order number, the amount invoiced, exclusive of GST, and the amount of GST shown separately.

Once hired, Consultant to supply all labour, materials and equipment necessary to complete the services. All work shall be completed as agreed upon with the City designate. To ensure City performance standards are met, the Consultant may be subject to a performance evaluation. If a situation develops where performance is not acceptable, a review on performance may warrant a suspension or termination. Consultant warrants it shall comply with all laws, rules and regulations applicable to the location of the Work, in particular, but without limitation, those concerning safety and WorkSafeBC.

**Contact:**

City of Vernon - Procurement Services

[buyer@vernon.ca](mailto:buyer@vernon.ca)

Any questions regarding the pre-qualification process are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A and the designated procurement staff member will respond. Note that any questions being submitted are only available for viewing by the City of Vernon.