



**2017/2018 HVAC SERVICES
PRE-QUALIFICATION REGISTRATION**

MOUNTAINS OF OPPORTUNITY
CRANBROOK

HVAC Registration Submission:

The City of Cranbrook (“City”) invites submissions from bonafide HVAC contractors with a minimum of three years of experience to be included on a pre-qualified contractor list for HVAC services.

Submissions shall be marked “**2017/2018 HVAC Services Pre-Qualification**” and will be received by the Financial Services Manager at City Hall 40 – 10th Ave. S. Cranbrook, BC V1C 2M8 or via email to msmith@cranbrook.ca.

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission. Contractors who are not able to comply fully with the minimum WorkSafe BC Clearance Letter, Business License, Commercial General Liability Insurance and Vehicle Insurance requirements will *NOT* qualify for registration. **Copies of insurance certificates must be submitted with the Pre-Qualification Forms.** The contractor must carry commercial general liability insurance in the amount of **\$2,000,000 with the City named as additional insured.**

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying.

Pre-Qualification Procedure:

1. Contractor must have a minimum of 3 year of experience as a bonafide HVAC contractor.
2. Submit documentation: (Pre-Qualification Registration Form, insurance certificates, WorkSafe BC number or clearance letter, and City of Cranbrook business license number).
3. The City will create a contractor call out list based on the following considerations:
 - a. Rates
 - b. Work Experience/References
 - c. Availability & Equipment
4. Upon call out, the City will provide the contractor with a Purchase Order and the City of Cranbrook Standard Terms and Conditions will apply. Refer to <http://docs.cranbrook.ca/downloads/finance/Standard-Terms-Conditions-Purchases.pdf>

Once hired, the contractor will supply all labour, equipment and machinery necessary to complete all works. All work shall be completed within 2 days of receiving the work order, unless otherwise specified. To ensure City performance standards are met, the contractor may be subject to a performance evaluation. If a situation develops where performance is not acceptable, a review on performance may warrant removal from the call out list. The contractor 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 WorkSafe BC.



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Email forms and required documentation to: msmith@cranbrook.ca

| | | |
|--|-------------|---------------------|
| NAME OF REGISTERED OWNER/COMPANY: | | |
| CONTACT NAME: | | |
| ADDRESS: | | POSTAL CODE: |
| PHONE: | FAX: | EMAIL: |

| | |
|---|--|
| Number of years as a bonafide HVAC contractor | |
| Confirm if Contractor has previously been given RCMP Clearance | |

| | Reclaim | Combustion Analyzer | Other Equipment | Other Equipment |
|-----------------------------|---------|---------------------|-----------------|-----------------|
| Make/Model | | | | |
| Year of Equipment | | | | |
| Hourly Rate | \$ | \$ | \$ | \$ |
| Min. Call Out Charge | \$ | \$ | \$ | \$ |
| Service Truck Charge | \$ | \$ | \$ | \$ |

| | Journeyman | DDC Technician | Class A Gas Fitter | Refrigeration Mechanical | Apprentice |
|---------------------------------------|------------|----------------|--------------------|--------------------------|------------|
| Hourly Rate | \$ | \$ | \$ | \$ | \$ |
| Emergency (2 hr response time) | \$ | \$ | \$ | \$ | \$ |
| Min. Call Out Charge | \$ | \$ | \$ | \$ | \$ |

| | | | |
|-------------------------------------|----------------------|---|--|
| Cranbrook Business License # | WorkSafe BC # | Commercial General Liability Insurance \$2M – City named as additional insured | Automotive Liability Insurance \$2M |
| | | <input type="checkbox"/> Certificate Attached | <input type="checkbox"/> Documents Attached |

- A COPY OF PROOF OF OWNERSHIP OR REGISTRATION WITH PROOF OF INSURANCE SHALL BE PROVIDED
- EQUIPMENT MUST BE WELL MAINTAINED AND SHALL CONFORM TO CVII REGULATIONS
 - EQUIPMENT AND TRUCK SHALL BE HIRED ON AN ALL FOUND BASIS
 - CONTRACTOR SHALL FOLLOW WORKSAFE BC SAFETY PRACTICES AND SHALL BE EQUIPPED WITH ALL SAFETY PPE INCLUDING APPROPRIATE FALL PROTECTION EQUIPMENT (HARD HATS, HIGH VISIBILITY VESTS AND SAFETY FOOTWEAR)

FAILING TO MEET THE ABOVE REQUIREMENTS SHALL RESULT IN A LOSS OF WORK OPPORTUNITY

Authorized Signature: _____ **Date:** _____



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SENIOR PERSONNEL

| Name | Years of Experience | Certification/Training |
|-------------|----------------------------|-------------------------------|
| | | |
| | | |
| | | |
| | | |

COMPARABLE WORK EXPERIENCE / REFERENCES

| Work Description/ Residential & Commercial | Site Location | Contracted By | Reference Contact Name & Phone # |
|---|----------------------|----------------------|---|
| | | | |
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| | | | |