



City of Salmon Arm
Request for Proposal
For
Building Appraisal Services

Sealed proposals for Building Appraisal Services will be received at the office of the City of Salmon Arm until 2:00 p.m. on the Closing Date, Friday, February 14, 2025. Proposals shall be addressed to (in accordance with Schedule 4 attached hereto and forming part of this RFP):

City of Salmon Arm
500 - 2 Avenue NE
Box 40
Salmon Arm, BC
V1E 4N2

Attention: Rhonda West
Corporate Officer
250.803.4036
rwest@salmonarm.ca

Contents

INTRODUCTION4

 CONFIDENTIALITY OF INFORMATION 4

 CUSTOMER PROFILE 4

PROPOSAL DETAILS.....4

 SCOPE OF REQUEST..... 4

 TERM OF CONTRACT 4

 DESCRIPTION OF BASIC REQUIREMENTS..... 4

 DOCUMENTATION:..... 5

 CITY STAFF:..... 5

REQUIRED PROPONENT RESPONSES5

 PROPONENT PROFILE 5

 EXPERIENCE 5

 APPRAISAL PROCESS MANAGEMENT 6

 PROJECT STAFFING 6

 REFERENCES..... 6

 VALUE ADDED SERVICES 6

Cost Summary..... 6

Schedule and Timing 6

PROPOSAL PREPARATION AND SUBMISSION6

Proposal Format..... 7

Prime Contractor..... 7

Proposal Preparation Cost 8

Proponent Forms - Confirmation and Declaration 8

Questions or Requests for Additional Information 8

EVALUATION OF PROPOSALS 9

Evaluation Process..... 9

CLOSING DATE	11
TIMELINE OF EVENTS.....	11
AWARD OF CONTRACT	11
CONFIDENTIALITY OF PROPOSALS.....	12
GENERAL CONDITIONS	12
APPENDIX A - LOCATION MAP	18
APPENDIX B - AREA MAP	19
APPENDIX C - BUILDING ASSETS.....	36
PROPONENT RESPONSE FORMS.....	43
SCHEDULE 1 - PROPONENT CONFIRMATION FORM.....	44
SCHEDULE 2 - PROPONENT DECLARATION FORM	45
SCHEDULE 3 - PROPONENT COMMITMENT FORM.....	46

Introduction

The City of Salmon Arm (“City”) invites Proponents to submit a proposal to provide a program for the appraisal of building assets owned by the City. The City’s assets are appraised on a five (5) year cycle wherein twenty percent (20%) of its assets are appraised on an annual basis based on a prescribed schedule. The City envisions continuing this practice.

Confidentiality of Information

All information contained in this Request for Proposal (RFP) is strictly confidential and must only be used by the Proponent for the purposes of responding to the City with respect to this RFP. No portion of this document is to be copied, distributed or used, in whole or in part, without the express written permission of the City, and you agree to return this complete document in its entirety upon request. Please return this document if you are not in agreement with these terms.

Customer Profile

The City is situated on Shuswap Lake in the central interior of British Columbia. A location and area map is outlined on Appendix A and B respectively, and are attached hereto and forming part of this RFP. With a year round population base of approximately 20,000 people spread out over 18,000+ hectares. The City operates from three (3) main locations: City Hall, Fire Hall No. 3 and Public Works. Satellite operations are located at the Shuswap (Salmon Arm) Regional Airport, RCMP Detachment, SASCUC Recreation Centre, Shaw Centre, Water Treatment Plant and the Water Pollution Control Centre.

Proposal Details

Scope of Request

The Proposals must include at the very minimum, a plan to appraise all municipal buildings (including chattels) within a five (5) year period. Proposals for different schedules are encouraged along with supporting remarks and data on cost benefits. The appraisal process will consist of twenty percent (20%) of the City's building assets being appraised per year over five (5) years, as summarized in Appendix B and Appendix C of this RFP.

Term of Contract

The term of the Contract shall be five (5) years commencing 2025.

Description of Basic Requirements

Appraisal Reports must meet the following minimum requirements;

- a) Building ID #;
- b) Type of construction;
- c) Replacement cost value;
- d) Depreciated value;
- e) Boiler and machinery appraisal;
- f) Type of foundation;
- g) Description of HVAC system in place;
- h) Sprinklers;
- i) Description of improvements;
- j) Age of the structure;
- k) Description of interior furnishings;

- l) Type of occupancy;
- m) Photos of the risk;
- n) Sketch floor plan;
- o) Site plan;
- p) Typical x-section;
- q) Equipment; and
- r) Electronics.

Your proposal must state whether the property inventory and appraisals can be provided on electronic media and what programs are required. A copy of the Appraisal Report will be required annually. Additionally, a summary spreadsheet must be provided annually for the completed appraisals, listing Asset ID's and assessed values of those assets.

Maps of the assets are included in Appendix B, and a list is outlined in Appendix C with associated names, addresses, and previously assessed values. Where assets are in the map, but not in the list, they should be added to the list. Where assets are in the list, but not on the maps, their location should be noted on the map when doing the appraisal and flagged as not having an Asset ID.

Documentation:

The proposal must outline any documentation (i.e. building plans, etc.) that will be required by the Proponent to undertake annual building appraisals.

City Staff:

The proposal must outline the amount of City staff time and the purpose of such time that will be required by the Proponent to undertake annual building appraisals.

Required Proponent Responses

Proponent Profile

Provide an overview of your Company and the depth of services offered including the following information:

- Is the Company public or privately held;
- Number of years in business;
- Number of years in Canada;
- Number of similar projects in the last five (5) years;
- Number of Local Government customers where the Proponent has provided similar services;
- Total number of full time / part time employees dedicated to British Columbia; and
- Number of employees within your Organization that will be committed to this project.

Experience

Outline your organization's ability, history and experience in the insurance appraisal of municipal assets.

Appraisal Process Management

The Proposal must include:

- a) procedures for additions and deletions during the term of the Contract;
- b) samples of the types of reports that will form the appraisal documents;
- c) sample of appraisal format to include standard buildings such as a library or recreation centre and also a water and/or sewer pump house and the equipment normally found within, including how this is reported with regard to pumps, pipe and fittings, electrical distribution and other controllers;
- d) written explanation of the appraisal method employed, explaining if methods used follow prepared manuals and to what extent, including the Proponent's capabilities to appraise structures built for specific purposes not normally found in such manuals;
- e) detailed report on the full scope of the proposal and the breakdown of costs of each aspect of the proposal;
- f) total price detailed by a breakdown of the first year and then the costs for the following years of the schedule; and
- g) warranties and guarantees.

Project Staffing

Provide the name, title and telephone number of the Proponent's employee authorized to negotiate and ratify a Contract for this service.

References

Provide a listing of a minimum of four (4) references, municipalities and other government agencies preferred, complete with contact names and telephone numbers.

Value Added Services

Any services offered by the Proponent which has not been identified may be proposed.

Cost Summary

The Proponent must provide a detailed summary of all costs as outlined above based on twenty percent (20%) of the building assets on a five (5) year rotational basis.

The final total must be inclusive of all travel and accommodation costs, and any other applicable rates and charges including Goods and Service Tax (please note GST separately).

Schedule and Timing

The Proponent's proposal must demonstrate how it will minimize disruption to the City and day to day operations during the appraisal process. It is anticipated that services required under the Building Appraisal Contract will be completed during the summer months each year commencing in April.

Proposal Preparation and Submission

Proponents must conform to the instructions given within this RFP regarding the preparation and submission of proposals.

Two (2) copies of the proposal document, enclosed in a sealed, return-addressed envelope (in accordance with Schedule 4 attached hereto and forming part of this RFP), clearly marked with the proposal name, should be submitted to the City, and it is the sole responsibility of the

Proponent to deliver the proposal to the City before 2:00 p.m. on the Closing Date, Friday, February 14, 2025.

Faxed proposals will not be accepted.

Proposal Format

All proposals should be arranged as follows:

Title Page:

Reflect the RFP name, closing date and time, Proponent's name, address, telephone and facsimile number, email address and contact person.

Letter of Introduction:

A Summary introducing the Proponent and signed by persons authorized to commit and bind the Proponent to statements made in response to this RFP.

Table of Contents:

Include page numbers.

Executive Summary:

A short summary of the key features of the proposal.

Company Profile:

A short overview of the Proponent, its history and its future, including its continued ability to supply building appraisal services. An outline of the scope of services the Proponent provides.

Project Experience:

An overview of projects of similar scope that the Proponent has completed.

Implementation Plan:

Your implementation and timeline plan.

Required Proponent Response:

Responses to this RFP, together with any and all other options or alternatives offered. Within this section, the Proponent must include cost schedules and Proponent Commitment Forms contained in the Schedules attached hereto and forming part of this RFP. Include in this section all other contractual documents that form part of the Proponent's response.

Project Methodology, Work Tasks and Work Schedule:

Provide a detailed and comprehensive scope of services and detailed timeline of the key work activities and deliverables. Provide a clear description of the methodology to successfully accomplish the building appraisals.

Project Staff Qualifications and Roles:

Identify those Proponent employees that will be actively and directly undertaking the building appraisals and subsequent report.

Other Considerations by the Proponent:

Any additional information, brochures, insurance documents, etc.

Prime Contractor

The Proponent will be Prime Contractor and take responsibility for all contractual activities described in the Building Appraisal Services Contract. The Proponent will be the sole point of

contact with regard to contractual matters, including payment of any and all charges resulting from the Building Appraisal Services Contract.

Proponents must be prepared to submit all contractual documents, licensing and support agreements that will be required for signature at the time that they are selected as the successful proponent.

Proponent Responsibilities:

Proponents may include subcontractors in their proposals to provide applications or services, but the Proponent must assume total responsibility for the management of subcontractors and for the work done. Subcontractors must be identified in the Proponent’s proposal. All subcontractors must be approved in advance by the City.

The Proponent must complete the City’s Declaration – Living Wage Employer upon the award of Contract.

The Proponent shall be responsible for the overall liaison and management for the proper execution of the project and other duties as required under the Building Appraisal Services Contract. The Proponent shall at all times exercise the standards of care, skill and diligence provided by other consultants specializing in the performance of services similar to those contemplated by the project.

If the Proponent engages the services of specialist or subcontractors, the Proponent shall be held fully responsible to the City for the works of this specialist and of persons directly or indirectly employed by the Proponent.

Proposal Preparation Cost

The Proponent will assume all costs incurred in providing responses to this RFP and for providing any additional information required by the City to facilitate the evaluation process. The City reserves the right to discontinue the RFP process at any time, and makes no commitments, implied or otherwise, that this process will result in a business transaction with one (1) or more Proponents.

Proponent Forms – Confirmation and Declaration

Proponents must complete the Schedule 1 – Proponent Confirmation Form and Schedule 2 – Proponent Declaration Form attached hereto and forming part of this RFP and return them to the City as soon as the Proponent has determined that it will be responding to this RFP.

Any subsequent information regarding the RFP will be directed only to those who have registered their intention to submit a proposal through a Proponent Confirmation Form.

Questions or Requests for Additional Information

It is the Proponent’s responsibility to ensure that it seeks clarification on any matter relating to this RFP.

Requests for clarification must be made prior to Wednesday, February 12, 2025 in writing or by email to:

Rhonda West, Corporate Officer
City of Salmon Arm
500 - 2 Avenue NE
Box 40

Salmon Arm, BC
V1E 4N2
Phone: 250.803.4036
E-mail: rwest@salmonarm.ca

Any questions submitted, which in the City's discretion may affect the content of the RFP, will be answered by email to all registered Proponents.

It is the responsibility of the Proponent to thoroughly examine these documents and satisfy themselves as to the full requirements of this RFP. Inquiries may be made up to Friday, January 31, 2025. If required, an addendum will be issued to all Proponents.

The City may issue written addenda up to Friday, January 31, 2025, and will make every effort to ensure that all Proponents receive all addenda, however it is the responsibility of the Proponent to ensure that all addenda is received before the Closing Time.

The City accepts no responsibility for any information provided by its employees or agents that is not given in writing in accordance with this section. Proponents are cautioned not to seek or rely on any such information.

Evaluation of Proposals

Evaluation Process

The City, through the development and distribution of this RFP document, is requesting that all interested Proponents submit sealed proposals for the Building Appraisal Services.

This RFP will be distributed to selected Proponents; however, the City reserves the right to add Proponents to the list up to Wednesday, January 31, 2025. After this time, the Proponent's list will be closed. Proponents must present their services in a clear and concise manner and in a format that emphasizes the requirements that are most important to the City.

All proposals will be opened and evaluated by the City. Following the evaluation of all proposals by the City, a short list of qualified Proponents may be established. This list will be comprised of Proponents who are deemed to be fully capable of fulfilling the needs of the City, and whose proposals offer, or appear to offer, the most favorable terms and the best value to the City.

The City may pursue negotiations with those short listed Proponents to ensure that the proposed product and services meet the needs of the City, in search of the best possible value and supply Contract for the City.

The City requires that any representative put forward as an authorized representative for the Proponent to negotiate changes to the Proponent's RFP submission, have the capacity and legal corporate authority to negotiate changes, and to bind the Proponent to changes throughout the duration of the Contract resulting from this RFP process.

Upon completion of the negotiation process, it is the intention of the City to award a Contract to a specific Proponent for the Building Appraisal Services.

The Contract governing the award shall be comprised of this RFP document, the successful Proponent's response (i.e. proposal) to this RFP document, and any and all correspondence documenting changes to, or modifications of, the successful Proponent's proposal.

The City may prior to Contract award, negotiate changes to the scope of the work, the materials, the specifications or any conditions with any one (1) or more of the Proponents without having

any duty or obligation to advise any other Proponents or to allow them to vary their proposal prices as a result of changes to the scope of work, the materials, the specifications, or any conditions, and the City shall have no liability to any other Proponent as a result of such negotiations or modifications.

The City may after the Contract award, negotiate changes to the scope of the work, the materials, the specifications or any conditions with the successful Proponent without having any duty or obligation to advise any other Proponents or allow to allow them to vary their proposal prices as a result of changes to the scope of work, the materials, the specifications, or any conditions, and the City shall have no liability to any other Proponent as a result of such negotiations or modifications.

The award of any Contract shall be based on the evaluation of the proposals by the City on any basis the City deems will best serve its interests.

Proponents should be aware that all proposals will be evaluated in light of the following general criteria, which is not listed in order of importance. This list is not exhaustive. The City may take other factors into account that in their sole discretion are relevant to the best fulfillment of any Contract which may result from the RFP process.

- Proposal is received before the RFP Closing Date and Time and is formatted according to the RFP requirements;
- Reputation, knowledge and experience of the Proponent and Proponent's employees in building appraisal methods and programs;
- Technical credibility, financial resources and environmental responsibility of the Proponent;
- Building appraisal timelines;
- Proponent's scheduling of the work in relation to the City's schedule and the Proponent's ability to complete the work within the time frame required by the City;
- Project control and management framework;
- Understanding of, and support for, the City's objectives as outlined in this RFP;
- Ongoing technical support;
- Long term financial stability of firm;
- References;
- Quality of service;
- Service capability, including quality guarantees and warranties;
- Extent of third party liability protection;
- Professional reputation and management;
- Overall cost impact of the proposal on the operations of the City, including the additions of all applicable taxes and delivery charges to the prices quoted;
- Best value to the City based on quality, service, price and any criteria set out herein based solely on the City's assessment of the proposal; and
- Other value added services that fit into the long term objectives of the City.

Where the City determines that any Proponent's prices are too high, the Proponent's proposal will be rejected.

The City may award the Contract on the basis of policies and preferences not stated in the RFP package or otherwise than as stated in the RFP documents.

Guidelines or policies that may be applicable shall not give rise to legal rights on the part of any contractor, subcontractor, or others as against the City and shall in no case create any liability on the part of the City.

Proponents who submit proposals may, at the option of the City, be required to make individual presentations to assist in the evaluation process. The City assumes no obligation to provide an opportunity for any individual presentation by any particular Proponent, and may select a successful Proponent without presentations from others.

Proponents are notified that the lowest or any proposal may not necessarily be accepted, and the City reserves the right to reject any and all proposals at any time without further explanation or to accept any proposal considered advantageous to the City. Acceptance of any proposal is contingent on funds being approved by Council or such other municipal bodies and/or departments responsible, and the Contract award being made by the City. Proposals which contain qualifying conditions or otherwise fail to conform to these RFP documents may be disqualified or rejected. The City may waive any noncompliance with the RFP documents, the specifications, or any conditions, including the timing of delivery of anything required by or under the terms and conditions of this RFP, and may at its sole discretion elect to retain for consideration proposals which are non-conforming because they do not contain the content or form required by the RFP documents, or because they have not complied with the process for submission set out herein.

The City reserves the right to award portions of the requirements described within this RFP to more than one (1) Proponent.

Closing Date

Sealed proposals, signed by the Proponent’s authorized representative, will be received by the City until the Closing Date of 2:00 p.m. on Friday, February 14, 2025.

Faxed proposals will not be accepted.

Timeline of Events

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and sequence of events resulting from this RFP may vary and shall ultimately be determined by the City.

Activity Description	Anticipated Timeline
Request for Proposal Issued	January 15, 2025
Written Addendum Deadline	January 31, 2025
Request for Proposal Closing Date	February 14, 2025
Award of Contract	February 24, 2025
Project Start	April 1, 2025

Award of Contract

The award of the Building Appraisal Services Contract will be based on the information submitted in the proposals received and any negotiated items identified thereafter. The City

reserves the right to work with the successful Proponent to modify any of the components outlined in this RFP that are agreeable to all parties.

Confidentiality of Proposals

The City is bound by the provisions of *the Freedom of Information and Protection of Privacy Act* (Act). All Proponents submitting a proposal pursuant to this RFP are advised that such submissions will be treated as public documents and the contents of the same may be disclosed upon written request, pursuant to the Act. The City requests that the Proponent identify information in their proposal that would reveal trade secrets, commercial, financial, or technical information that is supplied implicitly or explicitly in confidence as per Section 21(1) of the Act.

General Conditions

Acceptance of Proposal

The City reserves the right to accept, amend or reject any or all proposals received. The City is under no obligation to proceed with the RFP and, should it decide to abandon same, it may do so, at any time, or enter into any discussions or negotiations with any party for the provision of such services. Proposals, which contain qualifying conditions or otherwise fail to confirm to these RFP documents may be disqualified or rejected.

Acceptance Period for Proposals

All proposals received as a result of this RFP must be open for acceptance for a period of ninety [90] days from the Closing Date.

Proposal Commitment

The RFP and the proposal of the successful Proponent will become part of any Contract awarded as a result of this RFP. Each Proponent must confirm their understanding and agreement to this general condition and will, by signing Schedule 3 - Proponent Commitment Form attached hereto and forming part of this RFP.

Proposals

Proposals may be withdrawn by written notice only, provided such notice is received by the City prior to the time set for the opening of the proposals.

Proposals should be prepared simply and economically. Proponents may include any additional data or information deemed pertinent. All material contained in the proposal must be clearly legible.

All prices and notations must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto, and initialed in ink by the proper signing officer of the Proponent. In the case of a mistake in extension of price, unit prices will govern.

Proposals shall be based on material contained in this RFP. The Proponent shall disregard any draft material and/or any oral representations.

Request for Proposal Document

All information submitted in response to this RFP becomes the property of the City and will not be returned.

Any dispute arising under this RFP or any Contract resulting from this RFP shall be resolved according to the laws of the Province of British Columbia.

Any Proponent who finds any uncertainties, discrepancies, errors or omissions within any part of this RFP shall notify the City in writing addressed to the City of Salmon Arm (Attention: Rhonda West, Corporate Officer) at PO Box 40 Salmon Arm, BC V1E 4N2. Such notification does not obligate the City to make changes, but if the City deems that changes are desirable all Proponents registered will be notified in writing.

Cancellation

The City may, by notice of default to the successful Proponent, terminate the whole or any part of this Contract if the successful Proponent fails to make delivery of the supplies or services, or to perform any other provisions of this Contract, within the time specified.

In the event that City terminates this Contract in whole or in part as noted in the above paragraph, the City may procure services similar to those so terminated from other parties.

The City reserves the right to give fourteen (14) days notice to the successful Proponent to cancel all or part of the Contract in the event of a failure on the part of the successful Proponent to meet the terms and conditions of the Contract.

The successful Proponent shall keep all directly or indirectly related RFP information under its personal control. The successful Proponent shall not, without the consent in writing from the City, assign or transfer the Contract or any part thereof.

Time Shall be of the Essence

Time shall be of the essence in this RFP or any Agreement resulting from this RFP.

No Binding Contract

Submission of a response and its subsequent receipt by the City does not represent a commitment on the part of the City to proceed further in negotiating with the Proponent.

The City may, after reviewing the proposals received, enter into discussions with one (1) or more of the Proponents, without such discussions in any way creating a binding contract between the City and any such Proponent. There will be no binding contract with the City until a formal, written contract has been negotiated with a Proponent and approved by the City.

No Assignment of Proposal

The Proponent will not assign its proposal or any rights in respect of the same to any other party. Such an assignment or purported assignment will immediately invalidate the submissions.

Proposal Preparation Cost

The Proponent acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Proponent as a result of, or arising out of, submitting a proposal for the proposed Contract, or due to the City's acceptance or non-acceptance of their proposal, or any breach by the City of the bid Contract between the City and each of the Proponents arising out of any Contract award not made in accordance with the express or implied terms of the RFP documents.

The Proponent will assume all costs incurred in providing responses to this RFP and for providing any additional information required by the City to facilitate the evaluation process. The City reserves the right to discontinue the RFP process at any time, and makes no

commitments, implied or otherwise, that this process will result in a business transaction with one (1) or more Proponents.

Canadian Currency

All monetary references in this proposal must be in Canadian currency.

Notice

Any notice required to be given in this RFP or any Agreement resulting from this RFP shall be deemed duly given to the City if sent by registered mail addressed to the City of Salmon Arm (Attention: Rhonda West, Corporate Officer) at PO Box 40 Salmon Arm, BC V1E 4N2 and to the successful Proponent if sent by registered mail addressed to the successful Proponent at the address set forth in the Proponent's proposal.

Valid Authority

All submissions must be signed by the Proponent and witnessed. Any Corporate Proponent must ensure that it's authorized signatory or signatories sign the proposal and that the Corporate is seal affixed.

Business Licence Requirement

With reference to City Business Licence Bylaw No. 3102, as amended from time to time, proof of a current, valid Business Licence must be provided before work begins by the successful Proponent. Where applicable, the Proponent will be required to provide a list of all sub-trades/subcontractors for verification that these parties are properly licensed. For Business Licence information, call 250.803.4000.

Liability for Errors

While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Indemnity

The Proponent will indemnify and save harmless the City, its employees and agents from and against all claims, legal costs, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time (either before or after the expiration or sooner termination of the Building Appraisal Services Contract) where the same or any of them are based upon or arise out of or from anything, done or omitted to be done by the Proponent or by any servant, employee, officer, director or sub-contractor of the Proponent pursuant to the Building Appraisal Services Contract.

The successful Proponent shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or in equity or to any claim or liability resulting from this RFP circulation, submission, negotiation, contract or Contract award process or otherwise.

The successful Proponent shall be responsible for any and all damages or claims for injuries or accidents done or caused by the successful Proponent or any of its operations or employees, or from any failure, neglect or omission on the successful Proponent's part or on the part of its

employees and/or agents, and covenants and agrees to hold the City harmless and indemnified from and against all such damages or claims for damage.

WorkSafe BC Requirements

The successful Proponent must provide their WorkSafe BC Registration Number and a Letter of Good Standing should the scope of services include any on-site work.

Intellectual Property Rights

The City will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through the Building Appraisal Services Contract.

Codes, Regulations and Standards

The Proponent shall obtain, at their expense, copies of all current codes, regulations and standard specifications of all authorities having jurisdiction and which have been referred to herein or that apply to the Building Appraisal Service Contract.

Confidentiality of Information

Information pertaining to the City obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the City.

Request for Proposal Rejection

The City reserves the right to waive informalities in or reject any or all submissions or accept the submission deemed most favourable in the interests of the City. Without limiting the generality of the foregoing, any submission, which is incomplete, obscure, irregular, has erasures or corrections in the price sheet, unit prices omitted, may be rejected. Awards shall be made on proposals that meet the criteria as stated in the Evaluation of Responses.

Insurance

General Public Liability Insurance

The successful Proponent shall at its own expense carry general liability insurance that insures the Proponent's legal liability for error, omission or negligent act, to the extent of \$3,000,000.00 for each occurrence. The general liability insurance policies shall be available for inspection by the City at all times upon request. If the City, because of its particular circumstances or otherwise, desires to obtain further insurance to protect it against any risk beyond the coverage provided by such policies, the Proponent will cooperate with the City to obtain such insurance at the City's expense.

Additional Services and Extra Costs

If the Proponent is required to perform additional services beyond the scope of the agreed upon terms, all requests for increasing the Building Appraisal Services Contract value and for change orders shall be supported with written detail and submitted to the City for written approval prior to any action taken. In no case, shall the City be obligated in any way to pay any additional costs for any reason without prior written approval from the City.

Audited Financial Statements Requirement

The short-listed Proponents may be required to provide Audited Financial Statements for the last two (2) fiscal years. These statements will be kept in confidence subject to the *Freedom of Information and Protection of Privacy Act*.

Proponent Acknowledgement

The Proponent hereby acknowledges having examined this RFP and having full knowledge of the terms and conditions contained herein.

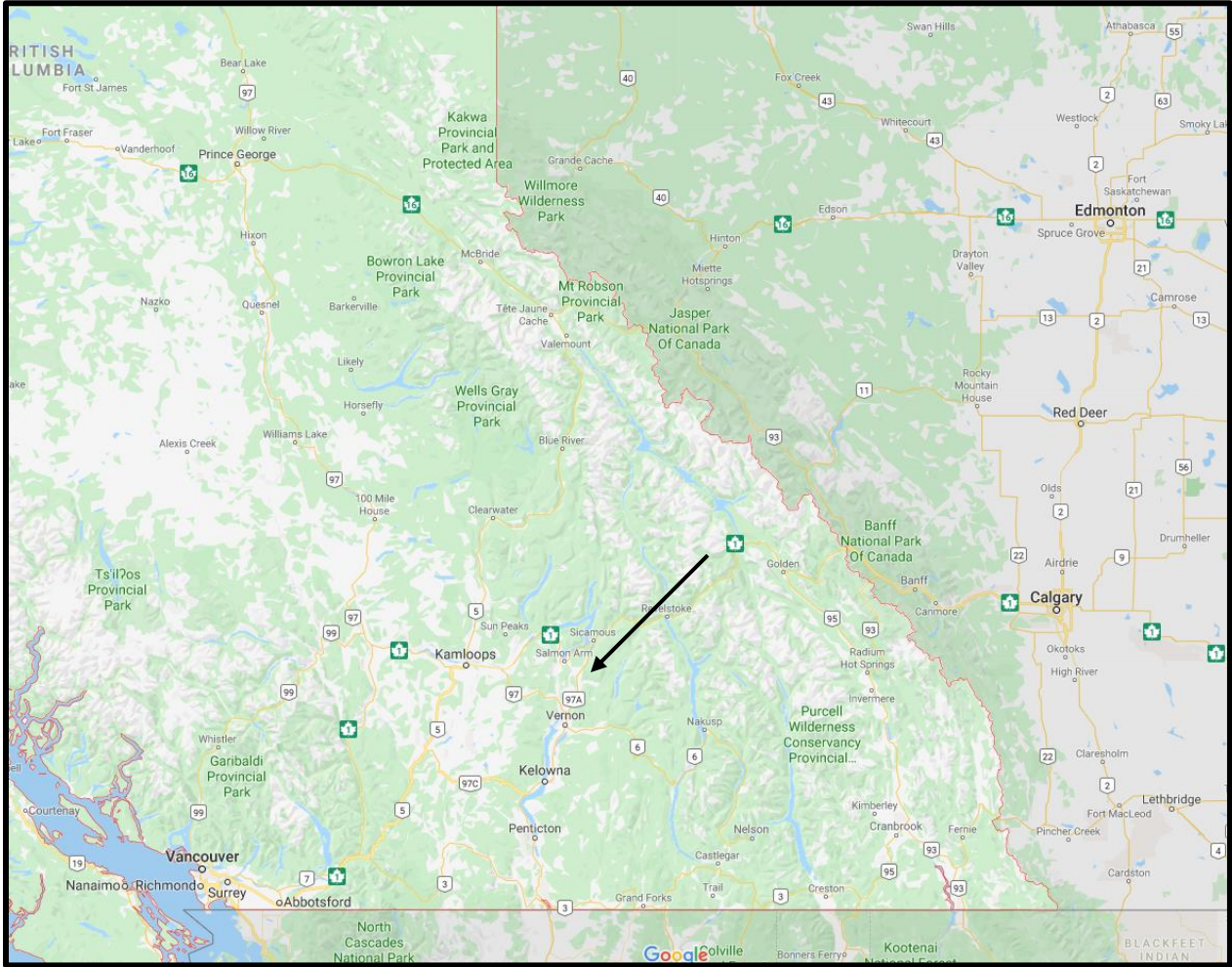
Security of Supply

The City reserves the right to secure services from alternative sources in the event that the successful Proponent is unable to supply as agreed. No such purchase will relieve the successful Proponent from its obligation under the terms and conditions of the Building Appraisal Services Contract.

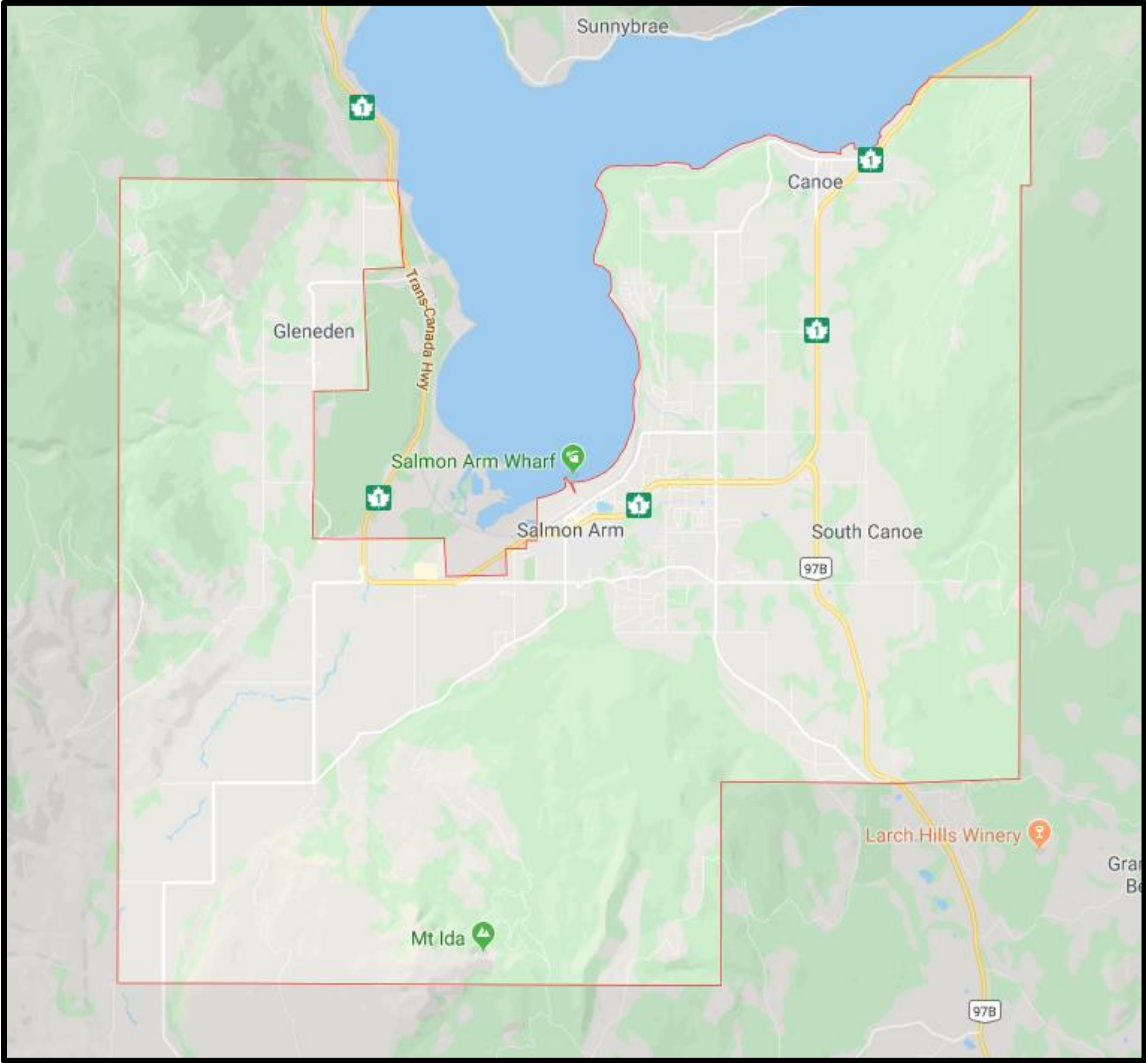
Appendices

Request for Proposal For Building Appraisal Services

Request for Proposal Building Appraisal Services
Appendix A - Location Map

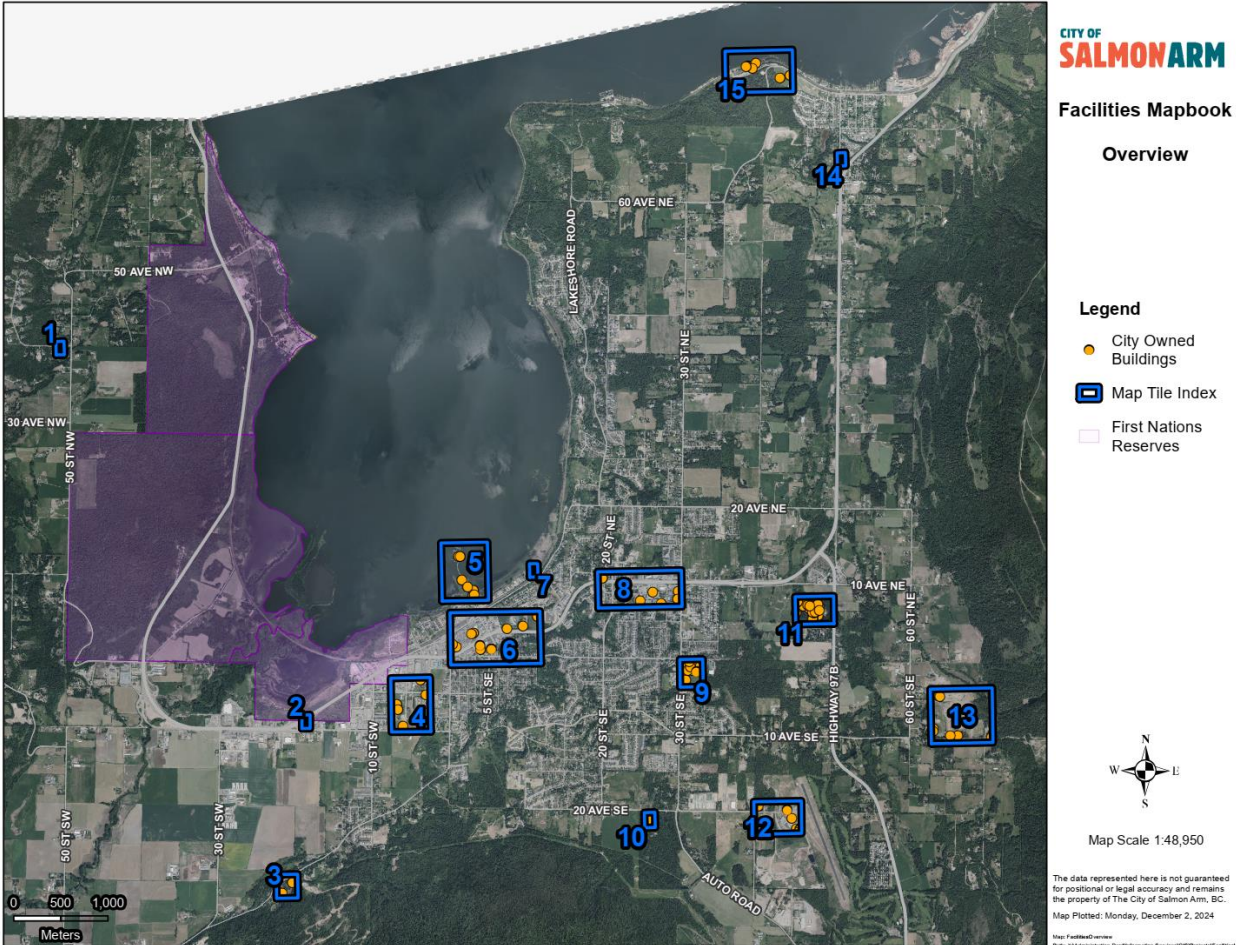


Request for Proposal Building Appraisal Services
Appendix A - Location Map



Request for Proposal Building Appraisal Services

Appendix B - Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B – Area Maps with Facilities



CITY OF SALMON ARM

Facilities Mapbook

Gleneden Firehall

Map Tile 1 of 15

Legend

- City Owned Buildings Labelled with Asset ID
-  Map Tile Index
-  First Nations Reserves

Overview Map



Map Scale 1:700

The data represented here is not guaranteed for positional or legal accuracy and remains the property of The City of Salmon Arm, BC.
Map Plotted: Monday, December 2, 2024

Map: FacilitiesOverviewMap
Path: C:\Users\miller\Desktop\Information Services\GIS\Projects\Facilities

Request for Proposal Building Appraisal Services

Appendix B - Area Maps with Facilities



CITY OF
SALMON ARM

Facilities Mapbook

Roots & Blues
Quonset

Map Tile 2 of 15

Legend

- City Owned Buildings Labelled with Asset ID
- Map Tile Index
- First Nations Reserves



Map Scale 1:700

The data represented here is not guaranteed for positional or legal accuracy and remains the property of The City of Salmon Arm, BC.
Map Plotted: Monday, December 2, 2024

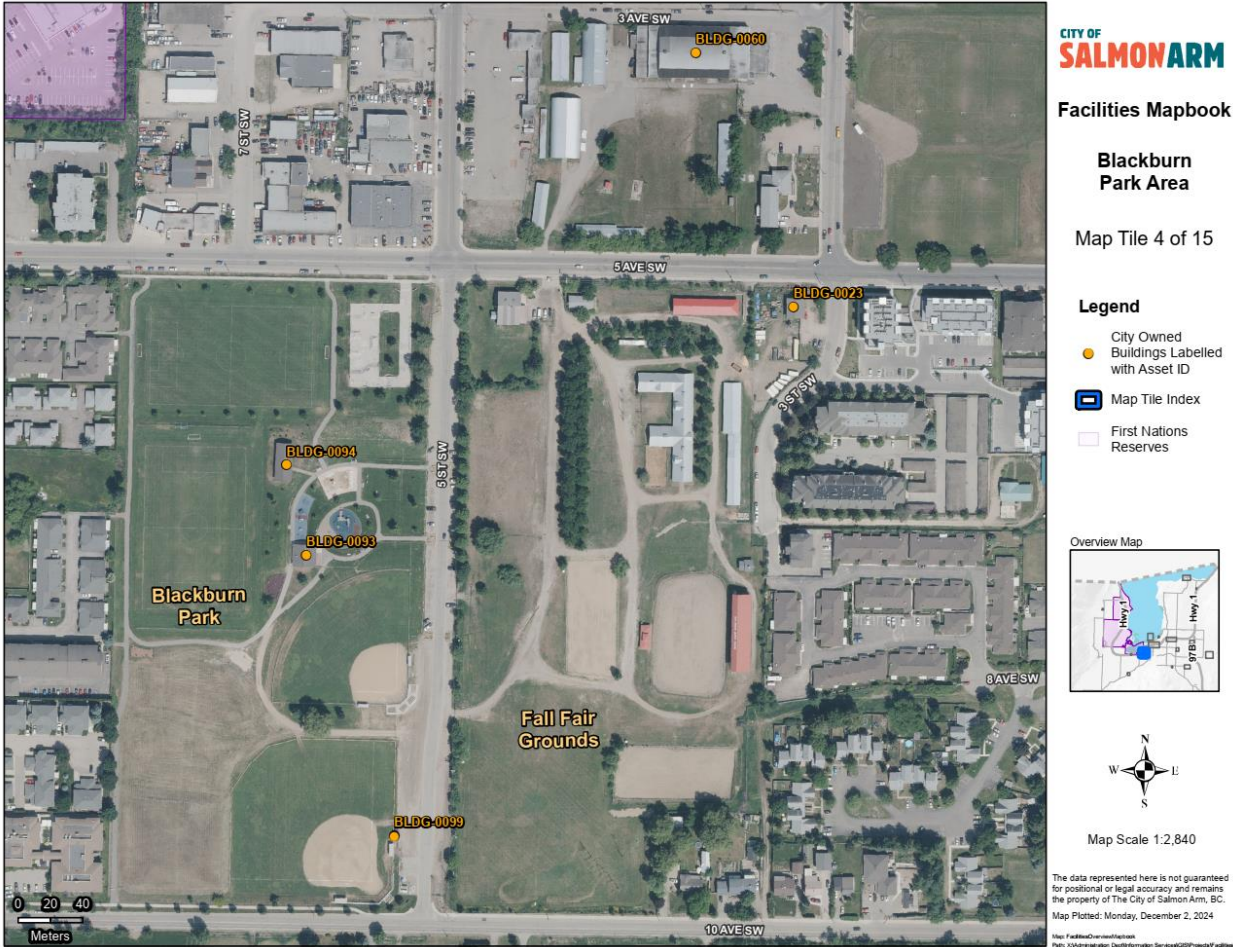
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Request for Proposal Building Appraisal Services
Appendix B – Area Maps with Facilities



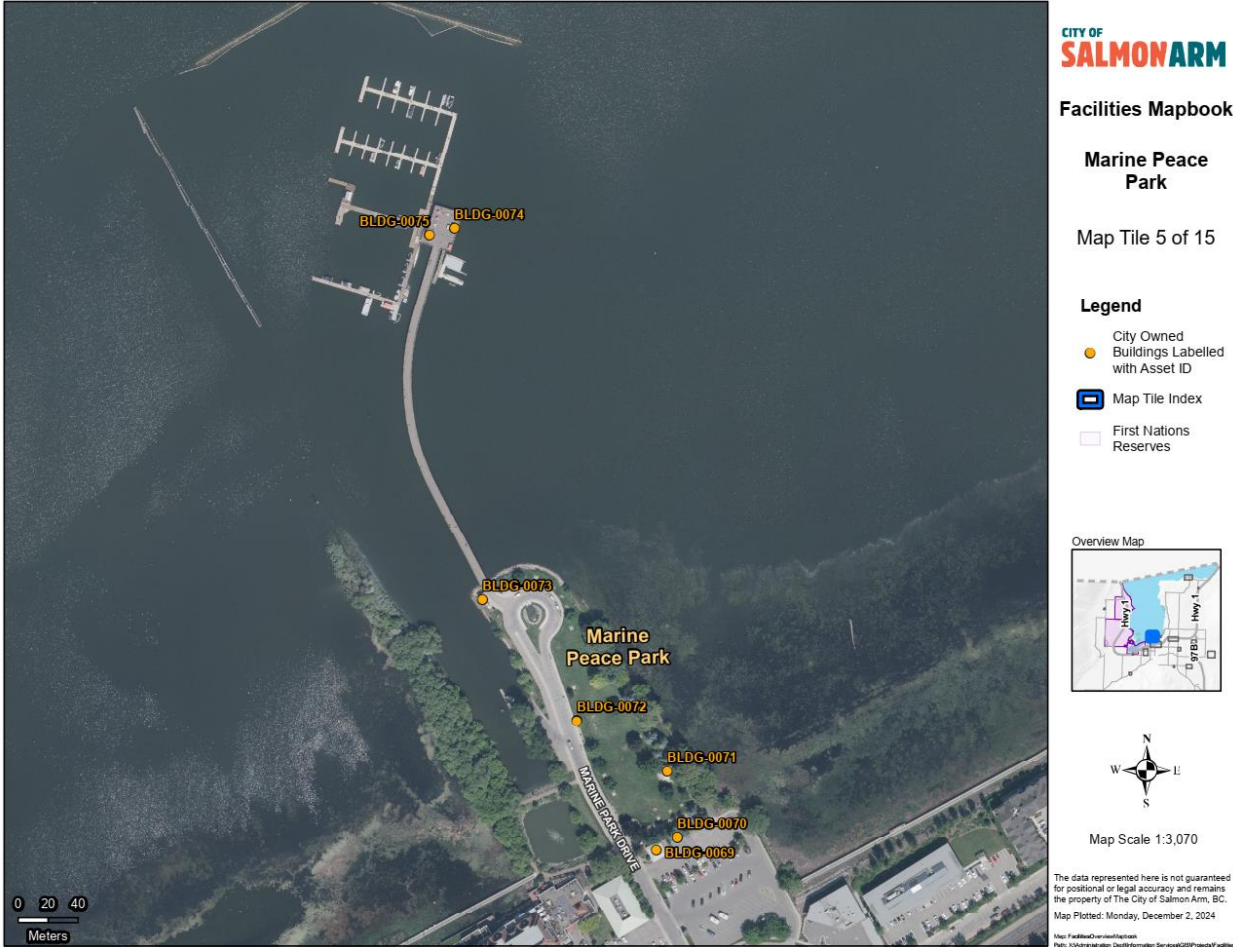
Request for Proposal Building Appraisal Services

Appendix B - Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B – Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B - Area Maps with Facilities



Request for Proposal Building Appraisal Services
Appendix B - Area Maps with Facilities



CITY OF
SALMON ARM

Facilities Mapbook

Foreshore Trail

Map Tile 7 of 15

Legend

- City Owned Buildings Labelled with Asset ID
- Map Tile Index
- First Nations Reserves

Overview Map

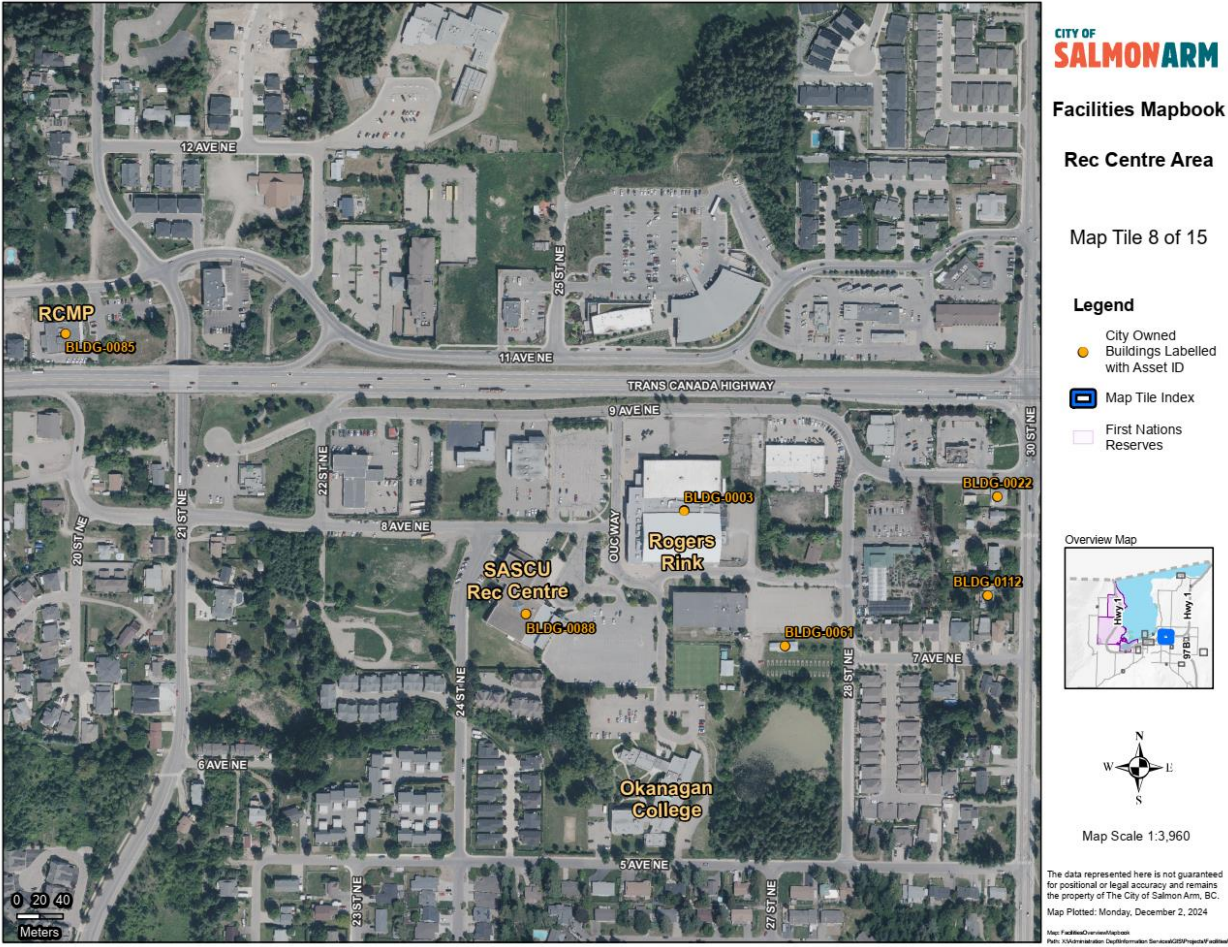


Map Scale 1:700

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Map Plotted: Monday, December 2, 2024
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Request for Proposal Building Appraisal Services

Appendix B - Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B – Area Maps with Facilities



CITY OF SALMON ARM

Facilities Mapbook

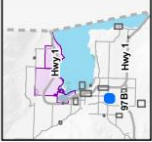
Public Works Area

Map Tile 9 of 15

Legend

- City Owned Buildings Labelled with Asset ID
- Map Tile Index
- First Nations Reserves

Overview Map



Map Scale 1:1,460

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Map Plotted: Monday, December 2, 2024
File: FacilitiesData\Information Services\GIS\Projects\Facilities

Request for Proposal Building Appraisal Services
Appendix B - Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B – Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B - Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B – Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix B – Area Maps with Facilities



CITY OF SALMON ARM

Facilities Mapbook

Fire Hall #1

Map Tile 14 of 15

Legend

- City Owned Buildings Labelled with Asset ID
- ▭ Map Tile Index
- First Nations Reserves

Overview Map



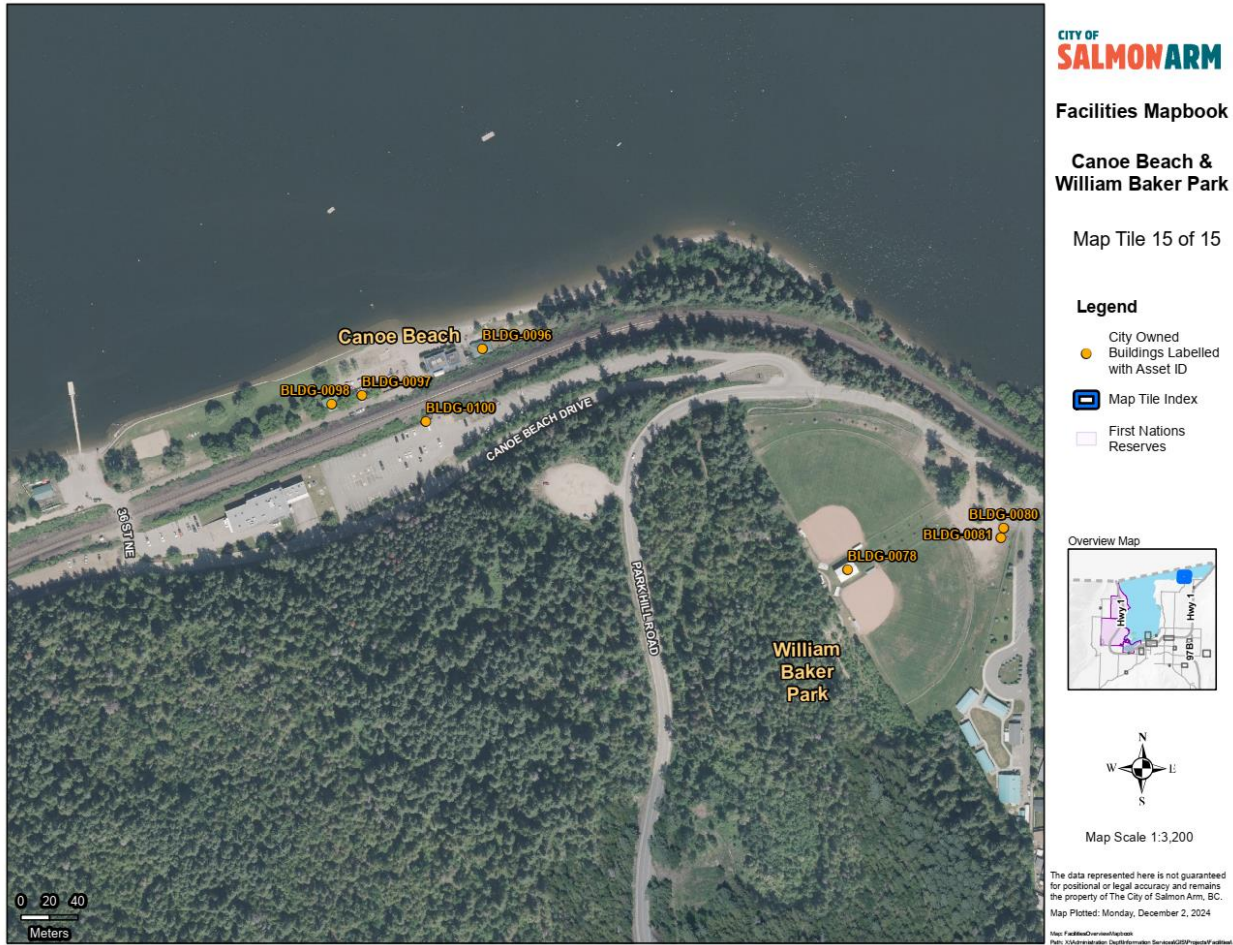
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Map Plotted: Monday, December 2, 2024

Map: FacilitiesOverviewFacilities
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Request for Proposal Building Appraisal Services

Appendix B - Area Maps with Facilities



Request for Proposal Building Appraisal Services

Appendix C - Building Assets

Site	Asset ID	Name/Address	Previous Statement of Values
General Fund			
Airport		4350 - 20 Street SE	
	BLDG-0024	CSA Hangar (Open)	
		Construction	\$ 168,337.00
		Fuel System	367,805.00
		Fuel in Underground Tanks	-
		Above Ground Fuel Tank	130,000.00
	BLDG-0002	Gas Kiosk	
		Construction	13,259.00
		Equipment	13,000.00
		Hazard Beacons (6)	417,000.00
		Lighting - Pappi System	311,000.00
	BLDG-0025	Maintenance Building	
		Construction	177,561.00
		Equipment	-
	BLDG-0063	Meter House	
		Construction	9,224.00
		Equipment - Electrical	5,950.00
	BLDG-0001	Terminal Building	
		Construction	1,038,421.00
		Equipment	385,500.00
		Bylaws	26,522.00
		Automated Weather Observation System	-
Art Gallery	BLDG-0086	70 Hudson Avenue NE	
		Construction	1,578,447.00
Bridges			
	STRC - 0017	Salmon River Bridge - Pedestrian (Bailey)	276,718.00
	STRC - 0022	Syme Bridge (70 Ave SW)	383,947.00
	STRC - 0023	5 Ave-46 St SW Bridge (Palmer Creek)	86,474.00
	STRC - 0026	Moutell Creek Bridge (Fly Hills Road SW)	166,031.00
	STRC - 0027	Salmon River Bridge (3961 10 Avenue NW)	
	STRC - 0028	SmartCentres Bridge (5400 Blk 10 Avenue NW)	
	STRC - 0024	Mount Ida Bridge (7000 Bk 50 Avenue SW)	
	STRC - 0025	Donnelly Bridge (3200 Blk 50 Street SW)	
	STRC - 0030	10 Avenue NW Culvert	
	STRC - 0018	Foreshore Elevated Walkway West (131 Harbourfront Dr)	
	STRC - 0019	Foreshore Elevated Walkway East (Marine Parking Lot)	
	STRC - 0015	TCH Pedestrian Underpass (Cress Creek)	
	STRC - 0021	TCH Pedestrian Underpass (21 Street NE)	
	STRC - 0038	CPR Pedestrian Underpass (Canoe Beach)	
	STRC - 0020	21 Street NE Underpass	
	STRC - 0029	Ross Street Underpass	
Cemetery Shed - 2160 Foothill Road S'	BLDG-0004		
		Construction	113,565.00
		Equipment	34,100.00
		Columbarium	31,827.00
Community Centre - 2550 TCH NE	BLDG-0088		
		Construction	15,774,978.00
		Equipment	386,500.00
		Bylaws (Sprinklers)	275,834.00
Fire Hall #1 Canoe - 6600 - 50 Street N	BLDG-0006		
		Construction	949,951.00
		Equipment	317,000.00
Fire Hall #2 Broadview - 200 - 30 Street	BLDG-0005		
		Construction	1,277,516.00
		Equipment	459,000.00
Fire Hall #3 Central - 141 Ross Street E	BLDG-0007		
		Construction	2,289,236.00
		Equipment	1,012,000.00
		Bylaws (Sprinklers)	73,202.00
		Dispatch Equipment	60,000.00
Fire Hall #4 Gleneden - 5160 - 40 Avenue	BLDG-0008		
		Construction	864,657.00
		Equipment	405,000.00
		Bylaws (Sprinklers)	30,872.00

Request for Proposal Building Appraisal Services

Appendix C - Building Assets

Site	Asset ID	Name/Address	Previous Statement of Values	
Fire Training Centre - 1950 - 40 Street	BLDG-0062	Garage & Classroom Complex		
		Construction	738,660.00	
		Equipment	290,000.00	
		Bylaws (Sprinklers)	16,550.00	
Gravel Pit		6641 - 10 Avenue SE		
		Fuel Tank	5,500.00	
		Portable Fuel Tank	2,500.00	
		Screening Plant	345,898.00	
	BLDG-0089	Gravel Pit Building (Old Milfoil Building)		
		Construction	216,397.00	
	BLDG-0090	Equipment	80,000.00	
		Storage Building #1		
	BLDG-0091	Construction	73,792.00	
		Equipment	12,500.00	
	BLDG-0091	Storage Building #2		
Construction		11,530.00		
BLDG-0092	Equipment	-		
	Storage Building #3			
BLDG-0092	Construction	27,095.00		
Horseshoe Pit - 691 - 28 Street NE	BLDG-0061	Clubhouse	171,335.00	
Multi-Plex Facility (Shaw Centre) - 26	BLDG-0003	Construction	36,523,113.00	
		Equipment	1,046,600.00	
		Equipment - Mobile	514,000.00	
		Digital Sign	70,000.00	
Municipal Hall - 500 - 2 Avenue NE	BLDG-0011	Construction	25,003,801.00	
		Equipment	1,110,000.00	
		Off Site Storage	50,000.00	
		Artwork	20,000.00	
Memorial Arena - 351 3 Street SW	BLDG-0060	Construction	484,257.00	
<u>Parks</u>				
Blackburn Ballpark - 681 - 10 Avenue SW	BLDG-0094	Pavilion		
		Construction	159,010.00	
		Dugouts	102,563.00	
		Grandstand and Backstop	12,873.00	
	BLDG-0099	Storage Building - Construction		
		Construction	76,551.00	
	BLDG-0093	New Washroom Facility		
		Construction	570,014.00	
	Canoe Beach Park - 7720 - 36 Street NE	BLDG-0096	Washroom / Change Room	
			Construction	390,825.00
BLDG-0097		Concession		
		Construction	46,227.00	
BLDG-0098		Equipment	13,700.00	
		Picnic Shelter		
BLDG-0100		Construction	148,852.00	
		Tourist Information Stand		
BLDG-0100		Dock at 50th St N.E. - Construction	496,987.00	
		Wharf - Dragon Boat Dock	26,865.00	
Fletcher Park - 450 - 2 Avenue NE	BLDG-0095	Washroom Building	353,969.00	

Request for Proposal Building Appraisal Services

Appendix C - Building Assets

Site	Asset ID	Name/Address	Previous Statement of Values
Haney Heritage Park - 751 Hwy 97B NE			
	BLDG-0047	Beemish Building Construction	164,532.00
	BLDG-0048	Blacksmith's Shop and Workshop Construction	223,565.00
		Boardwalks Construction	-
	BLDG-0052	Caretaker's Garage	
	BLDG-0041	Church Construction	292,168.00
	BLDG-0058	Entrance Gate and Signage Construction	38,049.00
		Fencing	10,492.00
	BLDG-0035	Filling Station Construction	72,293.00
		Equipment	28,600.00
	BLDG-0050	Fire Hall Construction	167,415.00
	BLDG-0036	Fraser Avenue House Construction	273,951.00
	BLDG-0056	Hanna Shed Construction	32,284.00
	BLDG-0053	Lumber Storage Shelter Construction	14,643.00
	BLDG-0042	Kew Homestead House Construction	389,020.00
	BLDG-0066	Kinghorn Cook House Construction	100,541.00
	BLDG-0037	Laitinen House (Log) Construction	126,714.00
	BLDG-0034	Lester & Thompson Building Construction	229,561.00
		Equipment	5,400.00
	BLDG-0038	Montebello Block Construction	2,398,225.00
	BLDG-0039	Museum - Sprig of Heather Construction	1,304,150.00
	BLDG-0067	Pavillion - attached to Sprig of Heather	
	BLDG-0057	Notice Board Kiosk Construction	1,384.00
		Pergola Construction	7,379.00
	BLDG-0043	Peterson Barn Portables Shelters	
		Construction	3,113.00
	BLDG-0044	Residence (Haney House) Construction	756,017.00
	BLDG-0108	Storage Container (Green)	9,455.00
	BLDG-0109	Storage Container (Grey)	
	BLDG-0065	Storage Container (Events)	
	BLDG-0051	Storage Shed - Storage Structure Construction	49,925.00
	BLDG-0055	Wood Shed - next to Blacksmith	18,678.00
	BLDG-0049	Wood Shed - next to Haney House	
	BLDG-0045	Queest Mtn Lookout Tower Construction	66,528.00
	BLDG-0046	School Construction	656,975.00
		Equipment	31,400.00
	BLDG-0064	Ticket Booth Construction	6,226.00
	BLDG-0054	Theatre Construction	10,838.00
		Equipment	7,600.00
		Gazebo Construction	10,608.00
		Bridges	106,075.00
Jackson Fieldhouse - 551 - 14 Street N	BLDG-0068	Construction	619,964.00

Request for Proposal Building Appraisal Services

Appendix C - Building Assets

Site	Asset ID	Name/Address	Previous Statement of Values
Klahani Park - 6391 - 10 Avenue SE	BLDG-0029	Washroom Construction	232,213.00
	BLDG-0028	Baseball Storage	
	BLDG-0030	Gazebo	
	BLDG-0031	BBQ Shelter	
	BLDG-0102	Irrigation Shed	
Little Mountain Sports Field - 250 - 30 Street SE	BLDG-0032	Clubhouse	1,420,487.00
		Equipment	61,000.00
		Lights	240,000.00
Marine Park - 750 Marine Park Drive NE	BLDG-0069	Concession - Washroom Building	342,324.00
	BLDG-0071	Gazebo - Construction	157,845.00
		Wharf (1000 Marine Park Drive NE)	7,874,940.00
	BLDG-0075	Wharf Washrooms	
	BLDG-0074	Wharf Concession	
	BLDG-0070	SABNES	
	BLDG-0072	Tourist Information Stand	
	BLDG-0073	Electrical Building	
McGuire Lake Park - 681 TCH NE	BLDG-0076	Japanese Gate - Construction	124,177.00
		Fountain - Construction	64,573.00
	BLDG-0077	Washrooms - Construction	59,605.00
Mino's		720 - 220 Street	-
Mosquito Park		Washrooms - 4290 Canoe Beach Drive NE Construction	53,845.00
Ross Street Plaza	BLDG-0082	311 Ross Street NE Construction	635,299.00
Raven Park	BLDG-0101	4671 - 14 Street NE (Entrance Sign) Construction	3,344.00
Public Works		100 - 30 Street SE	
		1999 Master Screen Radial Stacker	39,375.00
		2004 50' Radial Stacker	39,375.00
		Forklift	22,050.00
		Speed Sentry & Traffic Counters	28,350.00
		Pesticide Equipment - Aquacide	28,350.00
	BLDG-0019	Carpenter Shop Construction	228,984.00
		Equipment	25,400.00
		Chlorine Shed Construction	8,417.00
		Equipment Shed Construction	222,297.00
	BLDG-0015	Equipment Shed No. 2 Construction	97,774.00
		Fuel Island, Pump and Tanks	136,053.00
		Fuel in Underground Tanks	26,800.00
	BLDG-0106	Garage Construction	2,576,559.00
		Equipment	1,102,000.00
		Bylaws (Sprinklers)	75,324.00
	BLDG-0016	Mobile Storage Structure Construction	71,486.00
	BLDG-0017	Salt Shed Construction	148,736.00
	BLDG-0013	Equipment Storage Structure Construction	334,368.00
		Storage Building #1 Construction	-
	Demolition General	-	
BLDG-0110	Storage Building #2 Construction	196,701.00	
	Equipment	46,100.00	
	Liquid Storage and Handling System	71,000.00	
	Storage Building #3 Construction	43,929.00	
	Equipment	9,100.00	

Request for Proposal Building Appraisal Services

Appendix C - Building Assets

Site	Asset ID	Name/Address	Previous Statement of Values
		Storage Building #4	
		Construction	71,831.00
		Yard Equipment	299,000.00
Quonset Building - 921 - 17 Street SW BLDG-0084		Construction	85,321.00
RCMP Detachment Building - 1980 - 1 BLDG-0085		Construction	4,464,388.00
		Equipment	346,000.00
Residence	BLDG-0023	541 SW 3rd Street	
		Construction	144,585.00
		2421 NE 20th Avenue	
		Construction	-
		831 30 Street NE	
		Construction	379,835.00
Senior Drop-in Centre (Downtown) - 3 BLDG-0087		Construction	835,113.00
TV Receiving Disc			103,769.00
Zamboni - 2600 TCH NE		Model 520 Ice Resurfacer #520-6059	138,359.00
Zamboni - 2600 TCH NE		Model 525 Ice Resurfacer #525-9212	172,949.00
<u>Sewer Fund</u>			
<i>Control Stations</i>			
Water Pollution Control Centre - 121 N SANI-WPCC		Construction & Equipment	62,445,511.00
<i>Equipment</i>			
SCADA System		Sewer Control Monitor System	159,000.00
<i>Lift Stations</i>			
10th Avenue S.W. Sewer Lift Station	SANI-LIFT-0002	2270 - 10 Avenue SW	
		Construction and Equipment	311,308.00
Canoe Beach Sewer Lift Station	SANI-LIFT-0005	5391 - 75 Avenue NE	
		Construction and Equipment	219,069.00
Captains Cove Sewer Lift Station	SANI-LIFT-0004	2551 - 73 Avenue NE	237,517.00
Clares Cove Sewer Lift Station	SANI-LIFT-0007	5391 - 75 Avenue NE	
		Construction and Equipment	387,406.00
Mosquito Park Sewer Lift Station	SANI-LIFT-0006	4290 Canoe Beach Dr NE	545,366.00
Rotten Row Sewer Lift Station	SANI-LIFT-0001	681 - 10 Avenue SW	
		Construction and Equipment	644,523.00
Wharf Street Sewer Lift Station	SANI-LIFT-0003	750 Marine Park Drive NE	
		Construction	322,838.00
		Equipment	605,000.00
Ross Street Lift Station			
<u>Water Fund</u>			
<i>Buildings</i>			
Metford Dam Chlorinator Building - 7101 - 40 Street SE		Construction	232,674.00
		Equipment	372,000.00
<i>Control Stations</i>			
Homely Road Reservoir Control Station - 851 - 10 Avenue SE		Construction	155,308.00
		Equipment	133,000.00

Request for Proposal Building Appraisal Services

Appendix C - Building Assets

Site	Asset ID	Name/Address	Previous Statement of Values
Parkhill Reservoir Control Station - 4290 Canoe Beach Drive NE		Construction	25,712.00
		Equipment	94,000.00
Skelton Reservoir Control Station #1 - 2051 - 10 Avenue NE		Construction	179,060.00
		Equipment	314,000.00
<u>Equipment</u>			
SCADA System - 40 Street NW		Water Control Monitor System	427,000.00
Compactor - Portable			23,600.00
Utility Test Equipment			44,100.00
Generator - 400 KVA, 600 Volt			-
<u>Pump Stations</u>			
Zone I & II Pump Station		7720 - 36 Street NE	
	WATR-PUMP-0006, 00	Construction	1,246,155.00
		Equipment	2,114,000.00
		Transformers	220,000.00
Zone IIA Pump Station		WATR-PUMP-0004	
		Construction	275,450.00
		Equipment	673,000.00
Zone IIB Booster Station		WATR-PUMP-0005	
		Construction	150,120.00
		Equipment	268,000.00
Zone III Pump House Booster Station		50 Avenue NE	
	WATR-PUMP-0008	Construction	75,867.00
		Equipment	181,000.00
Zone IV Booster Pump Station		1591 - 30 Street NE	
	WATR-PUMP-0001	Construction	366,421.00
		Equipment	697,000.00
Zone V Booster Pump Station		3971 - 10 Avenue SE	
	WATR-PUMP-0010	Construction	
		Equipment	
<u>Reservoirs</u>			
Homely Road Reservoir (Cell No 1) - f WATR-RESV-0010			-
Homely Road Reservoir (Cell No 2) - f WATR-RESV-0015			-
Homely Road Reservoir (Cell No 1 & 2) - 851 - 10 Avenue SE			3,271,040.00
Parkhill Reservoir - 4290 Canoe Beach	WATR-RESV-0003		917,552.00
Skelton Reservoirs - 2051 - 10 Avenue	WATR-RESV-0004,0002		2,034,340.00
Zone II Reservoir - 3631 - 40 Street NE	WATR-RESV-0001		1,880,992.00
Zone IIA Reservoir	WATR-RESV-0007		2,432,123.00
Zone III Reservoirs - 50 Avenue NE	WATR-RESV-0011,0012		1,939,103.00
Zone IV Reservoirs - 3971 - 10 Avenue	WATR-RESV-0008,0009		3,408,477.00
Zone V Reservoir - 4100 - 40 Stret SE	WATR-RESV-0007		2,002,057.00
IR III Reservoir	WATR-RESV-0013		1,430,979.00
<u>Valve Stations</u>			
North Canoe Valve Station		Construction	24,443.00
		Equipment	33,700.00

Request for Proposal Building Appraisal Services

Appendix C - Building Assets

Site	Asset ID	Name/Address	Previous Statement of Values
<i>Water Treatment Plant</i>			
	WATR-TRMT-0002	Construction - 3751 Canoe Beach Drive	23,502,604.00
UV Building (Medford Dam)	WATR-TRMT-0001		206,386.00
All Property Limit Sub Total			248,474,297.00
Electronic Data Processing Equipment/Software			
		Equipment:	
		Workstations (incl. RCMP Equipment)	232,500.00
		15 Printers, Plotter & Print Servers	35,000.00
		1 Drafting Printer	10,000.00
		7 Cell Telephones & Pages	2,500.00
		5 Photocopiers	100,000.00
		6 Fax Machines	6,000.00
		1 LED Projector	15,000.00
		Community Centre	15,000.00
		Fire Hall	7,500.00
		Public Works	10,000.00
		Security System:	
		Community Centre	7,500.00
		City Hall	20,000.00
		Public Works	7,500.00
		Election Equipment	20,000.00
		Leased Computer Equipment (Vantage One)	69,000.00
			557,500.00
Software:		58 MS office Software	20,000.00
		Software	350,000.00
		Servers	100,000.00
			470,000.00
Miscellaneous and Mobile Equipment			769,069.00
All Property Limit Total			250,270,866.00
Property Extensions & Special Limits :		Officers and Employees	50,000.00
		Master Key	50,000.00
		Accounts Receivable	500,000.00
		Valuable Papers	500,000.00
		Extra Expenses	4,300,000.00
			5,400,000.00
Rounding			\$ 255,670,866.00

Proponent Response Forms

Request for Proposal
For Building Appraisal Services

Request for Proposal
Building Appraisal Services

Schedule 1 - Proponent Confirmation Form

COMPANY: _____

The aforementioned Company would like to be included on any communication list for any addendums, changes, modifications, or adjustments issued for the RFP indicated above.

Direct all correspondence to:

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Authorized Signatory: _____

FAX OR EMAIL THIS FORM TO: 250.803.4042

Rhonda West, Corporate Officer

City of Salmon Arm

Box 40

500 - 2 Avenue NE

Salmon Arm, B.C. V1E 4N2

Phone: 250.803.4036

Email: rwest@salmonarm.ca

Request for Proposal
Building Appraisal Services
Schedule 2 - Proponent Declaration Form

COMPANY: _____

To: The City of Salmon Arm

I/ _____
(Title/Position)

of _____
(Name of Company)

1. DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the Contract proposed to be undertaken.
2. FURTHER DECLARE that this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
3. FURTHER DECLARE that no employee of the City of Salmon Arm, or Member of Council and their families is, or will become interested directly or indirectly as a contracting party or otherwise or in the performance of the Contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived there from.
4. FURTHER DECLARE that the several matters stated in the said proposal are in all respects true.
5. FURTHER DECLARE that I/we have verified the requirements of the proposed work, and propose to enter into a Contract to do all of the work and to provide all of the labour and all materials mentioned and described or implied therein, under the provisions set forth and to accept in full payment there for the sums stated on the Proponent Response attached to this proposal.
6. AGREE that this proposal open for acceptance until the formal Contract is executed by the successful Proponent.

Signature of Witness

Signature of Authorized Officer

Name of Witness (print)

Name of Authorized Officer (print)

DATED at _____, this _____ day _____, 2025.

Request for Proposal
Building Appraisal Services
Schedule 3 - Proponent Commitment Form

COMPANY: _____

To: The City of Salmon Arm

Provided that this proposal is accepted within ninety (90) calendar days from the Closing Date of the RFP for the Building Appraisal Services, the undersigned offers and agrees, on behalf of the Company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the Proponent's proposal, which shall together form the Contract. This proposal is valid and enforceable for a period of not less than ninety (90) days following the Closing Date of the RFP for the Building Appraisal Services. In accordance with the terms, conditions, instructions and specifications, the undersigned agrees to supply products and services at the prices quoted.

Company Name: _____

Company Address: _____

Telephone No.: _____ Email Address: _____

Signature of Witness

Signature of Authorized Officer

Name of Witness (print)

Name of Authorized Officer (print)

Title of Signing Officer (print)

DATED at _____, this _____ day _____, 2025.

Request for Proposal
Building Appraisal Services

Schedule 4
Proposal Submission Label

Insert Return Address here:

Request for Proposal to be returned to:

City of Salmon Arm
Attention: Rhonda West
Box 40
500 - 2 Avenue NE
Salmon Arm, B.C. V1E 4N2

Request for Proposal
Building Appraisal Services

This label must be attached to the front of the submission Envelope.