



Development Engineering  
 1435 Water Street  
 Kelowna, BC, V1Y 1J4  
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 kelowna.ca

# Contractor Information & Confirmation Letter

Subdivision, Development and Servicing Bylaw No. 7900

**TO:** City Engineer,  
 Development Engineering Department, City of Kelowna

**NAME OF PROJECT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CIVIC ADDRESS:** \_\_\_\_\_ **CITY FILE:** \_\_\_\_\_

The undersigned Owner has retained \_\_\_\_\_ as a contractor to construct Works and Services required for this project as required under Subdivision, Development and Servicing Bylaw No. 7900 (herein "SDS Bylaw 7900"). It is the responsibility of the Owner to ensure that the construction of all Works and Services is completed in accordance with SDS Bylaw 7900, Schedule 5 and Schedule 6 specifications.

The Owner and the contractor are familiar with the MMCD 2019 Edition – Volume II Specifications and the City of Kelowna Supplemental Specifications, contained in Schedule 5 of SDS Bylaw 7900, as well as SDS Bylaw 7900 Part 5 and Part 12, including requirements for the Owner and contractor to observe and perform during the course of construction.

The undersigned contractor certifies that they are qualified to construct all Works and Services, with suitable experience as demonstrated in Appendix A, and agrees to coordinate the construction of the Works and Services with the Consulting Engineer for *field reviews* and in accordance with the Design and Construction Quality Control and Assurance Plans for the project.

The Owner and the contractor each acknowledge their responsibility to notify the City Engineer of the date the contractor ceases to be retained by the Owner before the date the contractor ceases to be retained or, if that is not possible, then as soon as possible.

The *Owner* and the Contractor understand that where the Contractor ceases to be retained at any time during construction, work on the above project will cease until such time as

- (a) a new Contractor is retained, and
- (b) a new Contractor Information & Qualifications Letter is filed with the City of Kelowna Development Engineering Department.

The following documents are attached to and form part of this letter:

Appendix A: Contractor Experience

**Contractor:**

**Owner:**

\_\_\_\_\_  
 (Contact Name)

\_\_\_\_\_  
 (Contact Name)

\_\_\_\_\_  
 (Company Name)

\_\_\_\_\_  
 (Company Name)

\_\_\_\_\_  
 (Street Address)

\_\_\_\_\_  
 (Street Address)

\_\_\_\_\_  
 (City, Province, Postal Code)

\_\_\_\_\_  
 (City, Province, Postal Code)



**APPENDIX A**  
**CONTRACTOR EXPERIENCE**

\_\_\_\_\_  
City File No.

<b>Project 1</b>		<b>Description</b>
Name:		
Location:		
Construction Value:		
Completion Date:		

<b>Project 2</b>		<b>Description</b>
Name:		
Location:		
Construction Value:		
Completion Date:		

<b>Project 3</b>		<b>Description</b>
Name:		
Location:		
Construction Value:		
Completion Date:		

Contractor's City of Kelowna or Inter-Community Mobile Business License Number: \_\_\_\_\_