



REQUEST FOR PROPOSAL
AS-&-WHEN BOILER MAINTENANCE AND INSPECTION
(3-YEAR)

PROPOSAL CALL: FRIDAY JUNE 2ND, 2023

PROPOSALS DUE: Friday JUNE 16TH, 2023 @ 12:00PM NOON EST

2023-RFP-054



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1.0 GENERAL

1.1 Introduction

The City of Iqaluit Department of Public Works (the City) is issuing a Request for Proposal (RFP) for qualified Proponents to provide services as further outlined in this RFP document. The purpose of this RFP is to select a qualified Proponent to undertake As-&-When services for boiler/furnace maintenance and inspections for the period starting July 1st, 2023 and ending May 31st, 2026.

The requirements of the submission are outlined in Sections 2 and 3. The objectives, scope of work and deliverable of the project are outlined in the Terms of Reference in Section 5.

1.2 Background

1.2.1 Location

Iqaluit is the capital of Nunavut and is located at the south end of Baffin Island, Frobisher Bay 64°31'N latitude and 68°31'W longitude. Access to Iqaluit is provided by regular scheduled commercial aircraft year round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal in the summer.

1.2.2 Geology and Terrain

Iqaluit's location is above the tree line and within the continuous permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain. In some locations, a thin layer of organic material is found.

1.2.3 Climate

Iqaluit has an Arctic climate with January and July high and low mean temperatures of -21.5° C/ -29.7°C (high/low) and 11.4° C/3.7° C (high/low) respectively. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm precipitation. The prevailing winds are northwest at 16.7 km/hr.

1.3 Definitions

The City:	The City of Iqaluit, Nunavut.
The RFP:	This request for professional services for the City of Iqaluit.
The Proponent:	The firm submitting a proposal in response to this RFP.



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The Project: The work and services that are described in the Terms of Reference of this RFP.

The Contract: The City shall enter into a contract with the successful Proponent for the professional services described in the Terms of Reference of this RFP.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

Proponents must submit electronic (PDF) copies of their Proposal(s), emails are to be received before Noon, 12:00:00 pm local Iqaluit time on June 16th, 2023 addressed to:

Samuel Oladimeji
s.oladimeji@iqaluit.ca
Procurement Agent,
Corporate Services
City of Iqaluit

Emails should be clearly marked in the subject line with “**City of Iqaluit – As-&-When Boiler Maintenance/Inspection – ProponentName.**”

Proponents shall submit the technical submission and the cost submission in separate files. Files should be labeled as such:

Technical Submission: *TECHNICAL PROPOSAL – A&W Plumbing – ProponentName*

Cost Submission: *COST PROPOSAL – A&W Plumbing – ProponentName*

The total size of email submissions should be less than 9MB in size to facilitate delivery and adequate time must be allowed for delivery. It is the Proponent’s responsibility to confirm successful receipt of the email submission prior to the deadline. The final decision on whether to accept late Proposal is at the City’s discretion.

Technical and Commercial submissions shall be submitted in separate files. Bidders shall submit a Cost Submission form identifying the corresponding costs.

2.2 Inquiries and Amendments

All inquiries concerning this RFP are to be directed by email only to:

Bruce Giles
Facilities Manager-Maintenance,
City of Iqaluit
Email: B.Giles@iqaluit.ca



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To ensure consistency and fairness to all proponents, all firms who have received the RFP will receive any information with respect to significant inquiries in the form of written amendments or clarifications. Verbal explanations or instructions will not be binding.

The deadline for submitting inquiries is **June 12, 2023** at 4:00pm local Iqaluit time.

2.3 Proponent Requirements

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the project.

2.4 Terms and Conditions

- 2.4.1 *Submission of a Proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this RFP.*
- 2.4.2 *The City will not make any payments for the preparation of a response to this RFP. All costs incurred by a Proponent will be borne by the Proponent.*
- 2.4.3 *This is not an offer. The City does not, by virtue of this Proposal call, commit to an award of a Proposal, nor does it limit itself to accepting the lowest price or any Proposal submitted, but reserves the right to award this Proposal in any manner deemed to be in the City's best interest.*
- 2.4.4 *Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the City and issuing of a Letter of Intent.*
- 2.4.5 *The City has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the RFP.*
- 2.4.6 *The City will not be responsible for any Proposal that does not indicate the RFP reference, and the Proponent's name.*
- 2.4.7 *The City will not be responsible for any Proposal that is delivered to any address or in any manner other than that provided in Section 2.1 of this RFP.*
- 2.4.8 *If a contract is to be awarded as a result of this RFP, it will be awarded to the Proponent whose Proposal for each service, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.*
- 2.4.9 *If the City decides to award a contract based on a submission received in response to this RFP, the Successful Proponent(s) will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a Contract. Proponents will not*



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acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties.

- 2.4.10 The contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Proposals, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any proponent who has submitted a proposal.*
- 2.4.11 A copy of the Services Agreement is included as Appendix 'B'.*
- 2.4.12 Any amendment made by the City to the Request for Proposal will be issued in writing and sent to all who have received the documents.*
- 2.4.13 An Evaluation Committee will review each Proposal. The City reserves the exclusive right to determine the qualitative aspects of all Proposals relative to the evaluation criteria.*
- 2.4.14 Proposals will be evaluated as soon as practicable after the closing time. No detail of any Proposal will be made public except the names of all parties submitting Proposals.*
- 2.4.15 The proposal and accompanying documentation submitted by the proponents are the property of the City and will not be returned.*
- 2.4.16 Proponents must acknowledge receipt of any addenda issued by the City in their proposal.*
- 2.4.17 Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.*
- 2.4.18 Proponents and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this RFP, other than the City Representative named in section 2.2, at any time prior to the award of a contract or the cancellation of this RFP.*

2.5 Validity of Offer

Proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this RFP.

3.0 PROPOSAL REQUIREMENTS AND EVALUATION

The Proposal shall include all the information required to rate the submission, including the technical and cost components.

The Proposal will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience and project team.

The requirements of this project are outlined in the Section 5 -Terms of Reference.



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3.1 Company Profile and Experience

The proponent will provide a company profile and describe projects and contracts undertaken that are of a similar scope and nature as the required services as indicated in this RFP. Demonstrated experience and ability to satisfy the requirement of a project of this scope, related experience and include references of previous projects/ contracts. Three projects/contracts should be provided. Each project description shall be no longer than a half (1/2) page for each description. (2 pages, maximum)

3.2 Experience and Qualifications of Personnel

The proponent shall list all team members proposed for this contract, along with their relevant experience and qualifications. This includes the Superintendent, Journeyman(men), and Apprentice(s). The Proponent is to also list any sub-contractors who will form part of their team (1 page, maximum). The Proponent shall submit copies of tradesman certificates of the proposed team members, as well as all sub-contractors. (No page limit on certificates).

3.3 Methodology, Approach, and Equipment

The proponent shall provide description of the proposed work methodology that will be used for undertaking the services described in the Terms of Reference. Describe the equipment and materials that will be used, how it will be used, how the work will be planned and coordinated with City Staff, how the work will be executed in the field, and what measures will be taken in order to ensure the safety of staff and the general public (i.e. signs, barricades, fencing, etc.). (1 page maximum)

3.4 Availability

The proponent shall clearly identify that it can meet the minimum requirements as described in Section 5 for availability. (1/2 page maximum)

3.5 Costing

The costing submission will be submitted in a separate file from the technical submission. This file must be clearly labelled as per the requirements noted in Section 2.1. Failure to clearly label this file may result in the proposal not being accepted. The costing submission shall include hourly rates as outlined in Appendix A of this RFP. Rates shall be in effect as of the award date for a two-year (24-month) period. Only those Proponents that, in the consensus of the Evaluation Team, have scored higher than 70% on the overall Technical Submission (42/60 points) will have their Cost Submission opened.

The financial evaluation will be based on a Weighted Rate Total (Financial Offer), which will be calculated based on an established weighting factor and the proposed hourly rate for each position. The score for the Financial Component will be in accordance with the following formula:

$$\underline{\underline{(Lowest Financial Offer) / (Proponent Financial Offer) \times 25\% = Proponent percentage}}$$



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The Costing Submission should clearly identify the Hourly Rates for the positions and equipment listed, excluding GST, for each service. Hourly rates should include among other things, mobilization, demobilization, profits, administration/ reporting, transportation, fuel, equipment, and consumables. Hourly rates should not include training, maintenance of equipment, licensing, certifications, and administrative consumables (i.e. printing, ink, paper).

The proposed hourly rates, identified in Appendix A, shall apply to normal working hours, overtime, and weekends/ holidays for the duration of the contract. The billable time shall be calculated based on arrival and departure time at the site. Administrative costs are to be included in the proposed hourly rate. Hours billed towards administrative duties (i.e. responding to work order/ call-up, invoices, etc.) will not be considered.

3.6 Inuit Content

In compliance with Article 24 of the Nunavut Land Claims Agreement (NLCA), the City will provide consideration for the proponent’s use of goods and services from Inuit sub-contractors and suppliers, and for the employment of Inuit in delivering the contract.

Inuit Labour: Percentage of Inuit labour associated with the labour of the requested services.

Inuit Firm: Information informing of the percent Inuit ownership of the firm and NNI registry confirmation.

3.7 Evaluation of Proposals

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

Table 1 EVALUATION RATING TABLE		
Rating Factor		Weight Factor
1. Company Profile and Experience		10
2. Experience and Qualifications of Personnel		20
3. Methodology, Approach, Equipment		20
4. Availability		10
Subtotal Technical Submission		60
5. Cost of Services		25
6. Inuit Content	Inuit Labour	10
	Inuit Firms	5
TOTAL		100



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4.0 TERMS OF PAYMENT

The following terms and conditions apply to payment for this contract:

- a) The Contractor shall be reimbursed on a monthly basis in accordance with the figures provided in the Cost Submission form. Invoices shall be clearly itemized in accordance with services provided as well as dates of services provided.
- b) The invoice shall include the following:
 - the project title;
 - the Service Contract number;
 - the Work Order/ Call-up reference number;
 - a description of the work completed, which includes as a minimum:
 - Date(s) services performed
 - Location services provided
 - Time arrived on site / Time left site / Total hours (per position/ equipment)
 - and a billing summary
- c) All invoices shall be directed to the Contract Manager identified below:

Joe Brown
Superintendent of General Operations
Email: J.Brown@iqaluit.ca

&
Accountspayable@iqaluit.ca

- d) No payment will be made for the cost of work incurred to remedy errors or omissions for which the Contractor is responsible.
- e) Compensation for any additional work, not described in the Work Order / Call-Up, **must be approved in writing by the Contract Manager**, prior to the work taking place. Additional work not approved by the City's Contract Manager will not be paid.
- f) Additional work outside the scope of services identified in contract will be completed per the unit rates established within the contract. Additional work **must** be approved by the Contract Manager in writing before work may commence in the field.
- g) All invoices are to be submitted to the City's Contract Manager for review, approval, and processing.
- h) The Contractor will be allowed to carry a maximum mark-up of 15% on materials, parts, and sub-contracted services. Back-up documentation (i.e. third-party suppliers/ vendors quotations, sub-contractor quotations), **must** be submitted with the monthly invoice.



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- i) All invoices ***must*** include backup timesheets (daily work record) that have been previously reviewed and approved by Contract Manager.

5.0 TERMS OF REFERENCE

5.1 Background

The City requires maintenance services for plumbing and piping systems at various City facilities. These services will ensure regular preventative maintenance duties are undertaken, in order to maintain operation of the systems. Maintenance services will be required at the following City facilities:

City Asset List - Heating:

Building Address	Heating Type
1. Apex Garage - 3099	2 Ceiling Mounted Furnaces
2. Abe Okpik Hall - 3097	1 Boiler
3. Arctic Winter Games - 2804	2 Boilers, 2 AHU
4. Aquatic Centre - 900	2 Boilers, 2 AHU
5. Arnaitok Arena - 901	2 Boilers, 1 AHU
6. City Operations/Fire Hall - 901	2 Boilers, 1 AHU
7. Curling Rink - 902	2 Boilers
8. Airbase Garage - 621	2 Ceiling Mounted Furnaces
9. Elders Qammaq - 226	1 Boiler
10. Trigram Building/Reheat - 903	2 Boilers
11. Federal Garage - 1549	1 Boiler, 3 Ceiling Furnaces
12. Operations Center - 1549 (operational in 2024)	2 Boilers, 2 AHU
13. Uqsuq Garage - 1123	2 Ceiling mounted fin and fan
14. Landfill Site Trailer - 2083	1 Boiler
15. Fire Training Garage - 2083	2 Ceiling Mounted Furnaces
16. Landfill Quonset Hut - 2080	1 Furnace
17. Booster Station #1 - 542	3 Boilers
18. Booster Station #2 - 512	2 Boilers
19. Reheat Station #1 - 514	2 Boilers
20. Reheat Station #2 - 222	2 Boilers
21. Lift Station #1 - 1001	2 Boilers
22. Lift Station #2 - 118	2 Boilers
23. Water Treatment Plant - 499B	2 Boilers, 1 AHU
24. Waste Water Treatment Plant - 2008	2 Boilers, 2 AHU



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5.2 Scope of Services

1) DEFINITIONS

- a) **Journeyman** means tradesman in possession of a valid Red Seal, Inter-Provincial or Territorial qualification certificate and who is accepted as a Journeyman tradesman by the designated Government Inspector.
- b) **Apprentice** means an employee registered in the appropriate Nunavut apprenticeship program and who has completed no less than one full year of training.
- c) **MS** means the Maintenance Superintendent.
- d) Owner means the City of Iqaluit which owns the facility and the Heating Units contained therein.
- e) "Heating Units," for the purpose of this Contract means the following types of oil-fired units:
 - i) forced air furnaces
 - ii) hot water boilers and systems
 - iii) oil fired hot water heaters
 - iv) low pressure boilers and systems,
 - v) Unit Heaters,
 - vi) any miscellaneous units which comprise of cabinets, radiation fin, air vents, zone, valves, thermostats, transformers, switch relays, and hot water tanks.

2) WORK INCLUDES

- a) The work under this contract generally includes, but is not limited to:
 - i) **Annual Maintenance Inspections and Overhaul:** This inspection and overhaul work is to be completed once per year on a scheduled basis on the issuance of service requests procedure sheets, by MS. The Contractor is to check all aspects of the units and to set them up for maximum efficiency. A copy of the final combustion analysis and glycol test analysis, which consists of percentage of glycol/water and the strength of inhibitors, to be provided with each service request. Please see Appendices F and G for examples of reports to be provided.
 - ii) **Preparation of Boilers and Pressure Vessels for Inspection by the Boiler Inspector:** This work is to be done only if and when advised by the MS that an inspection will be made by a Boiler Inspector of the Safety Division of the Government of Nunavut. The Contractor will provide the necessary labour to prepare units for inspections by the Boiler Inspector and to return the unit to operating condition. Parts and labour that will be required by the contractor shall be invoiced as per their unit prices.
 - iii) **As and When Required Maintenance** Including adjustments, repairs, refurbishment or replacement: to be performed as a result of asset operational deficiencies will be requested and scheduled by the MS or designate. Verbal instruction and/or Service Requests will be issued to direct the Contractor to proceed with the work and shall be subject to the Journeyman hourly rate provided in the unit pricing table or an apprentice rate where applicable. See Appendix H for an example of the report to be completed upon the conclusion of an As and When required Maintenance Activity.

This work is to include work requested by the City to address operating units or system performance issues. The contractor is required to inspect and correct all operating issues and report to the City repairs undertaken to accomplish this task.



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b) The Contractor shall complete and process all data report sheets as specified by the authority having jurisdiction and provide them to the MS. The Contractor shall maintain a log on site in which they shall record work carried out. The log shall be available for inspection by a City representative or Building Inspector as required and must be delivered to the MS on request.

c) All test results, details and settings are to be documented in writing. The City has provided in Appendices F, G and H examples of minimum amount of documentation to be provided as Annual Inspection and Overhaul Service Sheet or Work Order Request with this document. Contactor to use these or their own documents to record settings and observations.

d) Repair parts outside the service portion of the contract are to be stocked and provided at the Contractor's cost. Only by request of the City, the Contractor shall conduct daily inspections to the over 750 Kw boiler rooms, these inspections must be completed by a 3rd Class Stationary Engineer.

e) All City systems to be inspected and maintained are located at the sites listed in Appendix I-Asset List.

f) The City, at its discretion and as required, may require the Contractor to complete EXTRA WORK that is work that is additional to the base maintenance contract. This work may include: i) New installations or complete replacement of heating units.

ii) Electrical repairs, maintenance or installations to oil fired furnaces, boilers and hot water tanks and their associated controls and equipment; and

iii) Plumbing and steam fitting work, except that normally associated with maintenance of heating units to which the contract work applies or that associated with the restoration of systems that have failed due to the negligence or poor performance of the Contractor in carrying out the work of this contract.

iv) Ductwork modifications, including replacement, addition or alteration.

v) The cost of any and all EXTRA WORK is to be negotiated with the City prior to the work proceeding.

g) The City of Iqaluit reserves the right to add or delete heating units from the general and continuous supervision and will notify the Contractor of such changes in writing.

h) All mechanical/boiler rooms to be kept in a clean and safe environment. No extra work orders will be issued for facilities or workplaces to be cleaned.

3) METHOD OF WORK

a) The methods, procedures, installations and materials described in the latest edition of C.S.A. Standard B-51 operation and construction code, the ASME code section 4 and 5 and, the latest edition of the Territorial Boiler, Pressure Vessel Act, along with the manufacturer's instructions for all installed equipment shall apply to the work of this contract.



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4) QUALIFICATIONS AND CERTIFICATIONS

- a) The Contractor shall competently and diligently carry out the services specified for inspections and within the required time frame and priority specified at the time for As and When Required services and call outs.
- b) The work shall be performed by or under the direct supervision of a competent Journeyman holding a Red Seal endorsement. The Contractor shall provide the MS with copies of certificates for all Journeymen Persons to be assigned work under this Contract.
- c) The Contractor shall provide the MS with details of any other persons proposed to be involved in the delivery of these services, including qualified Apprentice(s) where applicable, and submit copies of their tradesman certificates and/or relevant qualifications. These persons will be subject to the approval of the City prior to their being used to carry out any services.

5) MATERIALS AND PARTS

- a) Materials and/or parts shall be those specified by the manufacturer or equipment. Where such parts are not available, the Contractor may install parts equal to the manufacturer's specifications subject to the approval of the MS.
- b) If in an emergency the Contractor installs materials and/or parts other than those specified, they shall replace them with the specified parts, or equal, before claiming payment. No claim other than for specified parts shall be made unless the conditions of 2.f) have been met.
- c) All defective or unserviceable parts removed for replacement are to be identified with tags showing the unit from which the part was removed and the data of servicing and shall be available to the MS for inspection.
- d) Materials TO BE INCLUDED IN THE UNIT PRICE for servicing shall include, but not necessarily be limited to, (note all parts may not necessarily be listed below):
 - i) Oil nozzles
 - ii) Oil filter elements
 - iii) Belts – compressor
 - iv) Gaskets
 - v) All required lubricants
 - vi) De-greasing materials
 - vii) Electrodes
 - viii) Photocells
 - ix) Pump/motor coupling
 - x) Small hardware & misc. wiring
 - xi) Relay
 - xii) Oil lines
 - xiii) Burner tubes
 - xiv) VAVs (Variable air volume)

6) CLEANUP ON COMPLETION

- a) Upon completion of work, thoroughly clean all surfaces and components. Remove stains and smudges from paintwork, hardware, aluminum and other finished surfaces.



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- b) Leave site free of all foreign and surplus materials, cleaning equipment, obstructions and hindrance.
- c) Maintain project site, and public properties free from any accumulation of waste materials and rubbish. Remove waste materials and rubbish from site and dispose accordance to local requirements.

7) PRECAUTIONS AGAINST DAMAGE, INFRINGEMENT OF RIGHTS, AND FIRE

- a) The contractor shall, at his own expense, do whatever is necessary to ensure that:
 - i) No person, property, right, easement or privilege is injured, damaged or infringed by reason of the Contractor's activities in performing the Contract.
 - ii) Pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted, or endangered by the performance or existence of the work or Facility.
 - iii) Fire hazards in or about the work or its site are eliminated and, subject to any direction that may be given by the City, any fire promptly extinguished.
 - iv) The health and safety of all persons employed in the performance of the work is not endangered by the method or means of its performance.
 - v) Adequate medical services are available to all persons employed on the work or its site at all times during the performance of the work.
 - vi) Adequate sanitation measures are taken in respect of the work and its site; and
 - vii) All vehicles that are on the premises (parked inside or out) of the contractor's property are the responsibility of the contractor. Any damages that occur at this time shall be repaired at contractor's expense.

8) TOXIC AND HAZARDOUS SUBSTANCES

- a) For the purposes of applicable legislation related to toxic and hazardous substances, the City shall be deemed to have control and management of the work site with respect to existing conditions.
- b) If the Contractor encounters toxic or hazardous substances at the work site, or has reasonable grounds, including disclosure by the Owner, to believe that toxic or hazardous substances are present at the work site the contractor shall:
 - (1) Immediately report the circumstances to the City in writing.
 - (2) Comply with all applicable safety and hazardous material legislation including but not limited to Nunavut Safety Acts, Asbestos Safety Regulations, WSCC Asbestos Abatement Codes of Practice, WSCC Hazardous Assessment Codes of Practice, Occupations Health and Safety legislation/regulations applicable to Nunavut, and the Government of Nunavut CGS-Confined Space Program, Hot Work Procedures as well as Dangerous Spaces Safe Work Instructions;
 - (3) Make all reports required by those legislations, regulations, rules and guidelines.
 - (4) Take all reasonable steps, including stopping the work, to ensure that no Person's exposure to any toxic or hazardous substances exceeds any applicable time weighted levels prescribed by applicable legislation at the work site.

9) HEALTH AND SAFETY

- a) The Contractor, sub-contractor, and its agents shall strictly comply with the current Industrial Health and Safety regulation of the Territory of Nunavut and the City of Iqaluit.



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b) The Contractor, sub-contractor, and its agents must sign and submit the City of Iqaluit Health and Safety Orientation form included as Appendix J.

5.3 Requirements

The following requirements must be adhered to:

- Required services will be coordinated through the Contract Manager, or their designate, by means of a **Work Order / Call-up**. Call-ups will be issued on an as-and-when basis, depending on the need for services.
- The Proponent will be required to respond to the Work Order / Call-Up within 12-hours of being issued. The Proponent will be required to assess the scope of work, based on the information submitted in the Work Order / Call-Up, and provide a quotation for maintenance services based on the unit rates established in the contract. The Proponent may be required to visit the project site in order to better understand the scope of the assignment.
- The cost quoted will establish the maximum upset limit for work that will be performed on a time and materials basis. The quotation must include cost for labour, materials, and sub-contracted services. Back-up quotations must be supplied from third-party suppliers/ vendors and sub-contractors. Mark-ups must be clearly presented, as per the allowance identified in the contract. The Proponent can proceed once approval has been provided in writing by the Contract Manager. Once the work has been approved, mobilize to site no later than 12-hours after approval provided.
- The Proponent will be required to submit daily work records at the end of the shift to the Contract Manager. The daily work record is to identify at a minimum:
 - o Date
 - o Work Order / Call-Up Reference #
 - o Site location
 - o Time arrived on site
 - o Time left site
 - o Total number of hours
 - o Number of labourers/ crew on site
 - o Equipment on site (make, model)
 - o Description of tasks performed
- The daily work record / timesheet must be reviewed and approved by the Contract Manager prior to invoicing.
- Materials and/or parts shall be those specified by the manufacturer or equipment. Where such parts are not available, the Contractor may installed parts equal to the manufacturer's specifications, subject to approval by the Contract Manager.
- Back-up invoices from third party suppliers/ vendors for materials and/or parts purchased to perform the services, must be submitted with the monthly invoice.



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- If in an emergency the Contractor installs materials and/or parts other than those specified, they shall replace them with the specified parts or equal, before claiming payment.
- All defective or unserviceable parts removed for replacement are to be identified with tags showing the unit from which the part was removed, and made available to the Contract Manager for inspection. The Contractor Manager may choose to retain the part/ equipment, or dispose of it. Contractor will be responsible for disposing defective part/ equipment.
- The City will not be responsible in any way for the Contractor's equipment that may be damaged or lost by fire, theft or accident. The Contractor will be responsible for adequately insuring its equipment is stored on the City's premises against loss by fire, theft, accident or otherwise.

5.4 Warranty

The following warranty items apply to the services:

- The Contractor shall guarantee to maintain the work and materials against and defects arising from faulty installation, materials supplied as a part of the contract, or workmanship for a period of one year from the date of acceptance of the work by the City.
- Faulty material shall be replaced, and any defects which are discovered shall be recitified to the satisfaction of the City within 24-hours of notification at no additional costs.

5.5 Inspection of Services

The following conditions apply to the inspection of work performed:

- All services provided as a part of this contract shall be subject to inspection and shall meet the approval of the City. If the work is not approved, the City shall have th right to reject them or to require correction/ repair.
- Acceptance or rejection of the work shall be made as promptly as practical, but the failure to accept or rejec t the work shall not relieve the Contractor from the responsibility for the services provided not in accordance with the contract.
- The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- The City shall be the final judge of all services and its decisions of all questions in dispute will be final.



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6.0 SCHEDULE

DATE	ACTION
June 2 nd , 2023	Opening date for RFP
June 12 th , 2023	Deadline for submitting inquiries
June 16 th , 2023	Closing date for RFP
June 23 rd , 2023	Award date
July 1 st , 2023	Contract Valid/Start Date
April 31 st , 2026	Contract End



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APPENDIX A – COST SUBMISSION FORM

Proponent Name: _____

Provide the following cost breakdown for the services detailed herein that the Proponent is proposing to offer the City of Iqaluit. Proponents are required to provide hourly rates (excluding GST) that include among other things, mobilization, demobilization, maintenance services, profits, administration/ reporting, transportation, storage, and tools/ equipment.

SERVICE DESCRIPTION		WEIGHT (%)	HOURLY RATE	WEIGHTED RATES
		A	B	= (A x B) / 100
LABOUR				
1.	Superintendent / Project Manager	10	\$	\$
2.	Journeyman	45	\$	\$
3.	Apprentice	25	\$	\$
4.	Labourer	15	\$	\$
Sub-Total (1+2+3+4):				\$
WEIGHTED RATE TOTAL:				\$