



**REQUEST FOR PROPOSAL**  
**INFORMATION TECHNOLOGY SERVICES & MAINTENANCE**  
**2 – YEAR CONTRACT**

**PROPOSAL CALL: MARCH 30, 2023**

**PROPOSALS DUE: APRIL 14, 2023**

**2023-RFP-O33**

## 1. GENERAL

### 1.1 Introduction

The following is a Request for Proposal (RFP) an Information Technology Services, Maintenance and Support for the City of Iqaluit. The City has expanded its offices and will need to improve IT services across all the City offices in Iqaluit. The City is requiring an IT services provider that will increase the work efficiency rate through its services.

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

### 1.2 Background Information

#### 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.
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 INSTRUCTION TO PROPONENTS

### 2.1 Submission

- a) Proponents must submit electronic (PDF) copies of their Proposal(s), emails are to be received before 3:00PM EST on April 14, 2023 addressed to:

Rod Mugford  
A/Chief Administrative Officer  
City of Iqaluit  
[r.mugford@iqaluit.ca](mailto:r.mugford@iqaluit.ca)

Emails should be clearly marked in the subject line with “City of Iqaluit– IT Services and Maintenance – (The Proponent name.)”

Proponents shall submit a Cost Submission form identifying the corresponding costs, as shown in Appendix A.

- b) 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.
- c) 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 Request for Proposal are to be directed to:

Rod Mugford  
A/Chief Administrative Officer,  
City of Iqaluit  
Phone: 867-979-5600  
E-mail: [r.mugford@iqaluit.ca](mailto:r.mugford@iqaluit.ca)

To ensure consistency and fairness to all proponents, all firms who have received the Request for Proposal 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 (3) business days prior to the date and time of the submission deadline at 3:00 p.m. EST.

## 2.3 Proponents 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 Request for Proposals.*
- 2.4.2 *The City will not make any payments for the preparation of a response to this Request for Proposals. 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 this 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 Request for Proposal 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 Request for Proposal.*

- 2.4.6 The City will not be responsible for any proposal that does not indicate the Request for Proposal reference, and the proponent's name.*
- 2.4.7 The City will not be responsible for any proposal that is delivered to any address 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 Request for Proposal, it will be awarded to the proponent whose proposal, 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 Request for Proposal, the successful proponent 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 acquire any legal or equitable rights or privileges whatever until the contract is signed by both parties. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.*
- 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 2.6, at any time prior to the award of a contract or the cancellation of this RFP.*

## **2.5 Validity of Offer**

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

### **3 PROPOSAL REQUIREMENTS AND EVALUATION**

The Proposal shall include all the information required to rate the proposal, including the cost component.

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.

#### **3.1 Understanding of the Project**

The proponent shall demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the services. The proponent shall provide a description of the services and technical requirements, highlighting those that are of particular significance to the delivery of the services.

(1 page maximum)

#### **3.2 Team Member Qualifications and Experience**

The proponent shall outline relevant experience of its team members and include resumes of individuals that are proposed as part of the team.

(1 page, plus resumes)

#### **3.3 Availability**

The proponent shall clearly identify that it can meet the minimum requirements as described in section 5.2 Scope of Services for on site requirements, call-in availability and responsiveness.

(1 page maximum)

#### **3.4 Description of Project Approach**

The proponent shall provide a written description of how the proposed candidate plans to use their skills and experience to meet the needs of the City and what its approach will be. This section should discuss issues that may be encountered and how they would be addressed. It is also an opportunity to demonstrate and showcase how the proponent's skill set can be used to meet the project requirements.

(1 page maximum)

#### **3.5 Project Experience**

The proponent will 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 complete a project of this scope, related experience and successful completion of similar projects, ability to meet deliverables and timelines, references of previous projects. Three projects/contracts should be provided. Each project description shall be no longer than a half (1/2) page for each description.

#### **3.6 Costing**

The costing submission will be submitted in a separate file from the technical submission. This file must be clearly labelled "**COSTING SUBMISSION**" and include the project title. Failure to clearly label this file may result in the proposal not being accepted. The costing submission should clearly identify a Total Fixed Fee with GST shown separately and an estimated cost for flights, if required, for the duration of the contract.

All disbursements, including flight costs, will be considered to be part of the Total Fixed Fee. No additional invoicing for disbursements, shall be accepted. At no time shall the Total Fixed Fee be exceeded without prior written authorization from the City of Iqaluit.

The proponent shall include in the fee proposal:

- a) Fixed Fee: The Fixed Fee shall include scheduled on-site work, one day per week for five hours and any disbursements.
- b) Hourly Rate: The hourly rate will include additional hours for “as and when” requests and projects that exceed the set weekly hours.
- c) Emergency/After-hours call out rate: The proponent will define hours for after hour call outs and propose a rate for such call outs.

### 3.7 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.

### 3.8 Evaluation of Proposals

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

<b>Table 1 EVALUATION RATING TABLE</b>		
<b>Rating Factors</b>		<b>Weight Factor</b>
1. Understanding of the Project		5
2. Qualifications and Experience		30
3. Availability and Responsiveness		10
4. Description of Project Approach		15
5. Project Experience		10
<b>Subtotal Technical Submission</b>		<b>70</b>
7. Cost of Services		15
8. Inuit Content	Inuit Labour	10
	Inuit Firms	5
<b>TOTAL</b>		<b>100</b>

## 4 TERMS OF PAYMENT

The consultant shall be reimbursed on a monthly basis for work completed.

Each invoice shall include the project title, the Service Contract number, a description of the work completed, and a billing summary. The summary shall include the tasks as set forth in the costing submission (if applicable), the proposed costs and costs to date, and percentage invoiced to date.

Any requests to change terms of the contract must be made in writing to the Chief Administrative Officer in advance. At no time shall the contract upset limit be exceeded without prior written authorization from the City of Iqaluit.

## 5 TERMS OF REFERENCE

### 5.1 Background

The City of Iqaluit employees approximately 150 full-time employees and is governed by a mayor and eight members of council. The main server room is located at the Arnaitok Complex with a secondary server location at the AWG Arena. In 2019, the City undertook a server upgrade project. There are approximately 27 work station at the City Hall, approximately 17 workstations at the 2425 office building, 7 at the AWG arena, 8 9 at the Aquatic Centre, 5 at the City Garage and 4 at the Fire Hall. There is a SCADA system for the water treatment and distribution systems and various software programs for municipal functions throughout the organization. The City of Iqaluit expects the successful proponent to provide direction in the development of its IT requirements in addition to general maintenance and support services.

### 5.2 Scope of Services

**The minimum requirements include:**

- Strong knowledge base of computers and how they operate, which includes having a broad understanding of hardware and software, operating systems and basic computer programming.
- Adopting a process approach towards management, focusing on organizational need and IT services for the organization and customers.
- Experience supporting servers, desktops, networks and peripheral hardware.
- Service Management and Integration.
- Project, policy, and strategy consulting.
- Infrastructure Management
- Security and Disaster Recovery.
- Request fulfillment and Problem Management.
- Experience supporting client applications such as Microsoft Suite, Office 365, Adobe Suite, Central Square (Diamond), Questica, SCADA, HRISmyway, Max Galaxy, Dispatch/Fire software programs
- Considerable knowledge and working experience with the characteristics and capabilities of Microsoft Active Directory, Windows Server, Microsoft Exchange, Office 365, virtualization technologies (such as VMWare and Hyper-V) and experience with deployment and management of digital certificates.
- Technical and analytical work in supporting, troubleshooting, and maintaining the local area network.
- Maintain the network and communications hardware including routers, switches, firewalls, servers.
- Responsible for the security of IT data and Information Systems, including developing security protocols.
- Strong Backup and disaster recovery planning: Building Firewall, Installing Anti-Virus software, Installing virtual private networks (VPNs)
- Purchasing and maintaining consistent and stable hardware and software, including review assistance with tender documents (RFT, RFP's and RFQ's).
- Telecommunications support
- Develop project plans, budgets, policies and controls for IT services.
- Respond to IT support requests from City Staff.
- Complete the implementation of new equipment and systems.

- Prepare and maintain system documentation and technical training materials.
- Auditing and maintaining appropriate software licenses.
- Oversee IT projects undertaken by third-party consultants.
- Periodic and routine software installations and upgrades.
- Asset management services related to information technology, including providing the City with an up to date inventory of its systems and hardware
- Ensuring quarterly reporting on IT activities and projects
- Highly organized, effective attention to detail, high degree of accuracy and excellent follow-through.
- Conducting independent research and providing analysis and advice on IT issues.
- Network and Desktop Support and Maintenance (both on-site and/or off-site).
- Proponent must be available to accommodate emergency on-site work within 2hrs.
- Developing specifications for the purpose of pricing of equipment.
- IT Monitoring Keeping track of Business information, Monitor networks, internet traffic and other devices.
- Develop software that could help improve business and maintain capital records.
- Ensure that City IT infrastructure like; servers, Cloud Infrastructure, server rooms are well managed for continuous operations.
- Develop and provide cloud services for storage of business records and for staff communication, which should be assessable when needed.

## **6 Optional/Additional Deliverables**

The Proponent is encouraged to include additional solutions and recommendations not stated above that enhance the functionality, efficiency, security of the Information Technology system at the City of Iqaluit as an innovative, accessible and accountable municipal government.

The following deliverables will be required as part of the Project:

- Quarterly activity/project reports submitted to the Chief Administrative Officer
- IT policies and procedures (minimum of 5 key policies as approved by the CAO or delegate)
- Up to date inventory of city systems and hardware (annual)



## 7 RFP SCHEDULE

DATE	ACTION
MARCH 30, 2023	• <b>RFP POSTED</b>
APRIL 11, 2023	• <b>DEADLINE FOR SUBMITTING INQUIRIES</b>
APRIL 14, 2023	• <b>CLOSING DATE FOR RFP</b>
APRIL 19, 2021	• <b>AWARD DATE</b>

## Appendix A – City of Iqaluit Services Agreement

### CITY OF IQALUIT SERVICES AGREEMENT

BETWEEN: THE MUNICIPAL CORPORATION OF THE CITY OF IQALUIT  
(hereinafter referred to as the "CITY OF IQALUIT")  
OF THE FIRST PART

AND: ###  
(hereinafter referred to as the "Consultant")  
OF THE SECOND PART

WHEREAS the CITY OF IQALUIT has requested the Consultant to provide certain services in a Request for Proposal (RFP) dated ##### and titled "#####";

AND WHEREAS the Consultant has agreed to provide such services to the CITY OF IQALUIT in its response to the Request for Proposal (Proposal) dated #####;

AND WHEREAS the CITY OF IQALUIT and the Consultant wish to set out the terms and conditions relating to the provision of such services;

THEREFORE the CITY OF IQALUIT and the Consultant agree as follows:

1. SERVICES AND PAYMENT

- 1.1 The Consultant agrees to provide to the CITY OF IQALUIT those services set out in the Terms of Reference of the Request for Proposal for ####. A copy of the RFP is attached as Appendix "A".
- 1.2 The CITY OF IQALUIT agrees to pay for the services described above, a total amount not greater than #### plus GST, for the provision of professional services based on the Proposal dated ##### and as attached in Appendix "B" hereto.

2. TERM

- 2.1. This Contract shall commence on the ##<sup>st</sup> of #####, #### and terminates on the ##<sup>st</sup> of #####, #### unless otherwise terminated in accordance with the provisions of this Contract.

3. NOTICE AND ADDRESS

3.1 Any notice required to be given herein or any other communication required by this contract shall be in writing and shall be personally delivered, sent by facsimile, or posted by prepaid registered mail and shall be addressed as follows:

i) If, to the CITY OF IQALUIT:

####

Reference:

ii) If to the Consultant at:

####

3.2 Every such notice and communication, if delivered by hand, shall be deemed to have been received on the date of delivery or if sent by prepaid registered mail shall be deemed to have been received on the seventh day after posting, or if by facsimile, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

#### 4. COMPLETE AGREEMENT

4.1 This Contract and its attachments constitute the complete Contract between the parties. Except as provided herein, it supersedes and shall take effect in substitution for all previous agreements. It is subject to change only by an instrument executed in writing by the City.

4.2 If this Contract arises from a request for proposals or tender call, the provisions of the request for proposals or tender call and the Consultant's bid or proposal submission are incorporated into this Contract and may be used to clarify, explain or supplement this Contract, but shall not be used to contradict any express terms of this Contract.

4.3 In the event of a conflict between this Contract, the Consultant's bid or proposal submission, and the City's original tender bid instructions or Request for Proposals , the more recently prepared document shall govern to the extent of such inconsistency.

#### 5. GENERAL TERMS

5.1 Any information obtained from, or concerning any department of the CITY OF IQALUIT or clients of any department of the CITY OF IQALUIT, by the contractor, its agents or employees in the performance of any contract shall be confidential. The Consultant shall take such steps as are necessary to ensure that any such information is not disclosed to any other person and shall maintain confidential and secure all material and information that is the property of the CITY OF IQALUIT and in the possession of or under the control of the Consultant. This clause survives the termination of this contract.

5.2 Time shall in every respect be of the essence. The Consultant shall deliver the services specified in the contract and according to the project schedule on costs. The CITY OF IQALUIT may grant reasonable extensions to the Consultant for delays, if the Consultant can show those delays were caused by circumstances beyond the control of the Consultant.

5.3 The Consultant is an independent Consultant with the CITY OF IQALUIT and nothing in this contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the CITY OF IQALUIT and the Consultant. The Consultant is solely responsible for

payments of all statutory deductions or contributions including but not limited to pension plans, unemployment insurance, income tax, workers' compensation and the Nunavut Payroll Tax.

- 5.4 This contract shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.
- 5.5 No waiver by either party of any breach of any term, condition or covenant of this contract shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.
- 5.6 The failure of either party at any time to require the performance of any provision or requirement of this contract shall not affect the right of that party to require the subsequent performance of that provision or requirement.
- 5.7 Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the Consultant in performing the contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the Property") shall vest in the CITY OF IQALUIT and the Consultant hereby absolutely assigns to the CITY OF IQALUIT the copyright in the property for the whole of the term of the copyright. The Consultant shall not be responsible for any loss or damage suffered by the City of Iqaluit or any third parties resulting from any unauthorized use or modification of the property, errors in transmission of the property, changes to the Property by others, the consequences of design defects due to the design of others, or defects in contract documents prepared by others, and the City of Iqaluit agrees to defend, indemnify, and hold the Consultant harmless from and against all claims, demands, losses, damages, liability and costs associated therewith. Subject to the foregoing, the Property may be relied by the City of Iqaluit for design and construction work undertaken by other parties with respect to the Services provided that such parties verify the accuracy and completeness of the Property to their satisfaction.
- 5.8 It is intended that all provisions of this agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.
- 5.9 This contract may be extended by the written consent of the parties.
- 5.10 The CITY OF IQALUIT may delegate any of its authority and undertaking pursuant to this contract to any employee or contractor the CITY OF IQALUIT by notice in writing to the Consultant.
- 5.11 This contract shall ensure to the benefit of and be binding on the respective administrators, successors and assignment of each of the parties hereto.
6. CONSULTANT RESPONSIBILITIES
- 6.1 The Consultant shall indemnify and hold harmless, the CITY OF IQALUIT, its officers, employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related to the negligent acts, errors, or omissions of the Consultant under this contract.
- 6.2 The Consultant shall be liable to the CITY OF IQALUIT for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the Consultant for use in connection

with the contract if such loss or damage is attributable to the negligence or deliberate acts of the Consultant or its employees or agents.

- 6.3 If, in the opinion of the CITY OF IQALUIT acting reasonably, the Consultant is in default in respect of any obligation of the Consultant hereunder, the CITY OF IQALUIT may rectify such default and pursue a claim against the Consultant for any direct costs associated with any such remediation, including a reasonable allowance for the use of the CITY OF IQALUIT's own employees or equipment.
- 6.4 The Consultant may not assign or delegate work to be done under this contract, or any part thereof, to any other party without the written consent of the CITY OF IQALUIT. In the case of a proposed assignment of monies owing to the Contractor under this contract, the consent in writing of the CITY OF IQALUIT must be obtained.
- 6.5 The Consultant shall keep proper accounts and records of the services for a period of 3 years after the expiry or termination of this agreement. At any time during the term of this contract or during the three years following the completion or termination of this agreement, the Consultant shall produce copies of such accounts and records upon the written request of the CITY OF IQALUIT.
- 6.6 The Consultant shall notify the CITY OF IQALUIT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon, occasioned by or in any way attributable to the performance or non-performance of the services under this contract.
- 6.7 If at any time the Consultant considers their estimates indicate costs will exceed the project budget they will immediately advise the City of Iqaluit. If in the opinion of the City of Iqaluit, acting reasonably, the excess is due to design, costs factors or matters under the control or reasonably foreseeable by the Consultant, the CITY OF IQALUIT may require the Consultant to do everything by way of revision of the design to bring the cost estimate within the project budget. Costs of completing such revisions shall be based upon a level of compensation reasonably appropriate to the circumstances, including the reason for the revisions.
- 6.8 Except as required in the performance of services set out in this agreement, the Consultant must maintain as confidential all data and information made available to the Consultant, the CITY OF IQALUIT, or any other parties which is generated by or results from the Consultant's performance of the Services described in this Contract. All such data and information is the property of the City of Iqaluit. This clause shall survive the termination of the Contract.

## 7. TERMINATION

- 7.1 The CITY OF IQALUIT may terminate this contract at any time upon giving written notice to this effect to the Consultant if, in the opinion of the CITY OF IQALUIT, the Consultant is unable to deliver the service as required, the Consultant's performance of work is persistently faulty, in the event that the Consultant becomes insolvent or commits an act of bankruptcy, in the event that any actual or potential labor dispute delays or threatens to delay timely performance of the contract or the (Consultant Contractor) defaults or fails to observe the terms and conditions of the contract in any material respect.
- 7.2 This contract shall terminate as of the day for termination set out in the written notice and the Consultant shall forthwith invoice the CITY OF IQALUIT for work performed to the date of termination.

7.3 Any invoice submitted by the Consultant pursuant to clause 7.2 shall be reviewed by the CITY OF IQALUIT to assess the amount which is properly due and owing for work done by the Contractor prior to termination.

## 8. FINANCIAL

8.1 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Consultant without penalty, expense or liability, if in the opinion of the Contracting Authority, the Consultant has failed to comply with or has in any way breached an obligation of the consultant. Any such hold back shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.

8.2 The CITY OF IQALUIT may set off any payment due the Consultant against any monies owed by the Consultant to the CITY OF IQALUIT.

8.3 The City of Iqaluit will pay the Goods and Services Tax (GST).

8.4 Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later. Invoices from Nunavut Consultants (as defined by the CITY OF IQALUIT NNI Policy) will be paid twenty (20) calendar days after receipt of the invoice, or twenty (20) calendar days after receipt of the services, whichever is later.

8.5 The CITY OF IQALUIT may, in order to discharge lawful obligations or to satisfy lawful claims against the Consultant or a Subconsultant arising out of the execution of work, pay any amount, which is due and payable to the Consultant under the contract, if any, directly to the obligee of and the claimants against the Consultant or Subconsultant.

## 9. INSURANCE AND LIABILITY

9.1 The Consultant's liability to the City of Iqaluit for claims arising out of this Agreement, or in any way relating to the Services, will be limited to direct damages and to the re-performance, without additional compensation, of any Services not meeting a normal professional standard of care and such liability will, in the aggregate, not exceed the amount of \$1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents and sub-consultants.

9.2 In no event will either party be liable to the other party for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.

9.3 The Consultant shall, without limiting his obligations or liabilities hereto, obtain, maintain and pay for during the period of this agreement, the following insurance with limits not less than those shown:

- a) Workers' Compensation insurance covering all employees engaged in the work in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the Consultant is assessed any additional levy, extra assessment or super-assessment by a Workers' Compensation Board as a result of an accident causing injury or death to an employee of the Consultant or any sub-consultant, or due to unsafe working conditions, then such levy or assessment shall be paid by the Consultant at its sole cost and is not reimbursed by the CITY OF IQALUIT.

- b) Employer's liability insurance with limits not less than \$500,000 for each accidental injury to or death of the Consultant's employees engaged in the work. If Workers' Compensation insurance exists, then in such event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to in item (e) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.
- c) Motor Vehicle, water craft and snow craft standard liability insurance covering all vehicles and/or craft owned or non-owned, operated and/or licensed by the Consultant and used by the Consultant in the performance of this agreement in an amount not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury, death and damage to property; and with respect to busses limits of not less than one million dollars (\$1,000,000.00) for vehicle hazards and not less than one million dollars (\$1,000,000.00) for Bodily Injury to or death of one or more passengers and loss of or damage to the passengers property in one accident.)
- d) Comprehensive General Liability Insurance with limits of not less than two million dollars (\$2,000,000.00) (inclusive) per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall include but not be limited to the following terms and conditions:
- Products & Completed Operations Liability \*
  - Consultant's Protective Liability
  - Blanket Contractual Liability
  - Broad Form Property Damage
  - Personal Injury Liability
  - Cross Liability
  - Medical Payments
  - Non-owned Automobile Liability \*
  - Contingent Employers Liability \*
  - Employees as Additional Insureds \*
- \*WHERE APPLICABLE*
- e) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars (\$250,000.00) per claim and five hundred thousand dollars (\$500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this contract or agreement.

All policies shall provide that thirty days written notice be given to the CITY OF IQALUIT prior to any cancellations of any such policies.

The Comprehensive General Liability Insurance policies shall name the CITY OF IQALUIT and any permitted sub-consultants as additional insureds only with respect to the terms of this contract and shall extend to cover the employees of the insureds hereunder.

The Consultant shall be responsible for any deductibles, exclusions and/or insufficiency of coverage relating to such policies.

The Consultant shall deposit with the CITY OF IQALUIT prior to commencing with the work a certificate of insurance evidencing the insurance(s) required by this clause in a form satisfactory to the CITY OF IQALUIT and with insurance companies satisfactory to the CITY OF IQALUIT.



REQUEST FOR PROPOSAL  
CONTRACT MANAGER OF ENGINEERING AND CONTRACT PROJECT OFFICER (2-YEAR)



IN WITNESS WHEREOF the parties hereto have set their hand and seals as of the date and year entered below.

FOR THE CITY OF IQALUIT:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

FOR THE CONSULTANT:

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness