



**EXPRESSION OF INTEREST  
FOR THE PROVISION OF**

**COMPREHENSIVE AUDIO & VISUAL SYSTEM**

**EXPRESSION OF INTEREST CALL: TUESDAY OCTOBER 22, 2024**

**RESPONSES DUE: TUESDAY NOVEMBER 12, 2024 at 3:00 PM EST**

**204-EOI-AV001**

The City of Iqaluit is seeking Expression of Interest for the supply and installation of a comprehensive Audio & Visual System for the City of Iqaluit Council Chambers. All contractors interested in submitting an Expression of Interest to the City Of Iqaluit are



EXPRESSION OF INTEREST  
**AUDIO AND VISUAL SYSTEM**  
 2024-EOI-AV001



requested to do so by respond in writing by Tuesday November 12, 2024 by completing the Expression of Interest form. The intention of this Expression of Interest is to determine contractor interest. No further proposal or pricing is required at this time. A response to this EOI is not required for further involvement in the project. The project details and EOI submission requirements are shown in the attached Terms of Reference.

**Expression of Interest Form**

**To:** City of Iqaluit – Purchasing Department  
**Attention:** Jim Jones  
**Title:** Procurement Agent  
**Address:** 100-1085  
 Iqaluit, Nunavut, X0A 3H0  
**Fax:** 867-979-5649  
**Email:** [j.jones@iqaluit.ca](mailto:j.jones@iqaluit.ca)

I hereby show interest of this above-noted EOI.

*(Please check your answer)*

We  ARE  ARE NOT   
 interested in being involved in this project in the future.

Representative’s contact information:

_____	_____
Name of Company	Representative’s Signature
_____	_____
Address	Name – Please Print
_____	_____
City, Province/ Territory, Postal Code	Title
_____	_____
Phone	Email



## 1.0 GENERAL

The following is a request for Expressions of Interest to provide a comprehensive audio and visual system to the City of Iqaluit. The requirements of the submission are outlined in the Request for Expression of Interest, and the requirements and objectives of the project outlined in the Term of Reference. The attached Terms of Reference is considered an integral part of this Request for an Expression of Interest.

### 1.1 Introduction

The City of Iqaluit is requesting Expressions of Interest for the provision of a comprehensive audio and visual system for council chambers.

The Terms of Reference for this project is included in this Request for Expression of Interest.

### 1.2 General Information

#### 1.2.1 Location

Iqaluit is the capital of the Nunavut Territory and is located at the south end of Baffin Island, on Frobisher Bay at 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



EXPRESSION OF INTEREST  
**AUDIO AND VISUAL SYSTEM**  
2024-EOI-AV001



### 1.3 Definitions

The City: The City of Iqaluit, Nunavut.

The REOI: This Request for Expression of Interest for the provision of a comprehensive audio and visual system for the City of Iqaluit Council Chambers.

The EOI: The Expression of Interest submitted by the proponent in response to the REOI.

The TOR: The Terms of Reference included in this REOI that provides information and requirements on the specific project.

The RFP: The Request for Proposal that will be issued for the works described in the REOI and TOR to the proponents which have been deemed to have best responded to the EOI.

The Proponent: The firm submitting in response to this REOI.

The Project: The work and services that are described in the Scope of Work of the Terms of Reference.

The Contract: The City may enter into a contract with the successful Proponent for the provision of a comprehensive audio and visual system for the City of Iqaluit Council Chambers for the services as outlined in the Terms of Reference.

## 2.0 INSTRUCTION TO PROPONENTS

### 2.1 Submission

The proponents shall submit a copy of the sealed EOI, clearly marked with the name of the project. The EOIs are to be submitted to:

Purchasing Department

100-1085 Mivvik Street

Iqaluit, Nunavut

X0A 3H0

Attention: Jim Jones – Procurement Agent

no later than 3:00 p.m. on Tuesday November 12, 2024.

Upon completion of the review and rating of the EOI, all proponents will be notified if they are to be invited to submit on the RFP. There will not be a public opening of the EOI and the details of



EXPRESSION OF INTEREST  
**AUDIO AND VISUAL SYSTEM**  
2024-EOI-AV001



the rating results will not be made public. In the event that only one proponent submits an EOI and meet all the mandatory requirements of the scope of work and Terms of conditions for the contracted services, the City may not require a Request for Proposal to be submitted, and further may award the contract to the proponent submitting the Expression of Interest.

Facsimile submissions or amendments will NOT be considered.

## 2.2 Inquiries and Amendments

All inquiries concerning this Expression of Interest must be submitted no later than five (5) working days (November 4, 2024 at 3:00PM) prior to the closing date to allow sufficient time for a response. All inquiries are to be directed to:

Jim Jones

Procurement Agent

City of Iqaluit

100-1085 Mivvik Street

Iqaluit, Nunavut

X0A 3H0

[j.jones@iqaluit.ca](mailto:j.jones@iqaluit.ca) or by phone at 867-979-5649

Any amendments or additions to the Request for Proposals shall be issued in writing. The owner shall not be bound and the proponent agrees not to rely upon any written or verbal statements or representations of any persons, other than the contact person identified in this REOI, whether employed by the owner or not, in the preparation and submission of their EOI. Verbal explanations or instructions will not be binding.

To ensure consistency and fairness to all proponents, all firms who have received the REOI will receive any information with respect to significant inquiries in the form of written amendments or clarifications.

## 2.3 Proponents Requirements

Proponents must be licensed to operate in the Territory of Nunavut.

## 2.4 Terms and Conditions

2.4.1 Submission of an EOI constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this REOI.



EXPRESSION OF INTEREST  
**AUDIO AND VISUAL SYSTEM**  
2024-EOI-AV001



2.4.2 The City will not make any payments for the preparation of a response to this REOI. All costs incurred by a proponent will be borne by the proponent.

2.4.3 This is not a Request for Tender or otherwise an offer. The City of Iqaluit does not bind itself to accept the lowest price or any proposal submitted.

2.4.4 The City has the right to cancel this REOI at any time and/or 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 REOI.

2.4.5 The City reserves the right to wave non-compliance of any submission at any time at their own discretion.

2.4.6 The City reserves the right to negotiate the final terms of any contract with the likely successful, or any, bidder.

2.4.7 The City reserves the right to contact any respondent to clarify any issues in the EOI submission.

2.4.8 The City will not be responsible for any EOI that does not indicate the REOI reference, the closing date and time and the proponent's name.

2.4.9 The City will not be responsible for any EOI that is delivered to any address other than that provided in Section 2.1 of this REOI.

2.4.10 The successful proponents will be notified of the City's intent to request a formal proposal in writing, and will receive a RFP outlining the requirements of the proposal call.

2.4.11 There will be no public opening of EOI. The submissions will be evaluated as soon as practical after the closing. No details of any EOI will be made public except for the names of parties submitting, and the proponents requested to submit a proposal.

2.4.12 The submissions, and all accompanying documents submitted are the property of the City and shall not be returned.

2.4.13 The City reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

2.4.14 Proponents may not amend their submission after the closing date and time; however they may withdraw their submission within 72 hours after closing of the REOI

### 3.0 EXPRESSION OF INTEREST REQUIREMENTS AND EVALUATION

The Expression of Interest (EOI) shall include all the information required to evaluate the submission.



EXPRESSION OF INTEREST  
**AUDIO AND VISUAL SYSTEM**  
2024-EOI-AV001



The requirements of this project are outlined in the Section 4 - Terms of Reference.

The purpose of this Expression of Interest (EOI) is to short list contractors deemed to meet the City of Iqaluit's requirements. The City intends to short list three (3) to five (5) proponents based on the EOI, however the City reserves the right to invite less than three proponents or more than five proponents.

The submission shall meet the formatting outlined in Section 3.3 – Expression of Interest Submission Format.

### 3.1 Expression of Interest Submission Requirements

#### 3.1.1 Licensing, Certification or Authorization

#### 3.1.2 Project Team Identification

For the EOI submission, only the key project team personnel need to be identified. The project team members to be identified for the EOI must include:

- Project Manager
- Operations Manager
- Specialists/Technicians

The proponent shall present the Project Team's key personnel, including their roles and responsibilities. The proponent shall demonstrate the experience and qualifications of the project team members to provide the services required. The experience on similar projects and working in Northern climates and conditions, should be demonstrated for the senior project team members. The qualifications and experience of each project team member will be considered in the evaluation.

Information to be included for project team members:

Name

Education (relevant)

Work Experience

Similar projects involved with role in this project type

Any applicable Licensing, certification and/or authorization

#### 3.1.3 Qualifications and Experience of Firms

The proponent shall present the firm(s) or team members who shall comprise the Project Team.

If at all possible the proponent shall demonstrate previous experience on projects of a similar scope and scale. A description of projects completed by the proponent. The project descriptions shall demonstrate the proponent's experience on similar projects in Northern climates and conditions. Descriptions of projects shall be limited to one single sided page, including photographs and/or graphics.

- The project descriptions should include:
- Description of the project,
- Description of audio and video equipment, software and any related application.
- Key personnel and their rolls and responsibilities on the project,
- Client reference.

### 3.2 Evaluation of Expression of Interest

The purpose of the EOI submission is to ensure the most qualified, experienced firms are invited to submit a more detailed Proposal. The firm's qualifications, past experience and experience of personnel shall be evaluated. The submission must demonstrate the experience of each team member with installing of a comprehensive audio and visual system. Experience in Northern climates will be an asset.

The following rating scheme shall be employed when evaluating the submissions:

#### Proponent

- Qualifications 0-20
- Similar Projects 0-50
- Personnel 0-30
- Total Rating 0-100

### 3.3 Expression of Interest Submission Format

The submission for the EOI shall be limited to twenty (20) pages including text, graphics, project descriptions, etc. All pages, with the exception of the cover page and index, shall be counted as a page. Any pages in excess of the twenty (20) pages shall be removed from the submission, and will not be considered.

Submissions shall meet the following formatting or they will not be evaluated.

Paper Size - 8 ½" x 11";

Minimum font size - 11 point Times or equal;

Minimum margins - 12 mm top, bottom, left, and right;

Double-sided submissions are preferred but not mandatory;



One page means one side of an 8 ½" x 11" sheet of paper;

11 x 17 foldouts will be considered as two (2) pages.

## 4.0 TERMS OF REFERENCE

### 4.1 Background

The City of Iqaluit's current Audio and Visual System is at its end of life and is subject to ongoing maintenance issues. Due to the critical need to ensure that the City has an up-to-date robust audio and visual system for Council and Administration meetings and provide continual services to the residents of Iqaluit, the City is assessing its options for available systems to meet its ever growing needs and capacity.

This EOI outlines the requirement for the successful proponent in section 4 Scope of Work:

#### **Scope of Work**

The scope of work to be completed by the successful consultant as part of this project is summarized below.

- ♦ Identify the most appropriate and comprehensive audio and visual system to meet the needs of the City of Iqaluit.
- ♦ Outline for completion the specific tasks, activities and deliverables related to the audio & visual aspects of the project.
- ♦ The successful proponent would need to complete an analysis of city infrastructure within council chamber and identify the type of equipment, applications and any other requirements to implement the system.
- ♦ Set up, test, and train City personnel on the operation and troubleshooting parameters of the system.
- ♦ Provide technical support on all aspect related to the operation of the system.
- ♦ Provide a system designed to solve communication needs and consist of all pertinent components such as Audio and video conferencing solutions, digital displays, signage.
- ♦ Capability to record meetings and have backup storage of meetings.
- ♦ Portable receivers in order to have realtime audio transmissions during meetings.
- ♦ Include microphones and recording equipment.
- ♦ An integrated system.
- ♦ \*Any other requirement not identified in the Scop of Work\*

The scope of required services described above will not be considered all-inclusive. All associated tasks required to meet the project/contracted services objectives will be considered to be required and included under this Terms of Reference unless they are deemed unforeseeable or are required to meet expanded contracted services objectives.

#### 4.7 **Mandatory Site Visit**

A site visit would be most beneficial, however if possible a virtual tour of the site can take place if no other options are viable.

#### 4.8 **Proposed Schedule**

Upon issuing a contract with the successfully proponent, the exact time lines will be developed for the proposed schedule

Issuing of Request for Expression of Interest	October 22, 2024
Submission of Expression of Interest	November 12, 2024
Issue Request for Proposals	November 18, 2024
Submission of Proposal	December 4, 2024
Award of contract	December 11, 2024