



**REQUEST FOR PROPOSAL
FOR THE PROVISION OF WASTE MANAGEMENT SERVICES**

PROPOSAL CALL: May 19, 2026

PROPOSALS DUE: June 19, 2026 @ 3:00PM EST

2026-RFP-008

TABLE OF CONTENTS

1. OVERVIEW.....4

1.1 Introduction..... 4

1.2 Background..... 4

1.3 Definitions 5

1.4 Anticipated Contract Term and Renewal Options 5

2. INSTRUCTIONS TO PROPONENTS 6

2.1 Submission..... 6

2.2 Inquiries..... 6

2.3 Addenda 7

2.4 Opening of the Proposals..... 7

2.5 Validity of Offer 7

2.6 Intended RFP Process Schedule 7

3. PROPOSAL REQUIREMENTS 8

3.1 Format and Content Requirements 8

3.2 Service Category Requirements 8

3.3 Technical Submission..... 8

3.4 Financial Submission..... 10

4. EVALUATION..... 10

4.1 Evaluation Summary 11

4.2 Evaluation Criteria 11

5. TERMS AND GENERAL CONDITIONS..... 12

5.1 Terms and General Conditions 12

5.2 No Collusion..... 13

5.3 Conflict of Interest 13

5.4 Accuracy of Information..... 14

5.5 Working Language..... 14

5.6 Proposal Ineligibility..... 14

5.7 Right to Accept or Reject Proposals 14

6. SCOPE OF WORK 15

APPENDIX “A” – SCOPE OF WORK	16
APPENDIX “B” – COST SUBMISSION FORM	19
APPENDIX “C” – OPERATING MODEL TEMPLATE (SUBMISSION GUIDE)	20
APPENDIX “D” – WATER LICENCE & ENVIRONMENTAL REPORTING (INFORMATION ONLY)	21
APPENDIX “E” – SIGNING SHEET	22
APPENDIX “F” – WTS AND NORTH 40 LANDFILL SITE MAPS	24
APPENDIX “G” – KEY TERMS IN POTENTIAL AGREEMENT FOR SERVICES.....	27

1. OVERVIEW

1.1 Introduction

The City is issuing this RFP to invite Proposals from qualified organizations to provide waste management services including:

- (a) Operation and maintenance of a waste transfer station;
- (b) Operation and environmental management of landfills;
- (c) Industrial, commercial, and institutional (ICI) waste collection and removal; and
- (d) Residential waste collection and removal.

The City currently operates the West 40 Landfill and provides residential and ICI waste collection services. In addition, the City has developed a new landfill facility, known as the North 40 Landfill, as well as a new waste transfer station (the WTS). The West 40 Landfill is nearing the end of its service life, and must be closed.

The City is seeking one or more service delivery partners to safely and cost effectively assume responsibility for the West 40 Landfill, transition the West 40 Landfill's operations to the North 40 Landfill, operate and maintain the WTS and North 40 Landfill, and provide residential and ICI waste collection and removal, including associated environmental monitoring and regulatory reporting. The City will consider Proposals covering all of these waste management services or, alternatively, Proposals for services limited to the WTS and the Landfills only.

The City invites Proponents to submit Proposals in accordance with the terms and conditions of this RFP.

1.2 Background

1.2.1 Location

The City is the capital of the Nunavut Territory and is located at the south end of Baffin Island near the end of Frobisher Bay (63°45'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 and Valleyfield in the summer.

1.2.2 Geology and Terrain

Iqaluit's location is above the tree line and within the 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 an average January temperature of -21.5°C and July average temperature of 8°C. 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 of precipitation. The prevailing winds are northwest at 16.7 km/hr.

1.2.4 City Growth and Population

The City is the newest Capital City in Canada and as a result has experienced a period of rapid development and growth. Iqaluit is the seat of government for the Territory of Nunavut and is the home base of many

federal and territorial government departments. The City is rapidly developing into a regional center for the territory with many northern businesses in Inuit organizations making it their base of operations. The current population of Iqaluit is estimated at about 8,300 people with an average annual growth rate between three and four percent.

1.2.5 Land Ownership System

Iqaluit has a unique land ownership system. The major landowners in Iqaluit are the Commissioner of Nunavut, the City and the regional Inuit associations. These entities in turn lease land to individuals, corporations and other government departments. The City land is administered by a land acquisition by-law and by a Territorial Statute. Generally speaking, there is no private ownership of land.

1.3 **Definitions**

The following terms and definitions shall apply within this RFP:

Term	Definition
Best Value	has the meaning set out in the City’s Procurement By-Law
City	means the Municipal Corporation of the City of Iqaluit.
City Representatives	means the individuals designated as such in section 2.2 who are representing the City with respect to this RFP.
City Website	means www.iqaluit.ca .
Closing Time	means the deadline for submission of Proposals as set out in section 2.6.
CPI	means the Canadian Consumer Price Index.
ICI	means industrial, commercial and institutional
Initial Term	has the meaning set out in section 1.4.
Landfills	means both the North 40 Landfill and the West 40 Landfill.
North 40 Landfill	means the City’s North 40 landfill facility.
Option Term	has the meaning set out in section 1.4.
RFP	means this request for proposals document, including all Appendices.
Proponent	means a person from whom a Proposal was received.
Proposal	means a proposal submitted in response to this RFP.
Services	means the Scope of Work set out in Appendix “A”.
Service Category	has the meaning set out in section 3.2.
West 40 Landfill	means the City’s West 40 landfill facility.
WTS	means the City’s waste transfer station.

1.4 **Anticipated Contract Term and Renewal Options**

The City anticipates a long-term service agreement for an initial term of five (5) years (the Initial Term), with up to two (2) optional renewal periods of five (5) years each (each an “Option Term”), exercisable at the sole discretion of the City, subject to performance, funding, and Council approval as applicable. Proponents shall provide pricing for the Initial Term..

The pricing applicable to the Initial Term, including the annual prices for each of the five (5) years, shall be firm.

If the City elects to exercise an Option Term, the pricing for the first year of the Option Term shall be

based on the pricing of the final year of the immediately preceding term, adjusted in accordance with changes in CPI. Pricing for each subsequent year of an Option Term shall be adjusted annually in accordance with changes in the CPI, using the prior year's adjusted pricing as the base.

CPI adjustments shall be calculated using the CPI data published three (3) months prior to the commencement of each contract year.

If any CPI adjustment is greater than 5%, the City reserves the right to renegotiate or cancel the service agreement with 60 days written notice.

2. INSTRUCTIONS TO PROPONENTS

2.1 Submission

Proponents must submit their Proposals by electronic submission (PDF format), through MERX or EMAIL to the City representatives in section 2.2 before the Closing Time. MERX can be accessed via the following website link – <https://www.merx.com/>.

Proponents must address Proposals to:

City of Iqaluit
Kevin Kerr, P.Eng.
Director of Engineering & Capital Projects

Proponents will be required to submit a Technical and Financial Submission as part of their offer, in separate files. Files should be labeled as follows:

Technical Submission: *“TECHNICAL PROPOSAL – 2026-RFP-008 / WASTE MANAGEMENT SERVICES – Proponent Name”*

Financial Submission: *“FINANCIAL PROPOSAL – 2026-RFP-008 / WASTE MANAGEMENT SERVICES – Proponent Name”*

It is the Proponent's responsibility to confirm successful submission of the proposal to MERX or by EMAIL prior to the deadline. Notwithstanding the foregoing, the City may elect to accept a late Proposal, in the City's sole discretion.

2.2 Inquiries

All inquiries concerning this RFP are to be directed by email only to the City Representatives listed below:

Kevin Kerr, P.Eng.
Director of Engineering & Capital Projects
k.kerr@iqaluit.ca

and

Oghenerugba Ugboduma
Project Officer of Engineering & Capital Projects
o.ugboduma@iqaluit.ca

To ensure consistency and fairness to all Proponents, all persons who have received the RFP will receive information with respect to significant inquiries in the form of written addenda or clarifications. Verbal information or instructions are not binding. The deadline for Proponents to submit questions will be as per Table 1 below.

2.3 Addenda

If it is determined that an amendment is required to this RFP, a written addendum will be posted to Merx and the City Website. It is the Proponent’s responsibility to check MERX and the City Website to confirm whether an addendum has been posted. The only way this RFP may be added to or amended in any way is by a formal written addendum. No other communication, whether written or oral from any person, will affect or modify the terms of this RFP or may be relied upon by any Proponent.

The City may amend, supplement or otherwise modify this RFP by written addendum at any time and from time to time prior to the Closing Time.

Proponents must acknowledge receipt of any addenda issued by the City in their Proposal.

2.4 Opening of the Proposals

There will be no public opening of the Proposals.

2.5 Validity of Offer

The Proposals shall remain open for acceptance for a period of not less than sixty (60) calendar days from the Closing Time.

2.6 Intended RFP Process Schedule

The City estimates the schedule for the RFP process milestones will be as follows:

Table 1 – RFP Process Schedule

Milestone	Date
Issue RFP	May 19, 2026
Site Visit – WTS & Landfills	June 3, 2026
Last Day for Proponent Questions	June 10, Year - 3:00 PM EST
RFP Closing Time – Submission Deadline	June 19, 2026 - 3:00 PM EST
Evaluation period (estimated)	June 22 – July 3, 2026
Notice of Selection of Successful Proponent(s)	July 15, 2026
If applicable: Commencement of Obligations	November 2026

The site visit is optional and has been tentatively scheduled for the date stated in Table 1, but will be weather dependent.

The City reserves the unilateral right in its sole discretion to modify Table 1. The City will provide written notice of any such change to Proponents as soon as is reasonably possible by addendum.

3. PROPOSAL REQUIREMENTS

3.1 Format and Content Requirements

Proponent submissions should be prepared in sections using the headings in Sections 3.3 and 3.4 below, with the content of each section as specified in Sections 3.3 and 3.4. The City prefers a clear, concise submission.

Unless otherwise stated, Proponents must use 8.5" x 11" format, minimum 11-point Arial font, and include a table of contents.

Proposals must include a completed Signing Sheet, in the form attached as Appendix "E".

Financial information must not appear in the technical submission. If aspects of the financial offer are included in the technical submission, the City may choose to disqualify the Proponent.

3.2 Service Category Requirements

The scope of the Services is organized into the following five (5) service categories, as further described in Appendix "A":

- (a) A1 – Operation and Maintenance of the WTS;
- (b) A2 – Landfills Operations and Environmental Management;
- (c) A3 – ICI Waste Collection and Removal;
- (d) A4 – Residential Waste Collection and Removal; and
- (e) A5 – Cross-Cutting Responsibilities

(each, a Service Category).

Proposals for Service Categories A1 (Operation and Maintenance of the WTS), A2 (Landfills Operations and Environmental Management) and A5 (Cross-Cutting Responsibilities) are mandatory. Proponents must submit Proposals for A1, A2 and A5.

Service Categories A3 (ICI Waste Collection and Removal) and A4 (Residential Waste Collection) are optional. If included, A3 and A4 must both be proposed.

Accordingly, Proponents may either submit Proposals for:

- (a) A1, A2 and A5 only; or
- (b) A1, A2, A3, A4 and A5.

3.3 Technical Submission

3.3.1 Section A – Executive Summary

The Proponent shall provide confirmation of interest and an overview of the Proponent's proposed service delivery model.

The Proponent shall clearly state whether or not they are submitting a Proposal for Service Categories A3 and A4.

3.3.2 Section B – Understanding of the City’s Needs and Key Challenges (understanding the problem)

The Proponent shall explain its understanding of the City’s needs and key challenges, including northern logistics, seasonal constraints, and continuity of essential services.

3.3.3 Section C – Proposed Approach and Methodology

The Proponent shall describe its proposed methodology and approach for carrying out the Service Categories that the Proponent is proposing to deliver. The submission shall clearly explain how the Proponent will deliver safe, reliable and compliant Services. The submission must include a mobilization and transition/start-up plan (first 90–180 days), including timelines and readiness checkpoints.

3.3.4 Section D – Operating Model by Service Area

The Proponent shall provide a clear operating model for each Service Category that the Proponent is proposing to deliver. See Appendix “C” for more information and the minimum requirements.

Proponents must indicate the proposed commercial model (e.g., fully integrated single contractor; prime with approved subcontractors) for each Service Category.

3.3.5 Section E – Capacity and Resourcing

The Proponent shall provide information demonstrating its capacity to take on the work, including at minimum information or evidence:

- (a) On its organizational structure;
- (b) On key personnel roles;
- (c) On local staffing strategy;
- (d) On subcontractors/partners (if any).
- (e) Confirming that the Proponent has access to required equipment (owned/leased) and maintenance support, including planned replacements over the contract term and contingency coverage for absences or equipment downtime; and
- (f) Confirming proof of insurances (or confirmation of ability to obtain) including commercial general liability and any required environmental impairment coverage, as applicable; and
- (g) Confirming that the Proponent has financial capacity (e.g., letter from financial institution, audited statements, or equivalent) sufficient to support mobilization and long-term service delivery; and
- (h) Confirming that the Proponent has any required licenses/certifications relevant to the work, and confirmation of ability to hold/obtain a valid City of Iqaluit business license.

3.3.6 Section F – Relevant Experience and Past Performance

The Proponent shall provide at least three (3) comparable contracts/projects and at least two (2) references.

3.3.7 Section G – Health, Safety, Environment (HSE) and Regulatory Compliance

The Proponent shall provide an HSE program summary, incident management, training, and compliance approach for environmental monitoring and reporting (including water license reporting support).

With respect to environmental and water licence reporting, the Proponent shall at a minimum describe how they will manage monitoring programs, maintain records, and produce accurate and timely reports for submission to regulators.

Water license reporting obligations (where applicable) may include annual reporting, monitoring program reporting, incident/spill reporting, and other submissions required by the Nunavut Water Board and/or other authorities. Appendix “D” provides a summary of typical reporting elements. Appendix “D” is provided for reference only and is intended to be general in nature. The City gives no representation or warranty whatsoever as to the accuracy or completeness of the information in Appendix “D”. Proponents remain responsible for understanding and complying with all applicable requirements.

3.3.8 Section H – Local and Inuit Business Support / Community Benefits

The Proponent shall describe local participation, Inuit employment/training, and how the Proponent will support local and Inuit businesses within its supply chain.

3.4 Financial Submission

The Proponent shall submit a completed and unqualified Cost Submission Form in the format provided in Appendix “B”. Pricing must be presented in a clear manner that allows the City to evaluate total cost and Best Value across the Service Categories.

Pricing must be broken down by Service Category, and shall be based on the scope of services described for the applicable Service Categories in Appendix “A”.

Proponents are responsible for ensuring that all pricing is complete, accurate, and sufficient for the delivery of the Services included in the Proposal. Any financial qualifications, exclusions, or conditions must be stated, and if not expressly requested in the RFP then they may result in the Proposal being deemed non-compliant.

If any contract is to be awarded as a result of this RFP, the Cost Submission Form in Appendix “B” will form part of the contract.

The financial submission will not be opened until after the evaluation of the technical submission has been completed and is deemed to meet the specified criteria.

4. EVALUATION

The City will conduct an evaluation of Proposals to determine whether the Proponent meets the evaluation criteria. The City intends to evaluate Proposals on a Best Value basis, and the evaluation is not solely determined by the lowest price.

The City may reject any Proposal after an initial evaluation or at any time that the City determines it is unlikely to conclude that a Proposal will be determined to provide Best Value to the City. Without limiting the generality of the foregoing, the City may reject a Proposal that does not include all mandatory requirements set out in Section 3, or that is materially incomplete or non-responsive.

The City will compare and evaluate all Proposals that have not been rejected to determine the Proposal which provides the Best Value. In its consideration of the Proposals that have not been rejected, the City will assess each Proposal against the evaluation criteria below. The City reserves the right, in its sole discretion, to determine which Proposal represents the Best Value, if any.

4.1 Evaluation Summary

Table 2 – Evaluation Summary

Criteria	Points
Understanding of Needs & Proposed Approach / Methodology	20
Operating Model by Service Area	15
Capacity & Resourcing	15
Relevant Experience & References	10
HSE, Environmental & Regulatory Compliance and Reporting	5
Local and Inuit Business Support / Community Benefits	0–5
Price – Multi-Year Pricing	30
TOTAL	100

4.2 Evaluation Criteria

4.2.1 Understanding of Needs and Proposed Approach / Methodology (20 points)

The City will evaluate the Proponent’s understanding of the operational requirements and challenges associated with delivering waste management services in Iqaluit. This includes the Proponent’s awareness of northern logistics, seasonal operating conditions, and the need for reliable essential services. The proposed methodology will be assessed based on its clarity, practicality, and ability to ensure safe, reliable, and continuous service delivery. Proponents’ proposed transition and mobilization plan for implementing services will also be evaluated.

4.2.2 Operating Model by Service Area (15 points)

The City will evaluate the proposed operating model for each Service Category that the Proponent is proposing to deliver. This will include evaluation of service delivery methods, maintenance practices, logistics and routing approaches, equipment utilization, and performance monitoring. The City will consider whether the proposed operating model demonstrates an efficient, practical, and well-structured approach to delivering the services.

4.2.3 Capacity and Resourcing (15 points)

The City will evaluate the Proponent’s organizational capacity to deliver the services over the full contract term. This includes staffing plans, organizational structure, equipment fleet availability, maintenance support, and contingency planning for equipment failure or staff absences. The City will also consider the Proponent’s strategy for establishing and maintaining a local operational presence and ensuring continuity of service.

4.2.4 Relevant Experience and References (10 points)

Proponents will be evaluated based on their experience delivering comparable services, particularly municipal waste management operations of similar scope and complexity. Experience operating in northern or remote environments will be considered an asset. The City may review references to confirm past performance, reliability, and ability to manage operational and regulatory requirements.

4.2.5 Health, Safety, Environmental and Regulatory Compliance and Reporting (5 points)

The City will assess the Proponent's health and safety program, environmental management practices, and approach to regulatory compliance. This includes procedures for incident management, staff training, environmental monitoring, and regulatory reporting requirements such as water licence reporting and environmental compliance documentation.

4.2.6 Local and Inuit Business Support / Community Benefits (up to 5 points)

The City may award up to five additional points based on the Proponent's commitment to supporting Inuit participation and local economic benefits in Nunavut. Consideration may be given where the Proponent is an Inuit-owned business listed on the Nunavut Tunngavik Incorporated (NTI) Inuit Firm Registry, or where the Proponent proposes a joint venture or formal partnership with an Inuit-owned business listed on the NTI Inuit Firm Registry. Proponents may also receive points for demonstrating a clear plan to support Inuit employment, training, and workforce development opportunities related to the delivery of the services. Proposals should describe how Inuit firms and local businesses will be engaged, and how the Proponent's approach will contribute to community participation and economic benefits within Iqaluit.

4.2.7 Price – Multi-Year Pricing (30 points)

The financial submission will be evaluated based on the total evaluated cost over the Initial Term of the agreement. The City will also consider the clarity and structure of the financial submission, and the reasonableness of any assumptions. The compliant submission with the lowest price, taking into account any differences in proposed Service Categories, will receive the maximum score for price. All other submissions will be scored on a proportional basis.

5. TERMS AND GENERAL CONDITIONS

5.1 Terms and General Conditions

5.1.1 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, including those that are included in all appendices and any addenda.

5.1.2 This is not an offer. The City does not, by virtue of this RFP, commit to an award of a contract, nor does it limit itself to accepting the lowest price or any Proposal submitted. The City reserves the right to award this Proposal in any manner deemed to be in the City's best interest. All awards shall be made in accordance with the City's Procurement By-Law.

5.1.3 The City will not make any payments for the preparation or submission of a response to this RFP. All costs incurred by a Proponent will be borne exclusively by the Proponent.

5.1.4 Proponents may amend their Proposal at any time prior to the Closing Time. Proponents may not amend their Proposal after the Closing Time.

5.1.5 The City reserves the right to seek clarification regarding any Proposal submitted by a Proponent to assist

the City in making its evaluation, without notifying any other Proponent of same. Proponents may be requested to attend a formal interview, make a formal presentation and/or provide additional information in writing to the City upon request.

- 5.1.6 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 no claim against the City as a result of the cancellation or reissuing of the RFP.
- 5.1.7 If any contract is to be awarded as a result of this RFP, it will be in a form acceptable to the City and will incorporate the terms of this RFP, the accepted Proposal, the key terms set out in Appendix “G”, and any negotiated terms.
- 5.1.8 The terms of this RFP shall take precedence over the provisions of a Proposal to the extent of any inconsistencies.
- 5.1.9 If any contract is to be awarded as a result of this RFP, 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.
- 5.1.10 If the City decides to award a contract based on a submission received in response to this RFP, 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 whatsoever until a written agreement is signed by both parties.
- 5.1.11 By submitting a Proposal, the Proponent confirms that it has carefully read and examined the RFP and its attachments and conducted such other investigations as were prudent and reasonable in preparing a response.
- 5.1.12 Proposals will be evaluated as soon as practicable after the Closing Time. No details of any Proposal will be made public except the names of all parties submitting Proposals.
- 5.1.13 The Proposal and accompanying documentation submitted by the Proponents are the property of the City and will not be returned.
- 5.1.14 Proponents and their agents shall not contact any member of City Council, City Staff, or City Consultants with respect to this RFP, other than the City Representatives named in this document, prior to the Closing Time.
- 5.1.15 Proponents shall treat all information received through this RFP process as confidential, and will not disclose such information to any person except with the prior written consent of the City.

5.2 **No Collusion**

By submitting a Proposal, the Proponent, and each firm, corporation and individual associated with the Proponent’s Proposal submission, represents and confirms to the City, with the knowledge and intention that the City may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with Proposals from other Proponents.

5.3 **Conflict of Interest**

Proponents shall disclose any potential conflicts of interest and existing business relationships they may

have with, the City, its elected officials or employees, or any known participants in the RFP. The City may rely on such disclosure.

5.4 Accuracy of Information

While the City has made efforts to ensure an accurate representation of information in the RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The City gives no representation or warranty whatsoever as to the accuracy or completeness of any of the information set out in this RFP, or any other background or reference information or documents prepared by third parties and made available to Proponents. Proponents will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against the City or its representatives, agents, contractors and advisors, with respect to such information.

5.5 Working Language

All Proposals must be written in English.

5.6 Proposal Ineligibility

Proposals that are unsigned, improperly executed, submitted to a location or in a manner other than specified in this RFP, incomplete, conditional, illegible, obscure or contain arithmetical errors, additions not called for, reservations, qualifications, erasures, alterations, or irregularities of any kind, or which are otherwise not completed or submitted in strict compliance with this RFP, may be rejected by the City.

Notwithstanding anything to the contrary herein, the City may in its sole discretion accept or waive a minor and inconsequential irregularity, or where practicable to do so, the City may, as a condition of acceptance, request a Proponent to correct a minor and inconsequential irregularity with no change in price. The determination of what is, or is not, non-conforming or a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity of a proposal, shall be at the City's sole discretion.

5.7 Right to Accept or Reject Proposals

Notwithstanding any other provision in this RFP, express or implied, the City shall have the right to:

- (a) Accept any Proposal;
- (b) Reject any Proposal; and
- (c) Reject all Proposals.

Notwithstanding any other provision in this RFP, express or implied, the City may procure the Services or part of the Services in such manner as it may elect, in its sole discretion, and reserves the rights to:

- (a) enter into one or more agreements for the supply or performance of all or any part of the Services with one or more Proponents, upon the same or different terms and conditions as set forth in the RFP, for the purpose of obtaining the best terms and conditions possible for all or any part of the Services that the City, in its discretion, deems to be in the City's best interests;
- (b) communicate with a Proponent regarding the terms of a Proposal for the purposes of clarification and/or negotiation, which discussions may or may not result in an agreement entered into between the City and Proponent being substantially different from the terms and conditions of the RFP or the terms and conditions negotiated with any other Proponent; and
- (c) cancel all or any portion of this RFP process at any time, without prior notice to Proponents, and procure

the Services, or any portion of the Services, by some other means.

6. SCOPE OF WORK

The scope of work is provided in Appendix A. Proponents shall address all elements of the scope in their Proposals.

APPENDIX “A” – SCOPE OF WORK

A1. Operation and Maintenance of the WTS

Fully operate, maintain and manage the WTS, including without limitation the following:

- a. Accept and process mixed waste, recyclables, and organics from municipal collection operations.
- b. Bale & Wrap
- c. Remove baled ultimate waste to the North 40 Landfill site and recyclable containers to southern facilities.
- d. Manage biomass processing and composting functions.
- e. Ensure continuous, safe, and efficient operation of fixed systems (balers, boilers, shredders, composters).
- f. Conduct preventive and corrective maintenance of buildings, equipment, storage areas, and utility systems.
- g. Replace equipment in the event of failure or end-of-life, as defined in the Agreement.
- h. Annual calibration of all fixed and mobile scales used for weighing waste, recyclables, and cover materials.
- i. Maintain required contents, equipment, and operations liability insurance.
- j. Utilities (heat, power, water, communications) as determined in the final contract.
- k. Maintain site, perimeter fencing, gates, and mechanical systems.
- l. Prepare and submit regulatory and legislative reports as required; maintain logs of volumes, monitoring data, maintenance, and incidents; ensure compliance with permits, water licenses, hazardous material regulations, and OHS standards.
- m. Own, operate, and maintain all mobile equipment used on-site (loaders, forklifts, compactors, utility vehicles).

A2. Landfills Operations and Environmental Management

Fully operate, maintain and manage the North 40 Landfill, and assume full responsibility of the operations, maintenance and management of the West 40 Landfill, including without limitation the following:

- a. Completely transition the operations at the West 40 Landfill to the North 40 Landfill.
- b. Transport and place bales from the WTS to the North 40 Landfill.
- c. Construct and manage lined North 40 Landfill cells (bale stacking, cover application, capping).
- d. Operate leachate ponds and monitor water quality in compliance with Nunavut Water Board and other regulatory requirements.

- e. Supply and place cover materials.
- f. Maintain site access roads, perimeter fencing, gates, and mechanical systems.
- g. Submit required reporting for water licenses, environmental protection, landfill monitoring, and applicable targets; maintain accurate records for audit purposes.
- h. Own and operate necessary landfill equipment (dump trucks, leachate pumps, compactors, snow/debris removal machinery).

A3. ICI Waste Collection and Removal

Assume full responsibility for providing ICI waste collection and removal services within the City, including without limitation:

- a. Provide scheduled collection (weekly or as required) of waste, recyclables, and organics from ICI clients.
- b. Manage bulky and special waste item removal and transport.
- c. Distribute, maintain, and replace containers (2–6 yd³).
- d. Promote best practices for waste segregation and container use.
- e. Own and service collection assets (garbage trucks, flatbeds, etc.).
- f. Track and report volumes by client type; prepare documentation required for City oversight or audits.

A4. Residential Waste Collection and Removal

Assume full responsibility for providing residential waste collection and removal services within the City, including without limitation:

- a. Weekly curbside pickup of household waste, recyclables, and organics.
- b. Coordinate special pickups for large household items and excluded materials (on at least two (2) separate occasions annually).
- c. Waste stream characterization, diversion tracking, and reporting.
- d. Distribute, replace, and maintain residential containers (approximately 1,100 containers).
- e. Assist the City with public education and engagement (source separation, composting, responsible disposal).
- f. Maintain a dedicated fleet of garbage trucks and auxiliary vehicles for residential collection.

A5. Cross-Cutting Responsibilities

Perform and be responsible for the following activities applicable across all Service Categories included in the Proponent's submission:

- a. Perform regulatory, licencing and legislative reporting and related activities (annual/quarterly

reports, monitoring results, compliance reports, waste stream analysis, recordkeeping for inspections/licensing renewals, and emergency responses), and otherwise support the City in meeting environmental and regulatory obligations related to landfill and waste management operations.

- b. Maintain mobile equipment ownership and maintenance across all service areas included in Proposal, ensuring readiness, safety compliance, and timely repairs/replacements.
- c. Perform facility and infrastructure maintenance for the WTS, North 40 Landfill, West 40 Landfill (while still operational), collection vehicles/storage (if proposing A3 and A4), and public access/drop-off areas at the WTS.

END OF APPENDIX “A”

APPENDIX “B” – COST SUBMISSION FORM

Proponent’s Name: _____

Proponent’s Address: _____

Proponent Email/Telephone: _____

Proponents shall complete the Cost Submission Form for the Service Categories (as listed in Section 3.2) they are proposing to provide under this RFP. Service Categories A1, A2 and A5 are mandatory.

All prices submitted shall be fully inclusive except applicable taxes, unless otherwise expressly stated in this RFP. All prices submitted shall be in Canadian dollars.

Incomplete, conditional, or unclear pricing may result in the Proposal being deemed non-compliant.

ANNUAL FIXED FEES BY SERVICE AREA

SERVICE AREA		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
A1.	Operation and Maintenance of the WTS	\$	\$	\$	\$	\$
A2.	Landfills Operations and Environmental Management	\$	\$	\$	\$	\$
A3.	ICI Waste Collection and Removal	\$	\$	\$	\$	\$
A4.	Residential Waste Collection and Removal	\$	\$	\$	\$	\$
A5.	Cross-Cutting Responsibilities	\$	\$	\$	\$	\$
TOTAL:		\$	\$	\$	\$	\$

END OF APPENDIX “B”

APPENDIX “C” – OPERATING MODEL TEMPLATE (SUBMISSION GUIDE)

Provide an operating model for each Service Category that addresses, at a minimum:

- a. Service description and work processes (including diagrams if available);
- b. Staffing plan (roles, shifts, minimum staffing, coverage/relief plan);
- c. Equipment fleet plan (owned/leased, maintenance, spares, replacement strategy);
- d. Facilities/utilities assumptions and responsibilities;
- e. Routing/logistics plan (collection routes, transfer logistics, seasonal constraints);
- f. Preventive maintenance and asset management approach;
- g. Performance management (KPIs, reporting cadence, continuous improvement);
- h. HSE and environmental controls;
- i. Regulatory monitoring and reporting workflow (including water license reporting support); and
- j. Transition/mobilization plan (0–180 days), including readiness checkpoints.

In addition, the operating model for A2 (Landfills Operations and Environmental Management) must include a plan for transitioning operations from the West 40 Landfill to the North 40 Landfill.

END OF APPENDIX “C”

APPENDIX “D” – WATER LICENCE & ENVIRONMENTAL REPORTING (INFORMATION ONLY)

The City holds and/or may hold environmental permits and water licenses relevant to the Landfills and associated facilities. If any contract is to be awarded as a result of this RFP, the exact reporting obligations will be confirmed in the final contract documentation and applicable licenses/permits.

Typical elements may include:

- a. Annual reporting to the applicable regulator(s), including summaries of waste handled/disposed, water use (if applicable), monitoring results, and compliance status;
- b. Leachate pond operations and water quality monitoring records;
- c. Incident/spill reporting and corrective actions;
- d. Maintenance logs for critical systems and infrastructure relevant to environmental compliance; and
- e. Data management and QA/QC procedures to ensure audit-ready records.

END OF APPENDIX “D”

APPENDIX “E” – SIGNING SHEET

Date: _____

Proponent Legal Name: _____

Primary Contact Name and Title	
Primary Contact Address	
Primary Contact Telephone	
Primary Contact Email	
City of Iqaluit Business License (Y/N) / Plan to obtain	

RFP: **WASTE MANAGEMENT SERVICES
2026-RFP-008**

The undersigned agrees:

- That the terms and conditions contained in the RFP apply, including without limitation provisions that provide that City is in no way obligated to accept this Proposal, the City may at its sole discretion accept any Proposal or waive any defect, irregularity, mistake or insufficiency and accept any Proposal, in whole or in part, which is deemed by the City to be most favourable to its interest, and that limit the City’s liability.
- That this Proposal is made without knowledge of the technical and financial Submissions to be submitted for the Project by any other person.
- That this Proposal is made without connection or arrangement with any company, firm or person submitting a Proposal.
- That this Proposal is made without any undisclosed connection or arrangement with any other company, firm, or person having an interest in this Proposal.
- The following Addenda have been received. The modifications to the RFP noted therein have been considered and the effects are included in the Proposal pricing.

Addendum #:		Date:	
Addendum #:		Date:	
Addendum #:		Date:	

- The undersigned has the authority to bind the Proponent.

Signed, and delivered on this _____ day of _____ 2026.

Signature (Authorized official or principal who has authority to bind the Proponent)

Proponent Legal Name

Address: #Street, Municipality, Province/ Territory, Postal Code

Signatory Name

Signatory Title

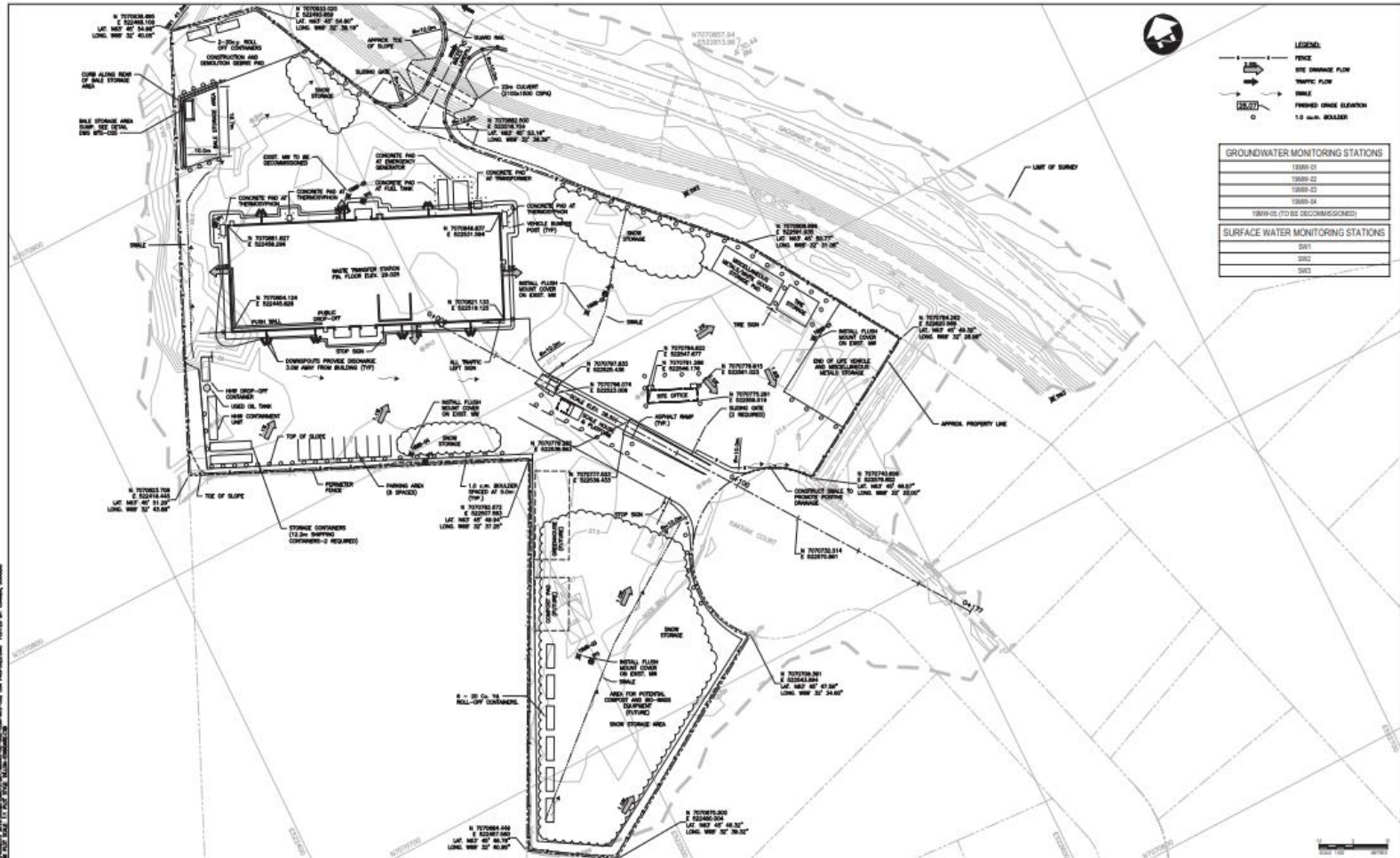
Signatory Email

Signatory Telephone #

END OF APPENDIX “E”

APPENDIX “F” – WTS AND NORTH 40 LANDFILL SITE MAPS

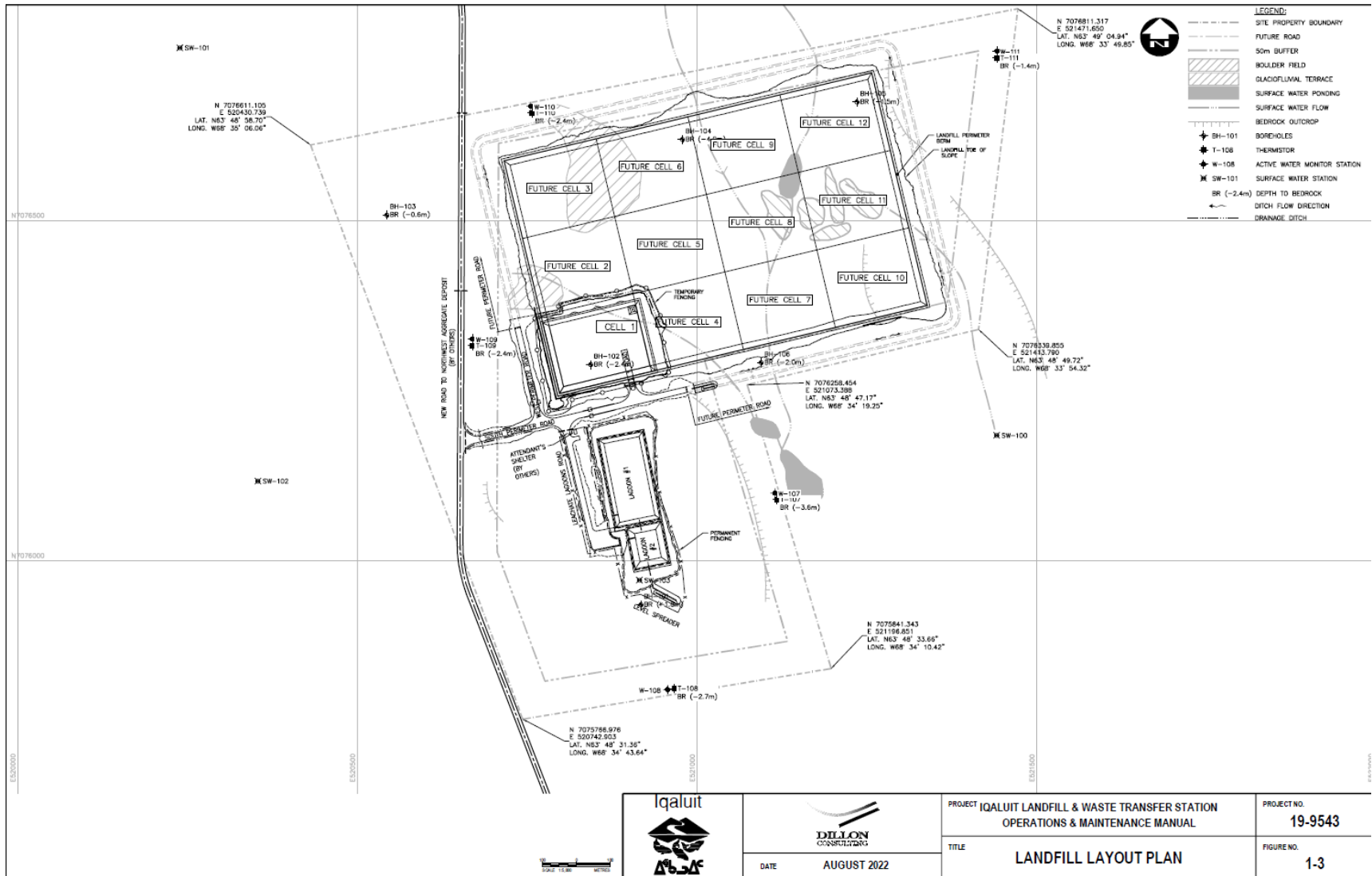
The North 40 Landfill site is located approximately 6.5 km from the WTS. Maintenance of the access road is the City of Iqaluit responsibility and will be cleared on a priority 2 basis. Priority 2 roads will be cleared within 48-72 hours after a storm.



GROUNDWATER MONITORING STATIONS	
19880-C1	
19880-C2	
19880-C3	
19880-C4	
19880-C5	(TO BE DECOMMISSIONED)

SURFACE WATER MONITORING STATIONS	
SW1	
SW2	
SW3	

<p>Conditions of Use</p> <p>Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.</p> <p>Do not modify drawings or make any use for purposes other than those intended at the time of preparation without prior written permission from Dillon Consulting Limited.</p>		<p>THE ASSOCIATION OF PROFESSIONAL ENGINEERS, GEOLOGISTS AND GEOPHYSICISTS OF THE NORTHWEST TERRITORIES</p> <p>PERMIT NUMBER P 010</p> <p>DILLON CONSULTING LIMITED</p>			<p>APPROVED FOR DESIGN</p> <p>DATE: 2024-07-18</p> <p>BY: [Signature]</p>	<p>DESIGNED BY: [Signature]</p> <p>DATE: 2024-07-18</p>	<p>PROJECT NO: 19-0540</p>	<p>CITY OF IQALUIT</p> <p>WASTE TRANSFER STATION</p>	<p>19-0540</p>
					<p>PROPOSED SITE PLAN</p>	<p>WTS-C02</p>			



		PROJECT	IQALUIT LANDFILL & WASTE TRANSFER STATION OPERATIONS & MAINTENANCE MANUAL	PROJECT NO.	19-9543
		TITLE	LANDFILL LAYOUT PLAN	FIGURE NO.	1-3
DATE		AUGUST 2022			

END OF APPENDIX "F"

APPENDIX “G” – KEY TERMS IN POTENTIAL AGREEMENT FOR SERVICES

If any contract is to be awarded as a result of this RFP, it will be developed in alignment with this RFP. Below, this Appendix “G” sets out a non-exhaustive list of key terms that will be included in any such awarded contract unless otherwise mutually agreed.

1. Workers’ Compensation Act

The successful Proponent shall comply with, and ensure compliance by any of its subcontractors with, the requirements of the *Workers’ Compensation Act*, R.S.N.W.T. 1988, c. W-6, as duplicated for Nunavut by s. 29 of the *Nunavut Act*. The successful Proponent and its subcontractors shall maintain accounts in good standing with the Workers’ Compensation Board. The successful Proponent shall provide verification from the Workers’ Compensation Board that the successful Proponent’s account is in good standing upon reasonable request by the City. The City may refuse to make a payment to the successful Proponent unless the successful Proponent furnishes evidence from the Workers’ Compensation Board that the successful Proponent’s account is in good standing.

If the City receives a notice from the Workers’ Compensation Board that the successful Proponent’s accounts, or any of its subcontractors’ accounts are not in good standing, or if a demand for payment is received, the City may suspend payments due to the successful Proponent until a letter of clearance is obtained or the City has paid the amount on behalf of the successful Proponent.

If the City is required to pay any amount to the Workers’ Compensation Board on behalf of the successful Proponent, or any of its subcontractors, the City may deduct the amount from any amount owing to the successful Proponent under this or any other contract, or may demand reimbursement by the successful Proponent to the City for the amount paid by the City, with interest thereon.

If at any time the performance of the Services is stopped because the successful Proponent unreasonably fails or refuses to comply with a regulation or order issued pursuant to the *Workers’ Compensation Act*, then such failure or refusal shall be considered a default under this contract, and the contract may be terminated at the City’s option.

2. Insurance

The successful Proponent shall provide and maintain insurance coverages during the term of the contract, with limits as prescribed by the City, including without limitation the following:

- a. Employer's liability insurance for accidental injury to or death of the successful Proponent’s employees engaged in the Services. If Workers' Compensation insurance exists, then in such an event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to below shall contain an endorsement providing for Contingent Employers' Liability insurance.
- b. 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 successful Proponent and used by the successful Proponent in the performance of this contract, for bodily injury, death and damage to property.
- c. Comprehensive General Liability Insurance, which shall include but not be limited to the following terms and conditions:

- i. Products & Completed Operations Liability *
- ii. Contractor's Protective Liability
- iii. Blanket Contractual Liability
- iv. Broad Form Property Damage
- v. Personal Injury Liability
- vi. Cross Liability
- vii. Medical Payments
- viii. Non-owned Automobile Liability *
- ix. Contingent Employers Liability *
- x. Employees as Additional Insureds *

*where applicable

- d. Professional Liability Insurance, to cover claims arising out of the rendering of or failure to render any Service under the contract.
- e. Any additional insurance required to be provided by law, or which the successful Proponent considers necessary to cover risks not otherwise covered by insurance specified above.

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

All policies shall provide thirty days written notice given to the City prior to any cancellations of any such policies.

The Comprehensive General Liability Insurance policies shall name the City and any permitted subcontractors as additional insureds only with respect to the terms of this contract and shall extend to cover the employees of the insureds.

All policies shall be with insurers licensed to underwrite insurance in Nunavut and signed by representatives licensed to do so for insurance in Nunavut.

The successful Proponent shall deposit with the City prior to commencing with any Services a certificate of insurance evidencing the required insurance(s) in a form satisfactory to the City and with insurance companies satisfactory to the City.

The successful Proponent shall ensure that subcontractors are insured to appropriate levels as may be relevant to their work.

3. Confidentiality

The successful Proponent shall keep confidential all matters respecting technical and commercial issues relating to or arising from the performance of the Services and shall not, without the prior written consent of the City, disclose any such matters, except in strict confidence to their respective professional advisors.

4. Protection of Property and the Public

The successful Proponent shall be responsible for protecting the City's property relating to the Services against loss or damage.

The successful Proponent is liable for any loss or damage property that is supplied or placed by the City in the care, custody and control of the successful Proponent for use in connection with the Services, whether or not that loss or damage is attributable to causes beyond the successful Proponent's control.

The successful Proponent is not liable to the City for any loss or damage to the City's property if that loss or damage results from and is directly attributable to reasonable wear and tear.

The successful Proponent shall not use any property placed in the successful Proponent's care, custody, and control by the City in relation to the Services, except for the purpose of performing the Services.

The successful Proponent shall take necessary precautions, at the successful Proponent's expense, to ensure that:

- a. no person, adjacent property, right, easement or privilege is injured, damaged, or infringed by reason of the successful Proponent's activities in performing the Services;
- b. 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 Services without prior written approval of the City;
- c. fire hazards are minimized in or about the Landfills, the WTS, and the locations of the performance of the Services;
- d. adequate medical services are available to all persons employed for the Services at all times during the performance of the Services; and
- e. adequate sanitation measures are taken in respect of the Services.

5. Occupational Health and Safety

The successful Proponent shall be solely responsible for safety in the performance of the Services and to the extent required by the *Safety Act* and any other applicable safety legislation, regulations and codes; by any City safety policies, as amended from time to time; and by industry standards.

In any case where, pursuant to the provisions of the *Safety Act*, the Director of Inspections or a Safety Officer orders the successful Proponent or any of its subcontractors performing the Services, to cease work because of failure to install or adopt safety devices or measures directed by the regulations made under the said Act, or required by it, or because the Director of Inspections or a Safety Officer is of the opinion that conditions of immediate danger exist that would likely result in injury to any person, the City may exercise its right to terminate this contract or suspend the Services immediately, until the default or failure is corrected.

6. Advertising

The successful Proponent shall not erect or permit the erection of any advertising at the Landfills or the WTS without the prior written consent of the City.

7. Limitation of Liability

In no event, including without limitation if the City breaches its obligations under any awarded contract, shall the City be liable to the successful Proponent, its subcontractors or any other parties engaged directly or indirectly by or acting on the successful Proponent's behalf, for indirect loss, consequential loss, loss of business opportunity or loss of anticipated profit.

8. Indemnification

The successful Proponent shall defend, indemnify and save harmless the City and their agents and employees from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or

attributable to the successful Proponent's performance of the Services, or by reason of any matter or thing done, permitted or omitted to be done, by the successful Proponent, its subcontractors, or their agents or employees, whether occasioned by negligence or otherwise. For greater clarity, the foregoing indemnity includes all claims made against the City by such subcontractors of the successful Proponent. The indemnity contained herein shall survive completion or termination of the contract.

9. Compliance

The successful Proponent shall perform the Services and give any required notices in full compliance with all applicable laws, ordinances, rules, regulations, codes and orders of the municipal and other authorities having jurisdiction which are in or come into force during the performance of the Services.

The successful Proponent shall have due regard for the protection of the environment in the performance of the Services and shall not perform any Services in a manner contrary to applicable federal or territorial or municipal environmental laws and regulations.

10. Applicable Law

The contract shall be deemed to have been made in Nunavut and shall be governed by and interpreted in accordance with the laws of Nunavut and the laws of Canada applicable therein.

END OF APPENDIX "G"

END OF RFP