



**REQUEST FOR STANDING OFFERS FOR  
GENERAL BUILDING MAINTENANCE**

**PROPOSAL CALL: May 12, 2026**

**PROPOSALS DUE: May 28, 2026 @ 3:00 PM EST**

**2026-RFSO-004**

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## 1. PROJECT OVERVIEW

The City of Iqaluit, Department of Public Works and Engineering (the “City”), is inviting proposals from qualified and experienced contractors to provide general building maintenance and renovation services on an as-and-when-required basis in support of City-owned and operated facilities..

The purpose of this Request for Standing Offers (“RFSO”) is to establish one or more Standing Offer Agreements with qualified Proponents for the provision of a broad range of general building maintenance, repair, renovation, and related support services for a period of three (3) years, subject to the terms, conditions, and requirements set out in this RFSO.

The City intends to retain qualified contractors with the capacity, experience, and resources to respond to service requests on an as-needed basis and to perform the work in a safe, timely, and professional manner. The City makes no representation or guarantee with respect to the quantity, frequency, or value of work that may be assigned under any resulting contract.

### 1.1 Background

#### 1.1.1 Location

Iqaluit 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.

#### 1.1.2 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.

#### 1.1.3 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.

#### 1.1.4 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.

#### 1.1.5 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.

## 1.2 Definitions

The following terms and definitions listed shall apply within this RFSO:

<b>Term</b>	<b>Means</b>	<b>Definition</b>
Apprentice	means	a worker formally enrolled in the Nunavut apprenticeship program who has completed a minimum of one year of relevant training.
Assignment	means	an assignment or scope of work issued by the City under this RFSO or a resulting Standing Offer Agreement for specific Professional Services to be provided by a Contractor.
City	means	the Municipal Corporation of the City of Iqaluit.
City Representative	means	the individual designated as such in section 2.1 who is representing the City with respect to this RFSO.
City Superintendent	means	the City's designated representative responsible for operational oversight of the Professional Services, including matters related to Utilidor Services, Waste Management, Trucked Services, and General Operations, as applicable.
City Website	means	www.iqaluit.ca.
Closing Time	means	the deadline for submission of Proposals as set out in paragraph 2.7
Contract	means	the contract for which this RFSO is issued.
Contractor	means	any successful Proponent retained by the City to provide Professional Services described in this RFSO
Evaluation Committee	means	a committee appointed by the City to evaluate all submitted proposals and determine the successful Proponent(s).
General Labourer	means	an individual not enrolled in an apprenticeship program, assigned to assist skilled tradespersons and carry out general tasks.
Journeyman	means	a certified tradesperson possessing a valid Red Seal, Inter-Provincial, or Territorial qualification certificate accepted by the appropriate government authority.
Professional Services	means	the technical, trade, and related services to be provided by the Contractor under a Standing Offer Agreement.
Project Manager	means	the person designated by the Contractor, as applicable, to serve as the primary contact for the administration, coordination, and oversight of the Professional Services.
Proponent	means	a person from whom a Proposal was received.
Proposal	means	the proposal submitted in response to this RFSO.
Standing Offer Agreement	means	the executed agreement between the City and the Contractor resulting from this RFSO representing a binding offer from the Contractor to provide well-defined, readily available Professional Services, as and when requested by the City, on a prearranged pricing basis.

## 2. INSTRUCTIONS TO PROPONENTS

### 2.1 Submission

Proponents must submit their proposals by electronic submission (PDF format), through MERX or

EMAIL before the Closing Time. MERX can be accessed via the following website link – <https://www.merx.com/>.

Email submission to:

**Oghenerugba Ugboduma**  
**Project Officer of Engineering and Capital Projects**  
[O.Ugboduma@iqaluit.ca](mailto:O.Ugboduma@iqaluit.ca)

Proponents must address proposals to the City Representative, being:

**City of Iqaluit**  
**Adrian Blanchard**  
**Director of Public Works**  
**1549 Sivumugiaq Street**  
**X0A 3H0, Iqaluit, Nunavut**

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-RFSO-004 / GENERAL BUILDING MAINTENANCE– Proponent Name*”

Financial Submission: “*FINANCIAL PROPOSAL – 2026-RFSO-004 / GENERAL BUILDING MAINTENANCE– Proponent Name*”

It is the Proponent’s responsibility to confirm successful submission of the proposal to MERX or 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 RFSO are to be directed by email only to:

**Oghenerugba Ugboduma**  
**Project Officer of Engineering and Capital Projects**  
[O.Ugboduma@iqaluit.ca](mailto:O.Ugboduma@iqaluit.ca)

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

## 2.3 Addenda

If it is determined that an amendment is required to this RFSO, a written addendum will be posted via the City Website. It is the Proponents’ responsibility to check the City Website to confirm whether an addendum has been posted. The only way this RFSO 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 RFSO or may be relied upon by any Proponent.

The City may amend, supplement or otherwise modify this RFSO 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 Proponent Requirements

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of any Assignment. The successful Proponent shall apply for a license immediately upon notification of acceptance of its Proposal, should they not already hold a valid license. Proponents should also confirm for any Assignment whether they are required to register their legal entity in Nunavut Territory.

## 2.5 Opening of the Proposals

There will be no public opening of the Proposals.

## 2.6 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.

## 2.7 Intended RFSO Process Schedule

The City estimates the schedule for the RFSO process milestones will be as follows. The schedule in Table 1 is tentative and may be subject to change:

*Table 1 – RFSO Process Schedule*

Milestone	Date
Issue RFSO	May 12, 2026
Last Day for Proponent Questions	May 21, 2026
RFSO Closing Time – Submission Deadline	May 28, 2026 at 3:00 PM EST

## 3. PROPOSAL REQUIREMENTS

Proponent submissions should be prepared in sections, with the content of each section as specified below. Concise submissions which address the section requirements are encouraged. Each page is based on a single side of an 8 ½ x 11 sheet, with text no smaller than size 11 Arial font.

### 3.1 Technical Submission Requirements

#### 3.1.1 Section A - Corporate Qualifications and Experience (10 points)

Proponents shall provide a statement of qualifications for their firm demonstrating their experience and capability to deliver the Professional Services described in this RFSO on an as and when required

basis..The submission should include a brief company profile outlining the firm’s relevant experience in undertaking projects or contracts of similar scope and nature. Proponents shall demonstrate their ability to successfully deliver projects of comparable size and complexity and provide references for previous work. A maximum of three (3) reference projects shall be included, describing the scope of services provided, client name, and relevance to the Professional Services required under this RFSO.

The submission should also identify the project team, including key personnel and any additional disciplines required to carry out the Professional Services. Evaluation will consider the relevance of the Proponent’s experience, demonstrated capability, and the successful completion of similar assignments.

### **3.1.2 Section B – Qualifications and Experience (25 points)**

The Proponent shall describe the qualifications and relevant experience of the personnel proposed to perform the Professional Services under this RFSO, including key positions as listed in Appendix “A”.

The submission shall include an organizational chart outlining the proposed project team structure and a summary of key personnel, including:

- Name;
- Corporate affiliation;
- Relevant education, certifications, and experience demonstrating suitability for the proposed role;
- A maximum of two (2) reference projects per individual, including a brief description of the individual’s role on each project; and
- Copies of relevant certificates for proposed personnel shall be provided (no page limit). Resumes for key personnel shall be included as an appendix to the proposal, with a maximum of three (3) pages per individual. The summary of personnel qualifications within the proposal shall not exceed one (1) page (8.5” × 11”).

The Proponent shall also confirm its ability to meet the minimum availability and response requirements set out in Section b), including its capacity to respond to routine and emergency assignments on an as-and-when-required basis. Proponents shall describe the personnel, equipment, and operational resources available to support the Professional Services and demonstrate how they will maintain sufficient capacity throughout the term of the Standing Offer Agreement. (2 pages (8.5” x 11”) maximum)

### **3.1.3 Section C – Methodology, Approach and Availability (25 points)**

The Proponent shall describe its proposed methodology and approach for carrying out the Professional Services described in Section 6 of this RFSO. The submission shall clearly explain how the Professional Services will be planned, coordinated with City staff, and executed in the field. Proponents shall also identify the equipment and materials to be used and the measures that will be implemented to ensure the safety of workers, City staff, and the public, including traffic control, signage, barricades, fencing, or other appropriate controls. In assessment of this category, the Evaluation Committee shall consider environmental characteristics, including the use of environmentally responsible goods and services, and the Proponent’s support of fair trade purchasing principles.

The Proponent shall also confirm its ability to meet the minimum availability requirements set out in Section 6, including its capacity to respond to assignments on an as-and-when-required basis. (2 pages (8.5”x11”) maximum)

### **3.1.4 Section D – Past Performance (10 points)**

The Proponent’s past performance on previous or current projects completed for the City may be

considered as part of the evaluation. This assessment may be based on the performance of both the Proponent firm and the individual personnel proposed for this RFSO, where such personnel have previously performed work for the City under the Proponent’s firm.

Past performance may be evaluated based on factors including, but not limited to:

- quality of work performed;
- timeliness and ability to meet schedules;
- responsiveness and communication;
- coordination with City staff and stakeholders;
- contract administration and record keeping;
- adherence to health and safety requirements; and
- overall satisfactory completion of previous assignments

Where applicable, the City may consider its direct experience with the Proponent and with the proposed personnel in assessing this criterion. Proponents with no previous experience working for the City may receive a neutral rating in this category, provided sufficient external references are supplied.

### **3.1.5 Section E – Mandatory Submission Requirements (Pass/Fail)**

Proponents must provide all mandatory requirements, as identified in Section 4.2. Proponents who fail to submit mandatory items will not be evaluated.

## **3.2 Financial Submission Requirements**

### **3.2.1 Contractor’s Professional Fees (30 points)**

The Proponent shall submit a completed and unqualified Cost Submission Form in the format provided in Appendix “B”. The Cost Submission Form shall clearly set out the proposed hourly rates, unit rates, equipment rates, labour rates, material mark-ups (if applicable), and any other pricing required to carry out the Professional Services on an as and when required basis.

Pricing shall be based on the scope of service described in Section 6 and shall include all costs necessary to perform the Professional Services, including supervision, labour, equipment, tools, transportation, mobilization, administration, overhead, profit, and incidental expenses, unless otherwise specified in this RFSO. Any proposed disbursements or reimbursable expenses shall be clearly identified. Unless expressly permitted, no additional administrative charges, hidden fees, or mark-ups shall be allowed beyond those identified in the Cost Submission Form.

The submitted rates shall form part of the Standing Offer Agreement and shall be used for the term thereof, including for the valuation of individual Assignments issued under the Standing Offer Agreement. Additional fees for annual escalation or inflation shall not be permitted unless specifically provided for in the RFSO.

Proponents are responsible for ensuring that all pricing is complete, accurate, and sufficient for the delivery of the required Professional Services. Any financial qualifications, exclusions, or conditions not expressly requested in the RFSO may result in the submission being deemed non-compliant.

The Financial Submission will not be opened until completion of the technical evaluation.

## **4. EVALUATION**

#### 4.1 Evaluation Committee

The evaluation of Proposals will be undertaken by an Evaluation Committee appointed by the City. The Evaluation Committee may consult technical, financial and other advisors, as the Evaluation Committee, in its sole discretion, may decide. The Evaluation Committee will reach a consensus through internal discussions.

##### 4.1.1 Evaluation Stages

Proposals will be evaluated in four stages:

##### 4.1.2 Evaluation of Mandatory Criteria

Proposals that do not meet the mandatory criteria will be rejected prior to any technical evaluation or financial evaluation.

##### 4.1.3 Technical Evaluation – Total Value 70 Points

Subject to the Evaluation Committee’s right to reject an unacceptable Proposal under Section 4.3, the Evaluation Committee will evaluate and score the Proposal information provided using Table 2 in Section 4.4 as a guide to assign scores. For each criterion, each Proposal will be assessed, and points will be awarded on the basis of the extent to which the requirements of the RFSO documents are satisfied, and the comparative merit of the individual Proposal as compared to other Proposals.

Proposals will be ranked from highest to lowest in terms of meeting the City’s requirements and containing technical merit. Proponents are required to achieve a minimum score of 70% (49/70 points) on the technical evaluation, in order to qualify for review of the Financial Submission.

##### 4.1.4 Financial Evaluation – Total Value 30 Points

Financial evaluation of cost criteria will be conducted after evaluation of the technical criteria and reference checks. The score for the Financial Submission will be in accordance with the following formula:

$$\text{Proponent Financial Score} = \frac{\text{Lowest Financial Offer}}{\text{Proponent Financial Offer}} \times 30 \text{ points}$$

4.1.5 Following completion of the technical and financial evaluation, the Evaluation Committee will rank the Proponents for each service category based on the combined technical and financial score. The City may identify one or more successful Proponents for each service category. The City is not required to accept the Proposal of any Proponent where the City determines that doing so is not in its best interests.

#### 4.2 Mandatory Requirements

Proponents may be individual firms, or consortia of firms. Proponent’s Proposals must demonstrate in their Proposals that the following mandatory requirements can be met.

Proponents must:

1. Provide evidence satisfactory to the City from the Proponent’s insurer that the Proponent is able to obtain the insurance coverage as specified the City’s Standard Standing Offer Agreement attached as Appendix “C”.
2. Include the submission of the Proponent’s latest valid WSCC/ WSIB Certificate of Clearance or equivalent for the jurisdiction it is submitting from, or letter of exemption.

3. Include a completed sign-off of Proposal submission, as per the requirements in Appendix “B”.

#### 4.3 Rejection of Unacceptable Proposals

The Evaluation Committee may at any time reject a Proposal without completing a full evaluation (including a Proposal from a Proponent that complies with the mandatory requirements), if in the judgment of the Evaluation Committee the Proposal would not be acceptable as the basis for a Standing Offer Agreement or the Proposal includes any contradiction, restriction or modification to the terms and conditions of this RFSO or the Standing Offer Agreement.

The City reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal reveals a conflict of interest, incorrect information, or misrepresentation by the Proponent of any information provided in its Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal where there is evidence that the Proponent, its employees, agents or representatives colluded with one or more other Proponents or any of their respective employees, agents or representatives in the preparation of the Proposal.

#### 4.4 Evaluation Criteria

The evaluation committee will evaluate eligible Proposals to determine the Proposal that best meets the needs of the City, using the weighting criteria indicated in Table 2 below as a guideline.

**Table 2 -RFSO Evaluation Criteria**

EVALUATION CRITERIA	WEIGHTING
<b>Technical Submission</b>	
Section A – Corporate Qualifications and Experience	10 points
Section B – Qualifications and Experience	25 points
Section C - Methodology, Approach and Availability	25 points
Section D – Past Performance	10 points
<b>Technical Score Sub-Total:</b>	<b>70 points</b>
<b>Financial Submission</b>	
Contractor Fees- Cost Submission Form	30 points
<b>Financial Score Sub-Total:</b>	<b>30 points</b>
<b>Total RFSO Evaluation Score:</b>	<b>100 points</b>

## 5. TERMS AND GENERAL CONDITIONS

### 5.1 Terms and General Conditions

- 5.1.1** The City does not, by virtue of this RFSO, commit to an award of any Assignment or to entering into a Standing Offer Agreement, nor does it limit itself to accepting the lowest price or any Proposal submitted, but reserves the right to enter into one or more Standing Offer Agreements in the manner deemed to be in the City's best interest. All awards shall be made in accordance with the City's Procurement Bylaw.
- 5.1.2** The City will not make any payments for the preparation of a response to this RFSO. All costs incurred by a Proponent will be borne exclusively by the Proponent.
- 5.1.3** Proponents may not amend their Proposal after the Closing Time but may withdraw their Proposal at any time prior to acceptance by the City.
- 5.1.4** The City has the right to cancel this RFSO 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 RFSO.
- 5.1.5** If the City decides to enter into a Standing Offer Agreement as a result of this RFSO, the successful Proponent(s) will be notified in writing, and the subsequent execution of a written agreement shall constitute the making of a Standing Offer Agreement. Proponents will not acquire any legal or equitable rights or privileges whatsoever until a Standing Offer Agreement is signed by both parties. In the event of any conflict or inconsistency between this RFSO and any ensuing Standing Offer Agreement, the Standing Offer Agreement shall govern to the extent of the conflict or inconsistency.
- 5.1.6** If a Standard Offer Agreement is to be entered into as a result of this RFSO, it will be with the Proponent or Proponents whose Proposal(s), in the City's opinion, provide the best potential value to the City, are capable in all respects of fully performing the contract requirements, and have the integrity and reliability to assure performance of the contract obligations.
- 5.1.7** The Standing Offer Agreement will be in the form of the City's standard "City of Iqaluit Standing Offer Agreement", attached to this RFSO as Appendix "C". Submitting a Proposal indicates acceptance of all the terms and conditions set out in this RFSO and the Standing Offer Agreement, including those that are included in all attachments and any Addenda.
- 5.1.8** By submitting a Proposal, the Proponent confirms that it has carefully read and examined the RFSO and its attachments and conducted such other investigations as were prudent and reasonable in preparing a response.
- 5.1.9** The terms and conditions of this RFSO and the Standing Offer Agreement shall take precedence over the provisions of a Proposal to the extent of any inconsistencies.
- 5.1.10** 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.
- 5.1.11** The Proposal and accompanying documentation submitted by the Proponents are the property of the City and will not be returned.
- 5.1.12** Proponents and their agents will not contact any member of the City Council, City staff or City contractors with respect to this RFSO, other than the City Representative, at any time prior to the execution of a Standing Offer Agreement or the cancellation of this RFSO.

## 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 RFSO. The City may rely on such disclosure. By submitting a Proposal, the Proponent agrees to conform to the conflict-of-interest requirements and disclosures as indicated in the Standing Offer Agreement.

## 5.4 Accuracy of Information

While the City has made considerable efforts to ensure an accurate representation of information in the RFSO, the information contained in this RFSO 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 RFSO, 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 Confidentiality

Proponents shall treat all information received through this RFSO process, subsequent execution of Standing Offer Agreements and award of Assignments, as confidential and will not disclose such information to any person except with the prior written consent of the City. By submitting a Proposal, the Proponent agrees to conform to the confidentiality requirements as indicated in the Standing Offer Agreement.

## 5.6 Working Language

All Proposals must be written in English.

## 5.7 Terms of Payment

Contractor will be paid on an invoiced fee for service basis, as follows:

**5.7.1** Proponent will be engaged to provide Professional Services only at the request of the City, on the basis of completing activities on an "as engaged" basis. The Proponent will be paid monthly, for completed Professional Services. All of the fully completed activities shall be itemized on the Proponent's invoice, including number of hours required to complete each activity at the end of each month. Professional Services will be deemed to be complete only after all the documentation has been received and approved by the City Superintendent.

**5.7.2** Invoices are to clearly denote the following:

- Assignment Number;
- City Standing Offer Agreement Number;

- City Allocation Code;
- the facility for which the Professional Services have been provided;
- the date(s) the service(s) were provided, as per the Assignment form;
- the nature of the Professional Services completed;
- the name of City employee who requested the Professional Services;
- the hours of individual tradespersons and equipment directly involved in providing Professional Services multiplied by their hourly rate as shown on the Cost Submission Form;
- any parts/materials required must be shown on the invoice with the supplier/manufacture quotation and the contractors mark-up. The mark-up must be as per the rate established in the Cost Submission Form;
- The Assignment(s) must be included with the invoice for reference purposes.

**5.7.3** All invoices are to be submitted to the City Superintendent for review, approval, and processing. Invoices are **not** to be forwarded to the City's Finance Department.

**5.7.4** Compensation for any additional Professional Services not described in the Assignment, must be approved in writing by the City Superintendent, prior to the Professional Services taking place. Additional Professional Services not approved by the City Superintendent will not be paid. Pre-approved additional Professional Services will be completed per the unit rates established within the Standing Offer Agreement.

**5.7.5** No payment will be made for costs incurred to remedy errors or omissions for which the Contractor is responsible.

**5.7.6** Invoices shall include backup for all disbursements (time sheets may be requested). This includes parts and materials required to perform the Professional Services.

## **5.8 Health and Safety**

The successful Proponent shall provide the City a copy of its Health and Safety plan within 5 calendar days of execution of the Standing Offer Agreement. The successful Proponent shall always comply with the City's health and safety requirements while working in Iqaluit.

## **6. SCOPE OF SERVICES**

The Contractor shall provide general building maintenance, repair, minor renovation, and related support services for City of Iqaluit municipal facilities under subject to the terms, conditions, and requirements of this RFSO.

The objective of the RFSO is to ensure that City-owned and operated facilities remain safe, functional, accessible, secure, and visually presentable. Services will be provided on an as-and-when-required basis and may include routine maintenance, urgent repairs, minor construction, interior and exterior improvements, and general facility support services.

The Contractor shall provide all labour, supervision, tools, equipment, materials, transportation, and incidentals necessary to complete the work in a safe, professional, timely, and cost-effective manner. All work shall comply with applicable federal, territorial, and municipal legislation, codes, standards, by-laws, occupational health and safety requirements, manufacturer specifications, and accepted industry practices.

### **6.1 General Maintenance, Repair, and Renovation Services**

The Contractor may be required to perform a broad range of general building maintenance and minor renovation tasks, including, but not limited to, the following:

- **Framing and Minor Construction**  
Construction, repair, or modification of wall framing, ceiling framing, flooring supports, roof-related framing, partitions, and other non-structural or minor structural building components, where applicable.
- **Doors and Windows**  
Installation, replacement, adjustment, and repair of interior and exterior doors, windows, frames, hinges, locks, hardware, weatherstripping, insulation, and related components.
- **Staircases, Handrails, and Guardrails**  
Fabrication, installation, repair, or replacement of interior and exterior stairs, landings, ramps, handrails, guardrails, and related safety components.
- **Carpentry and Millwork**  
Construction, installation, repair, or modification of cabinetry, shelving, counters, benches, storage units, trim, moldings, casings, and other custom carpentry or millwork items.
- **Flooring Repairs and Installation**  
Installation, replacement, or repair of flooring materials, including wood, laminate, vinyl, composite flooring, subflooring, thresholds, transitions, and related finishes.
- **Drywall, Plastering, and Interior Finishes**  
Installation, repair, patching, sanding, plastering, and finishing of drywall, walls, ceilings, partitions, and related interior surfaces.
- **Painting and Surface Finishing**  
Touch-up painting, full-surface painting, preparation of surfaces, priming, sealing, and application of appropriate finishes to walls, ceilings, doors, trim, and other building components.
- **Exterior Building Repairs**  
Repair, replacement, or maintenance of siding, exterior trim, skirting, cladding, flashing, decks, platforms, ramps, stairs, and other exterior building elements.
- **Wood and Structural Component Repairs**  
Replacement, repair, or reinforcement of deteriorated, damaged, or rotted wood components, subject to City approval and any applicable code requirements.
- **Decks, Platforms, and Exterior Access Structures**  
Construction, repair, or restoration of decks, platforms, exterior walkways, landings, access steps, and related structures.
- **Demolition and Removal Work**  
Safe removal of non-structural interior or exterior building components as part of approved maintenance, repair, or renovation work.
- **General Facility Upkeep**  
Miscellaneous maintenance tasks, including minor hardware replacement, signage installation, fixture adjustments, shelving installation, patching, sealing, caulking, and other general building repairs.
- **Emergency and Seasonal Support**  
Assistance with urgent facility repairs, temporary weatherproofing, snow removal from entrances and walkways, debris removal, and other seasonal or emergency tasks required to maintain safe building access and operation.

The above list is provided for general guidance only and shall not be considered exhaustive. The City may request additional general building maintenance or facility repair services that are similar in nature and within the Contractor's capacity and qualifications.

## 6.2 Reporting and Documentation

The Contractor shall maintain clear and accurate records for all work completed under the RFSO. At minimum, the Contractor shall:

- Maintain a daily or job-specific log of work performed;
- Record labour hours, equipment used, materials supplied, and tasks completed;
- Submit service reports upon completion of each Work Order;
- Identify any deficiencies, safety concerns, or recommended follow-up work;
- Provide photographs before, during, and after the work, when requested by the City;
- Properly label and retain replaced parts or components for City review, where applicable; and
- Submit invoices that clearly reference the applicable Work Order, approved estimate, labour, materials, equipment, and completed scope.

## 6.3 Qualifications and Personnel

All work shall be performed by qualified and competent personnel with appropriate experience for the work being completed. Work shall be supervised or completed by a qualified Journeyperson where required by code, regulation, or the nature of the work.

The Contractor shall provide, upon request by the City:

- Proof of Journeyperson qualifications;
- Documentation for apprentices, labourers, or other personnel assigned to the work;
- Confirmation that workers are trained and competent for the tasks assigned;
- Copies of applicable certifications, licences, or safety training records; and
- Any other personnel information reasonably required by the City.

The City reserves the right to request replacement of any personnel who, in the City's opinion, are not performing the work in a safe, competent, or professional manner.

## 6.4 Materials, Parts, and Equipment

The Contractor shall supply all materials, parts, tools, and equipment required to complete the work unless otherwise directed by the City.

All materials used shall be new, suitable for their intended purpose, and shall meet or exceed applicable manufacturer specifications, building code requirements, and accepted industry standards. Substitutions or equivalent materials must be approved by the City prior to installation.

Where temporary or emergency repairs are required, the Contractor shall notify the City and obtain direction on whether permanent replacement parts or materials are required prior to final billing.

All replaced components shall be labelled and retained for City inspection when requested.

## 6.5 Site Cleanup and Waste Disposal

The Contractor shall keep all work areas clean, safe, and orderly throughout the duration of the work. Upon completion of each Work Order, the Contractor shall:

- Clean all affected surfaces and work areas;

- Remove tools, equipment, debris, unused materials, packaging, and waste;
- Restore the site to a safe and usable condition;
- Secure the work area before leaving the site; and
- Dispose of waste in accordance with City requirements and applicable municipal, territorial, and federal regulations.

## 6.6 Health and Safety Compliance

The Contractor and all personnel, subcontractors, and suppliers under their control shall comply with all applicable occupational health and safety legislation, regulations, codes, and standards in Nunavut. The Contractor shall ensure that workers use appropriate personal protective equipment, follow safe work procedures, and are properly trained for the work being performed. The Contractor shall immediately report any incident, near miss, unsafe condition, injury, or property damage to the City.

## 6.7 Hazardous Materials

If hazardous materials or suspected hazardous materials are encountered during the work, including but not limited to asbestos, mould, lead paint, fuel contamination, chemicals, or other regulated substances, the Contractor shall:

- Immediately stop work in the affected area;
- Secure the area to prevent disturbance or exposure;
- Notify the City in writing as soon as possible;
- Not proceed until direction is provided by the City;
- Follow all applicable environmental, health, and safety requirements; and
- Ensure that exposure levels do not exceed legal limits.

The Contractor shall not remove, disturb, handle, or dispose of hazardous materials unless specifically authorized by the City and properly qualified to perform such work.

## 6.8 Availability and Response Requirements

**6.8.1** The Contractor shall provide the Professional Services on an as-and-when-required basis throughout the term of the Standing Offer Agreement and shall confirm in its submission that it is able to meet the availability and response requirements set out in this RFSO.

**6.8.2** Unless otherwise directed by the City, the Contractor shall be available to respond to routine service requests during regular working hours of 8:00 a.m. to 5:00 p.m. The Contractor shall also be available to respond to emergency service requests seven (7) days per week, twenty-four (24) hours per day, as requested by the City.

**6.8.3** The Contractor shall provide the City with the name and contact information of a primary contact and at least one alternate contact for the purpose of dispatching and coordinating work assignments.

**6.8.4** Upon receipt of a routine service request from the City, the Contractor shall acknowledge the request and shall commence the Professional Services within two (2) to five (5) business days, unless otherwise directed by the City.

**6.8.5** Where the Contractor is unable to meet the required response or performance timeframe, the Contractor shall promptly notify the City Representative, provide the reasons for the delay, and submit an action plan and proposed schedule identifying when the Professional Services will be completed and what is

preventing the Professional Services from being undertaken within the required timeframe.

## **6.9 Emergency Response and Non-Performance**

**6.9.1** For the purposes of this RFSO, “Emergency Work” means Professional Services required to address an immediate or impending risk to public safety, interruption of essential municipal services, damage to municipal infrastructure, environmental harm, or material operational disruption, as determined by the City in its sole discretion.

**6.9.2** The Contractor shall make all reasonable efforts to respond to Emergency Work requests issued by the City.

**6.9.3** Upon receipt of an Emergency Work request, the Contractor shall:

- a) acknowledge the request within two (2) hours;
- b) confirm whether it is able to respond;
- c) provide an estimated mobilization time; and
- d) commence mobilization as soon as reasonably practicable, having regard for site conditions, weather, safety requirements, and available resources.

**6.9.4** If the Contractor is unable to respond to an Emergency Work request, or is unable to respond within the timeframe required by the City, the Contractor shall immediately notify the City and provide the reason for the inability or delay.

**6.9.5** Where the Contractor does not acknowledge an Emergency Work request within the required timeframe, declines the request, delays response, or is otherwise unable to respond as required, the City may immediately assign the Professional Services to, another person or perform the Professional Services using its own forces, without penalty, liability, or compensation to the Contractor.

**6.9.6** Failure to respond to Emergency Work requests without reasonable justification may be considered a performance deficiency under the Standing Offer Agreement. Repeated failure to respond may result in reduction of Assignments, suspension from future work assignments, or termination of the Standing Offer Agreement at the City’s discretion.

**6.9.7** For the purposes of this section, reasonable justification may include documented safety concerns, severe weather, force majeure, or other circumstances beyond the Contractor’s control. Staffing shortages, conflicting private work, or failure to maintain adequate personnel, equipment, or operational capacity do not constitute reasonable justification.

**6.9.8** The Contractor shall maintain sufficient personnel, equipment, and operational capacity to meet the response obligations applicable to the service categories accepted by the City in a resulting Standing Offer Agreement.

## **6.10 Contractor Performance**

**6.10.1** The City will monitor Contractor performance throughout the term of the Standing Offer Agreement, including with respect to:

- a) response time and availability;

- b) quality of Professional Services;
- c) compliance with health and safety requirements;
- d) communication and coordination with City staff;
- e) submission of required logs, records, and supporting documentation; and
- f) overall satisfactory completion of assignments.

**6.10.2** Where the City determines that a Contractor has failed to perform satisfactorily, the City may, at its sole discretion:

- a) reduce the volume of Professional Services assigned to that Contractor;
- b) assign Professional Services to another Contractor;
- c) suspend or terminate the Standing Offer Agreement in accordance with its terms.

## **6.11 Warranty**

**6.11.1** Unless otherwise agreed to in an Assignment, the Contractor shall guarantee the Professional Services and materials against defects arising from faulty installation, materials supplied as a part of Professional Services, or workmanship for a period of one year from the date of acceptance of the Professional Services by the City.

**6.11.2** Faulty material shall be replaced, and any defects which are discovered shall be rectified to the satisfaction of the City within 24-hours of notification (wherever reasonably possible) at no additional cost.

## **6.12 Inspection of Services**

**6.12.1** All Professional Services provided under a Standing Offer Agreement shall be subject to inspection and shall meet the approval of the City, acting reasonably. If the Professional Services are not approved, the City shall have the right to reject them or to require correction/repair.

**6.12.2** Acceptance or rejection of the Professional Services shall be made as promptly as practical, but the failure to accept or reject the Professional Services shall not relieve the Contractor from the responsibility for the Professional Services provided not in accordance with the Standing Offer Agreement.

**6.12.3** The City will not be deemed to have accepted the Professional Services by virtue of any payment made by the City to the Contractor with respect thereto.

**6.12.4** The City shall be the final judge of all Professional Services and its decisions on all questions in dispute will be final.

**APPENDIX “A” – COST SUBMISSION FORM**

Proponent’s Name: \_\_\_\_\_

Proponent’s Address: \_\_\_\_\_

Proponent Email/Telephone: \_\_\_\_\_

Proponents shall complete the Cost Submission Form for the service described in Section 6 under this RFSO.

The City reserves the right to enter into one or more Standing Offer Agreements under this RFSO. All rates submitted shall be fully inclusive and shall include all labour, supervision, mobilization, demobilization, transportation, travel time, tools, equipment, cleaning, administration, reporting, overhead, profit, and all other incidental costs required to perform the Professional Services, unless otherwise expressly stated in this RFSO.

Proponents shall clearly identify any minimum call-out charges, minimum billing increments, after-hours rates, weekend rates, statutory holiday rates, standby rates, and any material mark-ups proposed.

Only those costs included in the submitted Cost Submission Form and approved by the City shall be eligible for payment. Any mark-up on parts or materials shall be deemed to include all related administrative, handling, transportation, and storage costs. The City shall retain ownership of any parts or materials purchased and charged under the Standing Offer Agreement.

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

SERVICE DESCRIPTION		WEIGHT (%)	HOURLY RATE	WEIGHTED RATE
		A	B	= (A x B) / 100
<b>LABOUR</b>				
1.	Journeyman	45	\$	\$
2.	Apprentice	35	\$	\$
3.	General Labourer	20	\$	\$
<b>WEIGHTED RATE TOTAL:</b>				\$

**Note: The City reserves the right to amend estimated weightings for evaluation purposes.**



**APPENDIX “B” – SIGNING SHEET**

Date: \_\_\_\_\_

Submitted By: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

RFSO: **GENERAL BUILDING MAINTENANCE  
2026-RFSO-004**

The undersigned agrees:

1. That the terms and conditions contained in the RFSO 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.
2. That this Proposal is made without knowledge of the Technical and Financial Submissions to be submitted for the Project by any other person.
3. That this Proposal is made without connection or arrangement with any company, firm or person submitting a Proposal for the Project.
4. That this Proposal is made without any undisclosed connection or arrangement with any other company, firm, or person having an interest in this Proposal or in the proposed Standing Offer Agreement.
5. The following Addenda have been received. The modifications to the RFSO noted therein have been considered and the effects are included in the Proposal pricing.

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

6. The undersigned has the authority to bind the Proponent.

Signed, and delivered on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

---

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

---

Proponent Legal Name

---

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

---

Signatory Name

---

Title

---

Email

---

Telephone #

**END OF APPENDIX “B”**

## APPENDIX “C” – CITY OF IQALUIT STANDING OFFER AGREEMENT

### <For Contractors Call Up Contracts>

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

AND: CONTRACTOR NAME.  
(hereinafter referred to as the "Contractor")

WHEREAS the City accepted a proposal submitted by the Contractor dated <Proposal date> attached hereto as Appendix “A” (the “Proposal”) under Request for Standing Offers 2026-RFSO-004 (the “RFSO”) to provide professional services on an “as and when” basis;

AND WHEREAS the City has requested the Contractor to provide professional services with respect to <civil works; electrical works; plumbing works; water picking works> as further described in the RFSO (the “Professional Services”);

AND WHEREAS the City and the Contractor wish to set out the terms and conditions relating to the provision of such Professional Services.

AND WHEREAS the terms and conditions set out in this Standing Offer Agreement (this “Agreement”) form a binding and integral part of any issued Assignment (as defined herein).

THEREFORE, the City and the Contractor agree as follows:

### 1. GENERAL INTERPRETATION

1.1 In this Agreement, the following terms have their corresponding meanings and, if used in an Assignment, they shall have the same meaning unless the context dictates otherwise:

- i) “City’s Representative” means the individual designated from time to time by the City to administer this Agreement on behalf of the City and who shall have authority to act on behalf of the City regarding matters under an Assignment.
- ii) “Confidential Information” means any information or materials of the City which is confidential in nature or that is treated as being confidential by the City, whether such information is or has been conveyed to Contractor orally or in written or other tangible form, and whether such information is received directly or indirectly such as in the course of providing the Professional Services pursuant to an Assignment, and whether or not the information or materials are labelled confidential, privileged or proprietary.
- iii) “Contractor’s Representative” means an individual, and a designated back-up, identified by the Contractor to administer the Agreement and Assignments hereunder, or such person as the Contractor may name as a replacement.
- iv) “Intellectual Property Rights” means intellectual property rights and other similar proprietary rights in any jurisdiction, whether registered or unregistered, including, without limitation, all grants, rights and interests in and to:

- (a) patents, trademarks, designs, rights in designs, industrial designs, get-up, trade dress, trade names, business names, domain names, logos, websites, marks, symbols, concepts, models, including utility models, mask work rights, rights of publicity, copyright, and other industrial or intangible property rights of a similar nature;
  - (b) rights in inventions, know-how, trade secrets, processes, methods, technical information, drawings, research data, specifications and other confidential or proprietary information, including Confidential Information;
  - (c) any applications for any such grant or registration, and rights, including rights of priority, to apply for grants or registrations of any of the foregoing, including the right to control their prosecution, and all amendments, continuations, divisions and continuations-in-part of such applications, and all corrections, reissues, patents of addition, extensions and renewals of any such grant, registration or right; and
  - (d) any other intellectual property rights and other related rights which may exist at any time in any part of the world.
- v) “Pre-existing Intellectual Property Rights” means Intellectual Property Rights which were developed or otherwise acquired by a party prior to the date of this Agreement, or which is developed or otherwise acquired outside of the scope of this Agreement and any Assignment created pursuant to this Agreement.
- vi) “Received Material” means records, personal information, software, drawings, plans, specifications, research results, data, analytics, and other material, whether complete or not, that are received by the Contractor or a subcontractor from the City or any other person in the provision of Professional Services pursuant to an Assignment.
- vii) “Work Product” means reports, records, software, drawings, plans, specifications, photographs, models, prototypes, patterns, samples, technical information, invention, method or process and other material, whether complete or not, that, as a result of an Assignment, are provided by the Contractor or a subcontractor, conceived, developed or first actually reduced to practice in performing Professional Services and which may or may not incorporate Pre-Existing Intellectual Property Rights of the Parties and Received Material.

1.2 In this Agreement, unless the context implies otherwise:

- i) references to Sections and Appendices are to be construed as references to the sections of, and schedules to, this Agreement;
- ii) references to this Agreement or any other document shall be construed as references to this Agreement or that other document as amended, supplemented, novated or otherwise varied from time to time;
- iii) references to a provision of law is a reference to that provision as amended or re-enacted;
- iv) headings appearing in this Agreement are for convenience of reference only and in no way define, limit, or enlarge the scope or meaning of the provision.

- v) words importing the plural shall include the singular and vice versa;
- vi) the word “include”, “includes” or “including”, when following any general statement, term or matter, shall not be construed to limit such general statement, term or matter to the specific items or matters set forth immediately following such word or to similar items or matters, whether or not non-limiting language (such as “without limitation” or “but not limited to” or words of similar import) is used with reference thereto but rather shall be deemed to refer to all other items or matters that could reasonably fall within the broadest possible scope of such general statement, term or matter;
- vii) any terms, covenants, provisions or conditions of this Agreement which expressly or by their nature survive the termination of this Agreement shall continue in full force and effect subsequent to and notwithstanding such termination, and shall not be merged with the termination, until such terms, covenants, provisions and conditions are satisfied or by their nature expire;
- viii) “hereof”, “herein”, “hereto” and “hereunder” and similar expressions refer to this Agreement and not to any particular Article, Section or other subdivision; and
- ix) references to a time of day shall be construed as references to Eastern Standard Time.

## 2. SERVICES AND PAYMENT

- 2.1 The Contractor agrees to provide to the City the Professional Services on an “if and when basis”.
- 2.2 For greater clarity, the specific Professional Services to be performed from time to time by the Contractor shall be set out in a statement of work or service request (an “Assignment”) issued by the City to the Contractor.
- 2.3 Upon receipt of an Assignment, the Contractor shall confirm its availability and capacity to complete such Assignment within the timeframes set out in Sections 6.6 and 6.7 of the RFSO and quote a level of effort to the City. Upon the City’s approval in writing of such quotation, the Assignment shall be in force and binding upon the parties.
- 2.4 The establishment of this Agreement creates no binding obligations on the City to procure Professional Services from or issue an Assignment to the Contractor and the City further reserves the right to procure services by any other means, including the use of other agreements, or by other procurement or contracting methods.
- 2.5 The Contractor shall have no legal or equitable rights or privileges unless and until an Assignment is made in accordance with the provisions of this Agreement. If there is any conflict or inconsistency among any of the provisions of the Assignment and this Agreement, then the order of precedence will be this Agreement over an Assignment.
- 2.6 The City agrees to pay for the Professional Services assigned to the Contractor in an Assignment in accordance with the Cost Submission Form forming part of the Proposal. All Professional Services shall be subject to the level of effort quoted by the Contractor and approved in advance in writing by the City’s relevant signing authority.
- 2.7 The parties agree that the City may at any time before the applicable Professional Services are fulfilled, make changes to an Assignment by adding to, or removing from, the Professional

Services, or otherwise amending the Assignment. The Contractor shall have no claim for compensation for Professional Services removed which are not then already performed. For any additions to the Professional Services, the Parties will agree in writing, both acting reasonably, to a change in the project budget.

- 2.8 The Contractor may request that the City make a change to an Assignment, and the City may agree to such change in its sole opinion and discretion; however, the Contractor shall not amend the Professional Services or perform additional or extra work without the prior written authorization of the City. Any costs, fees or expenses incurred by the Contractor for unauthorized work shall be borne solely by the Contractor. Without limiting the generality of the foregoing, the Contractor acknowledges that there are certain award limits in the City's Procurement Bylaw and the City shall not be obligated to authorize any additional work which would contravene the Bylaw.

### 3. TERM

- 3.1 This Agreement shall commence on the <insert contract start date> and terminates on **30, 2029**, unless otherwise terminated in accordance with the provisions of this Agreement.

- 3.2 The term of this Agreement may be extended by the written consent of the parties.

### 4. NOTICE AND ADDRESS

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

i)If, to the City:

<Insert Contractor Representative Name>  
<Insert Contractor/ Company Name>  
<Insert

Address>

Reference:

ii)If to the Contractor at:

<Insert Contractor Representative Name>  
<Insert Contractor/ Company Name>  
<Insert Address>

- 4.2 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 or email, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

### 5. COMPLETE AGREEMENT

- 5.1 This Agreement, along with each Assignment entered into pursuant to this Agreement, constitute the entire agreement between the parties with respect to its subject matters, and supersede all previous negotiations, communications and other agreements, whether written

or oral, between the parties. In entering into this Agreement, no Party is relying on any representations other than those incorporated into this Agreement.

- 5.2 Notwithstanding Section 5.1, the provisions of the RFSO and Proposal are incorporated into this Agreement and may be used to clarify, explain or supplement this Agreement, but shall not be used to contradict any express terms of this Agreement. This Agreement supersedes the RFSO and Proposal.
- 5.3 No modification or amendment of this Agreement is effective unless made in writing and signed by both parties.

## 6. CONFIDENTIALITY

- 6.1 Any Confidential Information obtained by the Contractor, its agents, subcontractors or employees (the “Contractor Parties”) shall be deemed confidential. The Contractor Parties shall not use, copy, disclose or otherwise communicate any information not available to the general public that was gained by them in the course of their duties related to this Agreement or an Assignment, except as is necessary in the proper discharge of those duties. The Contractor Parties shall (i) only use Confidential Information for the purpose of performing the Professional Services, (ii) take such steps as are necessary to ensure that all Confidential is not disclosed to any other person and (iii) maintain confidential and secure all Confidential Information in the possession of or under the control of the Contractor. This clause survives the termination of this contract.
- 6.2 The Contractor acknowledges that all information provided by the Contractor to the City is subject to the disclosure and protection provisions of applicable freedom of information and privacy legislation. Such legislation allows any person a right of access to records in the Client’s custody or control, subject to limited and specific exceptions.

## 7. CONFLICTS OF INTEREST

### 7.1 The Contractor Parties:

- i) shall conduct their duties related to this Contract with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question;
- ii) shall not influence, seek to influence, or otherwise take part in a decision of the City, knowing that the decision might further their private interests. Any improper communication with the City’s elected officials before an Assignment shall result in disqualification of the Contractor for such Assignment;
- iii) shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly, or indirectly with the performance of their duties relating to this Agreement, that causes, or would appear to cause, a conflict of interest; and
- iv) shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement, and if such financial interest is acquired during the term of the Agreement, the Contractor shall immediately disclose the nature of that interest to the City in writing. Upon such disclosure, the City may determine, in its sole discretion, whether a conflict of interest exists and what steps, if any, are required to address or eliminate the

conflict up to and including termination of this Agreement.

## 8. GENERAL TERMS

- 8.1 Time shall in every respect be of the essence. The Contractor shall deliver the Professional Services according to the project schedule in the relevant Assignment. The City may grant reasonable extensions to the Contractor for delays, if the Contractor can show those delays were caused by circumstances beyond the control of the Contractor.
- 8.2 The Contractor is an independent Contractor with the City 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 and the Contractor. The Contractor 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.
- 8.3 The Contractor represents and warrants that: (a) it is duly organized and validly existing under the applicable laws of the jurisdiction of its incorporation or organization, and has full power and authority to perform all of its obligations under this Agreement and any ensuing Assignment; (b) the person executing this Agreement or any ensuing Assignment on its behalf is and will be duly authorized and empowered to bind the party; and (c) it will comply with all applicable laws in connection with any ensuing Assignment.
- 8.4 This Agreement and any resulting Assignment shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut without reference to any conflicts of law provisions, and each party hereby irrevocably and unconditionally submits to the exclusive jurisdiction of the courts of Nunavut and all courts having jurisdiction to hear appeals therefrom.
- 8.5 No waiver by either party of any breach of any term, condition or covenant of this Agreement 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.
- 8.6 The failure of either party at any time to require the performance of any provision or requirement of this Agreement shall not affect the right of that party to require the subsequent performance of that provision or requirement.
- 8.7 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.
- 8.8 The City may delegate any of its authority and undertaking pursuant to this Agreement or an individual Assignment to any employee or contractor of the City by notice in writing to the Contractor.
- 8.9 This Agreement shall ensure to the benefit of and be binding on the respective administrators, successors and permitted assigns of each of the parties hereto.
- 8.10 The City cannot and does not guarantee, warrant or make any representations with respect to the accuracy, completeness, reliability, suitability or fitness for purpose of any

documentation, information, or other materials prepared for and on behalf of the City by third parties which is attached to or otherwise incorporated into an Assignment. The City is not responsible for interpretation or any conclusions arrived at by the Contractor. The Contractor declares and represents that it hereby assumes all risk of conditions now existing or arising in the course of the Professional Services which might or could make the work or any items more expensive or more onerous to fulfil than contemplated.

## 9. REPRESENTATIVES

- 9.1 The City's Representative identified in an Assignment will administer the Assignment on behalf of the City. Notwithstanding the foregoing, except as expressly stated in an Assignment, the City's Representative will have no authority to relieve the Contractor of any of the Contractor's obligations under an Assignment.
- 9.2 The Contractor's Representative identified in an Assignment shall:
- i) have full authority to act on behalf of the Contractor in connection with the Professional Services; and
  - ii) be available to the City's Representative when requested.
- 9.3 The Contractor shall not substitute its representative without the written consent of the City.

## 10. WORK PRODUCT

- 10.1 Notwithstanding anything to the contrary, the Work Product shall be deemed work made for hire and made in the course of Professional Services performed pursuant to an Assignment, and the City exclusively owns all property rights in all Work Product, including all Intellectual Property Rights (other than Pre-Existing Intellectual Property Rights of the Contractor). The Contractor must deliver any and all Work Product to the City immediately upon the City's request, and the City will have unlimited right to use, reconstruct, repair, modify, reproduce, publish, distribute and transfer the Work Product, in whole or in part, or combine the Work Product with other matter, or not use the Work Product at all, as it sees fit.
- 10.2 In addition to the foregoing, upon the City's request, the Contractor must deliver to the City documents satisfactory to the City that confirms the vesting in the City of the copyright in the Work Product (other than Pre-Existing Intellectual Property Rights of the Contractor).
- 10.3 Upon any Pre-Existing Intellectual Property Rights of the Contractor being embedded or incorporated in the Work Product, and to the extent that it remains so embedded or incorporated, the Contractor grants to the City:
- i) a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license, including the right to use, reproduce, modify, publish, distribute, and transfer the Pre-Existing Intellectual Property Rights which are included in the Work Product; and
  - ii) the right to sublicense, assign, or otherwise transfer in whatever manner it sees fit to third parties any or all of the rights granted to the City under subparagraph i) above for its business use only.

## 11. CONTRACTOR RESPONSIBILITIES

- 11.1 The Contractor may not assign or subcontract the Professional Services or any portion thereof to, to any other party without the prior written consent of the City, which consent may be withheld in the sole discretion of the City or provided on any terms the City may require in its sole discretion. In the case of a proposed assignment of monies owing to the Contractor under this Agreement, the prior consent in writing of the City must be obtained. The Contractor shall be liable and responsible for any such Professional Services provided by a subcontractor.
- 11.2 The Contractor shall acquire, and keep in good standing at all relevant times, all permits, licenses and authorizations necessary or required by applicable laws to perform the Professional Services.
- 11.3 The Contractor shall comply, and secure compliance by its subcontractors, with all applicable laws in connection with the performance of an Assignment.
- 11.4 The Contractor shall keep proper accounts and records of the Professional Services during the term of this Agreement and for a period of three years after its expiry or termination. At any time during the term of this Agreement or the aforementioned retention period, the Contractor shall produce copies of such accounts and records forthwith upon the written request of the City.
- 11.5 The Contractor shall notify the City 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 Professional Services.
- 11.6 The Contractor shall perform the Professional Services with that degree of professional skill, care and diligence that an experienced and competent professional in the same field would use in performing similar services in relation to a project similar in scale and complexity to Professional Services, and in a competent, efficient, lawful and ethical manner.
- 11.7 The Contractor warrants that it has the capabilities in personnel, services, finances and time to perform the Professional Services and is experienced, ready, willing and able to provide the Professional Services in accordance with the terms of an Assignment. The Contractor further warrants that all of its personnel specifically declared for an Assignment shall be qualified and skilled in their respective duties.
- 11.8 The Contractor shall provide all equipment, supplies and materials necessary in connection with providing and carrying out the Professional Services.
- 11.9 Unless otherwise agreed to in an Assignment, the Contractor shall guarantee the Professional Services and materials against defects arising from faulty installation, materials supplied as a part of Professional Services, or workmanship for a period of one year from the date of acceptance of the Professional Services by the City. The warranty survives any inspection, delivery, acceptance, or payment made by the City for any performance of Professional Services.
- 11.10 Faulty material shall be replaced, and any defects which are discovered shall be rectified to the satisfaction of the City within 24-hours of notification (wherever reasonably possible) at no additional cost.

## 12. DEFAULT AND TERMINATION

- 12.1 In this Agreement, “Event of Default” means any of the following:
- i) the Contractor is unable to deliver the Professional Services as required, as determined by the City acting reasonably;
  - ii) the Contractor’s performance of the Professional Services is persistently faulty, as determined by the City acting reasonably;
  - iii) in the event that the Contractor becomes insolvent or commits an act of bankruptcy;
  - iv) in the event that any actual or potential labor dispute delays or threatens to delay timely performance of the Professional Services; or
  - v) the Contractor defaults or fails to observe the terms and conditions of the contract in any material respect, as determined by the City acting reasonably.
- 12.2 If the Contractor becomes aware that an Event of Default has occurred or anticipates that an Event of Default is likely to occur, or any other problem that may adversely affect the delivery, cost, or capability of performance of the Professional Services, the Contractor must promptly notify the City of the particulars of the Event of Default or anticipated Event of Default. A notice under this section must also specify the steps the Contractor proposes to take to address, or prevent recurrence of, the Event of Default.
- 12.3 On the happening of an Event of Default, or at any time thereafter, the City may, without penalty and at its option, elect to do any one or more of the following:
- i) by written notice to the Contractor, require the Event of Default be remedied within a time period specified in the notice, which time period will be reasonably set out in consideration of the circumstances presented, and if the Contractor fails to comply with the notice, the City may give notice to the Contractor that the Professional Services or a portion thereof are taken out of the Contractor’s hands and employ such methods and/or other contractors as the City deems advisable, to do that which the Contractor has failed to do, at the Contractor’s cost and expense;
  - ii) pursue any remedy or take any other action available to it at law or in equity, including deduction or set-off the cost of remedy against any payment due and deem the Contractor not eligible for future contract awards;
  - iii) by written notice to the Contractor, terminate an Assignment or this Agreement with immediate effect; and
  - iv) by written notice to the Contractor, terminate an Assignment or this Agreement on a future date specified in the notice, subject to the expiration of any time period specified under section (i) above.
- 12.4 No failure or delay on the part of the City to enforce or require the strict performance of any of the provisions of a Contract or to exercise its rights in relation to an Event of Default will constitute a waiver by the City of such provisions or rights.

- 12.5 In addition to the City's right to terminate a Contract upon the happening of an Event of Default, the City may suspend or terminate an Assignment for any reason by giving at least five (5) business days' written notice of termination to the Contractor.
- 12.6 If the City suspends an Assignment, the Contractor must suspend the performance of its obligations under the Assignment from the time and date in the notice until the City directs the Contractor in writing to continue, at which time the Contractor must promptly recommence the performance of the Contractor's obligations under the Assignment.
- 12.7 If the City terminates an Assignment:
- i) the City must pay to the Contractor, in accordance with the payment terms and conditions, any unpaid portion of the Contract Price that corresponds with the portion of the Professional Services that was completed to the City's satisfaction before termination of the Contract; and
  - ii) the Contractor must, within thirty (30) days of such termination, repay to the City any paid portion of the fees and expenses described in an Assignment which corresponds with the portion of the Professional Services the City has notified the Contractor in writing was not completed to the City's satisfaction before termination of the Assignment.
- 12.8 The payment by the City of the amount described in section 12.7 above discharges the City from all liability to make payments to the Contractor under an Assignment, and the Contractor shall not be entitled to payment of the relevant contract price or portion thereof, as the case may be, in respect of Professional Services not completed by Contractor.
- 12.9 The remedies of the City in this Agreement are cumulative and are in addition to any remedies available to the City at law or in equity. No remedy will be deemed to exclude or to restrict the right of the City to any remedies against the Contractor and the City may from time to time have recourse to one or more of the remedies specified in this Agreement or at law or in equity notwithstanding the termination of this Agreement.

### 13. FINANCIAL

- 13.1 The City, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Contractor without penalty, expense or liability, if in the opinion of the City, the Contractor has failed to comply with or has in any way breached an obligation of the Contractor. Any such holdback shall continue until the breach has been rectified to the satisfaction of the City.
- 13.2 The City will pay the Goods and Services Tax ("GST") in addition to the amounts set out in the Cost Submission Form.
- 13.3 Provided all terms and conditions on the part of the Contractor 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 Professional Services, whichever is later. Invoices from Nunavut Contractors (as defined by the City NNI Policy) will be paid twenty (20) calendar days after receipt of the invoice, or twenty (20) calendar days after receipt of the Professional Services, whichever is later.

- 13.4 The City may, in order to discharge lawful obligations or to satisfy lawful claims against the Contractor or a subcontractor arising out of the execution of Professional Services, pay any amount, which is due and payable to the Contractor under the contract, if any, directly to the obligee of and the claimants against the Contractor or subcontractor.
- 13.5 Without prejudice to any other right or remedy of the City, the obligation of the City to make any payment to the Contractor under or in connection with this Agreement is subject to the City's right to deduct or set off against any such payment any sum which may be due to the City, or to which the City has a claim, under this Agreement or under any other agreement with the Contractor.
- 13.6 Under no circumstances shall the project budget stated in an Assignment be exceeded without the prior written approval of the City. Failure to obtain prior approval may result in non-payment of fees and/or expenses in excess of the amounts stated. If at any time the Contractor considers their estimates indicate costs will exceed the project budget as set forth in an Assignment or otherwise agreed to by the parties, the Contractor will immediately advise the City. If in the opinion of the City, acting reasonably, the excess is due to design, costs factors or matters under the control or reasonably foreseeable by the Contractor, the City may require the Contractor 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.
- 13.7 The City is not obligated to advance to the Contractor more than ninety percent (90%) of the calculated amount of any payment until completion of an Assignment. If the ten percent (10%) holdback is taken, it shall be retained without penalty, expense or liability for forty-five (45) days after the completion of all requirements under the Assignment or earlier termination. Interest is not payable on the amount held back by the City.

#### 14. LIABILITY

- 14.1 The Contractor shall indemnify and hold harmless, the City, 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 Contractor Parties, or a breach of contract, under this Agreement and/or an Assignment.
- 14.2 The Contractor shall be liable to the City for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the Contractor.
- 14.3 If, in the opinion of the City acting reasonably, the Contractor is in default in respect of any obligation of the Contractor hereunder, the City may rectify such default and pursue a claim against the Contractor for the reimbursement of any direct costs associated with any such remediation, including a reasonable allowance for the use another contractor or of the City's own employees or equipment.
- 14.4 The Contractor's liability to the City for claims arising out of this Agreement, or in any way relating to the Professional Services, will be limited to the amount of \$1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether Contractor'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 Contractor's directors, officers, employees, insurers, agents and subcontractors.

14.5 Notwithstanding any other provision of this Agreement, the total liability of the City with respect to this Agreement or any obligations in connection with the Agreement, whether based on warranty, indemnity, contract, tort (including negligence), strict liability or otherwise, shall be limited to the compensation paid to the Contractor under this Agreement.

14.6 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.

## 15. INSURANCE

15.1 The Contractor shall, without limiting its obligations or liabilities under this Agreement, obtain, maintain and pay for during the period of this Agreement, the following insurance with limits not less than those shown:

i) Workers' Compensation insurance covering all employees engaged in the Professional Services in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the Contractor 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 Contractor or any subcontractor, or due to unsafe working conditions, then such levy or assessment shall be paid by the Contractor at its sole cost and is not reimbursed by the City.

ii) Employer's liability insurance with limits not less than \$500,000 for each accidental injury to or death of the Contractor's employees engaged in the Professional 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 in item (iv) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.

iii) Motor Vehicle, water craft and snow craft standard liability insurance covering all vehicles and/or craft owned or nonowned, operated and/or licensed by the Contractor and used by the Contractor 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.)

iv) 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 \*
- Contractor'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*

v) 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 Agreement.

- 15.2 All policies shall provide thirty days written notice given to the City prior to any cancellations of any such policies.
- 15.3 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 Agreement and shall extend to cover the employees of the insureds hereunder.
- 15.4 The Contractor shall be responsible for any deductibles, exclusions and/or insufficiency of coverage relating to such policies.
- 15.5 The Contractor shall deposit with the City prior to commencing with any Professional Services a certificate of insurance evidencing the insurance(s) required by this clause in a form satisfactory to the City and with insurance companies satisfactory to the City.
- 15.6 The Contractor shall ensure that subcontractors are insured to appropriate levels as may be relevant to their work.

## 16. DISPUTE RESOLUTION

- 16.1 If a dispute arises between the parties relating to any matter under this Agreement or any Assignment, the Contractor's Representative and the City's Representative will meet as soon as practicable but within 90 days and attempt to resolve the dispute or develop and oversee a process to resolve the dispute. Where agreed by the parties, the Contractor's Representative and the City's Representative will use an independent chair to provide non-binding third party facilitation for the meeting. At or following the meeting the Contractor's Representative and the City's Representative may agree to a non-binding third party mediator to assist in reaching a resolution.
- 16.2 Provided that the Parties have not commenced mediation, then notwithstanding the foregoing, if in the opinion of a Party the dispute or the time within which a resolution of the dispute is desirable is such that a meeting of the Contractor's Representative and the City's Representative or mediation is unlikely to result in a resolution of the matter within a timely manner, then nothing in this Agreement or any Assignment prevents a party from applying to a court or tribunal of competent jurisdiction to adjudicate the disputed matter or to otherwise seek any relief or remedy otherwise available under applicable laws.

## 17. FORCE MAJEURE

- 17.1 Neither Party shall be responsible or liable for any delay or failure to perform its obligations under an Assignment where such failure or delay is due to fire, flood, explosion, war, embargo, governmental action, terrorism, act of a public authority, act of nature, pandemic, epidemic, isolation/quarantine restrictions; or without limit to any of the foregoing, or any other cause beyond its reasonable control.

18. Should the force majeure event last for longer than thirty (30) days, the City may terminate the Assignment, in whole or in part, without further liability, expense or cost of any kind.

19. EXECUTION

19.1 This Agreement may be executed in separate counterparts, each of which, when so executed, shall be deemed to be an original, and such counterparts shall constitute the one and the same instrument. The counterparts of this Agreement and all ancillary documents may be executed and delivered by facsimile or other electronic signature by any of the parties hereto to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

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:

FOR <contractor name>:

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**END OF APPENDIX “C”**

**END OF RFSO**