



**REQUEST FOR TENDER  
FOR THE PROVISION OF CONSTRUCTION SERVICES FOR  
APEX CEMETARY GRAVE PLOTS**

**BID CALL: September 24, 2026**

**BIDS DUE: October 9, 2026 – 3:00 PM EST**

**RFT No. 2026-RFT-016**

## **SECTION A – TENDER CALL**

### **1. INTRODUCTION**

- 1.1 The City of Iqaluit Department of Public Works and Engineering (the City) is issuing a Request for Tender (RFT) for qualified Proponents to provide construction services related to the digging of cemetery grave plots at the City of Iqaluit Apex Cemetery, as further outlined in this RFT document. Further details pertaining to the scope of work can be found in Section C.

### **2. BACKGROUND**

#### **2.1 Location**

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

#### **2.2 Geology and Terrain**

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

#### **2.3 Climate**

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

### **3. TENDER CALL**

- 3.1 Proponents must submit their Tenders by electronic bid submission only, through MERX Canadian Public Tenders. MERX can be accessed via the following website link – <https://www.merx.com/>. Tenders must address tenders to:

#### **City of Iqaluit**

**Att: Adrian Blanchard  
Director of Public Works  
1549 Sivumigiaq Street  
Iqaluit, Nunavut, X0A 3H0**

- 3.2 Tenders are required to conform to the conditions below. For further instructions on how to submit an electronic bid through MERX, refer to the MERX Electronic Bid Supplier Guide, via the following link – <https://marketing.merx.com/Support/EBSGuide.pdf>. Alternatively, you can contact MERX customer service at 1-800-964-6379.
- 3.3 Bidders must obtain a unique PIN number from MERX in order to upload electronic bid submission documents. It is important to keep this PIN number in a permanent location as it will be required each time you wish to submit a bid response to a call to tender.
- 3.4 Electronic Tenders are to be received before **October 9, 2026 – 3:00 PM EST**.
- 3.5 The final decision on whether to accept late Bids is at the City's discretion.

### **END OF SECTION**

## **SECTION B – TENDER CONDITIONS**

### **1. SUBMISSION REQUIREMENTS**

- 1.1 The Tenderer shall complete all documents pertaining to this Contract in ink or in type.
- 1.2 If the Tenderer is a corporation, an authorized officer of the corporation shall sign and seal the Form of Tender.
- 1.3 If the Tenderer is a partnership, a minimum of two partners shall sign the Form of Tender and signatures shall be witnessed.
- 1.4 If the Tenderer is a sole proprietorship, the sole proprietor shall sign the Form of Tender and the signature shall be witnessed.
- 1.5 The Tenderer shall submit its Tender by the date and time specified in Part I of the Tender.
- 1.6 The Tenderer shall submit to the City in their complete bid submission:
  - i. Completed Form of Tender Form, which includes:
    - a. Appendix A – Consent of Surety.
    - b. Appendix B – Cost Submission Form.
  - ii. Bid bond.

Failure to submit the required items identified in (i) and (ii) may present a Major or Minor Irregularity on the bid. Refer to 1.7 and 1.8 on how Major and Minor Irregularities are to be addressed. The City shall be the sole judge of whether or not a Tender contains irregularities.
- 1.7 Bidders will be automatically disqualified for any Major Irregularities on their bid submission. Major Irregularities are defined as deviations from the competitive procurement process request that affects the price, quality, quantity or delivery, and is material to the award.
- 1.8 Tender irregularities that are Minor Irregularities will be handled in the first instance by conferring with the Tenderer to seek clarification. Minor Irregularities are defined as deviations from the competitive process request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. The bidder will be given the opportunity to adjust the irregularity and continue in the process. However, if an unsatisfactory irregularity remains after consulting with the Tenderer, the Tenderer may be disqualified.
- 1.9 The Tenderer shall submit electronic files through MERX for both their Security Deposit and Consent of Surety, alongside the electronic tender submission.
- 1.10 The successful Tenderer shall submit to the City the following documents within five (5) business days of the day the City notifies the successful Tenderer that the documentation should be sent to the City:
  - i. Valid City of Iqaluit Business License.
  - ii. Form of Tender forms, which include
    - a. Appendix C – Subcontractors List.
    - b. Appendix D – Equipment List.
    - c. Appendix E – Product Suppliers List.
    - d. Appendix F – Labour & Equipment Rates.

## 2. INQUIRIES AND AMENDMENTS

- 2.1 All inquiries concerning this RFT are to be directed by email only to:

**Oghenerugba Ugboduma**  
**Project Officer of Engineering and Capital Projects**  
**Email: o.ugboduma@iqaluit.ca**

The deadline for submitting inquiries is **October 2, 2026 – 5:00 PM EST** local Iqaluit time.

- 2.2 Written addendums issued as part of this RFT, in response to inquiries, will be posted publicly on the City's website and on MERX. Verbal explanations or instructions will not be binding.
- 2.3 Tenderers assume all risk of delivery of amendments. Without limiting the foregoing, the City shall not be held liable for any claim, demand or other action should a transmission be interrupted, not received in its entirety, received after the Closing Time, received by another electronic means other than specified through MERX, or for any other reason over which the City does not have control.

## 3. SECURITY DEPOSIT

- 3.1 Every submission shall be accompanied by a security deposit payable to the City of Iqaluit, in an amount not less than 10% of the total Tender amount. The security deposit shall be in the form of one of the two following security deposit options and shall be submitted with the tenderer's electronic tender submission:

### 3.1.1 OPTION #1: A Digital Bid Bond:

- i. Tenderers shall submit a copy of the Digital Bid Bond and follow the submission instructions as stated above in Section 1.9.
- ii. If Tenderer's are using this option, the Tenderer and the Tenderer's Surety should refer to the digital bonding information on Surety Association of Canada's website. Information at this site includes:
  - a. A list of third parties that provide online surety digital bond services, such as Mobile Bonds or Xenex. The City does not endorse or promote any third-party digital bond service provider.
  - b. An Industry Checklist which digital bonds provided should meet.
- iii. The Digital Bid Bond shall be digitally verifiable. The results of the digital verification process shall provide a clear and immediate indication that the document received is the true document executed and that the content has not been changed or altered.
- iv. All instruction details for performing the digital verification of the bond should be included with the uploaded bond and be clear and concise.

### 3.1.2 OPTION #2: Scanned Paper Bid Bond / Certified Cheque, Bank Draft, Money Order (PDF Format):

- i. Tenderers shall scan and attach a copy of the paper Bid Bond, Certified Cheque, Bank Draft or Money Order and follow the submission instructions as stated above in 1.9. Tenderer's will be required to provide to the City the original Bid Bond, Certified Cheques, Bank Draft, and/or Money Order that were scanned and attached with the tender submission within 72 hours of tender close. Failure to provide the above original document(s) or to enter into a contract may result in the tenderer

being barred from future tender opportunities for the City of Iqaluit for an indeterminate period of time

- ii. If an alternative Bid Bond is used, it is recommended that tenderer's request either an ink seal from their Surety or that they trace over the embossed seal prior to scanning to allow for the seal to be visible to the City.

- 3.2 Bid bonds shall be in the name of the City of Iqaluit as obligee and signed and sealed by the Tenderer and by a surety licensed to conduct business as a surety in Nunavut.
- 3.3 The City shall not pay interest on security deposits.
- 3.4 Bid bonds shall be Bid Bond Form CCDC Document No. 220, latest edition, effective until sixty (60) business days after the Closing Date.
- 3.5 Security deposits will be returned after delivery to the City of the required performance bond and labour and material payment bond by the successful Tenderer.
- 3.6 If the Contract is not awarded, all security deposits will be returned with reasonable promptness after such decision is made by the City.
- 3.7 After all executed contracts and bonds are received, and the contract award is made, the successful tenderer and the contract value will be posted on the MERX website. After contract award, the bid deposit of the successful tenderer and all tenderers shall be null and void.

#### 4. **CONSENT OF SURETY**

- 4.1 Tenderers must submit with the Bid and Bid Bond, a "Consent of Surety," stating that the surety is willing to supply the performance bond and labour and material payment bond as specified.
- 4.2 A "Consent of Surety" shall be in one of the two following options and shall be submitted with the Tenderer's submission and as instructed above in 1.9.
  - i. The City's "Consent of Surety" Form provided in Appendix A.
  - ii. Other "Consent of Surety" Form used by a Surety company and authorized by law to do business in the Territory of Nunavut, and acceptable to the City.

#### 5. **PERFORMANCE ASSURANCE**

- 5.1 The accepted Bid shall provide security (by way of bonds or a security deposit) as stated in the Contract Documents.
- 5.2 The cost of all security shall be included in the Tender prices.

#### 6. **ORDER OF PRECEDENCE**

- 6.1 The following order of precedence will apply:

| <b>Order of Precedence</b>            |
|---------------------------------------|
| Issued Addenda                        |
| Service Agreement                     |
| Procurement And Contract Requirements |
| General Requirements                  |

|                                   |
|-----------------------------------|
| Terms Of Reference/ Specification |
|-----------------------------------|

**7. TERMS AND CONDITIONS**

- 7.1 Submission of a Bid constitutes acknowledgement that the Tenderer has read and agrees to be bound by all the terms and conditions of this RFT.
- 7.2 The City will not make any payments for the preparation of a response to this RFT. All costs incurred by a Tenderer will be borne by the Tenderer.
- 7.3 This is not an offer. The City does not, by virtue of this Tender call, commit to an award of a Bid, nor does it limit itself to accepting the lowest price or any Bid submitted, but reserves the right to award this Bid in any manner deemed to be in the City's best interest.
- 7.4 Tenderers may amend their Bid at any time prior to the closing date time. Tenderers may not amend their Bid after the closing date time.
- 7.5 The City has the right to cancel this RFT at any time and to reissue it for any reason whatsoever, without incurring any liability and no Tenderer will have any claim against the City as a result of the cancellation or reissuing of the RFT.
- 7.6 The City will not consider any Bid that is delivered to any address or in any manner other than that provided in Part I Tender Call of this RFT.
- 7.7 If a contract is to be awarded as a result of this RFT, it will be awarded to the Tenderer whose Bid for each service, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.
- 7.8 If the City decides to award a contract based on a submission received in response to this RFT, the Successful Tenderer(s) will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a Contract. Tenderers will not acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties.
- 7.9 Any resulting contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Tenders, the accepted bid as well as such other terms as may be mutually agreed upon, whether arising from the accepted bid or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Tenderer who has submitted a Bid.
- 7.10 A copy of the Services Agreement is included in RFT.
- 7.11 Any amendment made by the City to the Request for Tender will be issued in writing and posted onto the bidding platform in accordance with Section 2.
- 7.12 The Bid and accompanying documentation submitted by the Tenderers are the property of the City and will not be returned. Bid bonds will be returned to all unsuccessful Tenderers.
- 7.13 Tenderers must acknowledge receipt of any addenda issued by the City in their Bid on the Section C – Form of Tender document.
- 7.14 Tenderers shall disclose in their Bid any actual or potential conflicts of interest and/or existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

- 7.15 Tenderers and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this RFT, other than the City Representative named in Part I Tender Call, at any time prior to the award of a contract or the cancellation of this RFT.
- 7.16 If an arithmetical error is identified in the submitted Bid between any individual price and the price extension (e.g. Unit Price x Quantity of Units), the individual price shall govern. The price extension and the total Bid amount will be corrected accordingly.
- 7.17 For contracts that include multi-phased work which spans more than the current fiscal year, authorization to proceed with work phases that are to be completed in future years is conditional upon approval of capital spending by the City of Iqaluit Council for each future year. Contracts will only be executed for work that has approved funding under the current fiscal budget.
- 8. VALIDITY OF OFFER**
- 8.1 Bids shall remain open for acceptance for a period of not less than sixty (60) business days from the closing date of this RFT.
- 9. TENDER INELIGIBILITY**
- 9.1 Bids that are unsigned, improperly executed, submitted to a location or in a manner other than specified in this RFT, 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 the Instructions to Tenderers, may be rejected by the City whether they constitute as a Major or Minor Irregularity.
- 9.2 Notwithstanding anything to the contrary herein, the City may in its sole discretion elect to retain any such Bid for consideration and may waive any or all of the foregoing, on such terms or conditions as the City may consider appropriate, even if any of the foregoing would otherwise render the Bid null and void and the Bid may be considered in the same manner as Bids that fully conform to the requirements of the Tender Documents without qualification.
- 10. REVIEW AND ACCEPTANCE OF BID**
- 10.1 Upon receipt of the Bids, the City in its discretion may elect to conduct a post tender meeting with one or more Tenderers to discuss in detail their respective bid submission and such other items as the City may consider appropriate or necessary without invalidating the procurement process.
- 10.2 Before award of the Contract, the Tenderer may be required to provide specific information with respect to its legal and or financial status.
- 10.3 The lowest or any tender will not necessarily be accepted.
- 10.4 Notwithstanding any custom of the trade to the contrary, the City reserves the right to reject the lowest Bid, even if the lowest Bid is a compliant Bid, accept any Bid or part thereof, negotiate any aspect of any Bid, advertise for new Bids, negotiate a contract as the City deems to be most advantageous to the City's interest without incurring any liability, and to award a contract to whomever the City in its sole and absolute discretion deems appropriate and solely in the best interest of the City and no Tenderer will have any claim against the City as a consequence. Unless required otherwise, the City shall not, at any time, be required to disclose any information to the Tenderers regarding the City's consideration and evaluation of Bids.
- 10.5 Following acceptance by the City, a written Notice of Award will be issued to the successful Tenderer. If the Tenderer fails for any reason to execute and return the Articles of Agreement within seven (7) working days of receipt for signature of the Articles of Agreement from the City, or fails to provide the performance bond and labour and material bond or other security deposit or to satisfy such other terms and conditions specified hereunder within any period specified, or such extension

of time as may be granted by the City, then the City reserves the right to terminate the Tenderer's right to complete the Contract and to award the Contract to whomever the City considers appropriate. The bid bond shall forthwith become payable.

- 10.6 The City shall not be obligated in any manner to the successful Tenderer whatsoever until the Contract has been awarded and the Contract has been duly executed by the parties.
- 10.7 If the City receives no Bids satisfactory to the City in its sole discretion, the City reserves the right in its sole discretion to negotiate a contract for the whole or any part of the Work with any one or more persons whatsoever, including any one or more of the Tenderers, or to postpone or cancel this Bid and then issue a new tender, or to cancel or postpone some or all of the Work.
- 10.8 The City shall not, under any circumstances, be responsible for any costs, expenses, loss, damage or liabilities, whether direct, indirect, consequential or economic in nature, incurred by a Tenderer as a result of, in connection with or incidental to:
- i. The tendering of the work;
  - ii. Costs incurred for the preparation of this Bid;
  - iii. The acceptance or rejection of any Bid; or
  - iv. The exercise by the City of its rights under this RFT.
- 10.9 By participation in the tendering process, the Tenderer on its own behalf and on behalf of all firms, corporations and individuals comprising the Tenderer, agrees that none of the City or its directors, officers, employees, agents and other representatives shall be liable to any Tenderer, or any firm, corporation or individual comprising the Tenderer, including in contract, tort, statutory duty, duty of fairness, duty of care, law, equity or otherwise, for any claims, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred in preparing and submitting a Bid, or negotiations of a Contract, or in any way arising in connection with the Bid Documents. The Tenderer further agrees on its own behalf and on behalf of all firms, corporations and individuals comprising the Tenderer, that the award of the Contract is in the sole discretion of the City and in no event shall the Tenderer or any firms, corporations or individuals comprising the Tenderer seek injunctive or other relief to prevent or delay the award of the Contract or the performance of any Work or services in relation thereto.

## **11. UNBALANCED TENDERS**

- 11.1 The Tenderer shall not submit an unbalanced Tender.
- 11.2 The City shall have the right to:
- i. Deem a Tender to be unbalanced; and;
  - ii. Reject a Tender which may be, in its opinion, unbalanced.

## **12. COLLUSION**

- 12.1 The Tenderer shall not engage in collusion of any sort and, in particular, shall:
- i. Ensure that no person or other legal entity, other than the Tenderer, has any undisclosed interest in the Tenderer's Tender; and
  - ii. Prepare its Tender without any knowledge of, comparison of figures with or arrangement with any other person or firm preparing a Tender for the same work.

## **13. RIGHT TO ACCEPT OR REJECT TENDERS**

- 13.1 Notwithstanding any other provision in this Contract, the City shall have the right to:

- i. Accept any Tender;
- ii. Reject any Tender; and
- iii. Reject all Tenders.

13.2 Without limiting the generality of 13.1, the City shall have the right to:

- i. Accept an irregular Tender;
- ii. Accept a Tender which is not the lowest Tender; and
- iii. Reject a Tender even if it is the only Tender received by the City.

13.3 Acceptance of the Tender shall occur at the time the City awards the Tender and not necessarily at the time the award is communicated to the successful Tenderer.

#### **14. CONTRACT DOCUMENTS**

14.1 The Tenderer shall obtain and review all Contract Documents as listed in the Form of Tender and all Addenda issued by the City pertaining to this Contract.

#### **15. COMMENCEMENT AND COMPLETION OF WORK**

15.1 The Tenderer, in submitting the Bid, agrees that the Tenderer can complete the Work by the date for completion stated in the Tender Form.

#### **16. OMISSIONS, DISCREPANCIES AND INTERPRETATIONS**

16.1 Tenderers finding discrepancies or omissions in the drawings or terms of reference or having doubt as to the meaning or intent thereof, shall at once notify the Purchasing Coordinator who will, if necessary, send written instructions or explanations to all Tenderers.

16.2 Oral interpretations made to any Tenderer shall not affect a modification of any provision of the Tender Documents. Only addenda written and issued by the City can be considered.

16.3 The City reserves the right in its sole discretion at any time, and for whatever reason to, by Addendum, modify, amend or otherwise change the Tender Documents. Any such Addendum shall be issued in writing and shall be expressly identified as an Addendum to these Tender Documents. All such changes shall become part of the Tender Documents and their effects shall be reflected in the Tender prices. The City also reserves the right in its sole discretion to cancel this Tender at any time.

#### **17. IRREVOCABILITY OF OFFER**

17.1 The Tenderer shall not revoke its offer until after the expiration of sixty (60) business days after the opening of Tenders by the City.

17.2 If the Tenderer revokes its offer prior to the expiration of sixty (60) business days after the Tender opening, the Tenderer shall forfeit its Tender security deposit, but this shall not prohibit the City from pursuing and other legal remedy which it may have.

#### **18. ALTERNATIVES & EQUALS**

18.1 Where requested in this RFT, Tenderers may propose alternatives or equals to the stated scope of work. In case alternate or equals are requested in this RFT, the following will apply:

- i. Where the Tender Documents stipulate a particular product, alternatives or equals will be considered by the City up to ten (10) calendar days prior to the Closing Time.
- ii. When a request to substitute an allegedly equal product is made to the City, the City may approve the substitution either as an equal or as an alternative and will issue an Addendum

to all Tenderers. If a product is approved as equal, all Tenderers may use that product in place of the specified product. If the product is approved as an alternative, Tenderers shall base their prices upon the specified product and shall indicate in the Bid the change in price which will apply if use of the alternative product is allowed.

- iii. In their submission of alternatives to products specified, Tenderers shall include and allow for any changes required in the Work to accommodate such alternative products. A later claim by the Contractor for an addition to the Contract Price because of changes in the Work necessitated by use of alternative products shall not be considered.
- iv. Where selected products are stipulated in the Tender Documents the Bid shall be based on the use of only these selected products.
- v. Bids with alternative products will not be considered, unless the alternative has been approved by the City and communicated to the Bidders through an Addendum as noted in 18.1(ii). Bids with alternatives that have not been approved by the City will be deemed non-compliant.
- vi. Submissions shall provide sufficient information to enable the City to determine the acceptability of such products.
- vii. Provide complete information on required revisions to other work and products to accommodate each alternative product, and the amount of addition or reduction from Tender prices, including required revisions, for each alternative product.
- viii. Unless a bid for an alternative product is submitted in this manner and later accepted, provide the product specified.

**19. PUBLIC OPENING**

- 19.1 A public opening of bids will be completed for this competition.
- 19.2 A public opening will be conducted virtually via conference call. Meeting details are provided in section 27.3.

**20. TENDER SIGNING**

- 20.1 The Bid must be executed under seal by the Tenderer.
- 20.2 If the Tenderer is an individual or a partnership, the Bid shall be executed by the individual or a partner in the presence of a witness and the signatory must show the capacity in which he or she signs (e.g.: “Partner” or “Proprietor”).
- 20.3 If the Tenderer is a corporation, the Bid shall be executed under the seal of the company, affixed in the presence of the authorized officers or two directors.
- 20.4 If the Tenderer is a joint venture, each party to the joint venture shall execute the Bid under seal in the manner appropriate to such party.

**21. APPENDICES TO FORM OF TENDER**

- 21.1 Tenderers shall complete all Appendices attached to the Form of Tender and submit these with the Tender.

**22. PROVISIONAL ITEMS**

- 22.1 Provisional items shall mean items for which only very close approximate quantities have been included in the tender documents. No work for which "Provisional" items are allowed shall be commenced without written instructions from the City.

- 22.2 Once a Tenderer has been chosen by the City for the Project, it shall be open to the City to accept, reject or negotiate the Tenderer's bid for any provisional item contained in the Bid. Should the City choose to reject the successful Tenderer's bid for such provisional work, it shall be open to the City to call for new Bids for this work and the successful Tenderer for the Project may submit a Bid if they so choose.

**23. SUCCESSFUL TENDERER – BONDS**

- 23.1 The successful Tenderer and its surety shall provide:

- i. A performance bond signed and sealed by the Tenderer's surety; and
- ii. A labour and material payment bond signed and sealed by the Tenderer's surety;

Each in the amount of at least fifty percent (50%) of the total Tender price. The cost of Bonds shall be included in the Tender price.

- 23.2 The surety of the successful Tenderer and the bonds referred to in 23.1 must be originals and shall be to the satisfaction of the City.

**24. SUCCESSFUL TENDERER – WORKERS' SAFETY AND COMPENSATION COMMISSION CERTIFICATE OF CLEARANCE**

- 24.1 The successful Tenderer shall provide the City with a valid Workers' Safety and Compensation Commission Certificate of Clearance to the satisfaction of the City.

**25. SUCCESSFUL TENDERER – EXECUTION OF ARTICLES OF AGREEMENT**

- 25.1 The successful Tenderer shall execute in accordance with Section 1, in triplicate, the Articles of Agreement provided in the Contract Documents.
- 25.2 The successful Tenderer shall forward the executed Articles of Agreement to the City.

**26. SUCCESSFUL TENDERER – INSURANCE**

- 26.1 The successful Tenderer shall provide the City with an original Certificate of Insurance for each type of insurance coverage required in Part II Service Agreement.
- 26.2 The Contractor shall carry insurance, which names the following as additional insureds:

Address

100-1085 Mivvik Street

City of Iqaluit

Iqaluit, Nunavut, X0A 3H0

**27. SUCCESSFUL TENDERER – TIME FOR COMPLETION**

- 27.1 The successful Tenderer shall Substantially Perform the work by December 18, 2026 and this shall be the first date for the calculation of Liquidated Damages per Section 28.

- 27.2 The successful Tenderer acknowledges that time shall be deemed to be of the essence of the Contract. For the Tenderer's purpose of establishing a schedule for the Work, it is anticipated that the Contract Award will be complete 30 calendar days after the opening of Tenders by the City, and then the Commence Work Order will be issued 3 business days after the Contract Award is complete. Milestone dates associated with the Contract will be adjusted, when possible, due to any delays caused by the City during the Contract Award and/or issuance of the Commence Work Order.

27.3 The Contract general timelines have been identified below.

| ACTION                            | DATE                                                                                                                                                                                                           |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Opening/Bid Call Date for RFT     | September 24, 2026                                                                                                                                                                                             |
| Deadline for Submitting Inquiries | October 2, 2026 – 5:00 PM EST                                                                                                                                                                                  |
| Closing Date for RFT              | October 9, 2026 – 3:00 PM EST                                                                                                                                                                                  |
| Public Opening Date               | October 9, 2026 – 3:30 PM EST<br><b>Microsoft Teams meeting</b><br><b>Join: <a href="#">2026-RFT-016 APEX CEMETARY GRAVE PLOTS PUBLIC OPENING</a></b><br>Meeting ID: 241 456 478 240 136<br>Passcode: fg9xX9ju |
| Contract Award Date               | October 21, 2026                                                                                                                                                                                               |
| Commence Work Date                | October 23, 2026                                                                                                                                                                                               |
| Substantial Performance Date      | December 18, 2026                                                                                                                                                                                              |
| Warranty Start Date               | December 22, 2026                                                                                                                                                                                              |
| Warranty End Date                 | December 22, 2027                                                                                                                                                                                              |
| Completion Date                   | December 22, 2026                                                                                                                                                                                              |

**28. SUCCESSFUL TENDERER – LIQUIDATED DAMAGES**

28.1 Liquidated damages shall be in the amount of:

**FIVE HUNDRED DOLLARS (\$500)** per calendar day beyond the Substantial and Completion Dates, as determined in Section 27.

**29. SUCCESSFUL TENDERER – SUBMISSION OF DOCUMENTATION**

29.1 The successful Tenderer shall submit the documentation required in 1.1.10 within five (5) business days of the day the City notifies the successful Tenderer that the documentation should be sent to the City.

29.2 If the successful Tenderer fails to comply with 29.1 the City may, in its sole discretion, withdraw its acceptance of the Tender and the Tenderer shall have no recourse whatsoever against the City.

**30. SUCCESSFUL TENDERER – COMMENCEMENT OF THE WORK**

30.1 The successful Tenderer shall not commence the Work until it has received a Commence Work Order issued by the City.

**END OF SECTION**

## **SECTION C – SCOPE OF WORK**

The Contractor shall provide all labour, supervision, equipment, tools, materials and transportation required to excavate 26 cemetery plots, install 26 City-supplied burial boxes, backfill the excavations, dispose of surplus excavated material at the West40 Landfill and restore disturbed areas at the City of Iqaluit Apex Cemetery. The work is intended to complete the old section of the cemetery.

### **Work locations and layout**

Complete the work within the bold red-outlined and shaded areas identified as Area A and Area B in Figure 1. The total quantity is 26 plots and boxes across both areas. The figure identifies general work limits only and shall not be used to scale dimensions or determine the number of plots in each area. Before excavation, confirm and mark the exact plot locations, row alignment, spacing and distribution of the 26 boxes with the City representative. Maintain at least 1 foot (305 mm) of clear separation between adjacent completed burial plots. Do not disturb existing graves, markers or monuments. Refer any layout conflict to the City before proceeding.

### **Excavation and preparation**

The nominal outside dimensions of each City-supplied burial box are 8 feet long by 4 feet wide by 30 inches deep (approximately 2,438 mm × 1,219 mm × 762 mm). Verify the actual dimensions, including the lid, before excavation.

Excavate each plot sufficiently wide and long to allow safe placement of the box and proper backfilling around it. The 8-foot by 4-foot dimensions describe the box footprint; excavation dimensions shall include the necessary working clearance.

Provide a minimum excavation depth of 3.5 feet (42 inches or approximately 1,067 mm) below finished grade for a 30-inch-high box and 12 inches of cover. Increase excavation depth as necessary to accommodate any bedding or levelling material and the actual overall box height, including the lid, while maintaining the required cover.

Prepare a firm, level base that supports the box evenly. Remove loose or unsuitable material and provide suitable granular levelling material where required. Keep excavations free of standing water and protect adjacent plots and existing cemetery features during the work.

### **Burial box supply and installation**

The City will supply the 26 preconstructed burial boxes and transport them to the cemetery. Coordinate delivery and placement with the City representative. The Contractor shall provide the equipment and labour required to handle and place the boxes at their approved locations.

Inspect each box before installation and report any damage or dimensional discrepancy to the City. Install each box level, stable and aligned with the approved row layout. Keep the interior free of soil and debris and ensure lids are properly seated before backfilling. Notify the City when the installed boxes are ready for inspection before concealment.

### **Backfill and minimum cover**

The Contractor shall supply Class A road gravel for backfilling around and over all 26 burial boxes. Submit the proposed material source and gradation to the City for acceptance before delivery. Material shall be clean and free of organic matter, debris, snow, ice and frozen lumps.

Place backfill evenly around the boxes in controlled layers and compact using methods suitable for the supplied boxes, without displacing or damaging the walls or lids. Confirm any loading or compaction restrictions for the boxes with the City before backfilling.

Provide a minimum of 12 inches (305 mm) of Class A road gravel cover above the highest point of each installed box lid, measured vertically to the final settled or compacted surface. Maintain this minimum cover across the full lid area. Place sufficient material to account for settlement and correct any low areas identified before acceptance.

Finish the surface to tie smoothly into surrounding grades, maintain positive surface drainage and avoid depressions or ponding. Do not operate heavy equipment over installed boxes unless their load capacity has been confirmed as adequate for that equipment and cover condition.

#### **Excavated material and site cleanliness**

Load, haul and dispose of surplus excavated material at the City-designated landfill disposal location. Coordinate access and acceptance with the City before hauling. Keep cemetery roads, paths and access routes clear of debris and remove all waste, temporary stockpiles and equipment upon completion.

#### **Protection and coordination**

Coordinate the work schedule and access routes with the City representative and accommodate cemetery operations and burial services. Protect existing graves, markers, monuments, roads, paths, fencing and other cemetery features. Secure open excavations and maintain appropriate barriers and signage throughout the work.

If an excavation encounters an existing burial, suspected human remains or an unexpected obstruction, stop work in the affected area, secure it and notify the City immediately. Resume work only after receiving direction from the City.

#### **Restoration and acceptance**

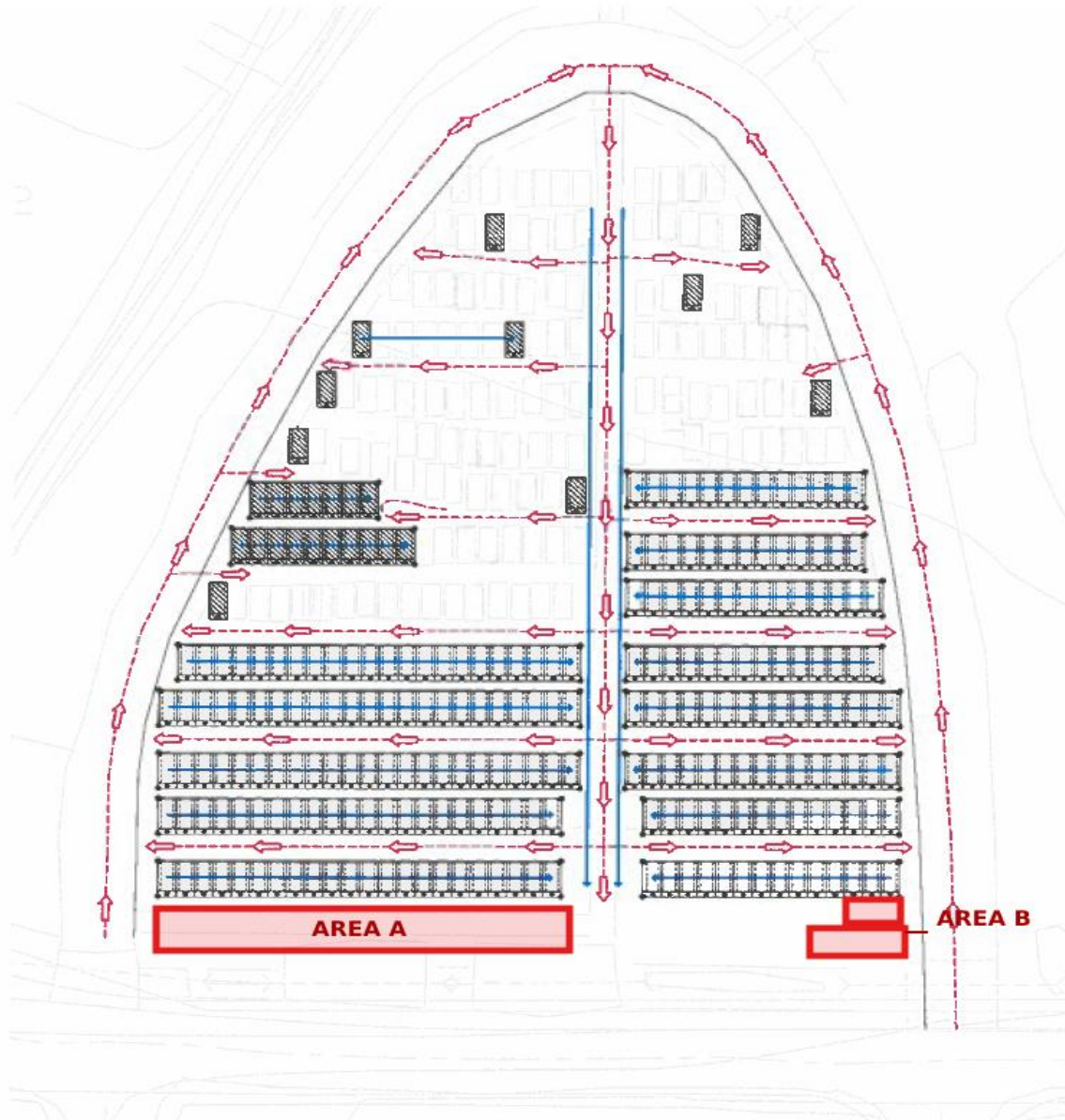
The Contractor shall repair, at its own expense, all damage caused by its work and restore disturbed cemetery areas to a condition materially equivalent to that existing before the work began. Record existing conditions with photographs before mobilization and provide completion photographs to the City.

Arrange a final inspection with the City representative. Acceptance shall include confirmation of the 26 installed boxes, approved locations and spacing, minimum cover, finished grading, disposal of surplus material and completion of restoration. Provide photographs or measurements demonstrating the cover depth before the work is accepted.

Correct deficiencies identified during the inspection. The Contractor and the City representative shall confirm in writing that the work and required restoration have been satisfactorily completed.

## APEX CEMETERY — WORK AREAS

Excavation and installation of 26 City-supplied burial boxes  
Old section • Work limited to the bold red-outlined areas below



Highlighted areas: proposed work limits for 26 boxes total  
City to confirm exact plot locations and quantities in each area before excavation.  
Location reference only • Not to scale • Existing red arrows are not work limits.

Figure 1: Cemetery Work Areas

END OF SECTION



CONSTRUCTION SERVICES  
**PART I – PROCUREMENT AND CONTRACT REQUIREMENTS**  
**2026-RFT-016**



**SECTION D – FORM OF TENDER**

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

Submitted By:    Name: \_\_\_\_\_

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

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

To:                    **City of Iqaluit**  
                         **City Hall**  
                         **Iqaluit, Nunavut**

Project:            **Project Title: APEX CEMETARY GRAVE PLOTS**  
                         **Project Number: 2026-RFT-016**

The undersigned Tenderer, having carefully examined the Tender Documents and the Site, and having full knowledge of the Work and of the materials and products to be furnished and used, hereby agrees to provide all necessary materials, products, supervision, labour and equipment and perform and complete all Work and fulfill everything for the stipulated lump sum price of:

\_\_\_\_\_  
(Total in Words)

\_\_\_\_\_  
Dollars

\_\_\_\_\_  
\$

in Canadian funds, which price includes all specified cash and contingency allowances and the applicable taxes in force at this date excluding GST.

We have included herewith the security deposit and Consent of Surety as required by the Instructions to Tenderers.

The undersigned also agrees:

1. That the provisions of the Instruction to Tenderers apply, including without limitation provisions that provide that City is in no way obligated to accept this Bid, the City may at its sole discretion to accept any Tender or part thereof or waive any defect, irregularity, mistake or insufficiency and accept any Tender or alternative bid, 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 the estimate of quantities shown in Tender Documents serves only to provide a basis for comparing Bids and that no representations have been made by either the City or their Agent that

- the actual quantities correspond therewith, and further, that the City has the right to increase or decrease the quantities in any or all items and to eliminate items entirely from the Work.
3. That this Bid is made without knowledge of the Bid prices to be submitted for the Work by any other company, firm or person.
  4. That this Bid is made without connection or arrangement with any company, firm or person submitting a bid for the Work.
  5. That this Bid is made without any undisclosed connection or arrangement with any other company, firm, or person having an interest in this Bid or in the proposed contract.
  6. That this Bid is irrevocable for sixty (60) business days after the Closing Time and that the City may at any time within such period accept this Bid whether any other contract has previously been awarded or not and whether acceptance of another Bid has been given or not.
  7. If this Bid is accepted by the City, to execute the Articles of Agreement and to present to the City the required security (by way of bonds or a security deposit) as stated in the terms and conditions within seven (7) calendar days after the date of Notice of Award.
  8. If this Bid is accepted within the time stated herein, and we fail to execute the Articles of Agreement and provide the required Bonds or security deposit, or we request to withdraw, the security deposit provided with the Bid shall be forfeited as damages to the City by reason of our failure, limited in amount to the lesser of the face value of the deposit or the difference between this Bid and the price the Contract is signed.
  9. In the event our Bid is NOT accepted within the time stated herein the required security deposit shall be returned to the undersigned in accordance with the provisions in the Instructions to Bidders, unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.
  10. That payment for the Work done will be made on the basis of the quantities measured by the City or its Agent and at the Bid prices shown in the Tender Form which shall be compensation in full for the Work done under the terms of the Contract.
  11. That payment of the contingency allowance or portion thereof will only be made in the event that the City or its Agent authorizes work, in which case the amount of payment will be determined as specified in the terms and conditions. Any unused portion thereof will be retained by the City.
  12. To commence and proceed actively with the Work on Site within seven (7) business days of the date of the execution of the contract, and to substantially perform the Work as identified under subclause 27.
  13. That should the undersigned fail to complete the Work in the time specified above, shall compensate the City of Iqaluit.
  14. That the undersigned has carefully examined the Work described herein, has become familiar with local conditions and the character and extent of the Work, has carefully examined every part of the proposed contract and thoroughly understands its terms and conditions, has determined the source of supply and transport of the materials required, has investigated labour conditions and has arranged for the continuous performance of the Work described in the Tender Documents.

**15. Appendices**

- 15.1 Appendix A – Consent of Surety
- 15.2 Appendix B – Cost Submission Form
- 15.3 Appendix C – List of Subcontractors
- 15.4 Appendix D – List of Equipment
- 15.5 Appendix E – List of Product Suppliers
- 15.6 Appendix F – Labour and Equipment Rates

**16. Addenda**

- 16.1 The following Addenda have been received. The modifications to the Tender Documents noted therein have been considered and the effects are included in the Tender prices.

|             |  |       |  |
|-------------|--|-------|--|
| Addendum #: |  | Date: |  |
| Addendum #: |  | Date: |  |
| Addendum #: |  | Date: |  |
| Addendum #: |  | Date: |  |
| Addendum #: |  | Date: |  |
| Addendum #: |  | Date: |  |
| Addendum #: |  | Date: |  |

This Tender is executed under seal at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

Name of Firm: \_\_\_\_\_

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

**FOR INDIVIDUAL OR PARTNERSHIP:**

SIGNED, SEALED AND DELIVERED by:

\_\_\_\_\_  
(Tenderer – Please Print)

\_\_\_\_\_  
(Signature of Tenderer)

(Seal)

In the presence of:



CONSTRUCTION SERVICES  
**PART I – PROCUREMENT AND CONTRACT REQUIREMENTS**  
**2026-RFT-016**



\_\_\_\_\_  
(Witness – Signature)

Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_

**FOR LIMITED COMPANY:**

The Corporate Seal of:

\_\_\_\_\_  
(Tenderer – Please Print) (Seal)

Was hereunto affixed in the presence of:

\_\_\_\_\_  
Authorized Signing Officer and Title

\_\_\_\_\_  
Authorized Signing Officer and Title

Note: If the Tender is by a joint venture, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**END OF SECTION**



CONSTRUCTION SERVICES  
**PART I – PROCUREMENT AND CONTRACT REQUIREMENTS**  
**2026-RFT-016**



**APPENDIX A – CONSENT OF SURETY**

Herewith is the Consent of Surety of the Tender submitted.

By: \_\_\_\_\_

To: The City of Iqaluit

Dated: \_\_\_\_\_ 2026 and which is an integral part of the Tender

**CONSENT OF SURETY COMPANY**

Should it be required, the undersigned Surety Company hereby consents and agrees with the City to become bound as Surety in all performance bonds and labour and material payment bonds required by the Tender Documents, all for the fulfillment of the Contract for the Work covered by the annexed Tender, which may be awarded to:

\_\_\_\_\_  
(Name of Tenderer)

\_\_\_\_\_  
(Address)

At prices set forth in the attached Tender. The said Surety is legally entitled to do business in Nunavut.

The Corporate Seal of:

\_\_\_\_\_  
(Surety – Please Print)

Was hereunto affixed in the presence of:

\_\_\_\_\_  
(Authorized Signing Officer) Title

\_\_\_\_\_  
(Authorized Signing Officer) Title

**END OF SECTION**



CONSTRUCTION SERVICES  
**PART I – PROCUREMENT AND CONTRACT REQUIREMENTS**  
**2026-RFT-016**



**APPENDIX B - COST SUBMISSION FORM**

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

**Project Name:** **APEX CEMETARY GRAVE PLOTS**

I/We, \_\_\_\_\_  
(Company Name)  
Of \_\_\_\_\_  
(Business Address)

have fully inspected the Site and examined all the conditions affecting the Work. I/we have also carefully examined all documents prepared for this Contract including Addenda thereto; and hereby offer to furnish all labour, materials, plant, equipment and services for the proper execution and completion of the items listed below, in accordance with the Contract Documents, including all Addenda thereto which are acknowledged hereinafter for the above project for the sums separately indicated as follows:

| Item            | Description                                                                                   | Qty | Unit | Unit Price | Total     |
|-----------------|-----------------------------------------------------------------------------------------------|-----|------|------------|-----------|
| 1.0             | Mobilization/Demobilization                                                                   | 1   | LS   | \$         | \$        |
| 2.0             | Plot excavation and base preparation, including any required granular levelling               | 26  | EACH | \$         | \$        |
| 3.0             | Installation of City-supplied burial boxes                                                    | 26  | EACH | \$         | \$        |
| 4.0             | Supply and place Class A gravel backfill, compact and grade                                   | 26  | EACH | \$         | \$        |
| 5.0             | Load, haul and dispose of surplus excavated material at the City-designated landfill location | 1   | LS   | \$         | \$        |
| 6.0             | Final cleanup, restoration and completion inspection                                          | 1   | LS   |            |           |
| <b>Subtotal</b> |                                                                                               |     |      |            | <b>\$</b> |
| <b>GST</b>      |                                                                                               |     |      |            | <b>\$</b> |
| <b>Total</b>    |                                                                                               |     |      |            | <b>\$</b> |

**END OF SECTION**

**APPENDIX C – LIST OF SUBCONTRACTORS**

Re: Bid for **APEX CEMETARY GRAVE PLOTS**

1. This List of Subcontractors Form is acknowledged and agreed to form an integral part of the Bid for:

**APEX CEMETARY GRAVE PLOTS**

2. The Subcontractors listed below will remain unchanged and will be used to perform the work of the trade section indicated, unless the Owner gives written permission to change one or more of the Subcontractors. Where subcontractors are not intended to be used for the work of the trade section indicated, the term “By Own Forces” is inserted.
3. Each Subcontractor listed below has been consulted and is fully acquainted with the extent and nature of the Work, the contract conditions and requirements, the proposed construction schedule, and has agreed to execute the Work in accordance with the terms of the Contract and for the Bid Price amount shown.

| TRADE SECTION<br>(INSERT SCOPE SECTION/DISCIPLINE) | SUBCONTRACTOR COMPANY NAME |
|----------------------------------------------------|----------------------------|
|                                                    |                            |
|                                                    |                            |
|                                                    |                            |
|                                                    |                            |
|                                                    |                            |
|                                                    |                            |
|                                                    |                            |

**END OF SECTION**



**APPENDIX E – PRODUCT SUPPLIERS**

Re: Bid for **APEX CEMETARY GRAVE PLOTS**

1. This List of Product Suppliers Form is acknowledged and agreed to form an integral part of the Bid for:

**APEX CEMETARY GRAVE PLOTS**

| PRODUCT | PRODUCT SUPPLIER | MANUFACTURER |
|---------|------------------|--------------|
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |
|         |                  |              |

**END OF SECTION**

**APPENDIX F – LABOUR AND EQUIPMENT RATES**

Re: Bid for **APEX CEMETARY GRAVE PLOTS**

1. This List of Product Suppliers Form is acknowledged and agreed to form an integral part of the Bid for:

**APEX CEMETARY GRAVE PLOTS**

2. The rates listed below will remain unchanged and will be used to measure payment for additional work, not include in the Contract Documents.

| POSITION | RATE(CAD\$) |
|----------|-------------|
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |
|          |             |

| EQUIPMENT | RATE(CAD\$) |
|-----------|-------------|
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |
|           |             |

**END OF SECTION**

## **SECTION D – ARTICLES OF AGREEMENT**

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026

BETWEEN:

**THE CITY OF IQALUIT**

(“the City”)

-and-

\_\_\_\_\_  
(“the Contractor”)

### **ARTICLES OF AGREEMENT**

IN CONSIDERATION of the mutual promises and obligations contained in the Contract Documents, the City and the Contractor agree as follows:

#### **A.1 CONTRACT DOCUMENTS**

- 1.1 The documents forming the Contract between the City and the Contractor, referred to herein as the Contract Documents shall consist of:
  - a) these Articles of Agreement;
  - b) the documents attached hereto entitled “Tender Documents”; and
  - c) any amendment or variation of the Contract Documents that is made in accordance with the terms and conditions.
- 1.2 The City will designate a representative for the purposes of the Contract.
- 1.3 In the Contract:
  - a) “Fixed Price Arrangement” means that part of the Contract that prescribes a lump sum as payment for performance of the Work to which it relates; and
  - b) “Unit Price Arrangement” means that part of the Contract that prescribes the product of a price multiplied by a number of units of measurement of a class as payment for performance of the Work to which it relates.
- 1.4 Any of the provisions of the Contract that are expressly stipulated to be applicable only to a Unit Price Arrangement are not applicable to any part of the Work to which a Fixed Price Arrangement is applicable.
- 1.5 Any of the provisions of the Contract that are expressly stipulated to be applicable only to a Fixed Price Arrangement are not applicable to any part of the Work to which a Unit Price Arrangement is applicable.

#### **A.2 DATE OF COMPLETION OF WORK AND DESCRIPTION OF WORK**

- 2.1 The Contractor shall between the date of these Articles of Agreements and **December 22, 2026** in a careful and workmanlike manner, diligently perform and complete the following Work:

2026-RFT-016 APEX CEMETARY GRAVE PLOTS

### **A.3 CONTRACT PRICE**

- 3.1 Subject to any increase, decrease, deduction or set-off that may be made under the Contract, the City shall pay the Contractor at the times and in the manner set out or referred to in the terms and conditions.

3.1.1 the sum of \$ \_\_\_\_\_ in consideration for the performance of the Work or the part thereof that is subject to a Fixed Price Arrangement, excluding goods and services tax (GST); and

3.1.2 a sum that is equal to the aggregate of the products of the number of units of measurement of each class of labour, plant and material, as certified by the Engineer, multiplied in each case by the appropriate unit price that is set out in the Unit Price Table in consideration for the performance of the Work or the part thereof that is subject to a Unit Price Arrangement, excluding goods and services tax (GST).

- 3.2 For the information and guidance of the Contractor and the persons administering the Contract on behalf of the City, but not so as to constitute a warranty, representation or undertaking of any nature by either party, it is estimated that the total amount payable by the City to the Contractor for the part of the Work to which a Unit Price Arrangement is applicable will not exceed \_\_\_\_\_, GST excluded.

- 3.3 A3.1.1 is applicable only to a Fixed Price Arrangement.

- 3.4 A3.1.2 and A3.2 are applicable only to a Unit Price Arrangement.

- 3.5 The Contract Price shall exclude Goods and Services Tax.

### **A.4 ADDRESSES**

- 4.1 For all purposes of the Contract, the Contractor's address shall be deemed to be:

\_\_\_\_\_  
\_\_\_\_\_

- 4.2 For all purposes of the Contract, the City's address shall be deemed to be:

City of Iqaluit  
100-1085 Mivvik Street  
Iqaluit, Nunavut, X0A 3H0

SIGNED, SEALED AND DELIVERED in the presences of:

### **CONTRACTOR:**

Per:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness



CONSTRUCTION SERVICES  
**PART I – PROCUREMENT AND CONTRACT REQUIREMENTS**  
**2026-RFT-016**



\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

Per:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

**MUNICIPAL CORPORATION OF THE CITY OF IQALUIT**

Per:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Per:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

**END OF SECTION**



CONSTRUCTION SERVICES  
**PART II – SERVICE AGREEMENT**



**CITY OF IQALUIT SERVICES AGREEMENT**

BETWEEN: THE MUNICIPAL CORPORATION OF THE CITY OF IQALUIT

(hereinafter referred to as the "CITY OF IQALUIT")

OF THE FIRST PART

AND: **<CONTRACTOR NAME>**

(hereinafter referred to as the "Contractor")

OF THE SECOND PART

WHEREAS the CITY OF IQALUIT has requested the Contractor to provide construction services for the **<insert project name/ contract title>**;

AND WHEREAS the Contractor has agreed to provide such services to the CITY OF IQALUIT in its proposal dated **<insert proposal date>**;

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

**1. SERVICES AND PAYMENT**

- 1.1 The Contractor agrees to provide to the CITY OF IQALUIT those services set out in the job description and scope of work provided on **<insert bid date> (the "Services")**.
- 1.2 The CITY OF IQALUIT agrees to pay for the services described above, a total amount not greater than **<Bid Value>**, for the provision of professional services based on the Bid dated **<Bid Submission Date>**.

**2. TERM**

- 2.1 This Contract shall commence on the **<Contract Commence Date>** and terminates on the **<Contract Termination Date>** unless otherwise terminated in accordance with the provisions of this Contract.

**3. NOTICE AND ADDRESS**

- 3.1 Any notice required to be given herein or any other communication required by this contract shall be in writing and shall be personally delivered, sent by facsimile, or posted by prepaid registered mail and shall be addressed as follows:
  - i) If, to the CITY OF IQALUIT:  
Steve England  
Chief Administrative Officer  
City of Iqaluit  
100-1085 Mivvik Street  
Iqaluit, Nunavut, X0A 3H0  
Reference:
  - ii) If to the contractor at:  
**<Contractor Representative – Name>**  
**<Contractor Organization Name>**  
**<Contractor Address>**
- 3.2 Every such notice and communication, if delivered by hand, shall be deemed to have been received on the date of delivery or if sent by prepaid registered mail shall be deemed to have been received on the seventh day after posting, or if by facsimile, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

## CONSTRUCTION SERVICES PART II – SERVICE AGREEMENT

### 4. COMPLETE AGREEMENT

- 4.1 This contract and its attachments constitute the complete contract between the parties. Except as provided herein, it supersedes and shall take effect in substitution for all previous agreements. It is subject to change only by an instrument executed in writing by the City.
- 4.2 If this contract arises from a request for proposals or tender call, the provisions of the request for proposals or tender call and the contractor's bid or proposal submission are incorporated into this contract and may be used to clarify, explain or supplement this contract, but shall not be used to contradict any express terms of this contract.
- 4.3 In the event of a conflict between this contract, the contractor's bid or proposal submission, and the City's original tender bid instructions, the more recently prepared document shall govern to the extent of such inconsistency.

### 5. GENERAL TERMS

- 5.1 Any information obtained from or concerning any department of the CITY OF IQALUIT or clients of any department of the CITY OF IQALUIT, by the contractor, its agents or employees in the performance of any contract shall be confidential. The contractor shall take such steps as are necessary to ensure that any such information is not disclosed to any other person and shall maintain confidential and secure all material and information that is the property of the CITY OF IQALUIT and in the possession of or under the control of the contractor. This clause survives the termination of this contract.
- 5.2 Time shall in every respect be of the essence. The contractor shall deliver the services specified in the contract and according to the project schedule on costs. The CITY OF IQALUIT may grant reasonable extensions to the contractor for delays, if the contractor can show those delays were caused by circumstances beyond the control of the contractor.
- 5.3 The contractor is an independent contractor with the CITY OF IQALUIT and nothing in this contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the CITY OF IQALUIT and the 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.
- 5.4 This contract shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.
- 5.5 No waiver by either party of any breach of any term, condition or covenant of this contract shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.
- 5.6 The failure of either party at any time to require the performance of any provision or requirement of this contract shall not affect the right of that party to require the subsequent performance of that provision or requirement.
- 5.7 Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the contractor in performing the contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the Property") shall vest in the CITY OF IQALUIT and the contractor hereby absolutely assigns to the CITY OF IQALUIT the copyright in the property for the whole of the term of the copyright. The contractor shall not be responsible for any loss or damage suffered by the City of Iqaluit or any third parties resulting from any unauthorized use or modification of the property, errors in transmission of the property, changes to the Property by others, the consequences of design defects due to the design of others, or defects in contract documents prepared by others, and the City of Iqaluit agrees to defend, indemnify, and hold the Contractor harmless from and against all claims, demands, losses, damages, liability and costs associated therewith. Subject to the foregoing, the Property may be relied by the City of Iqaluit for design and construction work undertaken by other parties with respect to the Services provided that such parties verify the accuracy and completeness of the Property to their satisfaction.
- 5.8 It is intended that all provisions of this agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.
- 5.9 This contract may be extended by the written consent of the parties.
- 5.10 The CITY OF IQALUIT may delegate any of its authority and undertaking pursuant to this contract to any

CONSTRUCTION SERVICES  
**PART II – SERVICE AGREEMENT**

employee or contractor the CITY OF IQALUIT by notice in writing to the Contractor.

- 5.11 This contract shall ensure to the benefit of and be binding on the respective administrators, successors and assignment of each of the parties hereto.

**6. CONTRACTOR RESPONSIBILITIES**

- 6.1 The Contractor shall provide all equipment, supplies and materials necessary in connection with providing and carrying out the Services. The Contractor shall obtain and maintain, at its expense, all permits and licenses, and comply with all applicable laws which shall or might affect or apply to the Services.
- 6.2 The Contractor shall perform the 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 Services, and in a competent, efficient, lawful and ethical manner.
- 6.3 The Contractor shall indemnify and hold harmless, the CITY OF IQALUIT, its officers, employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related to the negligent acts, errors, or omissions of the Contractor under this contract or the performance of the Services.
- 6.4 The Contractor shall be liable to the CITY OF IQALUIT for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the Contractor for use in connection with the contract if such loss or damage is attributable to the negligence or deliberate acts of the Contractor or its employees or agents.
- 6.5 The Contractor shall not subcontract its Services hereunder, to any Subcontractor or third person without the prior written consent of the CITY OF IQALUIT. If the Contractor subcontracts any part of the Services, it shall require by contract that the Subcontractor comply with the provisions of this Contract of general application and of application specifically to the Services subcontracted, including without limitation to provide insurance as specified in ARTICLE 9. Contractor shall be fully responsible for any part of the Services performed by Subcontractor and for the acts or omissions of Subcontractor and all persons either directly or indirectly employed by them, to the same extent as the Contractor is for its own acts or omissions
- 6.6 The Contractor shall produce verbal and written reports, analyses, schedules, and other documents relating to the Services upon the request of the CITY OF IQALUIT. To produce the said reports, analyses, schedules and other documents the Contractor shall be given reasonable access facilities, equipment, and personnel of the CITY OF IQALUIT as may be required.
- 6.7 The Contractor shall establish and maintain, to the satisfaction of the CITY OF IQALUIT, appropriate business standards, procedures and controls including business standards, procedures and controls necessary to avoid any real or apparent impropriety or adverse impact on the interests of the CITY OF IQALUIT.
- 6.8 If, in the opinion of the CITY OF IQALUIT acting reasonably, the Contractor is in default in respect of any obligation of the Contractor hereunder, the CITY OF IQALUIT may rectify such default and any direct costs associated with any such remediation, including a reasonable allowance for the use of the CITY OF IQALUIT's own employees or equipment. Shall be due and owing by the Contractor to the CITY OF IQALUIT.
- 6.9 The Contractor may not assign or delegate work to be done under this contract, or any part thereof, to any other party without the prior written consent of the CITY OF IQALUIT. In the case of a proposed assignment of monies owing to the Contractor under this contract, the consent in writing of the CITY OF IQALUIT must first be obtained.
- 6.10 The Contractor shall keep proper accounts and records of the Services for a period of 3 years after the expiry or termination of this agreement. At any time during the term of this contract or during the three years following the completion or termination of this agreement, the Contractor shall produce copies of such accounts and records upon the written request of the CITY OF IQALUIT.
- 6.11 The Contractor shall notify the CITY OF IQALUIT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon,

## CONSTRUCTION SERVICES PART II – SERVICE AGREEMENT

occasioned by or in any way attributable to the performance or non-performance of the services under this contract.

- 6.12 If at any time the Contractor considers their reasonable estimates indicate costs will exceed the project budget they will immediately advise the City of Iqaluit. If in the opinion of the City of Iqaluit, acting reasonably, the excess is due to design, costs factors or matters under the control or reasonably foreseeable by the Contractor, the CITY OF IQALUIT 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.
- 6.13 Except as required in the performance of Services set out in this agreement, the Contractor must maintain as confidential all data and information made available to the Contractor, the CITY OF IQALUIT, or any other parties which is generated by or results from the Contractor performance of the Services described in this Contract. All such data and information is the property of the City of Iqaluit. This clause shall survive the termination of the Contract.

### 7. TERMINATION

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

### 8. FINANCIAL

- 8.1 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Contractor without penalty, expense or liability, if in the opinion of the Contracting Authority, the Contractor has failed to comply with or has in any way breached an obligation of the Contractor. Any such hold back shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.
- 8.2 The CITY OF IQALUIT may set off any payment due the Contractor against any monies owed by the Contractor to the CITY OF IQALUIT.
- 8.3 The City of Iqaluit will pay the Goods and Services Tax (GST).
- 8.4 Provided all terms and conditions on the part of the 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 services, whichever is later.
- 8.5 The CITY OF IQALUIT may, in order to discharge lawful obligations or to satisfy lawful claims against the Contractor or a Sub-Contractor arising out of the execution of work, 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 Sub-Contractor.

### 9. INSURANCE AND LIABILITY

- 9.1 The Contractor's liability to the City of Iqaluit for claims arising out of this Agreement, or in any way relating to the Services, will be limited to direct damages and to the re-performance, without additional compensation, of any Services not meeting a normal professional standard of care and such liability will, in the aggregate, not exceed the amount of \$1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether 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 sub-contractor.
- 9.2 In no event will either party be liable to the other party for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.

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- 9.3 The Contractor shall, without limiting their obligations or liabilities hereto, obtain, maintain and pay for during the period of this agreement, the following insurance with limits not less than those shown:
- a) Workers' Compensation insurance covering all employees engaged in the work in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the 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 sub-contractor, 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 OF IQALUIT.
  - b) 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 work. If Workers' Compensation insurance exists, then in such event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to in item (d) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.
  - c) Motor Vehicle, standard liability insurance covering all vehicles owned or non-owned, 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 limits of not less than one million dollars (\$1,000,000.00) for vehicle hazards and not less than one million dollars (\$1,000,000.00) for Bodily Injury to or death of one or more passengers and loss of or damage to the passengers property in one accident.)
  - d) Comprehensive General Liability Insurance with limits of not less than \$5,000,000.00 (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*
- e) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars (\$250,000.00) per claim and five hundred thousand dollars (\$500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this contract or agreement.

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

The comprehensive general liability Insurance policies shall name the CITY OF IQALUIT and any permitted sub-contractor's as additional insureds only with respect to the terms of this contract and shall extend to cover the employees of the insureds hereunder.

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

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

10. MISCELLANEOUS

- 10.1 **Amendments.** This agreement or any part thereof may not be modified, supplemented, or amended except as otherwise herein provided or by mutual agreement expressed in writing and duly executed by the parties hereto.
- 10.2 **Prior Agreements.** This agreement supersedes and replaces any and all prior representations, proposals, negotiations, letters of understanding, agreements, bids, quotations, purchase orders, contracts, or amendments thereto or any other communications, verbal or written between the parties hereto relating to the subject matter hereof.
- 10.3 **Entire Agreement.** This agreement sets forth the entire agreement between the parties hereto relating to the subject matter hereof.
- 10.4 **Remedies Cumulative.** The remedies of the CITY OF IQALUIT in this agreement are cumulative and are in addition to any remedies available to the CITY OF IQALUIT at law or in equity. No remedy will be deemed to exclude or to restrict the right of the CITY OF IQALUIT to any remedies against the Contractor and the CITY OF IQALUIT 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.
- 10.5 **Limitation of Liability.** Notwithstanding any other provision of this agreement, the total liability of the CITY OF IQALUIT 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.

10.6 **General Interpretation.**

In this Agreement, unless the context implies otherwise:

- a) references to Sections and Appendices are to be construed as references to the sections of, and schedules to, this Agreement;
  - b) 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;
  - c) references to a provision of law is a reference to that provision as amended or re-enacted;
  - d) 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.
  - e) words importing the plural shall include the singular and vice versa;
  - f) 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;
  - g) any terms, covenants, provisions or conditions of this Contract which expressly or by their nature survive the termination of this Contract 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;
  - h) "hereof", "herein", "hereto" and "hereunder" and similar expressions refer to this Agreement and not to any particular Article, Section or other subdivision; and
  - i) references to a time of day shall be construed as references to Eastern Standard Time.
- 10.7 **Counterpart Execution.** 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.



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

FOR THE CITY OF IQALUIT:

FOR THE CONTRACTOR:

**[LEGAL NAME]**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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Witness

\_\_\_\_\_  
Witness

**END OF SECTION**

**END OF RFT**