



**REQUEST FOR PROPOSALS
FOR THE PROVISION OF INVENTORY MANAGEMENT
CONSULTING SERVICES**

City of Iqaluit

Iqaluit, NU

PROPOSAL CALL: April 25, 2019

PROPOSALS DUE: May 16, 2019

before 3:00:00 PM E.D.T.

CITY OF IQALUIT REQUEST FOR PROPOSALS
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1.0 GENERAL

1.1 Introduction

The City of Iqaluit is seeking Proposals for **Consulting Services** for the IT Inventory Management Project “the Project” for the City of Iqaluit. The purpose of this Request for Proposals is to select qualified consultants to complete the scope of work outlined in Appendix A.

The requirements of the submission are outlined in Sections 2 and 3 of this RFP.

1.2 Background

The City of Iqaluit is seeking consultant services to help modernize and upgrade the City's inventory management system through the acquisition of new inventory scanning hardware and software that is compatible with the City's current inventory program. The City currently uses the Microsoft program Great Plains (GP) to track and manage the inventory of consumable material used by the City's operations however there is no barcode or other tracking system to accurately track what material is used. Instead, staff will manually fill out a form describing the part and it falls to the inventory coordinator to accurately interpret this description and relate it to the accurate product code. The inventory tracking system (GP) has been in place for many years and has over 4000 unique entries for material, however approximately 500 of these entries are obsolete. Additionally, many of the entries are duplications of the same product that was received from different suppliers with slightly different names. The City currently stores material at 7 different sites however by 2021/2022, it is expected that a new, singular facility will be used to manage all material and consumables.

For details on the scope of work, please refer to Appendix A.

1.3 Definitions

In this RFP the following definitions shall apply:

“City” or “Owner” means City of Iqaluit;

“Contract” means a formal written agreement between the and the successful Proponent to undertake the services, the preferred form of which is attached as Appendix B;

“Proponent” means an entity that submits a Proposal;

“Proposal” or “Submission” means a Proposal submitted on response this RFP;

“RFP” means Request for Proposal;

“Site” means the place or places where the services are to be performed;

“Successful Proponent” means the Proponent selected to enter into negotiations for a contract.

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2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

Proponents must submit electronic (PDF) copies of their Proposal(s), emails are to be received before 3:00:00 pm EST on May 16, 2019 addressed to:

Matthew Van Strien
Procurement Officer
City of Iqaluit
M.VanStrien@city.iqaluit.nu.ca

Emails should be clearly marked in the subject line with “City of Iqaluit – Inventory Management Consulting Services” and the Proponent name.

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

Proposals shall be in two parts to ensure that the price does not influence the technical evaluation as follows:

Part 1 – Technical shall have one file name in the form of:
Inventory Consulting Services - Part 1 Technical - Proponent name or abbreviation

Part 2 – Financial shall have one file name in the form of:
Inventory Consulting Services - Part 2 Financial - Proponent name or abbreviation

Proposals must be addressed, delivered and available to the in accordance with the proposal delivery process below:

The submitted Proposal documents shall be in PDF format compatible with Adobe Acrobat Reader 9.

The submitted Part 2 – Financial document shall be secured so that a password is required to open the file and the password must not be submitted with the Proposal.

The submitted Part 1 – Technical document shall not include any financial information.

If the Technical submission reveals any financial information or the Part 2 Financial is not secured with a password the submission will be deemed non-compliant and no further evaluation will be completed.

The Owner will request that the Part 2 password be submitted by the Proponents that have satisfied Part 1 of the evaluation process. The proponent must provide the password within 24 hours of the request. The owner reserves the right to deem the submission as non-compliant if the password is not provided within this timeframe.

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Proponents are encouraged to allow appropriately sufficient time for the transfer of their electronic proposal submissions, recognizing that large files received at the same time may overload a server.

The total size of email submissions should be less than 9MB in size to facilitate delivery and adequate time must be allowed for delivery. It is the Proponent's responsibility to confirm successful receipt of the email submission prior to the deadline.

The final decision on whether to accept late Proposals is at the City's discretion.

2.2 Inquiries and Amendments

All inquiries concerning this RFP are to be directed by email only to:

Matthew Van Strien
M.VanStrien@city.iqaluit.nu.ca

The deadline for submitting inquiries is 5 business days prior to the date and time of the submission deadline.

To ensure consistency and fairness to all Proponents, all firms who have received the RFP will receive any information with respect to significant inquiries in the form of written addenda. Verbal explanations or instructions will not be provided.

2.3 Proponent Requirements

The successful Proponent(s) must have a valid City of Iqaluit Business License prior to award of any Contract.

2.4 Solicitation of Council Members, City Staff and City Consultants

Proponents and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this RFP, other than the those named in Section 2.2, at any time prior to the award of a contract or the cancellation of this RFP.

2.5 Terms and Conditions

2.5.1 Submission of a Proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this RFP.

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

2.5.3 This is not an offer. The City does not, by virtue of this Proposal call, commit to an award of a Proposal, nor does it limit itself to accepting the lowest price or any Proposal submitted, but reserves the right to award this Proposal in any manner deemed to be in the City's best interest.

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- 2.5.5 The City has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the RFP.
- 2.5.6 The City will not be responsible for any Proposal that does not indicate the RFP reference, and the Proponent's name.
- 2.5.7 The City will not be responsible for any Proposal that is delivered to any address or in any manner other than that provided in Section 2.1 of this RFP.
- 2.5.8 If a contract(s) is to be awarded as a result of this RFP, it will be awarded to the Proponent whose Proposal 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.
- 2.5.9 If the City decides to award a contract(s) based on a submission received in response to this RFP, the Successful Proponent(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. Proponents will not acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties.
- 2.5.10 In the event of any inconsistency between this RFP, and any ensuing Contract(s), the Contract shall govern.
- 2.5.11 Any Contract(s) will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this RFP, the accepted Proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted Proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Proponent who has submitted a Proposal.
- A copy of the Services Agreement is included as Appendix C.
- 2.5.12 Any amendment made by the City to the RFP will be issued in writing and sent to all who have received the documents via addenda.
- 2.5.13 An Evaluation Committee will review each Proposal. The City reserves the exclusive right to determine the qualitative aspects of all Proposals relative to the evaluation criteria.
- 2.5.14 Proposals will be evaluated as soon as practicable after the closing time. No detail of any Proposal will be made public except the names of all parties submitting Proposals.
- 2.5.15 Proponents must acknowledge receipt of any addenda issued by the City in their Proposal.

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2.6 Validity of Offer

Proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this RFP.

3.0 PROPOSAL REQUIREMENTS AND EVALUATION

3.1 Mandatory Requirements

Proponents must satisfy the following mandatory requirements in their Proposal in accordance with the requirements of this RFP. Proponents shall submit the following:

- a) Fully executed and unconditional Cost Submission Form
- b) Technical Submission file, PDF
- c) Password Protected Financial Submission file, PDF

3.2 Financial

Submit a properly executed and unqualified Cost Submission Form. The fixed price shall include all disbursements / expenses.

3.3 Evaluation Process

The Owner will appoint an Evaluation Committee for the purpose of evaluating Proposals.

The Proposal evaluation follows a two-step process:

- a) Validation of mandatory requirements;
- b) Technical evaluation, 70 points available;
- c) Financial evaluation, 30 points available;

Proposals that do not meet the mandatory requirements will not be considered further.

Proposals must score at least 70% (49 points) on the technical evaluation to proceed to the financial evaluation.

The technical evaluation of all Proposals will be completed before the Financial Evaluation is reviewed.

Once the technical evaluation is complete, the Proponents will be contacted to obtain the password for the Part 2 – Financial Submission. Using the password, the Owner will open the file and evaluate the price. In the event of technical difficulties opening the Part 2 – Financial Submission, the Proponent must resolve the issue to the satisfaction of the Owner within 24 hours of notification.

Each proposal will be evaluated using the following criteria.

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3.4 Technical Evaluation

Total Value 70 Points

3.4.1 Project Team Roles, Responsibility, Qualifications and Related Experience (20 Points)

Identify key personnel to be involved in the project, and ensure their roles and responsibilities are clearly defined. Identify a Project Manager and clearly establish lines of communication within the team, and with the City's Project Manager.

To demonstrate knowledge, skill, related experience, relevant education and accreditation of each member proposed to carry out work on the project, the proponent should provide a detailed list of similar projects completed in the past ten (10) years and identify who the projects were completed for. Also provide a brief description of the work that was done and the project outcomes and who on the proposed project team was part of the listed projects.

The proposal content is expected to demonstrate appropriate and relevant knowledge, skills and experience within the team, however, personal resumes for each of the proposed team members should be provided to support the proposal. Personal resumes should be limited to not more than three (3) pages per person

3.4.2 Corporate Information and Experience (15 Points)

Provide a general description of the firm's experience with similar work, particularly in Arctic climates and in/around the City of Iqaluit.

Provide a detailed list of three (3) successfully completed projects within the last ten (10) years, including client references, that demonstrate the Proponent's experience with selecting and implementing hardware and software inventory management solutions, including the development of policy or procedure documents.

3.4.3 Project Methodology – Approach for Successful Completion (25 Points)

Provide details how you will work with the City to confirm their needs and requirements to determine which hardware and software solution will be best suited for them. Provide details of your solution and how it will be implemented. Explain how it will successfully achieve the department's goals and objectives and benefit the end users.

Your methodology should also include your proposed means of working with the City project manager, the levels of authority within the Project Team and all lines and means of communication.

You may also summarize your methodology in a work plan or other format which demonstrates a logical sequence of events and identifies specific tasks and the person responsible for completing them.

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Proponents shall describe any specific challenges and risks that may exist for this project and how those challenges and risks will be managed/mitigated.

3.4.4 Schedule – Provide a schedule that meets the project objectives (10 Points)

Provide a schedule for the sequence of events described in the methodology. Identify key milestone dates for submittals, approvals, travel, meetings, etc. Your timeline will be evaluated in light of the time constraints discussed in the Terms of Reference and the timeframes you have set out for each task.

3.5 Financial Evaluation

Total Value 30 Points

Points will be awarded on the basis of the fixed fee Proposal and the allocation of fees based on the various Phases required of the project.

Each Proponent will receive a percentage of the total possible points allocated to price based on the following formula:

$$\text{Lowest Price/Proponent Price} \times 30 \text{ Points} = \text{Proponents Points.}$$

4.0 TERMS OF PAYMENT

The consultant shall be reimbursed monthly for works completed for each service provided.

The invoice shall include the project title, **the Service Contract number**, a description of the work completed, and a billing summary. The summary shall include the tasks as set forth in the costing submission, the proposed costs, costs to date, percentage invoiced to date, and the percentage of work completed to date for each task.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

5.0 SCHEDULE

DATE	ACTION
April 25, 2019	<ul style="list-style-type: none"> • Opening date for RFP
16 May 2019, before 3:00:00 pm EDT	<ul style="list-style-type: none"> • Closing date for RFP
28 May, 2019	<ul style="list-style-type: none"> • Anticipated Award date
4 June, 2019	<ul style="list-style-type: none"> • Anticipated Project Start / Kick-Off Meeting
1 December, 2019	<ul style="list-style-type: none"> • Project Completion



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Appendix A – Scope of Work

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Scope of Work

The scope of work involved with this project includes:

- Consultant to travel to Iqaluit for 3 full days. This time is to be spent with City inventory control staff assessing the current inventory system, processes, facilities and operations involved in the storing and consuming of materials.
- After the site visit, the consultant will prepare a report on the status of the current system and provide 3-4 recommendations for the City to consider that assess the current status of operations while considering the future facility. These recommendations will consider new equipment, consolidation of locations, organization of material and new policies and procedures. Each recommendation will include a cost estimate for any new equipment as well as the estimate labour required to implement the modifications.
- Once an option is chosen by the City, the consultant will prepare a tender set of drawings with specifications included on the drawings. The consultant will also prepare an implementation and execution plan, as well as prepare policies and processes required to implement the selected option.
- The consultant shall provide tendering assistance duties including:
 - Answer questions during the tendering period and issuing addenda
 - Evaluating contractor submissions and recommending award of a contractor
- During construction, the consultant shall provide contract administration duties including:
 - Answering contractor RFI's
 - Leading bi-weekly construction meetings (assume 3 meetings) and recording meeting minutes.
 - Certify contractor invoices
- Once the option has been implemented and the new equipment is operational, the consultant will provide 2 full days of training for City staff and confirm successful integration with the City's existing software systems.



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Appendix B – Cost Submission Form



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Cost Submission Form

Proponent Name: _____

Provide the following cost breakdown for the services detailed herein that the Proponent is proposing to offer the City of Iqaluit*.

- | | |
|--|-----------------|
| 1. Lump Sum 3-Day Field Investigation | \$ _____ |
| 2. Lump Sum Report Preparation | \$ _____ |
| 3. Lump Sum Design and Tendering Assistance | \$ _____ |
| 4. Lump Sum Construction Administration and Training | \$ _____ |
| Applicable Taxes (GST): | \$ _____ |
| TOTAL FIXED FEE (Incl. GST): | \$ _____ |

**All disbursements shall be included in the associated Lump Sum costs above*



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Appendix C - City of Iqaluit Services Agreement

CITY OF IQALUIT SERVICES AGREEMENT

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

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

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

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

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

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

1. SERVICES AND PAYMENT

1.1 The Consultant agrees to provide to the CITY OF IQALUIT those services set out in the Terms of Reference of the Request for Proposal for ####. A copy of the RFP is attached as Appendix "A".

1.2 The CITY OF IQALUIT agrees to pay for the services described above, a total amount not greater than #### plus GST, for the provision of professional services based on the Proposal dated ##### and as attached in Appendix "B" hereto.

2. TERM

2.1. This Contract shall commence on the ##^{set} of #####, #### and terminates on the ##st of #####, #### unless otherwise terminated in accordance with the provisions of this Contract.

3. NOTICE AND ADDRESS



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

i) If, to the CITY OF IQALUIT:

####

Reference:

ii) If to the Consultant at:

####

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

4. COMPLETE AGREEMENT

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

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

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

5. GENERAL TERMS

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

5.2 Time shall in every respect be of the essence. The Consultant shall deliver the services specified in the contract and according to the project schedule on costs. The CITY OF IQALUIT may grant

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reasonable extensions to the Consultant for delays, if the Consultant can show those delays were caused by circumstances beyond the control of the Consultant.

- 5.3 The Consultant is an independent Consultant with the CITY OF IQALUIT and nothing in this contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the CITY OF IQALUIT and the Consultant. The Consultant is solely responsible for payments of all statutory deductions or contributions including but not limited to pension plans, unemployment insurance, income tax, workers' compensation and the Nunavut Payroll Tax.
- 5.4 This contract shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.
- 5.5 No waiver by either party of any breach of any term, condition or covenant of this contract shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.
- 5.6 The failure of either party at any time to require the performance of any provision or requirement of this contract shall not affect the right of that party to require the subsequent performance of that provision or requirement.
- 5.7 Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the Consultant in performing the contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the Property") shall vest in the CITY OF IQALUIT and the Consultant hereby absolutely assigns to the CITY OF IQALUIT the copyright in the property for the whole of the term of the copyright. The Consultant shall not be responsible for any loss or damage suffered by the City of Iqaluit or any third parties resulting from any unauthorized use or modification of the property, errors in transmission of the property, changes to the Property by others, the consequences of design defects due to the design of others, or defects in contract documents prepared by others, and the City of Iqaluit agrees to defend, indemnify, and hold the Consultant harmless from and against all claims, demands, losses, damages, liability and costs associated therewith. Subject to the foregoing, the Property may be relied by the City of Iqaluit for design and construction work undertaken by other parties with respect to the Services provided that such parties verify the accuracy and completeness of the Property to their satisfaction.
- 5.8 It is intended that all provisions of this agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.
- 5.9 This contract may be extended by the written consent of the parties.
- 5.10 The CITY OF IQALUIT may delegate any of its authority and undertaking pursuant to this contract to any employee or contractor the CITY OF IQALUIT by notice in writing to the Consultant.
- 5.11 This contract shall ensure to the benefit of and be binding on the respective administrators, successors and assignment of each of the parties hereto.

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6. CONSULTANT RESPONSIBILITIES

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

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7. TERMINATION

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

8. FINANCIAL

- 8.1 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Consultant without penalty, expense or liability, if in the opinion of the Contracting Authority, the Consultant has failed to comply with or has in any way breached an obligation of the consultant. Any such hold back shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.
- 8.2 The CITY OF IQALUIT may set off any payment due the Consultant against any monies owed by the Consultant to the CITY OF IQALUIT.
- 8.3 The City of Iqaluit will pay the Goods and Services Tax (GST).
- 8.4 Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later. Invoices from Nunavut Consultants (as defined by the CITY OF IQALUIT NNI Policy) will be paid twenty (20) calendar days after receipt of the invoice, or twenty (20) calendar days after receipt of the services, whichever is later.
- 8.5 The CITY OF IQALUIT may, in order to discharge lawful obligations or to satisfy lawful claims against the Consultant or a Subconsultant arising out of the execution of work, pay any amount, which is due and payable to the Consultant under the contract, if any, directly to the obligee of and the claimants against the Consultant or Subconsultant.

9. INSURANCE AND LIABILITY

- 9.1 The Consultant's liability to the City of Iqaluit for claims arising out of this Agreement, or in any way relating to the Services, will be limited to direct damages and to the re-performance, without additional compensation, of any Services not meeting a normal professional standard of care and such liability will, in the aggregate, not exceed the amount of \$1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach

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of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents and sub-consultants.

- 9.2 In no event will either party be liable to the other party for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.
- 9.3 The Consultant shall, without limiting his obligations or liabilities hereto, obtain, maintain and pay for during the period of this agreement, the following insurance with limits not less than those shown:
- a) Workers' Compensation insurance covering all employees engaged in the work in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the Consultant is assessed any additional levy, extra assessment or super-assessment by a Workers' Compensation Board as a result of an accident causing injury or death to an employee of the Consultant or any sub-consultant, or due to unsafe working conditions, then such levy or assessment shall be paid by the Consultant at its sole cost and is not reimbursed by the CITY OF IQALUIT.
 - b) Employer's liability insurance with limits not less than \$500,000 for each accidental injury to or death of the Consultant's employees engaged in the work. If Workers' Compensation insurance exists, then in such event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to in item (e) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.
 - c) Motor Vehicle, water craft and snow craft standard liability insurance covering all vehicles and/or craft owned or non-owned, operated and/or licensed by the Consultant and used by the Consultant in the performance of this agreement in an amount not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury, death and damage to property; and with respect to busses limits of not less than one million dollars (\$1,000,000.00) for vehicle hazards and not less than one million dollars (\$1,000,000.00) for Bodily Injury to or death of one or more passengers and loss of or damage to the passengers property in one accident.)
 - d) Comprehensive General Liability Insurance with limits of not less than two million dollars (\$2,000,000.00) (inclusive) per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall include but not be limited to the following terms and conditions:
 - Products & Completed Operations Liability *
 - Consultant's Protective Liability
 - Blanket Contractual Liability
 - Broad Form Property Damage
 - Personal Injury Liability
 - Cross Liability
 - Medical Payments
 - Non-owned Automobile Liability *
 - Contingent Employers Liability *



**CITY OF IQALUIT REQUEST FOR PROPOSALS
FOR THE PROVISION OF IT INVENTORY MANAGEMENT CONSULTING SERVICES**

- Employees as Additional Insureds *

**WHERE APPLICABLE*

- e) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars (\$250,000.00) per claim and five hundred thousand dollars (\$500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this contract or agreement.

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

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

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

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

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 THE CONSULTANT:

Name/Title

Name/Title

Signature

Signature

Date

Date

Witness

Witness