



REQUEST FOR PROPOSAL
AS-&-WHEN SERVICES ELECTRICAL MAINTENANCE
(3-YEAR)

PROPOSAL CALL: FRIDAY, MARCH 17, 2023

**PROPOSALS DUE: WEDNESDAY, APRIL 12TH, 2023 @ 12:00PM NOON
EST**

2023-RFP-043



CITY OF IQALUIT REQUEST FOR PROPOSAL
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1.0 GENERAL

1.1 Introduction

The City of Iqaluit Department of Public Works and Engineering (the City) is issuing a Request for Proposal (RFP) for qualified Proponents to provide services as further outlined in this RFP document. The purpose of this RFP is to select a qualified Proponent to undertake As-&-When services for electrical maintenance for a three year period starting in May 2023.

The requirements of the submission are outlined in Sections 2 and 3. The objectives, scope of work and deliverable of the project are outlined in the Terms of Reference in Section 5.

1.2 Background

1.2.1 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.

1.2.2 Geology and Terrain

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

1.2.3 Climate

Iqaluit has an Arctic climate with January and July high and low mean temperatures of -21.5° C/ -29.7°C (high/low) and 11.4° C/3.7° C (high/low) respectively. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm precipitation. The prevailing winds are northwest at 16.7 km/hr.

1.3 Definitions

The City:	The City of Iqaluit, Nunavut.
The RFP:	This request for professional services for the City of Iqaluit.
The Proponent:	The firm submitting a proposal in response to this RFP.
The Project:	The work and services that are described in the Terms of Reference of this RFP.



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The Contract: The City shall enter into a contract with the successful Proponent for the professional services described in the Terms of Reference of this RFP.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

Proponents must submit electronic (PDF) copies of their Proposal(s), emails are to be received before 12:00:00 pm noon local Iqaluit time on April 12, 2023 addressed to:

Tracey Oram
Senior Finance Officer
City of Iqaluit
Email: T.Oram@iqaluit.ca

Emails should be clearly marked in the subject line with “**City of Iqaluit – As-&-When Electrical Mtce Services – ProponentName.**”

Proponents shall submit the technical submission and the cost submission in separate files. Files should be labeled as such:

Technical Submission: *TECHNICAL PROPOSAL – A&W Electrical – ProponentName*

Cost Submission: *COST PROPOSAL – A&W Electrical – ProponentName*

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 Proposal is at the City’s discretion.

Technical and Commercial submissions shall be submitted in separate files. Bidders shall submit a Cost Submission form identifying the corresponding costs.

2.2 Inquiries and Amendments

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

Joe Brown
Superintendent of General Operations, City of Iqaluit
Email: J.Brown@iqaluit.ca



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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 amendments or clarifications. Verbal explanations or instructions will not be binding.

The deadline for submitting inquiries is **April 3, 2023** at 12:00pm local Iqaluit time.

2.3 Proponent Requirements

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the project.

2.4 Terms and Conditions

- 2.4.1 *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.*
- 2.4.2 *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.*
- 2.4.3 *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.*
- 2.4.4 *Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the City and issuing of a Letter of Intent.*
- 2.4.5 *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.*
- 2.4.6 *The City will not be responsible for any Proposal that does not indicate the RFP reference, and the Proponent's name.*
- 2.4.7 *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.*
- 2.4.8 *If a contract 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.*
- 2.4.9 *If the City decides to award a contract 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*

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acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties.

- 2.4.10 *The 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 Proposals, 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.*
- 2.4.11 *A copy of the Services Agreement is included as Appendix 'B'.*
- 2.4.12 *Any amendment made by the City to the Request for Proposal will be issued in writing and sent to all who have received the documents.*
- 2.4.13 *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.*
- 2.4.14 *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.*
- 2.4.15 *The proposal and accompanying documentation submitted by the proponents are the property of the City and will not be returned.*
- 2.4.16 *Proponents must acknowledge receipt of any addenda issued by the City in their proposal.*
- 2.4.17 *Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.*
- 2.4.18 *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 City Representative named in section 2.2, at any time prior to the award of a contract or the cancellation of this RFP.*

2.5 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

The Proposal shall include all the information required to rate the submission, including the technical and cost components.

The Proposal will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience and project team.

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The requirements of this project are outlined in the Section 5 -Terms of Reference.

3.1 Company Profile and Experience

The proponent will provide a company profile and describe projects and contracts undertaken that are of a similar scope and nature as the required services as indicated in this RFP. Demonstrated experience and ability to satisfy the requirement of a project of this scope, related experience and include references of previous projects/ contracts. Three projects/contracts should be provided. Each project description shall be no longer than a half (1/2) page for each description. (2 pages, maximum)

3.2 Experience and Qualifications of Personnel

The proponent shall list all team members proposed for this contract, along with their relevant experience and qualifications. This includes the Superintendent/ Project Manager, Master Electrician(s), Journeyman(men), Apprentice(s). The Proponent is to also list any sub-contractors who will form part of their team (1 page, maximum). The Proponent shall submit copies of trade certificates, licenses, electrical worker permits of the proposed team members in the Territory of Nunavut, as well as all sub-contractors. (No page limit on certificates).

3.3 Methodology, Approach, and Equipment

The proponent shall provide description of the proposed work methodology that will be used for undertaking the services described in the Terms of Reference. Describe the equipment and materials that will be used, how it will be used, how the work will be planned and coordinated with City Staff, how the work will be executed in the field, electrical permitting, and what measures will be taken in order to ensure the safety of staff and the general public. (1 page maximum)

3.4 Availability

The proponent shall clearly identify that it can meet the minimum requirements as described in Section 5 for availability. (1/2 page maximum)

3.5 Costing

The costing submission will be submitted in a separate file from the technical submission. This file must be clearly labelled as per the requirements noted in Section 2.1. Failure to clearly label this file may result in the proposal not being accepted. The costing submission shall include hourly rates as outlined in Appendix A of this RFP. Rates shall be in effect as of the award date for a two-year (24-month) period. Only those Proponents that, in the consensus of the Evaluation Team, have scored higher than 70% on the overall Technical Submission (42/60 points) will have their Cost Submission opened.

The financial evaluation will be based on a Weighted Rate Total (Financial Offer), which will be calculated based on an established weighting factor and the proposed hourly rate for each position. The score for the Financial Component will be in accordance with the following formula:

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(Lowest Financial Offer) / (Proponent Financial Offer) x 25% = Proponent percentage

The Costing Submission should clearly identify the Hourly Rates for the positions and equipment listed, excluding GST, for each service. Hourly rates should include among other things, mobilization, demobilization, profits, administration/ reporting, transportation, fuel, equipment, and consumables. Hourly rates should not include training, maintenance of equipment, licensing, certifications, and administrative consumables (i.e. printing, ink, paper).

The proposed hourly rates, identified in Appendix A, shall apply to normal working hours, overtime, and weekends/ holidays for the duration of the contract. The billable time shall be calculated based on arrival and departure time at the site. Administrative costs are to be included in the proposed hourly rate. Hours billed towards administrative duties (i.e. responding to work order/ call-up, invoices, etc.) will not be considered.

3.6 Inuit Content

In compliance with Article 24 of the Nunavut Land Claims Agreement (NLCA), the City will provide consideration for the proponent’s use of goods and services from Inuit sub-contractors and suppliers, and for the employment of Inuit in delivering the contract.

Inuit Labour: Percentage of Inuit labour associated with the labour of the requested services.

Inuit Firm: Information informing of the percent Inuit ownership of the firm and NNI registry confirmation.

3.7 Evaluation of Proposals

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

Table 1 EVALUATION RATING TABLE		
Rating Factor	Weight Factor	
1. Company Profile and Experience	10	
2. Experience and Qualifications of Personnel	20	
3. Methodology, Approach, Equipment	20	
4. Availability	10	
Subtotal Technical Submission	60	
5. Cost of Services	25	
6. Inuit Content	Inuit Labour	10
	Inuit Firms	5
TOTAL	100	

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4.0 TERMS OF PAYMENT

The following terms and conditions apply to payment for this contract:

- a) The Contractor shall be reimbursed on a monthly basis in accordance with the figures provided in the Cost Submission form. Invoices shall be clearly itemized in accordance with services provided as well as dates of services provided.
- b) The invoice shall include the following:
 - the project title;
 - the Service Contract number;
 - the Work Order/ Call-up reference number;
 - a description of the work completed, which includes as a minimum:
 - Date(s) services performed
 - Location services provided
 - Time arrived on site / Time left site / Total hours (per position/ equipment)
 - and a billing summary
- c) All invoices shall be directed to the Contract Manager identified below:

Joe Brown
Superintendent of General Operations
Email: J.Brown@iqaluit.ca

&

Accountspayable@iqaluit.ca

- d) No payment will be made for the cost of work incurred to remedy errors or omissions for which the Contractor is responsible.
- e) Compensation for any additional work, not described in the Work Order / Call-Up, **must be approved in writing by the Contract Manager**, prior to the work taking place. Additional work not approved by the City's Contract Manager will not be paid.
- f) Additional work outside the scope of services identified in contract will be completed per the unit rates established within the contract. Additional work **must** be approved by the Contract Manager in writing before work may commence in the field.
- g) All invoices are to be submitted to the City's Contract Manager for review, approval, and processing.
- h) The Contractor will be allowed to carry a maximum mark-up of 15% on materials, parts, and sub-contracted services. Back-up documentation (i.e. third-party suppliers/ vendors quotations, sub-contractor quotations), **must** be submitted with the monthly invoice.

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- i) All invoices ***must*** include backup timesheets (daily work record) that have been previously reviewed and approved by Contract Manager.

5.0 TERMS OF REFERENCE

5.1 Background

The City requires maintenance services for electrical systems at various City facilities. These services will ensure regular preventative maintenance duties are undertaken, in order to maintain operation of the systems. Maintenance services may be required at any of the following City facilities during the course of the contract:

- City Hall 901 /Fire Hall/Arena
- Aquatic Centre
- Arctic Winter Games (AWG) Centre
- Elders Qammaq
- Abe Okpik Hall
- Airbase Garage
- Fire Training Facility
- House 139 (A&B)
- House 149 (A&B)
- Waste Water Treatment Plant
- Landfill Facilities
- Federal Road Garage
- Lift Station #1
- Booster Station #1
- Booster Station #2
- Reheat Station #1
- Reheat Station #2
- House 2641
- House 145 (A&B)
- Trigram Building
- Water Treatment Plant

5.2 Scope of Services

The following scope of services apply:

- As-and-When required electrical services, including adjustments, repairs, refurbishments, and replacements associated with electrical systems to be performed as a result of operational deficiencies.
- Monthly auto-dialer inspections which includes mechanical, intrusion and fire alarms on listed buildings in 5.1.
- Ensure installations follow the rules and standards of the Canadian Electrical Code and the Nunavut Electrical Protection Act.
- Obtain all electrical work permits through Government of Nunavut Safety Services.
- All material, labour, equipment and supervision to perform required maintenance services on electrical systems for the facilities identified in 5.1.
- Perform all required Quality Assurance / Quality Control (QA/QC) checks associated with the works. Submit record of testing activities to the Contract Manager upon completion of the works.

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- All material, labour, equipment and supervision to ensure health and safety for the project, when performing work in the field. This includes, but is not limited to, signage, barricades, fencing, lock-out-tag-out, confined space entry and rescue, etc. The proponent must ensure that all requirements of the Nunavut Occupational Health and Safety Regulations are satisfied when performing work in the field under the contract.
- Provide work log, summarizing maintenance services completed to required systems, calibrations, commissioning and testing checks. Logs must be submitted to the Contract Manager prior to the completion of the work.
- Unit rate for services applies to regular work hours, afterhours, weekends and holidays.
- Maintain project site and public properties free from any accumulation of waste materials. Remove waste materials from site and dispose of accordingly.
- Upon completion of work, thoroughly clean all surfaces and components. Remove stains and smudges from paintwork, hardware, and other finished surfaces. Leave site free of debris, surplus materials, cleaning equipment, and obstructions.

5.3 Description of Job Classifications

a) Superintendent/ Project Manager

- Responsible for the overall management of the contract/ project.
- Serve as the main point of contact with the City's Contract Manager on all issues related to the project.
- Perform administrative duties, such as submission of daily work records / timesheets and invoices to the City's Contract Manager.
- Responsible for planning, coordinating, and executing the work in the field.
- Provide all daily logs, reports, testing/ calibration/ commissioning documentation to the City following the completion of the work.
- Responsible for all aspects of health and safety in the field, ensuring the safety of contractor staff/ personnel, and the general public.
- Should have a minimum of 5 years of relevant experience.

b) Journeyman Electrician

- Tradesperson in possession of a valid Red Seal, Inter-Provincial or Territorial qualification certificate and who is accepted as a Journeyman tradesman by the designated Government Inspector.
- Provide supervision for work executed in the field.
- Holds a valid "Qualified Electrical Workers" permit in the Territory of Nunavut.
-

c) Apprentice

- Employee registered in the appropriate Nunavut apprenticeship program and who has completed no less than one full year training.
- Holds a valid "Qualified Electrical Workers" permit in the Territory of Nunavut.

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5.4 Requirements

The following requirements must be adhered to:

- Required services will be coordinated through the Contract Manager, or their designate, by means of a **Work Order / Call-up**. Call-ups will be issued on an as-and-when basis, depending on the need for services.
- The Proponent will be required to respond to the Work Order / Call-Up within 12-hours of being issued. The Proponent will be required to assess the scope of work, based on the information submitted in the Work Order / Call-Up, and provide a quotation for maintenance services based on the unit rates established in the contract. The Proponent may be required to visit the project site in order to better understand the scope of the assignment. Time spent on scoping the project may not be quoted.
- The cost quoted will establish the maximum upset limit for work that will be performed on a time and materials basis. The quotation must include cost for labour, materials, and sub-contracted services. Back-up quotations must be supplied from third-party suppliers/ vendors and sub-contractors. Mark-ups must be clearly presented, as per the allowance established in the contract. The Proponent can proceed once approval has been provided in writing by the Contract Manager. Once the work has been approved, mobilize to site no later than 12-hours after approval provided.
- The Proponent will be required to submit daily work records at the end of the shift to the Contract Manager. The daily work record is to identify at a minimum:
 - o Date
 - o Work Order / Call-Up Reference #
 - o Site location
 - o Time arrived on site
 - o Time left site
 - o Total number of hours
 - o Number of labourers/ crew on site
 - o Equipment on site (make, model)
 - o Description of tasks performed
- The daily work record / timesheet must be reviewed and approved by the Contract Manager prior to invoicing.
- Materials and/or parts shall be those specified by the manufacturer or equipment. Where such parts are not available, the Contractor may installed parts equal to the manufacturer's specifications, subject to approval by the Contract Manager.
- The Contractor will be allowed to carry a maximum mark-up of 15% on materials and parts (not listed in Appendix A) to execute the scope of work outlined in the Work Order/ Call-up. Back-up documentation (i.e. material supplier quotations, third-party suppliers/ vendors quotations, etc.),

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must be submitted with the monthly invoice. The monthly invoice must clearly identify proponent mark-up of 15% on top of supplied materials and/or parts.

- If in an emergency the Contractor installs materials and/or parts other than those specified, they shall replace them with the specified parts or equal, before claiming payment upon agreement with Contract Manager.
- All defective or unserviceable parts removed for replacement are to be identified with tags showing the unit from which the part was removed, and made available to the Contract Manager for inspection. The Contractor Manager may choose to retain the part/ equipment, or dispose of it. Contractor will be responsible for disposing defective part/ equipment.
- The City will not be responsible in any way for the Contractor's equipment that may be damaged or lost by fire, theft or accident. The Contractor will be responsible for adequately insuring its equipment is stored on the City's premises against loss by fire, theft, accident or otherwise.

5.5 Warranty

The following warranty items apply to the services:

- The Contractor shall guarantee to maintain the work and materials against and defects arising from faulty installation, materials supplied as a part of the contract, or workmanship for a period of one year from the date of acceptance of the work by the City.
- Faulty material shall be replaced, and any defects which are discovered shall be rectified to the satisfaction of the City within 24-hours of notification at no additional costs.

5.6 Inspection of Services

The following conditions apply to the inspection of work performed:

- All services provided as a part of this contract shall be subject to inspection and shall meet the approval of the City. If the work is not approved, the City shall have the right to reject them or to require correction/ repair.
- Acceptance or rejection of the work shall be made as promptly as practical, but the failure to accept or reject the work shall not relieve the Contractor from the responsibility for the services provided not in accordance with the contract.
- The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- The City shall be the final judge of all services and its decisions of all questions in dispute will be final.

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6.0 SCHEDULE

DATE	ACTION
March 17, 2023	Opening date for RFP
April 3, 2023	Deadline for submitting inquiries
April 12, 2023	Closing date for RFP
April 14, 2023	Award date
May 1, 2023	Contract Valid/Start Date
April 30, 2026	Contract End



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APPENDIX A – 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. Proponents are required to provide hourly rates (excluding GST) that include among other things, mobilization, demobilization, maintenance services, profits, administration/ reporting, transportation, storage, and tools/ equipment.

SERVICE DESCRIPTION		WEIGHT (%)	HOURLY RATE	WEIGHTED RATE
		A	B	= (A x B) / 100
LABOUR				
1.	Superintendent / Project Manager	10	\$	\$
2.	Journeyman	45	\$	\$
3.	Apprentice	30	\$	\$
3.	Labourer	15	\$	\$
Sub-Total (1+2+3+4):				\$
WEIGHTED RATE TOTAL:				\$