



REQUEST FOR PROPOSAL

**ANNUAL FIRE SPRINKLER, INTRUSION ALARM INSPECTION, AND
MONTHLY AUTO DIALER MAINTENANCE SERVICES
(3-YEAR)**

PROPOSAL CALL: FRIDAY, MARCH 17, 2023

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

2023-RFP-046



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

TABLE OF CONTENTS

1.0	General	3
2.0	Instructions to Proponents	4
3.0	Proposal Requirements and Evaluation	6
4.0	Terms of Payment	9
5.0	Terms of Reference	9
6.0	Schedule	10
	APPENDIX A – COST SUBMISSION FORM	11
	APPENDIX B – SYSTEM LOCATIONS	12



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

1.0 GENERAL

1.1 Introduction

The City of Iqaluit Department of Public Works (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 inspection services for fire sprinkler systems 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.



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

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 4:00:00 pm local Iqaluit time on April 12th, 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 – Sprinkler– ProponentName**.”

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

Technical Submission: *TECHNICAL PROPOSAL – Sprinkler-Alarm – ProponentName*

Cost Submission: *COST PROPOSAL – Sprinkler-Alarm – 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



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

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.

2.2 Proponent Requirements

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

2.3 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*

CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

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 'C'.*
- 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.*

2.4 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.



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

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, along with contact information (email and phone number) from a Client reference. 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 outline relevant experience and qualifications of its team members, including the Superintendent/ Project Manager and Field Technician(s) who are being proposed to work on this assignment. (1 page, maximum). The Proponent shall submit copies of certificates of the proposed team members. (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, and what measures will be taken in order to ensure the safety of staff and the general public (i.e. signs, barricades, fencing, etc.). The proponent shall also describe required site visits, testing requirements, sample inspection forms, and personnel requirements. The methodology must meet the testing and inspection requirements laid out by the National Fire Protection Association (NFPA), the National Fire Code of Canada (NFC), and the National Building Code (NBC). (2 page maximum)

3.4 Schedule

The proponent shall provide a schedule outlining the proposed timelines for inspection and reporting of the various systems. The schedule must comply with the requirements highlighted in Section 6. (1 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 the proposed cost for inspection services for fire sprinkler systems, fire alarms systems, and intrusion alarm systems.



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

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 conducted in accordance with the following formula:

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

The Costing Submission should clearly identify the Proponents cost for the services requested, excluding GST. The Proponents cost should include among other things, mobilization, demobilization, labour, profits, administration/ reporting, transportation, fuel, tools, and consumables. Costs should not include training, maintenance of equipment, licensing, certifications, and administrative consumables (i.e. printing, ink, paper).

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	

CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

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;
 - a description of the work completed, which includes as a minimum:
 - Date(s) services performed
 - Location services provided
 - 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 contract, ***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) All invoices are to be submitted to the City's Contract Manager for review, approval, and processing.

5.0 TERMS OF REFERENCE

5.1 Background

The City requires maintenance services for general civil services. These services will include such things as excavation, placement of granular materials, compaction, backfilling, water and sewer pipeline repairs, ditch reprofiling, culvert replacements, etc. Services would apply throughout the year.

5.2 Scope of Services



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

The following scope of services apply:

- Execute the inspection and testing of all the fire sprinkler systems on annual basis with an approved schedule approved by the Contract Manager. The inspections should be conducted during off hours to minimize disruption to those using the facilities. All inspections should be conducted as per the NFPA, NFC, and NBC requirements. The location of the sprinkler systems is provided in Appendix B.
- Submit a thorough Inspection and Testing Plan (ITP) with schedule for the work within 4 weeks of contract award. The ITP must detail all inspection and testing requirements, reporting, timelines and milestones that will be performed on the systems.
- Perform required preventative maintenance checks and/ or adjustments in order to ensure proper working order of the systems. Document and compile all checks, test, adjustments, and/ or repairs in field report. Field report is to be submitted to the City's Contract Manager.
- Re-certify systems once all adjustments and or repairs have been completed as per NFPA, NFC, and NBC requirements. Provide record of recertification.
- Should any sprinklers be faulty or require repairs, the Contract Manager should be notified in writing within three (3) days of the inspection. The Contract Manager may consider executing recommended maintenance/ repairs with the hourly rates provided. Parts and materials are to be priced with a maximum 15% mark-up. Back-up information (i.e. third-party vendor/ supplier quotations) must be supplied for reference. Proponent mark-up is to be applied to third-party vendor/ supplier quotation.

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



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

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 a price for all services.

The cost of the inspection should include any costs associated with the cost of testing and inspecting the sprinkler/ alarm/ auto dialer systems including but not limited to the hourly wage of the technicians, transportation, equipment, materials, reporting, and administration costs. The Contractor shall bring any equipment necessary to complete the inspection.

- | | | |
|--|----|--------|
| 1. Cost of Annual Inspection – Sprinkler Systems | \$ | |
| 2. Cost of Monthly Inspection –Auto Dialers | \$ | |
| 3. Cost of Annual Inspection – Intrusion Alarm Systems | \$ | |
| 4. Cash Allowance – Maintenance/ Repairs | \$ | 20,000 |

SUBTOTAL (1+2+3+4): \$ _____

Applicable Taxes (GST): \$ _____

TOTAL FIXED FEE (Incl. GST): \$ _____

PROVISIONAL ITEMS

- | | | |
|---|----|--|
| 1. <i>Hourly Rate – Superintendent/ Project Manager</i> | \$ | |
| 2. <i>Hourly Rate – Technician</i> | \$ | |

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

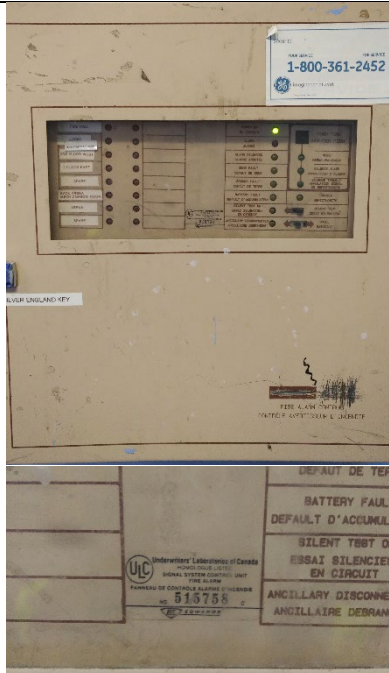
CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

APPENDIX B – SYSTEM LOCATIONS

Fire Sprinkler Locations

	Facility	Sprinkler System	Number of Rooms
1	Aquatic Center	Potter VSR	21
2	AWG	Potter VSR-F, OSY2A	30
3	Youth Center	Potter VSR-F, OSY2A	6
4	Curling Rink	Alarm Valve H-3	1





Fire Alarm Locations

	Facility	Fire Alarm Model	Photograph
1	City Hall / Fire Hall / Arena	GE Security	

CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES




2	Booster Station #2	Fire shield Plus (EST)	
3	Lift Station #1	Fire shield (EST)	
4	Lift Station #2	QuickStart (EST)	

CITY OF IQALUIT REQUEST FOR PROPOSAL
 FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES




5	Aquatic Center	Simplex	
6	AWG / Youth Center	Edwards 6616 (EST)	
7	Elder Qammaq	GE (EST)	
8	Abe Okpik Hall	Fire shield (EST)	

CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

Intrusion Alarm Locations

	Facility	Intrusion Alarm Model	Photograph
1	Maintenance Shop	1-DSC	
2	Aquatic Center	DSC	
3	AWG	Ademco	

CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

4	Youth Center	Ademco	
5	Elders Qammaq	Ademco	
6	Abe Okpik Hall	DSC-2	



CITY OF IQALUIT REQUEST FOR PROPOSAL
FOR THE PROVISION OF
ANNUAL FIRE SPRINKLER INSPECTION SERVICES

Auto Dialer Locations

Building	Alarm Inspection Overview
Arctic Winter Games	Mechanical
Elders Qammaq	Mechanical
Abe Okpik Hall	Mechanical
Apex Garage	Mechanical
Airbase Garage	Mechanical
901- Old City Hall	Mechanical
Curling Rink	Mechanical
Aquatic Centre	Mechanical
Lift Station #1	Mechanical
Lift Station #2	Mechanical
Reheat Station #1	Mechanical
Reheat Station #2	Mechanical
Booster Station #1	Mechanical
Booster Station #2	Mechanical
Waste Water Treatment Plant	Mechanical
Water Treatment Plant	Mechanical