



## Request for Quotation

### **Aquatic Center Automated Teller Machines**

The City of Iqaluit, Purchasing department is seeking quotations from qualified vendors for the provision of automated teller machines (ATM) to be located by the vendor at the City of Iqaluit Aquatic Center located in Iqaluit Nunavut.

Quotations clearly marked “Automated Teller Machines at the Aquatic Center” will be received via e-mail, **until 4:00 p.m. Eastern Standard Time on Wednesday, May 10, 2017.**

All prices must be quoted in Canadian dollars with any GST shown as a separate item. Prices should be valid for a period of 30 days from date of submission to provide the City of Iqaluit with the time required to make a decision.

Written quotations, which should include the attached form completed and signed as well as other information as requested in the scope of services, may be submitted by mail or in person to 901 Nunavut Drive, Iqaluit Nunavut or by email to [m.hussain@city.iqaluit.nu.ca](mailto:m.hussain@city.iqaluit.nu.ca). In order to be considered, the contractor should ensure the quotation is received by the City of Iqaluit before the submission deadline.

The contract will be issued to the contractor complying with the provisions of the RFQ offering the best value to the City of Iqaluit. The following criteria will be used to select the most advantageous quotation:

- a) Financial consideration/compensation
- b) Qualifications, reputation and experience of the contractor
- c) Ability to meet the requirements of the City of Iqaluit according to the RFQ

- d) Best value to the City of Iqaluit, of having the service provided in accordance with the scope of work.
- e) Fees charged to the ATM user by the ATM operator

All queries relating to this request for quotation should be directed in writing to Mohammad Hussain, [m.hussain@city.iqaluit.nu.ca](mailto:m.hussain@city.iqaluit.nu.ca)

## **Request for Quotation**

### **Aquatic Center Automated Teller Machines**

#### **Scope of Services**

The City of Iqaluit is seeking quotations from qualified vendors for the provision of automated teller machines (ATM) to be located by the vendor at the Aquatic Center located in Iqaluit Nunavut.

#### **Background**

City of Iqaluit owns and operates the Aquatic Centre located in the central area of downtown Iqaluit. This area has a growing population of approximately 9,000 citizens along with numerous tourists that visit the area.

#### **Requirements**

In return for the right to operate ATMs in the Aquatic Center, the City of Iqaluit requires monthly payments of rent or payments according to a profit sharing arrangement. Details on the proposed financial compensation strategy to the City of Iqaluit must be included in the quotation.

#### **Scope of Services**

1. Install and secure ATMs at the City of Iqaluit aquatic centre, and be responsible for ongoing maintenance, operation, security and insurance against loss or damage.
2. Installation and maintenance of the ATMs will be the responsibility of the contractor. The contractor will be responsible for all hardware, software, installation, signage and security costs for ATMs installed at both facilities.
3. The contractor will arrange and pay for the installation and operating costs of any necessary communication services associated with the operation of the ATM.
4. ATMs will be installed in a manner compatible with the existing electrical and structural design of the premises. Energy efficient machines are required. The City of Iqaluit will provide an

appropriate electrical connection at the locations and will furnish electrical service at no cost to the ATM contractor.

5. ATMs will be stocked, replenished, serviced and maintained on a regular basis by the contractor and the contractor will address, in a timely manner, concerns raised by patrons or staff of the City of Iqaluit regarding the operations of the ATMs.
6. Each machine must be clearly marked with the contractor's name and toll free help telephone number for user service issues and inquiries.
7. Reports of all transactions processed through the ATMs will be submitted to the City of Iqaluit on a monthly basis.

### **Other Operational Terms of Reference**

1. The contractor will operate the ATMs in accordance with applicable laws, rules and regulations.
2. All site locations and signage must be mutually agreed upon by the City of Iqaluit.
3. Any damage to the facility or its contents as a result of having the ATM in the facilities will be the responsibility of the contractor.

### **Submission Requirements**

Each quotation must include the following:

1. Completed and signed quotation form.
2. Details on the proposed financial compensation strategy to the City of Iqaluit including specific terms and payment structure, and reporting.
3. Description of vendor's operating plan which clearly demonstrates the vendor's ability to fully and successfully deliver the scope of work described above including details on service and maintenance plans.
4. Literature and specifications on the type of machines being proposed, the denomination of currency to be dispensed, as well as a detailed description of any fees that may be charged to customers using the ATMs.

### **Term**

The contract is anticipated to commence May 12, 2017 for a proposed two year term with an option to renew for up to one additional year.

### **Other**

The City of Iqaluit makes no representations or warranties with respect to attendance at events at the City of Iqaluit Aquatic Center or the volume of transactions which the successful contractor may expect. The demands of users of the Aquatic Center will not necessarily be continuous or regular and the type, volume, time and duration of products and services required would depend on market conditions over which the City of Iqaluit has no control.



**Aquatic Center  
Automated Teller Machines**

**Name:**

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**Address:**

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**Contact Name:**

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**Phone:**

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**Email:**

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Name

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Date

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Authorized Signature

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Title

