



**CITY OF IQALUIT
REQUEST FOR PROPOSAL
HOMELESS SHELTER FACILITY
FEASIBILITY STUDY (“RFP”)
2017-2019**

Date of Issue: June 21, 2016

The Purchasing Department of the City of Iqaluit is seeking Proposals (“Proposal”) from qualified proposers (“Bidders”) for the provisions of a Homeless Shelter Facility Feasibility Study (“Feasibility Study”) outlined in this RFP for a two (2) week period commencing on July 11, 2017 until August 11, 2017. The purpose of this RFP is to solicit proposals from Bidders interested in providing the Feasibility Study. Bidders are asked to carefully read this RFP.

GENERAL INFORMATION TO BIDDERS

1. LOCATION AND DESCRIPTION OF WORK

- 1.1 The scope of this RFP is set out at section 7 below at page 5.
- 1.2 The proposed contract is for a two week period commencing July 11, 2017, up to and including August 11, 2017.

2. GENERAL INFORMATION:

- 2.1 The proposal may be submitted electronically (“Emailed Proposal”) to m.hussain@iqaluit.nu.ca and the Re: Line shall be titled as follows:

“Proposal for Homeless Shelter Facility Feasibility Study; City of Iqaluit”

- 2.2 The Emailed Proposal shall be submitted to the City of Iqaluit at the following address by no later than **4:00 p.m. EST local time Iqaluit, July 5, 2017** at:

City of Iqaluit
P.O. Box 460,
Iqaluit, Nunavut
X0A 0H0
Attention: Mohammad Hussain
Materials Management Coordinator
867-979-5659
m.hussain@city.iqaluit.nu.ca

- 2.3 The City of Iqaluit will not be responsible for any proposal that:
- a) does not indicate the “**Proposal for Homeless Shelter Facility Feasibility Study; City of Iqaluit**” reference, closing date and proposer’s name;
 - b) is delivered to any address other than m.hussain@city.iqaluit.nu.ca.
- 2.4 Facsimile transmitted proposals will not be accepted.
- 2.5 Three (3) current letters of reference must be submitted with the proposal.
- 2.6 Late submissions will not be accepted and will be returned, unopened, to the Bidder. In this case the City of Iqaluit has no obligation to proceed.
- 2.7 The Bidder shall satisfy all RFP requirements, set out in this RFP.
- 2.8 All questions or enquiries concerning this request for proposal must be in writing and be submitted to the address provided above no later than two (2) calendar days prior to the RFP closing date. Verbal responses to any enquiry cannot be relied upon and are not binding on either party.
- 2.9 This RFP is not an agreement to purchase goods or services. This is not a request for tenders or otherwise an offer. The City of Iqaluit is not bound to accept the proposal which provides for the lowest cost or price to the City of Iqaluit nor any proposal of those submitted.
- 2.10 The city is not bound to enter into a Contract with any Bidder. Proposals will be evaluated using the criteria provided herein. The City will be under no obligation to receive further information, whether written or oral, from a Bidder.
- 2.11 If a contract is to be awarded as a result of this RFP, it shall be awarded to the Bidder who is responsible and whose proposal provides the best potential value to the City of Iqaluit and in accordance with the rating criteria set out at section 3 (at pages 3 and 4 in the General Information to Bidders’ section). Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- 2.12 Notice in writing to a Bidder and the subsequent execution of a written agreement shall constitute the making of a contract. No Bidder shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed.
- 2.13 The contract 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 of Iqaluit reserves the right to negotiate modifications with any Bidder who has submitted a proposal.
- 2.14 The Proposal must be signed by the person(s) authorized to sign on behalf of the Bidder and to bind the Bidder to statements made in the RFP.
- 2.15 In the event of any inconsistency between this request for proposals, and the ensuing contract, the contract shall govern.

- 2.16 The City of Iqaluit has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no Bidder will have any claim against the City of Iqaluit as a consequence.
- 2.17 Any amendments made by the City of Iqaluit to the RFP will be issued in writing and sent to all who have received the documents.
- 2.18 The City of Iqaluit is not liable for any costs of preparation or presentation of proposals.
- 2.19 An evaluation committee will review each proposal. The City of Iqaluit reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- 2.20 Bidders may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance.
- 2.21 All applicable privacy legislation will define the City of Iqaluit's responsibilities with respect to any information received by it pursuant to the RFP process. Proposals shall 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.
- 2.22 One of the priorities of the City of Iqaluit is to promote Inuit, Local, and Nunavut businesses to supply materials, equipment and services, and that Inuit, Local, and Nunavut labour is used for City of Iqaluit contracts.
- 2.23 The proposal and accompanying documentation submitted by the proposers are the property of the City of Iqaluit and will not be returned.
- 2.24 Bid opening shall be conducted at the Council Chambers on **Tuesday July 5, 2017, at 4:30 p.m. EST**

3. BACKGROUND

- 3.1 Bouygues acquired and shipped 63 "camp" facility to house workers for the construction of the Iqaluit airport project. The facility is effectively 16 trailers assembled into one building: two trailer storeys high, four trailers long and two trailers wide (see photo and plan re layout). There are 28 single bedrooms on the main floor and 35 single bedrooms on the second floor. Bathrooms are situated on the main floor but it is possible to have plumbing extended to the second floor for approximately \$11,000. There are also two small common areas on each floor. Laundry room with three washing machines and dryers are situated on the main level. Each bedroom is furnished with a bed frame with drawers underneath and mattress, a desk with chair, a storage closet, small fridge and small television.
- 3.2 Bouygues spent \$2 million on this facility, including shipping to Iqaluit and assembly. Bouygues will no longer require this unit in early September. Bouygues is prepared to sell the facility in Iqaluit for ~\$700,000 obo. The City of Iqaluit granted Bouygues permission to keep the facility on the current site until December 2017, if the facility was to be purchased and could not be moved by December 2017, permission would have to be sought by the City via council to allow for an extension.

4. CURRENT SITUATION

- 4.1 There is an opportunity to purchase this facility and potentially use it for a) men's shelter; and b) half-way house beds and c) transition housing for those single men on the Iqaluit Housing list for a bachelor or one bedroom unit.
- 4.2 The Government of Nunavut currently provides \$700,000 to the Uquutaq men's shelter which includes \$10,000 a month for rent. The City of Iqaluit flows through \$82,000 every year to the men's shelter from the Federal Homeless Partnering Strategy agreement. The Iqaluit council recently approved \$150,000 of additional funding for programming.
- 4.3 There is a shortage of half-way housing in Iqaluit, both federally and territorial released individuals. Assessment of the shortage will be determined ASAP. Additional assessment of available funding for half-way housing needs to be done.
- 4.4 There are 40 single persons on the Iqaluit Housing Association's waiting list. IHA has very few bachelor or one bedroom units for single persons and as a result, the waiting period is longer for these units than multiple units.
- 4.5 There are a number of persons in Iqaluit who are homeless, not using the men's shelter for a variety of reasons, who stay for varying periods of time with family or friends, usually in overcrowded housing conditions and/or live in sheds, shacks or tents on the beach or elsewhere – which can vary depending on the time of the year.
- 4.6 Two lots exist in Iqaluit, both situated on the Federal Road that could accommodate this facility in its current set up or in alternative model. The first site is owned by the Government of Nunavut past the Baffin Correction Centre (same side of the road) and across the road from Iqaluit Housing Association/Nunavut Housing Corporation (old/unused baseball field currently being used for storage of GN seacans). The second site is owned by the Qikiqtani Inuit Association situated across the street and on the same side and before the Young Offenders facility and currently being used for storage of unused trailers. Both sites have utilidor situated near it, so hook up for water/sewage is very feasible, as it would absolutely be required under City zoning bylaw requirements.

5. OPPORTUNITY AND BENEFIT

- 5.1 The opportunity to acquire this facility could help the men's shelter replace the current building that is too small for the current number of clients, too old and in very poor condition. Clients are crammed into too few bedrooms and overflow of clients force them to sleep on sofas or chairs in the living room. This facility can easily accommodate all men staying at the men's shelter, almost certainly accommodate the additional and necessary beds for men being released from either federal or territorial correctional facilities who are eligible for early release and/or those who are required to live in a half-way house for adequate supervision and programming. Any additional available space could be made available to single male persons on the Iqaluit Housing list, who want to remain on the waiting list but want to live and stay in transition housing (due to overcrowding housing conditions) before they are assigned their own IHA unit.

5.2 It is almost certain that this facility would greatly help in alleviating and addressing these challenges that are only increasing in number and kind. The population of Iqaluit continues to grow (approximately 300 new residents every year, almost 1,000 new residents every 3 years) and the demand or pressure on existing housing/homeless infrastructure and services are overstretched and at the breaking point both for the community organizations trying to serve these vulnerable clients but also the organizations themselves are strained, both with respect to capacity and ability to fulfil their mandates. The crisis that exists or is looming can be greatly reduced with the acquisition of this facility, in possibly three key service areas and requirements.

6. PURPOSE OF WORK

6.1 The purpose of this feasibility study is to ascertain the viability of acquiring the Bouygues “camp” facility, effectively 8 modular units with 63 single bedroom units, 2 common room areas, 3 bathrooms, 1 laundry room and associated utility infrastructure (seacans with tanks for water, sewage tank, propane tanks and holder, concrete and steel base foundations, furnishings, etc.) for the potential use of a men’s shelter, wet-shelter, transition housing for homeless and mental health clients, half-way housing, with on-site living supervisor/manager/s and space for on-site programming to support users and clients.

7. SCOPE OF WORK

7.1 Research all associated costs of purchase 8 modular unit (Bouygues) including:

- 8 modular unit
- dismantling
- relocation
- reassembly
- land acquisition & associated fees (e.g. legal)
- land preparation for concrete bases (e.g. gravel, etc.)
- Utilidor hook up to piped services
- heating conversion and installation (propane to oil)
- utilities hook up e.g. electrical, cable, etc.
- required renovations e.g. expand common room, additional bathrooms, etc.
- architectural design, layout

7.2 Identify potential users of facility including:

- Uqutaq men’s shelter
- “wet shelter” for persons under the influence

- Transition housing for homeless men from Uquutaq (aka assisted living w/ 24/7 supervision, onsite manager)
- Half-way housing
- Mental Health transition housing, recently released patients
- Temporary housing e.g. Iqaluit Housing Association applicants on 1 bedroom waiting list
- 24/7 and/or daytime programming space e.g. mental health counselling, addictions, life skills, etc.

7.3 Identify all associated operations and maintenance (O&M) costs:

- electricity
- heat
- water
- garbage
- taxes
- maintenance and repairs
- cable
- internet
- insurance

7.4 Research Grants and/or Loans and/or Donations Funding Options & Financing Models (bank/private mortgage, lease to own, etc) and processes, timelines (political/bureaucratic):

- Federal Government e.g. Homelessness Partnering Strategy, CanNor, etc.
- Territorial Government e.g. Family Services, Nunavut Housing Corporation, etc.
- City of Iqaluit
- Inuit organizations/corporations
- Private Sector: Foundations, Businesses, individual

8. OWNERSHIP OPTIONS

8.1 Identify various ownership options, e.g. including existing community organization, new community organization, Government of Nunavut, City, etc.

8.2 Ownership considerations:

- public capital funding contribution and requirements

- financing including owner-buyer, bank, government
- other homelessness shelter/transition housing ownership models
- lease to own
- lien/s and/or transfer of asset to public government or agency in the event community organization owner closes, goes bankrupt, financial mismanagement, foreclosure, etc.
- pros and cons of most viable option
- recommendation to working group

9. DRAFT Feasibility Study with Best Options and Recommendations

- 9.1 Provide pros and cons of the Feasibility Study along various options presented to key stakeholders and potential partners for consideration.

10. DETAILED WORK PLAN

- 10.1 A detailed work plan will be provided to client to be shared with key stakeholders and partners to assist with building acquisition and all associated required work, if the decision to acquire Bouygues facility is agreed upon.

- 10.2 The work plan will include:

- project manager
- identified responsible leads
- timelines
- actions
- costs
- ongoing interagency reporting
- required political advocacy, etc.

11. ESTIMATED COST

- 11.1 All work to be done by the consultant shall be for a cost of **not more than \$15,000.00**. If more funds are required, stakeholders will assess the availability of additional funds to cover shortfall. No expected travel costs included unless additional funds found and made available.

12. EVALUATION CRITERIA

- 12.1 Bidders should be aware that certain requirements may have been set out in this RFP. Proposals that fail to provide these requirements shall be deemed not responsible and will not be evaluated. When an alternative is proposed regarding any specific requirement, it will be evaluated to ensure that the desired results will be achieved.

- 12.2 In addition to section 2.8 the Evaluation Committee will utilize the following criteria to rate each proposal. Ratings will be confidential and **no details will be released to any of the other Bidders:**

| Evaluation Criteria | Evaluation Category Weighting (1-10) (see section 33.24.2 of City Bylaw #581) |
|---|--|
| Deliverable re: cost analysis | |
| Service delivery | |
| Previous experience in working on similar projects, including 'homelessness-related project experience' | |
| Northern experience | |
| Schedule and Timelines | |

The rating of “10” is at the high level of ranking and the level of “1” is at the low level of ranking.

12.3 Proposals should also include the following information. This information will be utilized in evaluating each proposal submitted. A proposal may be rejected if it is not sufficiently complete to allow analysis.

13. **MUNICIPAL CONTACTS:**

13.1 (Muhammad Hussain)
(Materials Management Coordinator)
(867-979-5659)
(m.hussain@city.iqaluit.nu.ca)

14. **ACCEPTANCE OR REJECTION:**

14.1 Proposals shall remain open to acceptance for a period of fourteen (14) calendar days commencing on and including the date set for receipt of Proposals received.

14.2 The right to reject any or all Proposals in whole or in part, or to accept the Proposal or parts thereof judged most satisfactory is expressly reserved by the City of Iqaluit without liability on the part of the City of Iqaluit.

15. **SALES TAX (G.S.T.):**

15.1 The City of Iqaluit as purchaser, shall be liable to pay G.S.T. at the rate of five (5%) on the value of any consideration paid or payable for the supply of construction goods and services.

15.2 For purposes of this Proposal, the G.S.T. shall not be included in the total proposal price. The City of Iqaluit will pay the G.S.T. to the Contractor as a separate amount based on the Contract amount payable on each Monthly Invoice.

15.3 Any G.S.T. paid by the Contractor to any supplier or sub-contractor, may be subject to a rebate. It is the responsibility of the Contractor to make application for such rebate.

15.4 The Contractor shall not be entitled to any mark-up, profit or overhead with respect to the payment of G.S.T. to any supplier or sub-contractor, nor for its collection from the owner nor for its remittance to Revenue Canada.

15.5 For purposes of calculating costs of extra work performed, any G.S.T. paid by the Contractor to suppliers or sub-contractors, shall be deducted prior to any mark-up, profit or overhead by the Contractor.

16. INTERPRETATIONS AND DISCREPANCIES:

16.1 No oral interpretation shall be made to a Bidder as to the meaning of any of the Proposal Documents, or be effective to modify any of the provisions of the Proposal Documents. Every request for an interpretation shall be made in writing, addressed and forwarded to Materials Management Coordinator at m.hussain@city.iqaluit.nu.ca.

16.2 Should a Bidder find discrepancies in or omissions from the drawings, specifications or other Proposal Documents, or should he be in doubt, as to their meaning, he/she should notify the Materials Management Coordinator who may send a written instruction to all Bidders.

17. DOCUMENTS:

17.1 The documents for this RFP (“Contract Documents”) are contained in all and any addenda to the proposal documents will be listed on the municipal website. The Proposal document contains following:

- (a) General Information to Bidders
- (b) Schedule “A” - Proposal Submission Form
- (c) Schedule “B” – Proposal Submission Form – Three Previous Homelessness-related Services
- (d) Schedule “C” - Sample Services contract with the City of Iqaluit

18. WORKERS’ SAFETY AND COMPENSATION COMMISSION:

18.1 Further to the requirements stated in the Special Information to Bidders, the Contractor shall submit evidence of good standing with the Workers' Safety and Compensation Commission (“WSCC”).

18.2 The City of Iqaluit requires the contractor to be in good standing for the duration of the Contract. Failure to maintain a good standing will result in the termination of said contract.

19. MUNICIPAL CONTRACTOR QUALIFICATION DOCUMENTS:

19.1 The City of Iqaluit requires the contractor to complete the “Contractor Qualification Documents” as they relate to Health and Safety. This form will be provided to the successful Bidder and shall be submitted upon signing the contract.

20. EXAMINATION OF DOCUMENTS:

20.1 Facts of submitting a proposal certifies that the bidder has carefully examined all contract specifications and familiarized himself with all work required.

21. **RFP REQUIREMENTS:**

21.1 Bidders are required to conform to the conditions listed below and those failing to do so may be subject to disqualification:

- (a) The Proposal Form, as supplied by the City of Iqaluit, must be used and submitted to the Material Management Coordinator, Purchasing Department on or before the Proposal closing date and time. Proposals received after the closing time will not be considered.
- (b) The Proposal must be legible, typed and all items must be bid, where stipulated, with the unit price, for every item and other entries clearly shown. If an error is made extending a unit price, the unit price will be used to determine the corrected total proposal price.
- (c) The Proposal must not be restricted by a statement added to the Proposal Form or a covering letter, or alterations to the Proposal Form. All blank spaces on all Proposal Forms must be filled in.
- (d) Adjustments by telephone, email or letter to a Proposal already submitted will not be considered. A Bidder desiring to make adjustments to a Proposal must withdraw the Proposal and/or supersede it with a later Proposal submission.
- (e) The Proposal Form must be signed in the space(s) provided on the form, with the signature of the bidder or of the signing officer(s) as designated by Letters Patent of a corporation bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he/she shall sign separately on behalf of each bidder. In the case of a corporation, the corporate seal must be affixed to the Proposal Form.
- (f) Erasures, overwriting or strike-outs must be initialed by the person(s) signing the Proposal Form.
- (g) The Bidder shall not complete the Form of Agreement at the time of submission of the Proposal. This agreement is included for informational purposes only.

22. **ADDENDA:**

22.1 Interpretations will be made in reply to queries from bidders only in the form of a written addendum.

22.2 When it becomes necessary to revise, delete, substitute or add to proposal material for a contract under call, the City of Iqaluit shall approve the issuance of an addendum. A copy of each addendum shall be forwarded by email, to each Contractor who obtained proposal forms for the contract. The addendum will be posted on the City website, <http://www.city.iqaluit.nu.ca/>.

22.3 A copy of the addendum notice shall also be stapled to each Proposal Form not yet distributed.

22.4 An Addendum found to be necessary within 48 hours of the time at which the Proposals are to be opened will either be withheld and negotiated with the successful Bidder or else the proposal closing date will be postponed.

22.5 The addenda shall be completed by the Bidder filling in the Identity Clause and shall then be inserted in the Bidder Documents.

22.6 If the Addenda are issued before the prospective Bidder takes out the documents, the City of Iqaluit shall so indicated by filling in the number of Addenda which have been issued in the appropriated blank space on the Form of Proposal. The Bidder shall check that his documents contain all Addenda and shall alter the number in the Proposal Form, according to the final number of Addenda issued. In the event that a proposal has been submitted prior to the issuance of an Addendum, the Bidder will take back his Proposal and make the necessary alterations before re-submitting it.

23. **AWARD OF CONTRACT AND COMMENCEMENT OF WORK:**

23.1 The following procedure will apply:

- (a) The decision as to whether the contract will be awarded will be made by the Director of Corporate Services, the Materials Management Coordinator and the Purchasing Committee as selected by the Director of Corporate Services (collectively the “Committee”) not later than **July 10, 2017**, after the Proposal opening date unless stated otherwise in the Special Information to Bidders
- (b) All Bidders will be required to keep their proposals open for acceptance by the Committee for a period of twenty (20) calendars days from the proposal opening date unless notified otherwise in the Special Information to Bidders. Bidders are advised to inform their subcontractors of the latter requirement.
- (c) Subsequent to the Committee decision as to the contract, if any, the Director of Corporate Services will notify the successful Bidder as follows:
 - (i) If no senior government approval is required, the Director will forward three (3) copies of the Contract for signing to the successful Bidder. The later copies must be returned signed to the Corporate Director not later than five (5) calendar days following the date of forwarding by the Corporate Director. If the Corporate Director does not receive the copies within the specified period, the Corporation reserves the right to require forfeiture of the contract deposit or bid bond and to award to the contract to another bidder. At the same time the Corporate Director forwards the copy of the Contract to the successful bidder, he will also request the latter to submit the Certificate of Insurance, Evidence of Good Standing with the WSCC and the Contractor Qualification Document to the Director within the specified period.
 - (d) The Director of Corporate Services will instruct the Bidder to commence work by a date (Hereinafter known as the “commencement date”) not earlier than **July 11, 2017**. If the Bidder does not commence work by the commencement date specified, they will be considered to be in default and appropriate action will be taken.

24. **RIGHT OF CITY OF IQALUIT:**

24.1 The City of Iqaluit reserves the right to reject any or all proposals, and the right to cancel any portion of the work described in the Contract Documents without any claim whatsoever because of such cancellation.

25. **RECENT CONTRACTS BY BIDDER:**

25.1 The Bidder shall complete the Proposal Submission Form Schedule “B” – Three Previous Homelessness-related Services which is found at Schedule “B” with information such as the value, nature and name of the charge person for at least three (3) contracts which the Bidder has recently or is currently carrying to completion. The contracts described should preferably be similar, a regards to both type and size, to this contract.

SCHEDULE "A"
Proposal Submission Form

Estimated Price (not to exceed \$15,000,00)

\$ _____

Grand Total Net Bid for Services:

\$ _____

Note: The Prices submitted above are to include all overhead, profit, labour, materials, supplies and equipment, etc., in relation to the Feasibility Study.

SCHEDULE "B"

PROPOSAL SUBMISSION FORM – THREE (3) PREVIOUS HOMELESSNESS-RELATED SERVICES

| YEAR | CLIENT/OWNER | CONTACT PERSON | DESCRIPTION OF WORK |
|-------------|---------------------|-----------------------|----------------------------|
| | | | |
| | | | |
| | | | |

**SCHEDULE “C” - SAMPLE SERVICES CONTRACT
WITH THE CITY OF IQALUIT**

This Agreement made and entered into this ____ day of ____, 2017

BETWEEN:

(the “Contractor”)

AND:

The Corporation of the City of Iqaluit
(the “City”)

WHEREAS:

The City wishes to engage the services of the Contractor to carry out the Feasibility Study as described in this RFP;

The Contractor wishes to provide the services ;

NOW THEREFORE the City and the Contractor agree as follows:

1. The following documents, together with this Contract Agreement, constitute the Contract:
 - a) General Information to Bidders
 - b) Schedule “A” - Proposal Submission Form
 - c) Schedule “B” – Proposal Submission Form – Three Previous Homelessness-related Services
 - d) Schedule “C” - Sample Services contract with the City of Iqaluit
2. The Contractor undertakes and agrees to provide all necessary labour, equipment, materials and supervision, unless otherwise indicated, together with all work incidental thereto to perform all Work described in the Contract Documents.
3. The City undertakes and agrees to pay the Contractor, in Canadian funds, for the performance of the Contract in accordance with the amount stipulated in the Contract Documents.
4. The Contractor and the City for themselves, their successors, administrators and permitted assigns undertake and agree to the full performance of their respective obligations under the Contract.
5. If either party desires to give notice to the other party under or in connection with the Contract, such notice will be effectively given upon actual service or three (3) days after being sent by email:

Mohammad Hussain
Materials Management Coordinator
m.hussain@city.iqaluit.nu.ca

6. The Contract remains in effect until 12:00 a.m. (midnight) **Friday, August 11, 2017**, unless otherwise terminated in accordance with its terms. The City reserves the right to offer an extension to the contract by one year.

IN WITNESS WHEREOF the parties hereto have caused their respective signatures to be affixed (in the case of the City) in the presence of their duly authorized individuals.

_____)
 Authorized Signing Officer)

 CORPORATE SEAL OF)
 THE CORPORATION OF)
 THE CITY OF IQALUIT)
 Was hereunto affixed by:)
)
)
)
 _____)
 City Signatory)

PART I - SPECIAL CONDITIONS

1. The Contractor agrees to and shall perform the services (“Work”) set out in the Contract Documents.
2. The Contractor will supply at his expense all materials necessitated for this contract.
3. The contractor shall respond to questions in a timely manner.
4. Neither the whole nor any part of the work to be performed by the Contractor pursuant to this Contract may be subcontracted by the Contractor without the consent of the Corporate Director.
5. The Contractor shall be responsible for any loss or damage, excluding reasonable wear and tear, to any property of the City of Iqaluit, arising out of the performance of the work, whether or not such loss arises from causes beyond the Contractor's control.
6. The Contractor shall comply with all laws, acts and regulations, relating to the work, whether federal, territorial or municipal, as if the work was being performed for a person other than the City of Iqaluit.
7. The Contractor shall neither permit any public ceremony, nor erect or permit the erection of any sign or advertising in connection with the work done, without the approval of the Corporate Director.
8. All materials provided for the work shall be the property of the City and shall be used only for the purpose of the work. The Contractor shall be liable for all loss or damage to materials or supplies that are the property of the City by virtue of this section.
9. The Contractor shall comply with any decision or direction of the Corporate Director under this section.
10. If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Corporate Director properly given, or is in default in any other manner under the Contract, the Corporate Director may do such things as the Corporate Director deems necessary to correct the Contractor's default. The Contractor will reimburse the City for all costs, expenses and damages incurred or sustained by reason of the Contractor's default, or in correcting the default.
11. The Contract may be terminated without notice by the City of Iqaluit for the following:
 - a) Non-performance of contractual duties
 - b) Theft of City or City personnel property
 - c) Continued unsatisfactory service
 - d) Any other violations of the Terms and Conditions set out in the agreement at the discretion of the Corporate Director
12. If for any reason, the Contractor cannot fulfill the obligations of the Contract due to:
 - a) Death
 - b) Change of corporate ownership
 - c) Bankruptcy, or otherwise,the Contract with the City of Iqaluit shall become null and void.

13. The Contractor must co-operate with the Corporate Director and his or her representatives to minimize conflict with occupants of the City Administration building.
14. The Contractor shall comply with the Corporate Director's restrictions, if any as to use of washrooms, movement of personnel and materials, hours or work (other than normal), and deliveries.
15. The Contractor shall comply with the Building regulations. Hours of access to the Building shall be as established by the Corporate Director.
16. The Contractor shall not carry on any commercial business on the premises other than described in this contract.
17. The Contractor shall not carry on, coordinate or transact any business on the Property except for that described in this contract.
18. The Contractor must comply with all security regulations and procedures in force at the commencement of this Contract and as required from time to time by the Corporate Director, and which do not significantly change the scope of this Contract.

**FORM OF PROPOSAL
HOMELESS SHELTER FACILITY FEASIBILITY STUDY
FOR
CITY OF IQALUIT**

TO: THE CITY OF IQALUIT

I (We) _____ having carefully examined the Contract Documents relating thereto, including the special conditions relating to the contract, hereby accept and agree to the same as forming part and parcel of the Contract and hereby bid and offer to enter into a contract, being the contract referred to supply and do all that is set out or called for, on the terms and conditions and under the provisions set out or called for in the documents of the total contract.

The enclosed Proposal Form must be used and in the possession of the Corporation of the City of Iqaluit on or before the closing date and time. Proposals received after the closing date will not be considered.

| | | |
|---------------|---------------------|--------------|
| Organization: | | |
| Name: | | Title: |
| Address: | | |
| Town/City: | Province/Territory: | Postal Code: |
| Phone: | Cell: | Fax: |
| E-mail: | | |

Total Proposal Price in relation to the Work to be provided shall not be more than \$15,000 as follows, excluding G.S.T” \$_____

Not necessarily the lowest or any bid accepted.

| |
|---|
| <p>_____</p> <p>Authorized Signature of Company</p> <p>_____</p> <p>Date</p> |
|---|

The Bidder will also be required to perform all work/services set out in the Special Conditions section of the Contract Documents. This work/services must also be assessed in the total proposal price (excluding GST).

The Bidder agrees to leave this Proposal open for acceptance for a period of ten (10) days from the Closing Date of Proposals.

The Bidder agrees that until the Contract Documents are completed and executed, the Proposal, together with the acceptance thereof by the City of Iqaluit, shall constitute a binding contract between the City of Iqaluit and the Bidder, regardless of whether or not any other proposal has been previously accepted.

IT IS HEREBY AGREED AND UNDERSTOOD THAT this Proposal Form is to form part of the Contract Documents. The City of Iqaluit expressly reserves the right to reject any or all Proposal, in whole or in part, or to accept the Proposal or parts thereof judged most satisfactory, without liability on the part of the City of Iqaluit.

BIDDER'S SIGNATURE

Signature

Title

AND SEAL

WITNESS

DATE AT _____ THIS _____ DAY OF _____, 2017