INUVIALUIT REGIONAL CORPORATION

BAG SERVICE #21 | INUVIK, NT | X0E0T0

Tel: (867) 777-7000 | **Fax**: (877) 289-2389

Email: procurement@inuvialuit.com | **Web**: www.inuvialuit.com

Request for Proposal: Design Build a Facility for Maligaksat, Youth and Child Care in Tuktoyaktuk, NT

Issued by:
Inuvialuit Regional Corporation (IRC)
107 Mackenzie Road
Inuvik, NT X0E 0T0

Solicitation start date: October 30, 2026
Deadline for submissions: November 19, 2026, at 2pm MST

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PART 1 – INFORMATION AND INSTRUCTIONS

1. Inuvialuit Regional Corporation

1.1. Mandate

1.1.1. The mandate of Inuvialuit Regional Corporation (IRC) is to continually improve the economic, social and cultural wellbeing of the Inuvialuit through the implementation of the Inuvialuit Final Agreement (IFA) and by all other available means.

1.2. Operating philosophy

1.2.1. The mandate and corporate goals of IRC can only be met through a strong commitment by all directors, officers and employees of IRC to an operating philosophy of teamwork, dedication and coordination of both planning and action. The focus of all efforts must be the improved wellbeing of the Inuvialuit. This will be the core criterion by which all corporate activities are measured.

2. Invitation

2.1. IRC invites proponents to submit proposals for the design build of a facility for Maligaksat, youth and child care in Tuktoyaktuk, NT, as per the information described in this document.

3. Statement of work

3.1. The contract is to design build a facility for Maligaksat, youth and child care in Tuktoyaktuk, NT as described in the statement of work below.

4 Debrief

4.1. Proponents may request a debrief of the results of the bid solicitation process to procurement@inuvialuit.com. Proponents should make the request to IRC within 30 days of the notification of the results. The debrief session may be conducted by email, telephone or Microsoft Teams.

5 Definitions

Addendum – a formal written amendment issued to modify or clarify a solicitation document prior to closing, which forms part of the procurement record.

Agreement (contract) – a legally binding agreement between the company and a supplier detailing the terms, conditions, scope and pricing of the procurement.

Bid evaluation – the documented and auditable process of assessing bids against the stated evaluation criteria to determine the successful supplier.

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Bid validity period – a period of time in which a proponent must hold their legally binding commercial offer, which cannot be altered or withdrawn.

Commercial bid – a proposal detailing the cost of performing the project.

Competitive procurement – a procurement process in which multiple pre-qualified vendors are given an opportunity to compete for a contract, consistent with applicable trade agreements and legislative requirements.

Conflict of interest – a situation in which an individual's private interests could improperly influence, or appear to influence, their decisions or actions related to this pre-qualification.

Evaluation criteria – the standards and weighting used to assess and score bids, which may include price, technical merit, experience, quality and risk.

IRC – Inuvialuit Regional Corporation.

Joint venture – an association or two (2) or more parties acting as a single joint business who have agreed to combine their expertise, investment, knowledge, experience and any other specified resources for the sole purposes of participating in a bidding opportunity such as an RFP or tackling another business opportunity.

Proponent – a business entity submitting a response to this request for proposal (RFP).

Proposal – a formal written submission in response to this request for proposal (RFP) that includes a technical and commercial bid.

RFP (request for proposal) – a formal documented process used to invite vendors for an opportunity to propose methodologies and approaches to one of IRC's competitive procurement opportunities.

Services – intangible work performed by a supplier, including consulting, professional or technical services.

Supplier (vendor) – a person or entity that provides goods, services or construction to the company.

Technical bid – a proposal detailing how a proponent will execute the project and demonstrate how they have met the requirements of the project.

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PART 2 – SUBMISSION INSTRUCTIONS AND ACKNOWLEDGMENT

1. Submission requirements

1.1. Proponents will provide their submissions and/or information to access their submissions to IRC titled - Request for Proposal: Design Build a Facility for Maligaksat, Youth and Child Care in Tuktoyaktuk, NT

1.1.1. Submissions will be addressed to: Inuvialuit Regional Corporation at procurement@inuvialuit.com.

1.1.2. Adjustments or amendments to submissions must be received prior to the closing date and time noted in this request for proposal or as modified by addendum. It is the proponent's responsibility to:

1.1.2.1. review the request for proposal and all associated documents contained in the tender package

1.1.2.2. obtain the necessary clarifications before submitting a bid

1.1.3. All submissions must be received prior to the closing date and time noted in this request for proposal, or as modified by addendum. It is the proponent's responsibility to

1.1.3.1. prepare their bid submission as per the instructions contained in this document

1.1.3.2. send submissions to the e-mail address specified

1.1.4. IRC may amend this RFP during the request for proposal call period by means of written addenda issued to all proponents. Proponents must acknowledge receipt of any addenda in their submission.

2. Submission compliance and contacts

4.1. Proponents who submit proposals may not amend or waive any of the terms of this RFP. This RFP details the scope of services required, submission and experience requirements and selection criteria. No other understanding or agreement, collateral, oral or otherwise, exists.

4.2. During the bidding period and through to when the contract is awarded, the organization/individual shall not contact any employee of IRC, or any of its affiliates, for additional information, except in writing with a copy to procurement@inuvialuit.com.

4.3. Bids delivered after the stipulated deadline submission date and time will not be accepted.

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3. Revision of proposal

5.1. Proponents may amend their submission at any time prior to the stipulated deadline submission date and time. To do so, the proponent can send an email to procurement@inuvialuit.com with the subject line “Revision of submission” with the new and updated proposal information.

4. Unacceptable references to proponent’s submission

6.1. Proponents must include the entire content of their submission in their proposal document. The following is not allowed to be included in the proposal, unless otherwise stated. Any attempts to include the following in the submission may not be considered for evaluation:

6.1.1. links
6.1.2. websites
6.1.3. products, concepts or processes subject to copyright, patents or trademarks
6.1.4. other intellectual property

5. Rights of Inuvialuit Regional Corporation (IRC)

7.1. IRC reserves the right to

7.1.1. reject any or all bids received on or after the stipulated deadline submission for one or multiple reasons as stated in the non-exhaustive list below:

7.1.1.1. bankruptcy
7.1.1.2. evidence of fraud or fraudulent misrepresentation
7.1.1.3. evidence of improper misconduct or behaviour
7.1.1.4. contract termination due to poor performance or failure to comply with the obligations of a prior contract
7.1.1.5. violations against the code of ethics

7.1.2. cancel the bid solicitation at any time

7.1.3. reissue the bid solicitation

7.1.4. negotiate with all proponents who submitted a bid or a sole responsive proponent

7.1.5. accept any bid without any negotiation

6. Bid costs

8.1. Bid costs incurred in the preparation and submission of a bid are the responsibility of the proponent.

7. Submission clarification

9.1. Should IRC find irregularities and inaccuracies in the proponent’s submission, IRC may notify the respondent and request clarification within a specified timeframe. IRC is not obligated to request

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additional clarification. If IRC requests additional clarification, the proponent will be given a timeframe to respond.

8. Joint venture

10.1. If the proponent's bidding entity is a joint venture, the proponent must indicate clearly by submitting all the requirements of this RFP under their joint venture name.

10.2. The proponent must provide signatures of all members of the joint venture where a signature is required for the requirements of this RFP unless one member is appointed and has been given full authority to represent all the members of the joint venture.

10.3. Should the successful proponent be a joint venture, the resulting contract must be signed by all members of the joint venture unless one member is appointed and has been given full authority to represent all the members of the joint venture.

9. Conduct prior to evaluation

11.1. IRC may, but will have no obligation to conduct the following:

11.1.1. contact all references in the proponent's bid
11.1.2. verify information through the proponent's references
11.1.3. verify the proponent's capability, which may include examining their facilities, determining their technical, financial and operational capabilities as stated in the proponent's bid
11.1.4. correct any mathematical errors in proponent's bid
11.1.5. conduct a pre-award meeting to understand the proponent's information submitted in their bid and verify the requirements of the bid solicitation

10. Confidentiality

12.1. All information provided in this RFP and all submissions received will be treated as confidential. Proponents are advised to clearly identify any proprietary or confidential information in their submissions.

12.2. IRC reserves the right to use the information contained in any submission for the purpose of evaluating the submission but not for any other purpose.

11. Contractual terms

13.1. The successful proponent will be required to enter a formal contract with IRC outlining the terms and conditions of the project. Contract negotiations may commence following the selection of the preferred bidder.

13.2. This RFP is not a call for tenders or a request for binding offers. No contractual or other legal obligations shall arise between IRC and any proponent as a result of the issuance of this RFP or the submission of any proposal in response to this RFP until and unless IRC and a proponent enter into a contract for the work sought by IRC under this RFP.

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12. Terms and conditions

14.1. By submitting a proposal in response to this RFP, the proponent agrees to be bound by the terms and conditions set out in this document. Failure to comply with these terms and conditions may result in disqualification of the submission.

13. Submission acknowledgment

****To be completed by the proponent*

By signing below, I acknowledge and agree to comply with the Inuvialuit Regional Corporation's requirements and its project and confirm I have read and understood the contents of the RFP.

Date:
Company name:
Company representative:
Representative position:
Contact number:
Email:
Signature:

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PART 3 – SECTION 00 21 13 INSTRUCTIONS TO BIDDERS

Part 1 General

1.1 INVITATION

.1 [Bid] call

.1 Ensure offers are signed under seal, executed and dated and are received by owner consultant located at 14:00 MST on November 19, 2026.

.2 Offers submitted after above time will be returned to bidder unopened.

.3 Offers will be opened privately immediately after time for receipt of bids.

.4 Amendments to submitted offer will be permitted if received in writing prior to bid closing and if endorsed by same party or parties who signed and sealed offer.

1.2 INTENT

.1 Intent of this bid call is to obtain an offer to perform work to complete the Maligaksat Tuktoyaktuk building project for a design build stipulated price contract, in accordance with contract documents.

.2 Perform all work prior to March 31, 2028, within time stated in statement of work.

.3 Initiate work within one (1) week of receipt of notice of contract award, time stated in statement of work.

1.3 CONTRACT DOCUMENTS IDENTIFICATION

.1 Contract documents are identified as Maligaksat Tuktoyaktuk Building Project as prepared by owner.

1.4 CONTRACT/BID DOCUMENTS

.1 Agreement form.

.2 Definitions:

.1 Contract document: defined in CCDC 14.

.2 Bid document: contract documents supplemented with Instructions to Bidders, Bid Form, and Bid Supplementary Forms identified.

.3 Bid, offer or bidding: act of submitting an offer under seal.

.4 Bid price: monetary sum identified in Bid Form as an offer to perform work.

.3 Availability

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.1 Electronic versions of bid documents can be downloaded at RFP/RFQ/REOI | Inuvialuit Regional Corporation.

.4 Examination

.1 Bid documents may be viewed via download.

.2 Electronic versions of bid documents are available for viewing at RFP/RFQ/REOI | Inuvialuit Regional Corporation.

.3 Upon receipt of bid documents verify that documents are complete.

.4 Immediately notify issuer upon finding discrepancies or omissions in bid documents.

.5 Queries/Addenda

.1 Direct questions to Procurement at IRC by e-mail at Procurement@inuvialuit.com.

.2 Addenda may be issued during the bidding period. Addenda will become part of contract documents. Include costs in bid price.

.3 Verbal answers are only binding when confirmed by written addenda.

.4 Clarifications requested by bidders must be in writing not less than seven (7) days before date set for receipt of bids. Reply will be in the form of an addendum. A copy of the addendum will be forwarded to known bidders no later than five (5) working days before receipt of bids.

.6 NOT USED

1.5 NOT USED

1.6 QUALIFICATIONS

.1 Acceptance or rejection of this submittal will be made [48] hours.

.2 Subcontractors:

.1 Owner reserves right to reject proposed subcontractor for reasonable cause.

1.7 BID SUBMISSION

.1 Bid depository

.1 All trades to use [Bid depository] system of [Bid] collection.

.2 Rules and regulations of Bid depository, in force on day of [Bid] submission apply.

.2 Bid ineligibility

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.1 [Bids] that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind will be declared informal at owner's discretion.

.2 [Bids] with a Bid Form and enclosures which are improperly prepared will be declared informal at owner's discretion.

.3 [Bids] that fail to include security deposit, bonding or insurance requirements [may] be declared informal at owner's discretion.

.3 Submissions

.1 Bidders are solely responsible for delivery of their [Bids] in manner and time prescribed.

.2 Submit two copies of executed offer on [Bid] Forms provided, signed and with corporate seal together with required security to Procurement@inuvialuit.com clearly identified with RFP title in the subject line.

.3 Improperly completed information, irregularities in security deposit [Bid Bond], will be cause not to open [Bid] envelope and declare bid informal.

1.8 BID ENCLOSURES/REQUIREMENTS

.1 Security deposit:

.1 Bids are to be accompanied by security deposit as follows: Bid Bond in amount not less than 10 percent of bid price.

.2 Endorse bid bond in name of owner as obligee, signed and sealed by principal (contractor) and surety.

.3 Use most current edition CCDC approved bond forms.

.4 Security deposit will be returned after delivery to owner of required performance [and labour and materials payment] bond(s) by accepted bidder.

.5 If no contract is awarded, security deposits will be returned.

.2 [Consent of surety] [Agreement to bond]:

.1 Submit with [Bid] Form and bid bond, [Consent of surety] [Agreement to bond], stating that surety providing bid bond is willing to supply performance [and labour and materials payment] bond specified.

.2 Include cost of bonds in [bid] price.

.3 Performance assurance

.1 Accepted [bidder] must provide performance [and labour and materials payment] bond as described in supplementary conditions.

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.2 Include cost of bonds in [bid] price.

.4 Insurance:

.1 Provide signed "Undertaking of Insurance" on [form provided] [standard form provided by insurance company] stating intention to provide insurance to [bidder] in accordance with insurance requirements of contract documents.

.5 [Bid] Form requirements:

.1 State in Bid Form, time required to complete work. Completion date in agreement must be completion time added to commencement date.

.2 [Bidder], in submitting an offer, accepts time period stated in contract documents for performing work. Completion date in agreement is completion time added to commencement date.

.3 [Bidder], in submitting an offer, agrees to complete work by date indicated in contract documents [, but may propose a revision to contract time with adjustment to [bid] price].

.4 Refer to supplementary conditions for inclusion of taxes [and procedures for tax rebate claims by owner].

.6 Fees for changes in work

.1 Include in [Bid] Form, percentage markup for overhead and profit applicable for changes in work, whether additions to or deductions from work on which [bid] price is based.

.2 Include in [Bid] Form, fees proposed for subcontract work for changes (both additions and deductions) in work. Contractor may apply markup as noted, to subcontractor's gross (net plus markup) costs [on additional work].

.7 [Bid] signing

.1 [Bid] Form to be signed under seal by [bidder].

.2 Sole proprietorship: signature of sole proprietor in presence of witness who shall also sign. Insert words "Sole Proprietor" under signature. Affix seal.

.3 Partnership: signature of all partners in presence of witness who shall also sign. Insert word ‘Partner' under each signature. Affix seal to each signature.

.4 Limited company: signature of duly authorized signing officer(s) in normal signatures. Insert officer's capacity in which signing officer acts, under each signature. Affix corporate seal. If [bid] is signed by officials other than President and Secretary of company, or President-Secretary-Treasurer of company, copy of by-law resolution of Board of Directors authorizing them to do so must also be submitted with [bid] in [bid] envelope.

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.5 Incorporated company: signature of duly authorized signing officer(s) in normal signatures. Insert officer's capacity in which signing officer acts, under each signature. Affix corporate seal. If [bid] is signed by officials other than President and Secretary of company, or President-Secretary-Treasurer of company, copy of by-law resolution of Board of Directors authorizing them to do so must also be submitted with [bid] in [bid] envelope.

.6 Joint venture: each party of joint venture must execute [bid] under respective seals in manner appropriate to such party as described above, similar to requirements of partnership.

.8 NOT USED

.9 Supplementary [bid] information:

.1 Lowest bidder may be requested to complete supplementary [bid] information.

1.9 OFFER ACCEPTANCE/ REJECTION

.1 Duration of offer:

.1 [Bids] to remain open to acceptance and irrevocable for 90 days after bid closing date.

.2 Acceptance of offer:

.1 Owner reserves right to accept or reject any or all offers.

.2 After acceptance by owner will issue to successful [bidder], written [bid acceptance].

.3 After [bid] has been accepted, unsuccessful [bids] will be returned to respective [bidders] with submitted [bid] securities [and other requested enclosures].

Part 2 Products

2.1 NOT USED

.1 Not used.

Part 3 Execution

3.1 NOT USED

.1 Not used.

END OF SECTION

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PART 4 – RESULTING CONTRACT

Contract document: defined in CCDC 14.

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EXHIBIT A – STATEMENT OF WORK

The statement of work and other references are attached separately.

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EXHIBIT B – CCDC 14 BID FORM

****To be completed by the proponent*

The CCDC 14 Bid Form is attached separately.

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EXHIBIT C – INVOICING PROCEDURE

All invoices will be submitted in .pdf format to ****E-mail of Project Authority (to be provided at contract award)**** and include the following:

- A unique and sequential invoice number
- Invoice date: date submitted to customer
- Service provider formal company name and address
- GST registration number
- Summary of scope of work / services / goods provided during the invoice period – in alignment with that provided in the agreement
- The payment terms stipulated in the agreement
- Name of service provider representative and contact (email / phone) details
- Name of designated customer representative for the invoiced services
- Evidence of compliance with workers' compensation legislation in the Northwest Territories, including payments due thereunder