

REQUEST FOR QUOTE



arctic development expo
northern realities • northern solutions

SECURITY

The Town of Inuvik is currently seeking a provider of security services for the upcoming Arctic Development Expo taking place June 13-15, at the Midnight Sun Complex in Inuvik, NWT, Canada.

This is not a request for tenders or an offer. The Arctic Development Expo / Town of Inuvik are not bound to accept the proposal with the lowest quotes nor to accept any of the submitted proposals.

DEADLINE: All quotes must be received no later than 5:00 pm Monday, April 18

CONTACT

Jackie Challis, Director
Economic Development & Tourism
Town of Inuvik
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SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Development Expo and the Town of Inuvik are looking for an agency to provide 100 hours of trained, uniformed, security guard service each to be equipped with radio communications to monitor the Arctic Development Expo at the Midnight Sun Complex June 13-15, 2022

Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Monday, April 18, 2022	5:00 pm	Proposals Received	Proponent
Wednesday, April 20, 2022	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, April 22, 2022	5:00 pm	Contract Finalized	Proponent & TOI

Payment Terms:

The Town of Inuvik will pay upon completion of services rendered and after an invoice has been received following the event.

EVENT HOURS

DATE	TIME	TOTAL STAFF	LOCATION	TOTAL PERSON HOURS	LOCATION
Monday, June 13	11:00 am – 5:00 pm	1	Midnight Sun Complex	6	Midnight Sun Complex, Foyer & Arena
Monday, June 13	5:00 pm – 11:00 pm	1	Inuvik Golf Course	6	Inuvik Golf Course
Tuesday, June 14	7:00 am – 5:00 pm	3	Midnight Sun Complex	30	Midnight Sun Complex, Foyer, Expo Arena, Curling Arena, Community Hall, Second Floor Sweeps, Hallways & Entrances
Tuesday, June 11	5:00 pm – 12:00 am	2	Midnight Sun Complex	14	Midnight Sun Complex, Foyer, Curling Arena, Hallways & Entrances, Second Floor Sweeps
Wednesday, June 12	7:00 am – 5:00 pm	3	Midnight Sun Complex	30	Midnight Sun Complex, Foyer, Expo Arena, Curling Arena, Community Hall, Second Floor Sweeps, Hallways & Entrances
Wednesday, June 12	5:00 pm – 12:00 am	2	Midnight Sun Complex	14	Midnight Sun Complex, Foyer, Curling Arena, Hallways & Entrances, Second Floor Sweeps

DUTIES & REQUIREMENTS

Monday, June 13

Midnight Sun Complex

- 1 Security Guard roaming venue including reception foyer, upstairs, expo arena floor, & curling arena while monitoring exits, smoking areas, hallways & entrances

Golf Course

- 1 Security Guard roaming the grounds ensuring only authorized persons are in the area

Tuesday, June 14 & Wednesday, June 15

Midnight Sun Complex – DAY TIME – 3 Personnel

- 3 Security Guards roaming venue including reception foyer, conference hall, upstairs, expo arena floor, & curling arena while monitoring exits, smoking area, hallways and entrances.
- During public times and evening events (June 13 and 14), the proponent will ensure a working Guard Supervisor is roaming throughout the venue
- Security will ensure only authorized persons enter the Midnight Sun Complex

Midnight Sun Complex – EVENING – 2 Personnel

- 2 Security Guards roaming venue including reception foyer, curling arena while monitoring exits, smoking area, hallways and entrances.
- Security will ensure only authorized persons enter the Midnight Sun Complex

SELECTION CRITERIA

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. Each proposal will be scored on a weighted scale based on the following:

- QUALITY OF PROPOSAL 25%
- PRICE 50%
- DEMONSTRATED CAPACITY 25%