

# REQUEST FOR QUOTE



arctic development expo  
northern realities • northern solutions

## AV/SOUND/LIGHTS SERVICES

The Town of Inuvik is currently seeking a provider of AV/Sound/Lighting services for the upcoming Arctic Development Expo taking place June 12-14, 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 Friday, April 7

### CONTACT

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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 AV/Sound/& Lighting technical equipment and services for the 3 day event.

## Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Friday, April 7, 2023	5:00 pm	Proposals Received	Proponent
Wednesday, April 12, 2023	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, April 14, 2023	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.

# DELIVERABLES DETAILS & TIMELINE

DATE	TIME	EQUIPMENT	VENUE	EVENT & SERVICES REQUIRED
Tuesday, June 13	8:30 am – 5:00 pm	Floor PA Hand-held mics Podium mic Lapel mics On table mics Mixing Board Second set of mid-room monitors may be necessary	Community Hall	<b>CONFERENCE</b>  Dignitary Welcomes Key Note Speeches Panel Presentations MC / Moderator Presentations Power Point Presentations Podium Presentations
Tuesday, June 13	4:00 pm	Full stage PA Lighting Speakers Mixing Board Mics with Stands	Curling Arena	<b>SOUND CHECK</b>  Sound & Lighting Check with Sponsors / MC
Tuesday, June 13	6:00 pm – 10:00 pm	Full stage PA Lighting Speakers Mixing Board iPod Connection Mics with Stands	Curling Arena	<b>DINNER &amp; NORTHERN CULTURAL SHOWCASE</b>  Dignitary Welcomes Sponsor Speeches MC Presentations / Announcements Cultural Performances** not yet confirmed but will most likely include Drum Dancers, Jiggers, Fiddlers, & Northern Games Presenters

DATE	TIME	EQUIPMENT	VENUE	EVENT & SERVICES REQUIRED
Wednesday, June 14	8:30 am – 5:00 pm	Floor PA Hand-held mics Podium mic Lapel mics On table mics Mixing Board Second set of mid-room monitors may be necessary	Community Hall	<b>CONFERENCE</b>  Dignitary Welcomes Key Note Speeches Panel Presentations MC / Moderator Presentations Power Point Presentations Podium Presentations
Wednesday, June 14	4:00 pm	Full stage PA Lighting Speakers Mixing Board Mics with Stands Stand Mic	Curling Arena	<b>SOUND CHECK</b>  Sound & Lighting Check with Sponsors / MC / Headline Band & Comedians
Wednesday, June 14	5:00 pm - Midnight	Full stage PA Lighting Speakers Mixing Board iPod Connection Mics with Stands	Curling Arena	<b>DINNER &amp; GALA EVENING WITH HEADLINE SINGER &amp; BAND</b>  Dignitary Welcomes Sponsor Speeches MC Presentations / Announcements Stand-Up Comedians Headline Band Stage Plot TBA

# GUIDELINES & NOTES

- The proponent must be prepared to work closely with the Director of Economic Development & Tourism, the Director of Community Services, and the MSC Foreman.
- The Sound & AV for the Conference Sessions can be set up prior to the event based on MSC availability.
- The Town of Inuvik will be setting up the portable stage inside the Curling Arena as this will be used for both the evening events on the Tuesday & Wednesday evenings
- Technical riders will be discussed prior to event with proponent and Director of Economic Development & Tourism as performers are confirmed.
- Changes to the dates, times, & equipment specifications may occur at any time. These will be discussed on an as & when basis with the proponent and the Director of Economic Development & Tourism

# 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%