

# 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 Friday, April 7, 2023

### CONTACT

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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 12-14, 2023

## 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.

# EVENT HOURS

DATE	TIME	TOTAL STAFF	LOCATION	TOTAL PERSON HOURS	LOCATION
<b>Monday, June 12</b>	12:00 pm – 5:00 pm	1	Midnight Sun Complex	5	Midnight Sun Complex, Foyer & Arena
<b>Monday, June 12</b>	5:00 pm – 10:00 pm	1	Inuvik Golf Course	5	Inuvik Golf Course
<b>Tuesday, June 13</b>	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
<b>Tuesday, June 13</b>	5:00 pm – 10:00 pm	2	Midnight Sun Complex	10	Midnight Sun Complex, Foyer, Curling Arena, Hallways & Entrances, Second Floor Sweeps
<b>Wednesday, June 14</b>	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
<b>Wednesday, June 14</b>	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 12**

### 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 13 & Wednesday, June 14**

### 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%