

# CALL FOR EXPRESSIONS OF INTEREST



arctic development expo  
northern realities • northern solutions

## SHUTTLE SERVICES

The Town of Inuvik is currently seeking an organization to provide shuttle 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 a provider(s) of shuttle services for various elements of the Arctic Development Expo.

## 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	PICK-UP LOCATION	EVENT	CAPACITY
<b>Monday, June 12</b>	Upon Arrival of Canadian North Flight	Inuvik Airport	Delegate/Speaker Shuttle	40 PEOPLE
<b>Monday, June 12</b>	3:00 pm to 5:00 pm	Midnight Sun Complex	Inuvik Innovation Tours 4 Tours/Busses Needed @ 20 pp each	80 PEOPLE
<b>Monday, June 12</b>	5:00 pm to 9:00 pm	Midnight Sun Complex	Shuttle Service to Inuvik Golf Course Pick up/Drop off at 5 pm / 8 pm / 9 pm	100 PEOPLE
<b>Thursday, June 15</b>	9:00 am to 12:00 pm	Midnight Sun Complex	#ShopInuvik Tour & Airport Shuttle	20 PEOPLE

# SELECTION CRITERIA

Each proposal will be reviewed by a committee of Town of Inuvik administration and personnel. The committee reserves the right to select any proponent as they see fit.

Consideration will be given to those organizations that can demonstrate the following:

- A competitive price
- Ability and willingness to adhere to a designated itinerary and schedule, but also able to adjust if required (late flights, etc)
- Flexibility and preparedness to collaborate with the Director of Economic Development & Tourism