



Call for Expressions of Interest

SHUTTLE SERVICES

ARCTIC ENERGY AND EMERGING TECHNOLOGIES
CONFERENCE & TRADESHOW
INUVIK NWT CANADA | JUNE 11 - 13
2018

The Town of Inuvik is currently seeking a provider of shuttle services for the upcoming Inuvik Arctic Energy and Emerging Technologies (AEET) Conference & Tradeshow taking place June 11-13, at the Midnight Sun Complex in Inuvik, Northwest Territories, Canada.

This is not a request for tenders or an offer. The Arctic Energy and Emerging Technologies Show / 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 30

CONTACT Jackie Challis, Director
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SCOPE & TERMS OF REQUEST

Services Required:

The Arctic Energy and Emerging Technologies Show (AEET) and the Town of Inuvik are looking for a provider (or several providers) of shuttle services for our Community Energy Tours on Monday, June 11th

Proposal Timeline:

DATE	DEADLINE	DELIVERABLE	AGENT RESPONSIBLE
Monday, April 30, 2018	5:00 pm	Proposals Received	Proponent
Wednesday, May 2, 2018	5:00 pm	Selection of Proponent	Town of Inuvik (TOI)
Friday, May 4, 2018	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.

TOUR HOURS

DATE	TIME	PICK-UP LOCATION	EVENT
Monday, June 11	3:00 pm – 5:00 pm	Midnight Sun Complex	Local Community Energy Tours

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
- Flexibility and preparedness to collaborate with the Director of Economic Development & Tourism

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