



RFQ

SECURITY 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 security 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

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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 an agency to provide 81 hours of trained, uniformed, security guard service each equipped with radio communication to monitor AEET Conference & Tradeshow at the Midnight Sun Complex June 11-13, 2018.

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 invoice has been received following the event.

DELIVERABLES DETAILS & TIMELINE

DATE	TIME	TOTAL STAFF	LOCATION	TOTAL PERSON HOURS	EVENT
Monday, June 11	12:00 pm – 6:00 pm	1	Midnight Sun Complex	6	Registration & Set-Up
Monday, June 11	5:00 pm – 12:00 am	1	Inuvik Golf Course	7	BBQ Dinner & Entertainment
Tuesday, June 12	7:00 am – 5:00 pm	2	Midnight Sun Complex	20	Registration, Conference, Tradeshow, Public Admission
Tuesday, June 12	5:00 pm – 12:00 am	2	Midnight Sun Complex	14	Dinner, Entertainment
Wednesday, June 13	7:00 am – 5:00 pm	2	Midnight Sun Complex	20	Registration, Conference, Tradeshow, Public Admission
Wednesday, June 13	5:00 pm – 12:00 am	2	Midnight Sun Complex	14	Dinner, Entertainment

DUTIES & REQUIREMENTS

Monday, June 11

Midnight Sun Complex

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

Golf Course

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

Tuesday, June 12 & Wednesday, June 13

Midnight Sun Complex

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

- 1 Security Guard roaming foyer area in front of Community Hall (by ATM) ensuring all persons entering the areas have proper authorization (lanyard) to enter the Community Hall & Tradeshow Arena
- During public times and evening events (June 12 and 13), the proponent will ensure a working Guard Supervisor is roaming throughout the show
- Security will monitor the evening events to ensure only authorized persons enter the area
- Help ensure the smooth running of the Arctic Energy and Emerging Technologies Tradeshow and Conference

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%

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