



Village of Carmacks  
P.O. Box 113  
Carmacks, YT Y0B 1C0

## Bid Submission Form

### Village of Carmacks - Grader Equipment Training RFP

Please complete the following form and include all requested attachments with your proposal.  
Submit your completed bid to [cao@carmacks.ca](mailto:cao@carmacks.ca) by December 11, 2024 before 2:00pm.

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#### Section 1: Bidder Information

1. **Company Name:**

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2. **Contact Name:**

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3. **Position/Title:**

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4. **Phone Number:**

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5. **Email Address:**

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6. **Company Address:**

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#### Section 2: Training Details

Telephone: (867) 863-6271  
Email: [info@carmacks.ca](mailto:info@carmacks.ca)



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**1. Summary of Training Program:**

Please provide a brief summary of your training program.

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**2. Training Curriculum:**

Attach a detailed curriculum outlining the training topics, duration, and methods of delivery.

**3. Trainer Qualifications:**

Attach resumes and certifications of trainers who will deliver the training.

**4. Certifications Provided:**

Specify the certifications or qualifications participants will receive upon completion.

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**5. Proposed Training Timeline:**

**Section 3: Cost Proposal**

**1. Training Fee:**

\$ \_\_\_\_\_

**2. Travel Expenses (if applicable):**

\$ \_\_\_\_\_

**3. Material Costs:**

\$ \_\_\_\_\_

**4. Other Costs (please specify):**

\$ \_\_\_\_\_

**5. Total Proposed Cost:**

\$ \_\_\_\_\_



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#### Section 4: References

Provide contact information for three clients for whom you have provided similar training services.

1. **Client 1:**

- Name: \_\_\_\_\_
- Organization: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

2. **Client 2:**

- Name: \_\_\_\_\_
- Organization: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

#### Section 5: Declaration

I/we, the undersigned, declare that the information provided in this bid submission is true and correct to the best of my/our knowledge.

- Name: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Signature: \_\_\_\_\_
  - Date: \_\_\_\_\_
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### **Attachments Checklist**

Please ensure all required documents are attached:

- Training Curriculum
- Trainer Resumes and Certifications
- Cost Breakdown
- References

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### **Submission Instructions**

Submit this form and all required documents to:

[cao@carmacks.ca](mailto:cao@carmacks.ca) or drop it in-person at Village Office

**Deadline:** December 11, 2024 Before 2:00 Pm

Thank you for your interest in partnering with the Village of Carmacks!