



**THE CORPORATION OF THE CITY OF WINDSOR
OFFICE OF THE CITY SOLICITOR**

ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

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January 9, 2019

PROPOSAL NO. 152-17 – 2019 ANNUAL REVIEW PERIOD
ENGINEERING/ARCHITECTURAL ROSTER

Sealed proposals clearly marked as to contents will be received by the Purchasing Supervisor, 400 City Hall Square East, Suite 403, Windsor, Ontario, N9A 7K6, up to and including **ELEVEN-THIRTY FIFTY-NINE (11:30:59) A.M. (E.S.T.), WEDNESDAY, JANUARY 23, 2019**, for any consultants not currently on the roster, to apply for the roster of engineering and architectural consultants for engineering and architectural assignments which are less than \$100,000 (excluding HST) on an “as and when requested” basis under a standing offer agreement (the “Roster”). The duration of the agreement is from March 1, 2019 to December 31, 2023.

Proposal documents will be available on **Wednesday, January 9, 2019**, upon payment of a non-refundable fee at www.biddingo.com/windsor for electronic documents or in person at Purchasing Division, 400 City Hall Square, Suite 403, Windsor, Ontario.

There will be no public opening of this proposal.

Acceptance or rejection of any proposal will be made in accordance with City of Windsor Purchasing By-Law No. 93-2012 and amendments thereto. This procurement is subject to the Canadian Free Trade Agreement (CFTA), approved July 1, 2017.

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

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Purchasing Supervisor

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