



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

ALEX VUCINIC
Manager of Purchasing

Elaine Castellan
Purchasing Supervisor

(519) 255-6272
TELEPHONE NUMBER

August 13, 2019

PROPOSAL NO. 116-19, BRIGHT LIGHTS SETUP AND TEARDOWN

Sealed proposals, clearly marked as to contents, will be received by the Purchasing Supervisor, 400 City Hall Square East, Suite 403, Windsor, Ontario, up to and including **ELEVEN-THIRTY FIFTY-NINE (11:30:59) A.M. (E.D.T.), WEDNESDAY, AUGUST 28, 2019**, to supply and deliver labour and services as required for the installation of seasonal lighting decorations for the “Bright Lights” holiday lighting display including up to two, one-year extension options, for the complete set up prior to event, and the complete teardown for storage after the completion of the event, at Jackson Park, Windsor, ON.

A mandatory site meeting will be held on Tuesday, August 20, 2019, at 9:30 a.m. (E.D.T), at Jackson Park-Parkside Tennis Club, 6 Memorial Dr., Windsor, ON N8X 5C8. Failure to attend will result in bid disqualification.

Proposal documents will be available on **Wednesday, August 14, 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. The document is available in PDF and is bookmarked for easy reference.

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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