



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

ALEX VUCINIC
Manager of Purchasing

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August 23, 2019

**PREQUALIFICATION-TENDER NO. 123-19, BRIGHT LIGHTS TREE SETUP AND
TAKEDOWN**

Sealed prequalification-tenders, 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.D.T.), MONDAY, SEPTEMBER 9, 2019**, from qualified Bidders for the provision of services required for installation and setup of a 62 ft. tall holiday tree, steel structure, individual branches, and electrical connections to the automation program controls, including the takedown, and disassembly of the tree for proper storage, as described in this prequalification-tender, Windsor, Ontario. Contract is for one year with up to two 1-year extension options, upon mutual agreement.

A public opening of this tender will be held at a location and on a date to be determined by the City. Contract award will be posted on The City of Windsor website, www.citywindsor.ca.

Specifications will be available on **Friday, August 23, 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 tender will be made according to the City of Windsor Purchasing By-law 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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