



**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

December 17, 2019

TENDER NO. 171-19, HVAC AIR FILTERS (2020)

Dear Sir/Madam:

Sealed tenders, 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.S.T.), TUESDAY, JANUARY 7, 2020**, to supply and deliver, on an as and when required basis, various sizes and quantities of commercial/industrial HVAC Air Filters, to various City facility locations.

A public opening of this tender will be held at 400 City Hall Square, Suite 403, Windsor, Ontario at 11:45 a.m. (E.S.T.), on Tuesday, January 7, 2020. Contract award will be posted on The City of Windsor website, www.citywindsor.ca.

Specifications will be available on **Tuesday, December 17, 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. The document is available in PDF and is bookmarked for easy reference.

Acceptance or rejection of any tender 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

EC/sf