



**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

April 27, 2022

PROPOSAL NO. 75-22, Catering Services – Willistead Manor

Electronic bid submissions only, shall be accepted and received by the City on or before the Submission Deadline of **THURSDAY MAY 26, 2022, at Eleven-Thirty Fifty-Nine (11:30:59) a.m. (E.D.T)** through the City's Bidding System: www.biddingo.com/windsor, for a catering contractor for the full management and operation for food and beverage service, including alcoholic beverage service and off-premise preparation, at Willistead Manor and designated exterior areas of the Willistead Manor Complex under the direction and control of the City and administered by the Executive Director of Recreation & Culture. This RFP does not include the Coach House and the Gatehouse.

Proposal documents are available now for download, upon payment of a non-refundable fee at Biddingo, www.biddingo.com/windsor. A Bid submitted by mail, in person, fax, e-mail or other electronic means, other than through the Bidding System: www.biddingo.com/windsor, will not be accepted.

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

Elaine Castellan
Purchasing Supervisor

EC/kr