



**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

October 8, 2020

TENDER NO. 154-20, SERVICE NOW SOFTWARE RENEWAL

Dear Sir/Madam:

Electronic bid submissions only, shall be accepted and received by the City on or before the Submission Deadline of THURSDAY, OCTOBER 29, 2020, at Eleven-Thirty Fifty-Nine (11:30:59) a.m. (E.D.T) through the City's Bidding System: www.biddingo.com/windsor, for Service Now Software Renewal.

Tender documents will become available for download on **THURSDAY, OCTOBER 8, 2020**, 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.

Contract award will be posted on The City of Windsor website, www.citywindsor.ca and the Bidding System: www.biddingo.com/windsor. 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.

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR

Elaine Castellan

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Purchasing Supervisor

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