



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

ALEX VUCINIC  
Manager of Purchasing

Elaine Castellan  
Purchasing Supervisor

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TELEPHONE NUMBER

December 19, 2018

**PROPOSAL NO. 199-18, TREE INVENTORY & CANOPY COVER CONSULTANT**

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.S.T.), FRIDAY, FEBRUARY 1, 2019**, to provide professional services for the development and delivery of a two-part project comprised of, 1) an urban street and park tree inventory and risk assessment, and, 2) a City-wide tree canopy cover assessment and benefits analysis. All tree assessors must be ISA certified arborists in good standing, and must hold current TRAQ (ISA) certification, and, all project supervisors must be ISA Certified arborists. All information provided must be formatted to facilitate management within our existing asset management and GIS software systems.

Proposal documents will be available on **Wednesday, December 19, 2018**, upon payment of a non-refundable fee at [www.biddingo.com/windsor](http://www.biddingo.com/windsor) for electronic documents or in person at Purchasing Division, 400 City Hall Square, Suite 403, Windsor, Ontario.

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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Purchasing Supervisor

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