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

ALEX VUCINIC	**Elaine Castellan**	**(519) 255-6272**
Manager of Purchasing	**Purchasing Supervisor**	**TELEPHONE NUMBER**

March 3, 2020

TENDER NO. 37-20, PLANTING OF BALL & BURLAP CALIPER TREES

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, N9A 7K6, until **ELEVEN-THIRTY AND FIFTY-NINE SECONDS (11:30:59) A.M. (E.D.T.), WEDNESDAY, MARCH 18, 2020, t**o supply and deliver all required labour, materials, equipment, vehicles, and services as required for the planting of ball and burlap caliper trees at various locations, as directed. The majority of tree planting will occur along the Right-of-Way in residential neighbourhoods and in some City Parks.

It is the City's intent to award a contract to the two (2) low compliant Bidders for 1,000 trees with each contractor required to plant 500 trees in the Spring, and 500 trees in the Fall, each year. The contract will be awarded for a one (1) year term for the 2020 planting season, having extension options for up to an additional four (4) one (1) year extension option terms, upon mutual agreement.

A public opening of this tender will be held at 400 City Hall Square, Suite, 403, Windsor, Ontario at 11:45 a.m. (E.D.T.), Wednesday, March 18, 2020.

Specifications will be available on **Tuesday, March 3, 2020**, 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 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