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May 21, 2009

BID CALL NOTIFICATION

SUBJECT: REQUEST FOR EXPRESSIONS OF INTEREST # REI-09-02

PROGRAM MANAGEMENT OPPORTUNITY REQUIRED FOR PUBLIC ART PROGRAM.

CLOSING DATE and TIME: Thursday, June 18, 2009 at 2:00 p.m.

COST: NO CHARGE

INSTRUCTION FOR OBTAINING DOCUMENT:

This document is available in electronic form.

OBTAIN DOCUMENT VIA EMAIL:

To receive the document via email please download the Document Request Form located at www.burlington.ca / *Online Documents/ Purchasing Bid Requests/ Document Request Form (PDF)* on the Purchasing website. Please fill in the top section of the form, including the document number, and disregard the remainder of the payment section as there is No Charge for this document. Completed forms are then faxed to Purchasing at 905-335-7663. The document will then be emailed to the address provided.

PICK UP DOCUMENT:

The bid request documents are available for pick up at 390 Brant Street, 3rd Floor, Sims Square*, Finance Department-Purchasing Reception Counter, Burlington, Ontario commencing on May 21, 2009. Please bring a completed "Bid Document Request Form" with you. Bid Document Request Forms are located at www.burlington.ca / *Online Documents/ Purchasing Bid Requests/ Bid Document Request Form (PDF)* on the Purchasing website.

* Located one block south of City Hall on the S.W. corner of Brant and Elgin Street

OBTAIN DOCUMENT VIA COURIER:

If you are unable to receive the document via email or pick up the document, please contact Purchasing and arrange for a courier company to pick up the document. The cost of the courier will be the responsibility of the vendor.

ADDENDUMS:

Addendums will be posted on www.burlington.ca / *Online Documents/ Purchasing Bid Requests/ Addendums*. N.B. It is the responsibility of the vendor to check the City Web Site for any possible addendums.

DISCLOSING BID TAKERS:

Purchasing Services practice is not to disclose the list of bid takers. There may be some exceptions, e.g. when the bid call is related to construction. However, the City reserves the right to disclose or not to disclose this information.