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BID CALL NOTIFICATION

Subject: Request for Proposal #RFP-10-10

COST: \$25.00 (including G.S.T.)

Issue Date: April 16, 2010

CLOSING DATE and TIME: April 30, 2010 at 2:00 p.m.

The City of Burlington is requesting Proposals for the supply and delivery of a Service Award Program.

Sealed Bids are to be delivered to 390 Brant Street, 3rd Floor, Sims Square, Purchasing Reception Counter, Finance Department, Burlington, Ontario, on or before the closing date and time in a **clearly marked envelope and/or outer packaging**, containing the prescribed form(s) as instructed.

The Bid, must be submitted to and time stamped by the Purchasing Division at the Designated Location no later than 2:00 p.m. local time, on the specified closing date. Late bids will not be accepted; however they will be time and date stamped and returned to the bidder unopened.

Bids received after the deadline regardless of postal markings, whether delivered personally, or if mailed, or courier service will be time stamped by Purchasing Division and shall result in the bid being rejected. The bid will be returned to the bidder unopened.

Fax or electronic (email) submissions will not be accepted.

INSTRUCTION FOR OBTAINING DOCUMENT:

This document is available in electronic form.

Obtain Document via email:

To receive the document via email a payment by credit card is encouraged. Please download the Bid Document Request Form located at www.burlington.ca / [Online Documents/ Purchasing Bid Requests/ Bid Document Request Form \(PDF\)](#) on the Purchasing website and fax the completed form to Purchasing at 905-335-7663. Once the payment has been processed, the document will be emailed to the address provided on the Credit Card Payment Form.

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. Please bring a completed Bid Document Request Form with you. See Methods of Payment below.

* 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.

METHODS OF PAYMENT:

Payment by credit card is encouraged for documents available electronically. If picking up the document in person, the City will accept cash, cheque, Interac, MasterCard, Visa and American Express. Cheques are to be made payable to The Corporation of the City of Burlington. Documents

will not be released until payment is received. The City of Burlington is not responsible for delivery delays via courier or mail.

ADDENDA:

Addendums will be posted on [www.burlington.ca / Online Documents/ Purchasing Bid Requests/ Addendums](http://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.