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May 18th, 2010

PROPOSAL CALL NOTIFICATION

SUBJECT: REQUEST FOR PROPOSAL #RFP-10-23: Operation of a Seasonal Downtown Farmer's Market

The City of Burlington is seeking a business/organization to operate a seasonal farmer's market in the downtown Burlington. The City envisages the market as having a core focus on locally grown and produced foods and products. Environmental and financial sustainability will be key considerations. The market should encourage opportunities for collaboration with existing business and community groups and offer opportunities for community involvement and volunteerism.

PRE-PROPOSAL INFORMATION MEETING: A Pre-Proposal Information meeting will be held to assist Proponents in responding to this Request for Proposal. Proponents are encouraged to obtain and review the Request for Proposal document prior to the meeting.

Date: Friday, May 28th, 2010
Location: City Hall, Meeting Room 247
Time: 10:30 am to 11:30 am

CLOSING DATE and TIME: Friday, June 18th, 2010 at 2:00 p.m.

COST: FREE OF CHARGE

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 Bid Document Request 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 commencing on May 18th, 2010. 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. Methods of Payment will not be applicable within this request form.

* 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.