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[www.burlington.ca](http://www.burlington.ca)

July 16, 2009

## **BID CALL NOTIFICATION**

**SUBJECT:** REQUEST FOR QUOTATION # RFQ-09-06

The City of Burlington requires a Contractor to prepare and sod sports fields at various locations throughout the City. This will include, but may not be limited to, areas on football fields, goal mouth areas at various soccer fields and sod replacement on City boulevards.

**CLOSING DATE and TIME:** AUGUST 4, 2009 at 2:00 p.m.

**COST:** NO CHARGE

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### **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](http://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, 3<sup>rd</sup> Floor, Sims Square\*, Finance Department-Purchasing Reception Counter, Burlington, Ontario commencing on July 16, 2009. Please bring a completed "Bid Document Request Form" with you. Bid Document Request Forms are located at [www.burlington.ca](http://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](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.