



**GUELPH TRANSIT  
HVAC Upgrades  
Reference Number: 10-150**

Sealed tenders, for the above, will be received **ONLY** at the Service Guelph desk at Guelph City Hall, 1 Carden Street, Guelph, Ontario, Canada, N1H 3A1 **BEFORE TWO THIRTY (2:30) p.m., local time Monday September 20<sup>th</sup>, 2010.**

**GENERAL**

These terms and conditions, specifications and drawings are intended to govern the HVAC upgrades at the Transit facility.

**MANDATORY SITE VISIT**

A mandatory site visit will take place on **Wednesday September 08<sup>th</sup>, 2010 at 10:30 AM SHARP,** at the **Transit Facility 170 Watson Road, Guelph Ontario, N1L 1C1.** No other site visits will be provided. Submissions will not be opened from bidders that have not attended the site meeting.

Documents may be obtained by e-mailing your request to Purchasing at:

**[purchasing@guelph.ca](mailto:purchasing@guelph.ca)**

**NOTE:** Subject Line **MUST** indicate the "REF# 10150"

You must provide full Company Name, Address, Postal Code, Phone Number and Fax Number. If the above information is not provided then the documents will not be forwarded. Upon receipt of the e-mail you **must** respond back indicating you have received this documentation. Failure to follow these procedures may result in your bid document not being considered and may be sent back to you unopened.

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**NO OTHER AREAS OF CITY LOCATIONS  
The city will not be responsible for any lost documents  
The lowest or any tender not necessarily accepted**