



Making a Difference

GUELPH COMMUNITY GUIDE FOR 2013 AND 2014

PART A – ADVERTISING SALES

PART B – DESIGN/LAYOUT

PART C – PRINTING

PART D – DISTRIBUTION

REFERENCE NUMBER: 12-176

INSTRUCTION TO BIDDERS

Sealed tenders, for the above, will be received **ONLY** at Service Guelph, first floor at Guelph City Hall, 1 Carden Street, Guelph, Ontario, Canada, N1H 3A1, **BEFORE TWO THIRTY (2:30) p.m.**, local time Thursday November 1st 2012

GENERAL

These terms, conditions and specifications are intended to govern Part “A” Advertising Sales, Part “B” Design/Layout, Part “C” Printing and Part “D” Distribution of the 2013 and 2014 editions of the Guelph Community Guide.

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

purchasing@guelph.ca

NOTE: Subject Line **MUST** indicate the “REF# 12176”

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.

NOTE: 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

NO OTHER AREAS OF CITY LOCATIONS

The city will not be responsible for any lost documents

The lowest or any tender not necessarily accepted