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October 16, 2025

PROPOSAL NO. 137-25, TRANSCRIPTIONIST SERVICES ROSTER

Electronic bid submissions only, shall be accepted and received by the City on or before the Submission Deadline of FRIDAY, November 7th, 2025, at Eleven-Thirty Fifty-Nine (11:30:59) a.m. (E.S.T.) through the City's Bidding System: www.biddingo.com/windsor, to create a roster of services to ensure quality in the transcripts that are produced and to assist defendants in selecting a qualified transcriptionist, which are less than \$100,000.00 (excluding HST) on an "as and when requested" basis under a standing offer agreement (the "Roster"). The duration of the agreement is from January 1, 2025 to December 31, 2030.

Proposal documents are available for download, upon payment of a non-refundable fee at Biddingo, www.biddingo.com/windsor. A Bid submitted by mail, in person, fax, e-mail or other electronic means, other than through the Bidding System: www.biddingo.com/windsor, will not be accepted.

There will be no public opening of this proposal.

Acceptance or rejection of any proposal will be made in accordance with City of Windsor Purchasing By-Law No. 93-2012 and amendments thereto. This procurement is subject to the Canadian Free Trade Agreement (CFTA), approved July 1, 2017.

Yours truly,

THE CORPORATION OF THE CITY OF WINDSOR



Jennifer Musson
Purchasing Supervisor (A)

JM/fw