



City of Hamilton
Corporate Services Department
Procurement Section
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Monday, September 26, 2011

Effective Monday, October 10, 2011, the City of Hamilton's Request for Tenders, Request for Proposals and other solicitation documents will be advertised and available for electronic download from the City's Biddingo.com bid portal at biddingo.com/hamilton

Vendors will have the ability to download these solicitation documents directly from this portal.

Vendors who are interested in doing business with the City of Hamilton are required to register with Biddingo at biddingo.com/hamilton. Registered vendors will receive an email alert when any new solicitations are issued regarding City procurements that relate to the vendor's selected commodities.

Registration is available from October 3, 2011 at: biddingo.com/hamilton

The vendor is fully responsible for keeping their information up to date in the Biddingo database.

The City of Hamilton will no longer maintain vendor lists or fax notifications to interested vendors of new bid opportunities available.

All reasonable efforts to inform registered vendors of relevant bid opportunities shall be made, but neither Biddingo nor the City of Hamilton shall be liable for any failure to do so.

Biddingo Service Options and Costs:

- The annual subscription fee with Biddingo is currently \$250.00 + HST. Biddingo subscribers can view procurement calls available from other government and private sector organizations, as well as view the bid document takers list, bid results and awards, and receive automatic notification of addenda at no additional charge. Subscribers can also download individual procurement documents.
- Registered vendors that do not subscribe, will receive email alert notifications of new bid opportunities for their commodities and be able to purchase and download documents on a "pay-as-you-go" basis.

If you are unsure about which option best suits your needs, Biddingo offers a 30 day free trial for those vendors wishing to evaluate the services prior to purchasing a subscription.

For more information about Biddingo's service, Vendors are encouraged to visit Biddingo's website at biddingo.com or contact a Customer Care representative via:

Telephone: 416 756 0955
Email: info@biddingo.com

For more information regarding the City of Hamilton's migration to Biddingo, please contact the City's Procurement Section at:

Telephone: 905 546 2424, ext 2796
Email: Angela.Mastandrea@hamilton.ca

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General Questions:

I am registered with the City of Hamilton, do I need to register with Biddingo?

Vendors currently registered with the City of Hamilton will need to register with the new portal in order to receive email alert notifications of bid opportunities.

I am registered with Biddingo, do I need to edit my profile to include City of Hamilton?

Vendors currently registered (subscriber or non-subscriber) with biddingo.com will need to complete the vendor registration form on the new portal for the City of Hamilton.

Can I still obtain a hardcopy document?

Vendors can request hardcopy documents to be couriered to them through the portal. The City's preferred method of doing business is through the portal, however, the City will continue to make documents available in hardcopy format which may be paid for and collected from the City's Procurement Section, 120 King Street West, Suite 900, Standard Life Building, (corner of King St. West and Bay St.), Hamilton, Ontario, Canada L8P 4V2.

How do I submit my bid?

Vendors will continue to be responsible for submitting bids and proposals in hard copy format by the specified closing date and time to the City's Procurement Section, 120 King Street West, Suite 900, Standard Life Building, (corner of King St. West and Bay St.), Hamilton, Ontario, Canada L8P 4V2.

If you have any questions or concerns, please feel free to contact us.

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