



City of Richmond

6911 No.3 Road
Richmond, BC V6Y 2C1
www.richmond.ca

September 11, 2009
File: 3757F

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Re: Notice of Intent to Contract - Supply and Installation of a Hospitality Structure

The City of Richmond intends to enter into a contract with Coast Staging and Events Ltd. for the supply, delivery and installation of a large hosting structure for its 2010 celebration site. This structure will be comprehensive and will include, but not be limited to, decks, ramps, railing, tents (with doors and walls), audio visual and lighting equipment and bleachers.

The contract is valued at approximately \$200,000.00

Anyone requesting more information and/or requesting that this contract be offered by way of a public competitive procurement process is asked to contact Syd Stowe, Manager, Purchasing, in writing by fax to 604-276-4162 or by email to purchasing@richmond.ca

Closing Date and Time: 3:00 PM, Local Time, Friday, September 18, 2009

Yours truly,



Kerry Lynne Gillis
Buyer II - Contracting Specialist

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