

# Invitation to Bid.

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April 6th, 2017

To Whom It May Concern:

We would like to advise you of a project we are currently preparing for tender. This project will open for bidding on Wednesday April 19<sup>th</sup> with a mandatory site visit at 10:00 am and will close on Friday May 5<sup>th</sup>, 2017 at 12:00 noon.

*Project Location*

Stratford Public Library  
19 St. Andrew Street  
Stratford ON. N5A 1A2

*Closing Location*

In2space Interior Solutions  
302 Wellington Road  
London ON. N6C 4N9

Project Scope:

Part A = Renovations/Interior Alterations to the Auditorium space on the 2<sup>nd</sup> floor. Scope will include demolition of existing ceiling and floor, repairs to existing partitions, minimal construction, new ceiling and lighting, new millwork and finishing.

Part B = Renovations to the Maker space on the 1<sup>st</sup> floor. Scope will include demolition of existing ceiling and floor, repairs to existing partitions, new ceiling and lighting, new millwork and finishing.

Each space will require some alterations to the mechanical for location, but these will be minimal. Renderings of the proposed spaces are attached and full drawings and specifications will be available at the site walk through.

The above scope is provided only for indication of project size and does not necessarily include all required work.

If you are interested in bidding on this project please complete the form below and return via Fax or e-mail.

Respectfully yours,



Jennifer McBride, ARIDO IDC NCIDQ  
In2space interior solutions  
519-902-4844  
jmcbride@in2space.ca

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Name of Bidding Company

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Contact Name

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Contact E-mail

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Contact Phone