

TENDER NOTICE

RFQ 2020-008

-
1. **Title** **South West Detroit Security Guard Services**

 2. **Introduction** Windsor-Detroit Bridge Authority (“**WDBA**”) is a non-agent Crown corporation with headquarters in Windsor and is responsible for the design, construction, financing, operation, and/or maintenance of a new Gordie Howe International Bridge (“**Project**”) between Windsor, Ontario and Detroit, Michigan through a public-private partnership. Further information about WDBA can be obtained at www.wdbridge.com.

 3. **Description** WDBA requires the services of a Security Guard/Receptionist for our SW Detroit office. The primary duties of this position include reception duties for front end operations and security guard services for the protection of the building, assets, occupants, and guests.

 4. **Solicitation Type** Request for Quotations.

 5. **Region of Opportunity** Detroit, Michigan, US

 6. **Tendering Procedure** Open

 7. **Summary of Key RFQ Dates** The timetable for the RFQ is as follows:

RFQ Process	Date & Time
Issue RFQ	February 20, 2020
Deadline for Questions & Clarifications	February 24, 2020
Submission Deadline / Closing date and time	February 28, 2020

-
8. **Documents** Available through WDBA invitation and open to the public through WDBA website

 9. **Conditions to Participation** Proponents invited to participate.

 10. **Proposal Delivery** Quotation submitted electronically to WDBA Procurement.

 11. **Delivery of Services** Ensure a safe and secure work environment at the South West Detroit Comm. Office
 Ensure excellent customer service, adherence to WDBA framework and values.
 Responsible with providing written post orders/work instructions.

 12. **Contact** Name: Chris Hatt, Manager Procurement (procurement@wdbridge.com)