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REQUEST FOR QUOTATION (RFQ)

An approved instrument whereby the Purchasing Department requests suppliers to quote prices, terms, delivery, etc. for specified services, and material.

INVITATION TO TENDER

An approved instrument whereby the Purchasing Department can invite contractors to tender prices for specified construction projects or contracted services.

REQUEST FOR PROPOSALS (RFP)

An approved instrument whereby the Purchasing Department can call for priced alternate materials or services that may best serve the interest of the clients.

PURCHASE ORDER OR VENOR CONTRACT PURCHASE ORDER

An approved instrument that agrees to purchase material or services as quoted, tendered or proposed at agreed prices, terms, etc.

PURCHASING CARD

A card intended to facilitate the purchase and payment of materials and/or services required to conduct business.

ENWIN

Could make reference to either *ENWIN* Utilities Ltd., *ENWIN* Energy Ltd., business units.

W.U.C.

Makes reference to the Windsor Utilities Commission business unit.

BUSINESS UNIT

Could refer to any one of the following Business Units: *ENWIN* Utilities Ltd.,, *ENWIN* Energy Ltd., The Windsor Utilities Commission, Maxess Networx Inc or WUC District Energy System.

RDOC

Rhodes Drive Joint Operating Centre