

CIRCULAR

To: All Municipalities, Local Service Districts, Inuit Community Governments, and Consultants

Re: Construction Contract Award Letter Template

Date: March 4, 2024

The Municipal Infrastructure Division (MI) would like to remind funding recipients that MI provides a template “Letter of Contract Award” for funding recipients and their consultants to use when awarding a construction contract. Template is located at:

<https://www.gov.nl.ca/ti/mi/guidelines-and-policies/#templates>

This template provides specific details that are important to communicate when advising of contract award, and is coordinated with other standard MI documents (Instructions to Bidders, General Conditions, etc.)

Please ensure that this template is used, and project specific edits are made to suit the particular project/bidding opportunity.

Feel free to reach out to your local MI Regional Office if you have any questions.

Eastern Regional Office Inayat Rehman, P. Eng. Phone: (709) 729-5337 Email: InayatRehman@gov.nl.ca	Central Regional Office Wilfred Maloney, P. Eng. Phone: (709) 256-1055 Email: WilfMaloney@gov.nl.ca
Western Regional Chris Power, P. Eng. Phone: (709) 637-2491 Email: ChrisPower@gov.nl.ca	Labrador Regional Office Ehsan Khan, P. Eng. Phone: (709) 896-2942 Email: EhsanKhan@gov.nl.ca

Sincerely,



Kim Kieley, P. Eng., FEC
Director - Municipal Infrastructure
Transportation and Infrastructure

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