

INFORMATION CIRCULAR

**To: All Municipalities, Local Service Districts, ICGs, Engineering Consultants,
Tendering and Contracts**

Re: Changes at Tendering and Contracts Division

Date: May 19, 2022

The Municipal Infrastructure Division (MI) wishes to advise that there have been staffing changes at the Tendering and Contracts Division (TC) of Transportation and Infrastructure.

To ensure that bid packages are processed correctly, and in a timely manner, all bid packages must be sent to the TC general email inbox. Multiple staff monitor this inbox, and they post bid packages on MERX.

The inbox email address is tenderingandcontract@gov.nl.ca.

Should you need to speak directly to a Tendering and Contracts staff member, we ask that you call the main line, phone number **709-729-3786**, and your call will be directed accordingly. This will avoid delays in responses should TC individuals not be available.

Also, please note, that the services of Tendering and Contracts does not include any technical or contractual reviews prior to advertisement. All documents submitted to them will be published, so documents such as pre-tender estimates, should not be sent to TC. Only those documents required by a bidder to prepare their submission should be published.

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

Sincerely,



Kim Kieley, P. Eng., FEC
Director – Municipal Infrastructure

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