

CIRCULAR

TO: All Municipalities, Local Service Districts, ICGs, Consultants, Tendering and Contracts

RE: Changes to Front End Documents

DATE: April 29, 2021

This circular is to inform all Municipalities, Local Service Districts, Inuit Community Governments, and their Consultants that paper bid submissions will no longer be accepted by Transportation and Infrastructure - Tendering and Contracts as of Monday, May 3, 2021.

The Municipal Infrastructure (MI) Front End documents (Instructions to Bidders, General Conditions, Agreement, etc.) have been updated to reflect this change, and are now available for use. The updates to these Front End documents are focused on removing the option to submit bids via the “paper” option.

All Open Call for Bids issued on or after May 3, 2021 are required to utilize these new documents.

You will notice that the Bid Form is no longer posted. This form was required for paper bidding, but it is no longer needed when bids are submitted through the provincial e-Procurement platform (MERX).

Consultants are advised that along with the Front End changes, there is now a new memo document that must be provided to Tendering and Contracts when sending bid documents for posting on MERX. This *Memo to Tendering and Contracts* will be filled in with pertinent project information (i.e. Owner, Project Info, advertising days, etc.) by the Consultant, and will accompany Open Call for Bids documents. The *Memo* template will be provided to Consultants by the MI Regional Office.

If you have any questions or concerns, please reach out to your local Regional Office.

Mr. Inayat Rehman, P. Eng.
Eastern Regional Office
(709) 729-5337
InayatRehman@gov.nl.ca

Mr. Wilf Maloney, P. Eng.
Central Regional Office
(709) 256-1055
WilMaloney@gov.nl.ca

Mr. Chris Power, P. Eng.
Western Regional Office
(709) 637-2491
ChrisPower@gov.nl.ca

Mr. Ehsan Khan, P. Eng.
Labrador Regional Office
(709) 896-2942
EhsanKhan@gov.nl.ca

Sincerely,



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