

F

CIRCULAR

F - Circular to Consultants

To: All Engineering Consultants

Re: Changes to Requirements:
Tender Call Advertisements

Date: August 7, 2007

The Department has been directed to make changes in the requirements for tender ads placed for projects funded by this Department, including federal provincial cost shared projects, to ensure that the ads and their placement conform with the revised Government's Advertising policy. The changes are:

- Previous policy stated required that advertising be placed in a local newspaper "where possible". The new policy removes this discretion. Advertising in a local paper is now required where a project affects the local area.
- The Independent News is to be treated as a major newspaper in the same way as The Telegram, The Western Star and the Grand Falls-Windsor Advertiser.
- New ad formats (copies attached) have been developed in keeping with the Province's brand signature. The ad format, appropriate to the funding source for the project, must be used in all tender ads.

If you have any questions on the above, please contact the undersigned.



ROBERT PICCO, P. ENG.
Manager of Municipal Planning & Design Engineering

Attach

cc: Regional Engineers
Mr. R. Dillion, P.Eng.
Mr. E. Seaward

Tender

Comment: Box
Full width
1.0" tall
50% Black Fill

Comment: Headline
ITC Franklin Gothic Demi
34/30
Centre in Box (top to bottom)

Canada/Newfoundland Infrastructure Program Agreement

Comment: Frame
1 pt Stroke
Black

Invitation to Tender

Comment: Department/Headline
ITC Franklin Gothic Demi 12/15
0.365" from Bottom of
Gray Box to Baseline

Tenders will be received up to the date and time indicated below for the following project:

Comment: Introduction
ITC Franklin Gothic Demi, Book
9/10.5
8.4 pt space after paragraph

Project # (description), Town of (name of town).

Purchase price: \$20

Closing date: (month, day, year) @ 14:00 hours

Comment: Specifications
ITC Franklin Gothic Demi,
Book & Book Italic
9/10.5
6.2 pt space after paragraph

THIS PROJECT IS BEING FUNDED THROUGH THE CANADA/NEWFOUNDLAND INFRASTRUCTURE PROGRAM AGREEMENT.

Upon receipt of the purchase price indicated above, (Non-refundable HST included) plans and specifications may be obtained from (consultant's name, address, telephone # & fax #) and viewed at the offices of the Newfoundland and Labrador Construction Association. Tenders addressed to the Deputy Minister of Municipal Affairs must be delivered to Tendering and Contracts at Ground Floor, East Block, Confederation Building, P. O. Box 8700, St. John's, NL, A1B 4J6 (Ph.: 709.729.3786, Fax: 709.729.6729), and be submitted on forms and in sealed envelopes provided, clearly marked as to the contents. Tenders will be opened immediately after the tender closing time.

The Tender Documents shall be read in conjunction with the Department of Municipal Affairs, Master Construction Specifications, latest revision, which may be purchased from the Department of Municipal Affairs, Confederation Building Complex, St. John's, Newfoundland. Bidders must be registered holders of these specifications.

The scope of this work generally involves (description)

A bid security of 10% will be required.

The owner does not bind itself to accept the lowest or any tender for the project.

Comment: Main Copy
ITC Franklin Gothic Demi,
Book & Book Italic
9/10.5
8.4 pt space after paragraph



Column Width 4.0"
(0.5" Margins)

Tender

Comment: Box

Full width
1.0" tall
50% Black Fill

Comment: Headline

ITC Franklin Gothic Demi
34/30
Centre in Box (top to bottom)

Comment: Frame

1 pt Stroke
Black

Comment: Department/Headline

ITC Franklin Gothic Demi 12/15
0.365" from Bottom of
Gray Box to Baseline

Comment: Introduction

ITC Franklin Gothic Demi, Book
9/10.5
8.4 pt space after paragraph

Comment: Introduction

ITC Franklin Gothic Demi, Book
9/10.5
8.4 pt space after paragraph

Department of Municipal Affairs**Invitation to Tender**

Tenders will be received up to the date and time indicated below for the following project:

Project # (description), Town of (name of town).

Purchase price: \$20

Closing date: (month, day, year) @ 14:00 hours

Upon receipt of the purchase price indicated above, (Non-refundable HST included) plans and specifications may be obtained from (consultant's name, address, telephone # & fax #) and viewed at the offices of the Newfoundland and Labrador Construction Association. Tenders addressed to the Deputy Minister of Municipal Affairs must be delivered to Tendering and Contracts at Ground Floor, East Block, Confederation Building, P. O. Box 8700, St. John's, NL, A1B 4J6 (Ph.: 709.729.3786, Fax: 709.729.6729), and be submitted on forms and in sealed envelopes provided, clearly marked as to the contents. Tenders will be opened immediately after the tender closing time.

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The scope of this work generally involves (description).

A bid security of 10% will be required.

The owner does not bind itself to accept the lowest or any tender for the project.

HONOURABLE (MINISTER'S NAME & TITLE)
MINISTER OF MUNICIPAL AFFAIRS

Comment: Main Copy

ITC Franklin Gothic Demi,
Book & Book Italic
9/10.5
8.4 pt space after paragraph



Column Width 4.0"
(0.5" Margins)

Tender

Comment: Box
Full width
1.0" tall
50% Black Fill

Comment: Headline
ITC Franklin Gothic Demi
34/30
Centre in Box (top to bottom)

Canada/Newfoundland and Labrador Municipal Rural Infrastructure Fund

Comment: Frame
1 pt Stroke
Black

Invitation to Tender

Comment: Department/Headline
ITC Franklin Gothic Demi 12/15
0.365" from Bottom of
Gray Box to Baseline

Tenders will be received up to the date and time indicated below for the following project:

Comment: Introduction
ITC Franklin Gothic Demi, Book
9/10.5
8.4 pt space after paragraph

Project # (description), Town of (name of town).

Purchase Price: \$20

Closing date: (month, day, year) @ 14:00 hours.

Comment: Specifications
ITC Franklin Gothic Demi,
Book & Book Italic
9/10.5
6.2 pt space after paragraph

THIS PROJECT IS BEING FUNDED THROUGH THE CANADA/NEWFOUNDLAND AND LABRADOR MUNICIPAL RURAL INFRASTRUCTURE FUND.

Upon receipt of the purchase price indicated above, (Non-refundable HST included) plans and specifications may be obtained from (consultant's name, address, telephone # & fax #) and viewed at the offices of the Newfoundland and Labrador Construction Association. Tenders addressed to the Deputy Minister of Municipal Affairs must be delivered to Tendering and Contracts at Ground Floor, East Block, Confederation Building, P. O. Box 8700, St. John's, NL, A1B 4J6 (Ph.: 709.729.3786, Fax: 709.729.6729), and be submitted on forms and in sealed envelopes provided, clearly marked as to the contents. Tenders will be opened immediately after the tender closing time.

The Tender Documents shall be read in conjunction with the Department of Municipal Affairs, Master Construction Specifications, latest revision, which may be purchased from the Department of Municipal Affairs, Confederation Building Complex, St. John's, Newfoundland. Bidders must be registered holders of these specifications.

The scope of this work generally involves (description).

A bid security of 10% will be required.

The owner does not bind itself to accept the lowest or any tender for the project.

Comment: Main Copy
ITC Franklin Gothic Demi,
Book & Book Italic
9/10.5
8.4 pt space after paragraph



Column Width 4.0"
(0.5" Margins)