

CIRCULAR

COR/2013/02563

To: All Municipalities (Except Cities of St. John's and Corner Brook), Local Service Districts & Prime Consultants

Re: Changes to Tender Advertising Services

Date: March 28, 2013

Please be advised that effective immediately all Tender Advertising Services associated with municipal infrastructure projects will be conducted through Tendering and Contracts, Engineering Support Services Division of the Department of Transportation and Works. This new arrangement follows Government's approach for coordinated and centralized tendering service (with exception in cities of St. John's and Corner Brook).

Tendering and Contracts will provide services for media placement of tender advertisements, issuance of tender close dates, distribution of tender documents and amendments, receipt and opening of submitted tenders and generation of tender reports. Consultants are required to coordinate with Tendering and Contracts for the provision of these services, and to provide Tendering and Contracts with a copy of the contract award letter.

Communities/Consultants are advised that all tender information must be submitted to the Tendering and Contracts by no later than 8:30 am on Monday for ads appearing in Wednesday's newspaper and no later than 8:30 am on Wednesday for ads appearing in Saturday's newspapers.

For existing projects with a signed *Standard Form of Agreement between Client and Prime Consultant* in which tenders have not yet been awarded, Consultants are required to use Tendering and Contracts tendering services and provide a credit to the project for the tender advertising costs listed within the agreement.

The contact information and web link for Tendering and Contracts is:

Mr. Keith Dawe, Manager, Tendering and Contracts
Tel: (709) 729-3786
Fax: (709) 729-6729
www.tw.gov.nl.ca/TenderingandContracts/default.asp.

The Regional Offices will be the point of contact for any questions/inquiries related to the tendering process. The contact information for the Department's Regional Offices is as follows:

Eastern Regional Office	Central Regional Office	Western Regional Office	Labrador Regional Office
Tel: (709) 729-0259	Tel: (709) 256-1050	Tel: (709) 637-2332	Tel: (709) 896-2941
Fax: (709) 729-0477	Fax: (709) 256-1060	Fax: (709) 637-2548	Fax: (709) 896-8847



CLUNEY MERCER, P. ENG.
Assistant Deputy Minister
Municipal Engineering & Planning Branch

cc: Mr. Cory Grandy, Assistant Deputy Minister, Transportation and Works
cc: Mr. Keith Dawe, Manager, Tendering and Contracts
cc: Mr. Randy Dillon, Director Engineering and Land Use Planning
cc: Mr. Frank Huxter, Director of Waste Management
cc: Mr. Dan Hynes, Regional Director Central/Western/Labrador
cc: Mr. Dan Noseworthy, Regional Director Eastern