

COR/2020/04185

CIRCULAR

To: All Municipalities, Local Service Districts and Consultants

Re: E-Procurement Update and Notices

Date: November 10, 2020

In coordination with the rollout of the Government of Newfoundland and Labrador online procurement (eProcurement) platform MERX, the Municipal Infrastructure Division has uploaded revised front end documents and templates to its website.

UPDATED FRONT END DOCUMENTS

The revised Front End Documents, available at the website below for use.

<https://www.gov.nl.ca/eccm/capital-works/front-end-docs/>

These templates are to be used on all capital works project tenders effective immediately. For reference, the following documents have been revised for both Stipulated Price Contracts and Unit Price Contracts:

- Instructions to Bidders
- Bid Form
- General Conditions
- Supplementary General Conditions
- Agreement between Owner and Contractor
- Certificate of Insurance Form

The front end documents are required to be submitted to Tendering and Contracts and one bound PDF.

UNIT PRICE TABLE AND STIPULATED PRICE TABLE

Unit Price Table and Stipulated Price table are required to be submitted to Tendering and Contracts in Excel Format. The template for these spreadsheet can be found at:

<https://www.gov.nl.ca/eccm/capital-works/front-end-docs/>

ADDENDUMS

The template to be used has also been updated for Addendums, and is located on the website at:

<https://www.gov.nl.ca/eccm/capital-works/front-end-docs/>

Should and addendum be required, Tendering and Contracts will require an updated excel file for the unit price table or the stipulated price table. Changes to the original price table are required to be highlighted. Simply shade the cell yellow.

PREVIOUSLY ADVERTIZED TENDERS

Any tenders already advertised, and not yet closed, through Tendering and Contracts Division of the Department of Transportation and Infrastructure will continue on through the former tendering process.

REQUESTING NEW TENDERS

Sending requests to advertise and issue amendments to Tendering and Contracts will be the same as past practice.

Tendering and Contracts will require the following documents:

1. PDF inclusive pdf of front end documents, PDF Specifications and drawings (one file)
2. PDF file of Bid Form Sheet
3. Excel file of Pricing sheet

QUESTIONS/FURTHER INFOMRATION

Please reach out to your local Regional Engineer if you have any questions or concerns.

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

Sincerely,



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

/jl

Work together...work safely.