

CIRCULAR

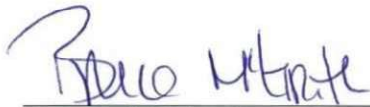
To: All Consultants

Re: Tender Award Recommendation Letter, Standard Format

Date: November 1, 2006

Attached, please find the standard format to be used for all MRIF, CNIP, MCW and MYCW Tender Award Recommendation Letters. Any Tender Award Recommendation Letter submitted for the Department's consideration which does not follow this format will be returned to the Consultant for revision and resubmission.

Consultants are also reminded to include the DMA project number on all project related correspondence.



Bruce McGrath, P. Eng.
Manager of Planning & Design (A)

Dept. of Municipal Affairs
P.O. Box 8700
St. John's, NL
A1B 4J6

Attn: Mr. R. Dillon, P. Eng.

Dear Mr. Dillon:

Re: <town>, <project description>, <DMA project #>

Tenders for this project closed <date>. Bids were received as follows:

<low bidder>	<bid>
<2 nd low bidder>	<bid>
<etc>	<bid>

We have reviewed the bids and <the following corrections were made> / <they were found to be in order>. We, therefore, recommend that this contract be awarded to <preferred bidder>.

The anticipated costs for this project at this time are:

This Contract:	
Construction (including HST)	<\$ >
Engineering (including HST)	<\$ >
Total this Contract	<\$ >
Previous Commitments (const. + eng.)	<\$ >
Total Commitments to date	<\$ >
Approved funding is	<\$ >
Projected shortfall/savings	<\$ >

Sincerely yours,

<consultant>

cc: Town
cc: Regional Office