

**CIRCULAR**

**To:** All Municipalities, Local Service Districts, Inuit Community Governments, and Consultants

**Re:** Construction Contract Award Letter Template

**Date:** March 4, 2024

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The Municipal Infrastructure Division (MI) would like to remind funding recipients that MI provides a template “Letter of Contract Award” for funding recipients and their consultants to use when awarding a construction contract. Template is located at:

<https://www.gov.nl.ca/ti/mi/guidelines-and-policies/#templates>

This template provides specific details that are important to communicate when advising of contract award, and is coordinated with other standard MI documents (Instructions to Bidders, General Conditions, etc.)

Please ensure that this template is used, and project specific edits are made to suit the particular project/bidding opportunity.

Feel free to reach out to your local MI Regional Office if you have any questions.

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| Eastern Regional Office<br>Inayat Rehman, P. Eng.<br>Phone: (709) 729-5337<br>Email: <a href="mailto:InayatRehman@gov.nl.ca">InayatRehman@gov.nl.ca</a> | Central Regional Office<br>Wilfred Maloney, P. Eng.<br>Phone: (709) 256-1055<br>Email: <a href="mailto:WilfMaloney@gov.nl.ca">WilfMaloney@gov.nl.ca</a> |
| Western Regional<br>Chris Power, P. Eng.<br>Phone: (709) 637-2491<br>Email: <a href="mailto:ChrisPower@gov.nl.ca">ChrisPower@gov.nl.ca</a>              | Labrador Regional Office<br>Ehsan Khan, P. Eng.<br>Phone: (709) 896-2942<br>Email: <a href="mailto:EhsanKhan@gov.nl.ca">EhsanKhan@gov.nl.ca</a>         |

Sincerely,



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