|  |  |
| --- | --- |
| logo **Copy and place on your own Letterhead**Where Tender/RFP has wording to revise C4 already included - this is template to use | |
| Type Company NameMust match Award Report  Type Address  Type City and Province  Type Postal Code | Date Do not use an automatic date |

Attention: Enter Contractor's Representative's Name

**RE: AWARD OF CONTRACT FOR** Enter RFP Number and Title

This will advise that your Proposal, in the amount of Enter Contract amount, plus G.S.T. and M.R.S.T as applicable ensure the taxes align with Award Report submitted for the above Service has been accepted.

You must ensure that the Award letter wording is consistent with the award report recommendation

This letter confirms a legal contract is formed between the City and Type Company Name for the execution of the above-mentioned Services, upon such terms and conditions as have been outlined in the Request for Proposal. For record purposes, the Contract Documents (Request for Proposal, Proposal, Award Letter) may be downloaded at the following (insert link) within 10 days of the date of this letter, by using the following password: (insert password) and thereafter will be removed.

You will be authorized to begin the Services:

Delete any sections which are inapplicable

1. upon submission of any necessary documents required to commence Work pursuant to the Request for Proposal to the Contract Administrator;
2. upon providing the required Contract Security coverage to:

The City of Winnipeg

Legal Services Department

185 King Street, 3rd Floor

Winnipeg MB R3B 1J1

1. upon providing the required evidence of insurance coverage to:

The City of Winnipeg

Risk Management

Insurance Section

185 King Street, 3rd Floor

Winnipeg, MB R3B 1J1

Or by pdf to insurance@winnipeg.ca

1. upon complying with all other conditions of commencement in the Request for Proposal;
2. in accordance with authorization from the Contract Administrator indicating the date you may commence Work.

The Contract Administrator for this project is Enter Consultant name if applicable in the format of "company name, represented by" OR enter individual City employee's name, and all inquiries should be directed to the Contract Administrator at Enter the Phone number. The Contractor shall contact the Contract Administrator prior to the commencement of Services.

I would like to thank you for your participation in this project.

Yours truly,

Enter Director's Name

Director

cc: Director of Legal Services – **SPEC NOTE**: use Email address **ONLY** if required Legal-Purchasing@winnipeg.ca

Manager of Purchasing - [purchasing@winnipeg.ca](mailto:purchasing@winnipeg.ca)

Corporate Risk Manager – [FIN-Insurance@winnipeg.ca](mailto:FIN-Insurance@winnipeg.ca)

Enter Your Name, Contract Administrator