

# CONSTRUCTION PROJECT AWARD LETTER

File:

Date:

*Contractor's name and address*

Dear \_\_\_\_\_ :

We are pleased to advise that your tender for **enter project description and/or project number** dated \_\_\_\_\_ in the amount of R \_\_\_\_\_ for the above-noted contract is hereby accepted by the ministry.

As required by the Invitation to Tender, please complete the following within the next **enter time limit (usually 5 calendar days)** calendar days:

1. Sign, or seal if required by company articles, and return the executed contract, including where applicable the Prime Contractor Agreement, to this office. Do not alter the contract(s) in any way. The ministry will accept contract documents executed and then scanned and returned electronically to the Ministry Representative; however, this is not acceptable where a corporate seal is used. A copy of the contract(s) will be returned to you following countersigning by the ministry.
2. Our records indicate your WorkSafeBC account number or Personal Optional Protection number is \_\_\_\_\_. If this is incorrect or if the space provided is blank or if your registration has lapsed or been cancelled, please advise the ministry immediately. If you do not have a valid registration number, you must submit to the ministry proof of an application for registration. You must have a valid WorkSafeBC account number or, if applicable, Personal Optional Protection account number before work may commence.
3. Submit the performance security in the amount of R \_\_\_\_\_ and in the form required by the tender documents. Performance securities in the form of bonds, letters of credit, or safekeeping agreements must be original and not a facsimile, photocopy or electronically submitted.
4. Submit an original Labour and Material Payment Bond in the amount required by the tender documents.
5. Submit an original Maintenance Bond in the amount and for the period required by the tender documents.
6. Submit a Certificate of Insurance (copy attached) as proof of insurance coverage of the type and amount required by the contract. (It is the contractor's responsibility to provide their insurance agent/broker with a copy of the insurance schedule.)
7. Submit ICBC's Confirmation of Automobile Insurance form (APV47) as proof of automobile insurance coverage in the amount required by the contract.

8. Submit a Statement of Work Schedule.
9. Submit a List of Construction Machinery and Equipment to be used in the work.
10. Submit a copy of your security business licence issued under the *Security Services Act*.
11. Submit a completed and signed Assignment of Copyright (enclosed). The assignment must be executed upon final completion of the services as indicated in the Agreement. Final payment will be withheld until receipt of the assignment.
12. A Waiver of Moral Rights form is enclosed. The Waiver of Moral Rights form must be completed and executed by each and every person who will have creative input into the product (photocopy as many copies as needed). The waiver(s) must be executed by the individual(s) and submitted to this office upon completion of each milestone/phase or, where milestone/phases are not identified, upon final completion of the services as indicated in the Agreement. Final payment will be withheld until receipt of all waivers.

Failure to undertake all of the preceding requirements to the satisfaction of the ministry within the time allowed may result in one or more of the following:

1. Cancellation of the contract award;
2. Forfeiture of your bid deposit;
3. If the contract is awarded to another bidder, you may be held liable for any increased cost to the ministry;
4. Your eligibility to bid on future ministry contracts may be suspended for a period of six months up to two years.

It is your responsibility to ensure compliance with the WorkSafe BC regulation requiring you to submit a Notice of Project for certain forestry operations or construction projects to the nearest WorkSafe BC office prior to starting the work.

This will also serve to bring to your attention that if you fall within the parameters of the *Lobbyists Registration Act*, then it is your responsibility to make this determination and register as necessary.

Do not commence work until you are in receipt of your copy of the countersigned contract and a written Notice to Commence Work, where this is a requirement of the contract.

The ministry representative for this contract is **enter name of ministry representative**, telephone number: **insert phone number**. Please direct any inquiries and all the above-required documents to this person.

Yours truly,

enter name and title

Enclosures: Contract documents  
Certificate of Insurance  
Assignment of Copyright  
Waiver of Moral Rights  
List additional enclosures

cc: WorkSafe BC, Assessment Services  
Via Email: [ASSMTMOF@worksafebc.com](mailto:ASSMTMOF@worksafebc.com)  
enter name, Contract Manager/Program Manager  
enter other cc's as local procedures dictate