

Memo to Tendering and Contracts  
Open Call for Bids

Date: \_\_\_\_\_

**ATTN: Tendering and Contracts**

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Please advertise the attached documents for the project listed below, with details as follows:

**Open Call for Bids Merx Title, to be advertised as:**

**Title Name in MERX:**

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*Consultants to follow this format: Owner - Project Title – MI Project No. (Limited to 80 Characters). The field above is limited to 80 characters. The Project Title should reflect the Approved Project Title from the **Funding Letter**. Extensions can be used for various construction packages or specific work.*

The Merx Title is what bidders will see in the email notifications and the solicitation list. If you are having trouble fitting a clear and eye catching Merx Title into 80 characters, remove items like 'Town of' or 'LSD of' from the owner name or reach out to your Regional Office for assistance.

**Project Description:**

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*If some portion of the Title Name could not be provided in 80 characters, it should be reproduced in full here. Other items to consider for the description may be an explanation of different projects (e.g. Part A Main Road West, Part B Main Road East), contract package number, or a very brief scope limited to a few words. It should not be the full Scope of Work from the Specification. Adding anything more than a few words introduces the chance of a contradiction with the rest of the tender or potential amendments.*

**The Work will be substantially performed within** \_\_\_\_\_ working days.

OR

**The Work will be substantially performed within** \_\_\_\_\_ weeks. (for buildings)

**The Open Call for Bids will be open for** \_\_\_\_\_ business days.

Owner: \_\_\_\_\_

MI Project No.: \_\_\_\_\_

Regional Engineer: \_\_\_\_\_

Consultant Signature or Completed By: \_\_\_\_\_