# CRITERIA FOR USE OF SMALL PROJECTS MASTER SPECIFICATION

The Small Projects Master Specification (SPMS) is intended for use in preparing the specifications and related administrative correspondence for small projects that meet the following criteria:

- **The estimated contract price is between $100,000 and $250,000.**

- The estimated contract price is less than $100,000, but the Short Form Minor Works Contract (SFMWC) is not suitable.

- The work of the project involves work by one or more construction or construction related trades.

- The work involves the supply of materials or equipment that will be permanently attached to the physical facility and the provision of labour for the installation or application (e.g. paving, landscaping, re-roofing, re-painting, re-carpeting, etc.).

- The work will be performed under a contract with the Crown, as represented by the Minister of Infrastructure and consequently is a "public work" as defined by the Public Works Act (Alberta).

- The nature of the work and the contract is relatively uncomplicated.

The SPMS is not intended for use for the following:

- Maintenance or repair work involving primarily labour only and little or no supply of materials or equipment (e.g. landscape maintenance, elevator maintenance, window cleaning, etc.). The Department’s Property Management Services Master Specification should be used for these contracts.

* Contracts for the supply only of materials or equipment.
* Contracts entered into by Infrastructure supported (grant funded) entities and that are subject to the Builders' Lien Act (Alberta).

- Contracts based on a "cost plus" arrangement.

* Time based (e.g. hourly rate) contracts.

# CONTRACT PRICE GUIDELINES

The SPMS is primarily intended for "small projects" having an estimated contract value between $100,000 and $250,000. It may also be suitable for simple projects having a somewhat greater cost, provided its suitability for such projects is carefully considered.

For example, if the work is relatively simple and involves only a single trade (e.g. re-roofing, asphalt paving, etc.) the SPMS may be suitable for projects over $250,000. Conversely, it may not be suitable for a highly complex project under $250,000 (e.g. a renovation of an occupied facility involving unknown existing conditions, multiple trades, severe restrictions on contractor's use of premises, and stringent sequencing and scheduling requirements).

Judgment must always be used in determining the suitability of the SPMS, particularly if the contract price is over $250,000. Contact Procurement Services if in doubt about the suitability of the SPMS for a given project.

**BID SOLICITATION**

All construction contracts whose estimated value is $100,000 or greater must be publicly tendered, unless the department's Contracts Review Committee has approved an exception under the Agreement on Internal Trade (AIT) or the New West Partnership Trade Agreement (NWPTA). All such contracts must be "centrally tendered" utilizing the services of Procurement Services. All public tenders are normally publicly advertised on the Alberta Purchasing Connection and COOLNet Alberta. The bid documents (drawings, specifications and addenda) are normally posted in electronic form on COOLNet Alberta as well, unless there is a compelling reason not to (e.g. security concerns).

**BID SECURITY AND CONTRACT SECURITY**

The SPMS assumes that bid security, performance security, and security for payment of claims will normally be required for "small projects" over $100,000 (based on the department's policy of requiring security when the estimated contract cost is $100,000 or greater). However if, in consultation with Procurement Services, a decision is made to not require security for a particular contract, or if the SPMS is used for contract valued under $100,000, these requirements must be deleted.

**SPECIFYING DIVISION 01 ‑ GENERAL REQUIREMENTS**

Refer to Section 01 00 15 ‑ General Requirements for guidance on specifying general requirements.

**SPECIFYING DIVISIONS 02 - 48 TECHNICAL REQUIREMENTS**

The SPMS does not contain any Divisions 02 ‑ 48 technical Sections. Use appropriate Divisions 02 - 48 Sections of the Basic Master Specification, edited to suit the size and complexity of the work. Combine narrow‑scope Sections into broad‑scope Sections where this is appropriate. Where appropriate, specify technical requirements in Section 01 19 80 ‑ Schedule of Work, in lieu of individual Div. 02 ‑ 48 Sections. Do not overspecify technical requirements for small projects!

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