|  |
| --- |
| **Section Cover Page** |
|  **Section 00 00 10****2016-06-01 Introductory Information** |

Use this Section to prepare the specification cover, title page, and table of contents for a small project.

This Master Specification Section contains:

.1 This Cover Page

.2 Proforma for:

* Specification Cover
* Specification Title Page
* Table of Contents (including list of drawings)

**PREPARATION OF SPECIFICATION COVER**

The Specification Cover contains information that will be photocopied on to the standard the department’s pre-printed card stock cover.

Insert project information as required. Do not deviate from format provided, including font sizes and bold type as indicated. Not all identification numbers will be applicable on all contracts. Delete those that do not apply.

Position the project information so that it remains within the following boundaries:

* Top of first line starts no closer than 15 mm from top of page
* Bottom of last line ends no more than 120 mm from top of page
* Indented 60 mm from left side of page

# PREPARATION OF SPECIFICATION TITLE PAGE

The Specification Title Page is the first page after the Specification Cover. It contains the project name, description, and name of the Specifier (consultant or in-house). Insert project particulars and use bold type as indicated.

**PREPARATION OF TABLE OF CONTENTS**

Edit the List of Specification Sections to list all Sections bound within the Specifications. Include the List of Drawings if drawings that are not bound within the Specification (i.e. 8 1/2 x 14 and larger) are being issued as part of the Bid Documents. Do not list in the List of Drawings any drawings bound within the Specifications; list them in Section 00 01 16.

|  |
| --- |
| **Change Log** |
|  **Section 00 00 00****2016-06-01 Introductory Information** |

**Changes made in this Section Update (2015-06-01):**

1. Changed Bid closing time to read : 2:00:00

**Changes made in this Section Update (2015-06-25):**

1. Changed Bid closing time to read : 2:00:59

**Changes made in Section Update (2015-03-17):**

1. Added additional sections to the Table of Contents

1. Spelling correction

**Changes made in Section Update (2015-03-12):**

**General Changes**

1. Alberta Logo Updated
2. References to “Alberta Infrastructure” changed to “Infrastructure”
3. Updated footers and Headers

**Other Changes**

1. Deleted Reference to “Mandatory” Pre-Bid Meeting

2. Updated Project ID block

**[LOCATION - BUILDING NAME]**

**[Contract Title]**

**[Secondary Contract Title]**

**Street Address:** [                     ]

**Pre-Bid Meeting:** [Month Day, Year], [ ] [a.m.][p.m.]

 [place]

**Bid Closing:** **[Month, Day, Year], at 2:00:00 p.m.**

**Inquiries Contact:** [Name]@gov.ab.ca (include the Plan No. in the subject line).

**Plan Holder List:** is available at [www.purchasingconnection.ca](http://www.purchasingconnection.ca) – accessible from the opportunity notice for this project.

**Project ID:** [B0000B-0001] **Record ID:** [00000000]

**Building No:** [B0000B] **Plan No:** [000000]

****

**[LOCATION – BUILDING NAME]**

**[Contract Title]**

**[Secondary Contract Title]**

**Project ID:** [B0000B-0001] **Record ID:** [00000000]

**Building No:** [B0000B] **Plan No:** [000000]

**Consultant:**

[Consultant Name]

[Consultant Address]

[City], Alberta

[Postal Code]

****

**[LOCATION – BUILDING NAME]**

**[Contract Title]**

**[Secondary Contract Title]**

**Project ID:** [B0000B-0001] **Record ID:** [00000000]

**Building No:** [B0000B] **Plan No:** [000000]

**Specifier:**

[Branch or Division Name]

Infrastructure

[Address]

[City], Alberta

[Postal Code]

1. LIST OF SPECIFICATION SECTIONS

 Section Section

Division Number Name

**DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS**

**Instructions for** [00 01 16 List of Drawing Sheets]

**Procurement** 00 21 14 Instructions to Bidders

 [00 25 13 Pre-Bid Meeting]

**Procurement Forms** [00 41 14 Stipulated Price Bid and Contract Form]

**and Supplements** [00 41 49 Unit Price Bid and Contract Form]

 [00 43 13 Bid Security]

 [00 61 13 Contract Security]

 00 72 14 General Conditions

 Statutory Declaration Forms

**DIVISION 01 – GENERAL REQUIREMENTS**

**General** 01 00 15 General Requirements

**Requirements** [01 01 16 List of Drawing Sheets]

 [01 19 80 Schedule of Work]

 [01 26 63 Change Order Procedures]

 [01 26 63B-A Schedule of Labour Rates]

 [01 35 53 Security Screening of Contractor Personnel]

 [01 35 53B-A Consent to Disclosure of Personal Information]

**DIVISIONS 02-48** [List all individual technical sections or indicate ‘Not Used’]

SPEC NOTE: Refer to Specifier's Guide, Small Projects Master Specification, before specifying individual technical Sections.

2. LIST OF DRAWING Sheets

The following drawings are not bound within the Specifications but are issued with the Specifications and form part of the Bid Documents:

No. Title Date

**END OF TABLE OF CONTENTS**