|  |
| --- |
| Section Cover Page |
| Section 00 01 01  2016-06-01 Project Cover and Title Pages |

Use this Section to prepare the cover and title pages for the project specifications.

This Master Specification Section contains:

.1 This Cover Page

.2 Proforma for:

1. Specification Cover
2. Specification Title Page

**PREPARATION OF SPECIFICATION COVER**

The Specification Cover contains information that will be photocopied on to the standard Infrastructure 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. Insert the following information in format provided:

.1 Project information and applicable identification numbers, same as on Specification Cover.

.2 Name and address, but not telephone/fax number, of prime consultant.

|  |
| --- |
| **Change Log** |
| **Section 00 21 13**  **2016-06-01 Instructions to Bidders** |

**Changes made in this Section Update (2016-06-01):**

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

|  |
| --- |
|  |

**Changes made in Update (2015-06-24):**

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

|  |
| --- |
|  |

**[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.**

**Inquires 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]

**Prime Consultant:**

[Consultant Name]

[Consultant Address]

[City], Alberta

[Postal Code]