|  |
| --- |
| **Section Cover Page** |
| **Section 00 52 92**  **Covering Letters for Assignment**  **2015-07-15 and Novation Agreement** |

Use these standard form letters as covering letters when issuing Section 00 52 91 - Assignment and Novation Agreement.

This Master Specification Section contains:

.1 This Cover Sheet

.2 Master Letter to Prime Contractor (Assignee) Requesting Execution of Agreement (00 52 92A)

.3 Master Letter to Nominated Subcontractor Requesting Execution of Agreement (00 52 92B)

.4 Master Letter Forwarding Executed Agreement (00 52 92C)

.5 Master Memorandum to Tender Administrator (00 52 92D)

**[LETTERHEAD] 00 52 92A**

[              ,      ] [Courier]

Our File: [            ]

[Name and address of Prime Contractor]

[                                ]

[                                ]

[           ]

Dear Sir:

**RE:  [PROJECT NAME AND LOCATION]**

Enclosed are three copies of the Assignment and Novation Agreement which, in accordance with the requirements of Section 01 11 08 - Assignable Contracts of the Contract Documents for the above-mentioned project, will effect the assignment of the Assignable Contract to you. Effective date of the assignment will be [                ].

Please sign each copy of the Agreement and return as soon as possible to:

Tender Administrator

Infrastructure

2nd Floor, 2700

Infrastructure Building

6950 – 113 Street NW

Edmonton, Alberta T6H 5V7

We will forward one copy to you after the three parties to the Agreement have signed.

The unpaid balance of the contract price for the Assignable Contract, as of the effective date of the assignment, is as indicated in the Agreement. A cash allowance Charge Order authorizing an expenditure of up to this amount from the cash allowance for assignable contracts, will be issued to you shortly.

We are notifying the Nominated Subcontractor, [                       ], of the effective date of the assignment by copy of this letter.

Yours truly,

[Name                 ]

[Title                  ]

Attachments

x.c.: [Name of Nominated Subcontractor (without/att.)]

bcc:

**00 52 92B**

**[LETTERHEAD]**

[              ,      ] [Courier]

Our File: [         ]

[Name and address of Contractor]

[                        ]

[                        ]

[        ]

Dear Sir:

**RE:  [PROJECT NAME AND LOCATION]**

Enclosed are three copies of the Assignment and Novation Agreement which, in accordance with the requirements of Section [01 11 07] - Contract Assignment of the Contract Documents for the above-noted project, will effect the assignment of your contract to the Prime Contractor, [                                             ].

Please sign each copy of the Agreement and return as soon as possible to:

Tender Administrator

Infrastructure

2nd Floor, 2700  
Infrastructure Building

6950 – 113 Street NW

Edmonton, Alberta T6H 5V7

We will forward one copy to you after the three parties to the Agreement have signed.

The unpaid balance of the [Procurement] Contract Price, as of the effective date of the assignment, is as indicated in the Agreement. Payment of this amount will become the obligation of the Prime Contractor.

Yours truly,

[Name                 ]

[Title                  ]

Attachments

bcc:

**00 52 92C**

**[LETTERHEAD]**

[               ,      ] [Courier]

Our File: [         ]

[Name and address of Contractor]

[                        ]

[                        ]

[        ]

Dear Sir:

**RE:  [PROJECT NAME AND LOCATION]**

With reference to our letter of [            ,      ], enclosed is your copy of the signed Assignment and Novation Agreement.

Yours truly,

[Name                 ]

[Title                  ]

**00 52 92D**

**FROM:** [                ] **OUR FILE REFERENCE:** [         ]

Project Procurement Specialist

**TO:** [                       ] **DATE:** [       ]

Tender Administrator

**TELEPHONE:** 422-[     ]

**SUBJECT: [                                          ]**

The following documents are attached:

.1 Three copies (originals) of Section 00 52 91 - Assignment and Novation Agreement, which will effect the assignment of the assignable contract for [                             ] to the Prime Contractor for [                             ], (the Assignee).

.2 Covering letter to the Prime Contractor, requesting signing of the documents.

.3 Covering letter to the Nominated Subcontractor, requesting signing of the documents.

.4 Covering letter for forwarding signed agreement to the Prime Contractor.

.5 Covering letter for forwarding signed agreement to the Nominated Subcontractor.

Please send the three documents (.1 above) to the Prime Contractor together with the covering letter (.2 above).

Following receipt of the signed documents from the Prime Contractor, please send them to the Nominated Subcontractor together with the covering letter (.3 above).

/2

[Name] ‑ 2 ‑     ‑  ‑

Following receipt of the signed documents from the Nominated Subcontractor, please have them signed by [                     ].

Following signing by the department, please send one original to the Prime Contractor and one original to the Nominated Subcontractor together with the appropriate covering letters (.4 and .5 above).

Retain the third signed original in your files.

Please 'blind' copy me on all letters issued.

[                                             ]

Project Procurement Specialist

Att.

x.c. [            ]