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**

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.

**Changes made to this Section Update (2022-10-31)**

1. Section Cover Page: deleted printing instructions from PREPARATION OF SPECIFICATION COVER
2. Added Alberta logo to cover page and Consultant page
3. Cover page:
   1. Added ‘Alberta Time’ to Bid Closing.
   2. Added Bid Submission Email address
   3. Removed Record ID
   4. Added WBS Number to Project ID
   5. Added Site ID.

****

**[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. Alberta Time**

**Submission Address**

**Attention: Tender Administrator**

**Email Address:** [**infras.tenderadmin@gov.ab.ca**](mailto:infras.tenderadmin@gov.ab.ca)

**Inquires Contact**

[PPS Name, Title]

Email Address: [Name]@gov.ab.ca

(include the Plan No. in the email subject line).

**Plan Holder List:** is available at <https://vendor.purchasingconnection.ca> – accessible from the opportunity notice for this project.

**Project ID/WBS No.:** [B0000B-0001][P-000000.00]

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

**Site ID:** [0000000]

****

**[LOCATION – BUILDING NAME]**

**[Contract Title]**

**[Secondary Contract Title]**

**Project ID/WBS No.:** [B0000B-0001][P-000000.00]

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

**Site ID:** [0000000]

**Prime Consultant:**

[Consultant Name]

[Consultant Address]

[City], Alberta

[Postal Code]