The Short Form Minor Works Contract (SFMWC) Master Specification is comprised of the following:

1. This Specifier's Guide - Section 00 40 10
2. Bid and Contract Form – Section 00 41 00
3. Instructions to Bidders and Conditions of Contract – Section 00 70 00

# Guidelines on Use

This simple short form contract may be used to obtain bids and create a **stipulated price** contract for minor works (construction type) contracts that meet **all** of the following criteria:

* **The estimated contract price is less than $100,000.**
* Bids will be solicited by invitation only (not publicly advertised).
* Work by one or more construction or construction related trades is involved.
* The work involves the supply of materials or equipment that will be permanently attached to the physical facility and includes 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 pursuant to a contract entered into by the Minister on behalf of the Crown or by an agent of the Crown and consequently is a "public work" as defined by the *Public Works Act* (Alberta).
* The nature of the work is relatively simple and of relatively short duration.
* Any drawings and specifications that may be required to describe the work are relatively simple and brief. As a rule of thumb, any required additional attachments to
Section 00 41 00 the Bid and Contract Form and Section 00 70 00 Instructions to Bidders and General Conditions should not exceed 20 pages.

Do **not** use this form of contract for:

* 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 Property Management Services Master Specification should be used for these contracts.
* Contracts for the supply only of materials or equipment.
* Contracts based on a "cost plus" arrangement.
* Unit price contracts, including time based (e.g. hourly rate) contracts.

# Editing and Document Preparation Instructions

* Complete Parts 1 to 6 of Section 00 41 00 - Bid and Contract Form.
* In Part 5, describe the work to the extent required or reference attached drawings and specifications. Be sure to specify a completion date.
* In Part 6, list all documents that comprise the Bid Documents, the number of pages of each, and the total number of pages being issued to bidders. The following specifications may be attached:
* Appropriately edited Division 01 Sections from the Small Projects Master Specification (e.g. General Requirements and Schedule of Work).
* Appropriately edited Division 01 Sections from the Basic Master Specification (e.g. Cash Allowances, Contingency Allowance, Work Site Safety, etc.)
* An appropriately edited technical Section from the Basic Master Specification (e.g. Carpet).

**The total number of attachments should generally not exceed 20 pages. If they do, this form of contract may not be appropriate.**

* For most types of work, consideration should be given to attaching a Work Site Safety specification as a minimum additional requirement. It is important to note that unless some other party is expressly identified in the contract as “Prime Contractor” for purposes of the Occupational Health and Safety Act, the Province will by default be “Prime Contractor” for the work site where the work of this contract will be performed. This means the department assumes all of the attendant responsibility and liability for work site safety.

**Issuing Bid Documents to Bidders, Receipt of Bids and Contract Award**

* Refer to Project Implementation Management System (PIMS) - Tender & Award for guidance and templates.
* Sending (or emailing) a contract award letter to the successful bidder, in addition to the signed Bid and Contract Form, is optional. If desired, the [Letter of Bid Acceptance for Field Procurement](https://external.infrastructure.alberta.ca/PMCOE/PIMS/MasterRepository/TA_Letter_of_Bid_Acceptance_for_field_procurement_Template.docx) is available on the Project Implementation Management System (PIMS) website. It may be used and modified to suit the needs and preferences of individual line areas or project managers.