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| **Section Cover Page** | **\\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** |
| **Section 01 77 20**  **2022-10-21 Contract Acceptance Procedures** | | |

Use this Section when appropriate (normally on large, complex projects) to specify detailed administrative procedures and requirements for contract acceptance. Note that Section 01 77 00 ‑ Contract Closeout contains "short form" contract acceptance procedures which may be more suitable for small and medium size projects. Always include this Section when Facility Start‑Up procedures are specified in Section 01 91 01.

This Master Specification Section contains:

.1 This Cover Sheet

.2 Data Sheet - General

.3 Specification Section Text:

1. Summary of Process
2. Related Sections
3. Partial Acceptance of the Work
4. Prerequisites to Interim Acceptance of the Work
5. Inspection for Interim Acceptance of the Work
6. Interim Acceptance of the Work
7. Prerequisites to Practical Completion of the Work
8. Inspection for Practical Completion of the Work
9. Practical Completion of the Work
10. Prerequisites to Final Acceptance of the Work
11. Inspection for Final Acceptance of the Work
12. Final Acceptance of the Work
13. Prerequisites to Total Completion of the Work
14. Inspection for Total Completion of the Work
15. Total Completion of the Work

Edit text to suit project requirements.

Unless a Performance Testing subphase of Facility Start-Up is specified in Section 01 91 01, edit this Section to delete all references to 'Performance Testing' and 'Practical Completion of the Work', ie:

.1 Delete 1.1.2 to 1.1.2.3 inclusive.

.2 Delete reference to Practical Completion in 3.1.

.3 Delete reference to Performance Testing in 4.1.14.

.4 Delete articles 7., 8. and 9. in their entirety.

**Text contains numerous cross-references to Sections which may or may not be used. Revise or delete all inapplicable cross-references.**

This Section is intended for use in conjunction with the "medium scope" Sections in the Basic Master Specification (01 74 23, 01 78 23, 01 78 39, 01 78 43 etc.) If it is used in conjunction with Section 01 77 00 ‑ Contract Closeout, additional editing of both Sections is required for proper coordination.

**END OF DATA SHEET**

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| **Change Log** | **\\goa\desktop\K_O\norman.ho\Desktop\AB-Sig 2Color Sky CMYK.jpg** |
| **Section 01 77 20**  **2022-10-31 Contract Acceptance Procedures** | | |

**Changes made in this Section Update (2021-10-31)**

1. Added Alberta logo to spec section header
2. Added WBS No. to Project ID in spec section header.
3. Added Change log
4. Capitalized defined terms, un-capitalized terms that are not defined.

1. SUMMARY OF PROCESS

.1 A Contract acceptance process shall be used to facilitate the Province's acceptance of the Work. The process can be summarized as follows:

.1 Interim Acceptance of the Work:

.1 Fulfillment of prerequisites to Interim Acceptance.

.2 Inspection for Interim Acceptance.

.3 Issuance of Letter of Interim Acceptance.

***SPEC NOTE:  Delete 'Practical Completion of the Work' (1.1.2 to 1.1.2.3 below) if not applicable. See Page 01.***

.2 [Practical Completion of the Work:

.1 Fulfillment of prerequisites to Practical Completion of the Work.

.2 Inspection for Practical Completion of the Work.

.3 Issuance of Letter of Practical Completion.]

.3 Final Acceptance of the Work:

.1 Fulfillment of prerequisites to Final Acceptance of the Work.

.2 Inspection for Final Acceptance.

.3 Issuance of Letter of Final Acceptance.

.4 Total Completion of the Work:

.1 Fulfillment of prerequisites to Total Completion of the Work.

.2 Inspection for Total Completion.

.3 Issuance of Letter of Total Completion.

2. RELATED SECTIONS

.1 Regulatory Requirements: Section 01 41 00.

.2 Temporary Facilities and Controls: Section 01 50 00.

.3 Final Cleaning: Section 01 74 23.

.4 Operation and Maintenance Data: Section 01 78 23.

.5 Project Record Documents: Section 01 78 39.

.6 Spare Parts and Maintenance Materials: Section 01 78 43.

.7 Equipment and Systems Demonstration and Instruction: Section 01 79 00.

.8 Facility Start-Up Procedures: Section 01 91 01.

.9 Starting of Equipment and Systems: Section 01 91 05.

.10 Testing, Adjusting and Balancing: Section 01 91 10.

3. PARTIAL ACCEPTANCE OF THE WORK

***SPEC NOTE:  Delete reference to Practical Completion if not applicable. See Page 01.***

.1 When partial utilization of the Work is required and Interim Acceptance, [Practical Completion,] Final Acceptance or Total Completion of part(s) of the Work is a condition of such partial utilization, the applicable requirements specified in this Section shall apply to the part(s) of the Work to be utilized.

4. PREREQUISITES TO INTERIM ACCEPTANCE

.1 Prior to requesting the Province's inspection for Interim Acceptance of the Work, the Contractor shall do the following, not necessarily in order listed:

***SPEC NOTE:  Edit list of prerequisites to suit project requirements. Ensure that specified prerequisites will be enforceable.***

.1 [Perform Contractor Start-Up activities as specified in Section 01 91 01.]

.2 Obtain and submit evidence of compliance with regulatory requirements as specified in Section 01 41 00, including the following:

.1 Occupancy permit(s).

.2 Inspection/operating certificates.

.3 Remove from project site temporary facilities as specified in Section 01 50 00, along with construction tools, equipment, mock-ups and similar items.

.4 Complete starting of systems and equipment as specified [in Section 01 91 05].

.5 Complete testing, adjusting and balancing of systems and equipment as specified [in Section 01 91 10].

.6 Complete equipment and systems demonstration and instruction as specified [in Section 01 79 00].

.7 Complete final cleaning as specified in Section 01 74 23.

.8 Submit project record documents as specified in Section 01 78 39.

.9 Submit operation and maintenance data as specified in Section 01 78 23.

.10 Provide spare parts and maintenance materials as specified in Section 01 78 43.

.11 Make final change-over of locks and transmit keys to the Province as specified in Section 08 70 00.

.12 Complete installation of architectural finish items, including all mechanical and electrical covers and trims.

.13 Ensure that all Contract Deficiencies which may affect operation of systems [or execution of Performance Testing program] have been corrected.

.14 Ensure that the Work is complete and ready for use for the purpose intended.

.15 Review Contract Documents and inspect the Work to confirm that prerequisites to Interim Acceptance of Work have been fulfilled and that Work is ready for inspection for Interim Acceptance.

5. INSPECTION FOR INTERIM ACCEPTANCE

.1 The Contractor shall submit written request to the Province for inspection for Interim Acceptance of the Work, certifying that prerequisites specified in Article 4. above have been fulfilled and specifying known exceptions in the form of a list of items to be completed, corrected or submitted.

.2 The Province will within a reasonable time after receipt of the Contractor's request:

.1 proceed with inspection, or

.2 advise the Contractor that prerequisites are not adequately fulfilled.

.3 Results of the Province's inspection for Interim Acceptance of the Work will form an initial Contract Deficiency list.

6. INTERIM ACCEPTANCE OF THE WORK

.1 Following inspection, the Province will:

.1 issue a Letter of Interim Acceptance stating effective date of Interim Acceptance of the Work, with a copy of the Contract Deficiency list attached thereto, or

.2 advise the Contractor that prerequisites to Interim Acceptance are not fulfilled and repeat the inspection for Interim Acceptance as necessary.

.2 Upon issuance of Letter of Interim Acceptance the Province will assume responsibility for care, custody and control of the Work, including responsibility for:

.1 Facility operation, including all systems and equipment.

.2 Maintenance.

.3 Security.

.4 Property insurance.

.5 Utility costs.

.6 [ ].

***SPEC NOTE:  Coordinate 6.2 with Section 01 11 00 when partial utilization of the Work is required.***

7. PREREQUISITES TO PRACTICAL COMPLETION OF THE WORK

***SPEC NOTE:  If Article is not applicable, replace with THIS ARTICLE IS INTENTIONALLY LEFT BLANK.***

.1 The prerequisites to Practical Completion of the Work are:

.1 Interim Acceptance of the Work.

.2 Completion of Performance Testing activities by the Province and the Contractor as specified in Section 01 91 01.

.3 Contract Deficiencies identified during Performance Testing and previously identified but outstanding Contract Deficiencies shall have been corrected by the Contractor or addressed and a course of action established by the Province.

8. INSPECTION FOR PRACTICAL COMPLETION OF THE WORK

***SPEC NOTE:  If Article if not applicable, replace with THIS ARTICLE IS INTENTIONALLY LEFT BLANK.***

.1 Submit written request to the Province for inspection for Practical Completion of the Work, including copy of the Province's most recent Contract Deficiency list, and certifying that each Contract Deficiency has been corrected or otherwise resolved in a manner agreed to between the Province and the Contractor. List known exceptions, if any, in request.

.2 The Province will within a reasonable time after receipt of the Contractor's request:

.1 proceed with inspection, or

.2 advise the Contractor that prerequisites are not adequately fulfilled.

9. PRACTICAL COMPLETION OF THE WORK of the work

***SPEC NOTE:  If Article if not applicable, replace with THIS ARTICLE IS INTENTIONALLY LEFT BLANK.***

.1 Following inspection, the Province will:

.1 issue a Letter of Practical Completion stating the effective date of Practical Completion of the Work, with a copy of the Contract Deficiency list attached thereto, or

.2 advise the Contractor that prerequisites to Practical Completion of the Work are not fulfilled and repeat inspection for Practical Completion of the Work as necessary.

.2 Upon issuance of Letter of Practical Completion, user occupancy or utilization may commence.

10. PREREQUISITES TO FINAL ACCEPTANCE OF THE WORK

.1 Prior to requesting the Province's inspection for Final Acceptance of the Work, the Contractor shall do the following:

.1 [Ensure that Letter of Practical Completion has been issued by the Province and perform Fine Tuning activities as specified in Section 01 91 01.]

.2 Ensure that the entire Work, including the correction of all Contract Deficiencies, except those items arising from the warranty provisions of the Contract Documents, has been performed to the requirements of the Contract Documents.

.3 Review Contract Documents and inspect Work to confirm that prerequisites for Final Acceptance of Work have been met and that Work is ready for inspection for Final Acceptance.

11. INSPECTION FOR FINAL ACCEPTANCE OF THE WORK

.1 Submit written request to the Province for inspection for Final Acceptance of the Work, including copy of the Province's most recent Contract Deficiency list, and certifying that each Contract Deficiency has been corrected or otherwise resolved in a manner agreed to between the Province and the Contractor. List known exceptions, if any, in request.

.2 The Province will within a reasonable time after receipt of the Contractor's request:

.1 proceed with inspection, or

.2 advise the Contractor that prerequisites are not adequately fulfilled.

12. FINAL ACCEPTANCE OF THE WORK

.1 Following inspection, the Province will:

.1 issue a Letter of Final Acceptance, stating effective date of Final Acceptance of Work, or

.2 advise the Contractor of Contract Deficiencies which must be corrected prior to issuance of Letter of Final Acceptance.

13. PREREQUISITES TO TOTAL COMPLETION OF the WORK

.1 The prerequisites to Total Completion of the Work are:

.1 Final Acceptance of the Work.

.2 Expiry of one year warranty period, excluding extended warranties, if any.

.3 Items arising from the one year warranty period required by the Contract Documents shall have been corrected by the Contractor.

14. INSPECTION FOR TOTAL COMPLETION of the work

.1 Just prior to end of one year warranty period, the Province will conduct an inspection for Total Completion of the Work.

15. TOTAL COMPLETION OF THE WORK

.1 Following inspection, the Province will:

.1 issue a Letter of Total Completion, or

.2 advise the Contractor of items which must be corrected prior to issuance of Letter of Total Completion.

**END OF SECTION**