

## Why use CCDC contract documents?

- Relied upon as familiar industry standards.
- Provide balance, uniformity and standardization for bidding and contracting procedures.
- Protect the interests and preserve the rights of all parties involved in a construction project, without assigning undue risk to any other one party.
- Developed in a collaborative environment that allows for the serious consideration of the rights, interests and obligations of all parties.
- Unbalanced contracts often increase the risk of claims and disputes adding needless expense and time to the construction process.

For more information, please visit the CCDC website: [www.ccdc.org](http://www.ccdc.org)

# CCDC 24

## A Guide to Model Forms and Support Documents

CCDC contract forms refer to a number of administrative processes and forms. The purpose of this Guide is to assist users of CCDC 2 "Stipulated Price Contract" in meeting these administrative requirements.

The administrative processes and forms covered in this guide include:

- Prequalification of Contractors (CCDC 11)
- Financial Information Required of the Owner (CCDC 12)
- Payment (e.g. application for payment, schedule of values, certificate for payment, statutory declarations, certificate of substantial performance)
- Supplemental Instruction
- Change (e.g. proposed change, change order, change directive, summary of changes, combined proposed change and change order)
- Notification
- Warranty

Each model form covered by this guide contains:

- a brief explanation of the administrative processes involved;
- a short narrative description to guide users of the form;
- a list of items which should be included in the form; and
- an example of a model form

With the exception of CCDC 11 and CCDC 12, users may reproduce or reprint the model forms contained in CCDC 24 for their own use.

Many Owners, Consultants and Contractors use their own administrative forms for contract administration. The Committee encourages the use of forms which are compatible with CCDC documents and contain the same information as outlined in this guide. The content of existing forms should be reviewed to ensure that they are compatible with CCDC documents.

