

**CCDC 00**

Guide to Use of  
CCDC Master Specification for  
Division 00 – Procurement and  
Contracting Requirements

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The Canadian Construction Documents Committee (CCDC) is a national joint committee responsible for the development, production and review of standard Canadian construction contracts, forms and guides. Formed in 1974 the CCDC is made up of volunteer representatives from:

- Public Sector Owners
- Private Sector Owners
- Canadian Bar Association (Ex-Officio)
- \*The Association of Canadian Engineering Companies
- \*The Canadian Construction Association
- \*Construction Specifications Canada
- \*The Royal Architectural Institute of Canada

\*Committee policy and procedures are directed and approved by the four constituent national organizations.

For general information on the CCDC, documents published by the CCDC, and the development and proper usage of CCDC standard documents, refer to the CCDC website [ccdc.org](http://ccdc.org).

This guide is provided as a service to the industry for general information only. It is not intended that anything in this guide constitute legal advice, and the reader must not use the guide for that purpose. Qualified legal counsel should always be consulted in connection with any specific issues arising in the particular circumstances of each case. CCDC is not responsible for any errors or omissions.

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## 1.0 INTRODUCTION

The *CCDC Master Specification for Division 00 – Procurement and Contracting Requirement* is a new type of CCDC publication. It is similar to the TEK·AID Division 00 formerly published by Construction Specifications Canada (CSC).

As one of the constituent organizations comprising CCDC, CSC formally requested that CCDC assume responsibility for the publishing and future updating of its Division 00 and 01 TEK·AID master specification. CCDC subsequently undertook to revise and update the CSC master specification to ensure compatibility with other CCDC publications and to reflect industry-wide consensus on current procurement and contracting best practices, with input from owners and all CCDC constituent organizations. This first edition of the *CCDC Master Specification for Division 00 – Procurement and Contracting Requirements* is the result. The *CCDC Master Specification for Division 01 – General Requirements* will be published separately. The contribution of CSC in developing the forerunner to this CCDC publication, and in recognizing the industry-wide benefits of it becoming a CCDC publication, is gratefully acknowledged.

Users of the *CCDC Master Specification for Division 00* are strongly encouraged to familiarize themselves with *CCDC 23 – A Guide to Calling Bids and Awarding Construction Contracts*. *CCDC 23* should be viewed as a companion document to the master specifications. It provides extensive guidance information and explains recommended procurement and contracting best practices in detail. The *CCDC Master Specification for Division 00* provides standard text that reflects the recommended best practices in *CCDC 23*.

The master specification text is fully editable and is intended to be a tool for creating project specific procurement and contracting documents for construction projects in Canada. Users are assumed to be knowledgeable in the preparation of construction Bid Documents on behalf of the Procurement Authority. Use of a CCDC standard form contract and a competitive lowest bid procurement method are also assumed. The *CCDC Master Specification for Division 00* may be used with other forms of contract and with other procurement methods, but will require more extensive editing to suit.

## 2.0 ORGANIZATION AND PRESENTATION

### .1 *MasterFormat*

The *CCDC Master Specification for Division 00* is organized according to *MasterFormat*. *MasterFormat* is the North American standard that provides a master list of numbers and titles for organizing construction information in a standardized sequence. *MasterFormat* may be obtained at [MasterFormat.com](http://MasterFormat.com).

*MasterFormat* titles and numbers are organized into basic groupings of related construction information called divisions and sections. Each division is identified by a fixed number and title indicating the location of a primary element of the system, e.g. Division 00 – Procurement and Contracting Requirements. Within each division there are numbered sections. Each section covers one specific subject or a small group of associated subjects, e.g. Section 00 21 13 - Instructions to Bidders. The inherent consistency and flexibility of this classification system allows for the organization and assembly of the written part of the Bid and Contract Documents in a numerical sequence that is universally recognized and understood in the North American design and construction industry.

## **.2 Language, Terminology and Capitalization**

The *CCDC Master Specification for Division 00* is generally written in the simple imperative grammatical mood, directed for the most part to prime contract Bidders. Exceptions to this are the Bid Forms and Bid Form Supplements, which are written as declarative statements directed to the Owner.

Where applicable, the *CCDC Master Specification for Division 00* uses terminology consistent with defined terms in the CCDC standard forms of contract. These terms are capitalized wherever they appear.

## **.3 Master Specification Conventions**

Common master specification conventions including explanatory ***Spec Notes*** and square brackets are used to explain and identify optional text to facilitate editing as described below.

### **3.0 EDITING**

#### **.1 Editing, Generally**

Like all master specifications, the *CCDC Master Specification for Division 00* is intended to be used selectively and edited as required for project specific use. First, select the sections that will be applicable to a given project, then edit those Sections to suit the needs of the project and the Procurement Authority. To provide maximum editing flexibility, the master specification sections are published in Microsoft Word format.

#### **.2 Spec Notes**

***Spec Notes*** are addressed to and intended to guide the user. They appear in a different font and colour to distinguish them from the master specification text itself. ***Spec Notes*** generally provide a brief introductory explanation of the intended use of each Section. Within the body of the Section they immediately precede the master specification article, paragraph, or sub-paragraph to which they pertain and they explain various options to assist the editing process. They also identify the need for coordination where coordination is required and provide other supplementary guidance information.

**Spec Notes** generally do not provide detailed guidance on or explanation of best practices. Refer to *CCDC 23 – A Guide to Calling Bids and Awarding Construction Contracts* for this type of information.

All **Spec Notes** must be removed in the editing process so as to not appear in the final project specification.

### **.3 Square Brackets**

Square brackets appear at various locations within the text to indicate where the user must make project specific choices. Text enclosed within a single set of square brackets indicates that inclusion of that text is optional; it may be deleted or it may stand. Similarly, text enclosed within multiple sets of square brackets within the same paragraph indicates that more than one option is available; the unwanted option(s) must be deleted. Blank spaces enclosed by square brackets indicate that project specific or other optional text should be inserted at that location.

All square brackets must be deleted in the editing process so that none appear in the final project specification.

All master specification text, whether or not enclosed in square brackets, can and should be edited to suit project specific requirements and the needs and preferences of individual Procurement Authorities. However, when editing, care should be taken to not deviate significantly from industry accepted best practices that are embodied in the master specification text and discussed in *CCDC 23 – A Guide to Calling Bids and Awarding Contracts*. The CCDC considers all optional content shown within square brackets acceptable practice, but not necessarily recommended best practice in all cases.

### **.4 Paragraph and Page Numbering**

Paragraphs and pages are numbered automatically within the word processing application. Check to ensure that proper sequential numbering has been maintained at each paragraph indent level following editing.

### **.5 Other Editing Considerations**

As part of the editing process, the header information in each master specification section should be edited to remove the edition date of the section and the “CCDC Master Specification – Division 00” reference. Project specific identifiers may be substituted.

When adding new text in editing, use consistent terminology, including use of CCDC defined terms and ensure consistent capitalization. Follow good specification writing practices for all new text, including consistent spelling and grammar (use the simple imperative mood). Maintain the “End of Section” convention to indicate the point where each section ends.

Ensure proper coordination with other parts of the Bid Documents that may be referenced in or affected by Division 00. This will include Division 01 – General Requirements in particular, since Division 00 may contain references to Division 01 Sections based on assigned MasterFormat section titles and numbers. Coordination is especially important if different individuals are preparing Division 00 and Division 01.

#### **4.0 DISCLAIMER AND LIMITATIONS OF USE**

The *CCDC Master Specification for Div. 00* requires appropriate selection and editing of Sections to suit the requirements of individual projects and Procurement Authorities. Users are responsible for determining its suitability for a particular project and for all necessary editing to suit. Not all matters and variations necessary for the procurement of construction services for a particular project, for a particular Procurement Authority, in a particular locale, are necessarily addressed.

CCDC and its constituent organizations make no representations or warranties with respect to the accuracy or completeness of the master specification text and expressly disclaim any implied warranties of merchantability or fitness for a particular purpose and shall not be liable for any loss of profit or any incidental, consequential or other damages arising from use of the *CCDC Master Specification for Div. 00*.

***SPEC NOTE: This Section lists the contents of the CCDC Master Specification for Divisions 00. It may also be used as a basis for creating the Division 00 portion of the table of contents for the entire project manual. Section names and titles in square brackets identify standard templates for documents that are included in the Master Specification but which would typically not appear in the project manual or its table of contents.***

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<b>Section Number</b>	<b>Section Title</b>
<b>DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS</b>	
[00 11 13	Advertisement for Bids]
[00 11 16	Letter of Invitation to Bid]
00 21 13	Instructions to Bidders
00 31 00	Available Project Information
00 41 13	Bid Form - Stipulated Price
00 41 33	Bid Form Cost Plus Fee
00 41 43	Bid Form - Unit Price
00 41 45	Bid Form – Combined Stipulated and Unit Price
00 43 23	Bid Form Supplement – Alternative Prices
00 43 36	Bid Form Supplement – List of Subcontractors
[00 51 00	Notice of Award]
[00 51 13	Letter to Unsuccessful Bidders]
00 70 00	Conditions of the Contract
00 70 50	Amendments to Agreement
00 71 50	Amendments to Definitions
00 73 00	Supplementary Conditions
00 73 63	Contract Performance Security
[00 91 13	Addenda]

END OF SECTION